Xerox Ventura Publisher

XEROX

P U B L I S H E R

P R E H I S L I S

JOURNA

Fig.1

XEROX VENTURA PUBLISHER
REFERENCE GUIDE

XEROX

This manual, including the table of contents and index, was produced and printed using Xerox Ventura Publisher. Many fonts in Xerox Ventura Publisher were produced with Bitstream Fontware™.

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INTRODUCTION

How to use this documentation

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

Many people 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 Xerox Ventura Publisher, read the **Setup and Installation** chapter. If you previously installed an earlier version of Xerox Ventura Publisher, see Appendix A, Installation Instructions. If you want to install without reading the manual, insert the **Application Disk** in the **A** drive, type **A:VPPREP** and then press the **Enter** key.

How to start
To run Ventura Publisher, type **VP** and then press the **Enter** key. To quit, select the **Quit** option in the File menu.

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

Modes of Operation
Read the **Modes of Operation** chapter to learn about Xerox Ventura Publisher's four separate functions (Frame, Paragraph, Text, and Graphic.)

**Menu
commands**

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

**Putting it
together**

Read **Putting it Together** to see how you combine the user interface, functions, and menu commands to create your documents.

Examples

To learn by looking at examples, use the **Open Chapter** command in the File menu to see the example chapters contained in the **TYPESET** subdirectory. The style sheets associated with each of these chapters are described in Appendix L.

Problems

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

**Advanced
operation**

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

Cautions

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

Background utilities should not be installed when running Xerox Ventura Publisher because they reduce the available memory and may interfere with operation.

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

Technical Support

See the Customer Support booklet for details about telephone support, training classes, the Xerox Ventura Publisher newsletter and more.

Contents of package

Xerox Ventura Publisher includes:

- Sixteen 5¼" or eight 3½" disks:

    - **Application Disk**s

    - **Examples Disk**—Contains sample style sheets and example documents.

    - **Utilities Disk**—Contains font and picture conversion utilities. The Utilities Disk is combined with the Examples Disk in the 3½" version.

    - **Device Driver Disks**—Contain configuration software for various printers and displays, plus fonts for each printer and display.

- Reference Guide

- Training Guide

- Publication Planning Workbook

- Quick Reference

- Customer Support Guide (includes registration card)

- License Agreement

Features

Xerox Ventura Publisher 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. Images created by a graphics artist can be digitized with a scanner, converted to GEM, PC Paintbrush, or TIFF file format, and then displayed, scaled, cropped, and moved on the computer screen. You can also create simple drawings directly in Xerox Ventura Publisher.

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

Xerox 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.

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

The Professional Extension to Xerox Ventura Publisher allows you to create much larger documents by utilizing EMS memory. Contact Xerox for more information.

Appendix J contains a complete list of features.

Typographical conventions

In this manual, the ☞ callout emphasizes important points.

When a specialized term is used for the first time, it appears in boldface. Chapter names mentioned in the text also appear in bold, as do the names of menu, mode, and keyboard commands when they refer to actions which you should perform. Names of computer files and directories appear in upper case boldface.

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

The term **Mouse Cursor** refers to the cursor that moves when you move the mouse. The shape of this cursor depends on the function selected, (see Figure 3–2) and on the nature of the action being performed.

The term **Text Cursor** refers to the vertical line cursor that indicates the location where text is currently being added or deleted. The text cursor is always placed **between** characters, and is active only when you are operating in **Text** mode.

Throughout this manual, the phrase **Select the…** is used. This 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.

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.

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SETUP AND INSTALLATION

System requirements

Xerox Ventura Publisher requires an IBM PC, XT, AT, PS/2, or a compatible computer which runs the same software as these machines. Your computer must also contain the following or equivalent:

- **640K bytes of RAM**.

- **A hard disk drive** with 1–3M bytes available space to hold software and fonts (space required depends on printers installed— see the **Software Installation** section which follows.) At least 2–3M bytes should still be available after installation. This space is needed to hold your document files and any additional fonts you may choose to install later.

- **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

- **A mouse:**

  - Microsoft Mouse (serial or bus mouse)

  - IBM PS/2 mouse.

  - Mouse Systems PC Mouse, or equivalent.

  - Any mouse compatible with these standards

- **MS-DOS or PC-DOS** version 2.10 or higher.

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

    - Any PostScript-compatible printer or typesetter (e.g., Apple LaserWriter or IBM 4216 PostScript printer)

    - Epson MX/FX/RX series dot matrix printers

    - Epson LQ series dot matrix printers

    - Hewlett-Packard LaserJet Plus or LaserJet II

    - HP LaserJet with 92286F font cartridge

    - IBM Proprinter

    - NEC P-series dot matrix printer

    - Tall Tree Systems JLaser printer card and compatible printer

    - Toshiba P351SX

    - Xerox 4020 Color Ink Jet Printer

    - Xerox 4045 Laser Printer

    - Other (see Appendix J for a complete list of printers supported)

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

☞ **To run this software, your computer must contain hardware from the options listed above and on the previous page—including a mouse and a graphics board.**

Software installation

☞ If you previously installed **Version 1.0** of Xerox Ventura Publisher, please consult 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?"

This section provides installation instructions intended for use by a person who has basic familiarity with the IBM PC (or compatible) and DOS. Additional installation information is provided in Appendix A.

Note that Xerox Ventura Publisher will not operate when shared among multiple computers, nor is it licensed for sharing from a file server among multiple computer workstations on a communications network. However, a network version of Xerox Ventura Publisher is available. Contact Xerox for price and availability.

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.

You need 1.5–3.5M bytes of space on your computer's hard disk to hold all printer fonts, screen fonts, system software, application software, and examples. In addition, it is recommended that you have several megabytes of disk space available after Xerox Ventura Publisher has been installed, to make room for your document files, as well as any fonts you may choose to install later.

Disk space required for the initial installation depends on the printer installed. Approximate total space requirements for some typical printers are as follows. These examples assume only one printer is installed, and includes the space needed for the example files.

- HP LaserJet Plus, Xerox 4045—3.5M bytes

- PostScript—1.5M bytes

- JLaser, Dot Matrix, Xerox 4020—2.5M bytes

Consult Appendix A for exact space requirements.

If you will be using any bus mouse (e.g., Microsoft Bus Mouse, IBM PS/2 mouse, Xerox optical mouse, or AT&T 6300 mouse), locate the disk that contains the MOUSE.COM file. You must copy this file to your computer's hard disk when you are finished with installation.

Installation

During installation, the program will ask you to insert different diskettes. The point during installation at which these diskettes are requested varies from one installation to the next, so no mention of diskette changes is made in these instructions. Also, the same diskette may be requested more than once during installation. This is normal.

If you type the wrong letter or number in response to a question, simply type the correct response before you press **Enter**. You do not need to press the backspace key. If you make a mistake which you discover after you press **Enter**, the installation process can be aborted at any time by pressing and holding the **Ctrl** key and then pressing the **Break** key.

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

2) Insert the **Application Disk** into the **A** drive. Close the drive door, type **A : VPPREP** and then press the **Enter** key.

3) If you install from any drive other than A, type **n : VPPREP n :** where n is replaced with the letter of the floppy disk drive. The system responds with:

```
Is your hard disk drive C? Y
```

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

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

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

After you enter the drive letter, the computer asks:

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

5) Respond by pressing **Enter**.

☞ If you have already installed Xerox Ventura Publisher version 2.0, you can change part of the installation or add a printer without going through the entire installation process by typing **N** and then pressing the **Enter** key in response to this question.

Xerox Ventura Publisher then creates new directories, copies application files and instructs you to insert additional disks.

After these operations have been completed, the following prompt appears on the screen:

```
Do you wish to install the example files? Y
```

6) Press **Enter** if you want sample style sheets and formatted chapters to be available on screen as you operate Xerox Ventura Publisher. Otherwise, type **N** and press **Enter** to continue.

7) You are next asked what type of graphics board, display, mouse, and printer you wish to install. You are given a series of choices for each hardware option. Type the letter of the option you want to install, and then press **Enter**. If you make a mistake and type the wrong letter, merely type the new letter. If you press **Enter** after typing the wrong letter, either abort (**Ctrl** + Break) and start over, or continue until you are asked to confirm your choices, and then tell the system that your choices are **not** all correct.

8) When the computer asks

```
Do You Want To Install Another Printer? N
```

answer **Y** if you plan to print to more than one printer. You can install up to five printer drivers.

9) Once you have selected all your hardware options, the screen displays your choices and asks you to confirm them. If you have made any errors, type **N** at the prompt. You will be guided through the choices again. If all the choices are correct, simply press **Enter**.

After you have confirmed your choices, you are asked to insert one or more of the Xerox Ventura Publisher disks, depending on which display, mouse, and printers you are using. Don't be surprised if you never use certain disks. This is normal. The installation process takes five to thirty minutes depending on the printers installed and speed of your computer. The message **Expanding Font Files** stays on the screen for five to ten minutes, for each printer installed, towards the end of installation. **For additional installation information, consult Appendix A.**

Post installation

To assure best performance, use the ASCII text function of your word processor to modify the file in your computer called CONFIG.SYS to contain the lines:

BUFFERS=20
FILES=20

Any number greater than 20 also works but reduces the amount of memory available for Xerox Ventura Publisher.

☞ Failure to add the BUFFERS statement to your CONFIG.SYS file and specify at least BUFFERS=20 results in slower performance. Failure to add the FILES statement and specify at least FILES=20 will cause the Multi-Chapter operations to malfunction and reduce the number of bit images which may be printed on certain printers.

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

COPY CON: C:\CONFIG.SYS Enter
BUFFERS=20 Enter
FILES=20 Enter
<Ctrl Z> Enter

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

If you installed a bus mouse (option C in the mouse menu), copy the **MOUSE.COM** file from your mouse distribution disk to the root directory of your computer. Then use the ASCII text function in your word processor to add the word **MOUSE** to the AUTOEXEC.BAT file. If your system does not have an AUTOEXEC.BAT file, you can create one, and place the MOUSE command in it by typing the following:

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

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

DEVICE=MOUSE.SYS

to the CONFIG.SYS file. Consult your mouse manual for more information.

Starting the program

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

C : Enter
CD \ Enter

Make sure you type \ not /.

To run Xerox Ventura Publisher, type

VP Enter.

Depending on your computer, Xerox Ventura Publisher takes anywhere from five to forty-five seconds to load. If loading time seems excessively long (more than 45 seconds), make sure that the CONFIG.SYS file contains the statement BUFFERS=20, as described under **Post Installation.**

You can specify the chapter you want to open when you start the program by typing the file name on the same line with **VP**. For example, to automatically open SCOOP.CHP in the TYPESET directory, type:

VP C : \TYPESET\SCOOP . CHP   Enter

Improve performance

If your computer contains more than 640K RAM, you can improve performance when creating long documents. To do this, follow these steps:

1) Use the software supplied with your memory card to create a RAM disk using the RAM above 640K.

2) Use the ASCII function in your word processor to add **/O=n :** to the last line of the VP.BAT file, where **n** is the letter of your RAM disk drive. For instance, to use a RAM disk configured as drive D, the last line of the VP.BAT file should read:

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

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

Running From Microsoft Windows

You can run Xerox Ventura Publisher from the Microsoft Windows Executive. To do this, Windows requires information about Xerox Ventura Publisher. This information is provided in the Program Information File (PIF) contained on the Xerox Ventura Publisher Utilities Disk.

It is recommended that you run Xerox Ventura Publisher from the Windows Executive only if you have installed the Microsoft bus mouse. Windows does not re-initialize the serial port after a non-Windows application terminates. Therefore, if you quit Xerox Ventura Publisher from within Windows, and are using a serial mouse, the mouse may no longer function, or may behave erratically.

To run Xerox Ventura Publisher from the Microsoft Windows MS-DOS Executive:

1) Copy the **VP.PIF** file from the Utilities Disk to the -**WINDOWS\PIF** directory by typing the following:

   'COPY A:\VP.PIF C:\WINDOWS\PIF

2) The root directory of the drive containing the **VP.BAT** file must be included in the DOS **PATH** command. You can accomplish this as follows:

   PATH C:

3) Start the MS-DOS Executive (see the Microsoft Windows manual).

4) Run Xerox Ventura Publisher by double-clicking on the VP.PIF file name in the WINDOWS\PIF directory.

Quitting from Xerox Ventura Publisher

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

USER INTERFACE

This chapter will familiarize you with the operation of the main screen, sidebar, and subsidiary displays. It will also describe the use of the mouse and the operation of keyboard keys that perform special functions.

Main screen

Menus → Desk File Edit View Chapter Frame Paragraph Graphic Options

E:\TYPESET\UNTITLED.CHP (DEFAULT.STY)

Mode Selector →
Addition Button → Add New Tag
Title Bar
Full Box
Scroll Up One Line

Body Text

Vertical Scroll Bar

Assignment List

Horizontal Scroll Controls

Current Selection
Scroll Down One Line

Page Number → R Pg # 0001
Size Box
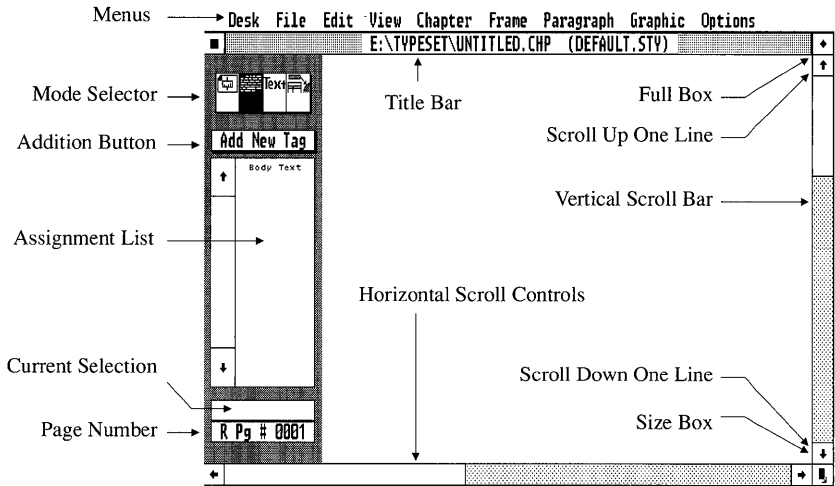
Figure 3–1   Xerox Ventura Publisher Main Screen

Figure 3–1 shows the Xerox Ventura Publisher screen with the Paragraph mode enabled. The operation of each mode shown in this figure is described below. The modes are explained, in clockwise order, starting at the top of the screen.

Menus

When the mouse cursor points to the menu names at the top of the screen, menus drop down. The Set Preferences option in the Options menu allows you to change operation to **pull-down** menus. Pull-down menus appear only when you press the mouse button while the mouse cursor is positioned at the top of the screen.

☞ To clear a menu that has dropped down, move the mouse cursor outside the menu and press the left mouse button once. If you select **Pull-Down** in the Set Preferences menu, the menus disappear as soon as you release the mouse button.

As you move the mouse cursor down through the menu, each menu option, initially shown as black on white, reverses to white on black. This highlighting indicates that the item is available for selection.

To select a highlighted item, press the left mouse button once.

Some items in a menu appear in gray rather than black and cannot be highlighted. This indicates that the option is not available as long as the current mode (i.e., Frame, Paragraph, Text, Graphic) is selected.

Title bar

The **Title Bar** shows the current chapter and style sheet file names.

Full box

Xerox Ventura Publisher pages appear within a window on the screen. If you have used the Size Box to make the window smaller, the **Full Box** returns the window to full screen size. The Full Box has no pertinent application in the current version.

Scroll up one line

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

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

Vertical scroll bar

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

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

scroll bar shows you the area of the screen that you want, release the mouse button.

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

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

Scroll down one line

This works identically to Scroll Up One Line, described previously, except that it moves the screen in the opposite direction.

Size box

The **Size Box** is used to change the size of the Xerox Ventura Publisher window. It has no pertinent application in this version.

Horizontal scrolling controls

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

Side-bar

Mode Selector
Addition Button
Assignment List
Current Selection
Page Number
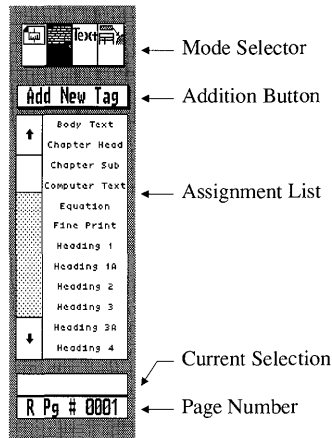
Figure 3–2   Side Bar.

The left side of the screen, called the Side-Bar (Figure 3–2), consists of five features: the Mode Selector, the Addition Button, the Assignment List, the Current Selection indicator, and the Page Number indicator.

Mode selector

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

Addition button

Immediately below the Mode Selector is the **Addition Button**, which allows you to add a frame, tag, or text attribute, depending on which mode is currently enabled. You can activate the Addition Button by either selecting with the mouse, or holding the **Ctrl** key and then pressing **2**.

Assignment list

The **Assignment List**, located beneath the Addition Button, shows the items which can be assigned to whatever you have currently selected in the main screen area. The Assignment List displays, in alphabetical order, the choices available for each Xerox Ventura Publisher mode. Use the Assignment List to transfer a file, tag, attribute, or graphic

object from the Assignment List to the frame, paragraph, or text you have selected.

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

The operation of the scroll bars in the Assignment list is identical to that of the main screen scroll bars.

Current selection indicator

The **Current Selection** indicator shows which item from the Assignment List is currently assigned to the frame, paragraph, text or graphic you have selected.

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.

Mouse

The **Mouse** has two separate functions within Xerox Ventura Publisher:

* Use it to move the **Mouse Cursor** to items on the screen that you want to select.

* Use it to draw frames and graphics.

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.

Xerox Ventura Publisher uses only the left mouse button.

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

The mouse cursor changes shape depending on the mode selected, as shown in Figure 3–3.

Frame Mode

Add New Frame

Re-size Frame

Pan Image

Move Frame

Paragraph Mode

Text Mode

Graphic Mode

Box Text

Line Drawing

Ellipse Drawing

Rectangle Drawing

Rounded Rectangle Drawing

Figure 3–3　　Mouse Cursor Shapes

Keyboard keys

Various keys on the keyboard perform special functions:

Cursor 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.

Pg Up   Go to the previous page.

Pg Dn   Go to the next page.

Del   1. Deletes the character to the right of the text cursor when in the Text mode.

2. Equivalent to selecting the Cut option in the Edit menu when a block of text, frame, or graphic is selected.

3. Equivalent to selecting the Copy option in the Edit menu when you press the **Shift** key simultaneously with the **Del** key.

Ins   Equivalent to selecting the **Paste** option in the Edit menu.

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

Esc   1. Halts the print operation for the current chapter when printing.

2. The **Esc** key can also halt a "go to page" operation.

3. In a dialog box, the **Esc** key deletes all characters on the line that contains the text cursor.

4. At all other times, the **Esc** key reformats the current page.

Shift keys   1. When used in conjunction with the mouse, **Shift Keys** select multiple paragraphs, frames, or graphics. Press and hold down either shift key while selecting in order to select several items.

2. In text mode, use the Shift keys 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 to the current text cursor location.

3. Press the Shift key while adding frames or graphics to keep the Add New Frame or graphic tool enabled.

4. Pressing the *right* **Shift** key and the **Ctrl** key simultaneously causes the keyboard cursor keys to toggle between controlling the text cursor (normal operation) and controlling the mouse cursor.

Tab key

1. Inserts horizontal tab characters.

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

Special Function Keys

Used to tag paragraphs, if the style sheet has assigned tags to these keys. See **Assign Function Keys** in the **Menu Commands** chapter.

Ctrl key

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

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

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

4. Press the **Ctrl** and right **Shift** keys simultaneously to toggle the keyboard cursor keys between control of the mouse and text cursors.

5. Press and hold the **Ctrl** key and then type **X** to recall the last dialog box. Within a dialog box, **Ctrl X** is equivalent to selecting **Cancel**.

☞ **Ctrl X** is equivalent to **Cancel** within the dialog box. At all other times, it recalls the last dialog box.

Alt key

1. Use with the mouse to move cropped pictures within frames. Press and hold down the **Alt** key, move the mouse cursor to the center of the image to be moved, press and hold the mouse button, and then move

the image. Release both the **Alt** key and the mouse button when finished.

2. Constrain graphics. Press and hold the Alt key while drawing graphics in the Graphic mode. The graphic will be constrained to perfect proportions (e.g., a circle instead of an ellipse).

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

Keys for special characters

Xerox Ventura Publisher provides the keyboard shortcuts shown below 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

You can control many of Xerox Ventura Publisher's functions directly from the keyboard, as shown in the following table.

Function	Key
Addition button	Ctrl + 2
Bring to Front	Ctrl + A
Cancel (from dialog box)	Ctrl + X
Copy	Shift + Del
Cut	Del
Edit Special Item	Ctrl + D
Enlarged View	Ctrl + E
Fill Attributes	Ctrl + F
Frame Mode	Ctrl + U
Go to First Page	Home
Go to Last Page	End
Go to Next Page	Pg Dn
Go to Page	Ctrl + G
Go to Previous Page	Pg Up
Graphic Mode	Ctrl + P
Insert Special Item	Ctrl + C
Line Attributes	Ctrl + L
Normal View	Ctrl + N
Paragraph Mode	Ctrl + I
Paste	Ins
Recall Last Dialog Box (or Cancel)	Ctrl + X
Redraw Screen	Esc
Reduced View	Ctrl + R
Renumber Chapter	Ctrl + B
Save	Ctrl + S
Select All (graphics)	Ctrl + Q
Send to Back	Ctrl + Z
Show/Hide Tabs & Returns . . .	Ctrl + T
Show/Hide Side-Bar	Ctrl + W
Text mode	Ctrl + O
Update Tag List	Ctrl + K

Cursor keys

While in a Dialog Box or Item Selector, or when operating in Text
mode, 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 cursor keys to move it back and forth one character at a time, as well as up and down one line at a time.

Operation without a mouse

During normal operation of Xerox Ventura Publisher, the keyboard cursor keys control the movement of the text cursor. You can however, choose to use the cursor keys to control the mouse cursor instead.

☞ Press the **Ctrl** and *right* **Shift** keys simultaneously to enable the cursor keys to control the mouse cursor.

Your computer should emit a beep signal to indicate that the switch in cursor key functions has occurred.

When the cursor keys control the mouse cursor instead of the text cursor, some of the cursor keys assume special functions:

• Pressing the **Home** key once is equivalent to pressing and releasing the mouse button.

• Pressing the **End** key is equivalent to pressing *and holding* the mouse button. To release the mouse button, press the **Home** key.

• Press and hold either **Shift** key to reduce the amount the mouse cursor travels each time the cursor direction keys are presses. When you release the **Shift** key, the mouse will again travel a greater distance.

To resume normal cursor keyboard control over the text cursor, press the **Ctrl** and right **Shift** keys again. You should again hear a beep to signal that the switch has occurred.

If the keyboard keys affect neither the mouse nor the text cursor, press the **Num Lock** key once and try again. On many computers, Num Lock must be off for the keyboard cursor keys to work.

Dialog box

Pop-up menus. Point to name of feature, press
and hold mouse button. Make selection. Release
mouse button.

Help menu. Point to question mark, press
and hold mouse button. Make selection.
Release mouse button.

Button
controls

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

```
 SIZING & SCALING                                              [?]

 Flow Text Around:  √  On
                        Off
    Upper Left X:  02.32  [+] [-]    Upper Left Y:  01.78  [+] [-]
      Frame Width:  01.15              Frame Height:  01.17
    Horiz. Padding:  00.00           Vert. Padding:  00.00  inches

   Picture Scaling:  [ Fit in Frame ]  [ By Scale Factors ]

      Aspect Ratio:  [ Maintained ]  [ Distorted ]

    X Crop Offset:  00.00  [+] [-]    Y Crop Offset:  00.00  [+] [-]
      Scale Width:  01.15              Scale Height:  01.15

                                              [  OK  ]  [ Cancel ]
```

*Figure 3–4   Typical dialog box showing (clockwise from upper left corner) a pop-up menu, help
button, measurement units control, and button controls.*

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

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

A typical dialog box (see Figure 3–4) contains several types of controls
as well as help information, including:

• **Button Controls**. These controls operate much like the radio but-
tons in a car radio. You can select from any of a series of rectangular
boxes. When you make a selection, the previous selection is dis-
abled.

- **Pop-Up Menus**. These appear whenever you select a dialog box option which is followed by the ↕ symbol. Pop-Up Menus show all the available options for the feature you wish to change. You can select any one option from this list.

- **Entering Text and Numbers**. Many of the features let you specify text and number. These are typed using the keyboard or, in some dialog boxes, are set by selecting the arrow on a scroll bar.

- **Measurement Controls**. The measurement system for dialog box settings can be changed within each dialog box.

- **Help Menus** and associated Help Screens that give you on-line assistance concerning the function and operation of each feature. Help is accessed by selecting the **?** in the upper right corner of the dialog box.

Button controls and pop-up menus

If the option you want to change is shown inside a rectangular button:

1) Point to the setting you wish to choose.

2) Press the mouse button once. The background in the button just selected changes from white to black. For example, in Figure 3–4, **By Scale Factors** is selected.

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

If the pop-up symbol is shown next to a selection, the options for that selection are available in a pop-up menu. The current setting for that option is shown after the colon. To access the pop-up menu and change the selection:

1) Move the mouse cursor anywhere to the left of the pop-up symbol, and press and hold the mouse button. A pop-up menu appears (e.g., **Flow Text Around** in Figure 3–4).

2) While still holding the mouse button, move the mouse cursor to the selection you want. Release the mouse button.

If the text within the item you want to select is shown in gray instead of black type, this means that the item is not available for selection given the current dialog box settings.

Entering text

To type information into a dialog box, first place the text cursor on the line whose value you want to change. This is done either by moving the mouse cursor to the line whose value you want to change and then pressing the mouse button once, or by moving the text cursor from its current location using either the keyboard cursor keys, or tab and back-tab (i.e., shift plus tab). The vertical text cursor then appears on the chosen line.

- Use the **Backspace** key or **Del** key to erase some of the line

- Use the **Esc** key to erase the entire line, or

- Use the keyboard cursor keys to move the text cursor without erasing information.

When the text cursor is positioned correctly, type the desired value.

Accept or cancel settings

To accept the new settings in a dialog box, move the mouse cursor to the box labeled **OK** and press the mouse button.

If you decide not to make any changes, move the mouse cursor to the box labeled **Cancel** and press the mouse button once. None of the changes will take effect.

Pressing the **Enter** key on the keyboard is equivalent to selecting **OK** with the mouse button. Pressing the **Ctrl** key and then typing **X** is equivalent to **Cancel**.

Measurement controls

Numerical settings in each dialog box may be set in inches, centimeters, picas & points, or fractional points. The measure used can be changed at any time. To change a measure, simply point to the unit of measurement (e.g., the word **Inches**), and press the mouse button once (Figure 3–4.) The unit of measure changes and the value for that setting is recalculated. Each press of the mouse button changes to the next unit of measure, until you return to the original measure. Fractional Points provides the greatest precision.

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

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

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

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

Item selector

Directory Line
Backup Button
Directory Name
File Name
File Filter
Selection: ACCOUNT .CHP
Scroll Bar
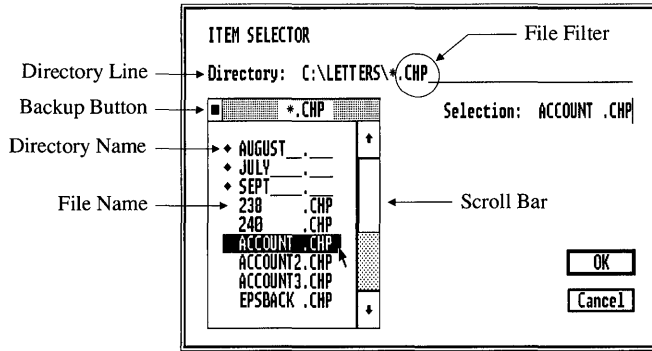
*Figure 3–5   Item Selector. Directory names are preceded by the ♦ charac-
ter. The backup button moves up one directory level.*

Description

The display shown in Figure 3–5 is called an **Item Selector.** The Item
Selector is used for saving and retrieving files and appears when you
select any of the options in the **File** menu that are followed by three
periods (**...**).

Application

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

The Item Selector also provides a simple way to move between various
DOS subdirectories.

The Item Selector automatically "filters" the files displayed so that
you need only search for files which match specified criteria (see
Figure 3–5). When you are loading or saving chapters, for instance,
only chapter files (which are stored with a file extension **CHP**) are
displayed. The method for filtering files follows standard DOS con-
ventions, including wildcard characters (e.g., * and ?.) You can change
these filters by positioning the text cursor on the **Directory** line and
typing a new filter name. Figure 3–5 shows the filter set to display all
chapter (CHP) files that are contained in the subdirectory called
LETTERS.

Operation   To save or retrieve a file using the Item Selector, select the file name
                      with the mouse and then select **OK**.

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

                      If the file name you are looking for is not shown, use the Scroll Bar to
                      move up and down through the list of files.

☞   Pointing to the desired file name, holding the mouse stationary, and
                      pressing the mouse button twice in rapid succession, is equivalent to
                      selecting the file name and then selecting **OK**.

                      When you wish to save a file for which a name does not exist, or if you
                      prefer to use the keyboard, position the text cursor on the Selection
                      line, type the new file name, and then select **OK**.

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

Changing directories

                      To change directories or disk drives when saving or retrieving a file:

                      1) Select the **Backup Button** (see Figure 3–5) to "back up" to the
                         previous directory. This is equivalent to the DOS **CD ..** command.
                         If you select the Backup Button while in the root directory, the
                         currently available disk drives are shown. You can then select a new
                         disk drive.

                      2) To change to a new directory, select the directory name. As shown
                         in Figure 3–5, directory names are always preceded by the diamond
                         ♦ character.

                      Alternatively, you can change directories or disk drives by placing the
                      text cursor on the **Directory** line and typing disk drive and directory

path. If the disk drive is not initially shown, move the text cursor to the beginning of the Directory line, erase the current drive letter, and type the new drive letter.

Consult Appendix A for information on how to make other drive letters always appear within the Item Selector at the level above the root directory.

When using the Item Selector, please note the following two cautions:

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

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

File name conventions

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

Program	Extension
ASCII	TXT
AutoCAD	SLD
CGM	CGM
DCA	RFT
GEM Line Art	GEM
GEM Image	IMG
HPGL	HPG
Lotus 1-2-3	PIC
Macintosh Paint	PNT

Program	Extension
Macintosh PICT	PCT
Mentor Graphics	P*
MS Word	DOC
Multimate	DOC
PC Paintbrush	PCX
PostScript Encapsulated	EPS
TIFF files	TIF
Video Show files	PIC
Windows	WMF
Wordperfect (4.2 and 5.0)	WP
Wordstar	WS
Wordstar UK	TXT
Xerox Writer	XWP
Xywrite	TXT

Ventura Publisher File	Extension
Captions	CAP
Chapters	CHP
Chapter Information	CIF
Generated text	GEN
Fonts	FNT
Graphics	VGR
Hyphenation algorithms	HY1, HY2
Hyphenation dictionaries	DIC
Printer information file	CNF
Print files	C00
Publications	PUB
Style sheets	STY
Width tables	WID

☞ If you can't find a file name, check to make sure that you are looking in the correct subdirectory, 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.)

WYSIWYG

Xerox Ventura Publisher is designed to provide What You See (on the screen) Is What You Get printed (WYSIWYG.) This means that the computer display should match as closely as possible, at all times, what you will see on the final printed page. Of course, the difference between the technology used to display a page on a computer screen and the technologies used to print a page on a laser printer or typesetter do create some unavoidable differences. In particular, because a computer screen cannot produce anywhere near the same resolution as a printer or typesetter, and because what is displayed is shown in a different aspect ratio (height to width ratio), the space between words and between lines will appear larger or smaller on the computer screen than on the printed page.

Color displays

In order to see your document in color on the screen, you must use a VGA, Enhanced Graphics Adapter (EGA), or Display Enhancement Board (DEB) and compatible color monitor. However, even if a monochrome monitor is used, the text prints in the color chosen if a color printer is used. The user interface (menus, side-bar, etc.) still displays in monochrome even on a color monitor.

Printer limitations

Most laser printers do not print to the edge of the page. Therefore, if you place pictures, graphics, or text near the edge of the page, these will show correctly on the screen, but will not print. Consult Appendix F for information on the blank space left at the edge of the page by your printer. Better still, print the **CAPABILI.CHP** chapter contained in the TYPESET directory. This will show you exactly what your printer can—and cannot— do.

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Modes of Operation

| Frame | Paragraph | Text | Graphic |
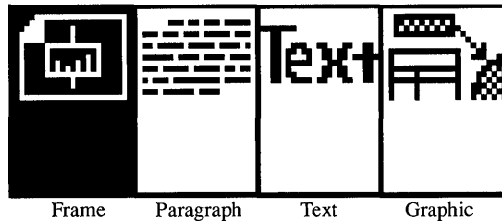
Figure 4–1   Mode Selector. The Frame mode is enabled.

This chapter provides a **task-oriented** summary of Xerox Ventura Publisher's page layout operations, organizing them according to the functions they perform.

Modes of operation

The concept of **modes of operation** is central to the logic of creating documents with Xerox Ventura Publisher. Each of the following four major modes controls a different group of operations.

- The **Frame Mode** allows you to place pictures on the page or in frames, and allows you to create, cut, copy, and paste frames.

- The **Paragraph Mode** allows you to apply typographical and page layout attributes to an entire paragraph (or group of paragraphs). It also allows you to create style sheets which contain these attributes.

- The **Text Mode** is a built-in word processor that allows you to add and delete text, and also to change the font (e.g., typeface and size) and attributes (e.g., underline) of any selected text on the page.

- The **Graphic Mode** is a built-in drawing program which allows you to annotate any frame that you draw, produce forms, create additional ruling lines, and much more. Many of the Frame Mode functions are also available in Graphic Mode.

To enable a mode, move the mouse cursor to the appropriate box in the Mode Selector and press the mouse button once. The background of the selected icon changes from white to black, and the contents of the Assignment List immediately change to show the attributes available in that mode. The menu options available to you in that mode appear in black, those not available appear in gray. In Figure 4–1, the Frame mode is selected.

Menu commands

The **Menu Commands** chapter (the chapter after this one) describes the operation of each menu at the top of the screen. For the most part, Frame mode options are found in the Frame menu, Paragraph mode options in the Paragraph menu, Text mode options in the Edit menu, and Graphic mode options in the Graphic and Frame menus.

You can access options in the File, Chapter, and Options menu regardless of the mode you have selected.

The following pages describe how to use each mode.

Frame mode

Frame definition

A frame is a rectangular area of the page which can contain text, line art, or images. You draw frames using the **Add New Frame** function described later in this section. In addition, *the page itself is a frame.*

Although frames which you draw are similar in most ways to the page itself, you will find some differences:

* Frames which you draw can be cut, copied, re-sized, or moved; the page cannot.

* When text fills a frame that you've drawn, you must draw a new frame to hold it. However, when text fills the page, Xerox Ventura Publisher creates a new page automatically.

For newsletter and magazine layout, place text in manually drawn frames. For books and technical manuals, place text directly onto the page. See the **Putting It Together** chapter for more information on when to place text in manually drawn frames and when to place it in the page itself.

Frame mode application

The **Frame** mode allows you to:

* Create new frames

* Place files from the Assignment List into frames

* Select, move, re-size, copy, and delete frames

* Remove files from selected frames, or from the Assignment List

* Change frame attributes such as column balance, margins and columns, ruling lines, captions, and background pattern

* Cause frames to repeat on every page.

Add new frame

The **Addition Button** (see Figures 3–1 in the previous chapter) displays the words **Add New Frame** when the Frame or Graphic mode is enabled. Add New Frame 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.

To add a new frame, follow these steps:

1) Select the Frame mode (Figure 4–1) and then select the Add New Frame button (or hold the **Ctrl** key and then press **2**).

2) Move the mouse cursor to the point on the page where you want to start the upper left corner of the frame.

3) Press and hold the mouse button.

4) Drag the lower right corner of the frame to the desired location (Figure 4–2) and release the mouse button. Text already on the page flows around the frame (Figure 4–3).

Figure 4–2   Adding new frame. Mouse button still pressed down.
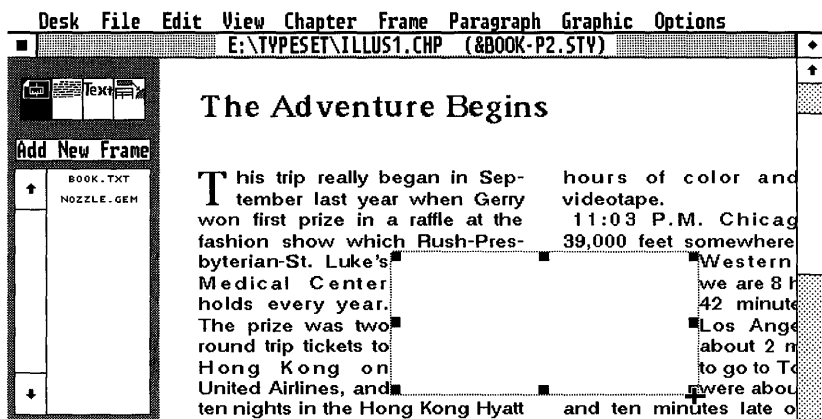
Figure 4–3   Adding new frame. Mouse button released. Text flows around frame automatically, and addition button is no longer highlighted.

☞ 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, Xerox Ventura Publisher automatically de-selects the Add New Frame button, and the frame just created is selected. This allows you to move or re-size the frame just created, or to place a file from the Assignment List into the Frame immediately.

Add multiple frames

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

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.*

Placing files into frames

To place files in frames, follow these steps:

1) Select the Frame mode (i.e., the left box in the Mode Selector).

2) Use the **Load Text/Picture** option (Figure 4–4) to build up a list of text, image, and line art files in the Assignment List. See the **Load Text/Picture** option in the Menu Commands chapter.

```
LOAD TEXT/PICTURE                                    [?]
    Type of File:  [Text]  Line-Art   [Image]
  Line-Art Format:  [GEM]  AutoCad .SLD   [Lotus .PIC]  [Mentor Gr]
                    [VideoShow]  [MAC PICT]  [PostScript]
                    [CGM]  [HPGL]  [MS Windows]


     # of Files:   One  [Several]


                                         [  OK  ]  [Cancel]
```
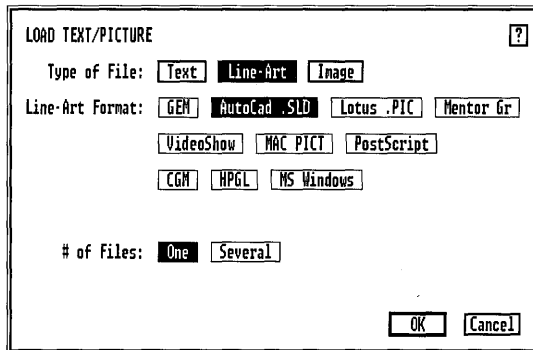
Figure 4–4   Load Text/Picture dialog box set to load AutoCAD file.

3) Select the frame and then select the file from the Assignment List (Figure 4–5). If a file is already in the frame, the new file takes its place. The old file remains in the Assignment List, and its contents are not affected.

The Current Selection Indicator in the side-bar shows the name of the file that is currently placed in the selected frame (Figure 4–6).

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 Assignment List. The remaining text 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.
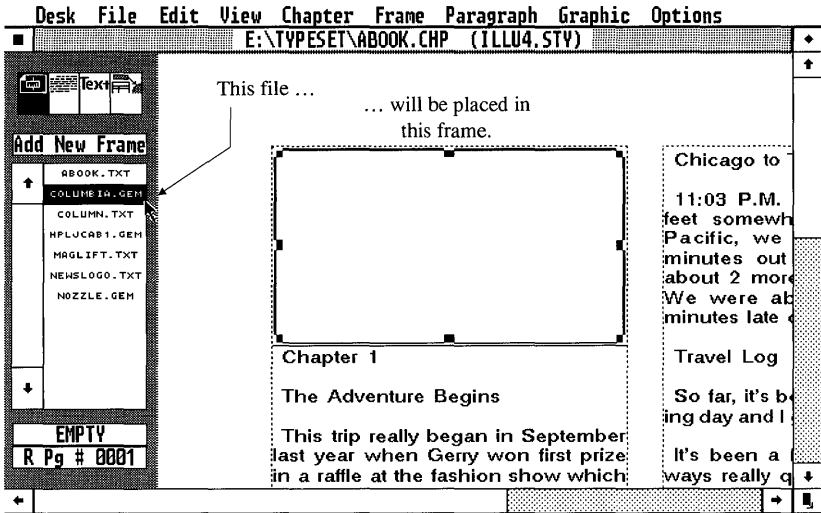
Figure 4–5   Select the frame first, then select the file you want to occupy that frame.
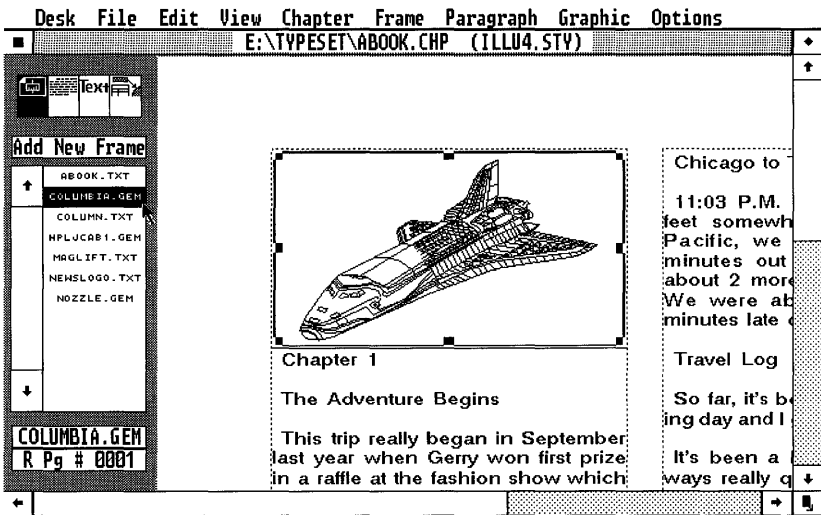
Figure 4–6   After the mouse button is pressed, the picture is placed in the selected frame.

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. See **Repeating Frames** in the Frame section of the Menu Commands chapter.

Removing files from frames

```
╔════════════════════════════════════════╗
║ ┌────────────────────────────────────┐ ║
║ │ REMOVE FILE                    [?] │ ║
║ │                                    │ ║
║ │   File Name:  GRAPH2  .PIC|        │ ║
║ │ ┌─────────────┬─────────────────┐  │ ║
║ │ │ Remove from:│ √ List of Files │ ▶ │ ║
║ │ │             │   Frame         │  │ ║
║ │ └─────────────┴─[   OK   ] [Cancel]│ ║
║ └────────────────────────────────────┘ ║
╚════════════════════════════════════════╝
```
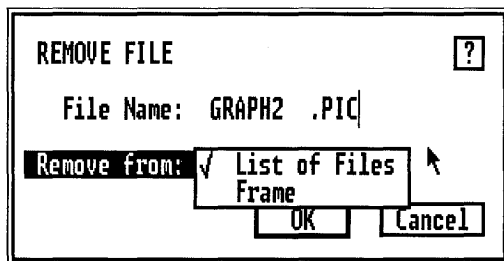
Figure 4–7   Remove File dialog box. GRAPH2.PIC will be removed both from the list of files in Assignment List and from the frame.

You can remove a file from a frame either by placing another file in the frame, or by selecting the frame and then selecting the **Remove File** option in the Edit menu (Figure 4–7). Within this option, select **From Frame** in the pop-up menu to remove the file from the frame only. See **Remove Text/File** in the Edit section of the Menu Commands chapter.

Types of files in frames

Xerox Ventura Publisher can place text or picture files into frames (Figure 4–8). 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**.

Pictures   **Line Art** refers to pictures stored as vectors and objects (mathematical expressions), whereas **Images** refers to pictures stored as simple bits
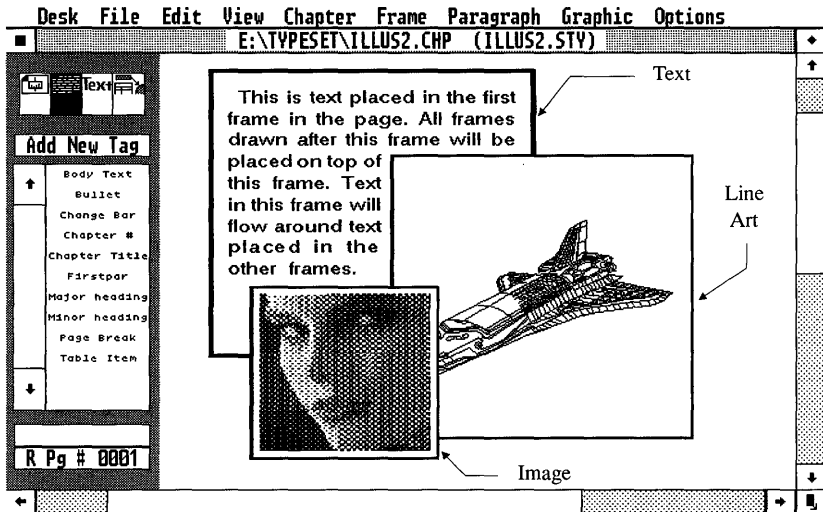
Figure 4–8   Text, line art, and images can all be placed in frames.

(1's and 0's). Because the mathematical expressions can be re-computed 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.

Moving frames

To move a frame and its contents to another position on the page:

1) Select the frame.

2) Place the mouse cursor within the frame, and press and hold the mouse button. The mouse cursor changes to a picture of a cross with arrows on each end.

3) Move the frame to the desired new location, then release the mouse button (Figures 4–9, 4–10). If **Turn Column Snap On** is selected

from the Options menu, the frame aligns with the nearest column
guide when placed near that guide while you are drawing.

Re-sizing frames   To increase or decrease the size of a frame:

1) Select the frame.

2) Place the mouse cursor inside one of the eight sizing buttons found
    around the perimeter of each selected frame (Figure 4–10).

3) Press and hold the mouse button. The mouse cursor changes to a
    picture of a finger.

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

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

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

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

Select multiple   You can select more than one frame simultaneously and then move,
frames   cut, copy, or paste the entire group.

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

2) Select each frame 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
in a group, first point to the frame while holding down the **Shift** key,
then press the mouse button once.
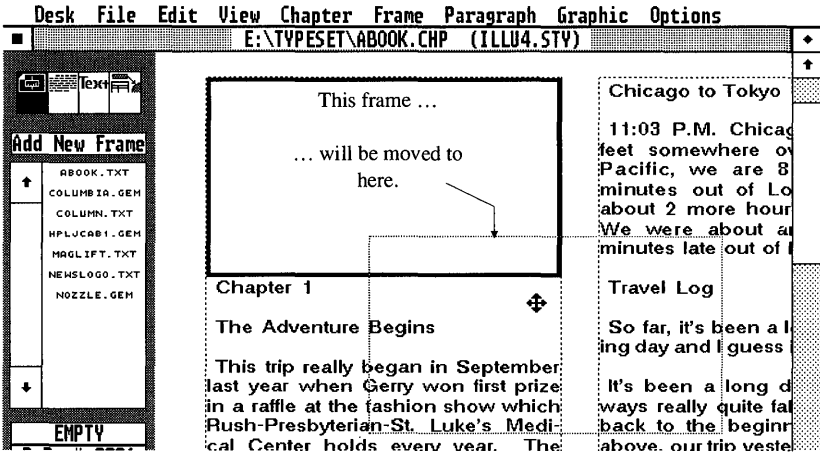
Figure 4–9   *Place mouse cursor inside the frame. Press and hold the mouse button. Move the frame to the new location. Release the mouse button.*
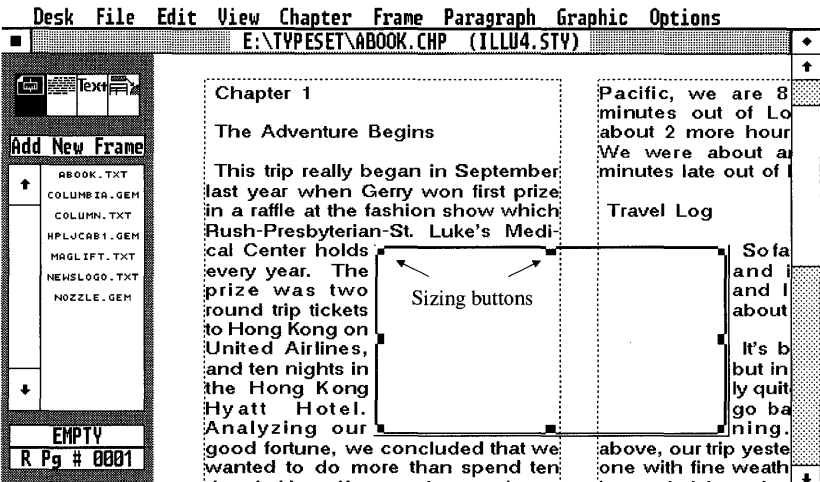
Figure 4–10   *Frame moved to new location.*

Selecting frame on bottom

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

1) Select the Frame mode.

2) Press and hold the **Ctrl** key and then select the first frame.

3) While holding the **Ctrl** key, press the mouse button again to select the next frame down from the top.

4) Continue pressing the mouse button, while holding the **Ctrl** key, until you select the desired frame.

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 turning **Text Flow Around** Off in the **Sizing and Scaling** option (found in the Frame menu.) You can use this feature to make text follow the outline of an irregular object (a runaround) as follows:

1) Create a frame.

2) With this frame selected, turn Text Flow Around: **Off** in the Sizing and Scaling option.

3) Place a picture in the frame. You should now have an image which overlaps text, as shown in Figure 4–11.

4) Select the Add New Frame button and place boxes over each portion of the picture that you want to be free of text. To keep the Add New Frame button selected, hold down either **Shift** key while placing these frames. See Figures 4–11, 4–12 and 4–13.

Adding space between lines

You can add space between paragraphs using narrow frames. Turn **Column Snap** and **Line Snap** (Options menu) **On** to assure that these frames reach the exact edges of the columns and to force each frame to be exactly 1,2,3, etc. lines high (See Figure 4–14.)

Figure 4–11   Flow text around turned off.

Figure 4–12   Multiple Frames added to create runaround.

Desk File Edit View Chapter Frame Paragraph Graphic Options

E:\TYPESET\ILLUS4.CHP (ILLU4.STY)

Add New Tag

ADDRESS
Body Text
Bullet
Change Bar
Chapter #
Chapter Title
COL 1
COL 2
COL 3
COL 4
CREDO
Firstpar

R Pg # 0001

el. Analyzing our good fortune, concluded that we wanted to do e than spend ten days in Hong g and return, but at the same , United, having just gotten its es and equipment from American, had not yet ived authority to fly to r destinations or veen points in Far East. February h, United uired this hority, and February 11th Debbie began put- our trip together. We left on ch 2nd and returned on March . We entered seven countries, led over 25,000 miles on four ines, made over 500 achrome® slides almost 200

back to the beginning. As above, our trip yesterday was one with fine weather, panied by underlying much of the way. Our 54 flight from Los Ange us north almost to th Islands and ther into Tokyo. down throu clouds over a rough saw many fishing boats an vessels all headed into Toky approach into the Narita Air volved a long, slow descent after passing the shoreline (s ly reminiscent of the West s Lake Michigan although wit sandy beaches), gave us an tunity to see many small pat cultivated ground. Tiny hous even small factories. Eve seemed miniature At 4:25 P

Figure 4–13   Completed run around.

Desk File Edit View Chapter Frame Paragraph Graphic Options

E:\TYPESET\ILLUS4.CHP (ILLU4.STY)

Add New Frame

COLUMBIA.GEM
COLUMN.TXT
HPLJCAB1.GEM
ILLUS4.TXT
MAGLIFT.TXT
NEWSLOGO.TXT
NOZZLE.GEM

EMPTY
R Pg # 0001

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.

still fairly high in the what appeared to b was probably not m Quarantine and cus problem, but immig with much attention 5:15 P.M. limousine large bus departed p ried us on our ho minute, 66 kilometer ter of the city and th Much of the super hi is screened by nois Traffic moves stead miles an hour and speeding. The new every bit as good as

Figure 4–14   Adding a frame to make columns balance.

Paragraph mode

Figure 4–15   Paragraph mode

The **Paragraph** mode is used to assign style sheet tags from the Assignment List to selected paragraphs. Tag attributes are changed through the options in the Paragraph menu. A paragraph is defined as any group of words or numbers followed by a carriage return.

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

Enabling the paragraph mode

To enable the Paragraph mode, select the second box from the left in the Mode Selector. (See Figure 4–15.) The tags available within a style sheet appear in the Assignment List. Each time you select a paragraph, the tag currently assigned to that paragraph appears in the Current Selection Indicator.

Once the Paragraph mode is enabled, you first select a paragraph with the mouse and then select a tag from the Assignment List (Figures 4–16 and 4-17). If multiple paragraphs are selected (see next page) the same tag is assigned to all of the paragraphs. The paragraph selected is highlighted in reverse video (white text on black background.) To de-select a paragraph, either select another paragraph, or move the mouse cursor to a part of the page which contains no text and press the mouse button once.

Tagging with function keys

Up to ten tags from the Assignment List can be assigned to your keyboard's function keys (see **Update Tag List** in the Menu Commands chapter). You can then assign a tag to a paragraph simply by
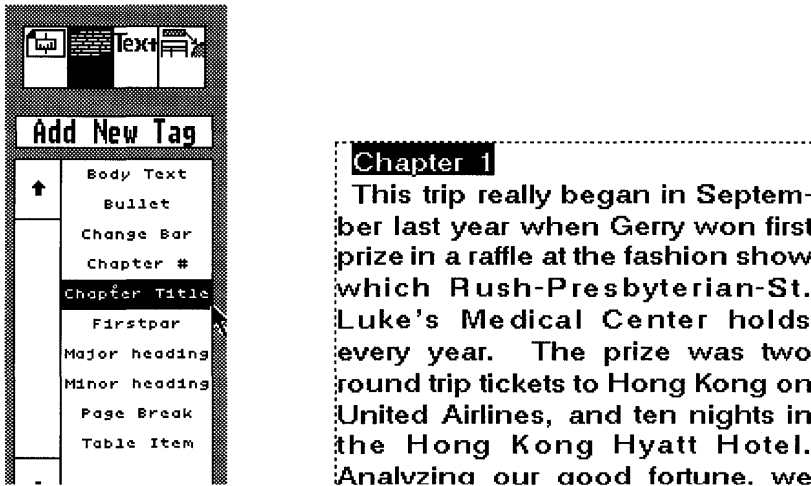
Figure 4–16   Selecting and tagging a paragraph. The tag **Chapter Title** *will be assigned.*
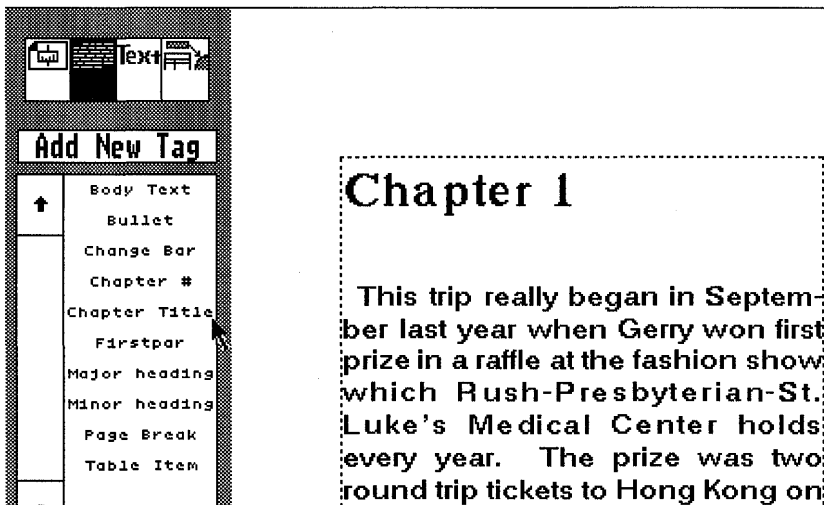
Figure 4–17   After the mouse button is pressed, the paragraph is changed. Note how the tag has changed not only the font, but the space between paragraphs as well.

pressing the appropriate function key. You can also use the function keys to tag text while you are in Text mode.

Multiple paragraph selection

You can assign one tag to several paragraphs simultaneously by following these steps:

1) Hold down either **Shift** key on the keyboard.

2) Select each paragraph with the mouse. The **Current Selection** Indicator displays the word **Multiple** to indicate that more than one paragraph has been selected.

3) To de-select any paragraph in a Multiple group, select the paragraph while still holding the **Shift** key.

4) Select the tag name in the Assignment List or press the appropriate special function key. The tag is applied to all selected paragraphs.

Header, footer, and caption tagging

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

When you tag a header or footer, the entire header or footer is selected.

Add new tag

The Add New Tag features allows you to create new paragraph tags. (See the **Putting It Together** chapter for more details on how to use these feature to create new style sheets.)

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

To add a new tag, select the Add New Tag button or hold the **Ctrl** key and then press **2**. The Add New Tag dialog box shown in Figure 4–18 appears. Enter the name of the new tag. If you want to copy the settings from a tag other than the one selected, enter that tag's name on the **Tag Name to Copy From** line. Select **OK** when finished. The new tag name immediately appears in the alphabetized Assignment List.

```
┌──────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────┐ │
│ │                                          │ │
│ │  ADD NEW TAG                      [?]    │ │
│ │                                          │ │
│ │      Tag Name to Add:    |_____       │ │
│ │                                          │ │
│ │  Tag Name to Copy From:  Body Text___    │ │
│ │                                          │ │
│ │                    ┌─────┐  ┌────────┐   │ │
│ │                    │ OK  │  │ Cancel │   │ │
│ │                    └─────┘  └────────┘   │ │
│ └──────────────────────────────────────────┘ │
└──────────────────────────────────────────────┘
```

Enter new tag name on this line

New tag's initial attributes are copied from this tag.
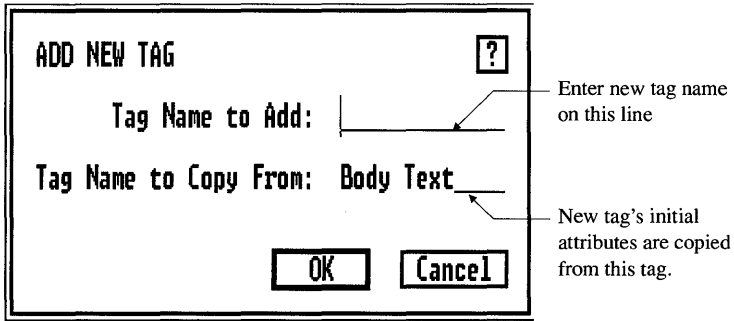
Figure 4–18   Add New Tag dialog box.

If a paragraph is already selected when you select the Add New Tag button, the **Tag Name to Copy From** line is automatically set to that paragraph's tag name. If you don't want to use that tag as a starting point, use the keyboard cursor keys to erase that name and enter a different tag name.

When you select **OK**, the currently selected paragraph is tagged with this new tag.

Remove tag   If you wish to remove the currently selected tag from the Assignment List, select the **Update Tag** option from the Paragraph menu, then select **Remove Selected Tag** from the dialog box. The **Update Tag List** section of the Menu Commands chapter provides more detailed guidance on this option.

Modify tag   To modify a given tag:

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

2) Select any of the options in the Paragraph menu and make the changes you desire.

Note that as soon as you select **OK**, *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.

See the chapter **Putting It Together** for a complete explanation of how to create new style sheets.

Text mode
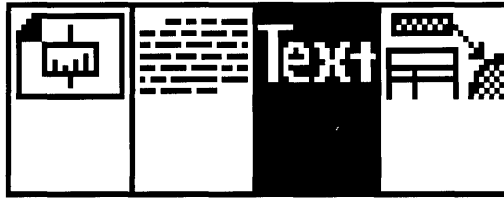
Figure 4–19   Text mode enabled.

The **Text** mode is a word processor which can be used to:

* Change text attributes (bold, italic, subscript, point size, etc.)
* Interactively kern and track text
* Add, delete, copy, or move text
* Insert index references, frame anchors, and footnotes
* Compose a new document directly in Xerox Ventura Publisher.

Changing text attributes

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

Text attributes include:

* Bold
* Italic
* Overscore
* Small caps
* Subscript
* Superscript
* Underline and Double Underline
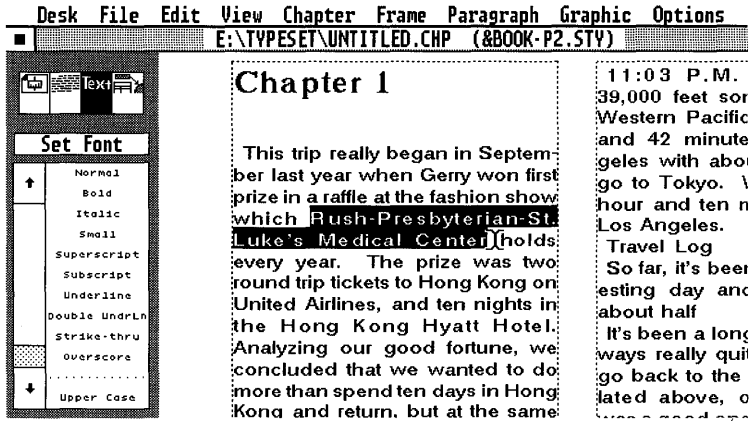
Figure 4–20   Selecting text to change attributes in Text mode.

To change text attributes:

*   Select the **Text** mode (Figure 4–19.) The cursor changes to an "I-Beam" and the Assignment List displays the list of text attributes available.

*   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 4–20) is shown in reverse video (white text on black background.) If the wrong text is selected, repeat the selection process.

You can also select text by the following steps:

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

2) Press and then release the mouse button.

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

4) 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 attributes in the Assignment List as you desire. For instance, to change the selected text to boldface and underline, select the **Bold** attribute in the Assignment List, then select **Underline**.

Selecting **Normal** clears all attributes within the selected text and returns text *to the attributes set by the paragraph tag*.

☞ Selecting Normal returns 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 Normal style, use the Set Font option described in the next section.

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

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

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

Set Font

To change the font of selected text:

1) Select the Text mode.

2) Select the text whose font you wish to change.

3) Select the **Set Font** option in the Addition Button. The Font Setting For Selected Text dialog box appears (Figure 4–21).

4) Select the Face, Size, Style, and Color you desire and then select OK.

Interactive font selection

If you have selected a width table which allows you to select **Custom Size** in the font menus, you have access to an additional feature: **Interactive Font Selection.** This 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 cursor arrows on your keyboard. To use this feature:

1) Select the range of text you want to change.

2) Press and hold either **Shift** key and press the up or down arrows on the keyboard. The font will get increase of 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 Paragraph font menu (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 on the next page.

Un-kerned 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 give 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
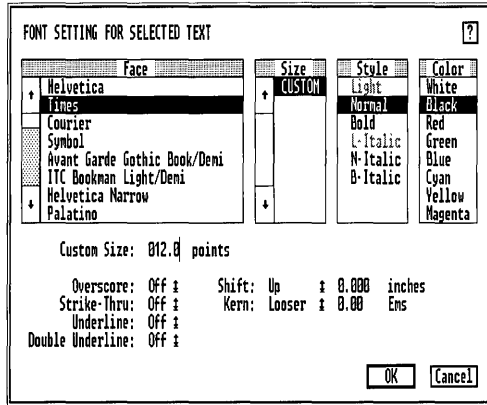
*Figure 4–21   Font Setting dialog box. Typeface selection shown is for Post-
Script printers.*

The Set Font option …

… lets you change the font
of selected text
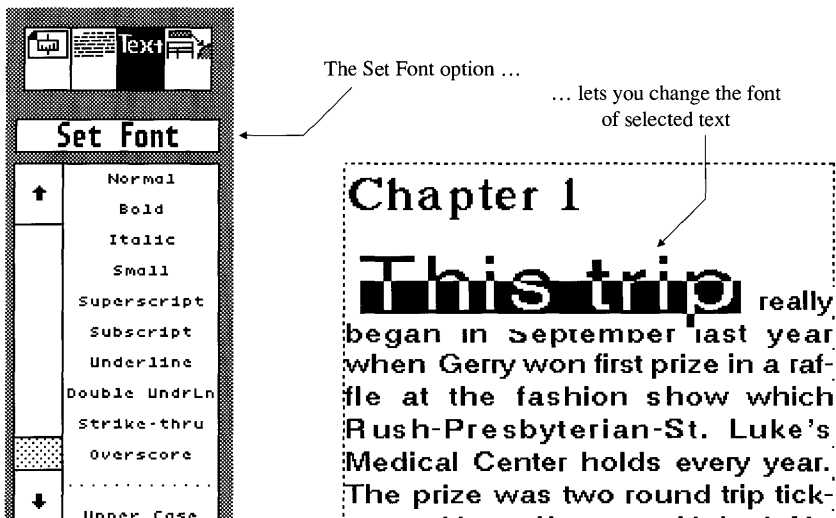
Figure 4–22   Selected text font change using Set Font option.

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:

1) Select the Text mode.

2) Select a *range* of characters.

3) Press and hold either **Shift** key and press the left or right arrow 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, select the **Set Font** option which occupies the Addition Button when you are working in Text mode. The Font Setting For Selected Text dialog box appears (Figure 4–21). Then:

1) Select **Kern: Looser** to move the characters apart and **Kern: Tighter** to move the characters together.

2) Immediately to the right of this selection, 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

1) Select only a single letter.

2) Press and hold the **Shift** key.

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

Shift text

You can shift selected text up or down. In the Font Settings dialog box (Figure 4–21), select Shift: Up to move the text up, or Shift: Down to move the text down. Then enter the amount by which you wish to shift the text.

Add, delete, copy, and move text

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

To add or delete existing text:

1) Move the mouse cursor to the point directly after the character to be edited and press the mouse button. A vertical cursor appears, indicating that you can begin typing.

2) Use the **Backspace** key to delete text directly to the left of the cursor, and use the **Del** key to delete text directly to the right of the cursor.

3) 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

The fonts included with Xerox Ventura Publisher 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   ")

    – Trademark and copyright symbols (®, ©).

• Creating simple mathematical equations.

To add characters not on your keyboard:

1) Locate the desired character and its numeric decimal equivalent in Appendix E.

2) Hold down the **Alt** key on the keyboard.

3) Enter the decimal number using the numeric keypad.

4) After the number is entered, release the **Alt** key. The character appears on the screen.

For instance, to enter the registered trademark symbol ®, press the **Alt** key and type **190**.

You can delete foreign language and special characters and change their attributes changed 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   Xerox 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** (decimal code 70) displays as Φ.

To change all characters in a paragraph to symbols, select the Paragraph mode, then create a new tag and change its typeface to **Symbol**.

To create occasional symbols within a paragraph:

1) Select the range of text you wish to change.

2) Use the **Set Font** button to change this range of text to Symbol characters.

Although not designed specifically to generate complex mathematical equations (e.g., large integrals, complex fractions, matrices, etc.), Xerox Ventura Publisher can easily generate simple formulas using the symbol character set. For instance, to put a π in the formula

$$\pi r^2$$

1) Type pr^2

2) Select the letter **p**.

3) Use the Set Font button to change this one letter to Symbol typeface.

Use superscript, subscript, or the Set Font **Shift** option to create powers and subscripts.

The Professional Extension to Xerox Ventura Publisher contains a sophisticated equation program. Contact Xerox for more information.

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

Xerox Ventura Publisher can create several types of spaces that you can insert into your documents when working in Text mode. 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 mis-align.

- **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 work-ing 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 (Xerox 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:

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 justifica-tion 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 example on the next page shows how a discretionary hyphen can tighten a loose line.

Placing a discretionary hyphen at the *beginning* of a word suppresses hyphenation for that occurrence of the word. If you place a discretion-

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

ary 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:

1) Place the text cursor at the point in the word where you wish a hyphen to be inserted

2) Press and hold down the **Ctrl** key

3) Press the - key (just above the **P** key on most keyboards.) This hyphen is neither displayed on the screen nor printed unless the word needs to be hyphenated. If **Show Tabs and Returns** is turned on, a small hyphen is displayed at each discretionary hyphen point, although this hyphen is not printed.

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

Start a new document

You can use Xerox Ventura Publisher to 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, select the Text mode and place the text cursor anywhere on the page. Begin typing. The text will begin at the upper left corner of the page.

• To place text at a *specific* location, select the Graphic mode and then use **box text** (described in the Graphic mode section) to place the text at the location you desire.

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

To change the file extension or wordprocessor format:

1) Select the Frame mode.

2) Select the page.

3) Select the File Type/Rename option in the Edit menu.

4) Change the default extension on the **New Name** line.

5) Change the word processor file format by selecting the appropriate **Text Format**.

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. When the cursor reaches the edge of the screen, use the scroll bars to move the screen and then 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 re-draw 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 **Widow & Orphan** and **Keep With Next** controls automatically placing text in the appropriate page or column. Scroll to a different part of the page, or press the **Page Up** or **Page Down** keys as necessary, and continue editing.

As you move the text cursor with the keyboard cursor keys, the Current Selection Indicator displays the presence of text attributes, index references, footnotes, frame anchors, paragraph marks, horizontal tabs, line breaks, discretionary hyphens, and non-breaking spaces.

Press the **Del** key to delete these attributes. These attributes or refer-
ences are cut to the clipboard and can be pasted elsewhere by placing
the text cursor at another location in the document and then pressing
the **Ins** key.

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

You can undo any cut to the clipboard by immediately selecting **Paste**.

Xerox Ventura Publisher places attribute settings (bold, italic, super-
script, 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. Press the **Ins** key immediately to correct this problem or
re-size the desired attribute if necessary. 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.

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

Consult **Appendix D** for important information on how text is trans-
ferred between your favorite word processor and Xerox Ventura Pub-
lisher.

Tagging using the text mode

Whenever you press the **Enter** key, you automatically create a new
paragraph which has the same tag as the last paragraph. Since you may
want to change the tag of this new paragraph, and since it takes time
to change to the Paragraph mode, Xerox Ventura Publisher provides
an easy shortcut. You can assign frequently used tags to the special
function keys on your computer's keyboard. (See the **Assign Function**

Keys option in the Paragraph menu.) Once a tag is assigned to a function key, pressing that function key while using the Text mode immediately tags the entire paragraph in which you are typing.

Multiple paragraph tagging in text mode

You can very easily tag several consecutive paragraphs while in the Text mode.

1) Select text spanning several paragraphs.

2) Press one of the function keys to assign a tag to all paragraphs included in the selection.

Page break

To create page breaks, you should follow these steps:

1) Use the **Add New Tag** option available in the Addition Button while using the Paragraph mode to create a new tag. Copy this tag's initial settings from Body Text.

2) Set **Page Break** for this tag to **After** using the Paragraph menu's Break option.

3) Assign this tag to the special function key of your choice.

After you have created this tag, you can create a page break from within any paragraph tagged as Body Text, while in Text mode or Paragraph mode, by pressing this function key. The page break will take place at the end of the paragraph. If you want to create a page break after a paragraph tagged with some 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.

Graphic mode
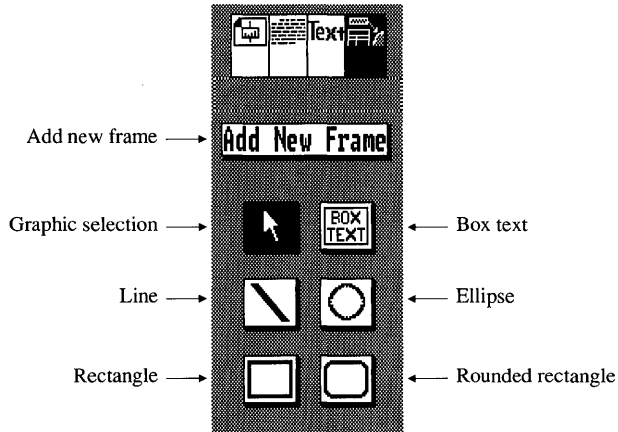
Figure 4–23   Graphic mode

Description

The Graphic mode (Figure 4–23) allows you to draw lines, ellipses, circles, square-edged rectangles and squares, and rounded-edge 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.

You can also create new frames or select any existing frame while using the Graphic mode. You can move or re-size frames, or assign attributes from the Frame menu to your drawings. However, to cut, copy, or paste frames, or to place files from the Assignment List into a frame, use the Frame mode.

The graphics drawn in Xerox Ventura Publisher will print with the maximum resolution your printer is capable of producing. These graphics are **not** "screen snapshots."

Application   The Graphic mode is designed to let you:

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

- Create forms and tables.

- Place additional ruling lines anywhere on the page.

- Create unstructured, free-form pages for advertising and brochures.

Attach graphics to frames   Graphics are attached either to the current 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 typographical 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, select the frame while in Graphic mode or select any graphic already attached to the frame immediately prior to drawing a graphic. The selected frame is shown by a *gray* (instead of black) selection box.

To attach a graphic to the page instead of a specific frame, first select the page and then draw the graphic.

Drawing   1) Select the Graphic mode. The Assignment List is replaced with six icons (pictures) which represent the drawing tools available. Figure 4–23 shows these icons and their function.

2) Select one of these tools.

3) To draw, place the mouse cursor where you want the drawing to begin. Press and hold the mouse button.

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

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

As soon as you have drawn the graphic, the tool is disabled and the Graphic Selection icon (Figure 4–23) appears in reverse video once more.

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

1) Select the Graphic Selection tool (see Figure 4–23).

2) Select the graphic object.

3) To move, place the mouse cursor in the middle of the object, press and hold the mouse button and *drag* the object to its new location. Release the mouse button.

4) To change the object's size or shape, place the mouse cursor inside one of the little black *selection buttons* around the edge of the object. Press and hold the mouse button and *drag* the object into its new size and shape. Release the mouse button.

5) To change attributes, select the **Line Attributes** or **Fill Attributes** options in the Graphic menu and make the appropriate selections. (See the **Fill Attributes** and **Line Attributes** section in the Menu Commands chapter for more information.)

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

Multiple graphic objects can also be re-sized as a group: re-size one graphic in a group, and all graphics in that group will change size proportionally.

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:

1) Select the graphic.

2) Select **Show On All Pages** in the Graphic mode.

To prevent a graphic from repeating on all pages:

1) Select the graphic.

2) Select **Show On This Page** in the Graphic mode.

All graphics associated with a frame can be selected by selecting the Frame and then choosing **Select All** from the Graphic mode or pressing **Ctrl Q**.

Squares, circles, and constrained lines

If you press and hold the **Alt** key while you draw or re-size 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.

Retain current drawing tool

After each graphic is drawn, Xerox Ventura Publisher automatically changes to the Graphic Selection mode so you can move or re-size the graphic just drawn. If, however, 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.

Grid settings

Graphics can be snapped to an invisible grid which is defined in the **Grid Settings** option in the Graphic menu (Figure 4–24). The grid setting can be different for each frame or for each inserted page in the chapter.

```
GRID SETTINGS                           [?]

          Grid Snap:  On      ↕

Horizontal Spacing:  12.00| fractional pts

  Vertical Spacing:  12.00

                        [ OK ]   [Cancel]
```
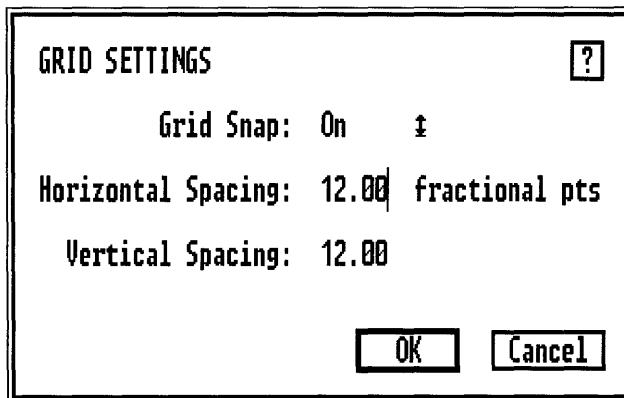
Figure 4–24   Grid Settings dialog box.

The Grid Setting helps you align different graphic objects with one another. You can use it, in conjunction with Box Text, to construct complex tables or forms. See the **Grid Settings** option in the **Menu Commands** chapter for more details.

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 select either the **Send to Back** or **Bring to Front** option in the Graphic menu. 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 4–25 shows a line behind a rectangle. Figure 4–26 shows the result of selecting the line and then choosing the **Bring to Front** option.

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:

1) Select the Graphic mode.

2) Press and hold the **Ctrl** key and then select the first graphic.

3) While holding the **Ctrl** key, press the mouse button again to select the next graphic down from the top.

4) Continue pressing the mouse button, while holding the **Ctrl** key, until you select the desired graphic.
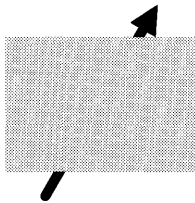
Figure 4–25   Line behind a rectangle.   *Figure 4–26   Line brought to front of rectangle.*
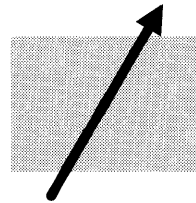
Box text

The **Box Text** 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:

1) Select a frame (or the page) to which the box text will be attached.

2) Select the Box Text icon.

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

You can then move this box anywhere on the page, and increase or decrease its size.

Notice that the end of file marker (a small square) appears within the box. This shows you where to place the text cursor to begin typing. If necessary, select the Graphic mode and make the box larger or smaller, to hold more or less text. Select the Text mode and enter text into this box.

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

Box text callouts Use the box text feature to place callouts outside, but attached to, a frame that contains a picture. Follow these steps:

1) Select the desired frame.

2) Draw a box text figure.

3) If you don't want a line around the box, select **Line Attributes** from the Graphic menu and set Thickness to None (select Save To before selecting OK to use these new attributes when you draw the next box text).

4) Place the box at the position inside or outside the frame where you want the callout to appear.

5) When the box is placed correctly, select the line drawing tool and draw a line from the box to the item in the frame you wish to annotate.

6) With the line selected, select the Line Attributes menu to change the line's thickness and add arrows.

7) If you want to move the line and box together, select both, using the **Shift** key and the mouse as described earlier in this chapter, and move them both.

8) When the box and the line are positioned correctly, select the Text mode, place the text cursor in the box, and type the callout.

Since the graphics you have just created are attached to the frame that contain the picture, moving the picture will cause the entire set of graphics to move as a single unit.

Box text tables and forms

Simple tables can be created using tabs and paragraph ruling lines. However, many tables are more easily done with box text. The process for creating tables is described in the Tables section of the **Putting It Together** chapter.

The Professional Extension contains a powerful and sophisticated tables feature. Contact Xerox for more information.

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MENU COMMANDS

This chapter describes the options you control through the menus at the top of the screen. These options are presented in the order in which they appear on the screen, from left to right. Use the index on the next page for an alphabetical reference to these menus.

Many of the menu features combine to produce the typographic effects you want. The next chapter, Putting It Together, shows how to achieve common typographic formats. In addition, the style sheets in the TYPESET directory, which are documented in Appendix L, provide even more complete examples of how to use the menu features to produce your documents.

Menu conventions

When a menu option appears in gray rather than in black, you cannot highlight it because you are not operating in the proper mode. Note also that some menu options are followed by an ellipsis (...) while others are not. Options which appear without an ellipsis are executed as soon as you select them. When you select an option followed by an ellipses, however, you must specify further information. Your choices will appear on the screen within a dialog box or item selector.

Menu commands index

DESK MENU

Figure 5–1   Desk Menu

Description

The Publisher Info option in Desk menu provides the product name, version number, and serial number for your copy of Xerox Ventura Publisher. Be prepared to give this information to your Xerox Technical Representative when you call technical support.

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

FILE MENU

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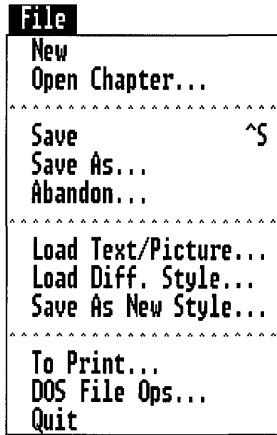
Figure 5–2   File Menu

Description

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

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

• You can **Open** or **Save** the entire chapter.

• You can **Load** individual text, line art, or image files into the chapter.

• You can use a different style sheet than the one currently in use, or save a newly created style sheet.

• You can print the chapter.

• You can execute a limited subset of DOS file commands.

• You can finish using (Quit) Xerox Ventura Publisher.

New

Description

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

Application

Start composing a brand new chapter.

Operation

Select **New** from the File menu. If any changes have been made to the chapter since it was last saved, a warning appears reminding you to save the chapter. Also, if any changes have been made to the style sheet since the chapter or style sheet was last saved, a second warning appears. In both cases, select **Save** to save all changes made, or select **Abandon** if you choose not to save the changes. If you **Abandon**, any changes to style sheet settings remain in effect. If you want to use the original style sheet settings, selection the **Load Different Style** option in the File menu and re-load the current style sheet.

Open chapter

Description

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

Application

Resume editing a previously saved chapter.

Operation

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

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

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

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

other than the US English algorithm (see Appendix B), the text loading time may increase. The hyphenation time is different for each language.

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

Save

Description

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

Application

*   Save changes under an existing file name.

*   Protect against accidental erasure due to power failures.

Operation

Select the Save option in the File menu, or press and hold the **Ctrl** key and then press **S**. The chapter file is saved under the file name shown in the Title Bar. If no name is shown 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 Assignment List, are also saved, if they have been changed. If you don't want to change the current style sheet, use the Save As New Style option to save the style sheet under a new name *prior* to saving the chapter.

Captions, graphics generated within Xerox 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 Option menu, backup files (e.g., $HP) are automatically made for chapter, style sheet, and text files.

Save as

Description

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

Application

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

Operation

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

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

All captions, graphics, and information for a chapter are automatically saved in files which have the same name as the chapter, but which have the extensions **CAP**, **VGR**, and **CIF** respectively. The CIF file provides information to programs from other companies.

Backup files (e.g., $HP) are automatically made for chapter, style sheet, and text files, if you have set the Keep Backup Files option (see Set Preferences under the Options menu). The first letter of the backup file extension is changed to a dollar sign.

If you want to save files on a drive other than the one containing Xerox Ventura Publisher, consult Appendix A for information on how to make additional drive letters appear within the Item Selector.

Abandon

Description

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

Application

Recover from major mistakes.

Operation

Select the **Abandon** option in the File menu. The following Alert Box appears:

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

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

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

Load text/picture


```
LOAD TEXT/PICTURE                                    [?]
   Type of File:  Text  [Line-Art] [Image]
   Text Format:  [Generated]  ASCII   [WordStar 3]  [WS 4.0/5.0]
                 [MS-Word] [WordPerfect] [XyWrite] [8-Bit ASCII]
                 [Writer] [MultiMate] [DCA] [WordPerfect 5]


   # of Files:  One  [Several]
   Destination:  List of Files  [Text Clipboard] [Text Cursor]
                                        [ OK ]  [Cancel]
```
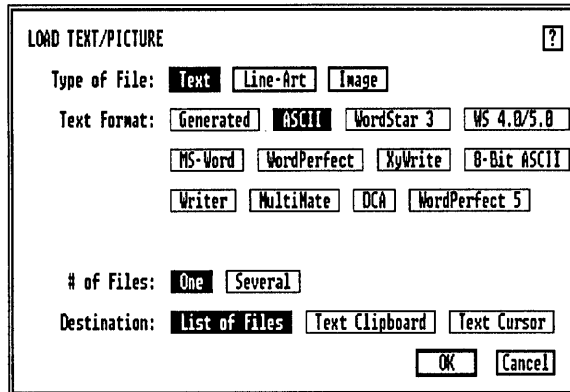
Figure 5–3   Load Text/Picture dialog box.

Description

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

Application

• Build a list of all files in the chapter.

• Combine text from several files into one file.

Operation

1) Select the Load Text/Picture option in the File menu. The Load Text/Picture dialog box shown in Figure 5–3 appears.

2) Select the type of file you want to add e.g., text, line art, or image.

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

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

5) If you selected **Text**, select **Destination: List of Files**.

6) Select **OK** when you are ready to select files.

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

8) Finally, select the file name and then select **OK**.

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

☞ Don't load files directly from floppy disk. Xerox Ventura Publisher creates additional files during the loading process, and the floppy disk may not contain sufficient space. Also, your computer cannot load files as quickly from floppy disk.

When loading text files, you will notice a delay—up to several minutes for large files—as Xerox Ventura Publisher converts text and inserts hyphens. If loading seems excessively long, check the CONFIG.SYS file to make sure you have included a **BUFFERS=20** statement (see the Post Installation section of the **Setup and Installation** chapter).

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

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

Destination   If you select **Text**, Xerox Ventura Publisher provides the following three selections:

- List of Files

- Text Clipboard

- Text Cursor

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

2) Select **Text Clipboard** to place a copy of the entire file on the text clipboard. Any information on the Text Mode clipboard will be erased. You can then use the Text Mode Paste option (Edit menu) to paste a copy of this text anywhere in the chapter.

3) Select **Text Cursor** to place a copy of the entire file at the current location of the text cursor. You must select the Text Mode prior to selecting the Load Text/Picture option in order to use the Text Cursor feature.

Files brought into the chapter using the Text Clipboard or Text Cursor feature are combined with file into which they are placed. The original text file will not be modified in any way.

Text changes made during load

The following is a list of all changes that Xerox Ventura Publisher makes to text during the Load Text/Picture operation:

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

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

- Information not used by Xerox Ventura Publisher, such as center-ing, 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 these adjustments through the **Set Preferences** option (Auto-Adjustments) in the Options menu prior to loading text.

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 Xerox Ventura Publisher, it is advisable to press **Enter** only once to

signal the end of a paragraph. This is because Xerox 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 Xerox Ventura Publisher. Also, many of the powerful formatting controls found in the Paragraph **Breaks** and **Spacing** options 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:

```
@PARAFILTR ON =
```

This command causes Xerox 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 file), are automatically converted to Xerox Ventura Publisher's file format and saved in new files which have the same name as the original file, but with the extension GEM (line art) or IMG (image.) The original files remain unchanged. Your disk must have enough available room to hold both the original and the converted files. Otherwise an error message is produced and the load operation halted.

Graphics limitations

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

- GEM

- CGM

- DXF

- HPGL

- Lotus 1-2-3 (PIC)

- Macintosh PICT

- Macintosh Paint

- PC Paintbrush (PCX)

- PostScript

- TIFF

- Video Show

- Windows

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 Xerox Ventura Publisher with absolute fidelity to the original. Consult Appendix G for a list of the specific limitations of each graphic format.

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

PostScript files   PostScript files must be in **encapsulated** 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.

You can only print PostScript files to PostScript printers.

☞   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 image or Windows metafile embedded within the PostScript file to let you see a representation of the PostScript file on you computer screen. If you print the page containing this file to a non-PostScript printer, the TIFF image or Windows metafile is printed.

Xerox Ventura Publisher PostScript pages

Note: If you print single page to a disk file using the PostScript printer driver, you can load that page back into a frame by selecting Line-Art: **PostScript** in the Load Text/Picture option. Using this method, you can load a page into a frame and then expand or shrink it. Note, however, that the file created by Xerox Ventura Publisher is not a true EPSF file and therefore cannot be read by another program. Also, landscape PostScript pages printed by Xerox Ventura Publisher cannot be loaded into a document formatted as Portrait (see the Page Size & Layout option in the Chapters menu).

Load different style

Description

Load Different Style applies 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.

Application

Retrieve an existing style sheet.

Operation

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

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

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

See the **Set Printer Info** and **Add/Remove Fonts** sections (in the **Options** menu) for more information on width tables.

Save as new style

Description

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

Application

Create new style sheets.

Operation

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

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

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

To print

```
┌─────────────────────────────────────────────────┐
│  PRINT INFORMATION  (POSTSCRIPT · Ultimate)  [?] │
│                                                  │
│            Which Pages:  Selected    ↕           │
│                                                  │
│              From Page:  0023                    │
│           Through Page:  0054                    │
│        Number of Copies: 02│                     │
│                                                  │
│         Collated Copies: Off         ↕           │
│          Printing Order: 1st to Last ↕           │
│              Paper Tray: Default     ↕           │
│              Crop Marks: On          ↕           │
│      Spot Color Overlays: On         ↕           │
│     Multi-Chp. Print Files: Combined  ↕          │
│                                                  │
│             Device Name: POSTSCRIPT              │
│               Output To: LPT1:                   │
│                                                  │
│                          [   OK   ] [Cancel]     │
└─────────────────────────────────────────────────┘
```
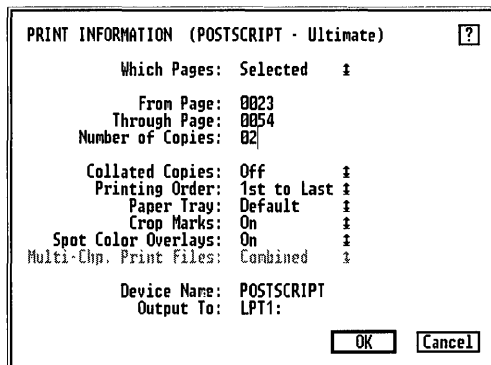
Figure 5–4   To Print dialog box.

Description

To Print begins the printing process.

Application

- Generate printed copies of the currently opened chapter.

- Print to a file. This file can then be copied to a remote printer or sent to a typesetter.

Operation

To print a chapter, select the **To Print** option in the File menu. The **Print Information** dialog box shown in Figure 5–4 appears. If you want to print just one copy of the entire chapter, select **OK**.

Printer configuration

Always select the printer you desire *before* selecting **To Print**. Use **Set Printer Into** in the Options menu to choose the printing device and port. To stop a print operation in progress, press **Esc**. Printing stops *after the current page is printed.*

Xerox 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 final, ultimate device (such as a typesetting machine). The name of the *ultimate* printer appears at the top of the dialog box next to the words **PRINT INFORMATION**. The **Device Name** line shows which

printer is *currently* selected. The **Output To** line shows which printer port is in use.

If character widths (determined by the width table loaded in the Set Printer Info option) match the selected printer, the word **Ultimate** is displayed at the top of the dialog box. If the width table is for a printer other than the one connected to your computer, the word **Draft** is displayed instead. Print using draft mode *only* when you intend to print the final copy on some other printer. If you really want ultimate copy (the best possible quality) from your currently selected printer, Cancel from the **To Print** option and select the **Set Printer Info** option in the Options menu. Then, either load a font width table which matches the printer in use, or select a printer which matches the width table. See the **Set Printer Info** section later in this chapter for further instructions.

The following paragraphs instruct you step-by-step on how to operate the settings for the Print Information dialog box.

Which Pages:

To print only part of the chapter, pick **Which Pages: Selected**. Next, enter the number of the first page to print on the **From Page** line. Type the number of the last page to print on the **Through Page** line. The page numbers specified refer to the page numbers shown in the on-screen Page Number Indicator. To print only the current page, select **Which Pages: Current**.

Duplex printing

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

1) Print all left pages (if the chapter begins on right page)

2) Turn the paper over and re-insert in the paper tray (insert a blank sheet after the last page, if necessary)

3) Print all right pages

Some printers will burn or smear the toner if a page is re-inserted and printed on the second side. Consult your printer manual.

Number of Copies:

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

Collated Copies: Set **Collated Copies** to **On** to collate multiple copies in numerical sequence. Note: when printing pages that contain pictures, selecting **Collated** adds a tremendous amount of time to the printing operation. Set this feature to **Off** and sort the sheets by hand if you want to print multiple copies as quickly as possible.

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

Paper Tray Your choices are: Default, Alt #1, Alt #2, and Manual.

Choose **Default** if you have only one paper tray or if you are using a dot matrix printer with automatic tractor feed that advances the paper automatically.

Depending upon the configuration of your printer, choose **Alt #1** or **Alt #2** if you have additional paper trays that hold paper of varying sizes.

Select **Manual** if you want to feed paper manually, one page at a time.

Crop Marks Select **Crop Marks: On** to place camera crop marks exactly at the edge of the page. This feature is useful primarily for typesetting machines, since most laser printers don't print to the edge 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 (see the **Sizing & Scaling** option in the Frame menu section).

If you want to create custom crop marks closer to the center of the page:

1) Select the page.

2) Use the Graphic mode to draw individual crop marks.

3) Select **Show On All Pages** from the Graphic menu for all crop marks if you wish to repeat them on every page.

Device Name/Output To The settings for **Device Name** and **Output To** reflect, respectively, the printer and printer port that you have most recently selected through the **Set Printer Info** feature in the Options menu. For instructions on

how to change the settings, refer to the **Set Printer Info** section in the Options menu portion of this chapter.

Spot color overlays

If you select **Spot Color Overlays: On**, a separate page is printed for each color enabled in the **Define Colors** option (Paragraph menu) plus a page for black. The Color Name you define is printed at the top of each page printed for that color. Each sheet contains only the text and graphics set for one specific color, and each color is printed as 100% black.

If your document uses color on only a few pages, you can save paper and printing time: print with **Spot Color Overlays: On** only for those pages that actually contain color. Use the **Which Pages** setting to select the page, or range of pages, to print.

Printing to a file

There are several cases in which you may choose to print to a file rather than directly to your local printer. Common examples of such cases are:

• When you need to speed print time so that you can resume working on your document more quickly than if you printed the document directly to your printer. Printing to a file saves time since a hard disk drive is much faster than a printer.

• When you want to send a copy of your document to a typesetting service that does not own Xerox Ventura Publisher.

☞ Printers which use the **Direct** setting in the **Set Printer Info** dialog box cannot print to a file because of the large file size that will result.

To print to a file:

1) Select the **Set Printer Info** option in the Options menu.

2) Select **Output To: Filename**. The extension **C00** is automatically appended to files printed to disk.

3) Select **To Print** in the File menu.

4) The Device Name line in the Print dialog box displays the word **Filename**. As soon as you select **OK**, the Item Selector appears and you can type the name of the print file you wish to create.

To send this file to your printer (assuming your printer is connected to LPT1:), use the DOS COPY command as follows:

COPY filename.C00 LPT1: /B

The /**B** switch alerts DOS that the file contains binary information. Failure to include this switch may halt the copy operation prematurely.

Large page printing

If you have selected page dimensions of 11 x 17 in the Page Layout option, a dialog box appears as soon as you have selected **OK** for the Print Information dialog box. This dialog box gives you three choices:

• Shrink

• Overlap

• Nothing

Choose **Shrink** if you want to reduce the 11 x 17 page to fit on an 8 ½ x 11 sheet. (This option is available only with PostScript printers.) Choose **Overlap** if you want to print four 8 ½ x 11 pages which can later be pasted together to form one 11 x 17 page. Choose **Nothing** if your printer can actually print an 11 x 17 page.

Broadsheet

If Broadsheet is selected, you can also Shrink, or you can **Print in Strips.** Printing in strips prints three strips each 24 inches long. *Note: broadsheet printing in strips is used with typesetting machines only and will not work with laser printers.*

The Multi-Chapter option, shown in gray, is not used by the **To Print** option. This option is available only when you are working on a multi-chapter publication (see the **Multi-Chapter** section in the Options menu portion of this chapter).

See also **Set Printer Info**, and **Multi-Chapter.**

DOS file operations

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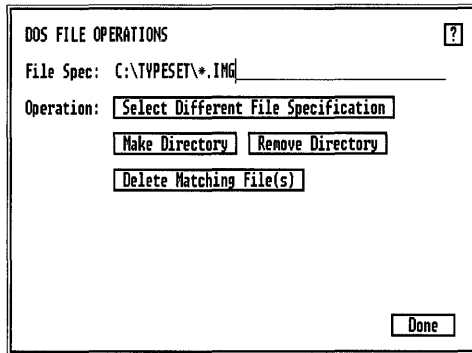
Figure 5–5   DOS File Operations dialog box.

Description

DOS File Operations allow you to delete files, and to make and delete DOS directories.

Application

- Delete files before quitting from Xerox Ventura Publisher, if you run out of room on your hard disk while attempting to save a style sheet or chapter.

- Create a subdirectory if you decide to save style sheets or chapters in a new DOS subdirectory.

Select different file specification

Choose this option to select a different file name and/or directory from the one currently listed on the **File Spec** line. An Item Selector appears to help you choose the directory or file name.

If you already know the file spec you are seeking, you can type its name manually on the **File Spec** line as an alternative to choosing **Select Different File Specification.**

Delete files

To delete a file or files:

1) Select the **DOS File Operations** option in the File menu (Figure 5–5).

2) Type the file name to delete (including DOS wildcard characters) directly on the **File Spec:** line. Include the name of the subdirectory, if applicable.

3) Select **Delete Matching File(s)** to delete all files matching the File Spec.

Make directory

To create a new directory:

1) Type the new directory name, including disk drive and any parent directories, directly on the File Spec line.

2) Select **Make Directory**.

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

`C:\TYPESET\STYSHET`

Then, select **Make Directory.**

Remove directory

To remove a directory:

1) Type the directory name, including disk drive and any parent directories, directly on the File Spec line.

2) Select **Remove Directory**.

For instance, to delete a sub-directory called CHAP1, type the following on the File Spec line:

`C:\CHAP1`

Then, select **Remove Directory**.

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

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

Quit

Description

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

Application

Move to other programs to do word processing, line art design, and image editing.

Operation

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

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

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

When you **Quit** from Xerox Ventura Publisher, the current Function, View, and Options settings are all saved. When you next use Xerox Ventura Publisher, you resume with the same settings that were in effect at the end of the previous session. These settings are saved in the **VP.INF** file in the **VENTURA** subdirectory. You can delete this file prior to running Xerox Ventura Publisher if you always want to use the factory default settings.

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

EDIT MENU

Figure 5–6   Edit Menu

Description

The Edit menu allows you to perform a variety of operations, depending upon the mode in which you are working.

In **Frame** mode, you can use the Edit menu options to:

- Cut, copy and paste frames and their contents.

- Remove files from the currently selected frame, or remove them from the Assignment List so that they no longer compose a part of the chapter.

- Rename files in the currently selected frame.

- Change a text file in the currently selected frame to another word processor's format.

In **Text** mode, you can use the Edit menu options to:

- Cut, copy and paste selected text.

- Insert and edit box characters, footnote and index references, fractions, and the frame anchors at the current text cursor location.

Some of the Edit menu operations you can use in **Graphic** mode overlap with the ones available to you in Frame mode. In Graphic mode, you can:

• Cut, copy and paste graphics and their contents.

• Remove files from the currently selected frame, or remove them from the Assignment List so that they no longer compose a part of the chapter.

• Rename files in the currently selected frame.

• Change a text file in the currently selected frame to another word processor's format.

No Edit menu options are available when you are working in the Paragraph mode.

Each option in the Edit menu is described more fully on the following pages.

Cut/copy/paste

Description

Cut, Copy, and **Paste** let you delete, move, and copy text, frames, and graphics depending upon the mode in which you are working.

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

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

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

- At the current location of the text cursor, if the clipboard contains text and the Text mode is selected.

- At the identical position on a new page or the current page, if the clipboard contains a frame and the Frame mode is enabled.

- At the identical position on a new page or the current page, if the clipboard contains a graphic and the Graphic mode is enabled.

Application

- 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

- Duplicate several blank frames. (If you want to put the same frame on **every** page, use **Repeating Frames** instead.)

- Copy or move selected graphics associated with a frame.

Text

To cut (delete) text:

1) Select the Text mode.

2) Select the text to be deleted.

3) Select the **Cut Text** option in the Edit menu, or press the **Del** key on the keyboard.

The text disappears from the screen, and the remaining text on the page is reformatted. If a mistake is made, you can restore the text by immediately selecting Paste Text, or by pressing the **Ins** key on the keyboard. To include the Paragraph End mark, move the text cursor in front of the first word of the next paragraph during text selection.

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

To copy text:

1) Select the Text mode.

2) Select the text to be copied.

3) Select the **Copy Text** option in the Edit menu or press and hold the **Shift** key and then press the **Del** key. The text is placed on the clipboard.

4) Place the text cursor at the exact spot in the chapter's text where the text now on the clipboard is to start.

When the text cursor is placed correctly, select the **Paste Text** option, or press the **Ins** key on the keyboard.

A copy of the text remains on the clipboard after a paste operation. You can therefore place additional copies of the text which have been cut or copied elsewhere in the chapter by following the procedure in the previous paragraphs. However, you don't have to re-cut or re-copy the text.

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

You can also use Cut, Copy, and Paste to move or copy any of the hidden Attribute Settings shown in the Current Selection indicator. To do this:

1) Move the text cursor until the hidden attribute is shown in the Current Selection indicator.

2) Press either the **Del** key (cut) or the **Shift** and **Del** keys (copy.)

3) Move the text cursor to the new location and then press the **Ins** key.

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

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

Frames

To cut (delete) a frame, first enable the Frame mode and then select the frame to be cut. Next, select the **Cut Frame** option in the Edit menu, or press the **Del** key on the keyboard. If a mistake is made, you can restore the frame by immediately selecting **Paste Frame**, or pressing the **Ins** key on the keyboard.

To move a frame to a new location once you have cut or copied it:

1) Enable the Frame mode.

2) Go to the page where the frame is to be moved, and then select the **Paste Frame** option, or press the **Ins** key.

The frame, and the file it contains, is placed on the page. The frame's original location on the page prior to the cut or copy operation determines where it is pasted. You can then move the frame to a new location on the page.

To copy a frame:

1) Activate the Frame mode and then select the frame to be copied.

2) Select the **Copy Frame** option in the Edit menu or press the **Shift** and **Del** keys.

3) Go to the page where the frame is to be copied and select the **Paste Frame** option, or press the **Ins** key.

The frame, and the file it contains, is placed on the page.

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

Captions and graphics attached to a frame will also be cut, copied or pasted.

Xerox Ventura Publisher automatically generates new Table or Figure counters in captions which are pasted onto a page. The last frame pasted on a page is always assigned the highest Table or Figure number on the page.

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

Graphics

To cut (delete) a graphic:

1) Enable the Graphic mode and then select the graphic to be cut.
2) Select the **Cut Graphic** option in the Edit menu, or press the **Del** key on the keyboard. If you make a mistake, you can restore the graphic by immediately selecting **Paste Graphic**, or pressing the **Ins** key on the keyboard.

To move a graphic to another frame once it has been cut or copied:

1) Select the Graphic mode.
2) Select the frame (or the page itself) to which you want to attach the graphics currently on the clipboard.
3) Select the **Paste Graphic** option, or press the **Ins** key.

The graphic's original location on the page prior to the cut or copy operation determines where it is pasted. You can then move the graphic to a new location.

To copy a graphic:

1) Select the Graphic mode.
2) Select the graphic to be copied.

3) Select the **Copy Graphic** option in the Edit menu or press the **Shift** and **Del** keys.

4) Select the frame (or the page itself) to which the graphic is to be copied.

5) Select the **Paste Graphic** option, or press the **Ins** key.

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

If multiple graphics are selected, they are all Cut, Copied, or Pasted. See the Graphic Mode section of the **Modes of Operation** chapter for instructions on how to select multiple graphics.

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.

Moving between chapters

Text, frames and graphics remain on the clipboard after you open a new chapter. Thus, if you want to copy text, frames or graphics between chapters:

1) Cut or copy the text, graphic or frame.

2) Save the chapter.

3) Open the new chapter.

4) Go to the page on which you want the text, frame or graphic to appear.

5) Select Paste.

See also the **Text** mode, **Frame** mode, and **Graphic** mode sections in the Modes of Operation chapter.

Insert special item

```
┌─────────────────────┐
│ Box Char...     F1  │
│ Footnote        F2  │
│ Index Entry...  F3  │
│ Fraction...     F4  │
│ Frame Anchor... F5  │
│ Cross Ref...    F6  │
└─────────────────────┘
```

Figure 5–7   Insert Special Item dialog box.

The **Insert Special Item** option provides convenient access to the following features:

- Box characters

- Footnotes

- Indices

- Fractions

- Frame anchors

- Page and chapter numbers

To insert any special item:

1) Place the text cursor at the location where you want to insert a special code.

2) Select Insert Special Item in the Edit menu or press **Ctrl C**.

3) The selection box shown in Figure 5–7 appears.

4) Select the special item you want to insert, or press the appropriate function key. The dialog box for the option you selected will appear.

For instance, to insert an index, press **Ctrl C** and then press function key **F3**.

The options and applications for each special item are described on the following pages.

Edit special item

The **Edit Special Item** option allows you to easily edit the following special codes:

- Index entries

- Fractions

- Frame anchors

You can delete box characters, footnotes, and page/chapter number special codes, but you cannot edited them.

Operation

To edit a special item:

1) Place the text cursor immediately in front of the special item. If necessary, move the text cursor until the name of the special item appears in the Current Selection Box in the lower left corner of the screen.

2) Select Edit Special Item in the Edit menu, or press **Ctrl D**. The dialog box for the special item appears.

3) Make whatever changes you desire, and then select OK.

To delete a special item, press the **Del** key when the special item appears in the Current Selection Box. This item is deleted from the text and placed on the text clipboard. You can then paste this item in another location. Simply place the text cursor where you want the item to appear and then press the **Ins** key.

Use the **Ctrl D** keyboard shortcut to edit a special item.

Box character

```
 ?   Do you wish to insert a  [ Hollow ]
WAIT  hollow or filled box
      character at the selected [ Filled ]
      location, or cancel the
      request?                  [ Cancel ]
```
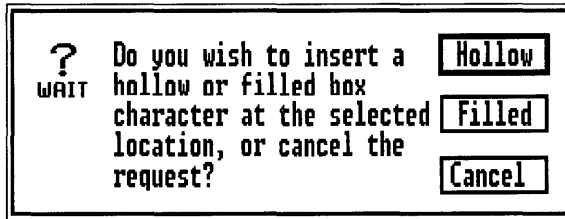
Figure 5–8   Box character dialog box.

Many fonts do not provide square box characters. Xerox Ventura Publisher therefore includes the capability to generate them. To insert a box character:

1) Select the Text mode.

2) Place the text cursor where you want the box to appear.

3) Select **Insert Special Item**.

4) Select **Box Char** or press F1. The dialog box shown in Figure 5–8 appears.

5) Select the type of box you wish to create, and then select OK.

You can use the Text mode Set Font button to change the size of the box character, shift it up or down, or move it left or right.

Footnote

Description

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

Application

Provide on-page references.

Operation

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

To create a footnote, follow these steps:

1) Enable the Text mode.

2) Place the text cursor where you want the reference inserted.

3) Select the **Insert Special Item** option in the Edit menu.

4) Select Footnote or press function key F2.

   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 □ .

5) Place the text cursor in front of the end of file marker at the bottom of the page and type the desired footnote.

To delete the footnote reference and the footnote itself:

1) Place the text cursor at the footnote reference in the main body of text.

2) Move the text cursor back and forth until the Current Selection Indicator displays the word **Footnote**.

3) Press the **Del** key. Both the footnote reference and the footnote itself are deleted.
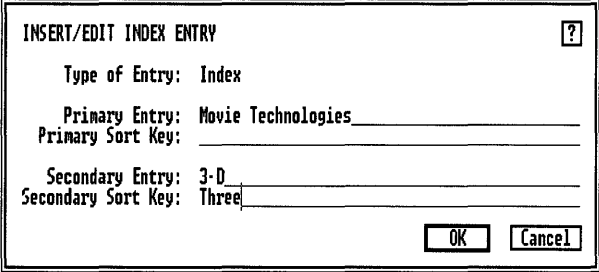
The combined length of all footnotes on a page must be less than one-half page. If your footnotes are longer, turn **Footnote Settings** off, and then create footnotes manually by typing them into frames which you draw at the bottom of the page.

Footnotes can be created from within your word processor even if your word processor does not support footnoting. See **Appendix D—Word Processors** for more details.

See also the **Footnote Settings** section in the Chapter menu.

Insert/edit index

```
┌─────────────────────────────────────────────────────┐
│ ┌───────────────────────────────────────────────────┐ │
│ │ INSERT/EDIT INDEX ENTRY                      [?]  │ │
│ │                                                   │ │
│ │    Type of Entry:  Index                          │ │
│ │                                                   │ │
│ │    Primary Entry:  Movie Technologies_____    │ │
│ │   Primary Sort Key:  _____  │ │
│ │                                                   │ │
│ │   Secondary Entry:  3-D_____   │ │
│ │ Secondary Sort Key:  Three_____   │ │
│ │                                                   │ │
│ │                              [  OK  ]  [Cancel]  │ │
│ └───────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────┘
```

Figure 5–9   Insert/Edit Index dialog box.

Description

The **Insert/Edit Index** option inserts an index reference at the current position of the text cursor. After all index entries have been inserted, use the Multi-Chapter option to generate an index.

Application

Insert hidden index references into the chapter.

Definitions

A **Primary Entry** is the major heading you wish to index.

A **Secondary Entry** is an optional subheading which appears under the primary entry.

Sort keys place entries beginning with articles (e.g., a, an, the), in a different alphabetic position than the actual entry's spelling dictates.

Operation

1) Position the text cursor at the location in the text that you wish to reference and select **Insert Special Item**.

2) Select **Index Entry** or press function key **F3**. The **Index** dialog box shown in Figure 5–9 appears.

3) Select **Type of Entry: Index**.

4) On the **Primary Entry** line, type the primary index reference.

5) Optional: on the **Secondary Entry** line type a sub-heading. This will appear in the final index 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 on the Primary and Secondary lines 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 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 line. Sort keys work with all three types of index entries: Index, See, and See Also.

See, See also

See and See Also 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 features.

If you select **Type of Entry: See**, the word **See** precedes the Secondary Entry when you generate an index using the **Multi-Chapter** option. See Also works like See, except that the words **See Also** precede the Secondary Entry. (The Multi-Chapter Index option allows you to substitute the words of your choice in place of See and See Also.)
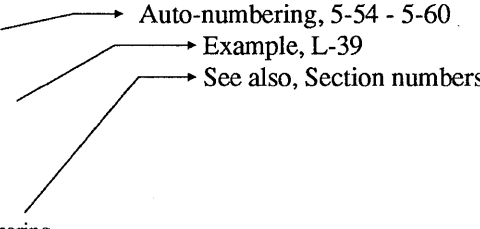
Entry in Insert/Edit Index dialog box	Index created by Multi-Chapter Make Index command
Type of entry: Index **Primary:** Auto-Numbering **Type of entry:** Index **Primary:** Auto-numbering **Secondary:** Example **Type of entry:** See Also **Primary:** Auto-numbering **Secondary:** Section numbering	Auto-numbering, 5-54 - 5-60 Example, L-39 See also, Section numbers

*Figure 5–10   Entries in the Insert/Edit Index dialog box are used by the Multi-Chapter **Make Index** feature to create index entries.*

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:

1) Select **Type of Entry: Index**

2) Begin the Primary or Secondary Entry with the words **See** or **See Also**

3) Duplicate the Primary or Secondary Entry on the Sort Key line, minus the words See or See Also.

Editing index entries

You can edit index entries in the following manner:

1) Place the text cursor at the location of the index entry. (The location of the index entry is marked by a small circle if you select Show Tabs & Returns in the Options menu.)

2) If necessary, move the text cursor back and forth until the Current Selection Indicator displays the word **Index**.

3) Select the **Edit Special Item** in the Edit menu. Make whatever changes you desire, and then select **OK**.

To cut (delete) an index entry:

1) Follow the first two steps above.

2) Press the **Del** key.

To paste an index entry to another location:

1) Place the text cursor at the location you wish to paste (insert) the index entry.

2) Press the **Ins** key.

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 5–9 insert the following into the word processor text file:

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

The Multi-Chapter Make Index feature places this entry into the final index in this format:

M

Motion Picture

See Movies

Index entry sorted according to the sort word **three**

Movie Technologies

Sound   4-12, 4-15 - 4-18

See Also Technology

3-D   **4-34, 5-33**

Wide screen   4-25, 5-15
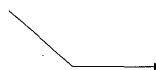
Multiple page references

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** above.)

For advanced users: to automatically index the range of pages occupied by a section or chapter, follow these steps:

1) Use the **1st Match** or **Last Match** feature in the **Headers & Footers** option to automatically place tagged text at the top and bottom of each page. (See the **Headers & Footers** section of this chapter, under the **Chapter** menu heading.)

2) Insert the index entry in a paragraph.

3) Tag that paragraph with the tag specified in the 1st Match or Last Match string in the **Headers & Footers** option.

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 Multi-Chapter Index feature is run, it will generate a range entry (e.g., the 4-15 – 4-18 **Sound** entry in the example above) which covers the entire section.

See also: **Multi-Chapter Index Generation** (Options menu) and **Headers & Footers** (Chapter menu).

Insert fraction

```
fraction (/)   F1
over (-)       F2
```
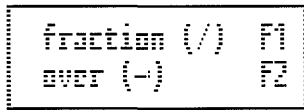
Figure 5–11   Insert Fraction dialog box.

Description

True fractions look like this:

½   ³⁴⁄₄₇ $\dfrac{1}{2}$ not this: 1/2   34/47

True typographic fractions use smaller type which is shifted up and down, and separated by a special fraction bar available in the symbol font. The **Fraction** option allows you to create typographically correct fractions without spending the time to change fonts, shift text and insert fraction bars.

Application

Quickly insert typographically correct fractions.

Operation

To create a fraction:

1) Select Text mode.

2) Place the text cursor at the location where you want to create a fraction.

3) Select **Insert Special Item** from the Edit menu, or press **Ctrl C**.

4) Select **Fraction** from the **Insert Special Item** dialog box or press function key F4. The fraction editing screen appears.

5) Type **Ctrl C** and then press F1 to insert a fraction of this type: ½

Type **Ctrl C** and then press F2 to insert a fraction of this type: $\dfrac{1}{2}$

6) Wait a moment and the results will appear below the fraction editing line.

7) Alternatively, simply type the fraction. Type **1/2** to get ½ and type **1 over 2** to get $\dfrac{1}{2}$. Be sure to leave a space on either side of the word **over**.

8) Press and hold the Ctrl key and then press D to return to the main screen.

Insert/edit anchor

```
┌─────────────────────────────────────────────────┐
│ INSERT/EDIT ANCHOR                           [?] │
│                                                   │
│  Frame's Anchor Name:  Figure 34│____            │
│                                                   │
│  Frame's New Location:  [ Fixed, On Same Page As Anchor ] │
│                                                   │
│                         [ Relative, Below Anchor Line ]   │
│                                                   │
│                         [ Relative, Above Anchor Line ]   │
│                                                   │
│                         [ Relative, Automatically At Anchor ] │
│                                                   │
│                                   [  OK  ]  [ Cancel ]  │
└─────────────────────────────────────────────────┘
```
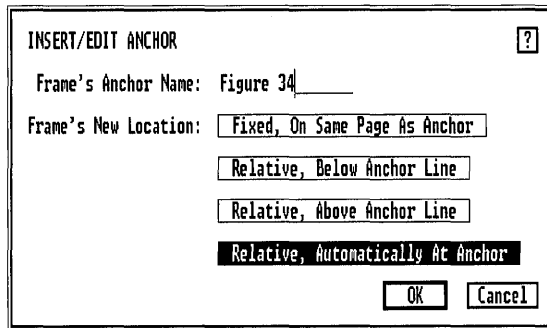
Figure 5–12   Insert/Edit Anchor dialog box. Relative automatically at anchor is selected.

Description

The **Insert/Edit 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. The frame then moves whenever this location in text moves. You can also define anchors which move only the referenced frame when you execute the **Re-Anchor Frames** command.

Application

Make illustrations move automatically with text.

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** feature in the Frame menu. Insert the

reference to this label (called a frame anchor) using the **Insert/Edit Anchor** feature.

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 command (Chapter menu) is given **(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.

Operation

To insert a frame anchor into the text on the page:

1) Place the text cursor where you wish to insert an anchor point.

2) Select **Insert Special Item** in the Edit menu.

3) Select **Frame Anchor** or press function key **F5**. The **Insert/Edit Anchor** dialog box shown in Figure 5–12 appears.

4) Type the Frame Anchor Name of the frame you wish to reference.

This name must exactly match the name entered for that frame in the **Anchors & Captions** dialog box of the Frame menu (although upper and lower case don't matter). If the name doesn't match, an error message appears during the Re-Anchor Frames operation.

If you select **Relative, Below Anchor Line**, the top of the frame moves to the line below the line containing the anchor. If you select **Relative, Above Anchor Line**, the bottom of the frame is moved to the line above the line containing the anchor.

If you choose **Fixed, On Same Page As Anchor,** the frame's position on a new page is identical to its position on the old page.

Automatic frame anchoring

If you select **Relative, Automatically At Anchor**, 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 paragraph tag for the paragraph containing the anchor should have Grow Inter-Line to Fit set at **ON** (Paragraph Typography option). When you anchor a frame using this feature, Xerox Ventura Publisher automatically turns Flow Text Around OFF (Sizing & Scaling option) for this frame.

You can also use **Relative, Automatically At Anchor** to anchor a large frame to the end of a paragraph. 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**)

- Column Snap in the Options menu should be turned on and the frame should be drawn so that both sides are snapped to a column guide.

Anchored graphics

You can attach graphics drawn in the Graphic mode to any frame on the page (see Graphic mode in the Modes of Operation chapter). Use this feature to anchor arrows and callouts to locations in the text. Follow these steps:

1) Anchor a small frame at the end of a paragraph using Relative, Automatically as described above.

2) Select Graphic mode.

3) Select the small frame and then draw the graphics.

When the text moves, these graphics will move.

Insert cross reference

```
?      Do you wish to insert a    [ Page # ]
WAIT   reference to the current
       page or chapter number     [ Chapter # ]
       or cancel the request?
                                  [ Cancel ]
```
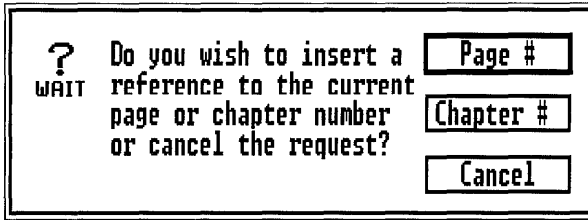
Figure 5–13   Insert cross reference dialog box.

Description

The **Insert Cross Reference** option allows you to insert the current page or chapter number anywhere on a page, including captions, frames, and box text.

Application

This feature can be used in a number of ways:

- Place page numbers in "thumb tabs" (created with box text) along the edge of the page.

- Create a custom header or footer using the **Repeating Frame** option instead of the **Header & Footer** option, yet still include the required page and chapter numbers.

Operation

1) Place the text cursor at the location in the text where the page or chapter number should appear.

2) Select Insert Special Item. Select **Insert Cross Reference** or press function key F6. The dialog box shown in Figure 5–13 appears.

3) Select either **Page #** or **Chapter #**.

The current page or chapter number appears at the text cursor's current location.

To create a custom header (or footer):

1) Select **Turn Headers Off** in the Headers & Footers dialog box.

2) Draw a frame across the top of the page.

3) Type the desired text into this frame using Text mode. Include page and chapter numbers using the **Insert Cross Reference** feature.

4) Use the Repeating Frame option (Frame menu) to make this frame appear at the top of every page.

Remove text/file
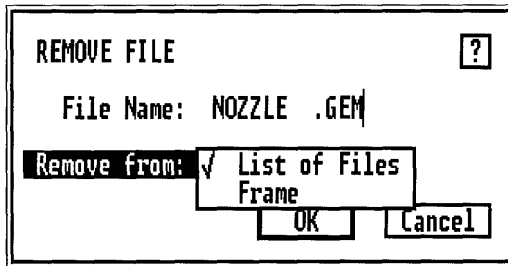
Figure 5–14   Remove File dialog box with pop-up menu displayed.

Description

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

Application

- Use **Remove Text/File (From List of Files)** when you wish to eliminate one or more text or graphic files from a chapter.

- Use **Remove Text/File (From 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** to create more frames with these identical settings, but with nothing in them.

Operation

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

1) Select the Frame mode.

2) Optional: select the frame or page which contains the file you wish to remove.

3) Select **Remove Text/File** in the Edit menu. The dialog box shown in Figure 5–14 appears.

4) If you selected a frame, the **File Name** line displays the name of the file in that frame. If no file name is displayed, type the name of the file you wish to remove.

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

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

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

You can place a file into a frame, even if that frame already contains a text or picture file:

1) Select the frame.

2) Select a file from the Assignment List.

A **Remove from Frame** operation is automatically performed on the file already in the frame.

File type/rename

```
┌─────────────────────────────────────────────────────┐
│ FILE TYPE / RENAME                              [?]  │
│                                                      │
│    Old Name:  C:\TYPESET\BOOK.TXT_____      │
│                                                      │
│ ─► New Name:  C:\TYPESET\NEWBOOK.TXT|_____      │
│                                                      │
│  Text Format:  [ Generated ]  ASCII  [ WordStar 3 ]  [ WS 4.0/5.0 ]  │
│                                                      │
│                [ MS-Word ]  [ WordPerfect ]  [ XyWrite ]  [ 8-Bit ASCII ]  │
│                                                      │
│                [ Writer ]  [ MultiMate ]  [ DCA ]  [ WordPerfect 5 ]  │
│                                                      │
│                                    [  OK  ]  [Cancel] │
└─────────────────────────────────────────────────────┘
```

Enter new text file name on this line ─►
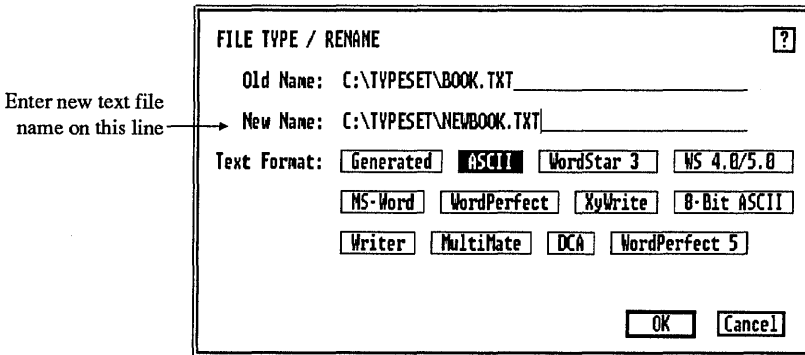
Figure 5–15   File Type/Rename dialog box. A new file called NEWBOOK.TXT will be created the next time the chapter is saved.

Description

File Type/Rename allows you to create a new text file, or change the word processor format of an existing file.

Application

- 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 frames to text files.

Operation

1) Enable the Frame mode.

2) Select the page or frame which contains the text file you want to rename or convert.

3) Select the **File Type/Rename** option in the Edit menu. The dialog box shown in Figure 5–15 appears.

4) Enter the new file name on the **New Name:** line.

5) Select the word processor format to be used.

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 not longer appear in the Assignment List.

Convert captions to text files

Text that you type into a blank frame is stored in the chapter's caption (CAP) file. This type of frame is called a caption frame. If you select a caption frame, and then select File Type/Rename, you will cause its text to be stored in a separate file rather than in the chapter's caption (**CAP**) file.

You cannot convert captions into separate text files if they are attached to frames or box text.

VIEW MENU

View

Facing Pages View	
Reduced View	^R
√ Normal View (1x)	^N
Enlarged View (2x)	^E
Frame Setting	^U
Paragraph Tagging	^I
√ Text Editing	^O
Graphic Drawing	^P
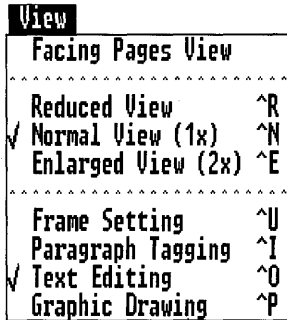
Figure 5–16   View Menu

Description

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

- Facing Pages View

- Reduced View

- Normal Page View (1X)

- Enlarged View (2X)

It also provides an alternative way to switch to a different mode of operation when the Side-bar is hidden.

Views and mode changes

The View features 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 (Figure 5–16.) You can also use the keyboard to select any view, other than the Facing Pages View, by pressing one of the following key combinations:

View	Key
Reduced View	.Ctrl + R
Normal View	.Ctrl + N
Enlarged View	.Ctrl + E

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

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

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

1) Place the mouse cursor at the spot which will be the upper left corner of the more magnified view.

2) Use the keyboard shortcuts shown on the previous page to change view

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

Change modes of operation

To enable any of the four Xerox Ventura Publisher modes when the side-bar is hidden, select the appropriate option in the View menu, or press a combination of the **Ctrl** key and one of the following keys:

Function	Key
Frame	.Ctrl + U
Paragraph	.Ctrl + I
Text	.Ctrl + O
Graphic	.Ctrl + P

CHAPTER MENU
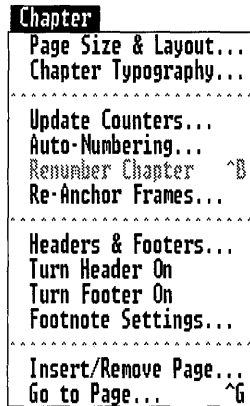
Figure 5–17   Chapter menu

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.

Page Layout, Auto-Numbering, Chapter Typography, and Footnote Settings are stored in the style sheet. All other settings are stored with the chapter. In previous versions of Ventura Publisher, this menu was called the Page menu.

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

Page size & layout

```
┌─────────────────────────────────────────────┐
│  PAGE LAYOUT                            [?]   │
│                                               │
│             Orientation:  Portrait    ‡       │
│    Paper Type & Dimension:  Letter,   8.5 x 11 in. ‡ │
│                   Sides:  Double      ‡       │
│                Start On:  Right Side  ‡       │
│                                               │
│                            ┌────┐  ┌────────┐ │
│                            │ OK │  │ Cancel │ │
│                            └────┘  └────────┘ │
└─────────────────────────────────────────────┘
```
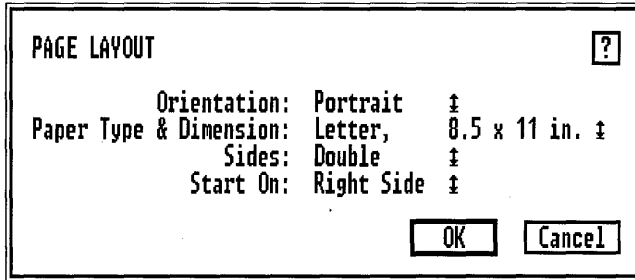
Figure 5–18   Page Layout dialog box. Settings shown are typical.

Description

Page Size & Layout defines 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.

Application

- Change between portrait and landscape (Figure 5–19) display and printing.

- Change paper sizes.

- Permit different formatting on left and right pages.

Operation

1) Select the Page Size & Layout option in the Chapter menu. The Page Size & Layout dialog box is shown in Figure 5–18.
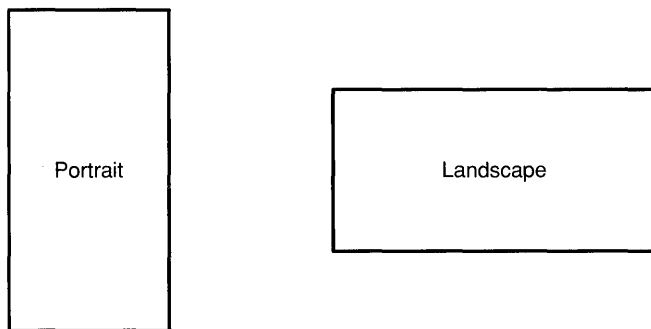
Figure 5–19   Portrait vs. Landscape printing

Orientation   Select whether you want the chapter to be printed in Portrait or Landscape.

Paper type &   Select the physical size of the paper on which your chapter will be
dimension   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 **Sizing and Scaling** option of the Frame menu.

Sides/Start on   Select either Single- or Double-sided formatting, and whether the first page should start on the Left Side or Right Side. If you select both Single-sided formatting and Start On 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 and Start On Right Side.

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

☞ You must select **Sides: 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.

11 x 17 and   If you choose 11 x 17, a dialog box appears at print time which gives
Broadsheet   you three choices: **shrink**, **overlap**, and **nothing**.

- Choose **Shrink** if you want to reduce the entire 11 x 17 page to fit on an 8½ x 11 sheet. (This option only works on PostScript printers.)

- Choose **Overlap** if you want to print four 8½ x 11 pages which can be manually pasted together to form one 11 x 17 page.

- Choose **Nothing** if your printer can actually print an 11 x 17 page.

If Broadsheet is selected, you can also Shrink (if you have a PostScript typesetter), or print in strips. This latter option prints three strips, each 24 inches long, and is used with certain typesetting machines.

The Broadsheet strip option is intended for use only with typesetting equipment and will not work with laser printers.

Page Size & Layout settings are stored in the style sheet file.

Chapter typography

```
┌─────────────────────────────────────────────────────┐
│  CHAPTER (DEFAULT) TYPOGRAPHY SETTINGS          [?]  │
│                                                      │
│      Widows (Min Lines at Top):  2          ↕        │
│   Orphans (Min Lines at Bottom): 2          ↕        │
│               Column Balance:  Off          ↕        │
│   Move Down To 1st Baseline By:  Cap Height ↕        │
│                  Pair Kerning:  On          ↕        │
│       Vert. Just. Within Frame:  Feathering ↕        │
│       Vert. Just. Around Frame:  Moveable   ↕        │
│                                                      │
│                              [   OK   ]  [Cancel]    │
└─────────────────────────────────────────────────────┘
```
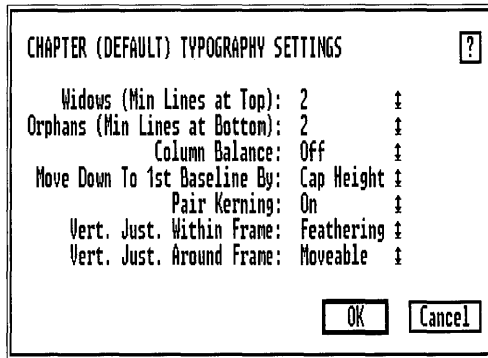
Figure 5–20   Chapter Typography dialog box. Settings shown are typical.

Description

Chapter Typography 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 (see the **Insert/Remove Page** option in the Chapter menu) by selecting that frame or inserted page, then using the **Frame Typography** settings in the Frame menu.

Application

*   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** settings option in the **Chapter** menu.
The dialog box shown in Figure 5–20 appears.

**Widows &
Orphans**

A **widow** is a single line of text at the top of a page or column which
has been separated from the paragraph that finishes the previous page
or column.

An **orphan** is a single line of text at the bottom of a page or column
which has been separated from the paragraph that starts the next page
or column (see Figure 5–21.)

The Widows and Orphans controls increase or decrease the number of
lines that can be widowed or orphaned. To operate:

1) Select the Chapter Typography option in the menu.

2) 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.
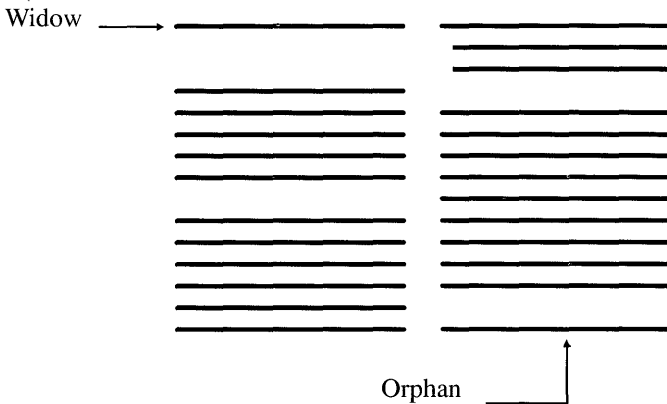
*Figure 5–21   A single line widow at column top and single line orphan at
column end*

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 widow and orphan controls to two for most work. Set both to one if you want to disable this feature. Magazines and books often allow widows and orphans so a setting of one may be proper for these documents.

Widow & Orphan settings are stored in the chapter (CHP) file.

Kerning

You can turn kerning globally on or off for the entire chapter by selecting **Pair Kerning: Off**. This overrides the settings you chose for Automatic Pair Kerning (**Paragraph Typography** option, Paragraph menu), but does not change them. If you set **Pair Kerning** to **On**, kerning will once again be take effect for those paragraph tags for which you selected **Automatic Pair Kerning: On**. Turn Pair Kerning

---

SETUP AND INSTALLATION

Xerox Ventura Publisher requires an IBM PC, XT, AT, PS/2, or a compatible computer which runs the same software as these machines. Your computer must also contain the following or equivalent:

- **640 kilobytes of RAM**.

- **A hard disk drive** with one to three megabytes available space to hold software and fonts (space required depends on printers installed—see the **Software Installation** section which follows.) At least two to three megabytes should still be available after installation. This space is needed to hold your document files and any additional fonts 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 graphics boards and monitors supported)

Software installation

If you previously installed **version 1.0** of Xerox Ventura Publisher, please consult the sec-

tion **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?"

This section provides installation instructions intended for use by a person who has basic familiarity with the IBM PC (or compatible) and DOS. Additional installation information is provided in Appendix A.

Note that Xerox Ventura Publisher will not operate when shared among multiple computers, nor is it licensed for sharing from a file server among multiple computer workstations on a communications network. However, a network version of Xerox Ventura Publisher is available. Contact Xerox at 1-(800)-822-8221 for price and availability.

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.

You need 1.5–3.5 megabytes of space on your computer's hard disk to hold all printer fonts, screen fonts, system software, application

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SETUP AND INSTALLATION

Xerox Ventura Publisher requires an IBM PC, XT, AT, PS/2, or a compatible computer which runs the same software as these machines. Your computer must also contain the following or equivalent:

- **640 kilobytes of RAM**.

- **A hard disk drive** with one to three megabytes available space to hold software and fonts (space required depends on printers installed—see the **Software Installation** section which follows.) At least two to three megabytes should still be available after installation. This space is needed to hold your document files and any additional fonts 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

If you previously installed **version 1.0** of Xerox Ventura Publisher, please consult the sec-

tion **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?"

This section provides installation instructions intended for use by a person who has basic familiarity with the IBM PC (or compatible) and DOS. Additional installation information is provided in Appendix A.

Note that Xerox Ventura Publisher will not operate when shared among multiple computers, nor is it licensed for sharing from a file server among multiple computer workstations on a communications network. However, a network version of Xerox Ventura Publisher is available. Contact Xerox at 1-(800)-822-8221 for price and availability.

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.

You need 1.5–3.5 megabytes of space on your computer's hard disk to hold all printer fonts, screen fonts, system software, application

---

Figure 5–22   Move down by cap height. The top of the words **Setup and Installation** *touch the top of the column.*

Figure 5–23   Move down by interline. 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.*

---

off to improve print and screen refresh speeds, especially when **Automatic Pair Kerning** is **On** for Body Text. Note, however, that changing this setting *may* change where text is placed in your document.

**Move down to
1st baseline**

Xerox 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 select Move Down To 1st Baseline By **Cap Height**, the top of the column aligns with the top of the tallest capital letter in the font you have chosen. If you select Move Down To 1st Baseline By **Inter-Line**, the first line of text starts at a distance from the top margin equal to the inter-line spacing set in the **Spacing** option (Paragraph menu). See Figures 5–22 and 5-23.

Column balance

Set **Column Balance** at **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 5–24 and 5-25 show the difference at the bottom of a page between column balance on and column balance off.

☞ Column balance reduces text formatting speed. Therefore, you should temporarily turn column balance off if you plan to make extensive changes on a page.
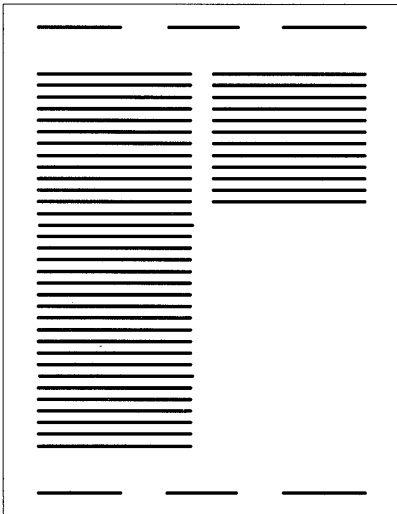
Figure 5–24   Column balance off   *Figure 5–25   Column balance on*
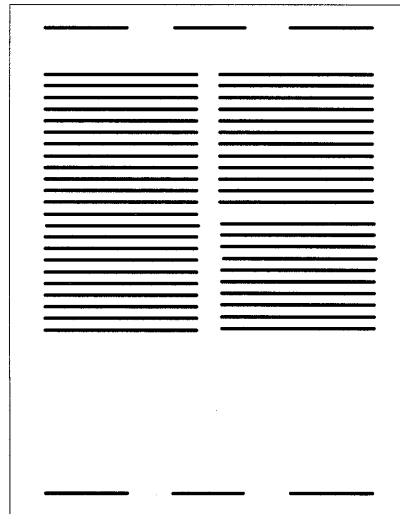
Column balance and frame-wide text

The Frame-Wide setting in the Paragraph **Alignment** option 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 **Column Balance** at **On**. Figures 5–26 and 5-27 show the results.

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 & Orphans** (Chapter Typography) and **Keep With Next** (Paragraph Typography) controls force text to the next column or page. This creates gaps at the bottom of the previous column or page. Therefore, if you use Widow & Orphan and Keep With Next controls when Column Balance is turned on, you may need to manually add

Figure 5–26   Column balance off. Note how text does not balance above frame-wide text near bottom of page.

Figure 5–27   Column balance on. Note how text fills both columns above frame-wide text.

additional space between paragraphs using narrow frames if you want multi-column pages to balance exactly. See the Frame section of the **Modes of Operation** chapter for instructions on using frames to add space between lines and paragraphs.

Even if you do not use Widow & Orphan and Keep With Next controls, Column Balance 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.

Vertical justification

Vertical justification, which forces text to always end at the bottom margin, is available in the Professional Extension to Xerox Ventura Publisher. Call Xerox for price and availability.

Update counters


```
┌─────────────────────────────────────────────────────────┐
│ UPDATE COUNTERS                                      [?]  │
│                                                           │
│   Which Counter: [ Chapter ] [This Page] [This Table] [This Figure] │
│                  [ Initial Page ] [ Initial Table ] [ Initial Figure ] │
│                                                           │
│   Update Method: [ Previous Number + 1 ] [Restart Number] │
│                                                           │
│   Restart Number:  0001|                                  │
│                                                           │
│  [Number Format:] √ 1,2                                   │
│                     A,B                                   │
│                     a,b              [ OK ] [Cancel]      │
│                     I,II                                  │
│                     i,ii                                  │
│                     One,Two                               │
│                     ONE,TWO                               │
│                     one,two                               │
└─────────────────────────────────────────────────────────┘
```
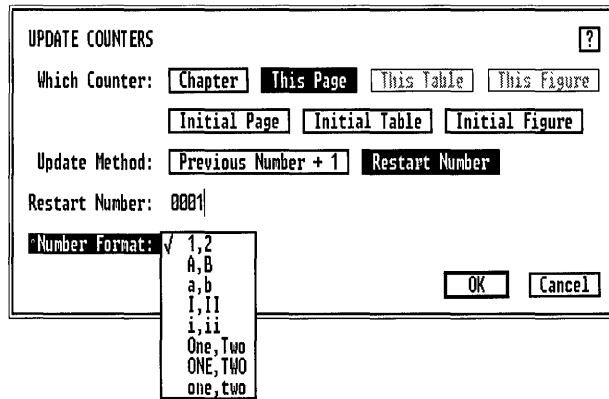
Figure 5–28   Update Counter dialog box. Page numbering set to re-start on this page.

Description

This feature 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.

Update Counters can set the numbering style to arabic numerals (1, 2, 3...), roman numerals, letters (A, B, C...) or text (One, Two, Three....)

Application

• 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 Multi-chapter **Renumber** operation (see Multi-chapter in the Options menu).

- 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. Note that if no initial counter is set, the default is one, in arabic format (i.e., **1**).

1) Select the Update Counters option in the Chapters menu.

2) For **Which Counter**, select either **Chapter, Initial Page, Initial Table**, or **Initial Figure**. After you have made your choice of the counter you wish to change, proceed to the next three steps.

3) *To start counting at one*, numbered in arabic (i.e., 1, 2, 3, ...), do nothing. You don't need to make a selection.

4) *To automatically continue numbering from the previous chapter*, select **Previous Number + 1**. Note that the actual numbering across chapters takes effect only when you select **Renumber** in the **Multi-chapter** option in the Options menu.

5) *To start counting at a number other than one, or to change the number format*, select Update Method: **Restart Number**.

   - Enter the **Restart Number**.

   - Select the **Number Format**.

Repeat the last three steps, if necessary, for the remaining initial counters.

Reset counter for this page, table, figure

You can select any frame or page and override the counter and number format. To change either table or figure numbering format:

1) Select the Frame mode and then select the frame whose caption you wish to re-number.

2) Select the Update Counters option in the Chapter menu (see figure 5-28). Select **This Table**, or **This Figure**. (Note: This Table and This Figure will not be available unless you first select a frame.)

3) Select Update Method: **Restart Number**.

4) Enter the **Restart Number**.

5) Select the **Number Format**.

6) Select OK.

To change page or chapter numbering:

1) Go to the page on which you want re-numbering to start.

2) Select the Update Counters option in the Chapter menu (see figure 5-27). Select **This Page**.

3) Select Update Method: **Restart Number**.

4) Enter the **Restart Number**.

5) Select the **Number Format**.

6) Select OK.

To cancel a restart number, select the frame or page and then select **Previous Number + 1**.

☞ **Restart Number** 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.

Auto-numbering

```
┌─────────────────────────────────────────────────────┐
│ AUTO-NUMBERING                                   [?]  │
│                                                       │
│    Usage:  [On]  [Off]                                │
│                                                       │
│    Level 1:  [*Heading,1]._____          │
│    Level 2:  [*Section Sub,1]._____          │
│    Level 3:  [*Minor Head,1]|_____          │
│    Level 4:  _____          │
│    Level 5:  _____          │
│    Level 6:  _____          │
│    Level 7:  _____          │
│    Level 8:  _____          │
│    Level 9:  _____          │
│    Level 10: _____          │
│                                                       │
│    Inserts:  [Chapter #] [1,2] [A,B] [a,b] [I,II] [i,ii] │
│                                                       │
│              [Suppress Previous Level] [Text Attr.]   │
│                                        [OK] [Cancel]  │
└─────────────────────────────────────────────────────┘
```
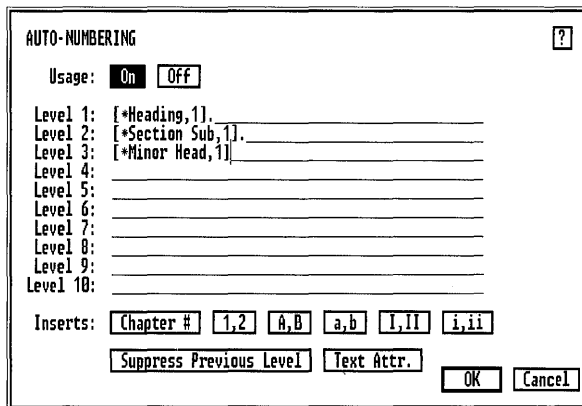
Figure 5–29   Auto-Numbering dialog box. This example will place **1.**, **2.**, *etc. in front of every paragraph tagged as a* **Heading**; **1.1.**, **1.2.**, ... **2.1.**, **2.2.**, *etc. in front of every paragraph tagged as a* **Section Sub**, *and so on.*

Description

Auto-Numbering automatically inserts section numbers before selected paragraph types. These section numbers can contain combinations of numbering styles and punctuation.

Application

• Technical manual section numbers

• Outlines

• Automatic headings

Section Numbers

This feature 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:

1) Select the **Auto-Numbering** option in the Chapter menu. The Auto-Numbering dialog box, shown in Figure 5–29, appears.

2) Select the **On** option at the top of this dialog box to enable Auto-Numbering. Place the text cursor on the Level 1 line and then choose from among the following:

1,2	A,B	a,b	I,II	i,ii

This determines whether arabic, letters, or roman numerals will be used.

For example, if you select arabic numbering (i.e., 1,2), this places the words:

`[*tag name,1]` on the Level 1 line.

3) Use the keyboard cursor and backspace keys to replace the words **tag name** with the actual tag name of the paragraphs you want numbered. You must type the tag name exactly as it appears in the Assignment List, although upper and lower case letters don't matter.

For instance, to number all sections tagged with a tag called **Heading**, the level one line looks like this:

`[*Heading,1]`

4) Select **OK**. In this example an arabic number is inserted before every paragraph tagged with **Heading**. 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.

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 associated with paragraphs tagged with **Heading**, change the Level 1 line 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 5-29 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 dialog box is encountered, the numbers for all lower level paragraphs are reset to their starting number.

Re-numbering

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

I. First level
> A. Second level

not

Previous level not
suppressed ——— I. First level
> I.A. Second level

To auto-number without including previous level numbers, use the Suppress Previous Level feature. For instance, to suppress level one numbering for a level 2 paragraph:

1) Place the text cursor at the far left of the level 2 line.

2) Select **Suppress Previous Level**. This places a **[-]** at the current text cursor position.

3) Add the section number as described under **Section Numbers**.

Figure 5–30 shows the settings for an outline that follows normal conventions (uppercase Roman letters, followed by uppercase letters, then arabic numbers.)

```
AUTO-NUMBERING                                              [?]

   Usage:  On   [Off]

  Level 1:  [*Main,I].
  Level 2:  [-][*Sub Head,A].
  Level 3:  [-][*Minor Head,1].
  Level 4:
  Level 5:
  Level 6:
  Level 7:
  Level 8:
  Level 9:
 Level 10:

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

            [Suppress Previous Level]  [Text Attr.]
                                              [OK]  [Cancel]
```
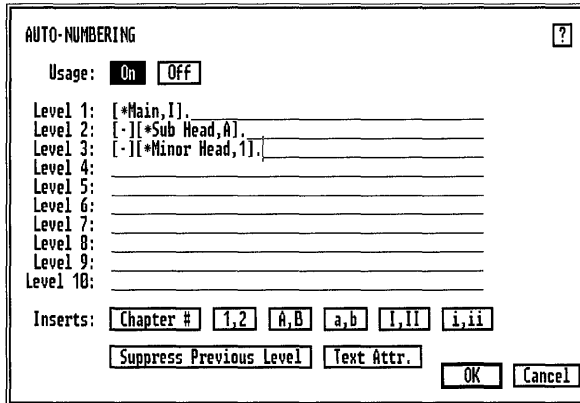
Figure 5–30   Numbering for outline. Note that the [-] characters at the beginning of levels 2 & 3 suppresses printing of previous level numbers.

**Generated
section number
tags**

When section numbers are generated, each of the ten levels is automat-
ically tagged with the following tags:

Level	**1**	**Z_SEC1**
Level	**2**	**Z_SEC2**
...		**...**
Level	**10**	**Z_SEC10**

Although you cannot change these tags' names, you can alter their
typographic settings. **Generated** tags are not shown in the Assignment
List, unless you request **Generated Tags: Shown** in the **Set Preferen-
ces** option (Options menu).

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:

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:

Font	Same as section tag
Alignment	Indent relative to
	previous line,
	plus one pica
Spacing	No space above
Breaks	Line break after
Ruling Lines Above	None
Ruling Lines Below	As desired

Changing paragraph
tags places section
numbers on same line
with the headings.

8.5.1 TextBlocking (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
Layout function, Ventura Publisher automatically

Figure 5–31   Generated section numbers placed on same line as headings.

Figure 5–31 shows the results of changing the tags.

During text editing, some paragraphs may print over the first line of
the previous paragraph if you set the tags as described above. How-
ever, 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.

**Chapter
numbers**

You can include chapter numbers at any level by selecting the **Chapter
#** option in the Auto-Numbering dialog box. This places **[C#]** at the
current text cursor position and automatically inserts the chapter num-
ber 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 5–30, 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:

1) Place **Body Text** as the tag name on level 1

2) Create your numbered list hierarchy starting with level 2.

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 body text to reset numbering, place the following on the level 1 line:

```
[*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. Figures 5–28 and 5–29 show 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 in section numbering. You must place these attributes outside the command brackets (i.e., outside the [ ] brackets).

Example: to change the word **Times** in the above example to bold italic, type:

```
<B>[*Question]Daily <BI>Times:<D>
```

Renumber chapter

Description

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

Application

Use **Renumber Chapter** after you have edited your document to renumber the entire chapter according to the Auto-numbering settings.

Operation

Select **Renumber Chapter** from the Chapter menu, or press and hold the **Ctrl** key and then press **B**. The entire chapter is then renumbered. Select **Renumber Chapter** 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 **Renumber Chapter** to update section numbers.

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

Re-anchor frames

Description

Re-Anchor Frames moves every frame in the chapter to the page on which its anchor appears. You can also opt to move only those frames that are located on the current page.

Application

Move frames to anchor points in the text.

Operation

See the **Anchors & Captions** section under the Frame menu. If the name of the frame anchor you specified through the **Anchors & Captions** option matches a frame anchor in the text, selecting **Re-anchor Frames** causes the associated frame to move to a new location.

To operate:

1) Select the **Re-Anchor Frames** option in the Chapter menu.

2) A dialog box appears. Choose whether you want to re-anchor only the frames on this page, or all the frames in this chapter.

3) Go to each page to make sure that frames have been moved to a desirable location.

If the anchor name in the text does not match the anchor name given to the frame, Xerox Ventura Publisher displays a message on the screen during the re-anchor process. You can then correct the name of the anchor in the text before the re-anchor process continues.

Headers & footers

```
┌─────────────────────────────────────────────────────┐
│ HEADERS & FOOTERS                                 [?] │
│   Define: │ Left Page Header │ │ Right Page Header │  │
│           │ Left Page Footer │ │ Right Page Footer │  │
│    Usage: █ On █  │ Off │                             │
│     Left: [<Heading 1]_____│
│   Center: <P18>Page<P255> [C#]·[P#]_____│
│    Right: [<Chapter Head]_____ │
│                                                       │
│  Inserts: │ Chapter # │ │ Page # │ │ 1st Match │ │ Last Match │ │
│           │ Text Attr. │ │ Copy To Facing Page │      │
│                                        │ OK │ │ Cancel │ │
└─────────────────────────────────────────────────────┘
```
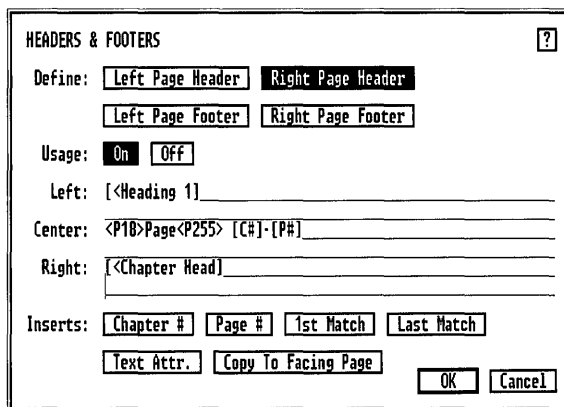
*Figure 5–32   Headers & Footers dialog box. The word **Page** is set at 18 point.*

Description

Headers & Footers 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.

Application

- Create page and chapter numbers.

- Create automatic section titles.

- Create directory headings.

- Create chapter headings.

General operation

To use Headers and Footers, select the Headers & Footers option in the Chapter menu. The **Headers & Footers** dialog box (Figure 5–32) appears.

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

1) Select **Left Page Header**

2) Turn Usage **On**

3) Move the text cursor to the first line opposite **Center**, and enter the text

If you select **Double** in the **Page Size & Layout** option (Chapter menu), you can cause a header or footer to be "mirrored" on opposite pages. Select **Copy to Facing Pages** to bring this about. Note that the words **Copy to Facing Page** do not remain highlighted.

If you select **Single** and **Start on Left Side** in the **Page Size & Layout** option, only the left header and footer are used. The converse is true for **Single** and **Start on Right Side.**

☞ If either the right or left header/footer doesn't appear on the screen, check the Single and Double settings in the Page Layout option. Also check to make sure you have defined a header or footer for both the left **and** right pages. Finally, make sure the header/footer is turned on for this page. (See **Turn Header On/Off, Turn Footer On/Off** in the Chapter menu later in this chapter.)

Chapter and page numbering

To place a chapter or page number in the header or footer:

1) Select the header/footer location as described above.

2) Select **Inserts Chapter #** or **Inserts Page #** at the bottom of the dialog box. For page numbering, this automatically places the following on the header or footer line selected:

```
[P#]
```

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

Chapter and page numbers automatically start with one (1). You can override this default, however, using the features in the **Update Counters** option (Chapter menu).

Automatic section headings

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, Xerox 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 **Heading 1** to appear left-justified on each right page.

1) Select **Right Page Header**.

2) Place the text cursor on the **Left** line.

3) Select the **1st Match** option at the bottom of the dialog box. You will see the following appear on the Left line:

```
[<tag name]
```

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

```
[<Heading 1]
```

This command copies the first occurrence of text tagged with the **Heading 1** tag to the top left of every right-hand page. If no text on a given page is tagged as Heading 1, the most recent paragraph in the chapter tagged with Heading 1 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 5–32 shows how to place text from

paragraphs tagged with **Heading 1** and **Chapter Head** into the right header.

Xerox Ventura Publisher also copies any index entries in the tagged text to the header or footer; as a result, index entries are created that will specify the entire range of pages in a section of the document.

Xerox Ventura Publisher copies all attributes and font changes from the tagged text into the header or footer.

Text attribute

You can use the text attributes described in Appendix D to modify the header or footer text. Figure 5–32 shows how these attributes can be used to change the word **Page** to 18 point.

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 attributes. However, you can change the tag attributes for both header or footer. For instance, to place the header closer to the body of the document:

1) Select Paragraph mode.

2) Select the header.

3) Increase the header tag's Above space (**Spacing** option, Paragraph menu).

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:

1) Select Paragraph mode.

2) Select the header.

3) Select **Ruling Line Below** from the Paragraph menu. Customize as desired.

Note: 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:

1) Select the Paragraph mode.

2) Select the header text paragraph.

3) Select **Spacing** from the Paragraph menu.

4) Decrease the Above or Below space.

The same procedure applies to footers.

Turn header/footer off (on)

Description

Turn Header Off (On) or **Turn Footer Off (On)** suppresses (enables) the header or footer *for the current page.*

Application

Remove header or footer from the current page.

Operation

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

☞ **Turn Headers Off/On** remains associated with the page number shown in the Current Selection 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 setting

```
┌─────────────────────────────────────────────────────────┐
│ FOOTNOTE SETTINGS                                    [?] │
│                                                           │
│        Usage & Format:  [ Off ]  [# From Start of Page (1,2,3)] │
│                                                           │
│                         [ # From Start of Page (User-Defined) ] │
│                                                           │
│                          [ # From Start of Chapter (1,2,3) ] │
│                                                           │
│           Start With #:  0005                            │
│         Number Template: (#)                             │
│                                                           │
│      [ Position of Number: ] √  No Shift                 │
│                                Superscript               │
│      User-Defined Strings:     Subscript   **__  3:  ***_  4:  ****  │
│                             5: +__   6: ++__  7: +++_  8: ++++ │
│                                                           │
│      Separator Line Width:  ~~.~~  fractional pts        │
│         Space Above Line:  24.00                         │
│           Height of Line:  01.00              [   OK   ]  [ Cancel ] │
└─────────────────────────────────────────────────────────┘
```
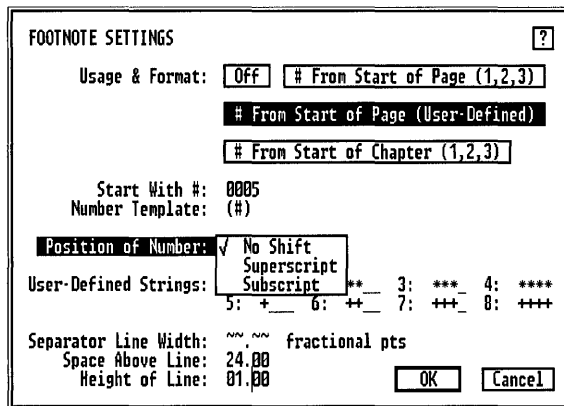
*Figure 5–33   Footnote Settings dialog box. In this example, footnote refer-
ences will begin afresh at the top of each page. Each footnote reference will
be enclosed in parentheses ( ) and be superscripted. The first footnote refer-
ence on the page will appear as a (*) character, and a one point line will be
placed 24 points below the last line of text on the page.*

Description

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

Application

Provide quick references to other information

Operation

1) Select the **Footnote Settings** option in the Chapter menu. (See
Figure 5–33.)

2) Select one of the three **Usage & Format** options:

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

 # From Start of Page (User-Defined.) Same as above, but instead of arabic numbers, each footnote reference is shown by whatever is defined on the **User Defined Strings:** line. The default strings are shown in Figure 5–33, but you can enter any other characters for up to eight footnote references per page.

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

☞ You must select one of the three options, or you can't create footnotes for this chapter.

Start with: 3) To start footnote numbering at a number other than one, place the text cursor on the **Start With #:** line and enter the starting number. This is useful when you are printing a single chapter in the middle of a long document.

Number template: 4) You can place fixed text immediately before and after the footnote reference at the bottom of the page by typing up to three characters on the **Number Template:** line. The **#** character specifies where to place the footnote number. For example, typing (#) on this line places parentheses around each footnote reference number at the bottom of the page.

Position of number: 5) 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 placement of the matching footnote number at the bottom of the page is controlled with paragraph tag settings. This procedure for modifying these settings is described at the end of this section.

User defined strings 6) If you selected **# From Start of Page (User Defined)**, you may alter any or all of the character strings that appear beside **User-Defined Strings.** Use the cursor and backspace keys to erase the default characters, and then type in the ones you wish to substitute.

Ruling lines 7) 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 edge of the page.

To turn footnotes off, select the **Off** option and then select **OK**. Turning footnotes off does not affect the footnote text stored in the text files. As soon as footnotes are turned back on, all footnotes will once again be displayed.

☞ You can place footnote references on the page only. Xerox 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 Xerox 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 in the Frame mode 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 Body Text 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:

1) Select the Paragraph mode.

2) Select the **footnote number**.

3) Decrease the Above or Below space using the **Spacing** option in the Paragraph menu.

Repeat this process for the **footnote text**.

Customizing   The footnote number at the bottom of the page is automatically
footnote tags   assigned a tag called **Z_FNOT #**, and the footnote itself 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 options in the Paragraph menu 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 Automatic Section Numbering section 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 superscripted. To do this:

1) Select the Paragraph mode.

2) Select any footnote entry at the bottom of the page.

3) Select the Break option in the Paragraph menu and set **Line Break: After**.

4) Select any footnote number at the bottom of the page.

5) Select **Font** in the Paragraph menu, and make the footnote number a smaller font.

6) Select the Break option in the Paragraph menu and set **Line Break: After**.

7) Set Interline space (Spacing option in the Paragraph menu) for the footnote number to a small number, typically 0–5 points. This will cause the text in the next paragraph (i.e., the footnote itself) to start 0–5 points below the footnote number.

This method is simple, but results in space between each footnote. If you want to create superscripted footnote numbers without adding space between the footnote entries, consult the section **Footnote Superscripts** in the chapter **Putting It Together**.

Insert page/remove page

```
┌─────────────────────────────────────────────┐
│ ┌─────────────────────────────────────────┐ │
│ │ INSERT/REMOVE PAGE                  [?]  │ │
│ │                                         │ │
│ │ Operation:  [ Insert New Page Before Current Page ] │
│ │                                         │ │
│ │             [ Insert New Page After Current Page ]  │
│ │                                         │ │
│ │             [ Remove Current Page ]     │ │
│ │                                         │ │
│ │                        [ OK ]  [Cancel] │ │
│ └─────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```
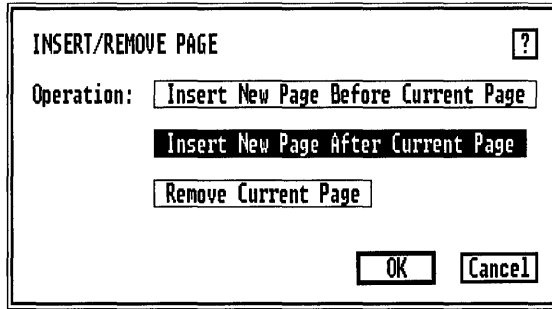
Figure 5–34   Insert/Remove Page dialog box

Description

Insert Page allows you to insert a blank page anywhere in your chapter. You can then place text and pictures on this blank page. **Remove Page** removes an inserted page.

Application

• Add additional pages when text is placed in frames (e.g., newsletter or newspaper layout).

• Create multiple formats in the same chapter.

• Remove pages which have been added.

Operation

To insert a page:

1) Go to the page where the new page is to be inserted.

2) Select the **Insert/Remove Page** option. The **Insert/Remove Page** dialog box shown in Figure 5–34 appears.

3) Select either **Insert New Page Before Current Page** or **Insert New Page After Current Page**, depending on whether the blank page should appear before or after the currently displayed page.

New page

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 number one originally flows from page one to page eight, and a new page is inserted between pages six and seven, the text from file number one will flow from page one to page six, skip page seven, and finish on pages eight and nine. If you place file number two on the blank page seven, and if this file fills five pages, file one will now flow from page one to page six, then finish on pages twelve and thirteen. File two will be placed on pages seven through eleven.

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:

1) Use the **Remove File** (from frame) option in the Edit menu to remove the file from the inserted page.

2) Select **Remove Current Page**.

The inserted 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.

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.

Go to page

```
┌──────────────────────────────────────────┐
│ ┌──────────────────────────────────────┐ │
│ │ GO TO PAGE                      [?]  │ │
│ │                                      │ │
│ │   Relative to:  File        ↕       │ │
│ │                                      │ │
│ │   Which Page:  Selected     ↕       │ │
│ │                                      │ │
│ │   Current Page:  0011               │ │
│ │   Selected Page: 0034│              │ │
│ │                    ┌──────┐ ┌──────┐│ │
│ │                    │  OK  │ │Cancel││ │
│ │                    └──────┘ └──────┘│ │
│ └──────────────────────────────────────┘ │
└──────────────────────────────────────────┘
```
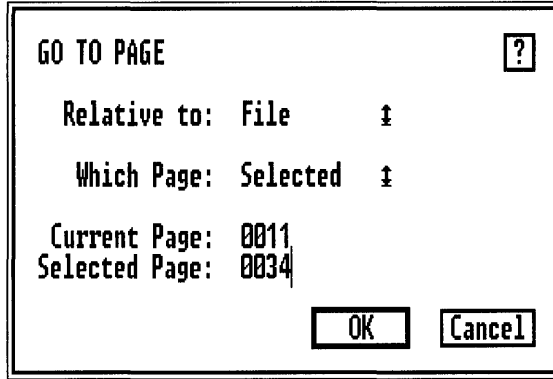
Figure 5–35   Go To Page dialog box. Set to go to page 34.

Description

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

Application

- Find a specific page in a long chapter without searching.

- Find the page on which a selected file continues, in a chapter which contains multiple text files.

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

Operation

To go to another page:

1) Select the **Go To Page** option in the Chapter menu or press and hold the **Ctrl** key and then press **G**. The **Go To Page** dialog box shown in Figure 5–35 appears.

2) Select which page to go to. You can go to the first, previous, next or last page in the chapter merely by making one of these selections and then selecting **OK**.

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

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** selection solves this problem. To go to the next page that contains text from a selected file:

1) Select frame mode.

2) Select the frame that contains the file.

3) Select the **Go To Page** option in the Chapter menu.

4) Select the **File** option.

5) Select **First**, **Prev**, **Next**, or **Last** to go to the first, previous, next, or last page which contains text from the selected file.

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

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):

Previous page	. . . . .Page Up key
Next page	. . . . .Page Down key
First page	. . . . .Home key
Last page	. . . . .End key

FRAME MENU

```
┌─────────────────────────┐
│ Frame                   │
│  Margins & Columns...   │
│  Sizing & Scaling...    │
│  Frame Typography...    │
│ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ │
│  Anchors & Captions...  │
│  Repeating Frame...     │
│ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ │
│  Vertical Rules...      │
│  Ruling Line Above...   │
│  Ruling Line Below...   │
│  Ruling Box Around...   │
│  Frame Background...     │
│ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ │
│  Image Settings...      │
└─────────────────────────┘
```
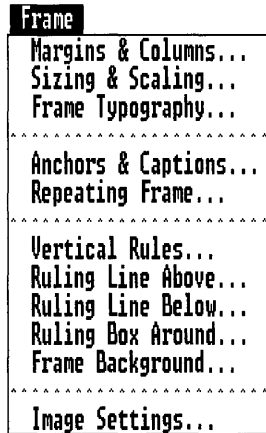
Figure 5–36   Frame Menu.

The **Frame menu** controls the format of frames, as well as the page format (remember, the page is just another frame). Using the options in the Frame menu you can control margins, columns, ruling lines, frame sizing and scaling, frame typography, anchors and captions, background fill patterns, and image settings.

The page itself is like any other frame, except that Margin and Column 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 (see **Insert/Remove pages** in the Chapter menu). Changes to each inserted page or changes to frames which you draw affect only that one page or frame.

Margins & columns

```
┌─────────────────────────────────────────────────┐
│ MARGINS & COLUMNS                           [?] │
│                                                 │
│ # of Columns:  [1] ▓2▓ [3] [4] [5] [6] [7] [8] │
│                                                 │
│ Settings For:  ▓ Left Page ▓  [ Right Page ]   │
│                                                 │
│              Widths  Gutters       Margins      │
│    Column 1: 04.50           Top:  01.00 inches │
│           2: 02.50   00.50  Bottom: 01.00       │
│           3: 00.00   00.00   Left: 00.50        │
│           4: 00.00   00.00  Right: 00.50        │
│           5: 00.00   00.00                      │
│           6: 00.00   00.00                      │
│           7: 00.00   00.00   Calculated Width = 00.50 │
│           8: 00.00   00.00   Actual Frame Width = 00.50 │
│                                                 │
│    Inserts: [ Make Equal Widths ] [ Copy To Facing Page ] │
│                                                 │
│                               [ OK ]  [ Cancel ] │
└─────────────────────────────────────────────────┘
```
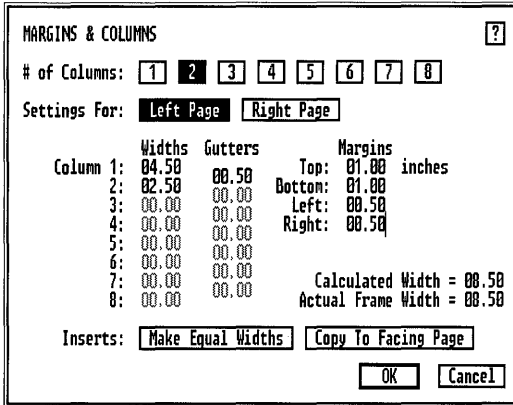
Figure 5–37   Margins & Columns dialog box. Left page settings shown.

Description

The **Margins & Columns** option sets the margins for any page or frame, including frames automatically generated by Xerox 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)

Application

- Set unique margins & columns for each frame

- Set different margins & columns for left and right page (e.g., binding margins)

- Create complementary facing pages

- Move pictures within a 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.

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.

1) Select the Frame or Graphic mode.

2) Select the frame or page to be changed

3) Select the Margins & Columns option in the Frame menu. The **Margins & Columns** dialog box shown in Figure 5–37 appears.

4) Select the number of columns you want for the page or frame you selected.

5) Set each margin (top, bottom, left, right).

6) Set the first gutter space (the space between the first and second column).

7) Select **Make Equal Widths**.

8) Select **OK.**

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.

1) Select the number of columns

2) Set each margin (top, bottom, left, right).

3) Set each column width

4) Set each gutter space.

After entering all information, but before selecting **OK**, make sure that the **Calculated Width** (which shows the current sum of left margin,

right margin, column widths, and inter-column space) equals the **Actual Frame Width**. Xerox Ventura Publisher cannot do this for you because 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 do not match what you specified, check to make sure that Calculated Width equals Actual Frame Width.

Different left/right page margins

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

To set different margins and columns for left and right pages, follow the procedures for either equal or unequal column widths. However, *before selecting OK*, select **Settings For** the other page, then enter all settings for that page. *You must set both pages before you select OK or the settings for the one page will be automatically reflected to the other page.*

Copy to facing page

You can copy the left and right margin settings to the opposite page by selecting **Copy to facing page.** The margin settings automatically reflect, e.g., the right margin setting on one page becomes the left margin setting on the opposite page. The margin and column widths are not copied and must be explicitly set for both left and right pages.

Captions

Whenever you create a caption using the Anchors & Caption menu, 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. You should change the paragraph tag's spacing whenever possible for the same reasons described in the previous paragraph.

Sizing & scaling

Measurement units
controls
measurements for
entire dialog box

X Crop Offset
+ moves picture
left
− moves
picture right

Scale Width
defines width of
picture.

```
SIZING & SCALING                                    [?]

Flow Text Around:  On    1

    Upper Left X:  02.00  [+][-]    Upper Left Y:  01.00  [+][-]
     Frame Width:  01.00            Frame Height:  01.00
   Horiz. Padding:  00.00          Vert. Padding:  00.00  inches

  Picture Scaling: [Fit in Frame]  [By Scale Factors]

    Aspect Ratio: [Maintained]  [Distorted]

  ▶ X Crop Offset:  00.00  [+][-]    Y Crop Offset:  00.00  [+][-]
      Scale Width:  01.00             Scale Height:  01.42

                                              [OK]  [Cancel]
```

Y Crop Offset
+ moves picture up
− moves down

Figure 5–38   Sizing & Scaling dialog box

Description

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

Application

- Superimpose text on pictures
- Place the frame at a precise location
- Scale pictures
- Crop pictures
- Create runarounds

Text flow around   When you create a frame, Xerox 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, turn **Flow Text Around** off. If the text contains tabs, text may not completely flow around frames.

☞ Use of this feature to make text wrap around pictures is covered in the **Frame** section in the Modes of Operation chapter.

Frame placement

Normally, you use the mouse to place frame's 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:

1) Select the Frame mode

2) Select a frame

3) Select the **Sizing & Scaling** option in the Frame menu

4) Set the **Upper Left X** and **Upper Left Y** coordinates of the frame. These numbers refer to *the distance of the upper left corner of the frame from the upper left corner of the physical page* (Figure 5–39). The X coordinates are measured horizontally, the Y coordinates vertically.
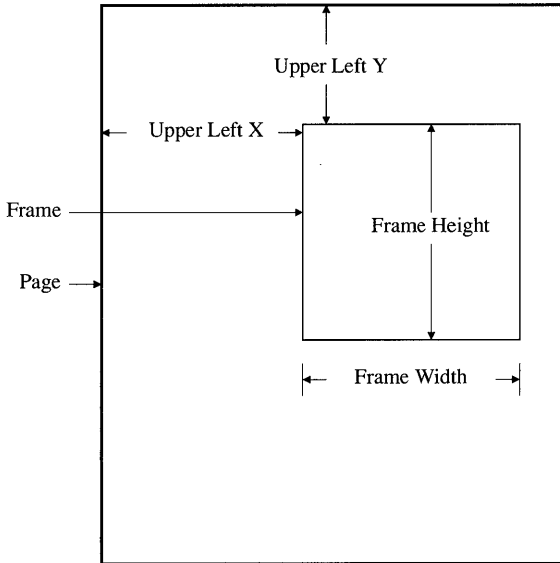
Figure 5–39   X and Y Frame placement defined

5) Set the frame size by modifying the frame's Width and Height settings.

Scaling Pictures

The **Picture Scaling** and **Aspect Ratio** options let you control a picture's size and aspect ratio.
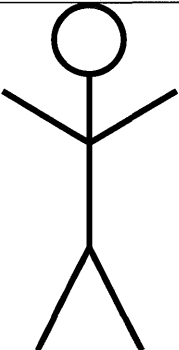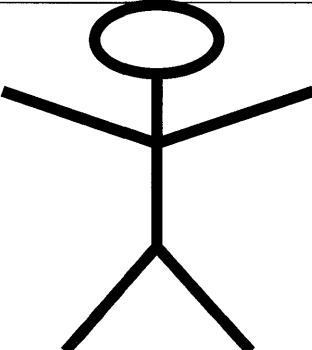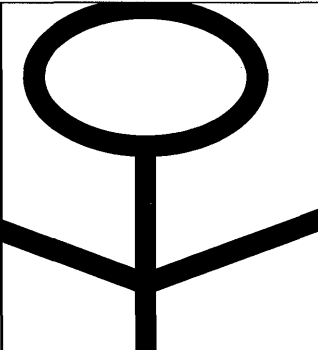
Picture scaling: fit in frame

When you select **Picture Scaling: 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 select **Aspect Ratio: Maintain**, the height to width aspect ratio of the original picture is maintained as you make the frame larger and smaller (Figure 5–40). By contrast, choosing **Aspect Ratio: Distorted** scales the picture to fill the entire frame, even if this distorts the image (Figure 5–41).

Picture scaling: by scale factors

Picture Scaling: By Scale Factors (Figure 5–42) allows you to precisely increase or decrease the size of the picture, *independent of the size of the frame.* When you select this option, Scale Width and S c a l e

Figure 5–40
Fit in Frame, Aspect Ratio:
Maintain

Figure 5–41
Fit in Frame, Aspect Ratio:
Distorted.

Figure 5–42
By Scale Factors. Scale width
& height both doubled.

Height control the width and height of the picture. For instance, selecting a Scale Width of 03.00 inches makes the picture exactly three inches wide.

When you select **Aspect Ratio: Maintained**, only the **Scale Width** can be set. The **Scale Height** is automatically increased or decreased as necessary to maintain the original aspect ratio of the picture. Neither scale width or height can exceed 27 inches.

When you select **Aspect Ratio: Distorted**, you can enter settings for both the **Scale Width** and **Scale Height**.

Cropping

Any picture can be cropped as follows:

• Select Frame or Graphic mode.

• Select the frame which contains the picture you wish to crop.
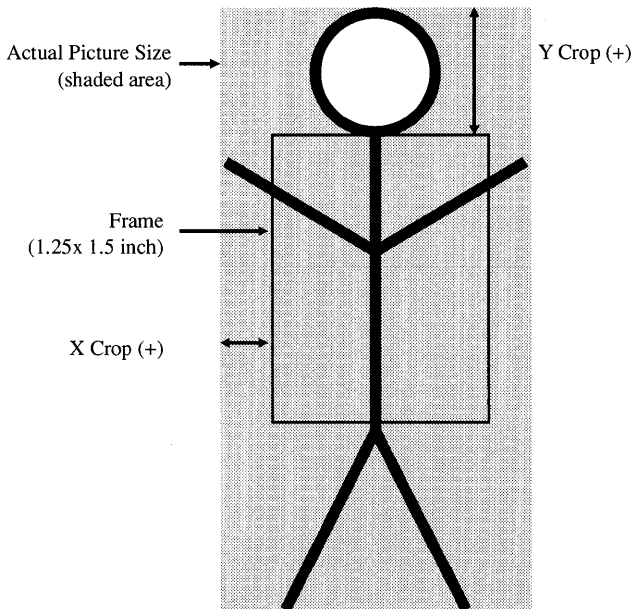
Figure 5–43   Cropping for picture which is scaled 1.5 inches in the X direction, 3.0 inches in the Y direction. X Crop Offset is 0.25 inches (+). Y Crop Offset is 0.50 inches (+).

- Press and hold the **ALT** key.

- Place the mouse cursor in the center of the selected frame.

- Press and hold the mouse key 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 X (horizontal) and Y (vertical) amount to move the scaled picture relative to the frame (see Figure 5–43).

Padding

The **Padding** settings let you increase space around a frame to keep surrounding text from touching the side of a frame. You should set a vertical padding space equal to the body text inter-line spacing.

Padding is particularly important when you place pictures across column boundaries in multi-column documents. Use vertical padding to stop the vertical rules between columns from touching the top and bottom of the picture frame. Use horizontal padding to keep text in adjacent columns from touching the sides of the picture.

Custom size pages

The **Page Size & Layout** option in the Chapter menu offers a few fixed page sizes. If your document requires that you create custom size pages, use the **Frame Width** and **Frame Height** options in the **Sizing & Scaling** dialog box to create a custom size page. Custom pages must be smaller than the size selected in the **Page Size & Layout** option. To create custom size pages, follow these steps:

1) Select Frame mode.

2) Select the page.

3) Select the Sizing & Scaling menu.

4) Set the **Frame Width** and **Frame Height** to the size of the page you want to create.

5) Select **OK**.

Note that after you select OK, the custom page is positioned at the upper left corner of the page. If you want to center the custom page, adjust the **Upper Left X** and **Upper Left Y** values as necessary.

Scanned images   Scanned 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 scanned images are always scaled correctly, always select **Picture Scaling: By Scale Factors** and **Aspect Ratio: Maintained**. Immediately after you select By Scale Factors, the Scale Width will show the original size of the image. If you select OK 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 Scale Width which is exactly twice or half the original picture width.

Frame typography

```
┌─────────────────────────────────────────────────────┐
│  FRAME TYPOGRAPHY SETTINGS                      [?]   │
│                                                       │
│       Widows (Min Lines at Top):   Default    ↕       │
│  Orphans (Min Lines at Bottom):    Default    ↕       │
│               Column Balance:      Default    ↕       │
│  Move Down To 1st Baseline By:     Default    ↕       │
│               Pair Kerning:        Default    ↕       │
│                                                       │
│                          [   OK   ]   [ Cancel ]      │
│                                                       │
└─────────────────────────────────────────────────────┘
```
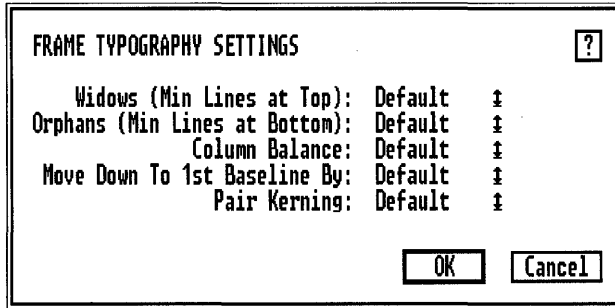
Figure 5–44   Frame typography dialog box.

Description

The Frame Typography option overrides the global settings defined in
the Chapter Typography menu. Settings will apply only to the frame
or inserted page you have selected.

Application

The features in this menu option are used for sophisticated layouts to
fine-tune the typography on a given page.

Operation

Follow these steps to use the Frame Typography option:

1) Select the Frame mode.

2) Select the Frame you wish to change.

3) Select the **Frame Typography** option in the Frame menu.

The Frame Typography dialog box appears (see Figure 5–44.) Operation of the features in this dialog box is identical to the operation of the **Chapter Typography** dialog box (Chapter menu). Selecting **Default** sets that feature to the value provided in the Chapter Typography option. Selecting any other setting overrides the Chapter Typography for this frame.

Anchors & caption settings

```
┌──────────────────────────────────────────────────────┐
│ ANCHORS & CAPTIONS                                [?] │
│                                                        │
│   Anchor:  Nozzle_____                              │
│                                                        │
│  Caption:  Below    ‡                                 │
│                                                        │
│   Label:  Figure [C#]·[F#]|_____│
│                                                        │
│  Inserts:  [Table #]  [Figure #]  [Chapter #]  [Text Attr.] │
│                                                        │
│                                       [ OK ]  [Cancel] │
└──────────────────────────────────────────────────────┘
```
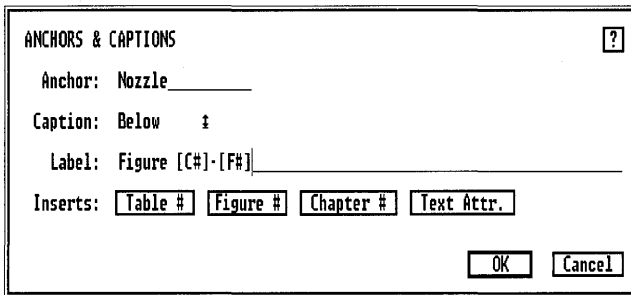
Figure 5–45   Anchors & Caption Setting dialog box

Description

The **Anchors & Caption Settings** option allows you to:

* Assign an anchor name to a frame.

* Attach a caption frame above, below, or to the left or right of any given frame.

Two different caption counters—a Table counter and a Figure counter—can be used to number captions. These counters are automatically updated as you add and delete captions. (See the **Update Counters** option in the Chapter menu.)

All captions for a chapter are stored in a caption file. You can edit and check this file for spelling errors later using the ASCII text function of a standard word processor.

Application

* Create captions for pictures

* Automatically generate figure/table numbers

* Anchor a picture to a location in the text

Anchor

Type the anchor name you wish to assign to a frame on the **Anchor** line. This name must exactly match the anchor name you inserted into the text using the **Insert/Edit Anchor** feature (available in the **Insert Special Item** option in the Edit menu). Whenever the Re-Anchor Frame command is executed, this frame will be moved to the page that contains the corresponding anchor reference in the text.

Captions

You can attach a caption to any frame in the chapter. A caption consists of two parts. The first part is entered from the Anchors & Captions dialog box. This part of the caption contains text automatically generated by Xerox Ventura Publisher, including the chapter, table, and figure counters. This text is stored in the chapter (CHP) file.

The second part can contain any text you wish, and can be as long as you like. The **Anchors & Caption** option automatically creates and attaches a caption frame. It also creates the generated portion of the caption. You create the rest of the caption by enlarging the caption frame and typing directly into it.

To create a caption:

1) Select the frame which is to be captioned.

2) Select the **Anchors & Caption** option (Frame menu).

3) Choose whether to place the caption above, below, to the left or right of the frame.

4) Type the first part of the generated caption. on the **Label** line. This is usually a word like **figure** or **table**.

5) Using the **Inserts** command, 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 line:

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

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

For example, if the caption settings shown in Figure 5–45 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, select the **Text Attribute** button. The default code **<D>** for normal body text appears. You can modify this code to insert other text attributes, as described in Appendix D.

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 re-size the caption frame in the vertical direction.

To remove a caption, select the frame and Set **Captions: Off**.

If no text appears in the caption frame, select the Frame mode, select the caption frame, and make this frame longer or wider until the caption appears. Then enable the Paragraph mode, select the caption, and adjust the above, below, and in from left/right space as necessary using the **Spacing** option in the Paragraph menu.

Additional caption text

If you make the caption frame longer, and if you select **Show Tabs and Returns** in the Set Preferences option, you will notice an end of file mark ☐ in the caption frame next to or below the caption. Select the Text mode 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.

This additional text is saved in the chapter's caption (CAP) file. The caption file is an ASCII text file that you can edit with a word processor or check with a spelling checker. Be careful not to change the number of paragraphs, or text will appear in the wrong captions.

Caption tags

Two tags are automatically generated when you add a caption to a frame: one for the generated caption (the part entered from the dialog box) and one for the additional text. These tag names are Z_LABEL FIG, and Z_CAPTION.

The basic attributes for these tags are initially copied from Body Text. You can change both caption tags so that additional caption text immediately follows the generated caption. To do this, select the Paragraph mode, select the captions, then change the **generated** caption's tag attributes using the options in the Paragraph menu, as follows:

Font	Same as additional text caption
Line Break	Before
Alignment	Left
Spacing	No space below
Ruling Lines Above	(As desired)
Ruling Lines Below	None

Change the **additional text** caption's tag attributes to:

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.

Repeating frame

```
┌─────────────────────────────────────────────────────┐
│  REPEATING FRAME                                [?]  │
│    For All Pages:  [Off]  [Left]  [Right]  [Left & Right] │
│    On Current Page:  [Show This Repeating Frame]     │
│                      [Hide This Repeating Frame]     │
│                      [Show All Hidden Frames]        │
│                                    [  OK  ]  [Cancel]│
└─────────────────────────────────────────────────────┘
```
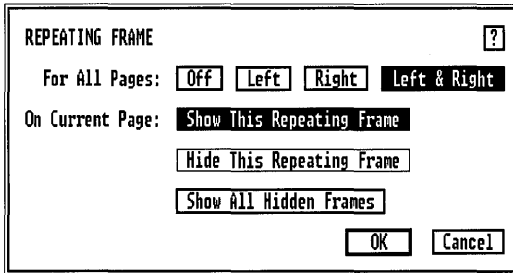
Figure 5–46   Repeating Frame dialog box

Description

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

Application

- Letterhead. Place the company logo on every page of the chapter.

- Thumb tab: Place a box at the edge of every page with a page number in it.

- Place a large header or footer on every page.

Operation

1) 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.

2) Place a file into the frame

3) Add ruling lines, background pattern, etc.

4) Make sure that this frame is selected

5) Select the **Repeating Frame** option in the Frame menu.

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

7) If you want the frame to appear on both left and right pages, select **For All Pages: Left & Right**. The frame is automatically **reflected**, like a mirror image, on facing pages as shown in Figure 5–47.

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

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

2) Select the frame on the left page, then select **For All Pages: Left**.

3) Select the frame on the right page and then select **For All Pages: 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 re-sized and moved. Any change made to a repeating frame changes every occurrence of that frame on all pages.
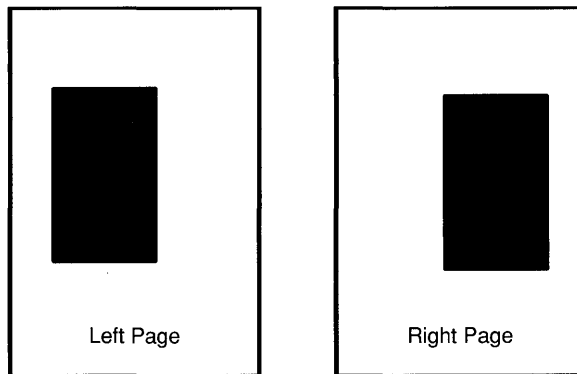
Figure 5–47   Repeating Frames reflected

☞ You can repeat up to six separate frames within a chapter. Repeating Frames cannot have captions.

Hide/delete repeating frames

To remove a repeating frame from the current page only:

1) Select the frame

2) Select **Hide This Repeating Frame** in the Repeating Frame option.

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

To remove a repeating frame from the entire chapter:

1) Select the repeating frame.

2) Select **For All Pages: Off** in the Repeating Frame option.

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 Header & Footer function or create a multi-column header:

1) Turn Headers off (Chapter menu).

2) Create a frame at the top of a page. Make it extend the entire width of the page. Make it's height equal to the top margin.

3) Type the header text directly into this frame. Use the Insert Reference option to insert page or chapter numbers into this frame.

4) Make this frame a repeating frame.

The same technique works for footers. Use the Insert Reference feature to place chapter and page numbers in this repeating frame.

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:

1) Place a text file in the page.

2) Draw a frame.

3) Use the Margins & Columns option to set four columns in the selected frame.

4) Continue the text file from the page into this frame by selecting the text file name in the Assignment List. This will cause the text in the page to continue into the frame.

5) Select the **Repeating Frame** option.

6) Select **For All Pages: Left & Right** to make this frame repeat on both left and right pages.

7) 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 Xerox 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).

Vertical rules

```
┌─────────────────────────────────────────┐
│ VERTICAL RULES                      [?]  │
│                                          │
│      Settings For:  ▐Left Page▌ [Right Page] │
│                                          │
│  Inter·Col. Rules:  On     ↕   Width:  00.50 │
│                                          │
│  Rule 1 Position:  02.00   inches        │
│     Rule 1 Width:  02.00   fractional pts │
│                                          │
│  Rule 2 Position:  00.00                 │
│     Rule 2 Width:  00.00                 │
│                                          │
│          Inserts:  [ Copy To Facing Page ] │
│                                          │
│                     [   OK   ]  [ Cancel ] │
└─────────────────────────────────────────┘
```
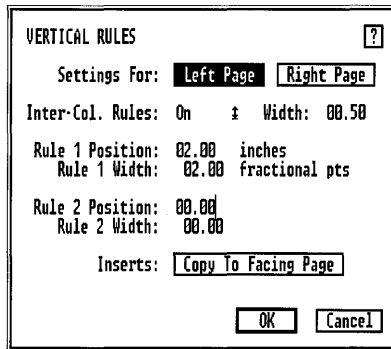
Figure 5–48   Vertical Rules dialog box

Description

The **Vertical Rules** option allows you to place 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 place up to two
vertical rules anywhere within a page or within a frame.

Application

- Place rules between columns

- Place rules at edge of page or column

Operation

1) Select the frame in which you want to place vertical rules.

2) Select the **Vertical Rules** option in the Frame menu (Figure 5–48.)

3) Choose whether to position the rules on the left or on the right page.

Vertical Rule Placement
Measured From Edge Of
Underlying Page

Vertical Rule
Within
Frame
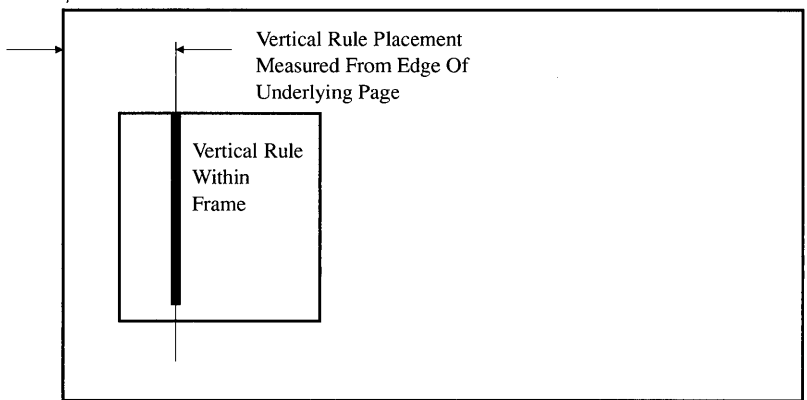
Figure 5–49   Vertical Rule placement is measured from edge of page, not edge of Frame

4) To place ruling lines between each column, turn inter-column Rules **On** and set the inter-column Rules Width.

5) Enter Rule Width and the Rule Position for Rule 1 and/or Rule 2. The Rule Position is measured from the left edge of the physical page, not the edge of the frame. It is independent of margin settings.

Set the dimensions for all vertical rule widths by changing the **Rule 1 Width** dimension.

If the **same** settings are desired for the opposite page (when Double sided is selected in Page Layout), choose **Copy to Facing Page**. If **different** settings are desired for the opposite page, select **Settings For:** the opposite page, and enter the opposite page vertical rule information as described above.

If you don't immediately see a vertical rule within a frame, the frame is probably in the wrong position on the page relative to the rule. (See Figure 5–49.)

Frame-wide paragraphs (see the Alignment option in the Paragraph menu) interrupt vertical rules. Column-wide paragraphs do not.

Ruling lines

The height of these
ruling lines ...

```
┌─────────────────────────────────────────────────────────┐
│  RULING LINES ABOVE                                 [?]  │
│                                                          │
│              Width:  Frame   ↕  ████████████████████     │
│              Color:  Black   ↕                           │
│            Pattern:  Solid   ↕  ████████████████████     │
│             Dashes:  Off     ↕                           │
│                                                   36.00   │
│  Space Above Rule 1:  06.00                              │
│     Height of Rule 1:  07.00   Custom Indent:  00.00 [+][-] │
│  Space Below Rule 1:  05.00    Custom Width:   00.00     │
│     Height of Rule 2:  04.00                             │
│  Space Below Rule 2:  03.00     Dash Width:    00.00     │
│     Height of Rule 3:  02.00    Dash Spacing:  00.00  fractional pts │
│                                                          │
│  Space Below Rule 3:  00.00  [+][-]                      │
│       Overall Height:  27.00                             │
│                                                          │
│                                                          │
│                                        [  OK  ] [Cancel] │
└─────────────────────────────────────────────────────────┘
```

... is defined by these
settings

Figure 5–50   Ruling Lines dialog box

Description

You can place up to three ruling lines, each of different height and with different spacing between each rule, below, or around a frame or the page. Texture and color can be assigned to each set of ruling lines.

All three **Ruling Lines** dialog boxes function the same way.

Application

Isolate pictures or text in frames from the surrounding text.

Operation

1) Select the Frame mode.

2) Select the frame.

3) Select the appropriate ruling line option (Above, Below, or Box Around.)

4) Select **Width: Frame** to make this ruling line available. The choices Text, Margin, and Custom are available only when you use the Ruling Line options in the Paragraph menu.

5) Select the ruling line Color and Pattern. The same color and pattern is assigned to all three rules.

6) Enter the appropriate ruling line height, as well as space between each ruling line, for each of the three rules.

7) If you wish to make dashed rules, turn dashes on, and then select the width of the dash and the space between each dash. Note: Xerox Ventura Publisher cannot display or print thick dashed rules. If dashes do not display on the screen, reduce the ruling line height.

The ruling lines appear in the dialog box display immediately to aid in determining the proper line thicknesses and spacing. The total height occupied by all ruling lines is shown on the **Overall Height** line. This display is limited to about 0.5 inch. You can create larger ruling lines, but they will not display in the dialog box.

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

```
┌─────────────────────────────────────────────────┐
│  FRAME BACKGROUND                          [?]   │
│                                                  │
│    Color:  Blue    ‡                             │
│    Pattern: 1      ‡                             │
│                                                  │
│    Result:    ┌──────────────┐                   │
│               │░░░░░░░░░░░░░░│                   │
│               │░░░░░░░░░░░░░░│                   │
│               │░░░░░░░░░░░░░░│                   │
│               └──────────────┘                   │
│                                                  │
│                       ┌──────────┐  ┌──────────┐ │
│                       │    OK    │  │  Cancel  │ │
│                       └──────────┘  └──────────┘ │
└─────────────────────────────────────────────────┘
```
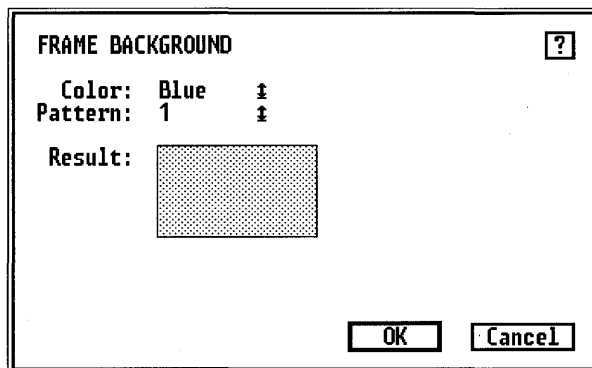
Figure 5–51   Frame Background dialog box.

Description

The **Background** option sets the frame background color and texture.

Application

- Isolate a picture or text frame from the surrounding text.

- For printers that support white on black printing, set the background to black. The text within the frame is automatically set to white.

Operation

1) Activate the Frame mode and select the frame.

2) Select the Background option in the Frame menu.

3) Select the color and pattern desired.

☞   Selecting a background pattern that is too dark may make the printed output unreadable. For most applications, stay with the lightest pat-

terns. Also, avoid White Solid. Use White Hollow instead for easier text editing.

The background pattern fills the frame, minus:

- The space above the ruling line above
- The space below the ruling line below
- The space above the ruling box around.

Image settings

```
┌─────────────────────────────────────────────┐
│  IMAGE SETTINGS - (Gray Scale Image)    [?]  │
│                                              │
│  Halftone Screen Type:  Default    ▐         │
│                                              │
│  Halftone Screen Angle:  045                 │
│         Lines Per Inch:  0053│               │
│                                              │
│                    ┌────────┐   ┌────────┐   │
│                    │   OK   │   │ Cancel │   │
│                    └────────┘   └────────┘   │
└─────────────────────────────────────────────┘
```
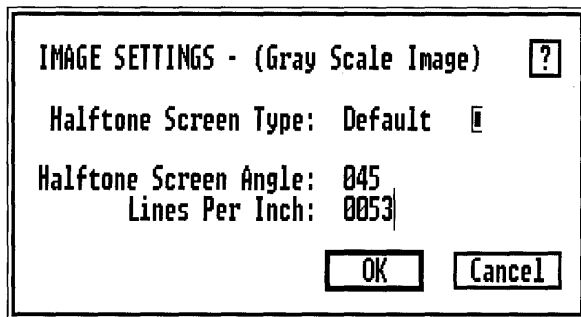
Figure 5–52   Image settings dialog box.

Description

The Image Settings option allows you to control halftone processing for images which contain shades of gray. This control is available only for PostScript and TIFF images, and is only enabled when these images contain shades of gray. In addition the Image Settings control only affects printing to PostScript printers.

TIFF files which contain shades of gray will print to non-PostScript printers, but the Image Settings will have no effect. Also, as mentioned elsewhere in this documentation, a representation of a PostScript images is printed to non-PostScript printers if the PostScript file contains a TIFF bit map or Windows metafile representations 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 Xerox Ventura Publisher. Therefore, the **Image Settings** option is not available for dithered images, because they do not contain any true gray scale information.

Operation

To change the halftone image settings:

1) Select the frame which contains the gray scale image.

2) Select the **Image Settings** option in the Frame menu (Figure 5–52).

3) Select the Halftone Screen Type, Screen Angle, and Lines Per Inch you want and then select OK.

Recommended settings. The default screen is typically used for most work. The screen angle is normally 45 degrees. Set lines per inch 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.

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 Xerox Ventura Publisher.

Four 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 on the tradeoff which is right 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 may 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:

$$\text{Gray Levels} = \frac{\text{Printer Resolution}}{[\text{Screen Frequency}]^2}$$

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 Xerox 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
Screen Angle and Screen Type.

Figures 5–53, 5–54, and 5–55 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 5–53   3 0 – l i n e
screen, 45 degrees, default
screen.

Figure 5–54   6 0 – l i n e
screen, 45 degrees, default
screen.
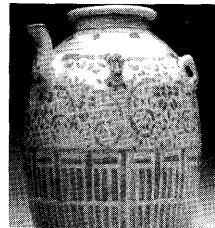
Figure 5–55   1 2 0 – l i n e
screen, 45 degrees, default
screen.

PARAGRAPH MENU

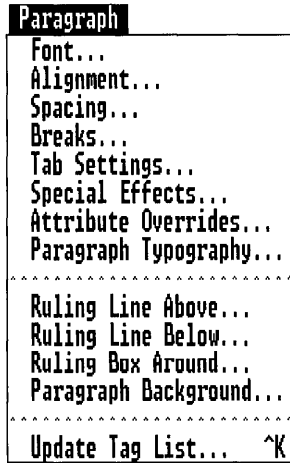| Paragraph |
| --- |
| Font... |
| Alignment... |
| Spacing... |
| Breaks... |
| Tab Settings... |
| Special Effects... |
| Attribute Overrides... |
| Paragraph Typography... |
| Ruling Line Above... |
| Ruling Line Below... |
| Ruling Box Around... |
| Paragraph Background... |
| Update Tag List...   ^K |

Figure 5–56   Paragraph Menu

The **Paragraph Menu** defines the individual **Tags** (paragraph formats) contained within a style sheet. These tags are used to change the text format for each paragraph in a chapter.

Each tag defines a set of font, alignment, spacing, breaks, tabs, special effects, text attributes, typographic characteristics, and ruling lines for a paragraph. A collection of tags, plus the current page layout and margin and column settings, is stored in a style sheet. Xerox Ventura Publisher includes a series of style sheets designed by typographers. See Appendix L. You can also create your own style sheets, as described in the next chapter, **Putting It Together.**

Before any option in the Paragraph menu can be selected, the Paragraph mode must be enabled and a paragraph selected.

The tag **Body Text** is reserved by Xerox Ventura Publisher. Although you can change the characteristics of Body Text, you cannot remove the name itself. All text not formatted with a specific tag is automatically formatted as Body Text.

Note that before you can change a tag's attributes, you must first select a paragraph that has been tagged with this tag. This allows you to see what the tag's attributes currently look like, and also allows you to see immediately the effect of any changes you have made.

Any attributes you placed in the text using the Text mode take precedence over the paragraph tag.

The following pages describe each option in the Paragraph menu.

Font
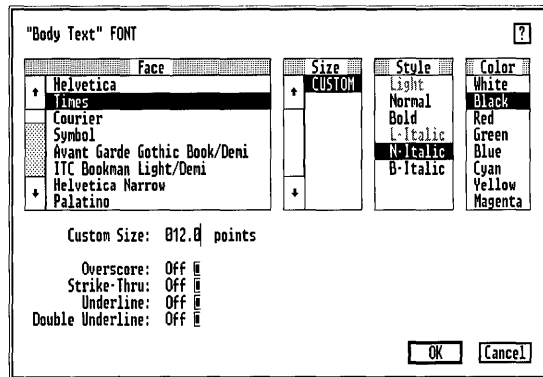
*Figure 5–57   Font dialog box. Size option displays the word **Custom** for PostScript printers; displays discrete sizes for other printers.*

Description

The **Font** option defines the typeface, type size, type style (bold, italic), color, and attributes for each paragraph.

Application

*   Set the font for each paragraph tag

*   Change text to white to print white text on a black background

*   Change text colors for color separations

*   Create paragraph line attributes for tables.

Operation

To change a tag's font:

1) Select the **Font** option in the Paragraph menu. (The typefaces and fonts available depend on the printer width table installed. See the **Set Printer Info** option in the Options menu.)

2) Select the desired typeface, size, style, and color. The Font sizes are displayed in **Points**, where 72 points equal one inch. Ten, eleven, and twelve points are standard sizes for Body Text.

When you select **OK**, 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 mode.

For PostScript printers, select the size (in points) on the **Custom Size** line. (See Figure 5–57.) Any integer size between 1 and 254 points is allowed. For other printers, only certain font sizes are available, and the Custom Size option cannot be selected. Instead, select one of the discrete sizes shown in the **Size** menu.

Depending on the printer installed, not all styles are available for every typeface. Those selections not available appear in gray rather than in black. 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 Adjust Styles** control in the **Set Preferences** option (Options menu) at **Yes**. If Auto Adjust Styles is set to **Yes**, changing the size of the font automatically changes the tag's spacing and its 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 **Spacing** option *after* changing fonts.

The names Helvetica and Times Roman are trademarked and are not available for all printers. When not available, Xerox Ventura Publisher uses a typographically equivalent substitute. Swiss takes the place of Helvetica, and Dutch takes the place of Times Roman.
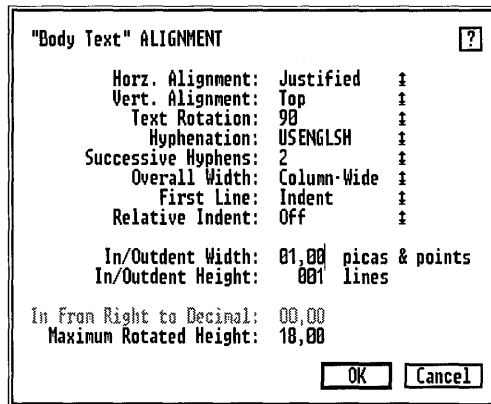
Alignment

```
┌────────────────────────────────────────────────┐
│  "Body Text" ALIGNMENT                    [?]   │
│                                                 │
│          Horz. Alignment:  Justified    ↕       │
│          Vert. Alignment:  Top          ↕       │
│            Text Rotation:  90           ↕       │
│             Hyphenation:   USENGLSH     ↕       │
│        Successive Hyphens: 2            ↕       │
│            Overall Width:  Column-Wide  ↕       │
│              First Line:   Indent       ↕       │
│           Relative Indent: Off          ↕       │
│                                                 │
│          In/Outdent Width:  01,00  picas & points│
│          In/Outdent Height:   001  lines        │
│                                                 │
│    In From Right to Decimal:  00,00             │
│       Maximum Rotated Height: 18,00             │
│                                  �_____  _____ │
│                                 │  OK  │ │Cancel││
│                                  ‾‾‾‾‾‾  ‾‾‾‾‾‾ │
└────────────────────────────────────────────────┘
```

Figure 5–58   Alignment dialog box. (Indent width is set to one pica.)

Description

Alignment controls the way in which text lines up within a column.
The controls available include horizontal alignment, vertical align-
ment, text rotation, hyphenation controls, first line indent/outdent,
decimal alignment, and column-wide or frame-wide overall paragraph
width.

Application

- Change from ragged right to fully justified and hyphenated 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 (allowing simultaneous hyphenation in two languages within the same document.)

Horizontal alignment

Use this control to align text horizontally within a page, frame or box text. To alter the horizontal alignment of a tag, follow these steps:

1) Select the paragraph for which you want to change tag settings.

2) Select the **Alignment** option in the Paragraph menu (Figure 5-54).

3) Choose one of the five Horizontal Alignment options: **Left, Center, Right, Justified**, or **Decimal**.

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, select **Horizontal Alignment: 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 character to a comma (e.g., foreign language usage), see the **Set Preferences** section in the Options menu portion of this chapter.

Vertical alignment

This feature allows you to align a paragraph vertically within a page, frame or box. Combine this feature with Horizontal Alignment to place text at any corner, on any side, or in the middle of any page, frame or box text.

☞ Middle and Bottom should be used only for text within frames or box text. Use on the page itself will work, but may become confusing.

Text rotation   Xerox Ventura Publisher allows you to rotate selected paragraphs in increments of 90 degrees. Use this feature to create headings for tables or annotate graphs and charts which you have placed in frames.

To use this feature once you have selected the **Alignment** option:

1) Select **Text Rotation**. A pop-up menu appears with the choices **None, 90, 180,** and **270**.

2) Select the angle of rotation. Note that the **Maximum Rotated Height** feature is now available for selection.

3) Set the **Maximum Rotated Height** 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 **Text Rotation: 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 English. See Appendix B if you want to set hyphenation for another language.

The **Successive Hyphenation** feature controls the number of lines in a row that can be hyphenated. The default setting is 2. To change this number, select the desired number from the pop-up menu.

Occasional additional hyphenation points can be added by using discretionary hyphens. See the Text mode sections of the Modes of Operation chapter. 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 Xerox Ventura Publisher's hyphenation diction-
ary. See Appendix B for more information on hyphenation.

Column
overrides

To override column settings and make a paragraph print across the
entire frame or page, select **Overall Width: 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 para-
graphs which are not at the top of the frame. See the **Chapter**
Typography option in the Chapter menu for more information about
Column Balance.

Frame-wide paragraphs interrupt vertical rules.

First line
in/outdents

First Line: Indent/Outdent allows you to force the first line of a
paragraph in or out from the left margin by the space specified on the
Indent/Outdent Width line. To set an indent of 0.1 inch:

1) Select **First Line: Indent**

2) Select **Relative Indent:None**

3) Position the text cursor on the Indent/Outdent Width line and type
   00.10 (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, the Indent/Outdent is calculated from this tem-
porary margin.

☞ Do not use Indent/Outdent Width in conjunction with right aligned or
centered text.

Relative indents

Relative Indent: 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 **Indent Width**, Xerox Ventura Publisher adds an addition-
al fixed amount to the length of the previous line. When used in
conjunction with the Breaks option in the Paragraph menu, this feature
is useful to create lead-ins. (The **Putting It Together** chapter describes
lead-in paragraphs in more detail.)

Indent/Outdent Height 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 select First Line: Outdent, and then specify a very large number for Indent/Outdent Height, you can force the entire paragraph to move to the left of the existing margin.

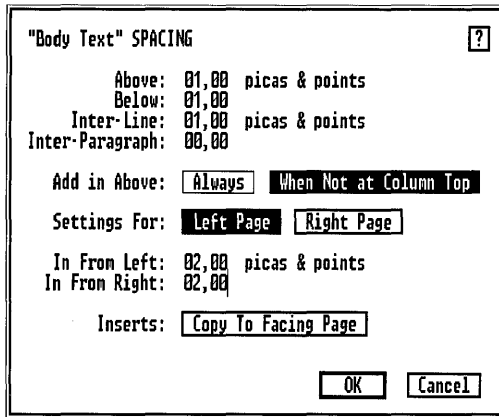To indent the entire paragraph, use **In From Left** spacing in the Spacing option instead.

Spacing

```
┌─────────────────────────────────────────────────────┐
│ "Body Text" SPACING                            [?]   │
│                                                      │
│            Above:  01,00  picas & points             │
│            Below:  01,00                              │
│       Inter-Line:  01,00  picas & points             │
│   Inter-Paragraph: 00,00                             │
│                                                      │
│     Add in Above:  [Always] [When Not at Column Top] │
│                                                      │
│    Settings For:  [Left Page] [Right Page]           │
│                                                      │
│    In From Left:  02,00  picas & points              │
│    In From Right: 02,00                              │
│                                                      │
│           Inserts: [Copy To Facing Page]             │
│                                                      │
│                            [  OK  ]  [Cancel]        │
└─────────────────────────────────────────────────────┘
```

Figure 5–59   Spacing dialog box. **Add in Above When Not at Column Top**
means above *space is not added when paragraph is at top of column or page.*

Description

The **Spacing** option controls the space between lines and paragraphs,
and sets temporary margins.

Application

- Set Inter-Line spacing (leading)

- Set space between paragraphs

- Set temporary left and right margins (for quotes, bullets, etc.)

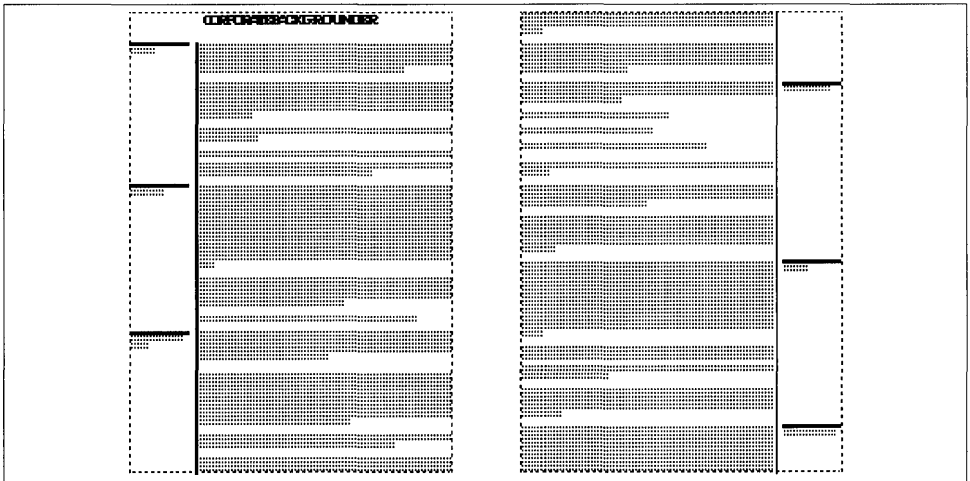- Create complementary left and right pages (Figure 5–60).

Figure 5–60   Complementary left and right pages

Operation

1) Select the Paragraph mode.

2) Select the paragraph for which you want to adjust spacing.

3) Select **Spacing** in the Paragraph menu. The dialog box shown in Figure 5-59 appears.
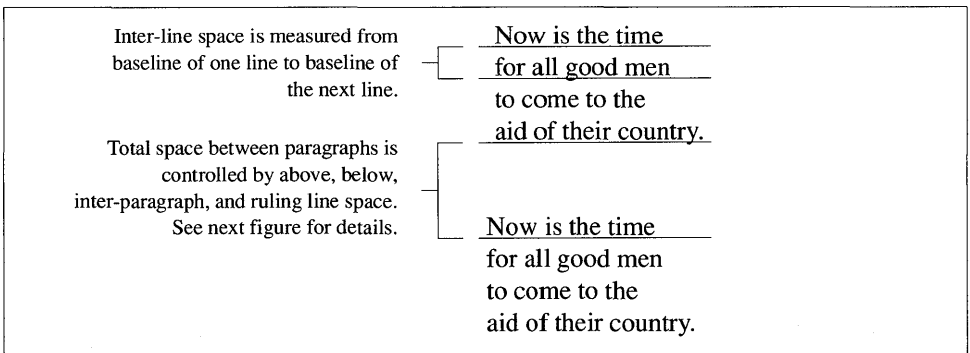
4) Adjust each control and then select **OK**.

Inter-line space is measured from baseline of one line to baseline of the next line.	Now is the time for all good men to come to the aid of their country.
Total space between paragraphs is controlled by above, below, inter-paragraph, and ruling line space. See next figure for details.	Now is the time for all good men to come to the aid of their country.

Figure 5–61   Paragraph vertical space

Inter–Line
spacing

Inter-Line spacing ("leading") sets the space between the base of the characters on one line and the base of the characters on the following line (Figure 5–61). 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.

Above and
below space

Above and **Below** space both add additional space between para-graphs. 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, Xerox Ven-tura Publisher allows you to add any amount of space above or below a paragraph.

Interaction between above and below space

Above and **Below** space settings always add additional vertical space between paragraphs. Think of **Above** and **Below** space as the mini-mum acceptable blank space between the currently selected paragraph and the paragraphs which precede and follow it.

Xerox 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* (see Figure 5-62). This feature lets you design each paragraph tag without needing to computer the endless permutations of how much space can appear between each possible pair of paragraph tags.

Inter–Paragraph
space

Whereas **Above** and **Below** space *always* add additional space be-tween paragraphs, **Inter-Paragraph** spacing only adds space between paragraphs that have *identical settings for Inter-Line 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 L provides a good ex-ample of how to use Inter-Paragraph space. In this style sheet, the
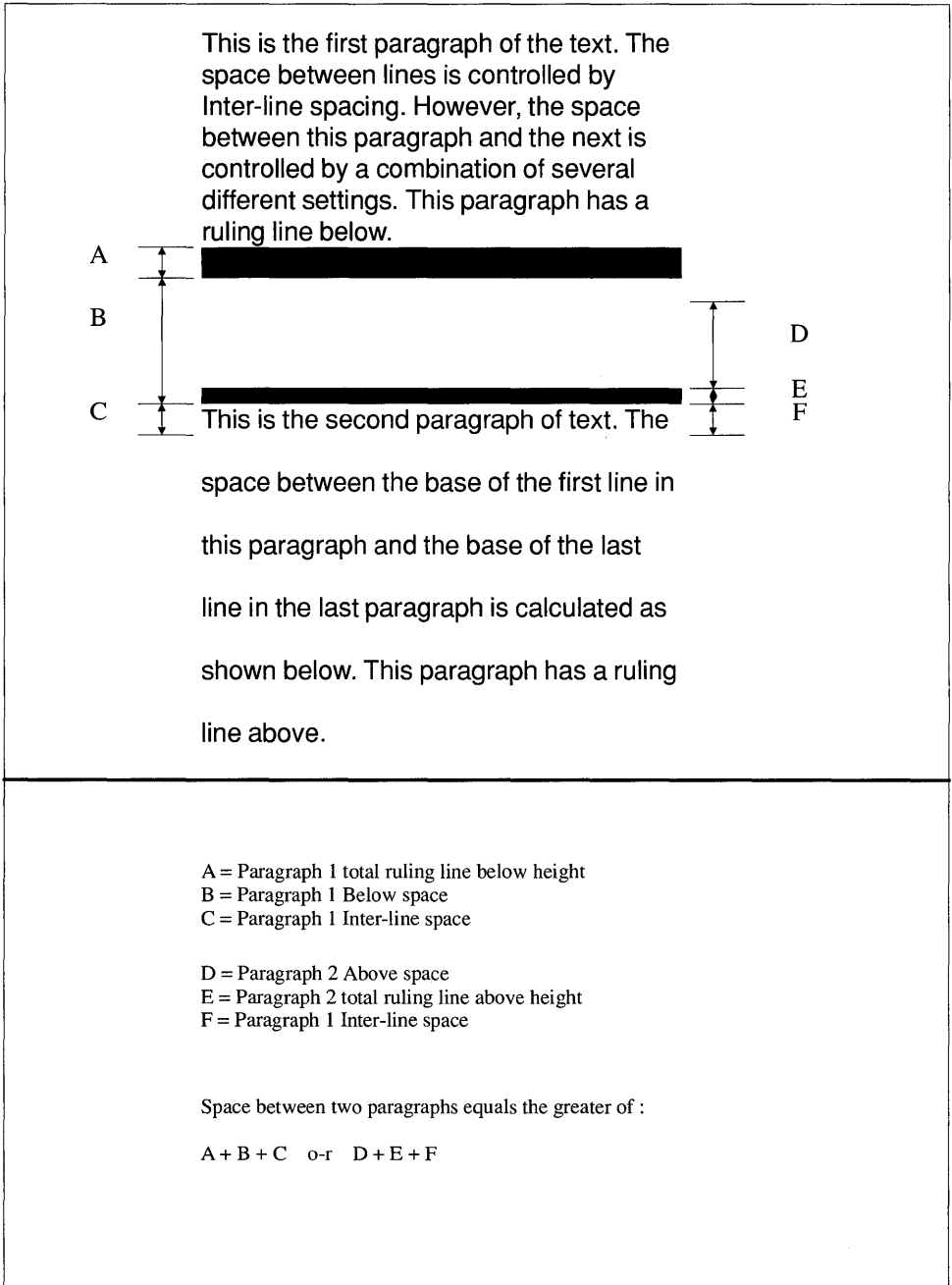
This is the first paragraph of the text. The space between lines is controlled by Inter-line spacing. However, the space between this paragraph and the next is controlled by a combination of several different settings. This paragraph has a ruling line below.

A

B

C

This is the second paragraph of text. The

space between the base of the first line in

this paragraph and the base of the last

line in the last paragraph is calculated as

shown below. This paragraph has a ruling

line above.

D

E
F

A = Paragraph 1 total ruling line below height
B = Paragraph 1 Below space
C = Paragraph 1 Inter-line space

D = Paragraph 2 Above space
E = Paragraph 2 total ruling line above height
F = Paragraph 1 Inter-line space

Space between two paragraphs equals the greater of :

$A + B + C$ o-r $D + E + F$

Figure 5–62   How Xerox Ventura Publisher calculates space between paragraphs

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-Para-graph space to zero.

Total space between paragraphs

The space between paragraphs is controlled by Inter-Line, Above, Below, and Ruling Line space as follows:

- The greater of

  - The first paragraph's Below space plus the overall height of ruling below or around **or**

  - The second paragraph's Above space plus the overall height of ruling above or around

  plus

- The Inter-Paragraph space, if the Inter-Paragraph space is identical for both paragraph tags

  plus

- The first paragraph's Inter-Line space

See Figure 5-62.

If you inadvertently set spacing in inches instead of fractional points, you might set spacing which is greater than the page length. When you press **Page Down**, the page counter begins counting and will never stop. To correct this problem, press **ESC** to stop the formatting, and then press **HOME**. If the paragraph tag name is still shown in the Current Selection indicator, you can simply change the spacing set-tings. If the paragraph tag is not shown, then you must use the Remove option to delete the tag.

Not at column top

The option **Add in Above: 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.

Extra Enters 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 **Enter**s at the end of each paragraph, go back to your word processor and place this statement as the first line in the file:

```
@PARAFILTR  ON  =
```

This causes two consecutive **Enter**s to be converted into one **Enter** when the file is loaded into Xerox Ventura Publisher. (If you want to preserve two **Enter**s at some point in your document, place a blank space in front of the second **Enter**.)

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'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*:

1) Set Inter-Line spacing to an integral multiple of Body Text's Inter-Line spacing.

2) Set Inter-Paragraph spacing to an integral multiple of Body Text's Inter-Line spacing.

3) Set **Above** space and overall ruling line height **above** so that both together equal an integral multiple of Body Text's Inter-Line spacing.

4) 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 L** provide examples of how to set multi-column tag spacing.

**Temporary
margins**

Set temporary margins using **In From Left** and **In From Right**. In From Left and In From Right refer to the distance towards the center of the column from the column edges. (See Figure 5–63.)You can set

In From Left
Margin is
measured
from left
column edge
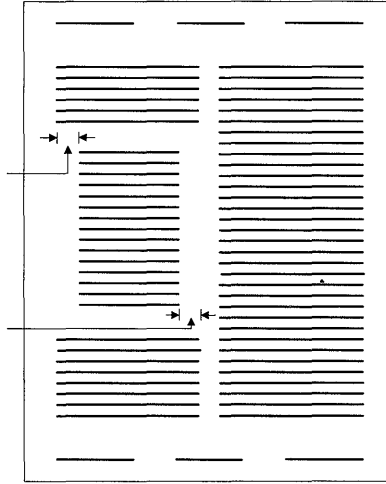
In From
Right Margin
is measured
from right
column edge

Figure 5–63   In from left/right setting

In From Left and **In From Right** differently for Left and Right pages. To enter different settings for each page, first select Left Page and enter its **In From Left/Right** settings, then repeat for the Right Page. You can copy the In From Left/Right settings to the opposite page at any time by selecting **Copy To Facing Page**.

Note that the **Settings For: Left Page/Right Page** option applies only to **In From Left** and **In From Right**, not to the rest of the Spacing option.

**Margin width
ruling lines**

Ruling Lines which are set to Margin Width are affected by the **In From Left/Right** settings. A paragraph ruling line set to Margin Width will move in from the left and right margins by the In From Left/Right amount.
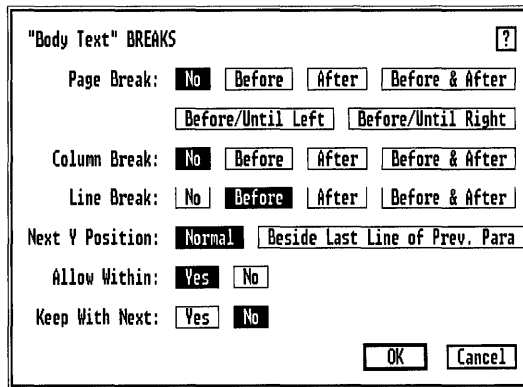
Breaks

```
"Body Text" BREAKS                              [?]
      Page Break:  No   [Before]  [After]  [Before & After]
                   [Before/Until Left]  [Before/Until Right]
    Column Break:  No   [Before]  [After]  [Before & After]
      Line Break: [No]  Before   [After]  [Before & After]
  Next Y Position:  Normal  [Beside Last Line of Prev. Para]
    Allow Within:  Yes  [No]
   Keep With Next: [Yes]  No

                                   [   OK   ]  [Cancel]
```

Figure 5–64   Breaks dialog box. These are the appropriate settings for most tags.

Description

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 (page break before/until left/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.

Application

• Vertical tabs

• Outdented heading

- Paragraph lead-ins

- Page breaks

- Keep paragraph from being split across columns or pages

- Auto-numbers, footnote numbers and caption numbers on same line as text which follows

Operation

To adjust the break settings for paragraphs:

- Select the Paragraph mode.

- Select the desired paragraph.

- Select the **Breaks** option from the Paragraph menu. A dialog box like the one in Figure 5-64 appears.

- Adjust the settings and then select **OK**.

Page and Column breaks

The Page Break settings control whether text is forced to the next page (or frame). The setting for most tags is **Page Break: No**.

If you select **Page Break 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 select **Page Break After**, then the following paragraph will begin on a new page or in a new frame.

Page Break Before/Until Left forces the text to a left page, inserting a blank right page if necessary. **Page Break Before/Until Right** forces the text to a right page, inserting a blank left page if necessary.

Column Breaks work the same way except the paragraph appears 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 select Line Break After for this paragraph, or Line Break Before for the next paragraph (or both), then the space between these two paragraphs is determined by the formula shown in Figure 5–62 (see the Paragraph Spacing option). When no Line Break is set between two paragraphs, the space between these paragraphs is set by the **Next Y Position**.

Next Y Position Normal

The "Y" in **Next Y Position** refers to vertical space.

Assuming that Page Break, Column Break, and Line Break between two successive paragraphs are all set to **No**, a setting of **Next Y Position: 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 5–65. See the **Putting It Together** chapter for more information.

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 5–65   Vertical tab.

Next Y Position Beside Last Line

If no break of any type is set between two paragraphs and if **Next Y Position: Beside Last Line of Previous Paragraph** is set for the second paragraph, the second paragraph begins on the same line as the *last line* of the previous paragraph. For example, the following "paragraph" is actually two different paragraphs. The first paragraph—**The style sheet examples**—is formatted with **Line Break Before**. The second paragraph (the remainder of the text) is formatted with **Line Break After**, **Relative Indent On** (Alignment option), and **Next Y Position: Beside Last Line of Previous Paragraph**.

This is a → The style sheet examples in Appendix L show how tag options can be
separate
paragraph combined together.

☞ Most paragraphs in the style sheets supplied with Xerox Ventura Publisher use Line Break Before. However, if you change Body Text to **Line Break After** in order to place lead-ins or section numbers on

the same line, as in the example paragraph above, you may find that text sometimes overlaps the previous paragraph during text editing. To fix this problem, change the other tags in the style sheet from Line Break Before to Line Break After.

Each break further down in the dialog box is overridden by the break shown immediately above (e.g., if both **Page Break Before** and **Column Break Before** are selected, only **Page Break Before** takes effect.)
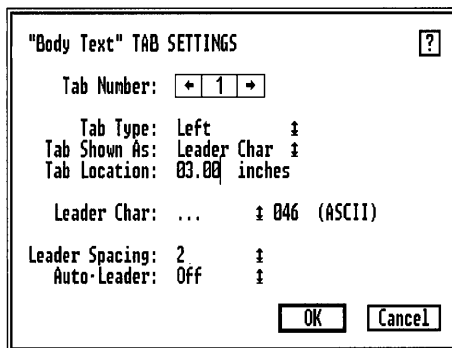
Tab settings

```
"Body Text" TAB SETTINGS                    [?]

    Tab Number:  [ ← | 1 | → ]

     Tab Type:  Left        ↕
  Tab Shown As:  Leader Char ↕
  Tab Location:  03.00  inches

   Leader Char:  ...        ↕ 046  (ASCII)

Leader Spacing:  2          ↕
  Auto·Leader:  Off         ↕

                      [   OK   ]  [ Cancel ]
```

Figure 5–66   Tab Settings dialog box. First tab stop set to 3 inches from left margin, with dot leader turned on, left aligned. Two spaces will be placed between each leader dot.

Description

Use **Tab Settings** to align text or numbers for simple tables.

Whenever Xerox 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.)

Application

- Tables

- Directory listings

- Simple equations

- Table of contents

- Index

Operation

To set tabs:

1) Select the **Tab Settings** option in the Paragraph menu (Figure 5–66.)

2) Choose the **Tab Number** you want to set. Start with tab number 1.

3) Choose whether the text is to be **Left, Center, Right,** or **Decimal** aligned (Tab Type).

4) Select **Tab Shown As: Leader Char** if you want to place leader characters for this tab stop. Select **Open Space** if you don't want leader characters for this tab stop.

5) 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.

6) If you want to set additional tab stops, repeat this process for additional tab numbers.

☞ After you select a Tab Number, remember to select Left, Center, Right, or Decimal. One of these options must be chosen, or the tab stop will not take effect.

Leaders   If you choose **Tab Shown As: Leader Character** for any tab stop, follow these steps:

1) Select the leader character (spaces, periods, underlines, or some other character) for this tag. You may choose only one leader character for the paragraph tag.

2) If you choose **Custom**, consult the character set table in Appendix E, choose the decimal number which corresponds to the character you want to put in the tab space, place the text cursor on the **Leader Char** line, and type this number.

3) Enter the **Leader Spacing** between leader characters. For instance if you select Leader Spacing: 2, you will put two spaces between each leader character.

If you set **Auto-Leader On**, 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 feature to completely fill a box with dots or dashes. This is useful for tables.

☞ Justification (set in **Alignment** option) overrides tab settings. There-fore, tabs do not work if Horizontal Alignment is set at Justified. Also, tabs cannot be set for headers or footers created with the **Header & Footer** option in the Chapter menu.

☞ Do not set tabs to create a first line indent. Use the First Line Indent feature in the Alignment option instead.

Tabs are designed to be used on a single line. Terminate this line with a paragraph end (**Enter**) or line break (**Ctrl** plus **Enter**.) Also, when tabs are set, automatic wordwrap will not work. Therefore, text on any line which contains a tab may extend beyond the right margin. Use a line break (**Ctrl** plus **Enter**) to force this text down to the next line.

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. See the **Putting It Together** chapter for more information.

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.

The Professional Extension to Xerox Ventura Publisher provides com-plete Equation and Tables features.

Superscript ⟶

$$\frac{X^2 + Y^2 + Z^2}{5X + 2Y + 3Z}$$ ⟵ Overscore

Aligned around
centered tab ⟶

Special effects

```
┌─────────────────────────────────────────────────┐
│ "Body Text" SPECIAL EFFECTS                   [?] │
│      Special Effect: [None] [Big First Char] [Bullet] │
│          Commands: [Set Font Properties]          │
│   Space for Big First: [Normal] [Custom] 002 lines │
│      Show Bullet As: [*] [<] [∅] [+] [.] [-] [.] [.] [÷] [=] │
└─────────────────────────────────────────────────┘
```
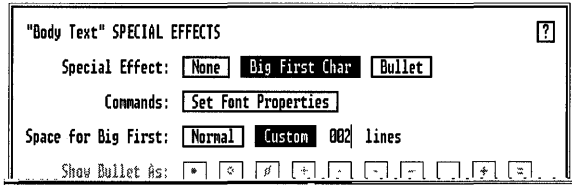
Figure 5–67   Special Effects dialog box. Settings are for big first character at beginning of paragraph.

Description

Special Effects allows you to add a **Big First Character** (also called a Dropped Capital) or **Bullet** at the beginning of a paragraph. You can select font and text attributes (bold, italic, etc.) for the bullet or big character independently from the rest of the paragraph.

Application

*   Dropped capitals at beginning of paragraph
*   Real typographic bullets for lists (e.g., • instead of *)

Operation

Big first character

To create a **Big First Character**:

1) Select **Special Effects** in the Paragraph menu. (See Figure 5–67.)

2) Choose Special Effect: **Big First Char**

3) Select **Set Font Properties**. The font selections available depend on the printer installed.

4) Select **Face**, **Size**, **Style**, **Color**, attributes (overscore, etc.), and character **Shift** up or down. Zero shift usually works best.

5) Select **OK** to return to the first dialog box.

6) Specify a setting for **Space for Big First Char**. This feature 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**:

1) Select **Special Effects** in the Paragraph menu.

2) Choose Special Effect: **Bullet**.

3) Select **Set Font Properties** to make the bullet a different font from the rest of the paragraph. The **Font Settings For Bullet** dialog box appears. The actual font selections available depend on the printer installed. Select **Face**, **Size**, **Style**, **Color**, attributes (overscore, etc.), and character **Shift** up or down.

4) Select **OK** to return to the first dialog box.

5) Select the bullet you want to use from the **Show Bullet As**: line. To use some other bullet character, select **Other,**. place the text cursor on the **Bullet Char** line, and type the number from the table in Appendix E for the desired bullet character.

6) Select the **Indent After Bullet**. This indent specifies the space between the bullet and the text following the bullet.

If you fail to specify an indent after the bullet, the first line in the paragraph will overlap the bullet.

Select **None** to remove an existing special effect from a given paragraph tag.
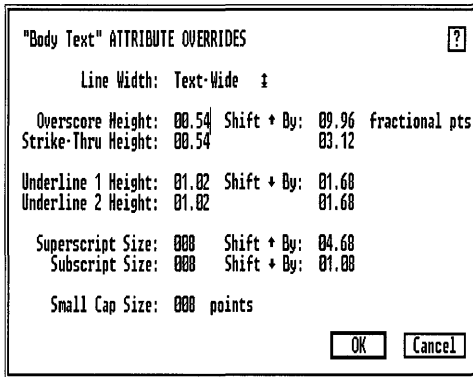
Attribute overrides

```
┌─────────────────────────────────────────────────────┐
│ "Body Text" ATTRIBUTE OVERRIDES                  [?] │
│                                                       │
│         Line Width:  Text-Wide   ↕                    │
│                                                       │
│   Overscore Height:  00.54  Shift ↑ By:  09.96  fractional pts│
│  Strike-Thru Height: 00.54               03.12        │
│                                                       │
│  Underline 1 Height: 01.02  Shift ↓ By:  01.68        │
│  Underline 2 Height: 01.02               01.68        │
│                                                       │
│   Superscript Size:  008    Shift ↑ By:  04.68        │
│     Subscript Size:  008    Shift ↓ By:  01.08        │
│                                                       │
│    Small Cap Size:   008  points                      │
│                                                       │
│                              ┌────┐  ┌────────┐       │
│                              │ OK │  │ Cancel │       │
│                              └────┘  └────────┘       │
└─────────────────────────────────────────────────────┘
```

Figure 5–68   Attribute Overrides dialog box

Description

Attribute Overrides allows you to customize the following text attributes: overscore, strikethrough, underline, small text, superscript, and subscript.

Application

- "Fine tune" typography.

- Keep super- and subscripted characters from touching the adjacent line.

- Create special effects (e.g., move strike-thru up so that it can be used as a second overscore.)

Line Width   Line width controls what portion of the line is covered by a text 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, 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 customize any or all line attributes (i.e., overscore, strikethrough, underline, double underline) available in the Text Editing mode for each paragraph tag. 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 heights and font size automatically increase and decrease when you change a paragraph's font size, unless you specify **Auto-Adjustments: None** in the **Set Preferences** option. The height scales proportionally to the font size change; the attributes' fonts are set to two points less than the tag's fonts size.

Attribute fonts

You can set the font size and vertical placement of text which is superscripted, subscripted, 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 subscripted 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 feature 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 to 14 point. Then, any time you want 14 point text, simply select that text and assign Small from the Assignment List.

Paragraph typography

```
┌─────────────────────────────────────────────────────────────┐
│  "Body Text" TYPOGRAPHY SETTINGS                        [?]   │
│                                                               │
│      Automatic Pair Kerning:  On       ‡                     │
│             Letter Spacing:  On       ‡   Up to:  0.100  Ems  │
│                   Tracking:  Tighter ‡            0.050  Ems  │
│                                                               │
│      Grow Inter-Line To Fit:  On       ‡                     │
│                                                               │
│         Minimum Space Width:  0.700 * (space width) = 0.174 Ems │
│          Normal Space Width:  1.000 * (space width) = 0.246 Ems │
│         Maximum Space Width:  2.000 * (space width) = 0.491 Ems │
│                                                               │
│                                                               │
│                                          [  OK  ]  [Cancel]   │
└─────────────────────────────────────────────────────────────┘
```
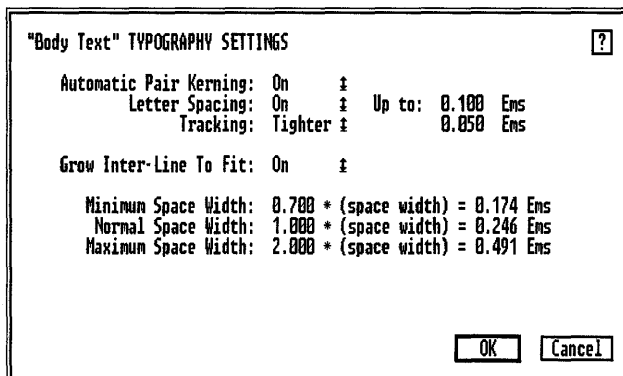
Figure 5–69   Paragraph typography dialog box

Description

The **Paragraph Typography** option allows you to control important typographic attributes for each tag, including kerning, letterspacing, spacing between words, and spacing between lines.

Application

- **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 contract headlines to fit a given space. Apply Tracking to Body Text to expand or reduce 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**—Control the amount of space between words on a justified line.

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.

Xerox 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 mode section of the Modes of Operation chapter. 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 document 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 Xerox 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. For information on which character pairs to kern automatically and how much space to reduce for each pair, or to adjust the kerning values for existing fonts, see the width table VFM format in Appendix K.

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, you must still turn Automatic Pair Kerning 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 in the Options menu.

This feature will work only if the font width table for your printer includes kerning information. All width tables supplied with Xerox Ventura Publisher contain kerning information.

Grow Inter-Line

When you select text within a paragraph and change its font size using the Text mode Set Font function, the space between lines is not adjusted unless you turn **Grow Inter-Line To Fit: On**. For example, Grow Inter-Line is turned off for this paragraph and therefore the words big text overlap the previous line.

By contrast, Grow Inter-Line 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:

1) Select the text mode.

2) Select the entire paragraph.

3) Change the font typeface, style and size.

The Inter-Line spacing is automatically adjusted if Grow Inter-Line To Fit is turned On.

Letter Spacing

When a line of text is justified, Xerox 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. This results in a **loose line** (Figure 5–70).

Letterspacing is controlled by these settings:

• Letter Spacing On/Off

• Minimum, Normal, and Maximum space widths

• Letter Spacing Up to: _____ Ems

The automatic letterspacing 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

Example: Normal Space Width
                                      (line is not justified)

Line is not justified. Normal space width.

This is line *is* justified and has as many characters as

Maximum number of characters on a justified line
        results in Minimum Space Width.

Letterspacing OFF results in more than
        the Maximum Space Width

This   is   a   loose   line   and   therefore   the   line

This   is   a   loose   line   and   therefore   the   line

Letterspacing ON adds space between letters
and reduces space between words to the
        Maximum Space Width

Figure 5–70   Letterspacing controls.

control in the Options menu. However, it will look better with additional space between letters.

If Letter Spacing is turned On, Xerox Ventura Publisher adds additional space between letters until the space between words is equal to or less than the Maximum Space Width.

To use Letter Spacing:

1) Set alignment to Justified using the **Alignment** option in the Paragraph menu.

2) Select **Letter Spacing: On.**

3) Set the **Minimum Space Width** to less than the Normal Space Width. A typical number is 0.700 (i.e., 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.

4) Set the **Normal Space Width** to 1.000.

5) Set the **Maximum Space Width** to the largest space allowable *between words* during justification. A typical value is 2.000 (i.e., twice the Normal Space Width).

6) Set the **Up To** amount to the maximum space allowed *between letters* during letterspacing. 0.100 Ems is a typical amount.

The **Up To** control prevents letterspacing 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 **two** 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:

1) Select **Looser** to increase, **Tighter** to decrease space between letters.

2) Enter, on the **Tracking** line, the amount to add or subtract between individual letters.

Tracking is set in Em units, 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 **Paragraph Typography** Tracking control changes tracking for the entire paragraph. To override the tracking setting for an individual paragraph or just for part of a paragraph, select the Text mode and use the manual kerning/tracking feature described in the Modes of Operation chapter.

Ruling lines

```
┌──────────────────────────────────────────────────────────────────┐
│ "Body Text" RULING LINES ABOVE                              [?]    │
│               Width:  Column  ↕  ▬▬▬▬▬▬▬▬▬▬▬▬▬▬              │
│               Color:  Black   ↕  ▬▬▬▬▬▬▬▬▬▬▬▬▬▬              │
│             Pattern:  Solid   ↕                                    │
│              Dashes:  Off     ↕                                    │
│                                                      36.00         │
│  Space Above Rule 1:  00.00                                        │
│    Height of Rule 1:  04.00    Custom Indent:  00.00  [+] [--]     │
│  Space Below Rule 1:  03.00    Custom Width:   00.00               │
│    Height of Rule 2:  01.50                                        │
│  Space Below Rule 2:  00.00       Dash Width:  00.00               │
│    Height of Rule 3:  00.00     Dash Spacing:  00.00  fractional pts│
│                                                                    │
│  Space Below Rule 3:  00.00  [+] [--]                              │
│      Overall Height:  00.50                                        │
│                                                                    │
│                                             [  OK  ]  [Cancel]     │
└──────────────────────────────────────────────────────────────────┘
```
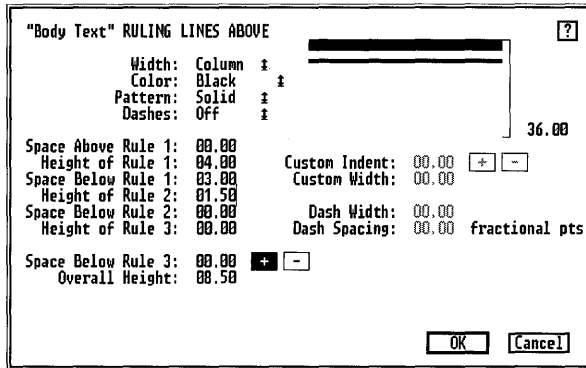
Figure 5–71   Ruling Lines dialog box. Two rules will be created. Both rules will be the width of the column.

Description

All three **Ruling Lines Menus** function in an identical manner and provide the capability to place ruling lines above, below, and around a paragraph.

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.

Application

- Isolate text from surrounding copy.

- Provide lines between entries in a table.

- Place text within a ruling line to create the "reverse video" effect shown in Figure 5–72.

- Create change bars

Operation

To place ruling lines above, below or around a paragraph:

1) Select the appropriate ruling line option in the Paragraph menu.

2) Select the ruling line Width. 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 cur-
     rent column, less the paragraph's In From Left and In From
     Right spacing as set in the Paragraph **Spacing** option.

   – **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 Overall Width (**Alignment** option) at 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).

3) Select the ruling line color and pattern. The same color and pattern
   must apply to all three rules.

4) Enter the height of each ruling line and the space above and below
   each ruling line: Place the text cursor next to the Space
   Above/Below and Height of Rule lines and type the desired heights.
   The ruling line and line spacing are displayed immediately to aid
   you in determining the proper line thicknesses and spacing. Keep
   changing the height and spacing until you are satisfied.

5) Finally, if you wish to make dashed rules, select **Dashes On**, then
   select the width of the dash and the space between each dash. (Turn
   off dashes by selecting **Dashes Off.**) Xerox Ventura Publisher
   cannot display or print thick dashed rules. If dashes do not display
   on the screen, reduce the ruling line thickness.

6) When you are satisfied with the results, select **OK**.

☞ **Ruling Boxes Around** paragraphs are intended for headlines and other short paragraphs. Placing a ruling box around a long paragraph which continues into the next column or page causes the first part of the paragraph to be enclosed in a box. The second part of the paragraph is placed in the next column or page without any ruling box. To avoid this problem, select Allow Within: No using the **Breaks** option in the Paragraph menu.

Overall Height: provides continuous feedback on the total space occupied by all ruling lines.

White text on black rule

The **Space Below Rule 3** setting allows you to shift a **Ruling Line Above** up or down by the amount you specify, without moving the text in the tagged paragraph. One application of this feature is creating reverse video text, i.e., placing white text on top of a black ruling line as shown in Figure 5–72. To achieve this effect:

1) Create a new tag called, for example, **White Text**.

2) Set the Font Color for this tag to White.

3) Select Ruling Line Above and create a height for Rule 1 that is higher than the tag's font size. (Note: the display area in the dialog box will not display lines higher than 36 points correctly, although you can still create them.)

4) Select the — on the Space Below Rule 3 line and enter the distance required to move the ruling line down over the text. This distance

---

Chapter 1

The Adventure Begins

Tʜis 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 equip-

Figure 5–72   White text within black ruling line

is approximately one half the sum of the ruling line Overall Height plus the Font Size.

For example, if you want to place 24 point white type within a 36 point ruling line, enter approximately $0.5 * (24 + 36) = 30$ points for the Space Below Rule 3.

Some printers cannot print white text on a black background. Print the **CAPABILI** chapter, located in the TYPESET directory, to see whether your printer is capable of this effect.

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:

1) Using the Add New Tag function in the sidebar, add a new tag called **Change Bar** and copy the attributes from Body Text.

2) Assign this tag name to a special function key using the Assign Function Keys feature in the **Update Tag List** option (Paragraph menu).

3) Select a paragraph and tag it with this new tag.

4) Select Paragraph Ruling Box Around from the Paragraph menu.

5) Enter a **Custom Width** of 1 point.

6) Enter a **Height of Rule 1** of less than 2 points.

7) Add a small (e.g., 1 pica) negative (–) **Custom Indent**.

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.

The Putting It Together chapter contains other creative ways to use the paragraph ruling line feature.

Define colors
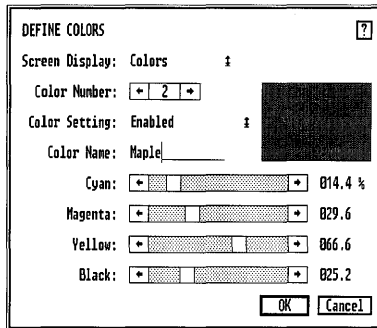
Figure 5–73   Define Colors dialog box

Definition

The **Define Colors** option allows you to define both colors and shades of gray. You can then apply these colors and shades to text, ruling lines, and graphics. On a VGA or multi-sync style monitor you will see the actual colors and shades of gray. On other monitors you will see representative shades of gray.

You can print colors in one of three 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 typesetter, the colors are converted to shades of gray (some limitations apply—see the **Limitations** section for your printer in Appendix F).

- If you print each page to a black and white laser printer or typesetter, and select **Spot Color Overlays** in the To Print option, a separate black page is printed for each color you have defined and enabled. Colors are not converted to shades of gray.

The paragraphs under the **Color Printing** heading at the end of this section describe the conventional printing process and color printing terminology more fully.

Application

- Create exactly the color you desire for printing directly to a color printer. You can choose from more than 125 million colors.

- Define a shade of gray to be printed to a black and white printer.

- Define a color name that you can assign to fonts, rules, and background patters. A different page can be printed for each color.

Operation

1) Select the Paragraph mode.

2) Select Define Colors. The dialog box shown in Figure 5–73 appears.

3) Select Screen Display: **Colors** if you plan to print to a color printer. If you plan to print to a black and white printer, select Screen Display: **Shades of Gray**.

4) Select a Color Number. Color numbers range from 2 to 7. White (0) and Black (1) are not available for selection nor can you change them. Select either the right or left arrow in the dialog box to increase or decrease the color number. By changing the color number, you select a different Color Name.

5) **Enable** the Color Setting if you want to print a color separation for this color. **Disable** the Color Setting if you want to suppress color separation printing for this color.

☞ Disable all colors that you do not plan to use. If you select **Spot Color Overlays: On** in the **To Print** option of the File menu, a separate sheet of paper will be printed for *each* color enabled, *for every page*.

6) Define a Color Name. The Color Name you define is printed at the top of each page printed for that color when Spot Color Overlays is turned **On**.

7) Define a **color** by selecting the percentage for each color plus a percentage for black. Define a **shade of gray** by setting the three colors to 0% and then setting Black to the shade of gray you desire. Each color can be set to any value between 0 and 100% in increments of 0.2%.

8) To select a color percentage, use the scroll bar next to that color. Selecting either arrow in the scroll bar increases or decreases the setting by 0.2%. Use the mouse to move the hollow box within the scroll bar to make changes to the color setting in large increments.

9) Select OK.

Define and print gray

You can define any of 500 shades of gray using the Define Colors option as described in the instructions above. 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:

1) Select the shade of gray from the **Color** setting within any dialog box which contains color options.

2) If the dialog box includes a **Pattern** setting, set this to **Solid**.

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.

Printing gray

When **Spot Color Overlays (To Print** option, File menu) is **On**, colors—including shades of gray—all print as solid black. A separate page is printed for each color.

When **Spot Color Overlays** is Off, colors—including those which are represented as shades of gray—print as shades of gray. On non-PostScript printers, text and lines drawn in the Graphic mode print 100% black.

Color printing

The **Define Colors** option allows you to create a color name and assign a unique color value to that name. Colors are created from three primary colors (Cyan, Magenta, Yellow) plus Black. You can set the percentage of each color in increments of 0.2 percent. This yields 500 settings for each color or, in combination, 125 million colors.

The actual hue you create is useful only when you print to a color printer which can print a large range of colors. The only color printers supported are PostScript printers such as the QMS Colorscript™. However, by assigning color names to text and graphics, you can print **color separations** which can be sent to an offset printing facility as the input to color production of your document.

Color separations

Conventional ink printing creates colors in one of two ways:

* Run the page through the press four times, once for each of the three primary colors and once for black. The colors are, in essence, mixed on the page to produce an almost limitless range and hue of colors. This is called **Process Color**.

* Run the page through the press once for each specific color on the page, plus once for black. This is called **Spot Color**.

Process Color is used to produce 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 three colors on the page to produce good results. This perfect alignment is called **registration**.

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.

Xerox Ventura Publisher supports Spot Color.

If you plan to have your document printed using a conventional printing process, and plan to use spot color, follow this procedure:

1) Define Color Names using the Define Colors option.

2) Assign the Color Names you have defined to fonts, ruling lines, background fill patterns, and graphics.

3) When you print draft copies of your document using the **To Print** option in the File menu, set **Spot Color Overlays: Off**. 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 (See Appendix F and look under the **Limitations** subheading for your printer to see the limitations it may have in printing gray text and lines.)

4) When you are ready to print the final copy, select **Spot Color Overlays: On**. Xerox Ventura Publisher will print a separate black and white page for each color you have enabled, plus a page for black.

For each page, only the text and 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 plate and the people who control the printing presses determine the shade and hue of each color.

Update tag list

```
UPDATE TAG LIST (E:\TYPESET\BOOK2.STY)                    [?]

░░░░░░░░░░░ Tag ░░░░░░░░░░░
  ∢  Body Text
     Bullet
     Change Bar
     Chapter #
     Chapter Title
     Firstpar
  ∢  Major heading
     Minor heading

Command:  [ Print Stylesheet... ]  [ Remove Selected Tag ]
          [ Save As New Stylesheet... ]  [ Rename Tag... ]
          [ Assign Func Keys... ]

                                         [ OK ]  [Cancel]
```
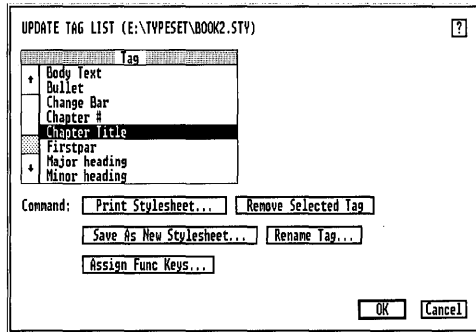
Figure 5–74   Update Tag List dialog box.

Description

The Update Tag List provides several tools to help you manage the paragraph tags that are stored in the style sheet. These tools include:

• Print the style sheet

• Remove tags

• Save the style sheet

• Rename tags

• Assign tag names to function keys

Application

• Remove tags you no longer use.

• Make tags easier to find in the Assignment List.

• Make similar tags appear together in the Assignment List.

• Document existing style sheets.

Remove tag

1) Select **Update Tag List** from the Paragraph menu (see Figure 5–74.)

2) From the list of tags, select the tag name to remove.

3) Select **Remove Selected Tag**. The dialog box shown in Figure 5–75 appears.

4) Paragraphs tagged with the tag you are about to remove must be converted to some other tag. Enter this new tag on the **Tag Name to Convert To:** line. If you don't specify a Tag Name to Convert To, the affected paragraphs are converted to Body Text.

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 Sub Head, and the tag Headline is removed from the style sheet.

Use caution with this feature if you use the same style sheet for more than one chapter. Although Remove 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 are formatted as Body Text, and the removed tag name appears in upper case in the Assignment List.

```
┌─────────────────────────────────────┐
│ REMOVE TAG                      [?]  │
│                                      │
│    Tag Name to Remove:  Chapter Title│
│                                      │
│ Tag Name to Convert to:  Body Text___│
│                                      │
│                                      │
│                  [  OK  ]  [Cancel]  │
│                                      │
└─────────────────────────────────────┘
```
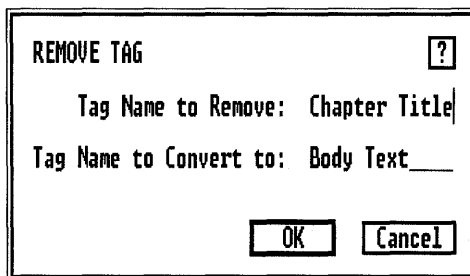
Figure 5–75   Remove Tag dialog box

☞   If any tags are removed, use the **Save As New Stylesheet** option to save the style sheet under a new name. This avoids changing the format of other documents that use the same style sheet.

Once you remove 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 select **OK** in the Remove Tag dialog box, you can still recover the original chapter as follows:

1) Select **Cancel** from the Update Tag dialog box.

2) Select **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.

3) Select **Abandon** in the File menu.

Rename tag

Rename Tag allows you to change the names of existing tags. To use Rename Tag, follow these steps:

1) Select **Update Tag List** in the Paragraph menu (see Figure 5–74.)

2) From the list of tags, select the tag name to rename.

3) Select **Rename Tag**. The dialog box shown in Figure 5–76 appears.

4) Enter the **New Tag Name**.

☞   If you rename any tags, select **Save As New Stylesheet** to save the style sheet under a new name. This avoids changing the format of other documents that use the same style sheet.

Print style sheet

Select **Print Stylesheet**. The contents of the current style sheet are extracted and copied in a readable format to a file with the same name

```
┌─────────────────────────────────┐
│  RENAME TAG              [?]     │
│                                  │
│  Old Tag Name:  Chapter Title    │
│                                  │
│  New Tag Name:  Document Head|   │
│                                  │
│        ▐ OK ▌   [ Cancel ]       │
│                                  │
└─────────────────────────────────┘
```
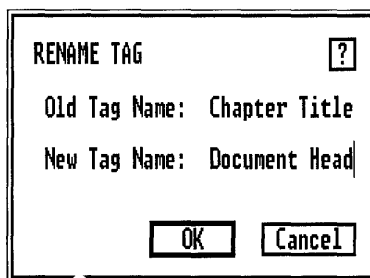
Figure 5–76   *Rename Tag dialog box*

as the current style sheet, with the extension **GEN**. You can then load this file into Xerox Ventura Publisher using the Load Text/Picture option and selecting **Text Generated**. Create your own style sheet to format this text, or use the STYLOG.STY style sheet provided in the TYPESET directory, and then print the document.

Assign function keys

The **Assign Function Keys** feature allows you to assign tag names to each of the ten keyboard function keys. These tags can be assigned to paragraphs in either the Paragraph or the Text modes.

Use this feature to tag paragraphs and edit text simultaneously, without switching between the Paragraph and Text modes. It greatly decreases the time required to format and edit a document.

To use this feature:

1) Select the Assign Function Keys feature. The dialog box in Figure 5–77 appears.

2) Type the name of each tag next to the name of the function key. Use the mouse, the up and down keyboard cursor keys or tab and back tab to move from line to line.

3) Select **OK** when finished.

If you enter a tag name that doesn't exist for this style sheet, a message appears on the screen. If you enter the same tag name twice, only the last name entered is used. Once you have assigned tags to function keys, you can apply them in one of two ways:

```
┌─────────────────────────────────────────────┐
│  ASSIGN FUNCTION KEYS              [?]        │
│                                              │
│    F1:  Firstpar____    F2:  Major heading   │
│    F3:  Minor heading   F4:  Bullet_____    │
│    F5:  Chapter Title   F6:  Chapter #___    │
│    F7:  _____    F8:  Page Break___    │
│    F9:  Change Bar___   F10: Body Text___     │
│                                              │
│                         ▐ OK ▌  [Cancel]     │
│                                              │
└─────────────────────────────────────────────┘
```
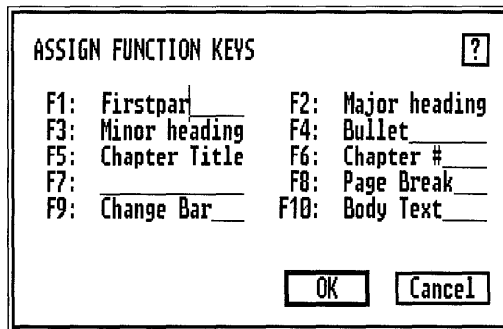
Figure 5–77   Assign Function Keys dialog box

- In Paragraph mode, press the appropriate function key to assign that tag to the selected paragraph.

- In Text mode, press the desired function key to assign a tag to the *entire paragraph* in which the text cursor is currently positioned.

All style sheets included with Xerox Ventura Publisher use function key **F10** for Body Text. You can change this default assignment by using the **Assign Function Keys** feature.

GRAPHIC MENU

Graphic

Show On All Pages	
Send to Back	^Z
Bring to Front	^A
Line Attributes...	^L
Fill Attributes...	^F
Select All	^Q
Grid Settings...	
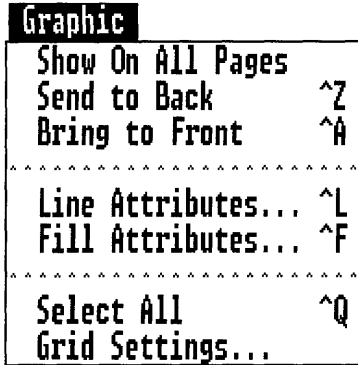
Figure 5–78   Graphic Menu

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.

See the Modes of Operation chapter for information on how to use the graphic drawing features.

Show on all pages

Description

This feature allows you to make a graphic print on every page in the document.

Application

- Create camera crop marks anywhere on the page
- Create custom column guides which are not centered in the gutter

Operation

Select the desired graphic and then select **Show On All Pages** from the Graphic menu.

If you select a graphic that already displays on all pages, then this menu 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:

1) Go to any left page.

2) Select the **Graphic** mode.

3) 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.

4) 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.

5) Select the **Repeating Frame** option in the Frame menu and make this repeating frame repeat on **Left** pages only.

6) Go to any right page.

7) Repeat steps 2–5 except substitute the word **right** for **left**.

If you do not want graphics attached to a repeating frame to show on a particular page:

1) Go to the page where you do not want graphics to appear.

2) Select the frame to which you have attached graphics.

3) Select the **Repeating Frame** option in the Frame menu.

4) Select **Hide This Repeating Frame**.

Send to back

Description

Send to Back takes the selected graphic and places it at the bottom of all graphics associated with the currently selected frame.

Application

Change the way graphics overlap each other

Operation

Select the graphic you wish to place behind all other graphics. Select the **Send to Back** option in the Graphic menu, or press and hold the **Ctrl** key and then press **Z**.

Sometimes you can't select a graphic because it is positioned behind another graphic. This situation can be corrected as follows:
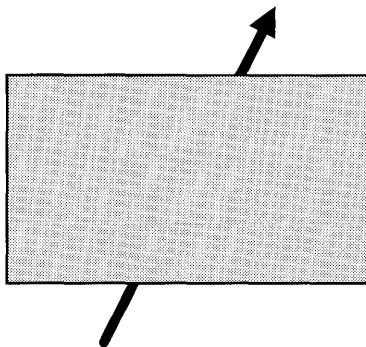
Figure 5–79   Line sent to back of rectangle

1) Press and hold the **Ctrl** key.

2) Position the mouse cursor over the graphic you wish to select.

3) Press and release the mouse button until the graphic you want is selected.

Each time you press the mouse button, you select the next graphic further down in the stack.

Bring to front

Description

Bring to Front takes the selected graphic and places it on top of all graphics associated with the currently selected frame.

Application

Change the way graphics overlap each other

Operation

Select the graphic you wish to place on top of other graphics. Select the **Bring to Front** option in the Graphic menu, or press and hold the **Ctrl** key and then press **A**.

Sometimes you can't select a graphic because it is positioned behind another graphic. This situation can be corrected as follows:
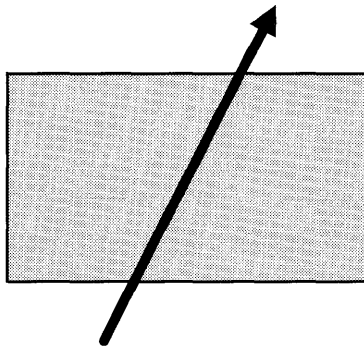
Figure 5–80   Line brought to front of rectangle

1) Press and hold the **Ctrl** key.

2) Position the mouse cursor over the graphic you wish to select.

3) Press and release the mouse button until the graphic you want is selected.

Each time you press the mouse button, you select the next graphic further down in the stack.

Line attributes


```
┌─────────────────────────────────────────────┐
│ LINE ATTRIBUTES for RECTANGLE          [?]   │
│                                              │
│   Thickness:  Custom  ↕   01.25| fractional pts │
│                                              │
│       Color:  Black     ↕                    │
│                                              │
│   End Styles:  √ ███      ███                │
│                                              │
│                    ◄─  √ ─►  ↖               │
│                                              │
│                  ◄███    ███►                │
│                                              │
│     Defaults:  [ Load From... ] [ Save To... ] │
│                                              │
│                        [  OK  ] [ Cancel ]   │
└─────────────────────────────────────────────┘
```
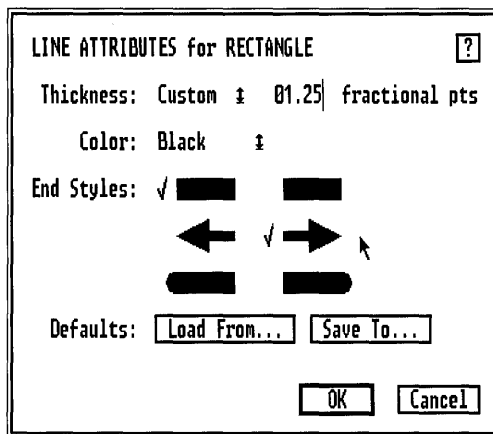
Figure 5–81   Line Attributes dialog box

Description

Line Attributes allows you to change the thickness, color, and end style of a line drawn in Xerox Ventura Publisher or of an outline surrounding other graphics drawn in Xerox Ventura Publisher.

Application

* Change the thickness of graphic lines used as extra rules.

* Create one- or two-way arrows for callouts.

Operation

1) Select the graphic.

2) Select the **Line Attributes** option from the Graphic menu. A dialog box similar to Figure 5–81 appears. Each of the five graphic types has its own dialog box.

3) Choose either a preset thickness for the line, or select **Custom Width** to produce a line of any thickness. If you select Custom Width, place the text cursor on the Custom Width line and enter the desired width.

4) Select the Color and End Styles for the line. The beginning and ending of each line can have a different end style. The End Styles in the left column are for the beginning of the line (i.e., the point at which you started drawing), and the End Styles in the right column are for the end of the line.

Load from/
Save to

You can save the Line Attributes for each graphic type (box text, line, ellipse, rectangle, rounded rectangle) by using the **Defaults: Save To** feature. If you select Save To, 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:

1) Select the desired graphic.

2) Select the **Line Attributes** option.

3) Select **Defaults: Load From**. When you select **OK**, the saved defaults are automatically applied to the selected graphic.

To copy attributes from one graphic to another:

1) Select the graphic whose attributes you wish to copy.

2) Choose the **Line Attributes** option.

3) Select **Defaults: Save To**. This makes the attributes of the currently selected graphic the default for that graphic type.

4) Select the graphic whose attributes you want to change.

5) Choose the **Line Attributes** option and select **Defaults: Load From**. The attributes just saved are copied to the selected graphic.

Fill attributes

```
┌─────────────────────────────────────────────┐
│ ┌───────────────────────────────────────┐   │
│ │ FILL ATTRIBUTES for RECTANGLE    [?]   │   │
│ │                                        │   │
│ │   Color:  Black    ↕                   │   │
│ │ Pattern:  4        ↕                   │   │
│ │                                        │   │
│ │   Result: ┌──────────┐ ┌──────────┐    │   │
│ │           │▓▓▓▓▓▓▓▓▓▓│ │  Opaque  │    │   │
│ │           │▓▓▓▓▓▓▓▓▓▓│ └──────────┘    │   │
│ │           │▓▓▓▓▓▓▓▓▓▓│ ┌────────────┐  │   │
│ │           │▓▓▓▓▓▓▓▓▓▓│ │Transparent │  │   │
│ │           └──────────┘ └────────────┘  │   │
│ │                                        │   │
│ │ Defaults: [ Load From... ] [ Save To...] │ │
│ │                                        │   │
│ │                    [  OK  ]  [Cancel]  │   │
│ └───────────────────────────────────────┘   │
└─────────────────────────────────────────────┘
```
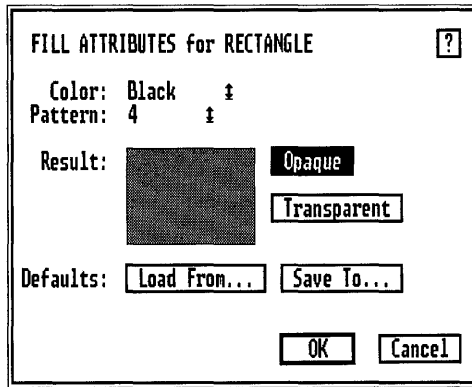
Figure 5–82   Fill Attributes dialog box

Description

The **Fill Attributes** option allows you to change the color and background of each graphic.

Application

Provide a background for cells in a form or table.

Operation

1) Select the desired graphic.

2) Select the **Fill Attributes** option in the Graphic menu. A dialog box similar to Figure 5–82 appears. Each graphic types has its own dialog box.

3) Select the color and pattern desired.

**Load from/
Save to**

You can save the Fill Attributes for each graphic type (box text, ellipse, rectangle, rounded rectangle) by using the **Defaults: Save To** feature. If you select **Save To** 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:

1) Select the desired graphic.

2) Select the **Fill Attributes** option.

3) Select **Defaults: Load From.** When you select **OK**, the saved defaults are automatically applied to the selected graphic.

To copy Fill Attributes from one graphic to another:

1) Select the graphic whose attributes you wish to copy.

2) Choose the **Fill Attributes** option.

3) Select **Defaults: Save To**. This makes the attributes of the currently selected graphic the default for that graphic type.

4) Select the graphic whose attributes you want to change.

5) Choose the **Fill Attributes** option.

6) Select **Defaults: Load From.** The attributes just saved are copied to the selected graphic.

Opaque/Transparent

The Opaque and Transparent options allow you to change overlapping graphics. If you select Opaque for the graphic on top, that graphic will block completely any other graphics below it. If you select Transparent 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.

Select all

Description

Select All selects every graphic associated with the currently selected frame.

Application

- Move every graphic associated with a frame to a new location relative to the frame.

- Change the attributes for all graphics tied to a frame.

Operation

1) Select the Frame mode.

2) Select the frame whose graphics you wish to select.

3) Enable the Graphic mode.

4) Choose the **Select All** option in the Graphic menu, or hold the **Ctrl** key and press **Q**. All graphics associated with the selected frame are now selected.

If after choosing **Select All** you want to de-select individual graphics, follow these steps:

1) Press and hold the **Shift** key.

2) Point to the desired graphic.

3) Press the mouse button once.

To move all the graphics selected:

1) Move the mouse cursor to the center of any one of the selected graphics, then press and hold the mouse key.

2) Wait until the mouse cursor changes to the shape of two outward pointing arrows.

3) While still pressing and holding the mouse key, move the graphics to a new location.

Grid settings

```
┌─────────────────────────────────────────┐
│ ╔═══════════════════════════════════════╗ │
│ ║ GRID SETTINGS                    [?]  ║ │
│ ║        Grid Snap:  On     ↕          ║ │
│ ║ Horizontal Spacing:  12.00│ fractional pts ║ │
│ ║   Vertical Spacing:  12.00           ║ │
│ ║                                       ║ │
│ ║                   ▐  OK  ▌  [Cancel] ║ │
│ ╚═══════════════════════════════════════╝ │
└─────────────────────────────────────────┘
```
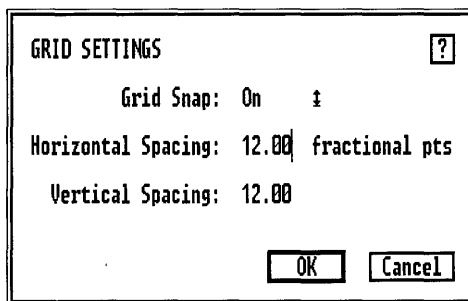
Figure 5–83   Grid Settings dialog box

Description

The **Grid Settings** option defines an invisible piece of graph paper for the currently selected frame. All graphics are then fastened to the grid points on this graph paper when drawn or moved.

Application

- Provide alignment for forms and tables, where adjacent boxes must line up exactly.

- Assure perfect vertical or horizontal alignment.

Operation

1) Select the Graphic mode.

2) Select the **Grid Settings** option in the Graphic menu.

3) Select **Grid Snap: On**.

4) Set the horizontal and vertical spacing.

For Vertical Spacing, you should normally enter a value equal to the Inter-Line spacing of Body Text, 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.

OPTIONS MENU

```
█Options█
Set Preferences...
Set Ruler...
Set Printer Info...
Add/Remove Fonts...
^^^^^^^^^^^^^^^^^^^^^^^^^^^
Show Side-Bar        ^W
Show Rulers
Show Column Guides
Hide All Pictures
Hide Tabs & Returns ^T
Show Loose Lines
^^^^^^^^^^^^^^^^^^^^^^^^^^^
Turn Column Snap Off
Turn Line Snap Off
^^^^^^^^^^^^^^^^^^^^^^^^^^^
Multi-Chapter...
```
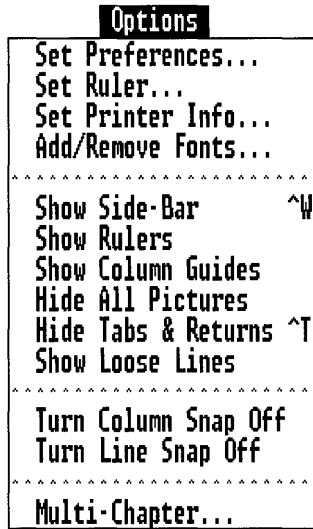
Figure 5–84   Options Menu

The **Options Menu** performs several functions:

- Set global user interface preferences.

- Set screen and printer options.

- Add or remove fonts.

- Perform multi-chapter operations.

- Copy Xerox Ventura Publisher chapters and all associated files.

☞ Use the **Copy All** feature in the Multi-Chapter option to copy chapters. **DO NOT** use the DOS **COPY** command to copy chapters. The Xerox Ventura Publisher chapter file (CHP file) retrieves files from the directories where they were last saved. If you copy those files to another directory or disk drive using DOS copy, the chapter file (CHP) will not know where to find them.

Set preferences

```
┌─────────────────────────────────────────────────────┐
│  ╔════════════════════════════════════════════════╗  │
│  ║ SET PREFERENCES                          [?]   ║  │
│  ║                                                ║  │
│  ║       Generated Tags: Hidden     ↕            ║  │
│  ║        Text to Greek: 10         ↕            ║  │
│  ║     Keep Backup Files: Yes        ↕            ║  │
│  ║    Double Click Speed: Fast       ↕            ║  │
│  ║     On·Screen Kerning: None       ↕            ║  │
│  ║     Auto·Adjustments: Both        ↕            ║  │
│  ║   Pop·Up Menu Symbols: Shown      ↕            ║  │
│  ║           Menu Type: Drop·Down ↕             ║  │
│  ║                                                ║  │
│  ║                                                ║  │
│  ║    Decimal Tab Char: 046| (ASCII)             ║  │
│  ║                            [ OK ]  [ Cancel ] ║  │
│  ╚════════════════════════════════════════════════╝  │
└─────────────────────────────────────────────────────┘
```
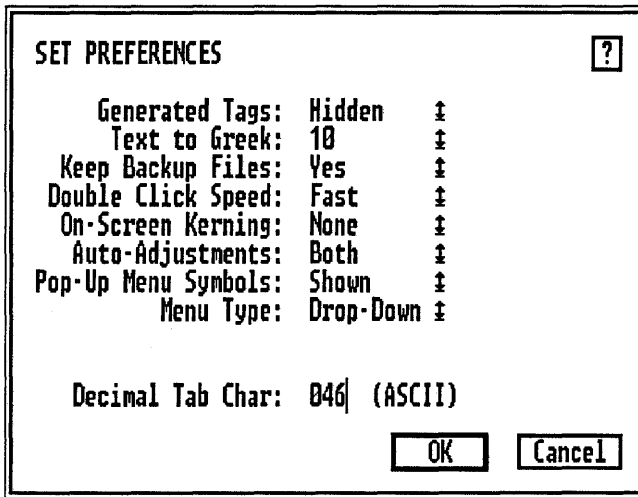
Figure 5–85   Set Preferences dialog box

Description/Application

The **Set Preferences** option allows you to:

- Show or hide tags in the Assignment List for generated text (e.g., captions).

- Control the size below which text is "greeked." The word **greek** is described on the next page.

- Choose whether to create backup files.

- Change the speed at which two mouse clicks in a row will be recognized as **OK**.

- 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.

- Eliminate pop-up menu reminder symbols from the dialog boxes.

- Change menu operation from drop-down to pull-down.

- Change the tab-align character for decimal numbers. The US uses the period, Europe uses the comma.

Operation

Hide generated tags

Choose **Generated Tags: Hidden** to reduce the number of tags shown in the Assignment List. Since generated text tags are *automatically* assigned to headers, footers, section numbers, etc., you don't need to see them in the Assignment List.

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. Xerox Ventura Publisher uses greeking to speed up the time required to re-draw the screen when displaying either a Reduced or Facing Pages View. Select larger numbers to display only the largest text as readable text. Select smaller numbers to display much smaller text as readable text. The numbers in the pop-up menu 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

Select **Keep Backup Files: 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 keep Backup Files set to Yes.

If you ever need to use your backup files, use the DOS **RENAME** command to rename the backup files to their original names (i.e., without the $ in the extension).

Double click speed

When making selections in the Item Selector, you can select a file and select **OK** in one step by pressing the mouse button twice quickly, while pointing to the desired file name. You can change the double-click speed necessary to activate the selection process by selecting

Double Click Speed, then choosing the speed you desire. Note that Xerox Ventura Publisher delays all selection operations by the time required for two mouse clicks. Therefore, always pick the fastest speed you can handle.

☞ If you do not use the double-click shortcut, set double-click speed to **Fast**.

On-screen kerning

When you select **Kerning** using the Paragraph Typography option, 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 (i.e., 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, and if the printer fonts provide kerning information (see Appendix K), 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, superscript 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, select **Auto Adjust Styles No**.

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 (—). Xerox 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 **Auto Adjust: " and --**. You can also enter em

dashes (as well as en dashes) and open and close quotes directly in Xerox Ventura Publisher using the **Alt** key and decimal characters. See the Modes of Operation chapter for details.

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*.

Select **Auto-Adjust Both** if you want both the typographic *and* style conversions.

Pop-up menu symbols

Many features in dialog boxes are available through pop-up menus. The presence of these menus is indicated by this symbol: ↕ . If you want to remove this symbol from the dialog boxes, select **Pop-Up Symbols: Hidden.**

Menu type

This option allows you to choose whether menus appear whenever the mouse touches the top of the screen (Drop-Down), or whether you must also press and hold the mouse button (Pull-Down). Choose whichever option feels most comfortable and is most like other software you use frequently.

Decimal tab character

One of the choices in the **Tab Setting** and **Alignment** options in the Paragraph menu is decimal tab. When selected, the text aligns at the first decimal point in the text. Xerox Ventura Publisher initially assumes that the **period** character is used as the decimal point. However, some European countries use the **comma** instead. Consult Appendix E and enter the numeric value on the Decimal **Tab Character** line for the character you wish to use as a decimal point. (The comma is decimal 044.)

This feature 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.

Set ruler

```
┌────────────────────────────────────────────┐
│  SET RULER                          [?]      │
│                                              │
│       Horizontal Units:  Picas       ‡       │
│          Vertical Units:  Inches     ‡       │
│                                              │
│   Horizontal Zero Point:  06,00  picas & points │
│      Vertical Zero Point:  09,00             │
│                                              │
│                    [   OK   ]  [Cancel]      │
│                                              │
└────────────────────────────────────────────┘
```
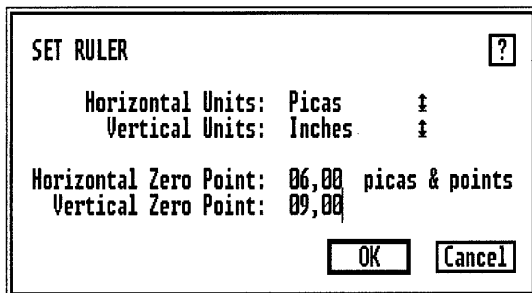
Figure 5–86   Set Ruler dialog box

Description

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.

Application

- Measure the page horizontally in picas and vertically in inches or some other combination of units of measurement.

- Move the ruler so that it begins relative to the column edge rather than page edge

Operation

1) Select the **Set Ruler** option.

2) Select the desired measurement unit for both the horizontal and vertical ruler.

3) Set the horizontal and vertical zero points.

The default value for horizontal and vertical zero point is zero. This allows you to easily measure from the page edge. However, since tabs are measured from the column edge, you may find it useful to set the horizontal zero point equal to the left margin. The numbers on the horizontal ruler will then show the distance from the left column edge.

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. Select 0,0 to reset the horizontal ruler zero point to the upper left corner.

Ruler zero point set to location of mouse prior to releasing the mouse button.
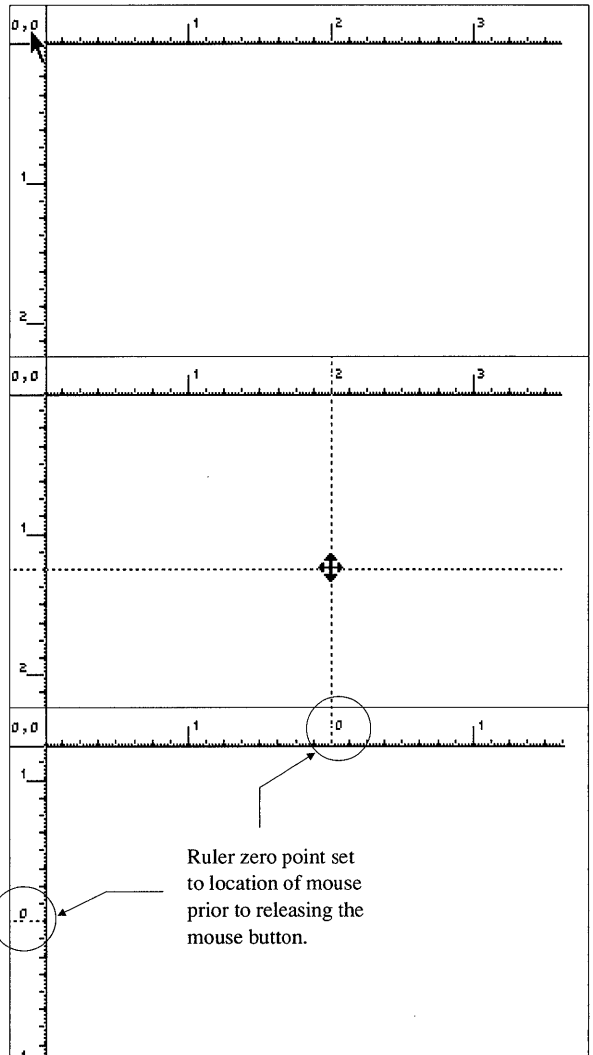
Set printer info

When the width table
contains fonts for the
selected device (in this
case PostScript), this line
displays the word
Ultimate.

Load new screen fonts by
typing the extension of
the screen font files on
this line (e.g., PSF for
PostScript fonts)

```
SET PRINTER INFO  (POSTSCRIPT - Ultimate)                    [?]

Device Name:  POSTSCRIPT   XEROX 4045, 300dpi


Screen Fonts:  VGA  (Use those matching this file extension.)

Output To:  LPT1   LPT2   LPT3    COM1   COM2   Direct   Filename


Width Table:  E:\VENTURA\OUTPUT.WID_____

   Command:  Load Different Width Table (i.e., Font Metrics)

                                         OK    Cancel
```
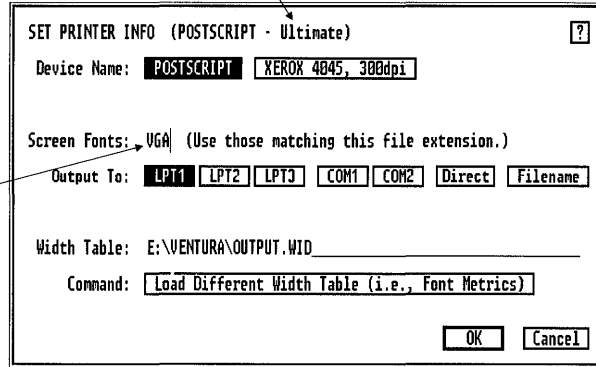
Figure 5–87   Set Printer Info dialog box.

Description

The **Printer Info** option allows you to change printers, printer connec-
tions, and printer and screen fonts. It also allows you to direct the
printed output to a file.

Application

- Switch between several output devices connected to different com-
  puter ports. Use this option to switch, for example, between a black
  and white printer and a color printer.

- Print the chapter to a disk. This disk can be sent to another location
  for printing on a high speed laser printer or typesetter.

- Load a different printer width table. This allows you to change
  fonts. It also allows you to change the character widths to match
  those used on a different printer or typesetter.

Operation

Device name

You can switch between different installed printers or typesetters by selecting the appropriate **Device Name** in the Set Printer Info dialog box (Figure 5–87.) After changing the Device Name, you should select a different **Width Table**. See **Changing Printer Width Tables** later in this section.

Adding new
screen fonts

To add new screen fonts to Xerox Ventura Publisher, copy the fonts to the VENTURA or the VENTURA\VPFONTS directory. (All screen fonts must be in on directory or the other.) The fonts must all have the same file extension. To select these screen fonts, specify the file extension on the **Screen Fonts** line.

Output to

You may also need to change the computer port. To change computer ports (e.g., from COM1 to COM2), select the correct option on the **Output To** line.

Output to disk file

If you select **Output To: Filename**, then the information normally sent to the output device during a print operation is instead sent to a disk file. Nothing is sent to the output device. This disk file can then be sent via floppy disk, network, or modem to a remote printer or typesetter for printing at a later time.

To output to a file, select the **To Print** option from the File menu **after** selecting Output To: Filename within this dialog box.

☞ The disk file created using this command will be at least as big as the sum of all the files contained in your chapter or publication. Make sure your computer hard disk has enough room.

This option is not available for JLaser, Cordata, AST TurboLaser, and IBM 4216 printers.

Printing a chapter outputted to a disk

After you have outputted the chapter to a file, you will eventually want to send this file to a printer or typesetter. To do this, use the standard

DOS **COPY** command, and copy the file directly to the output device by typing the following directly from the DOS prompt:

```
COPY filename port: /B Enter
```

Replace **filename** with the name of the disk file you want to print, and **port** with the name of the port selected, exactly as shown on the Output To: line. Remember to place a colon directly after the port name.

For example, to print a file named TECHDOC1.C00 to a printer connected to **LPT1**, type the following at the DOS prompt:

```
COPY TECHDOC1.C00 LPT1: /B Enter
```

This only works with output devices connected with a parallel cable. For output devices connected with a serial cable, you must first execute the following commands (assuming your device is connected to COM1):

```
MODE COM1:96,N,8,1,P Enter
MODE LPT1:=COM1: Enter
```

Then execute the COPY command to LPT1: exactly as shown above.

Use the XPRINT utility to copy Interpress files.

PostScript printers

When copying to a PostScript printer or typesetter, you must first insert the Utilities Disk into the A drive and then type the following command directly from the DOS prompt:

```
COPY A:\POSTSCPT\DTR.TXT LPT1: Enter
```

DTR.TXT is a file contained on the Xerox Ventura Publisher Utilities disk in the POSTSCPT directory. Once this file is transmitted, it does not ever need to be re-transmitted unless another program resets your printer. It remains in the printer, even when the power to the printer is turned off.

Changing width tables

Each printing device creates individual letters and symbols differently, with a different shape, height, and width. Xerox Ventura Publisher must know, for each device installed, the width of each character for each typeface and size. This width information is then used to adjust the position for each character on the screen so the end of each line, paragraph, and page match the printed output.

During the initial installation process, Xerox Ventura Publisher automatically creates files, called width tables, which provide this information for each printing device installed. When you select a different device, as described in the section Changing Output Devices, the matching width table should be loaded.

To load a different width table:

1) Select Load Different Width Table (i.e., Font Metrics.) The Item Selector appears, and width table files names are shown. These files have names like XRX4045.WID and POSTSCPT.WID.

2) Select the width table desired.

3) Select OK for you choices to take effect.

If the current width table is for a different printer than the Device Name currently selected, **Quality** (shown at the top of the Set Printer Info dialog box) changes from Ultimate to Draft.

Whenever you save a style sheet, a reference to the width table currently in use is stored with that style sheet. This assures that the chapter always prints the same way, even if you later load another width table.

Draft printer

If you ultimately want to print to a device not connected directly to your computer (perhaps a typesetting machine), but want to create rough draft copies on your local printer, you have a problem. The character widths used by your draft printer don't match the widths used by the ultimate output device. When you print the chapter on the Ultimate device with a different width table, lines, paragraphs, and pages will all contain the wrong number of characters, and the chapter will look totally different from the one you originally created.

The solution is to use the Ultimate output device width table with your local printer. While this produces a chapter on your local printer with the wrong word spacing, justified text will still look justified, and the number of characters on each line, paragraph and page will exactly match what gets printed on the ultimate output device.

Default width table

The width table for the *first* output device installed (primary device) is automatically copied during installation to a file called **OUTPUT.WID**. This is the default width table. Its purpose is to reconfigure style sheets which are transferred between systems which use different printers.

As an example, a style sheet created on a system which uses an HP LaserJet and copied to a system which uses a PostScript printer will automatically adapt correctly to the PostScript printer's width table if you load OUTPUT.WID before the style sheet is copied from the LaserJet system.

Use the width table name which matches the *printer* name (e.g., POSTSCPT.WID) if you want the character widths to remain the same regardless of which printer you are currently using. Use OUTPUT.WID if you want the character widths to change automatically whenever you copy the style sheet to a different system.

Add/remove fonts

```
┌─────────────────────────────────────────────────────────────┐
│ ADD/REMOVE FONTS (E:\VENTURA\OUTPUT.WID - POSTSCRIPT)    [?] │
│  ▓▓▓▓▓▓▓▓ Face ▓▓▓▓▓▓▓▓    ▓▓ Size ▓▓  ▓▓ Style ▓▓          │
│  ┌─────────────────────┐   ┌────────┐  ┌─────────┐          │
│  │▲│ Symbol           │   │▲│CUSTOM│  │ Light   │          │
│  │  │Avant Garde Gothic Book/Demi│  │   │ Normal  │          │
│  │  │ITC Bookman Light/Demi │   │      │ Bold    │          │
│  │  │Helvetica Narrow  │   │      │ L-Italic│          │
│  │  │Palatino          │   │      │ N-Italic│          │
│  │  │New Century Schoolbook│  │      │ B-Italic│          │
│  │  │ITC Zapf Chancery │   │      │---------│          │
│  │▼│ITC Zapf Dingbats │   │▼│     │ Resident│          │
│  └─────────────────────┘   └────────┘  └─────────┘          │
│  Command: [ Merge Width Tables... ] [ Remove Selected Font ]│
│           [ Save As New Width Table... ]                    │
│                                                             │
│                                          [ OK ] [Cancel]    │
└─────────────────────────────────────────────────────────────┘
```
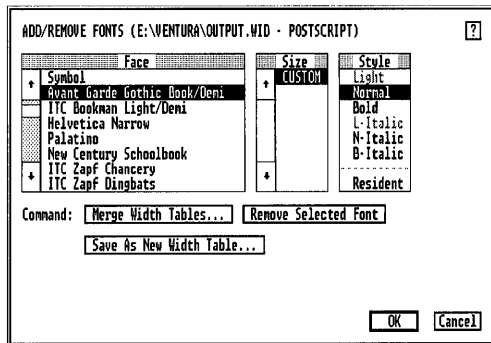
Figure 5–88   Add/Remove Fonts dialog box

Description

The **Add/Remove Fonts** option allows you to add additional printer fonts. It also allows you to disable automatic font downloading for each individual font.

Application

- Add typefaces

- Enable or disable automatic font downloading

Add fonts   Sooner or later you will want to add new fonts to Xerox Ventura Publisher. You can purchase fonts from any one of over a dozen companies. While these fonts are all different, the process of installing them is the same.

To add new fonts, follow these directions:

1) Copy all new fonts to the VENTURA directory. If you are adding fonts for a PostScript printer, make a directory called PSFONTS

and copy the fonts to this directory instead. (LaserJet fonts can also be copied to a different directory—See Appendix K.)

2) Copy the width table for these new fonts to the same directory to which you copied the fonts. Most font vendors supply a Ventura Publisher width table. Use the utilities described in Appendix K to create a width table if the font supplier did not provide one.

3) Run Xerox Ventura Publisher.

4) Select the **Set Printer Info** option in the Options menu.

5) Select **Load New Width Table** and load the width table for the *existing fonts* for your printer.

☞ Do not load the *new* width table using the Load Different Width Table command in the **Set Printer Info** option. You must always merge a new width table into one which already exists.

6) Select the **Add/Remove Fonts** option from the Options menu. The Add/Remove Fonts dialog box appears (Figure 5–88).

7) Select **Save As New Width Table** and save the *existing* width table under a new name to avoid accidentally modifying an existing width table.

8) Select **Merge Width Tables** and select the width table for the **new** fonts. These new fonts are added to those already in the existing width table. The combined set of faces, sizes, and styles are immediately shown in the Add/Remove Fonts dialog box.

9) Select any face, size or style which you don't wish to use, and then select **Remove Selected Font**. The font is removed from the combined width table.

10) Select Save As New Width Table and save the combined width table under a new name.

All the new fonts are now available for use.

☞ The two width tables merged together must both be for the same printer.

Resident and Download

The word **Resident** in the style portion of the dialog box means that the selected font (i.e., the Face, Size, and Style) is already resident in the printer prior to running Xerox Ventura Publisher. The word **Download** means that Xerox Ventura Publisher will download the font

from the computer's hard disk automatically during the print operation.

Whenever the fonts used to print a chapter reside on the computer hard disk, select **Download**. Anytime the fonts used to print a chapter have been placed in the printer and made permanent *prior to running Xerox Ventura Publisher*, select **Resident**. Appendix F describes how to download fonts to HP LaserJet printers.

Each font (i.e., each combination of face, size and style) must be individually set to Download or Resident.

Decrease print time

You can decrease print time when using an HP LaserJet or PostScript printer by eliminating automatic downloading. To do this, you must first download the fonts into your printer, and make them *permanent* prior to running Xerox Ventura Publisher. Use the utilities provided by the printer manufacturer. Use HPDOWN.EXE for the LaserJet printer (see Appendix K).

☞ PostScript fonts should be downloaded to the printer prior to running Xerox Ventura Publisher to avoid excessively long printing times.

Although you eliminate the time needed to download the fonts at the beginning of each print job, Xerox Ventura Publisher will not free the memory used by the fonts when pages which contain many graphics and few fonts are printed. Unless your printer contains several megabytes of memory, your printer may produce out of memory error messages.

Show/hide side-bar

Description

The Side-Bar is the left part of the Xerox Ventura Publisher screen which contains the Mode Selector, Assignment List, Current Selection Indicator, and Page Counter. **Hide Side-Bar** removes the entire side-bar from the screen, letting you see more of the page.

Application

Show/Hide Side-Bar provides a more complete view of the document which helps you to perform text editing and paragraph tagging.

Operation

1) Make sure the function you want to use (e.g., Text) is selected.

2) Select **Hide Side-Bar** in the Options menu, or press and hold the **Ctrl** key as you press **W**. The Side-Bar disappears.

To show the side-bar, select **Show Side-Bar** in the Options menu, or press and hold the **Ctrl** key as you press **W**.

While the Side-Bar is hidden, you can perform most of its functions in alternative ways:

• Change between modes using the View menu or the keyboard shortcuts.

• Tag paragraphs using the function keys (see the **Update Tag List** option in the Paragraph menu).

• Select Set Font (Text mode), Add New Tag (Paragraph mode), or Add New Frame (Frame mode) by pressing and holding the **Ctrl** key and then pressing **2**.

Show/hide rulers

Description

Show/Hide Rulers turns rulers at the top and left edges of the screen on or off.

Application

On-screen rulers help position pictures and graphics.

Operation

Select **Show Rulers** to turn rulers on. Select **Hide Rulers** to turn rulers off.

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 Setting** option in the Graphic menu.

Show/hide column guides

Description

Show Column Guides paints faint dashed lines on the screen that show the outline of each column.

Application

*   See how much space is left at the bottom of the column.

*   Aid in frame placement.

Operation

To turn column guides on, select the **Show Column Guides** option in the Option menu. To turn column guides off, select the **Hide Column Guides** option in the Option menu.

Column guides cannot be printed.

When Column Snap is turned on, frames which you create, move, or re-size will snap to these column guides. Column Snap works regardless of whether the column guides are shown.

Show/hide pictures

Description

The **Hide Pictures** option replaces line art and images with a gray rectangular box.

Application

- Increase the screen drawing speed.

- See the frame margins, if the frame contains a picture.

Operation

To turn *all* pictures off:

1) Make sure that no frame is selected.

2) Select Hide All Pictures in the Option menu.

To turn all pictures back on again, select **Show All Pictures** from the Option 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:

1) Select the Frame mode.

2) Select the picture you wish to hide/show.

3) Select the **Hide/Show This Picture** option.

☞ Unless specified otherwise at print time, hidden pictures do not print. Use this feature to produce draft copies without having to wait the additional time that some printers require to print a picture.

When pictures are hidden, a gray box appears within each frame, covering the exact area occupied by the picture. The space between this gray box and the frame edge shows you the current frame margin settings.

Show/hide tabs & returns

Description

Show/Hide Tabs & Returns provides visual markers for tabs, non-breaking spaces, line breaks, end of paragraph marks, end of file marks, index points, frame anchors, discretionary hyphens and other hidden inserted characters.

Application

Locate hidden characters while editing text.

Operation

To show tabs and returns, select **Show Tabs & Returns** from the Options menu press **Ctrl T**. To hide these characters, select **Hide Tabs & Returns** in the Options menu. Figure 5–89 shows some of the symbols used to display hidden characters.

Showing these characters takes additional space, which changes the location of characters on the screen slightly. This shift in no way affects how the page is printed.

It is recommended that you Show Tabs & Returns whenever possible to avoid accidentally deleting hidden characters.

Tab	Discretionary Hyphen	Non-breaking and other fixed spaces	Line Break	Paragraph	End of file
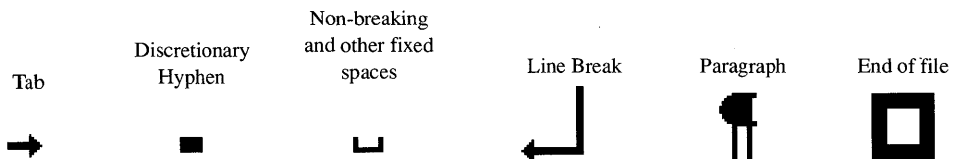
Figure 5–89   Tab, return, and space characters. Index and anchors display as small circle. Actual

Show/hide loose lines

Description

The **Show/hide Loose Lines** option highlights lines which exceed the
Maximum Space Width setting in the **Paragraph Typography** option.
Although Letter Spacing may be turned on to compensate for the loose
line which results when this space is exceeded, the line will still be
flagged as loose.

Application

Provide a visual 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 show loose lines, select the **Show Loose Lines** option from the
Options menu. To turn the loose line display off, select the **Hide Loose
Lines** option from the Options menu.

Loose lines are shown in reverse video (i.e., 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 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. See the Text mode section of the Modes of
Operation chapter.

Turn column snap on/off

Description

Turn Column Snap On forces all frames to align with the sides of the page's column guides.

Application

Force picture and text frames placed on the page to align perfectly with the text columns.

Operation

To turn column snap on, choose **Turn Column Snap On** from the Options menu. To turn column snap off, choose **Turn Column Snap Off** from the Options menu. A frame positioned within approximately 0.1 inch of a column guide will snap to that guide when Column Snap is turned on.

Turning column snap on does not move frames already in the Chapter until those frames are moved or re-sized.

When re-sizing a frame already placed on the page, only the side of the frame currently being moved snaps to a column guide.

Frames do not snap to the top or bottom of the column guides. However, if the top margin is an integral multiple of Body Text Inter-Line spacing, and Line Snap is turned on, you can force the frame to align exactly with the top of the column guide. (See **Turn Line Snap On** in the Options menu.)

Turn line snap on/off

Description

The **Turn Line Snap On** option forces frames to line up exactly with the Body Text Inter-Line spacing in the page.

Application

- 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.

Description

To turn line snap on, choose **Turn Line Snap On** from the Options menu. To turn line snap off, choose **Turn Line Snap Off** from the Options menu.

This option uses the Inter-Line spacing for Body Text to create an invisible grid to which frames are snapped. If Line Snap is turned on or if Body Text 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 Body Text, and if Auto-adjust styles is turned on, the Inter-Line spacing for Body Text will change. When you next select a frame, it will jump to the new line grid. To avoid this problem, either turn Auto-adjust styles off prior to changing Body Text font size, or turn Line Snap off prior to selecting a frame that you have already placed in the chapter.

Multi-chapter

```
MULTI-CHAPTER OPERATIONS                              [?]
        C:\TYPESET\&EXAMPLE.PUB              New
  +   C:\TYPESET\CAPABILI.CHP               Open
      C:\TYPESET\SCOOP.CHP                  Close
      C:\TYPESET\CHARSET.CHP              ................
      C:\TYPESET\&BOOK-P1.CHP             Save...
      C:\TYPESET\&BOOK-P2.CHP             Save As...
      C:\TYPESET\&BRO-L2.CHP             ................
      C:\TYPESET\&BRO-P3.CHP             Add Chapter...
      C:\TYPESET\&INV-P1.CHP             Remove Chap
      C:\TYPESET\&LSTG-P2.CHP           ................
      C:\TYPESET\&LTR1-P1.CHP           Print...
  +   C:\TYPESET\&MAG-P3.CHP             Make TOC...
      C:\TYPESET\&NEWS-P3.CHP           Make Index...
                                        Renumber...
                                        Copy All...

                                           [ Done ]
```
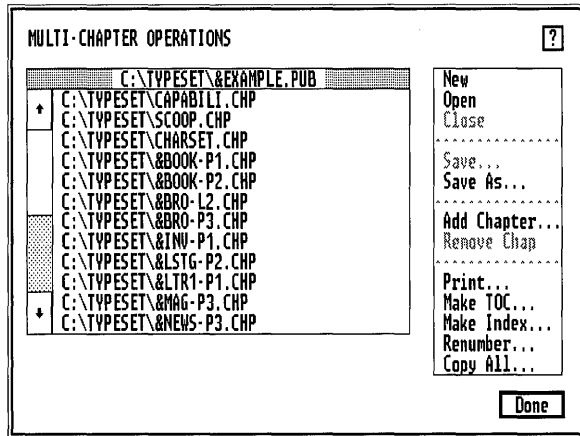
Figure 5–90   Multi-Chapter Operation dialog box

Description

The **Multi-Chapter** option allows you to combine a large number of chapters together into a **Publication**. You can then print, generate a table of contents, create an index, or renumber the pages for the entire publication.

Multi-Chapter also includes a file management utility that allows you to copy all files associated with a chapter or publication.

☞ Always use the Multi-chapter copy operation to copy chapters. Do not use the DOS **COPY** function.

Application

- Print very large publications, such as books or technical manuals. Each chapter can be created separately and can point to its own set of text, pictures and style sheets.

- Quickly see every file associated with an individual chapter.

- Automatically create front and back matter (table of contents and index.)

- Automatically continue page numbers across chapter boundaries.

- Copy every file associated with a chapter or publication, without accidentally losing a file.

Creating a publication

Xerox Ventura Publisher can print or copy publications consisting of up to 128 chapters. The **Multi-Chapter Operations** dialog box allows you to build a list of chapters, which can then be saved as a **Publication**. (A publication is nothing more than this list of chapters.) This list then tells Xerox Ventura Publisher which chapters to use during multi-chapter operations.

To create a publication:

1) Select **Multi-Chapter** from the Options menu. If you have made changes since the chapter or style sheet was last changed, you are prompted to save them. The **Multi-Chapter Operations** dialog box shown in Figure 5–90 appears.

2) If you want to create a publication that does not include the chapters already displayed, select **New**. The file names are removed from the dialog box. (The chapter files removed with this New command are not altered or deleted.)

3) If you want to retrieve a previously created publication, select **Open**. The Item Selector appears, and you can then specify which publication you wish to retrieve. Select **OK**. The **Multi-Chapter Operation** dialog box reappears, with the publication's chapters displayed.

4) If you want to add additional chapters to the list displayed, select the **Add Chapter** option. The Item Selector appears. After specifying the chapter file name, select **OK**, and the **Multi-Chapter Operation** dialog box reappears.

5) Continue selecting **Add Chapter** for each additional chapter you want to place in your publication. If you make a mistake and add a chapter that you don't want, select that chapter name, and then select **Remove Chapter**.

Rearrange chapter order

You can easily change the order in which chapters are placed in the list once you have created a list of chapters. Simply move the mouse cursor over the name of the file you wish to move, press and hold the mouse button, and then "drag" the file name to the new location. When you release the mouse button, the file name is inserted at the new location in the chapter list, and all file names below this point are pushed down.

To move a file name from the bottom to the top of a long list of chapters, scroll to the end of the list, and move the file to the top of the display area. Repeat until the file is at the top of the list.

Once the list of chapters is complete and in the correct order, save it by selecting the **Save As** option. The Item Selector appears, and you can then specify the file name. The extension **PUB** is automatically added to the file name. Note that you actually are saving nothing more than a list of chapters. The individual chapters and their associated text and picture files have already been saved.

Once the publication has been saved, you can create a table of contents or index for it, renumber the chapters in the order specified, print all chapters, or copy all the files associated with every chapter.

See all files in chapter

If you want to see what files are associated with any given chapter, first select the chapter name and then select **Open**. The individual files for that chapter are temporarily displayed. Select **Close** to return to the original display.

Select Open when a chapter name is selected to display the contents of that chapter. Select Open with no chapter name selected to retrieve a previously saved publication.

Multi-chapter print

To print the multi-chapter publication currently displayed, select **Print** in the Multi-Chapter Operations dialog box.

The options are identical to those described in the **To Print** option in the File menu, with one exception: if you have selected **Output To Filename** using the **Set Printer** Info option in the Options menu, you can specify whether you want to **Combine** print files into one big file or whether you want **Separate** files for each chapter. If you select

Separate, Xerox Ventura Publisher automatically creates individual files for each chapter, with the name you specify followed by the extensions C00, C01, C02, etc. If you select **Combined**, the entire publication is placed in one big file with the extension **C00**.

Table of contents generation

Xerox Ventura Publisher can automatically generate a table of contents by extracting tagged text from the publication. For instance, you can create a table of contents that contains every occurrence of text tagged as **Chapter Head** or **Sub Headline**, along with the associated chapter and page numbers. This table of contents is then stored as a text file, which you can load and format later just like any other text file and added to the front of the publication file.

To generate a table of contents for the publication displayed in the title bar of the **Multi-Chapter Operations** dialog box:

1) Select **Make TOC**. The **Generate Table of Contents** dialog box appears (Figure 5–91.) The current publication name is shown on the **TOC File:** line, 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.

2) Use the text cursor to change the TOC file name if you don't like the default name provided.

```
┌─────────────────────────────────────────────────────────┐
│  GENERATE TABLE OF CONTENTS                          [?] │
│                                                          │
│       TOC File:  C:\VPDOC\VPDOCTOC.GEN_____   │
│   Title String:  Table of Contents_____   │
│        Level 1:  [*Chapter Head]_____   │
│        Level 2:  [*Heading 1]+[C#]-[P#]_____   │
│        Level 3:  _____      │
│        Level 4:  _____      │
│        Level 5:  _____      │
│        Level 6:  _____      │
│        Level 7:  _____      │
│        Level 8:  _____      │
│        Level 9:  _____      │
│       Level 10:  _____      │
│                                                          │
│        Inserts:  [ Tag Text ] [ Tab ] [ Chapter # ] [ Page # ] │
│                  [ Text Attr. ]                          │
│                                        [ OK ]  [ Cancel ]│
└─────────────────────────────────────────────────────────┘
```
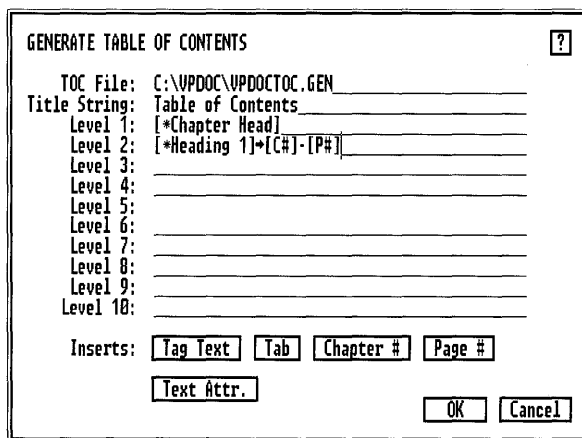
Figure 5–91   Table of Contents dialog box

3) Modify the **Title String**, if desired. This is the title that appears at the top of the first table of contents page.

4) Place the text cursor on the **Level 1** line, and then select **Tag Text**. This places the following words on the **Level 1** line:

```
[*tag name]
```

5) Use the keyboard cursor keys to delete the words **tag name** and replace them with the first tag associated with text you wish to place in the table of contents.

6) Move the text cursor to the end of the Level 1 line.

7) Select **Tab**.

8) Select **Chapter #** (if you want chapter numbers included).

9) Type a hyphen. If you want an En dash, type: **<196>**

10) Select **Page #**.

The Level 2 line on your display should look like the one in Figure 5–91. 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 chapter number and page number on which that text was found. You can add any other text or format information you require.

When finished, select **OK**. Xerox Ventura Publisher then automatically creates a table of contents.

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** option in the Load/Text Picture dialog box.

☞ To save the options you specified in the Generated Table of Contents dialog box, save the publication *after* creating the table of contents.

The table of contents for this manual was created using Xerox Ventura Publisher.

Index generation   Xerox Ventura Publisher can automatically create an index from the
references you inserted into the text using the **Insert/Edit Index**
option in the Edit menu.

To generate an index for the publication displayed in the title bar of the
Multi-Chapter Operations dialog box:

1) Create a publication file as described earlier in this section.

2) Select **Make Index**. The Generate Index dialog box appears (Fig-
ure 5–92). The current publication name, with the last three letters
changed to IDX and the extension GEN added, is shown on the
Index File line. Change this name if you don't like the default name
provided.

3) Modify the **Title String**, if desired. This is the title that appears at
the top of the first index page.

4) If desired, select **Letter Headings: On**. This places an **A** before the
first index entry beginning with the letter **A**, a **B** before the first
index entry beginning with the letter **B**, and so on. An exclamation
point (!) is used as the heading for all non-alphabetic entries.

The rest of the dialog box is automatically filled out as shown in Figure
5–92, and usually does not need to be changed. For those wishing to
change the default format:

```
┌────────────────────────────────────────────────────────────┐
│                                                            │
│  GENERATE INDEX                                      [?]   │
│                                                            │
│       Index File:  C:\VPDOC\VPDOCIDX.GEN_____       │
│                                                            │
│     Title String:  Index_____           │
│                                                            │
│  Letter Headings:  On    ▯                                 │
│                                                            │
│        Before #s:  ▸▏                                      │
│       For Each #:  [C#]·[P#] · [C#]·[P#]_____        │
│       Between #s:  , _____        │
│         After #s:  _____        │
│          "See ":   See _____        │
│       "See Also":  See also _____       │
│                                                            │
│          Inserts:  [ Tab ] [ Chapter # ] [ Page # ] [ Text Attr. ]  │
│                                                            │
│                                      [  OK  ]  [ Cancel ]  │
│                                                            │
└────────────────────────────────────────────────────────────┘
```
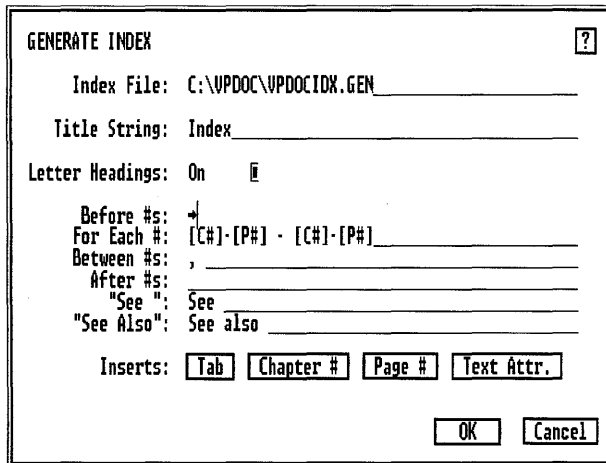
Figure 5–92   Generate Index dialog box.

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 line. 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#]`

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 line. 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 Xerox Ventura Publisher's index feature.

Renumber chapters

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 Chapter menu) and set the initial chapter, page, table, and figure counter for each chapter to **Previous Number + 1**.

To renumber chapters, select the Renumber option.

Copying chapters & publications

Since both Chapter and Publication files point to many different text and picture files, each of which may be in a different subdirectory, copying every file in a complete Chapter or Publication using the DOS COPY command is a laborious process. In general, the DOS **COPY** command does not work unless you intend to copy every file back to the same disk drive and subdirectory.

☞ **Do not use the DOS COPY command to copy chapters.**

The **Copy All** feature automatically copies all files associated with a chapter or publication (except hyphenation dictionaries). You can copy each type of file (e.g., style sheet, picture, text) to a different disk drive and subdirectory. Xerox Ventura Publisher automatically updates the references in the chapter (CHP) and publication (PUB) files to these new drives and subdirectories.

To copy the entire publication:

1) Open a publication file, or build a list of publications using the **Add Chapter** command, then save the resulting publication.

2) Select **Copy All**. Make sure no chapter name is selected, or you will only copy that one chapter. (To de-select a selected chapter, move the mouse cursor to an empty portion of the screen, and then press the mouse button once.)

3) The **Copy All** dialog box appears. (Figure 5–93). The **PUB or CHP:** line shows the name of the publication or chapter to be copied. The destination lines show the disk drive and subdirectory to which each file type will be copied.

4) On each destination line, enter the disk drive name, followed by a colon, *followed by a backslash* (\), followed by the subdirectory (if any) where you wish to place that file type.

5) **Shortcut:** if you want to save all files to the same disk and directory, enter information on the first destination line only, and then select **Make all Directories the Same as the First.**

6) Select **OK** to begin the copying process. Xerox Ventura Publisher creates any directory names requested that were not already in existence.

For example, to save all files in the publication to the root directory on the **A** drive, edit each line to look like Figure 5–93

☞ Pressing the **Enter** key does nothing in the **Copy All** dialog box in order to reduce the chance of accidentally starting the copy process before you are ready. You must select **OK** with the mouse to begin the copy process.

```
┌─────────────────────────────────────────────────────────┐
│ COPY ALL                                            [?]  │
│                      SOURCE (from this file)             │
│                                                          │
│      PUB or CHP:  C:\TYPESET\&EXAMPLE.PUB_____  │
│                                                          │
│                                                          │
│                    DESTINATION (to these directories)    │
│                                                          │
│       PUB & CHPs:  A:_____  │
│       STYs & WIDs: A:_____  │
│        Text Files: A:_____  │
│     Graphic Files: A:_____  │
│       Image Files: A:_____  │
│                                                          │
│          Command: [ Make All Directories the Same As the First ] │
│                                                          │
│                                    [  OK  ]  [ Cancel ]  │
└─────────────────────────────────────────────────────────┘
```
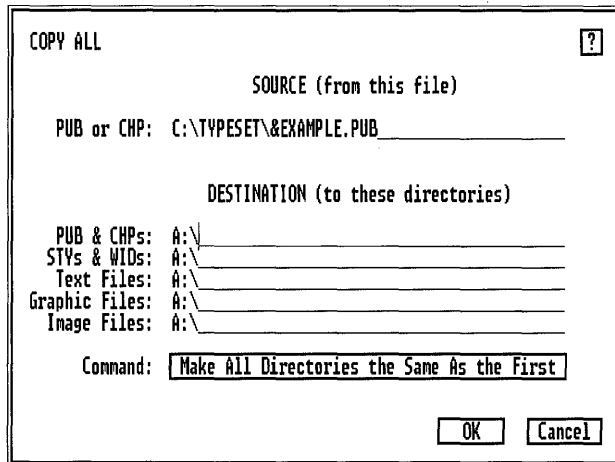
Figure 5–93   Copy All dialog box. Set to copy all files associated with EX-AMPLE.PUB to the A drive. You must include the backslash (\) at the end of each destination line or you may copy files to a different directory than you intended.

DOS allows only 112 files in the root directory of a floppy disk, but places no limit on the number of files that you can place in a subdirectory. Therefore, when you copy chapters containing a large number of small files, you should copy these to a subdirectory on the floppy disk.

If all the files from the publication will not fit on one disk, the following message appears when the disk becomes full:

```
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?
```

To continue the archive process, insert a blank, formatted disk in the drive, close the drive door, and then press **Enter.**

To copy only one chapter:

1) Select that chapter name from the list of files shown in the **Multi-Chapter** dialog box.

2) Select Copy All and follow the preceding instructions for copying a publication.

Retrieving a publication

3) Select the **Open** option in the **Multi-Chapter** dialog box.

4) Change the disk drive as described in the Item Selector section of the **User Interface** chapter.

5) Once the publication is opened, select **Copy All** and fill in the destination lines with the appropriate disk drive and directories, as described in the preceding paragraphs.

Figure 5–94 shows the Item Selector set to retrieve a publication that was previously copied to the A drive. All files are copied to the **TYPESET** subdirectory.

Retrieving a single chapter

To retrieve a single chapter that has been copied to another disk drive:

1) Select **Add Chapter.**

2) Once the chapter is shown in the Multi-Chapter dialog box, select the chapter name.

3) Select Copy All.

4) Fill in the **Destination** lines with the appropriate disk drive and directories.

When retrieving publications or chapters that you have saved on more than one disk, the following message appears:

```
This file could not be found: filename. Do you wish to
skip over it, or retry with a new disk, or cancel the
archive process?
```

Insert the next disk, and then select **Retry**, or press **Enter.**

```
COPY ALL                                                    [?]

                            SOURCE (from this file)

        PUB or CHP:  A:\&EXAMPLE.PUB_____


                          DESTINATION (to these directories)

      PUB & CHPs:  C:\TYPESET_____
      STYs & WIDs:  C:\TYPESET_____
       Text Files:  C:\TYPESET_____
    Graphic Files:  C:\TYPESET_____
      Image Files:  C:\TYPESET_____

          Command:  [ Make All Directories the Same As the First ]


                                        [  OK  ]    [ Cancel ]
```
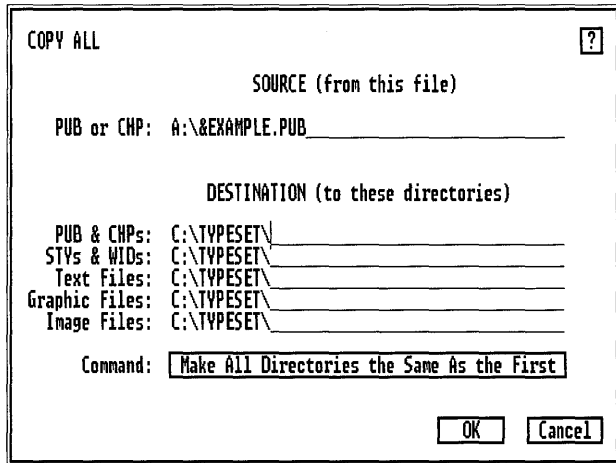
Figure 5–94   Copy All dialog box set to copy EXAMPLE.PUB files from the A drive to the TYPESET directory.

This page intentionally left blank.

PUTTING IT TOGETHER

This chapter tells you how to combine all the features in Xerox Ventura Publisher to produce your documents. It is divided into six sections:

- Learning hints

- How to create documents

- How to produce style sheets

- Creating typographic effects

- Performance improvement tips

- Shortcuts

Learning hints. This section tells you how to get the most of the training materials provided with Xerox Ventura Publisher, as well as where to get more information. The concepts which are unique to this product—chapters and tags—are reviewed briefly.

How to create documents. This section shows three fundamentally different ways to create a document. Each approach is described both visually and in writing.

How to produce style sheets. This section provides step by step procedures for creating a style sheet. Once you finish this section, read the next section on creating typographic effects.

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.

Performance improvement tips and shortcuts. For the advanced user, these sections provide tips that will improve your productivity and increase the speed of operation.

Learning hints

Training

Xerox Ventura Publisher combines both word processing and drawing functions with several unique features. One of the keys to learning this program quickly is to learn these unique capabilities immediately.

Read the training guide

Ideally you should read the Training Guide before proceeding with this chapter. 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.

Read this guide

The purpose of this Reference Guide is to explain each feature in detail, and to provide examples of how to get the most out of Xerox Ventura Publisher. This guide assumes that you already understand the basic operation described in the Training Guide. See page 1-1 in this manual for an overview of how to use this Reference Guide.

Other training

Training is available for Xerox Ventura Publisher from many sources:

- **Style guide**. A complete guide to proper design practices is *available for free if you send in your registration card.*

- **Xerox courses**. Several different courses, including Orientation, Long Documents, Newsletters, and Business Correspondence, are offered regularly in major cities throughout the world. In the US, contact (800) 445-5554 for more information.

- **Xerox authorized dealer training**. In the US, contact (800) 445-5554 for more information.

- **Books**. A number of excellent books are available about desktop publishing in general and Xerox Ventura Publisher in particular. These include:

  - Desktop Publishing Primer with Ventura Publisher, Kathy Lang, Howard W. Sams.

  - Inside Ventura Publisher, James Cavuoto and Jesse Berst, MicroPublishing.

- Mastering Ventura, Matthew Holtz, Sybex.

- Publishing Power With Ventura, Martha Lubow and Jesse Berst. New Rider Publishing.

- Ventura Publisher for the IBM PC: Mastering Desktop Publishing, Richard Jantz, Wiley.

- Ventura Tips and Tricks, Ted Nace, Peachpit Press.

- **User Groups**.

  - Ventura Publisher Users Group (VPUG).

  - Ventura Users of North America (VUNA).

- **Other Products.** Contact your local dealer for information on other products which enhance Xerox Ventura Publisher. These products include fonts, file management software, clip art, typesetter drivers, large screen displays, print buffers, and many other products.

Unique features

Xerox Ventura Publisher is similar to other programs you may already use. You can edit text as you do in your word processor, and you can draw the way you do in your drawing or CAD program. However, Xerox Ventura Publisher does contain several unique features which you must learn before you can enjoy the full power of the product. These unique features are described in this section.

Chapters

Most programs can work with only a few files at one time. For instance, word processors can handle only two documents at once. Most databases can manage only a few database files simultaneously. By contrast, Xerox Ventura Publisher can combine and publish up to 128 different text and graphic files in one document. To make it simple to save and retrieve all these different files, Xerox Ventura Publisher creates a blueprint of how they should be combined together. This blueprint is called a **Chapter File** (Figure 6–1). When you use the Open, Save, or Save As options in the File menu, you retrieve or save this blueprint. You also retrieve or save all the files which this blueprint (i.e., chapter) references.

Tags

All word processors let you change text to boldface, italic, underline, etc. These changes are usually called *text attributes*. Xerox Ventura

Chapter File

Creates a blueprint which shows which files are in chapter and
determines where they are placed.
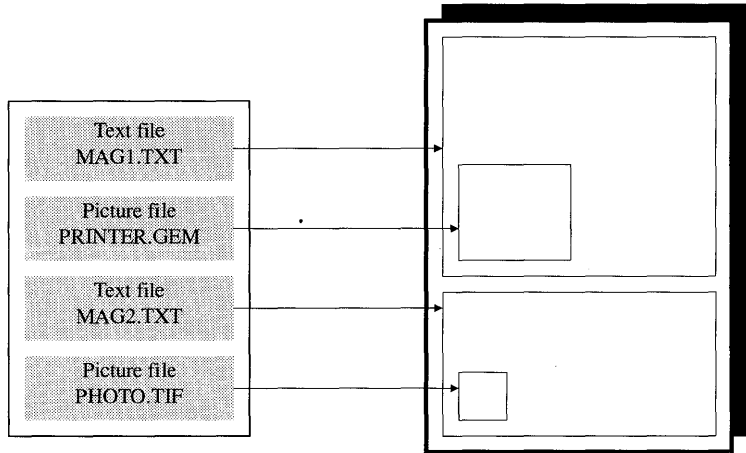
*Figure 6–1   The chapter file creates a blueprint of how all files in your
document should be combined together.*

Publisher doesn't restrict you to a few pre-set 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 documents, Xerox
Ventura Publisher allows you to attach a name to each style. These
names are called *tags*. Tags are stored in style sheets.

**Word
processing**

Differences from a word processor. The Text mode provides a
built-in text editor. Like a word processor, the Text mode allows you
to add, delete move, and copy text. However, unlike a conventional
word processor, the text appears 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.

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

1) Run Xerox Ventura Publisher by typing **VP Enter**. If Xerox Ventura Publisher is already running, select **New** from the File menu.

2) Select the Text mode.

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

4) Begin typing.

5) Select **Save** from the file menu. 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 function was used.

You may want to create a different text file name or word processor format from those automatically provided when you select Save. To do this, follow these steps prior to selecting Save:

1) Select the Frame mode.

2) Select the page.

3) Select the **File Type/Rename** option from the Edit menu.

4) Enter on the **New Name** line the text file name you wish to create.

5) Select the Text Format you wish to create then select OK.

When you select **Save**, the text files will be saved with the file name and format you specify.

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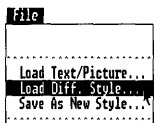
1) Load a style sheet which is similar to the format you are trying to produce. If no similar style sheet is available, load DEFAULT.STY from the TYPESET directory.

2) Immediately save the style sheet using the **Save As New Style** option in the File menu. 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.

3) Load the text and picture files you plan to use in your document. Use the **Load Text/Pictures** option in the File menu.

4) Select the Frame mode.

5) Select the **Page Size & Layout** option in the Chapter menu and change the Orientation and Page Type & Dimension.

6) Change the **Chapter Typography** settings, if necessary (see the Chapter menu).

7) While still in Frame mode, 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.

The steps up to this point are the same for each of the three document types (i.e., book, newsletter, and form). The remaining instructions apply to book documents only.
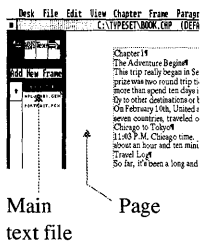
1) Select the page, then select the main text file (the one which should flow automatically from page to page). This action will place that text file on the first page and it will automatically create as many pages as necessary to fit the entire file.

Main text file / Page

2) Save the chapter using the **Save** option in the File menu. The chapter is given the same name as the text file you placed on the page, but with the extension changed to **CHP**. (Select **Save As** if you want to save the chapter under a different name.)

3) Change to the Paragraph mode. Modify the style sheet attributes to achieve the typographic effects you desire for each paragraph type (this is covered in more detail in the next major section in this chapter). For instance, select a paragraph that you want to use as a headline, select **Add New Tag** (in the Addition Button in the Side-bar), and then modify the Paragraph attributes for this new tag (Figure 6–2). You can now use this tag to format other paragraphs in the chapter.
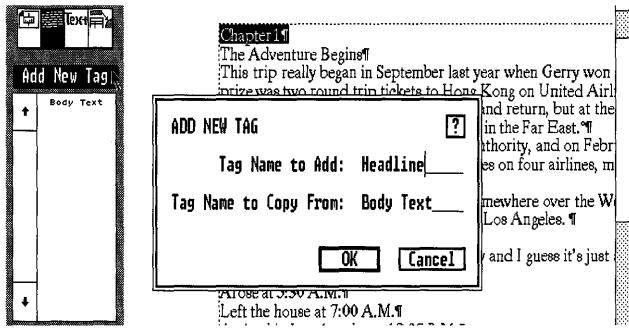
Figure 6–2   Add new tag to create new paragraph attributes.
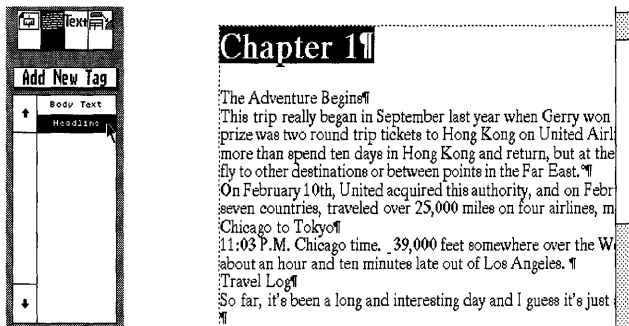
Figure 6–3   After creating a new tag, use the Paragraph menu to create new attributes. Then, assign this tag to a paragraph as shown above.
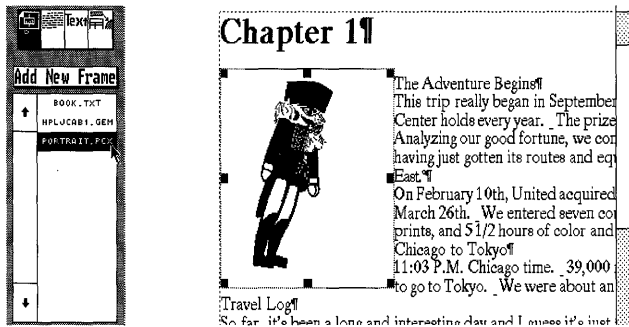
Figure 6–4   Add new frame to position pictures or additional text where you want them. Select from the Assignment List the name of the file you wish to place in the frame.

4) 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 Assignment List.

5) Use the **Add New Frame** Addition Button in the Side-bar to draw frames where you want to place pictures or additional text. Once the frame is drawn, place pictures or text into the frame by selecting the frame and then selecting the file name from the Assignment List (Figure 6–4).

6) After you have placed a file in a frame, select that frame, then look at each option in the Frame menu. Modify, as necessary, the settings for **Margins & Columns, Sizing & Scaling**, etc. for each frame.

7) If you want to annotate the information in a frame, switch to Graphic mode. Select the frame and then draw arrows, circles, box text, etc. to enhance the text or picture in the frame.

8) Use the Text features to edit text on the page, text in frames, and text in box text.

9) Use the Chapter menu options, such as **Headers & Footers, Footnotes, Auto-numbering**, and **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, use the **Multi-Chapter** option in the Options menu to number all pages correctly (if you number
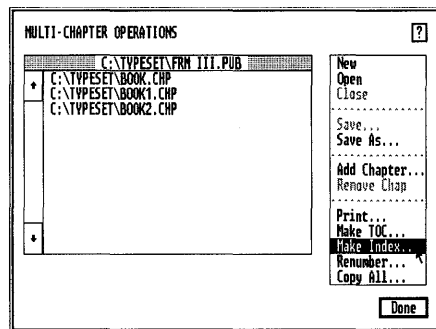
Figure 6–5   Create a publication which consists of all the chapters in your document. Use this publication to re-number chapters, make a table of contents, index, print all chapters, and archive every file in your document.

chapters with consecutive page numbers), create a table of contents, and produce an index (Figure 6–5).

Finally, use the Copy All feature in the **Multi-Chapter** option to archive the publication (the collection of all your chapters) to floppy disks or to another directory on your hard disk.

Newsletters

This sub-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:

1) Follow the first seven steps for the book strategy shown on page 6-8.

2) Use the **Margin & Column** option in the Frame menu to provide column guides to which frames can be *snapped* (Figure 6–6). Turn **Show Column Guides On** 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.

3) Use the **Add New Frame** command in the Side-bar to place frames wherever you want text to appear (Figure 6–7).

4) Place text or pictures into each frame that you drew in the last step (Figure 6–8). To place text in a frame, select a frame, then select a file name from the Assignment List.
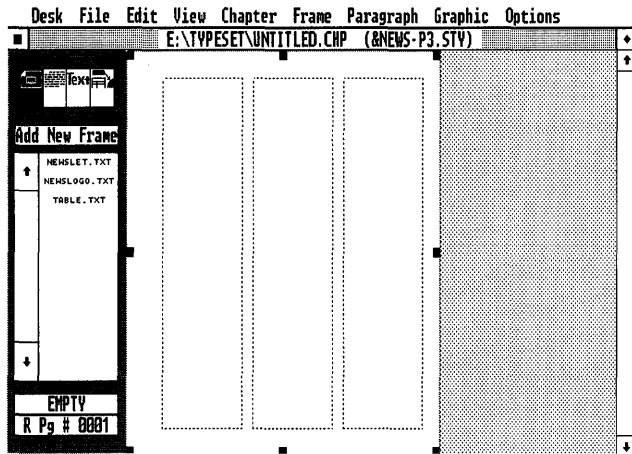
Figure 6–6   First step in newspaper layout: Create underlying grid with Margins & Columns.

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.
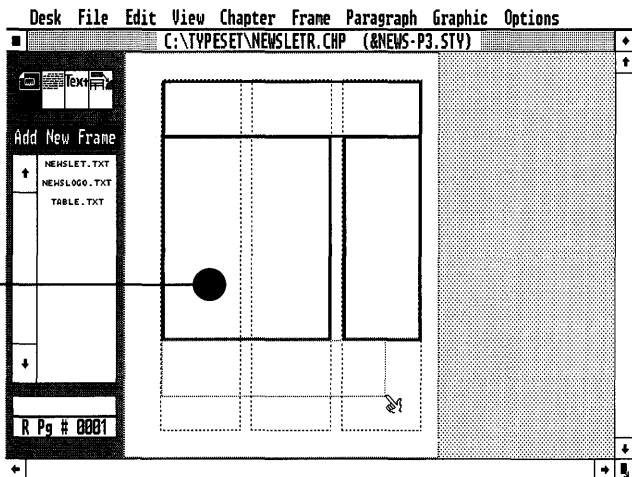
Figure 6–7   Second step in newspaper layout: Create Frames to hold various text files. Set margins and columns for individual frames.
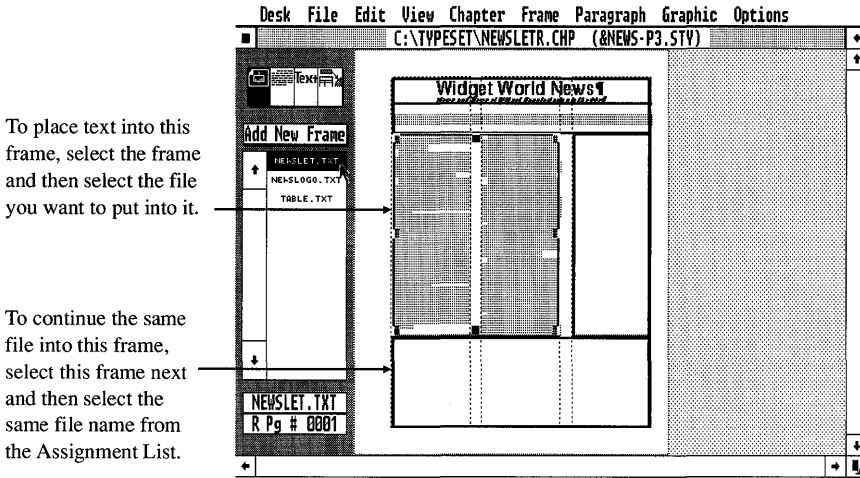
To place text into this
frame, select the frame
and then select the file
you want to put into it.

To continue the same
file into this frame,
select this frame next
and then select the
same file name from
the Assignment List.

*Figure 6–8   Place additional frames on page. Place text and pictures files
in each frame.* NEWSLOGO.TXT *was placed in top frame, and* NEWS-
LET.TXT was placed in second frame.

5) 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.

6) Use the **Insert New 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.

7) *To continue text into a new frame from a previous frame,* first select
the new frame, then select the text file name in the Assignment 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.*

8) Change frame attributes as needed using the options in the Frame
menu. You can change the number of columns, margins, ruling
lines, and frame background for each frame to create special ef-
fects.

9) 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. You can set the Page Break feature (Breaks option, Paragraph menu) to force text into the next frame.

If you want to annotate the information in a frame, switch to Graphic mode. *Select the frame* and then draw arrows, circles, box text, etc. to enhance the text or picture in the frame. Use the Text features to edit text in frames and text in box text.

Figures 6–6, 6–7, and 6–8 show how to compose part of the first page of a newsletter.

When placing text from the same file into different frames on the same page, 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 re-order text flowing within frames on the same page.

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

Since the newsletter approach places text in frames rather than directly on the page, new pages are not created automatically. Therefore, use the **Insert New 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?

Xerox 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, Xerox 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:

1) Turn **Show Tabs & Returns** on (Options menu).

2) Select the Frame mode. Select a frame which contains the text from the file you want to check.

3) Select the **Go To Page** option from the Chapter menu and select Relative to: **File**, Which Page: **Last.** This will take you to the last page in the chapter which contains text from this file.

4) Select the frame on this page which contains text from this file. If the end of file marker appears 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.

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 use then use to create subsequent chapters quickly. To create a template:

1) Open an existing chapter.

2) Use the **Remove File** option in the Edit menu to remove each file in the Assignment List from your chapter. For instance, select the first frame on the first page and then select **Remove File** in the Edit menu.

3) Select **Remove from: List of Files**, then select OK.

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, use the **Save As** option to save the chapter under a new name. For the next issue, all you need to do is retrieve this blank chapter, load the appropriate text and picture files, place these files in the frames that are already in the chapter, save the chapter **under a new name**, and then print.

An even faster approach is to use the DOS COPY 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 features in the **Multi-Chapter** option in the Options menu.

Forms

Xerox Ventura Publisher is extremely well suited to producing struc-
tured documents such as technical manuals and books. However, you
can also use it to produce unstructured documents such as forms, ads,
and brochures just as easily. You will want to use the following
techniques when creating these free-form documents:

- Use the Graphic mode's Box Text feature to place all text in the
  document.

- To change text attributes frequently, use the Text mode's Set Font
  feature rather than using tags.

Like text in frames, Box Text can be placed anywhere on the page.
Unlike text in frames, however, Box Text does not cause other text to
move out of the way.

Follow this general procedure:

1) Follow the first seven steps for the book strategy shown on page
   6-8.
2) Select **Show Tabs & Returns**.
3) Select the Graphic mode.
4) Select the page.
5) Select the Grid Settings option and set both horizontal and vertical
   grid spacing to the same amount you set for Inter-Line spacing (in
   this example, 3.00 points.)
6) Select the Box Text tool and draw a box on the page (Figure 6–9).
   If necessary, select **Line Attributes** from the Graphic menu and
   change the line thickness, or set Thickness to None. Select **Save To**
   prior to selecting OK in the Line Attributes dialog box.
7) Select Paragraph mode.
8) Create three new tags, then select **Alignment** from the Paragraph
   menu and set the tag alignment at Left, Center, and Right respec-
   tively. Change the font for these tags to whatever font you expect
   to be using most frequently. Create additional tags as desired to
   control placement within the box. Using combinations of Horizon-
   tal and Vertical alignment (**Alignment** option), you can place text
   in any corner, in any side, or in the middle of any box on the page.
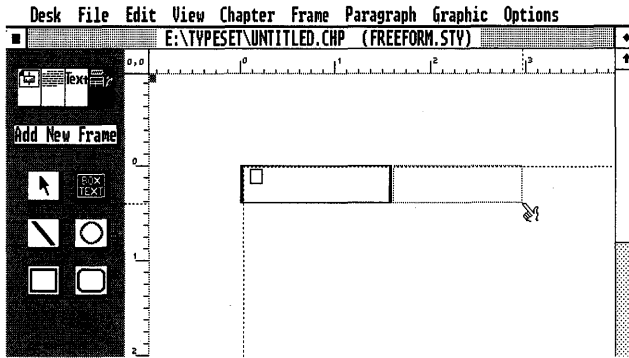
Figure 6–9   First step in form creation. Turn grid snap on. Draw box text and other graphics.

9) Use the **Update Tag List** option (Paragraph menu) to assign these new tags to the keyboard function keys.

10) Select the Text mode and type the text you want, into the boxes you just drew.

11) Tag text in the boxes, using the assigned function keys, to place text where you want it within each box (Figure 6–10).

12) While still in the Text mode, select text, then select the **Set Font** button to change its font. You can change the typeface, size, and style (weight). Alternatively, press and hold either shift key and press the up and down arrows to make the font larger and smaller interactively. Use the left and right arrows, while holding the shift key, to tighten or loosen the text.

13) Return to the Graphic Drawing mode and draw more box text, repeating the above procedures. You can move each box text around the page and place it wherever you want.

When you want to create a new page, select Insert New Page After Current Page in the Insert Page/Remove Chapter menu.

Figures 6–9 — 6–11 show how to create a simple calendar using this approach.
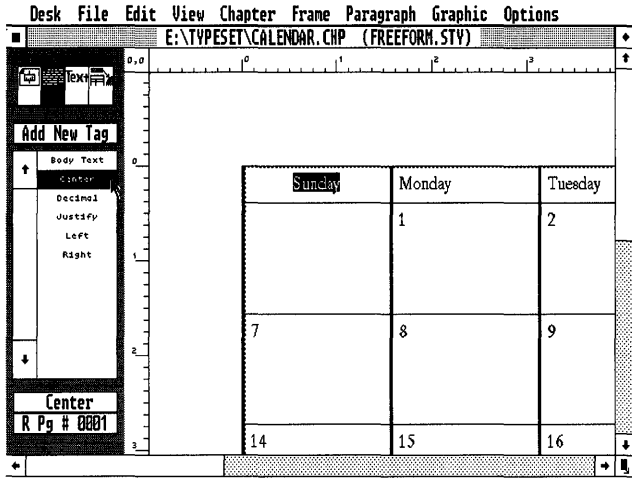
Figure 6–10   Type text in each cell. Then, tag each paragraph to align it within each box text. In the above example, the selected text is being centered.
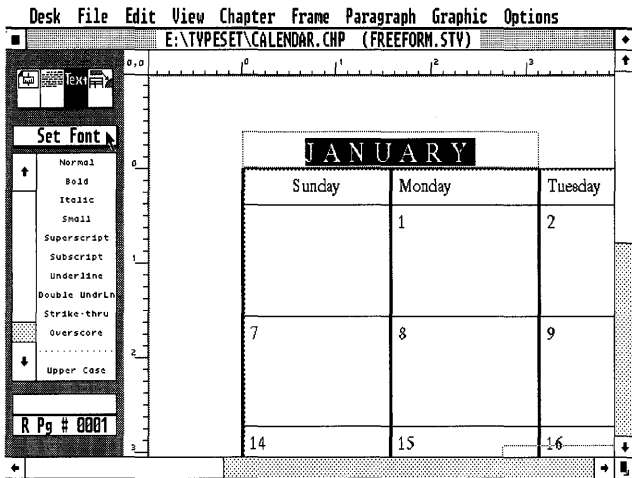
Figure 6–11   Use the Text mode to select text and increase its font size.
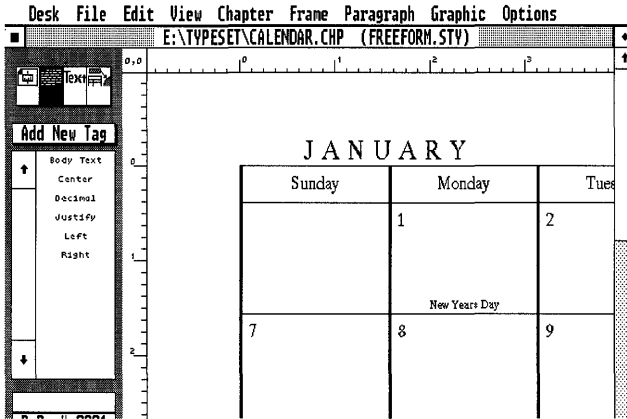
Figure 6–12   Finished calendar.

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 Assignment 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 either by choosing the **Load Different Style** option in the File menu, or by opening an existing chapter (which automatically loads the associated style sheet.) Once you have loaded a style sheet, you can modify it by:

- Changing the settings in the Paragraph menu.

- Changing the setting for the **Page Layout, Chapter Typography, Widows & Orphans, Auto-numbering**, and **Footnote** settings options in the Chapter menu.

- Modifying the frame 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 select the **Save As New Style** option in the File menu, and specify a new file name, then a new style sheet is created.

☞ 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, select **Save As New Style** and enter a different style sheet name *before* saving the chapter.

To assure that a style sheet is never modified, use the DOS ATTRIB (DOS 3.2 or higher) or similar utility to set the style sheet to **READ-ONLY**.

Creating style sheets

To create a style sheet, follow these steps:

1) **Load an existing style sheet.** Most people find it easier to modify an existing design than to create a completely new style sheet. Use the **Load Different Style** option in the File menu. If you *do* want to start with a blank style sheet, load DEFAULT.STY from the TYPESET directory.

2) **Save the style sheet under a new name.** This keeps you from accidentally modifying an existing style sheet.

3) **Load a text file.** Place a text file on the page. This puts sample text on the page. As you make changes to the style sheet, you can see the effects on this sample text.

4) **Change the margins and columns.** Enable the Frame mode and select the page. Then select the **Margins & Columns** option in the Frame menu 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 more space to the left margin on right facing pages, to allow space for stapling and hole drilling.

5) **Change the settings for Page Layout, Chapter Typography, Auto-Numbering, and Footnote Settings options**. These five options in the Chapter menu are stored with the style sheet.

6) **Set the page's vertical rules.** Select the **Vertical Rules** option in the Frame menu, and enter information for both the left and right page.

7) **Modify existing tags.** Enable the Paragraph mode, select a paragraph and then tag that paragraph with the tag you wish to modify. Use the options in the Paragraph menu to change the attributes of the tags in the existing style sheet. You may want a different typeface or size, or perhaps different spacing between lines. For each tag, it is good practice to examine each option in the Paragraph menu starting with **Font** and working down the menu to the **Define Colors** options. 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 retrieve immediately the last menu.

8) **Create new tags.** To create a new tag name, select the Paragraph mode and tag a paragraph with a tag similar in design to the one you want to create. Then select the **Add New Tag** button (located just below the Mode Selector). When you select **OK**, the new tag name is added to the Assignment 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.

9) **Delete unwanted tag names**. Use the **Remove Tag** feature located in the **Update Tag List** option to get rid of any tags you do not need.

10) **Save the style sheet.** Select the **Save as New Style** option in the File menu. Type a *new name* on the **Selection** line if you want to create a new style sheet. Otherwise, select an existing name in the Item Selector, and then select **OK**.

When you are finished, print the style sheet. Use the Print Style Sheet feature in the **Update Tag List** option (Paragraph menu) to produce a printed copy of all the settings in the style sheet. Print Style Sheet actually produces a file that you can load into Xerox 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 settings in the **Font**, **Spacing**, and the **Breaks** options. 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 (see the Paragraph **Spacing** section in the Menu Commands 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 Widow & Orphan)

- Auto-numbering settings

- The printer width table name

Tag Names

Most good designs use very few different tags. Although Xerox 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 author can enter them easily into the original word processor. (See Appendix D for a description on how to enter tag names directly in your favorite word processor.)

Choose tag names that make it easy for the user to see the hierarchy between related tags when looking at the Assignment List. For instance, the names **Heading** and **Sub Heading** definitely reflect a hierarchy, even though the two names will appear in different parts of the alphabetized Assignment 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.

The name **Body Text** cannot be changed or removed.

Unexpected new tags in style sheet

Text which you load using the **Load Text/Picture** option (File menu) may contain tag names which do not match the tag names in the current style sheet. Xerox 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, use the **Rename Tag** function to convert the tag name to lower case or initial capitals.

Generated tags

When you create a header, footer, caption, automatic section number, table of contents, or index, a tag is automatically created with the name **Z_HEADER**, **Z_FOOTER**, **Z_CAPTION**, etc. The initial tag attributes for these **Generated Tags** are taken from the current definition of Body Text. However, you can modify these generated tags like any other tag. For instance, to put a ruling line under each header, first enable the **Paragraph** mode, then select the header and, finally, use the **Ruling Line Below** option in the Paragraph menu to add the ruling line.

Generated Tags are always preceded by the capital letter **Z**. These tags are usually not shown in the Assignment List because they are not generally assigned to any non-generated paragraph. However, you can display them in the Assignment List by selecting **Show Generated Tags** in the **Set Preferences** option.

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.

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 L 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

- Tables

    - Tabs

    - Vertical Tabs

    - Spreadsheets

Reversed big first character

The **Special Effects** option in the Paragraph menu 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 6–13, where white text appears inside a black box. You can create this effect using a combination of options from the Paragraph menu. Once created, you can instantly format any paragraph in your document. This is the most complex effect described in this section.

The Special Effects option in the Paragraph menu lets you create a big first character at the beginning of a para- graph. Occasionally, you may want to create an effect similar to the one shown in Figure 6-9, 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

Figure 6–13   Reversed big character.

Note: 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.

1) Make the first letter (the one you want to make large) a separate paragraph (i.e., the paragraph consists of just one letter).

2) 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.

3) Select the Paragraph mode, then select the first paragraph that contains just the first character.

4) Select the **Ruling Line Above** option from the Paragraph menu.
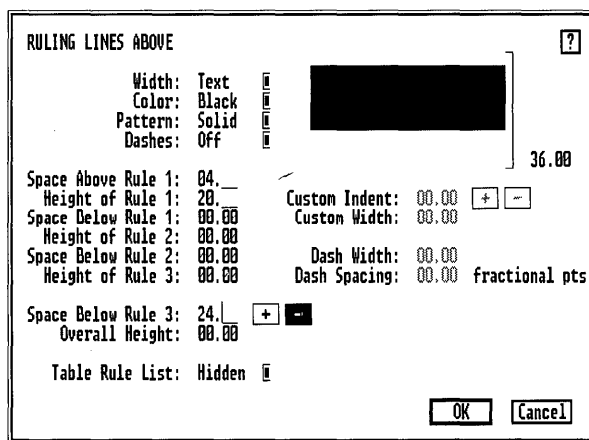
Figure 6–14   Ruling Line Above dialog box for the first paragraph.

5) Select Text for the Width setting.

6) Enter a Height for Rule 1 that is about 20% less than the point size you plan to use for the big first character. For example, create a 20 point rule for 24 point type.

7) Enter the difference, on the Space Above Rule 1 line, between the point size you plan to use and the rule height. In our example, you would enter 4 points (24 - 20). This amount controls the space between the character and the top of the rule and can be changed later.

8) Enter a Space Below Rule 3 equal to the point size you plan to use for the big character.

9) Select the - (minus sign) for the Space Below Rule 3. Select OK.

Figure 6–14 shows the Ruling Line Above dialog box for the first paragraph in the example shown in Figure 6–13.

1) With the first paragraph (the single letter) still selected, select the **Special Effects** option in the Paragraph menu.

2) Select Space for Big First: **Custom.**

3) Set the Space For Big First to the number of lines you wish to create for the big first character.

4) Select Set Font Properties and select the character size and typeface for the big character.

5) Select White for color.

6) Select **OK** and then select **OK** again.

7) Select the **Breaks** option from the Paragraph menu, then select **Line Break: Before.**

You have now finished creating the tag attributes for the first paragraph. To design tag attributes for the second paragraph:

1) Select the tag for the text that will follow the reversed letter.

2) Select the **Alignment** option (Paragraph menu).

3) Select Relative Indent **On.** Then enter an indent value of 2 to 3 fractional points.

4) Enter a 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.

```
┌─────────────────────────────────────────────────┐
│  "BigChar2" ALIGNMENT                      [?]   │
│                                                  │
│          Horz. Alignment:  Justified   ▐        │
│          Vert. Alignment:  Top         ▐        │
│           Text Rotation:   None        ▐        │
│            Hyphenation:    USENGLSH     ▐        │
│        Successive Hyphens: 2           ▐        │
│           Overall Width:   Column-Wide  ▐        │
│             First Line:    Indent      ▐        │
│          Relative Indent:  On          ▐        │
│                                                  │
│         In/Outdent Width:  02.0█  fractional pts │
│        In/Outdent Height:   001  lines          │
│                                                  │
│    In From Right to Decimal: 00.00              │
│                                                  │
│                            ┌────┐  ┌────────┐   │
│                            │ OK │  │ Cancel │   │
│                            └────┘  └────────┘   │
└─────────────────────────────────────────────────┘
```
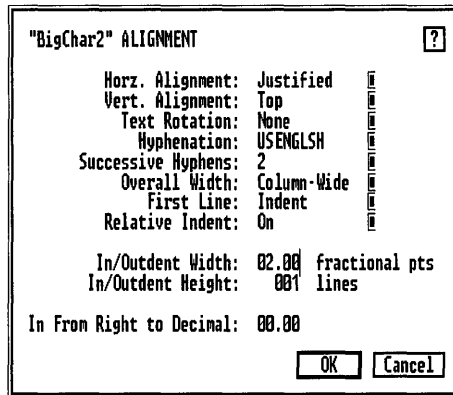
Figure 6–15   Alignment dialog box for the second paragraph.

5) Select OK. The **Alignment** dialog box settings for this example are shown in Figure 6–15.

6) With the paragraph text still highlighted, select the **Breaks** option in the Paragraph menu.

7) Select After for the Line Break setting.

Footnote superscripts

By creating the proper settings for the **Z_FNOT #** and **Z_FNOT ENTRY** tags, you can make the footnote number at the bottom of the page superscripted, without adding any additional space between lines. These are the tag names automatically assigned to the footnote number and footnote entry respectively.

To modify the footnote number:

1) Select the paragraph mode.

2) Select any footnote number at the bottom of the page.

3) Change its paragraph settings as follows:

Footnote number

Font   . . . . Two points less than footnote
Horizontal Alignment   . . . . . Left
Vertical Alignment . . . . Top

	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 6–16   Outdented heading. Set Line Break: Before for heading, Line Break: After for paragraph which follows.

```
Spacing Above        . . . . . . . . 0.00 points
Spacing Below        . . . . . . . . 0.00 points
Spacing Inter-Line   . . . . . . . 4.00 points
Spacing Inter-Paragraph    . . . . 0.00 points
Breaks        . . . . . . . . . . . No line, column, page breaks
Ruling Line Above   . . . . . . .  Space Below Rule 3 equal
                                    to Inter-Line spacing. Select –
```

Footnote text

Next, select any footnote at the bottom of the page. Set its Paragraph attributes as follows:

```
Spacing Above        . . . . . . . . 0.00 points
Spacing Below        . . . . . . . . 0.00 points
Spacing Inter-Line   . . . . . . . Normal Inter-Line spacing
Spacing Inter-Paragraph    . . . . 0.00 points
Breaks        . . . . . . . . . . . Before and After
```

The superscript height is controlled by the Inter-Line space of the footnote number. Use the Ruling Line Above option to subtract vertical space so that the footnote number does not add additional space between lines. No ruling line is actually created.

You can vary the height of the superscript by increasing or decreasing the Inter-Line spacing of the footnote number. If you do change its height, make sure to change the Space Below Rule 3 setting for the footnote number (**Ruling Line Above**) so that it matches the new

Inter-Line spacing. Also, *you must select the minus button for Space Below Rule 3.*

Finally, if you want to add space between each footnote, increase the Space Above setting for the footnote number.

Headings (outdented)

One of the most common typographic effects is a heading or sub-head which is outdented into the left margin. The heading at the top of this page is a good example. Note how the text in the paragraph following the 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:

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:

Line Break   . . . . Before
Spacing In From Right   . . . . . Column width minus left gutter
                                 (this manual uses 24 picas)

Indents/Outdents

The following sub-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.

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 6–17   Lead-in example. Note that the lead-in is a separate paragraph.

The simplest way to create an occasional bold or italic lead-in is to select the lead-in text (use the Text mode) and assign one of the attributes from the Assignment List or the Set Font option. 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.

1) Select the Paragraph mode.

2) Select the lead-in paragraph. (If necessary, select the Text mode and make the lead-in a separate paragraph by placing the text cursor immediately after the lead-in and then pressing the **Enter** key.)

3) Select the **Add New Tag** button and create a new tag name for the lead-in.

4) Select the Paragraph menu and change the lead-in attributes to:

   – Font: **Bold Italic** (or other attribute which will highlight the lead-in).

   – Line Break: **Before** (**Breaks** option).

   – Keep With Next: **Yes** (**Breaks** option).

5) Select the paragraph which follows the lead-in.

6) Select the **Add New Tag** button and create a new tag name for the paragraph which follows the lead-in.

7) Change this second paragraph's attributes to:

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 6–18 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 in the Text mode, simply press the function key to make the text move into or away from the margin.

Simple indents and outdents

Create simple indents and outdents of the type shown in Figure 6–18 by using the In/Outdent Width feature in the **Alignment** option of the Paragraph menu. Simply set the Width and the Height (i.e., the number of lines to be indented). To set an outdent rather than an indent, change First Line from Indent to Outdent.
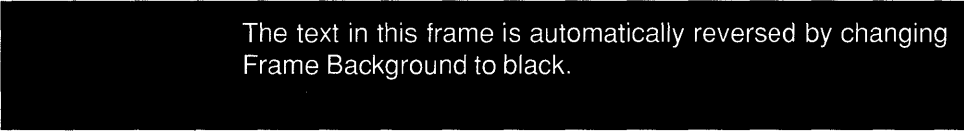
Page 3   This is another example of a hanging indent. The words **Page 3** are actually a separate paragraph. See the previous section (Headings (Outdented) for a description of how to create this effect. This outdent has Horizontal Alignment set Right.

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 6–18   Hanging outdents and indents.

Reverse Type

The text in this frame is automatically reversed by changing Frame Background to black.

Figure 6–19   Reverse type. Your printer must be able to print white text (LaserJet printers cannot).

Reverse type means that white letters are printed on a black background. Check Appendix F to see whether your printer supports this style of printing. To reverse all text on the page or frame:

1) Select Frame mode and then select the page or frame.

2) Select Frame Background.

3) Select Background: **Black**.

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:

1) Select the Paragraph mode.

2) Select the one-line paragraph that will print in reverse type.

3) Select the **Font** option from the Paragraph menu.

4) Select Color: **White**. Note that after you select OK, you cannot read the text, because the letters and background are both white. Follow these next steps to correct this apparent problem.

5) *With the paragraph still selected*, choose Ruling Line Above option in the Paragraph menu.

6) Select Width: **Frame**. Select Pattern: **Solid**.

7) Enter a Height for Rule 1 that is larger than the point size of the tag. For example, create a 36 point rule for 24 point type, or a 24 point rule for 18 point type.

8) The ruling line must be shifted down to cover the line of text below. Calculate the distance to shift the ruling line as follows:

   – Add the ruling line height and the type point size.

   – Divide the total by 2.

– Enter the result on the Space Below Rule 3 line.

9) Select the – (minus sign) for Space Below Rule 3 feature. Choosing minus *subtracts* space, so that the ruling line moves downward, on top of the text.

Example:

For the text shown in Figure 6–20, the text is 24 points and the ruling line is 36 points. The amount of shift entered on the Space Below Rule 3 line is:

$$\frac{24 + 36}{2} = 30$$

Thus, in this example you would enter 30 fractional points for Space Below Rule 3 and would then select – (minus sign) to move the rule downward by 30 points.

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 for the frame background or ruling line. Change the text color from white to black, if the pattern is an extremely light one.

Text reversed within a rule

The text in the previous paragraph is contained within a ruling line. The most important setting for this paragraph is the Space Below Rule 3 for the Ruling Line Above. This space must be *negative* to move the ruling line down over the text.

Figure 6–20   Reverse text within a ruling line.

Tables

The **Professional Extension** to Xerox Ventura Publisher (available as a separate option—consult Xerox or your local dealer) includes capabilities for creating sophisticated tables. This includes the ability to import text from spreadsheet print files and database delimited files and place them directly into tabular format.

Simple tables

You can, however, design many types of simple tables with the standard version of Xerox Ventura Publisher. Design the simplest types of tables by placing tabs between each item in the table. Use the **Tab Settings** option in the Paragraph menu to set the horizontal position for each item following a tab. Tables such as the one shown in Figure 6–21 can be easily formatted in this way.

The table in Figure 6–21 has been created with one tag. The first tab stop for this tag is set to 1 pica to provide the indent for the words **Cash, Marketable Securities**, etc. The next tab stop has Tab Shown As: **Leaders** rather than Tab Stop Shown As: Open Space. To make dots appear, Leader Char: **...** has been selected. The leaders between the words Assets and 1987 in the heading are covered with a rectangle drawn in the Graphic mode. The rectangle has no line attributes and has a solid white fill pattern.

Assets	1987	1988	Change
Short Term Assets			
Cash	$300,00	$1,534,768	$1,234,768
Marketable Securities	25,00	27,000	2,000
Total Short Term Assets	$325,000	$1,561,768	$1,236,768
Long Term Assets			
Property, plant, equip. . . .	$5,353,233	$5,833,987	$480,754
Development costs	2,386,682	75,231	($2,011,454)
Total Long Term Assets	$7,739,918	$6,209,218	($1,530,700)
Total Assets	$8,064,918	$7,770,986	($293,932)

Figure 6–21   Simple table using tabs.

For the last three tab stops, Tab Type has been specified as Decimal. Since no decimal point (.) has been typed, the text for these tabs appears to be right aligned. Note, however, the use of decimal tabs causes parentheses around negative numbers in the **Change** column to extend automatically into the margin.

The ruling line for the heading has been drawn using the Graphic mode. The **Alt** key has been pressed during the drawing process to ensure that the line is drawn in precise horizontal alignment.

The ruling lines under the words **Short Term Assets** and **Long Term Assets** are actually underlines that have been created by highlighting selected text in Text mode and assigning the Underline attribute from the Assignment List. To make the line appear thicker, the **Attribute Overrides** option in the Paragraph menu was selected and the Underline 1 Height increased. Use of this technique with tables allows you to create a single or double ruling line of any thickness for each tag while you work in Text mode.

Vertically tabbed tables

Text often requires several lines within the cell of a table. For instance, in Figure 6–23, the text **Prepares instructional material for customers** takes two lines within the table. Although you can create this effect by using the simple tab approach described in the last

<u>**Position**</u>
<u>**Depart.**</u>
<u>**Duties**</u>
<u>**Grade**</u>
Technical writer
Doc/Ed
Prepares instructional material for customers
10
President and chief cook and bottle washer
Admin
None
99

Figure 6–22   Table prior to tagging with the four paragraph tags used to create the vertical tab effect. Note that the text for each cell in the final table is typed as a separate paragraph.

sub-section. editing such a table can be very tedious; addition or subtraction of characters can cause text to go out of alignment.

A better, more sophisticated approach to building tables that contain several lines within each cell, uses several paragraph tags, one for each column in the table. The horizontal position for the column is set using the Spacing option's In From Left and In From Right Settings. Line Break is set to NO for each middle column, to Before for the first column and to After for the last column. These **Breaks** option settings enable the text in each paragraph to start at the same vertical position as the beginning of the previous paragraph.

The **Breaks** option settings also keep the columns in the table together. Keep With Next is turned **On** and Allow Within is set to **No** for each column except the last one. When a paragraph tag finally causes a line break, *the next paragraph after the line break will begin below the longest column since the last line break.*

Note, for instance, how the paragraph **Prepares instructional material for customers** controls where the words **President and chief cook and bottle washer** start. If this table had another row, the start of the next row would be determined by the length of the cell contain-

Column1:	Column 2:	Column 3:	Column 4:
In From Left: **0,00**	In From Left: **7,00**	In From Left: **13,00**	In From Left: **24,00**
In From Right: **23,06**	In From Right: **17,06**	In From Right: **7,00**	In From Right: **0,00**
Line Break: **Before**	Line Break: **No**	Line Break: **No**	Line Break: **After**
Keep With Next: **Yes**	Keep With Next: **Yes**	Keep With Next: **Yes**	Keep With Next: **No**
Allow Within: **No.**	Allow Within: **No.**	Allow Within: **No.**	Allow Within: **No**

Figure 6–23   Tag settings for each column in Figure 6-23.

Position	Depart.	Duties	Grade
Technical writer	Doc/Ed	Prepares instructional material for customers	10
President and chief cook and bottle washer	Admin	None	99

Figure 6–24   Same table as Figure 6-22 after the text for each column has been tagged.. The last "column" is centered within the margins set by the Spacing option.

ing the phrase **President and chief cook and bottle washer**, which is the longest in its row.

The effect which results from this approach is called a **vertical tab**. The **&TBL2-L1** style sheet in Appendix L provides a good example of a vertical tab.

See Figure 6-23 for examples of **Spacing** and **Breaks** settings for tables with vertical tabs.

Tables created with box text

For more complex tables, type the text directly into text boxes created using the Graphics Drawing option, then use the **Line Attributes** option to draw lines around these boxes. Follow the procedures described earlier in the Forms section of this chapter.

Import text from spreadsheets

You can bring text into Xerox Ventura Publisher from any spreadsheet, including Lotus 1–2–3 and Microsoft Excel. The range in the spreadsheet must first be printed to a file. This ensures that any formatting you see on the screen will actually be transferred to Ventura Publisher.

For instance, to print to a file from Lotus 1–2–3, enter the following:

```
/PFfilenameRrangeAGQ
```

Where **filename** is replaced with the name of the print file you wish to create and **range** is the name of the range you wish to print.

Text in a spreadsheet print file does not contain tab characters. Instead, spaces are inserted between columns. When you tag this text with proportionally spaced fonts, columns will no longer line up because the total width of the characters in each row is different.

If you want the text to align after you import it into Xerox Ventura Publisher, you must do one of three things:

- Tag the spreadsheet text with the Courier font. This is *not* proportionally spaced and therefore the columns will align.

- Manually edit the text using the Text mode or an external word processor to replace the space between columns with tabs. You can then format the text with the Simple Tables approach.

- Make each cell a separate paragraph. You can then format these paragraphs using the vertical tab approach.

Performance improvement tips

For advanced users, the following changes can dramatically improve Xerox Ventura Publisher's performance.

Downloading fonts

If you own a LaserJet Plus, LaserJet Series II, or compatible printer, Xerox Ventura Publisher automatically copies fonts from the computer to the printer as needed during the **To Print** operation (File menu). This feature makes Xerox Ventura Publisher simple to use, but it can result in long print times if each page in your document uses different fonts than the previous page. In addition, the first page will always take longer to print because *all* the fonts for that page must first be copied to the printer at the start of every print job. If your printer contains at least one megabyte of memory, you can improve performance dramatically by copying fonts to the printer *before* running Xerox Ventura Publisher. The HPDOWN utility will automatically copy fonts to the printer. For complete instructions on downloading fonts using this utility, see Appendix K under the heading **Downloading Fonts** in the section on the HP LaserJet printer.

Memory

Manage conventional memory usage

Remove as many device drivers and co–resident programs (such as Sidekick) as possible. Xerox Ventura Publisher is a large program that requires as much memory as possible. After you load Ventura Publisher, approximately 100–150K bytes of conventional memory remain. If you use 60-100K bytes of this for other programs or device drivers, very little space remains for your document. This in turn dramatically reduces performance by forcing Xerox Ventura Publisher to store part of the document on the computer hard disk rather than placing it entirely in RAM. You will begin to notice delays as you go from one page to the next if no conventional memory is still available.

If your computer contains more than 640K bytes of memory, you can utilize this extra memory to improve performance by using it to create a disk cache or RAM disk. If you have a choice, create a disk cache.

Disk Cache

If your computer contains EMS or extended memory, you can use a disk cache program to improve performance greatly. *The disk cache must be installed into EMS or extended memory, not conventional (640K byte) memory.*

The performance improvement is particularly noticeable in the following situations:

- Documents such as the SCOOP.CHP chapter in the TYPESET directory which use many fonts on a page.

- Long documents which do not completely fit in RAM memory (typically those which contain over 100K bytes of text).

- Network workstations and other systems in which background utilities reduce the amount of conventional RAM memory left for Xerox Ventura Publisher documents.

- Systems which have been enhanced by the addition of many new screen fonts.

Consult your dealer or RAM card manufacturer for recommendations on disk caches which will work with your system.

When using a disk cache, you can often eliminate the **BUFFERS =** statement in the CONFIG.SYS file. Taking this step makes more conventional memory available, thus further improving performance.

EMS memory

EMS memory can be utilized through a disk cache, as explained in the previous section. The Professional Extension to Xerox Ventura Publisher can address EMS memory directly, resulting in dramatic performance improvements, especially for long documents.

However, you can improve performance with EMS memory even without the Professional Extension, by making sure at least 128K bytes of EMS memory is available (i.e., not used by a disk cache or other program) before you run Xerox Ventura Publisher. Although only the Professional Extension uses EMS memory for storing the document itself, Xerox Ventura Publisher is able to place up to 108K bytes of system software in EMS memory. This makes additional

conventional memory available for the document, thus improving performance.

RAM disk

If your computer contains more than 640K bytes or memory, but you cannot use this memory for a disk cache, you can still improve performance by creating a RAM disk as follows:

1) Use the DOS **VDISK** command or other utility to create a RAM disk. This RAM disk must not reside in conventional memory (i.e., the 640K memory). It must reside in either expanded (EMS) or extended memory.

2) Use the ASCII function of your word processor to edit the VP.BAT file and add the command

   ```
   /O=n:
   ```

   to the end of the last line in this file, where **n** is replaced by the drive letter of your RAM disk.

As explained in Appendix A, the /O command directs all overflow files, created while Xerox Ventura Publisher is running, to another disk drive.

If you have created a disk cache, you do not need a separate RAM disk.

File management

If you create documents which contain many text and picture files, you can accumulate a large number of files quickly. If more than 128 files are placed in a subdirectory, you may begin to notice delays in accessing the files contained in this directory. For this reason, as well as to make files easier to find, you should place the files contained in a Xerox Ventura Publisher chapter in different subdirectories. The Multi-Chapter Copy option allows you to place the following file types in different directories:

- Publications and chapters
- Style sheet and width tables
- Text files

- Graphic (line art) files

- Image files

Change Screen Fonts

If you installed a full page display (e.g., Wyse 700, MDS Genius), Xerox Ventura Publisher automatically installed high resolution (VGA) screen fonts. These fonts look much better on your display, but because they contain more dots per inch, they take 40-60% longer to draw. If you want your screen to draw faster, you can switch to EGA resolution fonts. To do this follow these directions.

1) Change to the root directory of your hard disk (CD \).

2) Rename the VP.BAT file to **VP.OLD**

```
RENAME VP.BAT VP.OLD
```

3) Run the VPPREP installation program.

4) When VPPREP asks "Are you installing for the first time?" answer, **N.** This is very important. If you answer **Y**, you will re-install everything.

5) For screen display, select any one of the IBM EGA options. It doesn't matter which one you choose.

6) Choose the same mouse and same printer you have already installed. (If you installed more than one printer, you only need to specify one of them—any one of them will do.)

7) Follow the directions provided by VPPREP. When VPPREP is finished, copy VP.OLD to VP.BAT:

```
COPY VP.OLD VP.BAT
```

8) Run Xerox Ventura Publisher.

9) Select the **Set Printer Info** option in the Options menu. On the Screen Fonts line, replace the letters **VGA** with **EGA**.

You can now switch between EGA and VGA fonts as needed simply by typing the appropriate three letter name on the Screen Fonts line in the Set Printer Info option. Use the VGA fonts when you want a high

quality display. Use the EGA fonts when you want the screen to re-draw faster. The magnification of the screen will change slightly as you switch from one font resolution to another. This is normal.

Remove screen fonts

Xerox Ventura Publisher allows you to add up to 700 screen fonts at one time. However, all screen fonts are loaded each time you run the program, which can significantly increase the time you must wait for the program to start when you type **VP**. You may also notice a slight hesitation as the page redraws when you press the **ESC** key. It is good practice, therefore, to remove any fonts you do not regularly use.

As an alternative, group fonts together that you use for a given job and give all these fonts the same file extension. When you need these fonts, type this extension on the Screen Fonts line in the Set Printer Info option. Only the fonts specified on this line are actually loaded, and therefore screen redraw and program loading time are both significantly improved.

Menu option settings for speed

Kerning

Show kerning on the screen reduces drawing and editing speed. Since the computer screen has insufficient resolution to show kerning for small sizes, select **18** for On-Screen Kerning in the Set Preferences menu.

In addition, if your work does not require that Body Text be kerned automatically, turn Automatic Pair Kerning for Body Text **Off** in the **Paragraph Typography** option (Paragraph menu).

Mouse speed

Set **Double Click Speed** to **Fast** in the **Set Preferences** option if you don't normally use the "double-click" shortcut to select files in the Item Selector. The slower this setting, the longer Xerox Ventura Publisher must wait after your press the mouse button before it recognizes the selection.

Hide pictures

Use the **Hide/Show All Pictures** option in the Options menu to hide pictures when you do not need to look at them. This decreases the time you must wait for the screen to re-draw when you go to a new page or tag a paragraph.

Column balance   Column Balance (Chapter Typography option, Chapter menu) should
be temporarily turned **Off** if you plan to edit a document extensively.

Math Coprocessor

A math coprocessor will make no difference whatsoever in the perfor-
mance of Xerox Ventura Publisher.

Print buffer

The letterspacing, kerning, tracking, and other Xerox Ventura Pub-
lisher features provide total control over the horizontal and vertical
position of each character. This positioning information when com-
bined with font files and graphics results in the transfer of large blocks
of information between the computer and printer, even if you pre-
downloaded the fonts as described under **Downloading Fonts**. One
solution is to print the document to a file and then, at a later time, copy
this file to the printer as described in the **Set Printer Info** section. The
total time required to print to a file and then copy this file to the printer
is about the same as printing directly to the printer. However, the time
to print to a file is only 20-50% of this total time, thus letting you
resume your working session must faster. You can set up a small batch
file that will copy all the print files and then delete them during lunch
or overnight.

Print buffer programs can provide almost this same time savings
without needing to manually copy the print file at a later time. These
programs cause the printing to be temporarily stored in disk or RAM
memory and then printed in the background while you continue to
work with Xerox Ventura Publisher. The one drawback is that these
programs are always loaded in the background and therefore reduce
the space for your document which may result in somewhat slower
response when moving from page to page in longer documents.

Performance degradation

If performance degrades at any time, check to ensure that the CONFIG.SYS and AUTOEXEC.BAT files have not been changed by some other program which you installed after Xerox Ventura Publisher.

Shortcuts

Create identical frames

If the same size frame with identical margins, sizing & scaling, captions, ruling lines, captions, background, and image settings is to be used over and over, make one master frame of the proper size and add the desired margins, ruling lines and backgrounds. Then copy this frame to the clipboard, go to each page where you want the frame to appear, and paste a copy of the frame on the new page.

If the frame contains a caption with a figure or table counter, the correct number is automatically created when you paste a copy of the frame. If the page already contains other frames, the table or figure number of the frame you paste will be the highest number on the page.

☞ Pasting a frame onto the page from which it was copied results in two identical frames being placed on top of one another. Merely move one of the frames to another location.

Select frame underneath

When you place one frame entirely under one or more frames, you cannot select the frame 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 in succession, starting with the currently selected frame.

Precise frame size and placement

You can be place, size, and crop frames precisely using the **Sizing & Scaling** options in the Frame menu. 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 select **Show Rulers** (Options 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 re-size them as a group. To select several frames, make sure the Frame mode is enabled. Press and hold either **Shift** key on the keyboard as you select each frame. 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, hold down either shift key and select that frame.

Selecting any frame *without* pressing the **Shift** key de-selects all other frames.

Display without selection borders

When you are using any mode 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. Select the Paragraph mode to display the frames without these selection borders. To add borders that *will* print, use the **Ruling Lines** options in the Frame menu, as described in the Menu Commands chapter.

Copy-fitting

Copy-fitting is the process of making the copy (text) fit a given space. Xerox Ventura Publisher provides several copy-fitting tools that you can use individually or together to solve copy-fitting problems. These tools and their application are described below:

1) **Text Editing**. The traditional way, and still the best, to get copy to fit a given space is to add and delete text. Xerox Ventura Publisher's Text mode 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 **Line Snap** is turned on, 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 turned on. Make the frame exactly one or two lines high and equal to the width of either the column or the page, as necessary. This method is equivalent to the old practice of adding a one line block of lead, when type was set in lead.

When using this technique, remember that the **Widow and Orphan** control and **Keep With Next** settings (in the **Breaks** option of the Paragraph menu) may cause several lines of text and any associated heading to move to the next column or page. If this happens, use one of the other copy-fitting techniques instead.

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.

1) Select the Text mode and then select all the text which you wish to fit in a column.

2) Hold either **Shift** key.

3) Press the right or left arrow. This adds or subtracts a small amount of space between each letter.

4) Continue pressing the appropriate arrow until the text fits the space.

4) **Vertical Justification**. The Professional Extension to Xerox Ventura Publisher provides a vertical justification feature, which automatically assures that text reaches the bottom of a page or column.

How to enter typographic characters

Xerox Ventura Publisher can create documents with real typographic attributes, including em (—) dashes and typographic quotes (" ".) Since your computer keyboard doesn't contain these characters, Xerox Ventura Publisher allows you to enter them using the **Alt** key, as described in the Text mode section of the Modes of Operation chapter.

However, you can also enter these characters directly from your word processor by enclosing the decimal equivalent for the character (see Appendix E) inside of the appropriate brackets. For instance, you can insert an EN dash from a word processor by typing **<196>**. These codes can be entered easily if your word processor supports keyboard macros.

The most common typographic characters are open and closed quotation marks (" ") and em dash (—). If you select Auto Adjust: **" and —** in the Set Preferences option, then Xerox Ventura Publisher automatically converts inch marks (i.e. **"**) into open and close quotation marks, and also converts two successive hyphens (i.e., --) into a single em dash. Note that this is a one way conversion. When the chapter is saved, these characters are saved using the decimal codes inside of < > brackets.

Page break

With many word processors, you can create a new page at any point in the text. Xerox Ventura Publisher allows you to do this by selecting **Page Break: After** in the **Breaks** option of the Paragraph menu. However, you may want to create a page break during editing process. This is easy to do:

1) Create a new tag. When you select Add New Tag, copy the attributes from Body Text.

2) Set Page Break at **After** for this new tag. You can find this setting in the Breaks option of the Paragraph menu.

3) Use the Assign Function Keys feature in the Update Tag List option (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.

Create identical graphics

You can change the default line and fill attributes for each graphic object. This means that each time you draw a circle, rectangle, etc. the new object can be created with the line and fill attributes that you specify.

1) Select any graphic drawn in the Graphic mode (including Box Text.)

2) Select either the **Fill Attributes** or **Line Attributes** option from the Graphic menu.

3) Set the values you want.

4) Select **Save To...**

5) Select **OK**

All graphics of the same type (i.e., all rectangles) that you create *after* following this procedure will have these new default attributes.

You can also apply the new default values to any graphic which has already been created.

1) Select a graphic.

2) Select the **Line Attributes** or **Fill Attributes** option in the Graphic menu.

3) Select the Load From... option.

4) Select OK.

The default values for that graphic type will be applied to the selected graphic.

APPENDIX A
INSTALLATION SUPPLEMENT

This appendix contains additional information about installing Xerox Ventura Publisher.

Xerox Ventura Publisher is contained on either sixteen 5¼" or eight 3½" disks. Most of these disks contain printer drivers and fonts which let you customize the program for your particular combination of computer, graphics board, mouse, and printer. Typefaces designed for your particular display and printer are also included on these disks.

Installation with other programs

It is recommended that background utilities, such as Sidekick, not be installed when running Xerox Ventura Publisher. These utilities reduce the amount of memory available, resulting in slower operation. If background utilities are installed, it is not recommended that they be activated while you are running Xerox Ventura Publisher.

Hard disk space required

You need the following amount of space on your hard disk to install Xerox Ventura Publisher:

- 1.2M bytes for Xerox Ventura Publisher, display driver, one printer driver, screen fonts, and hyphenation dictionaries.

plus

- 300K bytes for example files, if installed. These can later be deleted, if desired.

plus

- 2.2M bytes for printer fonts (this space is not needed for PostScript printers).

Updating from version 1.0

If you previously installed version **1.0** of Xerox Ventura Publisher, read this section. No special steps are necessary to upgrade from version **1.1**.

If you added any additional fonts to version 1.0, these new fonts and associated width tables must be copied to a new subdirectory called **VENTURA**. If you modified the HYPHUSER.DIC file, also copy this file to the **VENTURA** directory prior to installation of version 1.1.

If you have not installed any other GEM programs, and have not copied any files to the following directories, delete all files in the **GEMSYS, GEMBOOT, GEMDESK,** and **GEMAPPS** directories as follows: (Respond with **Y** anytime the computer asks **Are You Sure?**)

```
CD  \GEMSYS  Enter
DEL  *.*  Enter
CD  \GEMBOOT  Enter
DEL  *.*  Enter
CD  \GEMDESK  Enter
DEL  *.*  Enter
CD  \GEMAPPS\VPSYS  Enter
DEL  *.*  Enter
CD  \GEMAPPS  Enter
DEL  *.*  Enter
RD  VPSYS  Enter
CD  \  Enter
RD  GEMAPPS  Enter
RD  GEMSYS  Enter
RD  GEMBOOT  Enter
RD  GEMDESK  Enter
```

Installation notes

Displays

VGA Gray Level Display. If you own a VGA display which is capable of producing levels of gray, select the VGA display option during installation which provides gray level support. Choice of this option will let you see shades of gray in TIFF images and will improve screen re-draw performance.

VGA 16 Color Displays. If you choose one of the multi-function cards shown at the end of the VPPREP display, you must use an analog monitor. Also, you must connect this monitor with a 15-pin to 9-pin cable. The 15-pin end connects to the board; the 9-pin end connects to the display. If you use the 800 x 600 mode available with some of these cards, you must use an analog multi-sync type monitor.

EGA Color Display. If you have an EGA display which is capable of displaying 16 colors, you can choose the color EGA option, even if you don't have a color printer. While the menus still display in black and white, you can set the color of any paragraph, selected text, ruling lines, or background pattern and the result will display on the screen.

Mouse

If you are installing for a Microsoft Bus Mouse, an IBM PS/2 mouse, Xerox 6065 or AT&T 6300, type the letter C. If your bus mouse does not function, consult the mouse documentation for information on proper configuration of the jumpers on the mouse plug-in board.

Other bus mice not listed, and serial mice that require a MOUSE.COM file (such as most models of the Logitech mouse) should also be installed as option C. Note: the Logitech serial mouse can be installed as option B, but better results are usually obtained by installing it as option C, and then installing the MOUSE.COM or MOUSE.SYS program (supplied with the mouse) prior to running Xerox Ventura Publisher.

If you choose a Summagraphics tablet, the active tablet area may not extend to all four corners of the tablet. This is normal.

Printers

Xerox 4045. The Xerox 4045 must have at least 450K RAM installed in order to use the 150 dpi driver, and at least 1.0 Megabyte RAM in order to use the 300 dpi driver. The status sheet which prints whenever you turn on the printer tells you the amount of RAM in your printer,

and shows the current configuration switch settings. Check these switch settings with those shown in Appendix F. If you have less than 1.0 megabyte in your 4045, install the 150 dpi printer driver. If you have more than 1.0 megabyte, install the 300 dpi driver.

Apple LaserWriter. Note that the Apple LaserWriter, LaserWriter Plus, LaserWriter NT, and other PostScript printers are installed by typing **E**. Consult Appendix F for important cabling and setup information for Postscript printers. The Apple LaserWriter can be connected directly to the PC, if the proper cable shown in the Appendix F is used.

IBM 4216. The IBM 4216 is also a PostScript printer, but one which connects to your computer through a special board. When you install this printer, select **LPT1:** as the port to which the printer connects. When you run Xerox Ventura Publisher, select the **Set Printer Info** option in the Options menu, and then change from LPT1: to **Direct**.

JLaser boards. The JLaser boards may require certain changes to the CONFIG.SYS file. Consult the JLaser reference manual, or call Tall Tree Systems for assistance.

HP LaserJet. The HP LaserJet (selection **B**) is different from the HP LaserJet Plus/LaserJet series II(selections **C** and **D**.) If you own an HP LaserJet, you need to purchase either the 92286F font cartridge or the LaserJet Plus upgrade kit from Hewlett-Packard. The 92286F font cartridge is the only HP font cartridge that works with Xerox Ventura Publisher.

When installing the HP LaserJet Plus, install **both** the 150dpi and the 300 dpi drivers. Install the 300 dpi driver first. You can then switch to the 150 dpi driver if the LaserJet displays an **Error 20** message in its status display during printing to indicate that it has run out of memory.

The HP LaserJet II and other LaserJet-compatible printers are installed as option **D**.

VP.BAT file

The advanced user can edit the **VP.BAT** file to quickly modify certain installation parameters without running VPPREP. You can also modify how Xerox Ventura Publisher is loaded into memory.

The following is a VP.BAT file which shows all the possible options:

```
CD  C:\VENTURA
DRVRMRGR  VP  %1  /S=SD_WY705.EGA/M=01/X=D:/X=E:/O=C:/I=C:\MINE/E=256/A=32
```

/S= Specifies the screen driver used. The extension for the screen driver determines the screen fonts which will initially be loaded. This can be overridden using the **Set Printer Info** option in the Options menu.

/M= Specifies the mouse port and the type of mouse. The first number specifies the port. 0=COM1, 1=COM2, 2 or 3 = any connection other than COM ports. The second number specifies the mouse type. 0=No mouse, 1=Mouse Systems or PC Mouse, 2=any mouse that used MOUSE.COM or MOUSE.SYS, 3=Microsoft Serial mouse, **:=** IBM PS/2 mouse.

/X= Specifies additional drives to include in the Item Selector. These will appear when you use the Backup button to move to the top level of the Item Selector. You can specify more than one additional drive, as shown in the example.

/O= Specifies a different drive for overflow files. This allows you to direct temporary files to a RAM drive for increased performance. The Professional Extension to Xerox Ventura Publisher uses EMS memory, eliminating the need for this option if you have EMS memory in your computer.

/I= Specifies a different directory for the INF files, which are stored at the end of each session when you Quit from Xerox Ventura Publisher. The INF files store the following types of information between sessions:

- The measurement system (i.e, inches, centimeters, etc.) used in each dialog box.

- View menu settings

- Option menu settings

- Mode (Frame, Text, etc.) settings

- The most recent style sheet used.

If more than one person uses the same computer, each can have his or her own BAT file. Each BAT file can specify a different directory for the INF files.

/E= Specifies the total amount of EMS memory that the Professional Extension of Xerox Ventura Publisher will take for the document. You must set /E=0 for Jlaser and certain other printers when running the Professional Extension. This switch is not used with the non-professional version.

/A= Specifies amount of memory to take from the screen graphic buffer (which is used to display images) and screen font buffer, and add to the text area. This effectively increases the memory available for your document and therefore may improve performance. Any integer between 1 and 32 can be specified. The number represents K-bytes of memory.

If you specify /A=0, 16K bytes of memory is taken from the screen **font** buffer, but none from the screen graphic buffer. This lets you increase performance without affecting the re-draw speed of image files. Xerox Ventura Publisher will not be able to load as many screen font files, however. Note that certain printers and some of the graphics converters contained in LOD files may not work if any number greater than 0 is used.

APPENDIX B
HYPHENATION

Xerox Ventura Publisher automatically hyphenates text whenever **Hyphenation** (see the **Alignment** option) is turned on. The placement of hyphens within a word is determined by a combination of a computer algorithm and a small dictionary (contained in the file HYPHEXPT.DIC, located in the VENTURA directory.) This dictionary overrides the algorithm for words where the algorithm fails. Since the algorithm fails on only a few words, only a few words are actually looked up in the dictionary. The result is very fast hyphenation.

However, while this combination of algorithm and exception dictionary seldom inserts incorrect hyphens, it may occasionally miss opportunities to insert hyphens. Also, you may want to suppress hyphenation for certain words. Therefore, Xerox Ventura Publisher also provides a **User Hyphenation Dictionary** in the file called HYPHUSER.DIC, also located in the VENTURA directory. This dictionary overrides both the algorithm and the system exception dictionary. Because of this dictionary, you not only can add hyphens that might otherwise be missed, but you can also force Xerox Ventura Publisher to hyphenate at a different point than the system would otherwise choose. You can also suppress hyphenation for a given word.

Add words to hyphenation dictionary

To add words to the dictionary, modify the file called **HYPHUSER.DIC** 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.

Long words   Only the first seven characters 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 **consideration** and **considerate**, will be hyphenated at the same points as **considerable**, even if you do not enter them separately in the dictionary.

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.

Hyphenation dictionary examples   The following are examples of entries into the hyphenation dictionary.

in-de-fat-i-ga-ble
moth-er-hood
plu-ral-i-ty
ventura
xerox

Foreign language hyphenation

Xerox Ventura Publisher provides seven hyphenation algorithms:

• American English (fast)

- American English (exhaustive)

- French

- German

- Italian

- Spanish

- UK English

Any two algorithms can be installed at any one time *and any two can be used within the same document*. This allows you to create multi-lingual, justified and hyphenated documents.

When you first install Xerox Ventura Publisher, both hyphenation choices are set to American English (fast.) To install different hyphenation algorithms, copy the appropriate hyphenation algorithm from the Utilities Disk to the **VENTURA** directory. Hyphenation algorithms are found in files with the extension **HY2**. Rename the extension from HY2 to HY1 if you want the algorithm to be the first hyphenation choice in the Alignment option. If only one hyphenation algorithm exists on the VENTURA subdirectory, it is the only algorithm used.

Only one file with the extension HY1 and one file with the extension HY2 should exist in the VENTURA directory at any one time.

Only one exception dictionary is used for all languages. To enter words for languages which use characters not available on your computer keyboard, use the < > codes, as described in Appendix D. For instance, to enter the French word **kaléidoscope**, with appropriate hyphens, type the following into the HYPHUSER.DIC dictionary:

ka-l<130>i-do-scope

Hyphenation accuracy

The standard algorithm used for American English is very fast and quite accurate, but it may miss some hyphenation opportunities. When you create documents with narrow columns, this may result in an excessive number of loose lines. For critical applications, a second algorithm for American English provides more complete, equally

accurate hyphenation, but takes somewhat longer to insert hyphens when text files are loaded and when text is added during text editing. This algorithm is contained in the file **USENGLS2.HY2** in the Utility Disk. Install as described in the previous paragraph.

For even more critical applications, the Professional Extension to Xerox Ventura Publisher contains a complete 130,000 word hyphenation dictionary, plus additional controls governing the rules of hyphenation.

APPENDIX C
PROBLEMS

Common questions

Consult the Index under the heading "Problems" 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 Xerox Ventura Publisher?

Yes. Many companies produce both printer and matching screen fonts which are compatible with Xerox Ventura Publisher. Consult **Add/Remove Fonts** in the Options menu section of the Modes of Operation chapter for information on how to install these fonts. Also, see **Appendix K** for additional details.

I loaded my font width table, but I can't seem to get my fonts to display or print.

1. Fonts which you add for your printer won't display on the screen unless you also purchase and load matching screen fonts. If you don't add matching screen fonts, only Helvetica (or Swiss), Times Roman (or Dutch), Courier, and Symbol will display on the screen. Screen fonts must all be copied to the VENTURA directory and must all have the same file extension in order for them to load correctly into Xerox Ventura Publisher. This extension must then be specified in the **Set Printer Info** dialog box.

2. You must use the **Add/Remove Fonts** option to **merge** a new width table into an existing width table. Otherwise, the wrong printer fonts may be selected. *Do not* use the Load New Width

Table function in the **Set Printer Info** option to load a new width table directly.

I can't get downloaded fonts to work correctly. What have I done wrong?

Xerox Ventura Publisher normally downloads the fonts for you automatically. You can download fonts yourself before running VP in order to decrease printing time. After you download the fonts, however, make sure you have done the following:

1. The resident/download feature must be set to **download** for *each* font (i.e., each combination of size, face, and style) in the **Add/Remove Fonts** option.

2. The fonts must be either in the VENTURA directory or in a directory specified in the HPLJPLUS.CNF file (LaserJet printers) or POSTSCPT.CNF file (PostScript printers).

3. The fonts must be downloaded using a utility that comes with the printer, a batch file, or (for the LaserJet printers) the HPDOWN utility that comes with Xerox Ventura Publisher. The HPDOWN utility is described in Appendix K.

Why do Swiss and Dutch look like Helvetica and Times? What's the difference?

Helvetica and Times Roman are trademarked fonts. If these fonts are not available for a particular printer, Xerox Ventura Publisher substitutes the Swiss and Dutch typefaces, which are quite similar.

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. Xerox 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.

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, 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 cable is connected.

2. Check that the cable is attached to the correct connectors on the computer.

3. If you are using a serial cable, check the wiring diagrams in Appendix F.

4. 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:.)

5. Check Appendix F for other important information specific to your printer.

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. Xerox Ventura Publisher has no way to tell 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.

How can I send the printer output to a disk file instead of to the printer? How can this disk file then be printed?

Read the **Set Printer Info** section in the Options menu portion of the Menu Commands chapter.

Copy files

How do I copy all the files associated with a chapter? The DOS COPY command does not work.

The Xerox 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 appears on the screen. In addition, when using the DOS **COPY** command, you may forget to copy some of the files in your chapter.

Fortunately, Xerox Ventura Publisher provides its own copy command 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. See the **Multi-Chapter** option in the Options section of the Menu Commands chapter for details on how to use the **Copy All** feature.

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 Frame mode.
2. Select the frame or page where you want the text or graphic to

appear.

3. Select the file name from the list of files in the Assignment List.

If you select the frame mode and then select the frame or page *prior* to loading a file, that file will automatically be placed into the frame or page.

I cannot get text to appear in a frame (or in footnotes, box text, captions, footers, or headers.)

This generally occurs when the tag for a given paragraph type (e.g., Z_BOXTEXT) is first generated. Since this tag's attributes are copied from Body Text, the Above, Below, In From Left, or In From Right space applied to the text may exceed the space available in the frame, footnote, box text, caption, header or footer. The solution is to:

1. Select **Show Tabs & Returns** from the Options menu.
2. Temporarily make the frame, box text, etc. larger until the end of paragraph or end of file mark is displayed.
3. Select the end of file mark, then select the **Spacing** option in the Paragraph menu. Reduce the Above, Below, In From Left, or In From Right spacing as necessary.

Why does the computer beep when the Item Selector appears? Also, why can't I find my file in the Item Selector?

The Item Selector cannot display more than 100 files. When more than 100 files match the file filter shown on the Item Selector's **Directory** line, the computer beeps and only the 100 most recent files are displayed. To correct the problem, modify the file filter (i.e., file extension) on the Directory line to display fewer files.

How can I access a disk drive other than C?

Simply edit the disk drive name on the Directory line in the Item Selector. For example, if the directory line displays **C:\TYPESET*.CHP** and you want to access the TYPESET directory on the D drive, change this line to read:

D:\TYPESET*.CHP.

If you always want the drive letter to appear when you use the

Backup Button to access the top level of the Item Selector, you need to specify the drive letter in the VP.BAT file. Add **/X=n:** to the end of the last line of the VP.BAT file, where **n** is replaced by the letter of the disk drive you want to appear in the Item Selector. For example, to make the E and F drive appear in the Item Selector, edit the VP.BAT file to look like this:

DRVRMRGR VP %1 /S=SD_X6655.EGA/M=32/X=E:/X=F:

My chapter has 0's and 1's 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** option. Remember, the **Load Text/Picture** option allows you to add files to an existing chapter whereas the **Save** and **Open** options save and retrieve *all* files that were previously loaded.

I can't see both pages of the document at once.

Select **Sides: Double** in the **Page Size & Layout** option of the Chapter menu.

How do I change text attributes in the headers or footers?

Use the codes shown in Appendix D within the **Headers & Footers** dialog box. The figure in the **Headers & Footers** option in the Menu Commands chapter provides an example 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 paragraph's font, use <D>.

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.

I cannot see pictures I placed into a frame. Why?

This usually occurs when large pictures are placed into relatively small frames. The picture is actually in the frame; however, the

portion displayed happens to be all white. The solution is to use the **Alt** key and mouse to pan a black portion of the picture into the frame. Alternatively, choose **Fit in Frame** in the Sizing and Scaling menu.

My color PC Paintbrush image only displays and prints in one color.

Multiple colors are not retained when PC Paintbrush images are converted into Xerox Ventura Publisher. Only the black color is retained and printed.

Why doesn't the text cursor appear in the middle of a blank page when I try to place it there?

Xerox Ventura Publisher is designed to format text within a given frame, starting at the upper left corner. If you want text to appear in the middle of a blank page, draw a frame at this point, placing the upper left corner of the frame at the position where you wish to start typing. Then, either place the cursor inside this frame and begin typing, or attach a box text to this frame and place the text in it.

When should I place text directly into a frame, and when should I use box text?

Place text directly into a frame when:

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 Xerox Ventura Publisher support?

Xerox Ventura Publisher supports any scanner that converts its images into TIFF, GEM image, or Z-soft's PC Paintbrush (version 2.5 or above) format.

Can I make text flow around irregularly shaped images like circles and triangles?

Yes. See the **Frame mode** section in the Modes of Operation chapter.

I can't get my PC Paint files to load. Why?

PC Paint is a different product from PC Paintbrush, and is not compatible with Xerox Ventura Publisher.

When I try to print a document, I get a message "device not receiving power." What is wrong?

Check to see if:

1. The printer is turned on.
2. Cables are attached and secured.
3. The cable you are using is the correct one for this printer.
4. The DOS MODE command (if used) has mapped the COM port to the LPT port correctly.

If you encounter this problem when you first use Xerox Ventura Publisher, an incorrect cable is the most likely cause of the problem. Check the cable with a continuity tester or similar device in order to verify correct wiring.

Does Xerox Ventura Publisher work on a network?

Xerox Ventura Publisher is neither licensed for, nor will it operate when run from a central file server. Separate copies of the program, running on individual computers, *can* print over the network to a shared printer in some network configurations. However, the network software which runs on the local computer may occupy so much RAM in some networks that very little space remains for Xerox Ventura Publisher. This decreases performance.

A network version of Xerox Ventura Publisher is available. Contact Xerox for pricing and other information.

Error messages and alerts

The following is an alphabetical listing of some of the messages that can appear in Xerox Ventura Publisher, along with an explanation of what they mean and what to do when they occur. For the sake of brevity, many of the simple messages are not included here.

A file by that name already exists. Do you wish to choose a new name or overwrite the existing file?

This message allows you to know that you are about to destroy an existing file. You can either save the file under a new name, or overwrite the existing file.

A 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.

An unexpected tag named: Filename was found between the Z_TBL_BEG and the Z_TBL_END paragraphs. Check for missing Z_TBL_END.

These error messages appear in the Professional Extension only. They indicate that a file brought into Xerox 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.

All 6 of your repeating frames are already in use.

Xerox Ventura Publisher allows up to six repeating frames per chapter. To correct this problem, you must make one of the existing six repeating frames a normal frame.

An ASCII error file named: Filename has been created with a list of the errors that occurred during cross-referencing.

This error messages appears in the Professional Extension only. Read the file into Xerox Ventura Publisher to see the list of marker and frame names which could not be referenced.

Caution! This request will delete Filename matching files. Are you sure you want to delete these files?

This message appears during DOS File Operations as a reminder that you are about to erase a file or files. Select Cancel if you don't want to continue with the delete operation.

Couldn't find overlay file.

This usually indicates that your system has too little memory to run Xerox Ventura Publisher. Use the DOS **CHKDSK** command to check on how much memory is left. If less than 520K bytes remains, Xerox Ventura Publisher probably will not run. Remove any background utilities.

Do you wish to remove the text from the selected frame or cancel the request?

When you type text directly into a frame (rather than using the **Load Text/Picture** option to load text into a frame), this text is stored in the chapter's caption file, along with all other captions, box text, and text typed into other frames. If you later try to assign a picture or text file to this frame, this message appears, warning you that the text in this frame will be permanently lost. If you don't want to lose this text, but you still want to place text into this frame, use the Text mode 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 want to save, save as, or abandon the changes you've made to this style sheet by removing/assigning tags?

This message appears when you select **OK** in the **Update Tag List** option. If you Abandon, all changes made in the Update dialog box are lost.

Do you wish to re-anchor just this page's frames, or all page's frames, or cancel the request?

This message appears when you select **Re-Anchor Frames** (Chapter menu). If you select **This Page**, Xerox Ventura Publisher looks through all the text on this page for anchor entries, and then moves frames throughout the document to these anchor points. If you

select **All Pages**, this process is carried out across the whole document.

Fatal Error! The VP.RSC file couldn't be found or would not fit in memory.

Fatal Error! The GEM VDI screen driver couldn't be loaded.

Fatal Error! There wasn't enough memory for the screen graphics buffer.

These messages usually indicate that you don't have enough memory to run the program. Remove any background utilities. Use the DOS **CHKDSK** command to check on how much memory is left. If less than 520K bytes remain, Xerox Ventura Publisher probably will not run.

Check the CONFIG.SYS file. If this file contains the statement DEVICE = GEMPRINT.SYS, try removing this statement, re-boot the computer, and then try running Xerox Ventura Publisher again.

Another possibility is that the INF files (which store configuration information between sessions) may have been corrupted. If CHKDSK indicates sufficient memory (more than 520K), delete all files in the VENTURA directory with the extension **INF** and then try again to run Xerox Ventura Publisher.

File name collision: *filename*. Do you wish to rename this file, ignore the collision & copy over, or cancel the archive process?

During the Multi-Chapter Copy process, this message appears if two files with the same name, but located in different directories, are to be archived to the same place. If you rename the file, you will end up with two unique files on the target 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 appears during the Multi-Chapter Copy 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, Xerox 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 placed automatically by Xerox Ventura Publisher. This includes headers, footers, and footnotes.

Index entries can't be inserted inside of a footnote entry.

You cannot place an index entry into footnote text placed at the bottom of a page.

Internal System Error! (Filename)
1. Note what you just did.
2. Use Save As... to save your work.
3. Call Tech. Support.

This message indicates that RAM memory may have been corrupted. Make certain that you are not running any background utilities simultaneously with Xerox Ventura Publisher. Follow these steps exactly:

1. Do not make any further changes to your chapter.

2. Use the **Set Preferences** option to change Keep Backup Files to YES.

3. Use the **Save As** option and save the chapter *under a different name* than shown in the Title Bar.

4. QUIT from Xerox Ventura Publisher.

5. Re-boot your computer and then run Xerox Ventura Publisher again. Re-load the chapter. If the message appears again, contact Xerox Technical support for further assistance.

No directory can be removed until all the files it contains have been deleted.

You must first delete all files within a subdirectory before the directory itself can be deleted.

No file by the name you've typed exists. Therefore, it can't be removed or have its file type changed.

You probably typed the wrong name. Spaces within the name make a difference. For example, **Heading 1** and **Heading1** are two different names.

No tag by the name you've typed exists. Therefore, it can't be renamed, removed, or converted to.

Check the tag name as shown in the Assignment List and try again. You probably typed the wrong name. Remember, spaces within the name make a difference. For example, **Heading 1** and **Heading1** are two different names.

Not enough memory to run the program. Either add memory to your system or check your CONFIG.SYS and AUTOEXEC.BAT files for any drivers or resident applications that can be removed.

You may be trying to run in a system which has less than 640K RAM.

You may be running a background utility that takes up memory space. Remove this background utility and try again.

Check the CONFIG.SYS file to see if any commands have been given which restrict the space available.

Only text files can be renamed and retyped using this command.

The **File Type/Rename** option is available only for frames that contain text.

Over 95% of internal memory has been used. You need to reduce the number of pages, frames, files, or paragraphs in this chapter or divide this chapter into two chapters.

This message appears when the combination of text, number of frames, number of paragraphs, and number of tags exceeds the amount of memory available. If your computer contains EMS memory, this does not help. However, the Professional Extension to Xerox Ventura Publisher allows you to use EMS memory to dramatically increase the size of the document you can produce without running out of memory.

Save or Abandon changes to this publication?

When you select **Done** in the Multi-Chapter Operations dialog box, Xerox Ventura Publisher reminds you to save the Publication if any changes have been made since it was last saved. 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 merge width tables intended for different printers (e.g. HP LaserJet Plus and Xerox 4045).

The file named: *filename* 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 Multi-Chapter COPY command 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 appears. See the Multi-Chapter option in the Options menu (Menu Commands chapter).

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.

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 file. You probably renamed or copied an incorrect file, or specified the wrong file name.

The new width table you created using the utilities on the Utilities Disk has not been created correctly. Make sure you placed the fonts in the correct order (i.e., Normal, Italic, Bold, Bold Italic.)

The format of the file named: Filename requires a loadable converter which is not present in the \VENTURA directory.

The file is not in a format recognized by any of the text or graphics converters currently available in the program. This error message also occurs if you use the /A switch in the VP.BAT file to increase the memory available to the program. With most configurations, you cannot use any number greater than 16 (i.e. /A=17 may not work). The error only occurs with the converters which are external to Xerox Ventura Publisher and contained in the files in the VEN-

TURA directory with the extension LOD (e.g., MULTMATE.LOD). Converters not contained in the LOD files are not affected by the /A setting.

The HYPH*.DIC and/or *.HY1 and/or *.HY2 files couldn't be found or were too large. These files are used to make sure that all words are correctly hyphenated.

At least one hyphenation dictionary and one algorithm must be located in the VENTURA subdirectory. To correct this problem, copy the appropriate files from the UTILITIES DISK to the VEN-TURA subdirectory.

The new Width Table file couldn't be loaded. You may wish to try reloading this width file after doing a NEW. For now, we are using the current file instead.

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, Xerox Ventura Publisher will not be able to find the width table. The current width table (e.g., OUTPUT.WID, located in the VENTURA subdirectory) will be used instead.

To prevent this problem, always use the Multi-Chapter Copy command rather than the DOS COPY command, when copying chapters to disk. To correct the problem, look at the contents of the style sheet file using the DOS TYPE command. While most of what appears on the screen will not be readable, you will see the name of the width table and the disk drive and subdirectory in which the width table file should be placed. Copy the width table to this directory.

The picture file you tried to load couldn't be converted. Either it wasn't in the proper format or there wasn't enough disk space for the conversion.

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 file which is created

during conversion. The solution is to copy the picture to your computer hard disk before running Xerox Ventura Publisher.

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, but loaded a LOTUS file 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 box.

Justification overrides tab settings. Therefore, you must select a Horizontal Alignment setting other than Justify (**Alignment** option, Paragraph menu) in order for tab settings to take effect.

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 Multi-Chapter Copy 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 during a Merge Width Table operation within the **Add/Remove Fonts** option. 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 Multi-Chapter Operations by selecting **Done**, then select **NEW** in the File menu to remove the existing chapter from memory. Finally, select the Multi-Chapter option and resume the archive process.

There wasn't enough space for all the requested font files. Some fonts may not display or print correctly.

This occurs if you use large screen fonts, or if you copy a large *number* of screen font files to the VENTURA directory. Either delete screen font files, or upgrade to the Professional Extension, which uses EMS memory to increase the number of screen fonts which can be loaded.

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.

In a 640K system, Xerox Ventura Publisher can load approximately 500K bytes of text, which can contain up to 48,000 paragraphs. These figures are approximate and depend on the following factors:

- The version of DOS you are running

- The screen driver you installed (higher version of DOS, and the color EGA driver reduce the amount of text)

- The size of the width table

- The number of paragraphs in your text

- The number of tabs in your text.

To correct this problem, use your word processor to break the text file into several smaller files, and then create two or more chapters instead of one large chapter. When publishing data from a database, you may be able to eliminate this error message by replacing paragraphs with line breaks. The Professional Extension to Xerox Ventura Publisher dramatically increases these limits through the use of EMS memory.

This file could not be found: *filename*. Do you wish to skip over it, or retry with a new disk, or cancel the archive process?

This message appears when you retrieve a large publication from several floppy disks. 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 **Skip**, the rest of the files in the chapter will be copied.

This frame is too complex to completely format. Try splitting it into two frames or reducing the number of columns, tabs, leaders, and lines of text.

This problem is caused by memory limitations in a 640K DOS computer. If this error message appears, try to format the page with fewer attributes (i.e, bold, italic), fewer columns, fewer tabs, fewer frames or fewer paragraphs.

You can also eliminate this message by drawing frames on top of each column on the page and then placing text into these frames instead of in the page. Since each frame is formatted independently, and since the memory limitation applies per frame rather than per page, the error will be eliminated if you place the text into many frames on the page.

For long documents, you will not want to draw frames on every page. To make the text flow automatically from page to page, read the **Repeating Frames** section of the Menu Commands chapter (Frame menu). The subsection entitled **Create more columns per page** describes a technique that allows you to eliminate the Frame Too Complex To Format message without drawing frames on every single page in a long document.

If you encounter this message frequently, you should consider upgrading to the Professional Extension and adding EMS memory to your computer. This will eliminate this error message without requiring any of the workarounds described here.

Unable to find Anchor Frame: *frame name.* Do you wish to ignore, rename, or delete this unresolved anchor frame reference?

This message indicates that Xerox 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**, Xerox Ventura Publisher continues with the anchoring process. If you select **Rename**, you are then asked to specify a new text anchor name. If you can remember the name which you specified for the frame, enter that name. If this name is correct, this new name replaces the old name

in the text, the frame is re-anchored, and the frame anchoring process continues. If you select **Delete**, the anchor name in the text is deleted.

Using the /A=memory command line switch may allow you to run but could cause some printers not to work. Read more about the /A= switch in the manual.

If your computer contains less than 640K RAM, or if you are using background utilities, or if you are using network software which uses more than 50K of RAM, you may not be able to run Xerox Ventura Publisher. In some cases, you can still run the program if you start Xerox Ventura Publisher by adding /**A=n** to the end of the second line of the VP.BAT file, where **n** is replaced with a number between 1 and 32. This number represents the number of K bytes to subtract from memory allocated to the printer and graphics buffers and reallocate to text files. The second line in the VP.BAT file will then look something like this (depending on which mouse and display are installed):

DRVRMRGR   VP   %1   /S=SD_X6655.EGA/M=32/A=32

Note, however, that the Cordata, AST, and JLaser printers may not work if you specify a large number. These printers may therefore not be usable in your system unless you upgrade to 640K RAM, eliminate background utilities, or run with a non-networked version of DOS. Also, larger numbers may degrade the drawing speed of graphic images on the screen. Numbers larger than A=16 may cause the word processor and graphic converters contained in the LOD files not to work correctly.

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 Line Break After (Breaks option) and Indent Relative (Alignment menu) for this paragraph. Set Line Break Before for the first paragraph. This will

cause the second paragraph to continue immediately after the first paragraph.

The Professional Extension to Xerox Ventura Publisher increases the paragraph size by over ten times, depending on how much EMS memory your computer contains. Therefore, upgrading to the Professional Extension and adding EMS memory is a way to create larger paragraphs.

You can't remove a tag and then convert the paragraph back to the same tag.

The name on the **Tag Name to Remove** and **Tag Name to Convert to** lines cannot be the same.

You can't remove every face, size, and style font from a width table.

You must leave at least one font in a width table.

Your disk is full. The file named: *filename* 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 DOS File Operations to delete enough files to make room for the chapter or style sheet you are saving. If you Quit from Xerox Ventura Publisher at this point without deleting some files and then saving, all changes made since the chapter or style sheet was last saved are lost.

You're out of memory. Save your document and quit the program as soon as possible.

If you add a large number of frames or add text to a large chapter, you may run out of memory. Save the chapter and then quit from Xerox Ventura Publisher. To correct the problem, you must reduce the amount of text in one or more of the text files in the chapter. If this error occurs frequently, you should consider adding EMS memory and upgrading to the Professional Extension of Xerox Ventura Publisher.

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.)

APPENDIX D
TEXT FROM OTHER PROGRAMS

Xerox 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** function. Text is saved automatically when saving a chapter using the **Save** or **Save As** options. Once saved, text can be edited using a word processor. It can also be checked for spelling errors using a word processor's spelling checker. Finally, text originally loaded into Xerox Ventura Publisher in one word processor format can be converted to another word processor format using the File Type/Rename option in the Edit menu.

The two-way communication between a word processor and Xerox 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 Xerox Ventura Publisher. Thus, you can add and delete text in Xerox Ventura Publisher, while still using a word processor for spell checking, search and replace, and moving large blocks of text.

This section explains how to prepare text from various word processors, spreadsheets, and databases for use by Xerox 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 Xerox Ventura Publisher as an ASCII or word processing file.

Scope of text translation

Xerox 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, Xerox 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 Xerox 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 Xerox 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 Xerox 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 used in Xerox Ventura Publisher's **Text** mode (e.g., underline, boldface, font settings) can be transferred to and from any word processor or any ASCII file. This is described in the sections which follow.

In order to store typesetting information into a word processor format, the word processor's format information—other than text attributes—is removed when Xerox Ventura Publisher saves the chapter.

Tags

Xerox 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 Xerox Ventura Publisher, these tags can be inserted into the text as shown in Figure D–1.

@CHAPTER HEAD = APPENDIX C<R>PROBLEMS

@HEADING 1A = Common questions

Consult the Index under the heading <169>Problems<170> to find references to common problems, along with the recommended solutions to these problems.

@HEADING 2 = Fonts

@HEADING 4 = <$IFonts;Adding new>Can I buy additional fonts for my printer and use them with Xerox Ventura Publisher?

Figure D–1   Text for Appendix C, as it appears in a wordprocessor. Note index entries, line break, typographic quotes (<169> and <170>) and tag names.

Non-keyboard characters

Additional characters not found on the keyboard can be inserted into text by enclosing the ASCII decimal equivalent within brackets. (See Appendix E.) For instance, to insert a trademark symbol (™), you type:

<191>

To use the < > characters without having them interpreted as part of a character attribute code, type two brackets in a row. For instance, to produce:

<text in brackets>

type:

<<text in brackets>>

If the word processor can create and edit foreign characters, Xerox 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 Xerox 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 Xerox 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 Paragraph tab settings to Left aligned and setting the distance (in inches) to a value given by the following formula:

$$\frac{\text{Tab Stop}}{\text{Pitch}} - \frac{\text{Left Margin}}{\text{Pitch}} = \text{Distance}$$

Text in your wordprocessor

Tab stop settings in your wordprocessor	▮ ▮	▮

| Text before tab 1 | →Text after tab 1 | →Text after tab 2 |
| Text on second line | →This text is longer than line 1 | →Text in line 2 |

Text in Xerox Ventura Publisher

Tab stop settings in Xerox Ventura Publisher	▮	▮	▮	Text misalignment

| Text before tab 1 | →Text after tab 1 | →Text after tab 2 | |
| Text on second line | →This text is longer than line 1 | | →Text in line 2 |
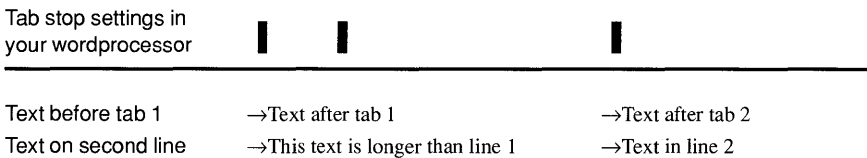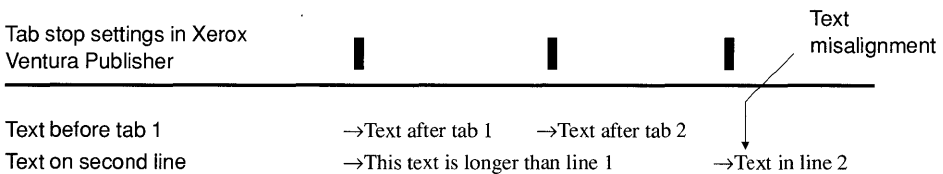
Figure D–2   Tab stops set differently from those in your wordprocessor causes text to mis-align within Xerox Ventura Publisher.

Tab Stop and Left Margin 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 (i.e., 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 Xerox Ventura Publisher tab stop should be set for $\frac{30}{10} - \frac{15}{10} = 1.50$ inches.

Tab check list

- Turn **justify** off 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.

Text attributes

Xerox 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 Xerox Ventura Publisher's Text mode are stored back in the word processor's native file format.

However, because Xerox 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 Xerox Ventura Publisher, many attributes are stored back into the original file using the codes shown below.

For instance, the beginning of medium italic text is set by inserting the following directly before the text to be italicized:

<MI>

In general, attributes native to the word processor, such as boldface, when used alone, are translated back to the original attribute when a chapter is saved in Xerox Ventura Publisher. When used in combination with other attributes, they are translated back to the original attribute using combinations of the following Xerox Ventura Publisher codes.

Attribute	Code
Medium weight type	\<M\>
Bold weight type	\<B\>
Italics	\<I\>
Underline	\<U\>
Double underline	\<=\>
Overscore	\<O\>
Strikethrough	\<X\>
Small	\<S\>
Superscript	\<^\>
Subscript	\<v\>
Color index	\<Cn\>

(replace n with one of the following numbers)

White	0
Black	1
Red	2
Green	3
Blue	4
Cyan	5
Yellow	6
Magenta	7
Reset to tag color	255

Typeface   \<Fn\>

replace **n** with one of the **Font ID** numbers shown in the Typeface section of Appendix K. 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 by 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 by 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 of kerning was used in previous releases and is included here for
completeness. Replace n 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 instead of this older
method.

Kern/Track   **\<B%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 \<D%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 (**\<D\>**) is not encountered. Also, all previ-
ous attributes are terminated any time new attributes are set.

Examples:

1) Attributes can be grouped together into sequences. For example, to
set Bold, Italic, Blue, the code is **\<BIC4\>**. *Any new text attribute
sequence encountered cancels all previous attributes.*

2) Attributes native to the word processor and the codes described on
the previous pages can be inter-mixed. For example to create the
following effect using Wordstar:

airplane 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, Xerox 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	<$R[P#]>
Picture anchor (below)	<$&anchor name[v]>
Picture anchor (same page)	<$&anchor name>
Picture anchor (above)	<$&anchor name[^]>
Picture anchor (automatic)	<$&anchor name[-]
Thin Space	<l>

Line Break <R>   A line break begins a new line without creating a new paragraph. It does not begin 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 oppor-
tunity to Xerox 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 justifica-
tion, 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
<$Ftext> where **text** is the footnote text which will appear at the
bottom of the page. Within Xerox Ventura Publisher, the appropriate
footnote number is generated at the location in the text where the
<$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
this anchor.

Hidden text

The hidden text allows you to place comments and other text in your
files which Xerox 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>
```

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.

Deleting null paragraphs

Each time you press the **Enter** key when using the word processor, you create a new paragraph. If you type **Enter** twice in a row in order to place a blank line between paragraphs, Xerox Ventura Publisher creates a null paragraph, complete with all the space normally placed between paragraphs. If this is not 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 =

This must be added from within your word processor, not from within Xerox Ventura Publisher. The extra paragraphs will be eliminated the next time you load this text file or open a chapter containing the text file. 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. Xerox 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.

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, Xerox Ventura Publisher provides an **8 Bit ASCII** converter which uses the parity bit as data. This allows the entire Xerox 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 Xerox 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 and databases

Lotus 1-2-3

Lotus 1-2-3 and other spreadsheets can be saved as ASCII files using the spreadsheet's PRINT FILE option (/PF in Lotus 1-2-3.) In 1-2-3, The file name chosen automatically has the extension **PRN** added. However, 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 Xerox Ventura Publisher, the columns will not align, unless you manually place tabs between each column, as described on the next page.

As an example, to create a table using a Lotus 1-2-3 print file, first set the tab stops for Body Text to the desired positions. Then, use the Load/Text Pictures option to load the 1-2-3 **PRN** file as a **WORDSTAR** file. (Because each row is separated by a single carriage return, and because Xerox Ventura Publisher ignores single carriage returns in ASCII text, loading as an ASCII file would cause each line to run directly into the next line. In Wordstar files, Xerox Ventura Publisher treats single carriage returns as paragraph breaks.)

Finally, use the **Text** mode to delete all spaces and then insert tabs between each column in each row.

A much 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 (Add New Tag), changing its font to Courier, and then tagging the spreadsheet paragraph(s) with this new tag. Alternatively you can select all the text from the spreadsheet in Text mode and then use the **Set Font** option to change the font to Courier. Make sure to set the **Normal Space Width** in the Paragraph Typography option to 1.0 in order to get the columns to align perfectly.

☞ The Professional Extension to Xerox Ventura Publisher contains a utility which will automatically read spreadsheet or data base print

files and convert them into a format that will read directly into the Professional Extension's Table mode.

dBase III

Dbase III generates ASCII text using the dBase III **TO FILE** option with commands such as REPORT and LABEL. The extension **TXT** is automatically added to the file name you choose. Appendix H contains an application note on how to publish a phone directory from dBase III.

Word processors

DCA

Xerox Ventura Publisher can read and write standard DCA version 2.0 files. Displaywrite III and Displaywrite IV can save and retrieve DCA files.

Xerox Ventura Publisher automatically converts standard DCA text attributes to Xerox Ventura Publisher text attributes.

All other attributes, attribute combinations, footnotes, index refer-ences, 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:

1) Select **File Conversion Utility** from the Document Manage/Main Menu.
2) Select **DCA Revisable Form Export**.
3) Type the DCA file name. The RFT extension is added automati-cally.
4) Press the **Ins** (insert) key.

Displaywrite III

To convert a Displaywrite III document into DCA, follow these steps:

1) Select **J—Document Utilities** from the main menu.
2) Select **F—Convert Document** from the document utility menu.
3) Enter the Displaywrite III file name and then type the file name of the DCA file you wish to create.
4) Select **A—Document to Revisable Form Text**. Press **Enter.**

Displaywrite III automatically assigns the RFT extension to the con-verted file name.

Displaywrite IV

To convert a Displaywrite IV document into DCA, follow these steps:

1) Select **6—Utilities** from the main menu.

2) Select **6—Document Conversions** from the utility menu.

3) Enter the Displaywrite IV file name and then type the file name of the DCA file you wish to create.

4) Select **Document to Revisable Form Text**. Press **Enter.**

Displaywrite III automatically assigns the RFT extension to the converted file name.

Volkswriter 3

To convert a Volkswriter 3 document into DCA, follow these steps:

1) Select the **U** utility from the main menu.

2) Select **B—Volkswriter to DCA Revisable Form Text** from the Utility menu.

3) Type the Volkswriter document name.

4) Type the Converted DCA file name. The extension **RF** is automatically assigned.

5) Press **Enter.**

6) Answer **Y** to the question "Do you want to continue?"

Office Writer

To convert an Office Writer document into DCA, follow these steps:

1) Select **Convert** from the main menu.

2) Select **Office Writer to DCA** from the Convert menu.

3) Type the Office Writer document name.

4) Type the DCA file name. The extension DCA is automatically assigned.

5) 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:

1) Select **A—Additional Features** from the main menu.

2) Select **Convert** from the Additional Features Menu.

3) Type the Wordstar 2000 document file name.

4) Type the DCA file name. The extension RFT is automatically assigned.

5) Press **Enter.**

Samna Word

To convert a Samna Word document into DCA, follow these steps:

1) Press **F9** from the Samna main screen.

2) Press **T (translate)** from the Do What? prompt.

3) Press **D (Samna to DCA)** from the Translate prompt.

4) Press **S (Samna to DCA Revisable Form).**

5) Type the name of the Samna document.

6) Type the name of the DCA document. Type the file extension.

7) Press **Enter.**

Microsoft Word

Xerox Ventura Publisher can read and write standard Microsoft Word version 3.1 files and Windows Write. Other versions of Word may also work. Microsoft Word style sheets are not usable by Xerox Ventura Publisher.

Xerox Ventura Publisher automatically converts standard Word text attributes to Xerox Ventura Publisher text attributes.

Attribute	MS Word
Begin/End Bold	Alt b
Begin/End Superscript	Alt +
Begin/End Subscript	Alt -
Begin/End Strikethrough	Alt s
Underline	Alt u
Discretionary Hyphen	Ctrl -
Non Break Space	Ctrl Spacebar

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Microsoft Word using the < > commands outlined earlier in this chapter.

Multimate

Xerox Ventura Publisher can read and write standard Multimate version 3.31 files. Other versions of Multimate may also work.

Xerox Ventura Publisher automatically converts standard Multimate text attributes to Xerox Ventura Publisher text attributes.

Attribute	Multimate
Begin/End Bold	Alt Z
Begin/End Superscript	Alt Q
Begin/End Subscript	Alt W
Begin/End Strikethrough	Alt Q
Underline	Shift _
Discretionary Hyphen	Shift F7
Non Break Space	Alt S

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Multimate using the < > commands outlined earlier in this chapter.

WordPerfect

Xerox Ventura Publisher can read and write WordPerfect version 4.1 or 4.2 files using the **WordPerfect** option in the Load Text/Picture menu. Use the **WordPerfect 5.0** to load version 5.0 files.

Xerox Ventura Publisher automatically converts standard WordPerfect text attributes to Publisher text attributes.

Attribute	WordPerfect
Begin/End Bold	F6
Begin/End Superscript	Shift F1, 1
Begin/End Subscript	Shift F1, 2
Begin/End Strikethrough	Alt F5, 4
Underline	F8
Discretionary Hyphen	Ctrl, -
Non Break Space	Home, Space bar

All other attributes, attribute combinations, footnotes, index refer-
ences, and text characters must be entered into WordPerfect using the
< > commands outlined earlier in this chapter.

Wordstar

Xerox Ventura Publisher can read and write standard Wordstar 3.3,
3.4, 4.0 and 5.0 files. Other versions of Wordstar may also work.

Xerox Ventura Publisher automatically converts standard Wordstar
attributes to Xerox Ventura Publisher text attributes.

Attribute	Wordstar
Start/Stop Bold	^B
Start/Stop Superscript	^T
Start/Stop Subscript	^V
Start/Stop Strikethrough	^X
Start/Stop Underline	^S
Discretionary Hyphen	Soft hyphen
Non Break Space	^O

All other attributes, attribute combinations, footnotes, index refer-
ences, 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 Xerox Ventura Publisher *and* the IBM character set 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, Xerox Ventura Publisher requires the
actual tab character in order to correctly format tabular information.
To assure that Wordstar inserts real tab characters, turn the **Vari-Tab**
feature within Wordstar **Off.**

Xerox Writer

Xerox Ventura Publisher can read and write standard Xerox Writer version 2.0 files.

Xerox Ventura Publisher automatically converts standard Writer text attributes to Xerox Ventura Publisher text attributes.

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Xerox Writer using the < > commands outlined earlier in this chapter.

Xywrite

Xerox Ventura Publisher can read and write standard Xywrite II and Xywrite III files.

Xerox Ventura Publisher automatically converts standard Xywrite text attributes to Xerox Ventura Publisher text attributes.

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Xywrite using the < > commands outlined earlier in this chapter.

APPENDIX E
CHARACTER SETS AND CODES

Xerox Ventura Publisher includes two character sets:

- An international character set which includes characters for many languages, including English, Spanish, French, and Italian

- A symbol character set which includes mathematics and greek characters which can be used for simple formulas and equations.

Not all of these characters can be typed directly from the keyboard. Characters not available on your keyboard can be entered by holding down the **ALT** key and then typing the **Decimal** equivalent for that character on the numeric keypad. The tables on the following pages show these decimal equivalents.

When using your wordprocessor to enter foreign characters and other characters above decimal 127, you must enter these characters by using the < > codes, as explained in Appendix D. For wordprocessors which support foreign characters, Xerox Ventura Publisher will accept these characters without placing numbers inside of < >. However, the decimal equivalent of these characters must be less than 169, and the foreign characters in your wordprocessor 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 §.

For users of the Apple Laserwriter and other advanced PostScript printers, dingbat characters are shown in the following table. Dingbats do not display on the screen unless you purchase matching screen fonts from Adobe Systems. The international character set displays instead. Dingbats will print, however, if you own an advanced PostScript printer.

Xerox Ventura Publisher Character Set

Decimal	International	Symbol	Dingbat	Decimal	International	Symbol	Dingbat
32	space	space	space	56	8	8	✘
33	!	!	✂	57	9	9	✢
34	"	∀	✄	58	:	:	✚
35	#	#	✁	59	;	;	✜
36	$	∃	✃	60	<	<	✛
37	%	%	☎	61	=	=	†
38	&	&	✆	62	>	>	✝
39	'	∋	✈	63	?	?	✞
40	(	(	✈	64	@	≅	✠
41	)	)	✉	65	A	Α	✡
42	*	*	☛	66	B	Β	✣
43	+	+	☞	67	C	Χ	✤
44	,	,	✌	68	D	Δ	✦
45	-	−	✍	69	E	Ε	✧
46	.	.	✎	70	F	Φ	◆
47	/	/	✏	71	G	Γ	✧
48	0	0	✐	72	H	Η	★
49	1	1	✑	73	I	Ι	☆
50	2	2	✒	74	J	ϑ	✪
51	3	3	✓	75	K	Κ	✬
52	4	4	✔	76	L	Λ	✭
53	5	5	✕	77	M	Μ	✮
54	6	6	✖	78	N	Ν	✩
55	7	7	✗	79	O	Ο	✫

Xerox Ventura Publisher Character Set

Decimal	Inter-national	Symbol	Dingbat	Decimal	Inter-national	Symbol	Dingbat
80	P	Π	☆	104	h	η	❋
81	Q	Θ	✱	105	i	ι	✲
82	R	P	✳	106	j	φ	✴
83	S	Σ	✴	107	k	κ	✱
84	T	T	✴	108	l	λ	●
85	U	Υ	✴	109	m	μ	○
86	V	ς	✴	110	n	ν	■
87	W	Ω	✳	111	o	o	❑
88	X	Ξ	✺	112	p	π	❐
89	Y	Ψ	✷	113	q	θ	❏
90	Z	Z	✸	114	r	ρ	❒
91	[	[	✳	115	s	σ	▲
92	\	∴	✳	116	t	τ	▼
93	]	]	✳	117	u	υ	◆
94	^	⊥	✿	118	v	ϖ	❖
95	–	–	❀	119	w	ω	◗
96	‘	—	❦	120	x	ξ	❘
97	a	α	❂	121	y	ψ	❙
98	b	β	❂	122	z	ζ	❚
99	c	χ	❉	123	{	{	❛
100	d	δ	❄	124					❜
101	e	ε	❅	125	}	}	❝
102	f	φ	❆	126	~	~	❞
103	g	γ	❋	127				

Xerox Ventura Publisher Character Set

Decimal	Inter-national	Symbol	Dingbat	Decimal	Inter-national	Symbol	Dingbat
128	Ç			152	ÿ	÷	❸
129	ü	ϒ	¶	153	Ö	≠	❹
130	é	′	❖	154	Ü	≡	❺
131	â	≤	❦	155	¢	≈	❻
132	ä	/	♥	156	£	...	❼
133	à	∞	♣	157	¥	|	❽
134	å	ƒ	✿	158	¤	—	❾
135	ç	♣	❧	159	ƒ	⏎	❿
136	ê	♦	♣	160	á	ℵ	①
137	ë	♥	♦	161	í	ℑ	②
138	è	♠	♥	162	ó	ℜ	③
139	ï	↔	♠	163	ú	℘	④
140	î	←	①	164	ñ	⊗	⑤
141	ì	↑	②	165	Ñ	⊕	⑥
142	Ä	→	③	166	ª	∅	⑦
143	Å	↓	④	167	º	∩	⑧
144	É	°	⑤	168	¿	∪	⑨
145	æ	±	⑥	169	"	⊃	⑩
146	Æ	"	⑦	170	"	⊇	❶
147	ô	≥	⑧	171	‹	⊄	❷
148	ö	×	⑨	172	›	⊂	❸
149	ò	∝	⑩	173	¡	⊆	❹
150	û	∂	❶	174	«	∈	❺
151	ù	•	❷	175	»	∉	❻

Xerox Ventura Publisher Character Set

Decimal	International	Symbol	Dingbat	Decimal	International	Symbol	Dingbat
176	ã	∠	❼	200	Â	⌠	→
177	õ	∇	❽	201	È	⌈	⇨
178	Ø	®	❾	202	Ê	|	⇨
179	ø	©	❿	203	Ë	⌊	⇨
180	œ	™	→	204	Ì	⌈	⇨
181	Œ	∏	→	205	Í	{	⇨
182	À	√	↔	206	Î	⌊	⇨
183	Ã	·	↕	207	Ï	|	⇨
184	Õ	¬	↖	208	Ò		
185	§	∧	→	209	Ó	⟩	⇨
186	‡	∨	↗	210	Ô	⌡	⊃
187	†	⇔	→	211	Š	⌈	⧲
188	¶	⇐	→	212	š	|	➷
189	©	⇑	→	213	Ù	⌡	⧼
190	®	⇒	→	214	Ú	\	➶
191	™	⇓	→	215	Û	|	➹
192	„	◊	→	216	Ÿ	⌡	➻
193	…	⟨	→	217	ß	⌉	➷
194	‰	®	≻	218	Ž	|	→
195	•	©	≻	219	ž	⌋	➵
196	–	™	➤	220	/	⌉	➺
197	—	Σ	➡	221		}	➼
198	°	⌠	→	222		⌋	⇛
199	Á	|	➧	223			

Text codes

A complete description of the text codes is provided in Appendix D.

Text attributes	Codes
Box (Hollow) (Filled)	<$B0> <B1>
Base Line Jump	<Jnnn>
Begin Kerning	<B%n>
Bold weight type	<B>
Color index	<Cnnn>
Double underline	<=>
Italics	<I>
Line Break	<R>
Medium weight type	<M>
Overscore	<O>
Point Size	<Pnnn>
Resume Normal	<D>
Small	<S>
Strikethrough	<X>
Subscript	<v>
Superscript	<^>
Typeface	<Fnnn>
Underline	<U>
Spaces	
Em space	<_>
En space	<~>
Figure Space	<+>
Non-Breaking Space	<N>
Thin Space	<l>
Inserted text	
Discretionary Hyphen	<->
Footnote	<$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[-]>

APPENDIX F
PRINTER INFORMATION

This appendix provides important set up, configuration, and operational information about your printer. Information on how to add additional fonts to your printer is provided in Appendix K.

The following paragraphs apply to all printers. Read these paragraphs first and then turn to the section which contains specific information for your printer.

Printer 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. You can avoid disappearing headers & footers which result from the blank space at the edge of the page by changing the above and below space for the header and footer tags. You can compensate for the offset by adjusting the left and right margins.

To see the limitations of your printer, print the chapter called **CAPABILI** (contained in the TYPESET directory, if you installed the example files).

On printers which do not use a page description language (e.g., PostScript), the fonts which appear in line art can only be the discrete sizes. Therefore, when the picture is scaled, the fonts may be slightly too large or too small for the picture. Solution:

1) Make the picture slightly larger or smaller.

2) 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 Xerox Ventura Publisher to produce annotations for your pictures.

Printer problems

The following general troubleshooting guidelines apply to all printers.

If you can't get anything to print, first try pressing the self test button on the printer, if your printer has one, to see if the basic printer mechanism is working. This causes the printer to print one or more pages. If nothing happens in this self-print mode, consult your printer manufacturer or dealer for further help.

If the printer has just been installed, and doesn't print correctly using other software, the problem may very well be the printer cable. Disconnect the cable from the printer and count the number of pins. If the connector has 36 pins, it is a **parallel** cable, and the cable is probably not the cause of your problems (although cables over 10 feet can cause problems with high speed computers). 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 the section for each printer, along with manufacturer's part numbers.

Also, check the printer configuration switch settings.

If the printer prints correctly from other programs, but does not print from Xerox Ventura Publisher, you have probably specified the wrong printer or wrong printer port during installation. Select the **Printer Info** option in the Options menu, and try a different printer or printer port. The printer selection is shown at the top of the dialog box. The printer port is shown on the **Output To:** line. If, in the test above, you found a 25 pin cable, you can select between printer ports **COM1:**

and **COM2:**. If, in the test above, you found a 36 pin cable, you can select between **LPT1:**, **LPT2:**, and **LPT3:**. Try printing one page with each of these options until the page prints correctly. The configuration switch settings within the printer should also be examined. Different programs work with different switch settings from those required for Xerox Ventura Publisher. Check the section within this chapter that pertains to your printer for information on the correct switch settings. Also, check the CONFIG.SYS file. Certain device drivers such as GEMPRINT.SYS will keep Xerox Ventura Publisher from printing correctly. These must be removed. You should also check to make sure you have more than 500K space available on your hard disk. Xerox Ventura Publisher places files temporarily on your hard disk during printing and if your disk is almost out of space, this can cause a problem.

Printer fonts

Xerox Ventura Publisher includes the following fonts for each printer installed, unless otherwise noted:

Courier (fixed pitch)

- 10, 12 point (10 characters to the inch) medium

Swiss (Helvetica) san-serif

- 6, 8, 9, 10, 11, 12 point medium

- 9, 10, 11, 12 point italic

- 8, 10, 12, 14, 18, 24, 36 bold

Dutch (Times Roman) serif

- 6, 8, 9, 10, 11, 12 point medium

- 9, 10, 11, 12 point italic

- 8, 10, 12, 14, 18, 24, 36 bold

Symbol (greek, mathematics)

- 10 point medium

Xerox 4045 laser printer

Paper Size

The 4045, when driven by Xerox Ventura Publisher, handles 8.5 X 11 inch, 8.5 X 14 inch, and A4 (21.0 X 29.7 centimeters) paper. You can always print a smaller page on a larger paper size by changing the page's Frame Width and Height in the Sizing & Scaling option.

Like all laser printers, the 4045 cannot print to the edge of the page. This means that text and pictures placed near the edge of the page will show correctly on the computer screen, but may not print as displayed. Remember, therefore, to set a large enough margin using the **Margins & Columns** option in the Frame menu. To see the amount of blank space around the edge of the page, print the **CAPABILI.CHP** chapter in the TYPESET directory.

Configuration switches

The 4045 configuration switches are found on the 101S04200 Cartridge. The settings for various configurations are shown in Figures F–1 through F–4. The switch settings to use depend upon:

• Whether your printer is connected with a parallel or serial cable

• Amount of memory installed (450K or 1.5 megabytes)

• 4045 ROM revision

The **Bytes Available** (memory installed) and **ROM revision #** is printed on the 4045 Configuration Sheet shortly after the machine is first turned on.

At least 450K bytes of DRAM and ROM revision 2.X or above must be installed in the 4045 in order to print Xerox Ventura Publisher documents. Installing even more DRAM allows larger pictures to be printed. At least 1.0 megabytes of DRAM and revision 3.1 must be installed to use the 300 dpi driver.
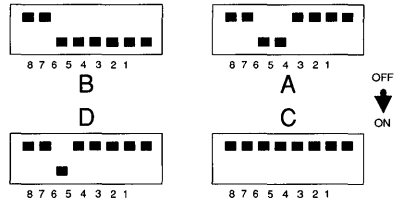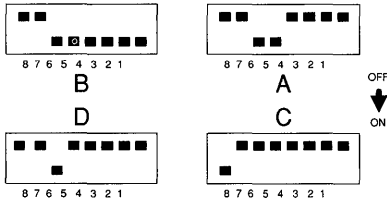
Figure F–1   Xerox 4045 switch settings for version 3.1.1, 1.5M RAM, parallel interface

Figure F–2   Xerox 4045 switch settings for version 2.0, 450K RAM, parallel interface. Turn D8 OFF for version 2.1 ROM.
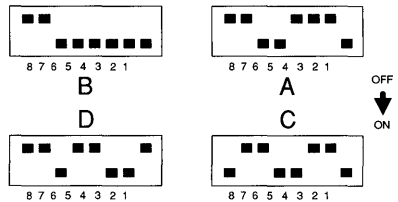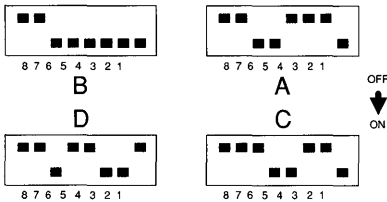
Figure F–3   Xerox 4045 switch settings for version 2.0, 450K RAM, serial interface

Figure F–4   Xerox 4045 switch settings for version 3.1.1, 1.5M RAM, serial interface

The Xerox 4045 Laser Printer can be set up as either a parallel or serial printer. To use it as a serial printer, consult your 4045 manual, and set the 4045 cartridge switches as shown in either Figure F–3 or F–4, depending on which ROM version and memory is installed.

Resolution

Xerox Ventura Publisher allows you to print both text and pictures on your 4045. Text prints with a resolution of 300 dots per inch, and

pictures print with a resolution of 150 or 300 dots per inch, depending on which driver is installed.

Memory

Fonts are loaded by Xerox Ventura Publisher into the 4045 as needed for each page. The space taken by these fonts decreases the space available for pictures. If a page contains many big pictures, and a large number of different fonts, especially larger size fonts, the 4045 runs out of memory and prints an error page. The remaining pages should print correctly, unless a similar problem exists on those pages.

To correct the problem, do one of the following:

1) Select the 150 dpi driver instead of the 300 dpi driver. (If the 150 dpi driver is not already installed, use VPPREP, as described in the Setup and Installation section.)

2) If this doesn't work, reduce the size or number of fonts used on the problem page.

3) If this doesn't work, reduce the number or size of pictures on the problem page.

Limitations

- Pictures which contain text which is rotated at an angle to the text on the page will not print.

- The 4045 cannot print white text on a black background.

- A maximum of 64 bit images is allowed per page, although memory will usually limit the number to fewer than 64. Only 8 bit images are allowed on any single scan line.

- The 4045 prints text, or lines drawn in the Graphic mode, in 100% black only. It cannot print these objects in shades of gray.

- The maximum memory available for fonts is 447K bytes (the amount actually available is printed on the Configuration Sheet when the printer is first turned on). This limits the maximum font

size to approximately 40 points, depending on the typeface and weight.

- The Titan typeface is used in place of Courier.

Xerox 4020 color ink jet printer

Xerox Ventura Publisher can print color documents directly on the Xerox 4020 Color Ink Jet Printer. Up to eight colors can be printed.

Paper size

Xerox Ventura Publisher can print to a Xerox 4020 Color Ink Jet Printer only on 8½ inch width paper.

Switch settings

The 4020 switch settings required for proper operation are shown in Figure F–5.
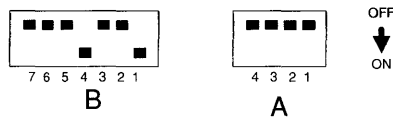
Figure F–5   Xerox 4020 switch settings. Settings are for parallel interface.

Resolution

Xerox Ventura Publisher allows you to print both text and pictures on your Xerox 4020 Color Ink Jet Printer. Both text and pictures print at a resolution of 120 dots per inch.

Limitations

*   You cannot create new colors by overlapping two transparent graphics or by defining new colors in the Define Color option. The colors will not mix.

*   The 4020 prints text, or lines drawn in the Graphic mode, in 100% of any color. It cannot print these objects in shades of gray or light shades of the selected color.

*   A maximum of 64 bit images is allowed per page, although memory will usually limit the number to fewer than 64. Only 8 bit images are allowed on any single scan line.

HP LaserJet, LaserJet Plus, LaserJet II, LaserJet 2000

The first part of this section refers to all LaserJet printers. The last parts refer to the LaserJet only, or the LaserJet Plus/LaserJet Series II/LaserJet 2000 only. The LaserJet Series II functions identically to the LaserJet Plus, although it is capable of printing font sizes larger than 36 points. Neither the HP PaintJet color printer nor the DeskJet printer are supported by Xerox Ventura Publisher.

Cabling

The HP LaserJet is sold by Hewlett-Packard with a serial (25 pin) interface. The HP LaserJet **Plus** is sold with a serial or parallel (36 pin) interface. The cable required for the parallel interface is HP part number 24542D. The HP part number for the RS-232C serial cable is

Computer   **25 pin to 25 pin**   Printer
                            Adaptor Cable

              Female Connector   Male Connector

              Female Connector   Male Connector

    Chassis Gnd   1 · · · · · · · · · · · 1 Chassis Gnd
             TD   2 · · · · · · · · · · · 3 RD
             RD   3 · · · · · · · · · · · 2 TD
             CTS   5 ·⌐· · · · · · · 20 DTR
             DSR   6 ·⌐
             DTR   20 · · · · · · · ·⌐· 5 CTS
                                       └ 6 DSR
    Signal Gnd   7 · · · · · · · · · · · 7 Signal Gnd
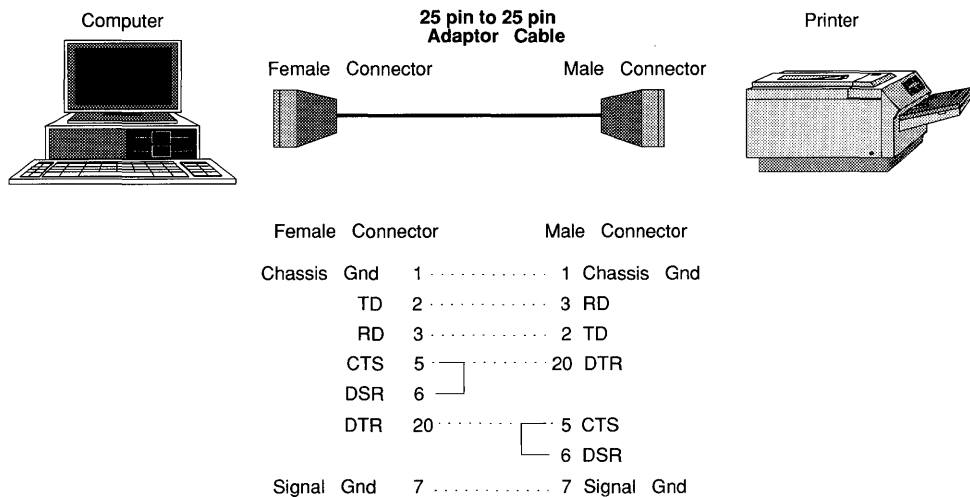
Figure F–6   HP Laserjet 25 pin to 25 pin cable

Computer   Printer

        Female   Male   Female   Male

        9 pin to 25 pin   25 pin to 25 pin
        Adaptor   Cable   Printer Cable

                Female Male│ Female   Male
    Chassis Gnd   NC · · · · · 1 │1 · · · · ·   1 Chassis Gnd
             TD   3 · · · · · 2 │2 · · · · ·   3 RD
             RD   2 · · · · · 3 │3 · · · · ·   2 TD
             CTS   8 · · · · · 5 │5 ⌐· · 20 DTR
             DSR   6   6 │6 ⌐
    Signal Gnd   5 · · · · · 7 │7 · · · · ·   7 Signal Gnd
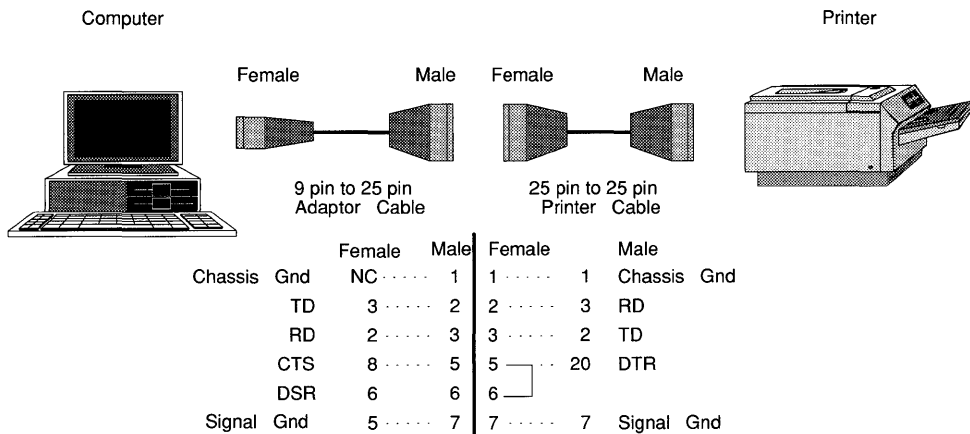
Figure F–7   HP Laserjet 9 pin to 25 pin cable

part number 92219J (5.0 meters) or 17255D (1.0 meter.) Connection of this serial cable to the IBM AT (9 pin) requires the IBM Serial Device Adapter Cable (IBM part number 6450217 or 6450242.) For the IBM AT (9 pin) you can alternatively purchase a single cable from Hewlett-Packard, part number 24542G.

If you want to build your own cables, Figures F–6 and F–7 show the correct wiring diagram for both PC (25 pin connectors) and AT (9 pin) machines

Paper size

Xerox 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 size. 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 TYPE-SET directory. You can compensate for the offset by adjusting the left and right margins. You can avoid disappearing headers & footers by changing the above and below space for the header and footer tags.

Resolution

With all LaserJet models, text prints with a resolution of 300 dots per inch. With the standard LaserJet, pictures and graphics print with a resolution of 75 dots per inch. With the LaserJet Plus or LaserJet Series II, pictures print with a resolution of either 150 or 300 dots per inch, depending on which Xerox Ventura Publisher option you installed. Text within line art pictures print at either 300 dots per inch, depending on the text size.

Standard HP LaserJet

The standard HP LaserJet only prints Xerox Ventura Publisher documents with the HP 92286F font cartridge installed. It does not accept the downloaded fonts that are included with Xerox Ventura Publisher for the LaserJet **Plus** or LaserJet Series II. The characters available with this cartridge are a subset of the standard Xerox Ventura Publisher font set shown in Appendix E. The actual characters available can be shown by printing the **CHARSET** chapter located in the TYPESET directory. The math symbol set is not included in this cartridge.

HP LaserJet Plus/Series II

Fonts are loaded by Xerox Ventura Publisher into the HP LaserJet Plus as needed for each page. The space taken by these fonts decreases the space available for pictures. If a page contains many big pictures, and a large number of different fonts—especially larger size fonts—the LaserJet runs out of memory and displays error **20** in the status display. To continue printing, press the **CONTINUE** button on the front of the LaserJet, and place the printer back on-line, if necessary. The LaserJet attempts to print at least a portion of the page. Unless a similar problem exists on the following pages, the remaining pages should print correctly.

Once an error 20 has occurred, you must simplify the page that caused the problem in order to print the problem page. To simplify the page, do one or more of the following:

1) Reduce the size or number of fonts used on the problem page

2) Reduce the number or size of pictures on the problem page

3) Add more memory to your printer.

4) Make sure that no other program, run prior to Xerox Ventura Publisher, downloaded fonts and made them "permanent". If this is the case, these fonts, which are not used by Xerox Ventura Publisher, reduce the LaserJet memory space available to print each page. To remove permanent fonts, turn off the LaserJet and then turn it back on again.

If you installed for 300 dots per inch, and you frequently encounter the error 20 message, you may want to install both the 150 and 300 dot per inch drivers (to install both drivers, run VPPREP—see **Setup and Installation**.) You can then choose the 150 dot per inch HP LaserJet Plus option in the Set Printer Info option and print the problem pages. This doubles the size of the graphic that can be placed on any given page before an error 20 message will occur. When the page has printed, you can go back to the Set Printer Info menu and choose the 300 dot per inch HP LaserJet driver.

Permanent fonts

You can choose to download fonts to the HP LaserJet Plus prior to running Xerox Ventura Publisher. This reduces printing time by eliminating the need to transfer font files to the printer during the print operation. However, it does increase the chance of getting an out of memory error message.

To make fonts reside permanently in the HP LaserJet Plus follow the instructions given for the LaserJet in Appendix K.

LaserJet CNF file

The **HPLJPLUS.CNF** file located in the VENTURA directory lets you customize font management for the HP LaserJet printers in the following ways:

• You can place printer fonts in a directory other than VENTURA.

• You can specify which fonts are to be downloaded by the HPDOWN utility (see Appendix K).

• You can specify which fonts to use when using the LaserJet as a draft printer.

A typical CNF file looks like this:

```
downpath(D:\HPFONTS\)
permfont(1 HLVB3024.SFP)
permfont(2 TMSB3012.SFP)
```

```
permfont(3 TMSB3014.SFP)
permfont(4 TMSB3018.SFP)
fontspec(HELVTINY,2,2,0,0)
fontspec(HLVN3006,2,6,0,0)
fontspec(HLVN3008,2,8,0,0)
fontspec(HLVB3008,2,8,1,0)
fontspec(HLVN3010,2,10,0,0)
fontspec(HLVB3010,2,10,1,0)
fontspec(HLVI3010,2,10,4,0)
```

Do not place any spaces within the CNF file.

Fonts in other directories

The **downpath** command lets you place all fonts for your printer in any directory. The example above shows the syntax you should use to place fonts in the D:\HPFONTS directory. *All* fonts must be placed in the directory you specify (any fonts in the VENTURA directory are ignored).

Download fonts

You can "permanently" download fonts (until the printer is turned off) to improve printing speed. The fonts which you download must be placed in the CNF file following the **permfont** command. This procedure is described in more detail in Appendix K under the **Adding New Fonts to the HP LaserJet** heading.

Draft printing

You can use the LaserJet printer to produce draft copy 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. However, Swiss (Helvetica) and Dutch (Times Roman) typefaces will be substituted for the fonts used on the ultimate printer/typesetter.

If you have purchased fonts for the LaserJet which are similar to those used on your ultimate printer/typesetter, you can use your fonts to provide draft copy which more closely matches the appearance of the final copy. Follow the steps provided in Appendix K for adding fonts to your HP LaserJet printer. Then, modify the CNF file by adding a line similar to the following, for each font:

```
fontspec(fontfile,ID,size,attrb,0)
```

where:

fontfile is replaced with the name of the HP LaserJet font file.

ID is replaced with the typeface ID used for the font you are trying to match. You must know the font ID for the font on your ultimate printer. For many common fonts, the ID numbers shown in the table near the end of Appendix K will work.

size is replaced with the point size of the font you are trying to match.

attrb is replaced with the attribute number as follows: 1=medium; 2=bold; 5=italic; 6=bold italic.

The example given on the previous page shows the typical format.

Limitations

The LaserJet printers all have the following limitations:

- They cannot print both portrait and landscape fonts on the same page. Therefore, the rotated text feature (Alignment option) cannot be used with LaserJet printers.

- They cannot print white text on a black background.

- A maximum of 64 bit images is allowed per page, although memory will usually limit the number to fewer than 64. Only 8 bit images are allowed on any single scan line.

- The LaserJet Plus cannot print text larger than 36 points. The LaserJet Series II does not have this limitation.

- The LaserJet printers cannot print opaque images which obscure the text or pictures below.

- The LaserJet prints text, or lines drawn in the Graphic mode, in 100% black only. It cannot print these objects in shades of gray.

- More than 512K memory may be required to print pages which contain a large number of fonts.

JLaser

The Tall Tree System's JLaser board plugs into your computer and allows you to print Xerox Ventura Publisher documents on laser printers not specifically supported by Xerox Ventura Publisher. You must place the /E=0 switch in the VPPROF.BAT file if you use the Jlaser card with the Professional Extension to Xerox Ventura Publisher. See the last page of Appendix A for more details.

Paper size

The JLaser can print on paper up to 8½ X 14 inches.

Resolution

Text and pictures print with a resolution of 300 dots per inch.

Fonts

Additional type sizes and type faces can be added by using fonts for the HP LaserJet. See Appendix K.

If you add more than ten fonts to the JLaser, increase the buffers statement in the CONFIG.SYS file to BUFFERS=30.

JLaser limitations

- The JLaser cannot print fonts larger than 30 points.

- The JLaser card creates each page in an un-compressed, bitmap format. This means that each page is represented by a one megabyte file which is transferred directly from the JLaser card to the printer at extremely fast, video speeds. While this results in very fast printing, the fact that each page takes up one megabyte makes

storage of each page on disk impractical. Therefore, no Print To File option is available for the JLaser card.

- The JLaser prints text, or lines drawn in the Graphic mode, in 100% black only. It cannot print these objects in shades of gray.

- The JLaser card requires that certain jumpers on the card be installed correctly. Contact Tall Tree Systems in Palo Alto, California for more information on how to reconfigure the JLaser card to avoid these problems.

Dot matrix printers

Xerox Ventura Publisher supports the Epson MX-80, FX-80, and RX-80 dot matrix printers, IBM Proprinter, Epson LQ 1500, and Toshiba dot matrix printers, plus other printers which can emulate these 9 and 24 pin printers.

Paper size

Xerox Ventura Publisher can print to a dot matrix printer on 8½ X 11 inch paper. Dot matrix printers having a larger width paper capacity can also be used.

Resolution

Xerox Ventura Publisher allows you to print both text and pictures on your dot matrix printer at a resolution of 120 X 144 dots per inch for the 9 pin printers and 180 x 180 dots per inch for the 24 pin printers.

Limitations

- Fewer fonts are available for dot matrix printers than laser printers. The Paragraph Font menu shows you the fonts available.

- For Epson MX and compatible printers (120 x 144 dpi) he font height is different when text is printed in landscape rather than portrait.

- Dot matrix printers print text, or lines drawn in the Graphic mode, in 100% black only. They cannot print these objects in shades of gray.

- A maximum of 64 bit images is allowed per page, although memory will usually limit the number to fewer than 64. Only 8 bit images are allowed on any single scan line.

Interpress

Interpress 2.0 printers include the Xerox 4050, 8700 and 9700 printers. To print to these printers, print your document to a file, then send them via Ethernet or XC-80 to the printer using your network software. XC-80 is also known as XNS. The exact instructions are as follows:

1) Print the chapter to a file name. Give the print file the same name as the chapter and give it the extension **IP**.

2) Quit from Xerox Ventura Publisher.

3) Copy the Interpress print file to the location and disk which **XPRINT** uses for its print files. Normally XPRINT looks for the interpress master print file to be named XPRINT.IP, located in the root directory of the drive on which the network is installed. Thus you may need to rename to **XPRINT.IP** after the file is copied.

4) Print the file by issuing the command:

    XPRINT -M **Enter**

You should install the maximum graphic memory available for your Interpress printer if you plan to print large image files from Xerox Ventura Publisher.

Interpress printers can print virtually to the edge of the page.

Networked version of the 4050, 8700, and 9700 printers require Formatting Print Service (FPS).

If your Interpress printer produces a **Page Too Complex** message, you must simplify the page by turning off letterspacing, kerning, and tracking for Body Text and all other tags used frequently throughout your document.

Limitations

Interpress printers have the following limitations:

- They cannot print white text on a black background

- Interpress printers print text, or lines drawn in the Graphic mode, in 100% black only. They cannot print these objects in shades of gray.

- They cannot print opaque images which obscure the text or picture underneath.

PostScript

Xerox Ventura Publisher can print on various PostScript printers and typesetters. PostScript printers include the Apple LaserWriter, LaserWriter Plus, and LaserWriter NT; TI Omnilaser; DEC PrintServer 40, IBM 4216 printer; QMS PS 800, 1200, and 2400 laser printers; and the Linotype Linotronic 100, 300 typesetters. Many other PostScript printers and typesetters are available.

Resolution

Text and graphics print at different resolutions, depending on the capability of the specific device. For instance, you will get 300 dots per inch resolution with the laser printers listed above, 1270 dots per inch for the Linotronic 100, and 2540 dots per inch for the Linotronic 300.

Fonts

Only the fonts which are stored permanently in your printer can initially be printed by Xerox 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, the font menu for PostScript shows a much larger selection. You can print other fonts shown in the PostScript font menu if you purchase new fonts from Adobe Systems. These fonts are then downloaded to the printer as described in Appendix K.

Cabling

Whenever possible, connect your PostScript printer or typesetter using a Centronics-type parallel cable.

The IBM 4216 uses its own special cable.

If your PostScript printer or typesetter must be connected using an RS-232C cable, you should use the same cable used for HP LaserJet. This cable can be purchased from Hewlett-Packard. The HP part number for the RS-232C serial cable is part number 92219J or 17255D. Connection of this serial cable to the IBM AT (9 pin) requires

the IBM Serial Device Adapter Cable (IBM part number 6450217 or 6450242.) Some devices (such as the Linotronic typesetters) may require a different sex connector at the printer end than provided with the HP cable. In this case you must build your own cable.

If you want to build your own cables, Figures F–6 and F–7 show the correct wiring diagram for both PC (25 pin connectors) and AT (9 pin) machines.

If the cable is not wired correctly, you will get an error message on your computer screen when you attempt to print.

The LaserWriter contains a mode switch on the side of the printer. This should be set to 9600 baud if you connect this printer using an RS-232C serial cable.

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 method for doing this is covered in the **Set Printer Info** section of the Menu Commands chapter.

PostScript CNF file

The **POSTSCPT.CNF** file located in the VENTURA directory lets you customize PostScript printer operation in the following ways:

• You can place downloadable fonts in a directory other than **PSFONTS**.

• You can change the end of file marker to make PostScript files compatible with various Apple networks.

• You can trade off printing speed for PostScript file size if you plan to print to a file and then send these files to an outside typesetting service.

• You can specify which fonts to use when using your PostScript printer as a draft printer.

A typical PostScript CNF file looks like this:

```
psfonts(C:\PSFONTS\)
eoftype(PC)
imgtype(FAST)
font(AvantGarde-Book,51,M,TEXT,RES)
font(AvantGarde-BookOblique,51,I,TEXT,RES)
font(AvantGarde-Demi,51,B,TEXT,RES)
font(AvantGarde-DemiOblique,51,BI,TEXT,RES)
font(Bookman-Light,23,M,TEXT,RES)
font(Bookman-LightItalic,23,I,TEXT,RES)
font(Bookman-Demi,23,B,TEXT,RES)
font(Bookman-DemiItalic,23,BI,TEXT,RES)
font(ZapfChancery-MediumItalic,29,I,TEXT,RES)
font(ZapfDingbats,129,M,PI,RES)
```

Do not place any spaces within the CNF file.

**Fonts in other
directories**

Standard fonts, such as Helvetica and Times Roman are resident in all PostScript printers. However, Xerox Ventura Publisher allows you to use additional fonts which are stored on the computer hard disk. (See Appendix K, and see the Add/Remove Fonts option.) These fonts should be stored in a directory called **PSFONTS** (for PostScript.) If you want to place these fonts in a different directory, use the ASCII text function of your word processor to modify the POSTSCPT.CNF file in the VENTURA subdirectory.

For instance to place PostScript fonts in a directory called **MYFONTS**, modify the POSTSCPT.CNF file to read:

psfonts(C:\MYFONTS\)

☞ If your printer has enough memory, download the fonts *before* running Xerox Ventura Publisher, and then use the Add/Remove Fonts option to change the width table for each of these fonts from Download to Resident. This will dramatically improve print speed. See Appendix K for more details.

All fonts must be placed in the directory you specify (any fonts in the VENTURA directory are ignored).

Printing over an Apple network

If the PostScript file is to be printed via an **Apple** network, use the ASCII function in your word processor to modify the POSTSCPT.CNF file, located in the VENTURA directory. Change the line which says:

eoftype(PC)

to:

eoftype(MAC)

This suppresses the printing of **^D** characters which are read by Apple network software as an end of file character. The POSTSCPT.CNF file must be modified **prior** to printing the PostScript file.

Reducing PostScript file size

PostScript files can become quite large when printing pages which contain images. To reduce the size of this type of PostScript file, use the ASCII function of your word processor to replace the line which reads:

imgtype(FAST)

with

imgtype(COMPACT)

It may take much longer to print this file, but the file will usually be smaller.

Draft printing

You can use your PostScript printer to produce draft copy 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. However, Helvetica and Times Roman typefaces will be substituted for the fonts used on the ultimate printer/typesetter.

If you have purchased PostScript fonts which are similar to those used on your ultimate printer/typesetter, you can use your fonts to provide draft copy which more closely matches the appearance of the final copy. Follow the steps provided in Appendix K for adding fonts to

your PostScript printer. Then, modify the CNF file by adding a line similar to the following, for each font:

```
font(fontname,ID,style,char,res)
```

where:

fontname is replaced with the downloadable PostScript font name. You can find this name in the PFA or PFB font file near the beginning. Use the DOS TYPE command to type this file to the computer screen. You will find the name of the font directly following the word **FontName**.

ID is replaced with the typeface ID used for the font you are trying to match. You must know the font ID for the font on your ultimate printer. For many common fonts, the ID numbers shown in the table near the end of Appendix K will work.

style is replaced with the style as follows: M=medium; B=bold; I=italic; BI=bold italic.

char is replaced with either the word **TEXT** or **PI**. Use PI only for typefaces which do not use the standard international character set (e.g., Dingbats). Use TEXT for all other fonts.

res is replaced with either the word **RES** or **DOWN:fontfile**. If the font is residend in the printer, enter **RES**. If the font resides on your computer's hard disk, type **DOWN:fontfile** and replace **fontfile** with the DOS file name of the font file you want Xerox Ventura Publisher to download.

The example given on the page K–21 shows the typical format.

DTR handshaking

When copying files from DOS to PostScript printers or typesetters, you must first insert the Utilities Disk into the A drive and then type the following command directly from the DOS prompt:

COPY A:\POSTSCPT\DTR.TXT LPT1: Enter

DTR.TXT is a file contained on the Xerox Ventura Publisher Utilities disk in the POSTSCPT directory. Once this file is transmitted, it does not ever need to be re-transmitted unless another program resets your printer. It remains in the printer, even when power is turned off. Sending this file to the printer or typesetter does not affect the operation of Xerox Ventura Publisher.

PostScript prologue

At the beginning of every PostScript print operation, Xerox Ventura Publisher sends subroutines (prologue) to the printer. These subroutines are contained in the file called **PS2.PRE**. Advanced users may want to load these subroutines permanently into the printer or typesetter and thus avoid the time required to load the prologue at the beginning of each print job. To do this:

1) Copy the file called **PERMVP.PS** (which contains the permanent version of these subroutines) from the POSTSCPT directory on the Utility Disk to the VENTURA directory.

2) Download this file to your printer by using the DOS COPY command as described in the Set Printer Info option for the DTR.TXT file. Unlike DTR.TXT, however, this file must be downloaded each time your printer is turned on.

3) Delete the PS2.PRE file from the VENTURA directory, or rename it to any other name.

☞ When creating PostScript files (by printing to a file) to be printed on another printer or typesetter, *always* include the prologue (i.e., do **not** delete the PS2.PRE file.)

Special effects

You can create special effects such as outline fonts by replacing the PS2.PRE file with a different PS2.PRE file located on the Utilities disk. To install the special effects file:

1) Locate the Utilities Disk.

2) Delete the PS2.PRE file

3) Copy the file PS2.EFF to the VENTURA directory and rename it at the same time as follows (assuming Xerox Ventura Publisher is installed on the C drive):

```
COPY A:\POSTSCPT\PS2.EFF C:\VENTURA\PS2.PRE
```

Once installed, select color #7 (the color at the bottom of the Color setting in the font options) for any font to create an outline. Other color settings may produce other special effects.

The colors defined in the Define Colors option do not change the special effect. Also, special effects do not display on the screen.

If you are familiar with the PostScript language, you may modify the PS2.EFF file to create your own special effects.

A version of PS2.EFF which can be downloaded to the printer permanently is contained in the file called PERMVP.EFF. Copy this file to the printer as described previously for PERMVP.PS and then delete the PS2.PRE file. Like PERMVP.PS, the PERMVP.EFF file stays in the printer only until the printer's power is turned off.

Limitations

Ruling line around images

PostScript cannot print transparent overlapping graphics. This means that if one graphic overlaps another, the graphic on the bottom will always be completely obscured.

Transparent graphics

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.

IBM 4216

The IBM 4216 laser printer requires DOS version 3.3 or above.

PostScript bug

Version 23 of PostScript implemented for the Apple LaserWriter below version 2 had a communications handling error described by Adobe Systems Incorporated as follows:

"During serial input, if the input buffer becomes full and the Apple LaserWriter sends XOFF to stop transmission from the host, it occa-

sionally fails to send XON to restart transmission… This bug occurs only under unusual circumstances that are difficult to describe …"

This bug does not generally manifest itself on small jobs consisting of several pages. However, when more than twenty pages are printed as a single job, the computer may lock up. Reason: the PC will be waiting for the LaserWriter to indicate that it is ready for input, but the LaserWriter will believe it has already made that indication.

Adobe Systems, Incorporated has released a downloadable patch which fixes this bug. The patch is provided in the file called **PS1.PRE**. This file is contained in the Utilities Disk in the POSTSCPT directory. To use this patch, simply copy this file from the Utilities Disk to the VENTURA directory. Xerox Ventura Publisher automatically sends this patch to the printer each time you print a chapter.

APPENDIX G

PICTURES

This appendix describes limitations inherent in the process of converting from a variety of different graphic formats into Xerox Ventura Publisher's internal graphic format. This chapter also includes other important information about pictures.

AutoCAD pictures

Xerox Ventura Publisher converts slide files from AutoCAD. AutoCAD **SLD** files are created using the AutoCAD ADE-2 (Advanced Drafting Extension) package. The AutoCAD **MSLIDE** command is used. The use of this command is covered in the AutoCAD User Reference manual. Look in the AutoCAD Reference Manual index under **Slides.** Better resolution can be obtained by converting AutoCAD files to HPGL.

CGM

Xerox Ventura Publisher converts CGM files. Key features and limitations include:

* All typefaces are converted to Helvetica

* Color is converted

* Pattern fills are converted based on the GSS CGI definition.

DXF

AutoCAD and other CAD programs store files in DXF format (Drawing Interchange Format.) To convert these files to GEM format, which

can be read by Xerox Ventura Publisher, use the DXFTOGEM utility. This utility is contained in the Utilities Disk. To convert a file, insert the Utilities Disk into the A drive and type the following:

A:DXFTOGEM filename Enter

If the filename has no extension, the extension DXF is assumed.

A file with the same name but with the extension GEM is created. This file can then be loaded as a line art GEM file using Xerox Ventura Publisher's Load Text/Picture option.

The following DXF attributes are not converted:

- Shape entity

- Text mirroring

- Tapering widths in polylines

- Underscore and overscore in text strings

- Text expansion factors

- Backward text obliquing and arbitrary forward obliquing

- Symbol characters (e.g., plus/minus, circle dimension) in text strings

- Curve fitting

- 3D rendering

- Ellipses which are not X-Y aligned

EPS

Xerox Ventura Publisher converts EPS files. Key features and limitations include:

- EPS files will display on screen if the EPS file includes either a TIFF image 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 image or Windows metafile descrip-

tion of the PostScript image, then this image will print to non-Post-Script printers. The resolution of this image depends on the quality of the TIFF or Windows representation.

- Any single page printed to a disk by Xerox Ventura Publisher using the PostScript printer driver can be read back into a frame using the Load Text/Picture EPS option. However, this file is not a true EPS file and therefore cannot be read by other programs which read EPS files. Files printed with the Page Size & Layout option set to **Landscape** cannot be read back into a frame within a chapter with the Page Size & Layout option set to **Portrait**.

- When generating print files from Xerox Ventura Publisher to be read by the EPS converter, you can create smaller files if you temporarily rename or remove the PS2.PRE file contained in the \VENTURA directory. Remember to put this file back before print-ing to the printer.

A PostScript file must be specifically made into an *Encapsulated* PostScript file. The rules for converting PostScript files can be ob-tained from Adobe Systems Technical Support. Write:

Technical Support
Adobe Systems
1870 Embarcadero Road
Palo Alto, CA 94303
USA

HPGL

Xerox Ventura Publisher converts HP 7470 and HP7475 HPGL files. Other plotter files may not work.

HPGL files are generated in most applications by choosing to print to an HP plotter and then printing to a file. Key features and limitations include:

- Arcs, lines, and text are converted

- Text size is converted

- If you don't want an HPGL picture rotated, select a different orientation from within the graphics program before generating the HPGL file. Page rotation is not supported.

- Color is not converted.

- Fonts are all converted to Helvetica.

- Filled areas are made up of vectors, so it is possible that gaps will appear in the fill patterns. You may also see rounded ends on lines if you enlarge the picture. Therefore, if at all possible, enlarge the picture within your external graphics program *before* saving as an HPGL file.

Lotus 1-2-3 pictures

Lotus 1-2-3 .PIC files are created using the 1-2-3 SAVE option, which is found in the 1-2-3 Print menu. 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.

Macintosh Paint

Xerox 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.

Macintosh PICT

Xerox Ventura Publisher converts Macintosh PICT files. Transfer files from the Macintosh to the PC using a network or communication program. Features and limitations include:

- Bit images within PICT files do not convert

- Text fonts are usually converted into Times Roman. They sometimes convert into Helvetica.

PC Paintbrush pictures

PC Paintbrush files are created using the **Save as** option in PC Paintbrush. These files are stored with the extension **PCX**.

- Color is not converted from PC Paintbrush pictures.

Video Show

Xerox Ventura Publisher converts General Parametric Video Show files. Key features and limitations include:

- Only 7-bit (not 8-bit) pictures are converted.

- Color is not converted. Color is instead turned into shades of gray.

- The 3D bar function is not implemented.

Text to PCX conversion

Any text file of up to twenty-five lines or less can be converted to a graphic PC Paintbrush file. This file can then be loaded as a PC Paintbrush image file and placed in a frame. This utility is used to print the computer screen as you see it, complete with ruling lines and other text effects which don't normally print when importing text data from the screen into programs like Sidekick.

To convert a text file that has been captured from the screen using Sidekick or some other background utility, and save to a file, type the following:

TXTTOPCX filename /% Enter

where filename is replaced with the name of the file to convert, and % is replaced with the type of display in use

EGA with Enhanced Monitor use: . . . . **C**
EGA with Monochrome Monitor use: . . . . **M**
Color Card or EGA with Color Monitor use: . . . . **O**
AT&T 6300 or Xerox 6065 use: . . . . **A**

A file with the same name but an extension of **PCX** is converted.

This utility does not work with a Hercules card.

☞ Reverse video and boldface text are not converted by this utility.

Windows Clipboard Converter

Many Windows applications can create a WMF metafile which Xerox Ventura Publisher can read directly using the **Windows** selection in the **Load Text/Picture** option.

If your Windows program cannot create WMF metafiles, Xerox Ventura Publisher includes a Windows Clipboard converter which saves
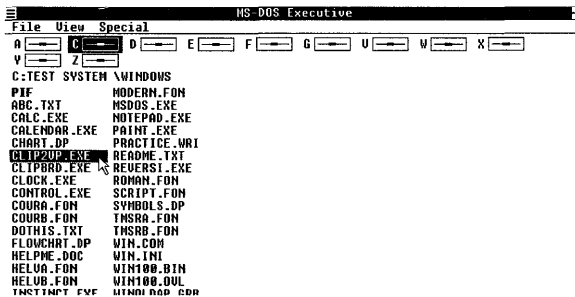
Figure G–1   Run the CLIP2VP program from the Windows screen.
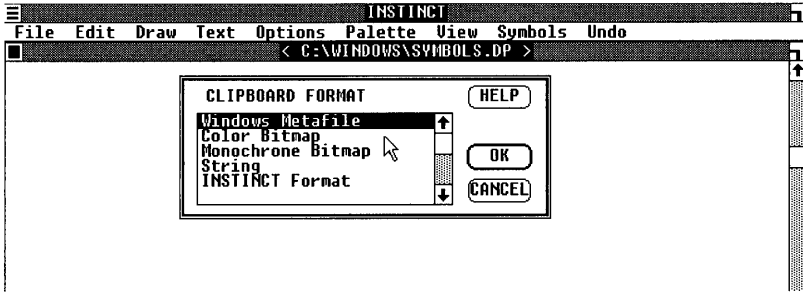
Figure G–2   Select the Windows Metafile Format, if your program provides an option.
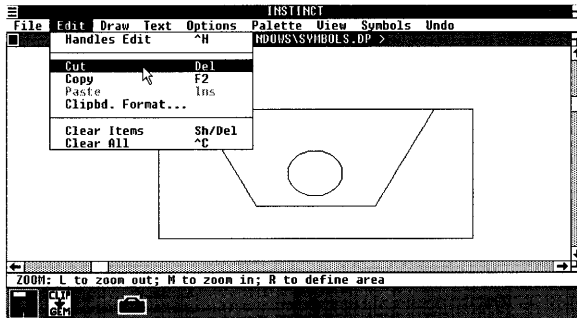
Figure G–3   Cut or copy the drawing to the clipboard
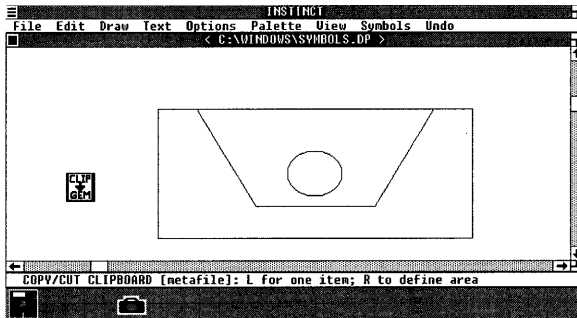
Figure G–4   Expand the CLIP2VP icon.
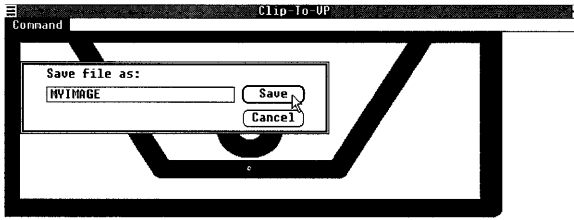
Figure G–5   Save the file.

to disk any metafile which has been Cut or Copied to the Windows clipboard. (Note: neither Windows Paint nor any other *image* files can be brought into Xerox Ventura Publisher).

Installation

To install the Windows clipboard converter:

1) Copy the CLIP2VP.EXE program from the Utilities disk to the WINDOWS directory. For example, to copy to the WINDOWS directory on the C: drive type:

2) **COPY A:CLIP2VP.EXE C:\WINDOWS**

Operation

The following steps show how to bring pictures into Xerox Ventura Publisher from any Windows application which can cut line art metafiles to the Windows clipboard. These instructions assume you are familiar with Microsoft Windows, and that Windows is installed in the WINDOWS directory.

1) Start Windows.

2) Run the CLIP2VP program from the Windows screen (see Figure G–1).

3) Shrink the CLIP2VP program into an ICON at the bottom of the screen.

4) Run the Windows application from which you will obtain the picture to be used in Xerox Ventura Publisher. If your application allows different clipboard formats, make sure that the **Windows Metafile** format is selected (see Figure G–2).

5) Create the drawing. Then select a portion (or all) of the drawing and Cut or Copy the drawing to the clipboard (see Figure G–3).

6) Expand the CLIP2VP icon (see Figure G–4).

7) Choose the Command **Save As ....** Type the name of the file under which you wish to save this file. The extension WMF will automatically be appended to the file name (see Figure G–5).

8) Close the Windows drawing application and close the CLIP2VP application.

When you are finished creating pictures, Run Xerox Ventura Publisher, either from Windows (the PIF file must be installed) or from the DOS prompt. Load the Windows Metafile (WMF file) you just created. Follow the procedures for loading Line Art given in the Menu Commands section of this manual.

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Publishing a database

This application note describes how to extract, pre-format, and ul-timately publish information from a database program.

Example: phone directory

This example assumes some knowledge of dBase III, although the concepts apply to any database program.

Suppose you want to publish a phone directory using information from a dBase III database. This simple directory contains last name, first name, and phone number. A typical structure for such a database is shown below.

Example database structure

Field	Field name	Type	Width
1	DATE	Date	08
2	COMP_NAME	Character	31
3	MISTER	Character	04
4	FIRST_NAME	Character	12
5	LAST_NAME	Character	12
6	TITLE	Character	25
7	ADDRESS	Character	34
8	CITY	Character	20
9	STATE	Character	02
10	ZIP	Character	06
11	PHONE	Character	12
13	COMP_TYPE	Character	15

To publish a directory from the data in this database, create a style sheet with three tag names: **Body Text**, **FN**, and **Phone**. Set page layout to **single sided**. The relevant settings for each of these three tags is shown below:

Body Text Font	**10 point, bold**
Alignment	Left, Hyphen off
Spacing	Inter-line and Inter-paragraph: 1 pica
Break	Line Break Before

FN Font	**10 point, normal**
Alignment	Left, Hyphen off
Spacing	Inter-line and Inter-paragraph: 1 pica In From Left: 1 inch
Break	No Line Break

Phone Font	**10 point, normal**
Alignment	Right, Hyphen off
Spacing	Interline and Inter-paragraph: 1 pica
Break	Line Break After

Extracting the data

The dBase III LABEL command can be used to:

- Extract the information from this database

- Insert the FN and PHONE tags

- Save the resulting information into an ASCII text file

You can also create your own custom program file as shown later in this section.

The following assumes some familiarity with dBase III, and assumes that the database has already been created with the structure shown above.

First, generate a dBase label file called **PHONEGEN** by typing:

```
modi label phonegen
```

On the first page of the label form, enter the following values:

```
Width of label:               80
Height of label:               3
Left margin:                   0
Lines between labels:          0
Spaces between labels:         0
Number of labels across:       1
```

On the second page of the label form, enter the following values:

```
1 trim(last_name)+','
2 '@FN = '+trim(first_name)
3 '@PHONE = '+trim(phone)
```

Save the label by pressing and holding the **Ctrl** key and then pressing **W**.

Next, either index or sort the database on the field **last_name**.

Finally, to create an ASCII text file called **PHONE1.TXT** that can be read directly by Xerox Ventura Publisher, type the following command:

```
. label form phonegen to phone1
```

Read the file **PHONE1.TXT** into Xerox Ventura Publisher as a **Wordstar** file. Load the style sheet you created earlier. The phone list will already be formatted and ready to print.

Custom dBase code

The following is an example of custom dBase code which extracts text from the same database structure given in the previous example. The purpose of this code is to generate a mailing label list. Each mailing label is one paragraph, with separate lines separated by line breaks, i.e., <R>. Excess spaces are trimmed, and blank fields are taken out.

One unique feature of this program is that it places a null paragraph tagged with a tag called **LBL HEIGHT** in front of each label. The purpose of this tag is to control the height of the label independent of the number of lines in the label. This is very useful when you print to

```
USE TEMP
SET ECHO OFF
SET TALK OFF
INDEX ON COMP_NAME+LAST_NAME TO TEMP
GO TOP
SET ALTERNATE TO TEMP
DO WHILE .NOT. EOF()
 X=''
 SET ALTERNATE ON
  ? '@LBL HEIGHT = '
 SET ALTERNATE OFF
 IF LAST_NAME<>' '
  X=TRIM(MISTER)+' '+TRIM(FIRST_NAME)+' '+TRIM(LAST_NAME)+'<R>'
 ENDIF
 IF TITLE<>' '
  X=X+TRIM(TITLE)+'<R>'
 ENDIF
 IF COMP_NAME<>' '
  X=X+TRIM(COMP_NAME)+'<R>'
 ENDIF
 X=X+TRIM(ADDRESS)+'<R>'+TRIM(CITY)+', '+TRIM(STATE)+' '+TRIM(ZIP)
 IF COUNTRY<>' '
  X=X+'<R>'+TRIM(COUNTRY)
 ENDIF
 SET ALTERNATE ON
 ? X
 SET ALTERNATE OFF
 SKIP
ENDDO
CLOSE ALTERNATE
SET TALK ON
```

Figure H–1   Custom dBase III code to print data in Xerox Ventura Publisher format.

self-adhesive label sheets. You can purchase, for instance, 8 1/2 x 11 label sheets with three columns of one inch labels. If you want to start the printing on each label starting 0.1 inch from the top of the label, create a style sheet as follows:

1) Select Frame mode.

2) Select the Margins & Columns menu.

3) Set one columns, and 0.00 for top, bottom, left, and right margins.

4) Select Paragraph mode.

5) Use the Add New Tag function to create a tag called **LBL HEIGHT**.

6) Set this tag's Above space to 0.1 inch and set its below space to 0.9 inch (Spacing option).

7) Set Line Break Before, Keep With Next Yes (Breaks option).

8) Select a Body Text paragraph.

9) Set Body Text Line Break to After.

10) Set a small amount (e.g., 6 points) for Body Text In From Left and In From Right spacing (Spacing option). This will move the text away from the edge of the label.

11) Set Body Text Font and Interline spacing so that 4–5 lines of text can be placed on the label.

The text created by this program and formatted by this style sheet will always begin each label 0.1 inch from the top of that label, regardless of whether the previous label contained 1, 2, 3, 4, or 5 lines.

Printing large databases

Large databases may cause Xerox Ventura Publisher to reach its paragraph or line element limitations. To increase the size of the document which can be produced without reaching these limits and to decrease loading time, you should use line breaks (created with the <R> code) to separate fields which appear on different lines, but which are formatted with the same typeface.

When publishing a database, use line breaks instead of paragraphs to create new lines whenever possible.

Note, however, that a paragraph can be no longer than 8,000 bytes, and the practical limit is closer to 4,000 bytes, so you will need to place a carriage return-line feed combination at frequent intervals.

The **&LSTG-P2.CHP** example in Appendix L provides a simple example of a product listing which uses line breaks instead of carriage return-line feeds to separate paragraphs.

The general rule of thumb is that a line break should be used, when publishing a database, between any two lines which are typographically identical.

Tabs

Another technique for separating fields in a database is to use tab characters between fields. This is especially useful for inserting leaders between fields, for example:

```
Smith, John    . . . . . . . . . . . . . . .  (408) 555-1234
Turner, Fred   . . . . . . . . . . . . . . . .(408) 555-1111
```

Tabs should be used sparingly, however, because they consume memory. If too many tab characters are used, you may encounter the following error message:

```
This frame is too complex to completely format. Try
splitting it into two frames or reducing the number of
columns, tabs, leaders, and lines of text.
```

If you cannot create the document with fewer leadered tabs and if you cannot increase the space between lines, then:

1) Draw frames on the page on top of each but the first column. If your document is only one column then draw a frame across the bottom half of the page.

2) Place text onto the page.

3) Select the first frame you drew.

4) Select the same file name that you placed into the page. This will continue the text from the page into this frame.

5) Make the selected frame a repeating frame.

6) Select the next frame, and repeat steps 4 and 5 for each frame that you drew in step 1.

These frames will automatically repeat on each page until the entire text file has been placed in the document. Some text must still flow into the page in order to force Xerox Ventura Publisher to automatically create new pages.

The Professional Extension to Xerox Ventura Publisher uses EMS memory to increase dramatically the size and complexity of the document that can be created with being restricted by these limits.

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APPENDIX I

GLOSSARY

ASCII Text Files. American Standard Code For Information Interchange. ASCII text is stored in exactly the same order as you see it on a printed page, with no additional characters added or deleted. ASCII files are often called "print" files.

Ascender. The part of a lower case character which rises above the height of the lower case "x."

Assignment List. The list of files, tags, or attributes that can be transferred to the selected frame, paragraph, or selected text. Shown in the Side-Bar on the left side of the screen.

Attribute. Any style used to enhance readability of text. Typical attributes include boldface, underline, and italic. Font changes assigned to selected text are also considered attributes. Examples of these font attributes include 14 point, blue, and kern.

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.

Box Text . Box created using the Graphic mode which contains text. Box text does not flow around frames, and can have graphics (e.g., arrows) directly attached to it. Use box text for tables and callouts. Use frames containing text files for newspaper–type make-up.

Break. An interruption in the flow of text from one paragraph to the next. Normally each paragraph continues directly below the previous paragraph or, if no more room is left on this column or page, it

continues at the top of the next column or page. This is called a line break. If a paragraph *always* begins at the top of a new column, this is called a column break. If a paragraph *always* begins at the top of a new page, this is called a page break.

Chapter. A combination of text and picture files, formatted with a style sheet. A chapter file consists of pointers to each of these files, along with instructions on how to combine them together on the computer screen or on the printer.

Clipboard. A temporary, invisible holding place for text, pictures, and graphics. Any text block or picture placed on the clipboard using a cut or copy operation can be placed anywhere else in the chapter. The clipboard can independently hold one text block, one picture, and one graphic.

Crop. Eliminate unwanted portions of a picture. The portions not displayed in the document are still stored in the original picture file.

Crop Marks. Alignment marks which delineate the outside edges of the printed page. Also sometimes called trim marks or register marks. Crop marks can be automatically added at print time or you can draw your own using the Graphic mode.

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.

Dialog Box. The set of choices presented on the screen for each menu option selected.

Discretionary Hyphen. A hyphen, placed in a word, which only prints if the word appears at the end of a line. Used to add hyphens beyond those produced by the hyphenation algorithm. Discretionary hyphens always take precedence over any hyphens inserted by Xerox Ventura Publisher.

Em. A unit of measure which equals the point size of the paragraph's font. Em units are often used to specify the width of a column or the amount of indentation.

Em Dash. An em dash is one em long and is used to separate paren-thetical statements—such as this one—from the surrounding text.

Em Space. An em space equals the width of the letter m in current point size. An em space is created by pressing and holding both the **Ctrl** and **Shift** keys and then pressing **M**. Xerox 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**.

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**.

Extension. The part of the file name to the right of the period. For instance, the extension in the file name "DOC2.WP1" is **WP1**. Extensions are used by Xerox Ventura Publisher to differentiate between files of different types.

Figure Space. A figure space equals the width of a number in the current point size. Use figure spaces between numbers in tables to keep tabular information aligned properly. A figure space is created by pressing and holding both the **Ctrl** and **Shift** keys and then pressing **F**.

File. A unit of information stored on hard disk. Different types of information are stored in files with different extensions, and are treated differently. The different file types recognized by Xerox Ventura Publisher are Style Sheet (STY), Chapter (CHP), Publication (PUB), Width Table (WID), Caption (CAP), Graphic (VGR), text, image, and line art.

Filter. The specification on the Directory line in the Item Selector that determines which files are displayed. The character "*" indicates that any set of characters can be displayed; the character "?" indicates that any single character can be displayed in that position. For instance, *.STY will display any file name with the extension **STY**. GRAB????.IMG will display all eight character file names starting with the letters **GRAB** having the extension **IMG**.

Font. A unique combination of typeface, type size, type style, and type weight. For instance, Swiss (typeface), 12 point (type size), bold (type weight) is one font; Swiss, 14 point, bold is another.

Font Metric. The width and height information for each character in each font. This information is stored in a width table.

Footer. Text which appears at the bottom of every page in the document.

Footnote. Explanatory information at the bottom of the page which is referenced on the same pages.

Frame. A rectangular box used to hold text or pictures. Each page is also a frame. Pages are automatically created as needed to accommodate all text in a file.

Greeking. The act of representing text by dummy type having no meaning, or by a series of straight lines. Within Xerox Ventura Publisher, greeking is used to increase screen drawing speed when the text is too small to be legible. Does not affect what gets printed.

Gutter. The blank space between columns, or the blank space between two pages in a bound document.

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**.

Interpress. A language used to describe how to print a page which consists of both text and pictures. This description is completely

independent of the printing device. This means that the page can be printed on printers which use Interpress, and the page will be printed at the full resolution that each printer or typesetter can produce.

Justification. Text aligns evenly with both the right and left margins.

Kerning. Space reduction between specific letter pairs. Even when proportionally spaced, certain letter pairs should be placed more closely together eliminate excessive white space. This space is especially noticeable with larger type sizes. For instance, an upper case **V** which follows an upper case **A** should be placed closer to the **A**. For example:

This is not kerned: AV.

This is kerned: AV.

Landscape. A page printed so that as you read it, the width of the page is greater than its height.

Layout. The arrangement of text and pictures on any given page.

Leaders. Characters placed in the blank space between items in a list. For example:

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.

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.

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**.

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 Layout option. 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**.

Port. The connection point in the computer for peripherals such as a printer or mouse.

Portrait. A page printed so that, as you read it, the width of the page is less than its height.

PostScript. A language used to describe how to print a page which consists of both text and pictures. This description is completely independent of the printing device. This means that the page can be printed on any printer or typesetter that uses 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.

Reflect. Reflected settings place a mirror image of that setting on alternating pages. For example, if a picture is placed at the left side of a left page and then reflected using the **For All Pages Left & Right** in the Repeating Frame option, the picture will then be placed on the right side of right pages.

Ruling Line. Any horizontal or vertical line used to separate text or frames from the surrounding layout.

Run around. Text which follows the outline of a picture.

Sans serif. Type style which does not have small horizontal strokes at the top 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.

Select. Point to something on the screen and press the mouse button.

Style Sheet. A file which is stored separately from text, but which controls the typographic format of that text.

Tag. The format applied to a particular paragraph.

Thin Space. A thin space is the width of a period.

Typeface. The style of type e.g., Bookman, Palatino, Avant Garde, *Zapf Chancery.*

Typeset. The act of producing a document on a typesetting machine. Xerox Ventura Publisher can produce documents on a laser printer that have near typeset quality.

Widow. One or more lines of text left at the top of a column or page. Note: a widow also refers to a single word on the last line of a paragraph. While this is considered poor form, Xerox Ventura Publisher does not attempt to prevent this kind of widow. Also, see **Orphan**.

Width Table. A file which contains font metric information.

WYSIWYG. What You See Is What You Get (printed.) Refers to the ability to display on the computer screen a close representation of what is printed. A 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.

How the headings in this chapter were produced

The lead-ins for each glossary entry in this chapter were created as separate paragraphs. The **Putting It Together** chapter shows how to create these.

The lead-in paragraph was tagged with a tag called **Lead-In**. To automatically transfer the first and last entry on the page to the header, the following was typed in the Header & Footer dialog box on the **Right** line for **Left Page Header:**

```
[<Lead-In] <197> [>Lead-In]
```

The [<Lead-In] code copies the first occurrence of a lead in to the header. The <197> code produce and Em dash. The [>Lead-In] code copies the last occurrence on the page of a lead in to the header.

APPENDIX J
COMPLETE FEATURES LIST

Document formats

Up to eight columns per page or frame. Multiple frames on same page can create more than eight columns. Columns can be unequal width. Different column widths and indents for left and right pages.

Text flows automatically across page boundaries if placed in the page.

Vertical rules between columns, plus two vertical rules per frame.

Portrait or landscape format. Set globally for entire chapter.

Ruling lines (up to three) of different widths can be placed above, below, or around each frame.

Document content

Multiple, non-contiguous articles per document.

Up to 128 chapters can be combined for printing, generating a table of contents or index. Documents up to 9,999 pages can be handled.

Views

- Facing (Two full pages.)
- Reduced (Full page.)
- 100% (Normal size.)
- 200% (Enlarged view.)

Style-sheet Format Control

Style sheets control each paragraph's format through **paragraph tags**. Each style sheet can contain up to 128 tags.

Style sheets control the following on a paragraph by paragraph basis:

- Typeface and font

    - Fonts available depends on printer

    - Any half point size between 1 and 254 point

- Text alignment horizontally and vertically within column, including automatic decimal alignment

- Text rotation to 90, 180, and 270 degrees.

- Hyphenation (two different languages can be hyphenated within the same document)

- Justification

- Indent/outdent for any number of lines

- Line to line spacing (leading)

- Paragraph spacing

- Temporary margins (using spacing in from left, in from right)

- Page, line, or column breaks. Used to control pagination, create outdented headings, and vertical tabs

- Automatic large first letter of paragraph

- Automatic bullets

- Tabs

    - Sixteen horizontal tabs per paragraph

    - Left, center, right, decimal point aligned

    - Leaders

- Automatic kerning (if kerning information is in printer width table)

- Automatic letterspacing (flags loose lines)

    - Normal, minimum and maximum spaceband settings

- Both typesetter and word processor control for base of first line of text on a page.

- Letter space adjustment

- Make leading automatically increase/not increase for larger fonts in paragraph.

- Single/double underline, overscore, and strikethrough thickness and position settable

- Superscript, subscript, and small text size and position settable for each paragraph.

- Define any color using CMYK mixture. Over 125 million possible colors.

- Horizontal ruling lines

    - Up to three ruling lines, each of different thickness and spacing above, below, or around text

    - Pre-set options: rule length equal to text, margin, column or frame

    - Customized options: rule length and indent settable

    - Eight textures and colors available

    - Text within ruling line allowed

    - Ruling lines the width of text, margin, column, or custom width

- Margins & Columns

- Portrait, landscape, paper size

- Vertical tabs

- Automatic section numbering

    - Up to ten levels

    - Can be used for manuals, outlines, lists

Page controls

Automatic headers/footers.

- Separate headers/footers for left and right pages

- Left, center, right aligned text in each header. Two lines each

- Automatic page numbering and section headings in header or footer

Page numbering in choice of:

- Arabic numbers (1,2,3)

- Upper or lower case roman numerals

- Upper or lower case letters (A,B,C) (A-Z only)

- Alphabetic (One, Two, Three)

Page counter: 1-9999.

Automatic page, chapter, table, and figure numbering across chapters.

Automatic footnotes (footnote text appears at the bottom of the page)

Column balance on last page of chapter.

Chapter headings forced to same page as next paragraph. Also, widow & orphan controls.

Automatic conversion to quotes and em dashes from inch marks and multiple hyphens.

Editing

Accepts text from and stores text (and formatting information) back to standard word processors:

- Displaywrite III and IV (DCA)

- Microsoft Word

- Multimate

- WordPerfect (4.2 and 5.0)

- Wordstar

- Xerox Writer

- Xywrite

- Any word processor or other program that generates a standard ASCII file

Real-time re-format during editing.

Files from different word processors can be mixed in same document.

Text insert or delete at any point.

Concatenate text from several files into one file.

Text blocks can be deleted, moved, or copied.

Any letter, word or group of words can be changed to:

- Boldface

- Italic

- Small caps

- Strikethrough

- Subscript

- Superscript

- Underline

- Double underline

- Overscore

- All lower case

- All upper case

- All initial caps

- Any available font

Automatic fraction creation

Interactive font change, tracking, and kerning for any selected text.

Selected text can be moved:

- Horizontally (manual kerning.)
- Vertically (base line jump)

Pictures

Accepts pictures generated by:

- AutoCAD SLD
- GEM Draw, GEM Graph
- Lotus 1-2-3
- Mentor Graphics
- PC Paintbrush, GEM Paint
- Any program that can save files in General Parametric's Video Show format (e.g., Lotus Freelance)
- Any program that can save files in CGM format
- Macintosh PICT files
- Macintosh Paint files
- Encapsulated PostScript files
- HPGL
- Microsoft Windows
- TIFF
- Images scanned from Microtek, Dest, Datacopy, or other scanner which saves files in PC Paintbrush PCX, GEM, or TIFF format
- CAD pictures stored in DXF format

Handles text around irregular pictures using text flow around and multiple frames.

Any picture can be automatically repeated throughout the document.

Picture scaling: stretch to fit picture frame, maintain original aspect ratio, or scale by factors.

Picture cropping: pictures larger than frame can be cropped as desired.

Captions.

- Attached to pictures

- Above/below/left/right of picture

- Automatic figure or table numbering

- Rules above, below, around each caption

Anchored Pictures.

- Same position on new page

- Relative above text

- Relative below text

- Automatically within text. This allows you to create pictures which move within a line of text, just like any character on the keyboard.

Graphics

Five graphic tools available

- Ellipse/circle

- Rectangle/square

- Rounded rectangle/square

- Line

- Box text

Graphics can be attached to any page or frame

Printing

Single- or Double-sided formatting (start on left or right side.)

Print left pages or right pages only (for manual duplex printing)

Paper type:

- 8½ X 5½

- 8½ X 11

- 8½ X 14

- 11 X 17

    – Shingle feature allows you to print multiple 8½ x 11 pages to achieve one 11 x 17 page

    – Shrink feature allows you to print an 11 x 17 page on 8½ x 11 paper (PostScript only)

- 18 x 24 (Broadsheet)

    – Shrink

    – Strips output for typesetters

- A4

- B5

Collating and printing order control.

Multiple paper trays.

Color separations.

Front/back matter

Automatic table of contents, table of figures, table of tables, generation by searching for paragraph tags.

Automatic index generation by searching for index entries.

Limits

Feature	Base Product (non-EMS)	Professiona Extension (with EMS)
Total amount of text per chapter	2M bytes, reduced by 16K bytes for each 1,000 paragraphs	Greater of 4M bytes or total EMS, reduced by 16K bytes for each 1,000 paragraphs
Maximum paragraph size	7,990 bytes	7,990 bytes
Line elements per frame*	725	1,024/frame minimum Up to 16,000 if EMS memory is available (32 bytes EMS per line element)
Number of paragraphs/per chapter	1,000 per 16K of memory up to 64,000	1,000 per 16K of memory up to 64,000

* Each line of text creates two line elements. Each paragraph font change (where one paragraph has a different font than the previous paragraph) creates one line element. Each attribute (e.g., bold, italic) in the text creates three line elements. Each tab takes two line elements. Thus the maximum number of lines of text per frame without EMS memory and the Professional Extension is $\dfrac{725}{2} = 362$ lines.

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APPENDIX K
FONT UTILITIES

New fonts can be added by following the installation directions given in the **Add/Remove Fonts** section of this Reference Guide. This installation requires that you install a **Width Table** which provides Xerox Ventura Publisher with information about the spacing, height, and kerning for each character in each font. When this width table is not provided by the font vendor, or when you want to modify an existing width table, you will need to use the utilities described in this chapter.

What is a font?

A set of characters that are designed to look similar constitute a **typeface**. A collection of characters—such as A, B, C—forms a **character set**. Xerox Ventura Publisher contains two character sets:

• An international character set

• A symbol character set

It provides three typefaces for the international character set:

• Helvetica (or equivalent, i.e. Swiss)

• Times Roman (or equivalent, i.e., Dutch)

• Courier

and one typeface for the symbol character set.

1) Within a typeface, each character can be printed in different **sizes**. The size of a character is measured in **points**, where one point equals $1/72$ inch.

Each character can also have a different **style**, where a style can be:

• Normal

• Bold

• Normal italic

• Bold italic

Finally, each character can be printed in one of two **orientations**:

• Portrait

• Landscape.

Each combination of typeface, size, style, and orientation defines a **font**. Many people use the word font when they really mean **typeface**. However, throughout this manual, font means the unique combination of typeface *and* size, style, and orientation.

Printer fonts

Within a laser printer or typesetter, each character in a font is drawn on the paper as a series of individual dots. The printer creates these dot-by-dot drawings from information contained in **font files**. Font files are either stored in your computer or printer, or are created in real-time, as you print, from mathematical outlines. Most printers use the first approach, while PostScript uses the second approach.

If you want to add new printer fonts to Xerox Ventura Publisher, you must purchase new font files (or font outlines for PostScript) from a font supplier. You then store these fonts or outlines on your computer's hard disk or within the printer's memory, depending on the printer type. As described at the beginning of this chapter, the font vendor should also supply a Xerox Ventura Publisher width table. The width table provides concise information about *all* the new fonts you are adding. If the width table is not provided by the font vendor, you must create it using the utilities described later in this chapter.

Adding new printer fonts

To add new printer fonts, follow these instructions.

1) For non-PostScript printers, copy all font files from the distribution disk to the VENTURA directory on your computer hard disk. Copy PostScript fonts to a directory which you create called PSFONTS. (Note: you can copy HP LaserJet fonts to a directory other than VENTURA. See the HP LaserJet section later in this chapter.)

2) Copy the width table for these fonts to the VENTURA directory. If the font vendor did not supply a width table for these new fonts, you must create one. Width Table creation is different for each printer and is described later in this chapter.

3) Use the Add/Remove Font option to merge the width table for these new fonts into a width table already in use.

Screen fonts

Because the display on your computer has a much lower resolution and different aspect ratio from your printer, the fonts you purchase for your printer cannot be used to show new fonts on your computer display. You can, however, purchase new screen fonts (which are separate files from the printer fonts). If purchased with the printer fonts as part of a matched set, these screen fonts will match the printer font widths and styles.

Since matching screen fonts are not always available, Xerox Ventura Publisher allows you to add printer fonts while still using the screen fonts already installed. When a printer font is used which does not match the existing screen fonts, the program adjusts the space between words on the screen as necessary to compensate for the differences in widths between the new printer font and the generic screen font (Figures K–1 and K–2). This assures that each line and paragraph ends at the correct location. While this may make each word appear either too close or too far from its neighbor on the computer screen, the line and paragraph endings will be correct, and each page will look correct when it is printed.

If you add printer fonts for characters other than those shown in Appendix E, Xerox Ventura Publisher will not display the corresponding fonts on the screen unless you add the appropriate screen fonts.

Adding new screen fonts

Screen fonts must be provided by the font vendor in Xerox Ventura Publisher format. Ideally these fonts should match the resolution of your computer display. However, screen fonts for the IBM Enhanced Graphics Display (91 x 72 dpi resolution) will work with all displays shown in the VPPREP installation menus (except the IBM Color Display).

To add new screen fonts:

1) Copy the fonts to the VENTURA or the VENTURA\VPFONTS directory. All screen fonts must be in one directory or the other.

T his 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

Figure K–1   Screen display showing a document where screen fonts match the printer fonts.

T his trip really began in September last year when Gerry won first prize in a raffle at the fashion show which Rush-Pres-byterian-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. Analyz-

Figure K–2   Screen display showing document where screen fonts don't match the new printer font. Note how extra space is added between words to make the line endings correct for the new font (the new font is wider than the screen font).

2) Run Xerox Ventura Publisher.

3) Type this three letter file extension (e.g, VGA) for the new fonts on the Screen Fonts line in the Set Printer Info dialog box.

The new screen fonts are loaded and immediately displayed. If the fonts take more than a few seconds to load, set BUFFERS=**30** in the CONFIG.SYS file. Better still, if your computer contains more than 640K, install a disk cache (available from your computer dealer).

If the fonts will completely replace the fonts which VPPREP installed, the new fonts *must* contain both Helvetica and Times Roman typefaces. The maximum file size for any one screen font is 35K bytes. You can add up to 700 screen fonts.

PostScript screen fonts from Adobe Systems can be purchased in Xerox Ventura Publisher form. However, if you can only find standard Adobe format fonts (**ABF** format) these can be converted to Xerox Ventura Publisher format. You must include both Helvetica and Times Roman fonts in the following conversion. To convert these fonts:

1) Copy the font files to the VENTURA directory.

2) Rename the font files, if necessary so that they all have the extension **ABF**.

3) Copy the **ABTOFNT.EXE** converter from the POSTSCPT directory on the Utilities Disk to the VENTURA directory by typing the following:

```
COPY A:\POSTSCPT\ABF*.*  C:\VENTURA   Enter
```

4) Convert the fonts by typing the following:

```
ABFTOFNT  *.ABF   Enter
```

The fonts are all converted to Xerox Ventura Publisher format, and the file extensions are all changed to **PSF**.

If you have several different printers installed and each has its own set of matching screen fonts, make the extension for each printer's matching screen fonts unique.

Full Page Displays

Xerox Ventura Publisher automatically installs high resolution (VGA) fonts for full screen displays such as the Wyse 700, MDS Genius, and Xerox Full Page Display. If you can only obtain additional fonts in EGA format but want to use these new fonts along with the higher resolution VGA fonts, you can copy the new fonts to the VENTURA or the VENTURA\VPFONTS directory and then rename the extension for these fonts from EGA to VGA.

☞ When adding new screen fonts, take care not to add fonts which duplicate those you already have, but in a different file name. Xerox Ventura Publisher may not know which font file to use.

Adding new fonts to the HP LaserJet Plus

To add new fonts to the HP LaserJet Plus, follow the general directions for adding new printer fonts.

Creating an HP LaserJet Plus width table

If the font vendor did not supply a Xerox Ventura Publisher width table for your HP LaserJet Plus, you must create one. To create a width table for new fonts which have already been copied to your computer hard disk:

1) Use the DOS RENAME command to rename all new portrait font files to have the extension **SFP**, and all new landscape fonts to the extension **SFL**.

2) Optional: If landscape fonts are not supplied by the font vendor, create landscape fonts from portrait fonts (skip this step if you don't need landscape fonts.)

   – Insert the UTILITIES DISK into drive **A**

   – Type the following command:

   `A:PORTOLAN    C:\VENTURA\*.SFP`   **Enter**

3) Copy the HPLTOVFM.EXE utility from the UTILITIES DISK to the VENTURA directory by typing the following command:

   `COPY   A:\HPLJPLUS\*.*    C:\VENTURA`   **Enter**

4) For each portrait font file, you must create a Ventura Font Metric (VFM) file. This is a readable text file which provides Xerox Ventura Publisher with important information about your new fonts. The VFM file is described in more detail near the end of this chapter. To create this file, type the following command *for each new font file*:

   `HPLTOVFM   fontname.SFP` [switches]   **Enter**

   where [switches] is replaced with the following:

- /**F**=Typeface name (15 characters maximum)

- /**N**=Typeface ID (15-65,554; See ID table starting on page K-18)

- /**P**=Point size (always 2 characters)

- /**W**=Weight (style) (1 character: N=normal; B=bold; I=normal italic; T=bold italic)

You must specify all switches for each font file.

Example: You purchase six new portrait fonts: Century Schoolbook 8 point normal; 10 point normal; 10 point bold; 10 point italic; 12 point normal; and 12 point bold. You copy these to your computer's hard disk and rename the files so they have the extension **SFP**. The file names are:

```
CENT08NP.SFP
CENT10NP.SFP
CENT10IP.SFP
CENT10BP.SFP
CENT12NP.SFP
CENT12BP.SFP
```

To create VFM files for each of these fonts, type these commands (executing these commands from a batch file is less prone to error):

```
HPLTOVFM CENT08NP.SFP /F=Century/N=20/P=08/W=N Enter
HPLTOVFM CENT10NP.SFP /F=Century/N=20/P=10/W=N Enter
HPLTOVFM CENT10IP.SFP /F=Century/N=20/P=10/W=I Enter
HPLTOVFM CENT10BP.SFP /F=Century/N=20/P=10/W=B Enter
HPLTOVFM CENT12NP.SFP /F=Century/N=20/P=12/W=N Enter
HPLTOVFM CENT12BP.SFP /F=Century/N=20/P=12/W=B Enter
```

Once all the VFM files have been created, you next create a **list** of all VFM files. This list must contain the name of every VFM file just produced. Create the list with any word processor, and save as an ASCII text file. The name of this file should be the same as the name of the ultimate width table file, and the extension should be LST.

The VFM file names should be placed in the LST file with all fonts for a given typeface together, starting with the smallest point size and then

going to larger point sizes. Within a given size, the order should be normal, italic, bold, and then bold italic.

Example: The LST file for the seven fonts whose VFM files were created in the example above should look like this:

```
CENT08NP.VFM
CENT10NP.VFM
CENT10IP.VFM
CENT10BP.VFM
CENT12NP.VFM
CENT12BP.VFM
```

As the last step in the width table generation process, the VFMTOWID.EXE utility uses the LST file to create a new width table. The syntax for this conversion is:

VFMTOWID   filename.LST   **Enter**

where filename is replaced with the name of the list file you wish to convert. The VFMTOWID.EXE file must be copied from the Utilities Disk to the VENTURA directory by placing the Utilities Disk in the **A** drive and typing the following:

COPY   A:\VFMTOWID.EXE   C:\VENTURA **Enter**

Example: To create a width table from the list file created in the previous example, assuming this file is saved under the name **CEN-TURY.LST**, type the following:

VFMTOWID   CENTURY.LST   **Enter**

This will create a width table called **CENTURY.WID**. This width table can be merged into an existing width table using the Add/Remove Fonts option within Xerox Ventura Publisher.

When you are finished generating new width tables, you can save the VFM and LST files onto a floppy disk and then erase them from your computer's hard disk. They are not used by Xerox Ventura Publisher except when generating a new width table.

Downloading fonts

If you own a LaserJet Plus, LaserJet Series II, HP 2000 or compatible printer, Xerox Ventura Publisher automatically copies fonts from the computer to the printer as needed during the To Print operation. This feature makes Xerox Ventura Publisher simple to use, but it can result in long print times if each page in your document uses different fonts than the pervious page.

If your printer contains at least 1 megabyte of memory, you can improve performance dramatically by copying fonts to the printer *before* running Xerox Ventura Publisher. The HPDOWN program contained on the Utilities disk automatically copies fonts to the printer. The following directions show you how to download fonts before running Xerox Ventura Publisher and how to then stop the automatic downloading of these fonts during printing.

1) Use your word processor's ASCII text function to create a file called HPLJPLUS.CNF. Place this file in the VENTURA subdirectory. (See Appendix F for more information on the CNF file.)

2) On the first line of this file, place the name of the disk drive and directory where all fonts are stored. Use the format shown in the example which follows.

3) On each remaining line, place the font ID number and the file name of the font to be downloaded.

The font ID number is a number which you provide. It gives Xerox Ventura Publisher the information necessary to select fonts within the printer. You must assign ID numbers in the order that fonts are downloaded. Thus, the first font downloaded must have ID number 1, the second ID number 2, and so on. For example, to download five HP LaserJet fonts, where *all* fonts are contained in the C:\FONTS directory, the HPLJPLUS.CNF file should contain the following:

```
DOWNPATH(C:\FONTS)
PERMFONT(1   TMSN3010.SFL)
PERMFONT(2   TMSN3012.SFL)
PERMFONT(3   TMSB3010.SFP)
PERMFONT(4   TMSB3012.SFP)
PERMFONT(5   TMSB3014.SFP)
```

☞   The only spaces allowed in the above are between the font ID number and font file name. No spaces should be placed between the command (i.e., HPFONTS, PERMFONT) and the left parenthesis. *All* fonts must reside in the directory specified after the HPFONTS command.

1) Once the HPLJPLUS.CNF file is saved, copy the HPDOWN.EXE utility from the Utilities disk to the VENTURA directory.

2) Type: **HPDOWN**. The fonts will be copied permanently to the LaserJet printer connected to LPT1:. To copy fonts to LPT2: type: **HPDOWN LPT2**: To copy fonts to COM1: type **HPDOWN COM1**:, etc.

3) Run Xerox Ventura Publisher.

4) Select the **Add/Remove Fonts** option. For each font you have downloaded, select the Face, Size, and Style for that font and then select the word **Download** at the bottom of the Style menu. The word Download will change to **Resident** indicating that Xerox Ventura Publisher now knows that this font is resident in the printer and does not need to be downloaded. If you make a mistake, select the word Resident and it will change back to Download.

5) Select **Save As New Width Table** at the bottom of the Add/Remove Fonts Dialog Box. Save the width table under the existing width table name if you are always going to download the fonts before running Xerox Ventura Publisher. Save under a different name if you will only be pre-downloading some of the time.

If you always plan to download the fonts before running Xerox Ventura Publisher, then you should put the HPDOWN statement in the AUTOEXEC.BAT file.

Font downloading takes 10-30 seconds per font depending on speed of your computer and speed of the connection to your computer.

Adding new fonts for the Xerox 4045 Laser Printer

To use new fonts with the Xerox 4045, follow the general directions for adding new printer fonts, earlier in this chapter.

Creating a width table

If the font vendor did not supply a Xerox Ventura Publisher width table file for your 4045 printer, you must create one. This is done as follows:

1) Copy the XRXTOVFM.EXE utility from the UTILITIES DISK to the VENTURA directory by typing the following command:

```
COPY  A:\XRX_4045\*.*  C:\VENTURA  Enter
```

2) Rename each font file according the following conventions:

The file extension must be **.XFN**
The file name must be in the following format.

```
X45OFPPW.XFN
```

where:

O is replaced with the orientation (portrait = P; landscape = L)

F is replaced by one of the following typefaces:

A	Avant_garde
B	Bookman
C	Century
D	Dingbats
F	Friz_quadrata
G	Garamond
H	Helvetica
L	Lubalin
N	Nar_helvetica
O	Optima
P	Palatino
S	Souvenir

M   Symbol
T   Times
Z   Zapf_chancery

PP is replaced with the type size (e.g., 08 for 8 point, 10 for 10 point etc.)

W is replaced with one of the following type weights (styles):

B   Bold
I   Italic
N   Normal
T   Bold Italic

Example: The file name for 14 point, italic, Lubalin, portrait, should be **X45PL14I.XFN**.

3) Convert each font to a Xerox Ventura Publisher VFM file using the XRXTOVFM.EXE converter. The resulting VFM file is an ASCII text file that can be edited. (See end of this chapter.) Each file must be converted individually.

Example: To convert the font file in the previous example, type the following:

```
XRXTOVFM    X45PL14I.XFN    Enter
```

4) Create a list of all VFM files that should be included in a new width table. Create this list with any word processor, and save as an ASCII text file. The name of this file should be the same as the name of the ultimate width table file, and the extension should be LST. The VFM file names should be placed in the LST file with all fonts for a given typeface together, starting with the smallest size and then going to larger sizes. Within a given size, the order should be normal, italic, bold, and then bold italic.

Example: The 4045 LST file which created the fonts provided with Xerox Ventura Publisher is:

```
X45PH06N.VFM
X45PH08N.VFM
X45PH10N.VFM
X45PH10I.VFM
X45PH10B.VFM
X45PH12N.VFM
```

```
X45PH12I.VFM
X45PH12B.VFM
X45PH14B.VFM
X45PH18B.VFM
X45PH24B.VFM
X45PT08N.VFM
X45PT10N.VFM
X45PT10I.VFM
X45PT10B.VFM
X45PT12N.VFM
X45PT12I.VFM
X45PT12B.VFM
X45PT14B.VFM
X45PT18B.VFM
X45PT24B.VFM
X45PC12N.VFM
X45PM10N.VFM
```

5) Finally, convert the LST file to a width table using the VFMTOWID.EXE program as follows:

`VFMTOWID    filename.LST`   **Enter**

where filename is replaced with the name of the list file you wish to convert.

This width table can be merged into an existing width table using the Add/Remove Fonts option within Xerox Ventura Publisher. When you are finished generating new width tables, you can save the VFM and LST files onto a floppy disk and then erase them from your computer's hard disk. They are not used by Xerox Ventura Publisher except when generating a new width table.

Adding fonts to JLaser

Some font vendors supply printer fonts in Xerox Ventura Publisher format. These fonts are intended for use with AST TurboLaser, Cordata, JLaser and other printers. Follow the general directions for adding printer fonts given earlier in this chapter. For the AST Turbo-Laser printer, the extension for these fonts should be renamed to W30. For the other printers the extension should be renamed to B30.

You can also use fonts intended for the HP LaserJet printer. These fonts can be converted for use with the AST Turbo Laser, Cordata Laser Printer, and JLaser board. To generate a width table for these fonts, follow the procedure described in the **Adding new fonts for the HP LaserJet Plus** section, with the following changes:

- Only portrait fonts are required.

- During the VFMTOWID operation, specify the printer name as follows:

VFMTOWID CENTURY.LST /N=printer **Enter**

where **printer** is replaced with the name of the printer *exactly* as it appears in the Set Printer Info dialog box.

After the width table has been generated, convert the fonts themselves from HP format to Xerox Ventura Publisher's format by using the **HPLTOFNT.EXE** utility contained on the UTILITIES DISK To convert the fonts:

1) Copy the HPLTOFNT.EXE utility from the UTILITIES DISK to the VENTURA directory by typing the following command:

COPY A:\HPLTOFNT.EXE C:\VENTURA **Enter**

2) For each portrait font file type the following command:

HPLTOFNT fontname.SFP [switches] **Enter**

where [switches] is replaced with the following:

3) /F=Typeface name (15 characters maximum)

/N=Typeface ID (See ID table later in this chapter

/P=Point size (always 2 characters)

/W=Weight (style) (1 character: N=normal; B=bold; I=normal italic; T=bold italic)

For instance, to convert a 10 point, Century Schoolbook, normal, portrait font from HP LaserJet Plus to Xerox Ventura Publisher format, type the following:

```
HPLTOFNT  CENT10NP.SFP/F=Century/N=20/P=10/W=N
```
Enter

Adding new PostScript fonts

To add new fonts for PostScript printers, copy the font files to the PSFONTS directory on your computer hard disk. (Create this directory, if necessary.) Re-name the font file name, so that it matches *exactly* one of those shown in the Typeface subsection which follows, and with the extension **PFB** (or **PFA** if your font files are ASCII).

If you wish to save fonts in a different directory, use the ASCII text editing function of your word processor to edit the POSTSCPT.CNF file located in the VENTURA directory. For instance, if all fonts are saved in a directory called NEWFONTS, change the line in the POSTSCPT.CNF file which reads:

psfonts(C:\PSFONTS\)

to:

psfor·ts(C:\NEWFONTS\)

If the font is not contained in the PostScript width table, use the Add/Remove Font option in the Options menu to merge the width table for these new fonts into the existing PostScript width table. Then, *for each font added,* use the Add/Remove Font option to change the state of each new font to **Download**.

Remember to change the **download/resident** switch for *each* Face, Size, and Style combination.

Because of the way PostScript operates, Xerox Ventura Publisher must download the entire font file each time the font on a page changes. Therefore, for best performance, you should copy the fonts to the printer *before* you run Xerox Ventura Publisher. Then set each font to **resident** using the Add/Remove Fonts option.

See Appendix F for more information on the POSTSCPT.CNF file and its use with downloadable fonts.

Typefaces

The following is a list of industry standard typefaces and their as-
sociated ID's and weights (styles.) If the typeface you are adding is not
on this list, assign the largest number available for the class of typeface
you are adding. For example, the first sans serif typeface not on the
list, should be assigned number 49, and the first serifed typeface
number 99. The PostScript file name is shown for reference. For file
names which contain the underline character you must type enough
underline characters to make the file name exactly eight characters
long.

System Faces (International Character Set)

Typeface	PostScript File Name	Face Id	Weight (Style)
Courier-Bold	COURIB	1	1
Courier-Bold Oblique	COURIBO	1	5
Courier	COURI	1	0
Helvetica-Oblique	HELVEO	2	4
Helvetica-Bold	HELVEB	2	1
Helvetica	HELVE	2	0
Helvetica-Bold Oblique	HELVEBO	2	5
Times-Bold Italic	TIMESBI	14	5
Times-Italic	TIMESI	14	4
Times-Bold	TIMESB	14	1
Times-Roman	TIMESR	14	0

Serifed Faces (International Character Set)

Typeface	PostScript File Name	Face Id	Weight (Style)
New Century Schlbk-Italic	NCI_____	20	4
New Century Schlbk-Roman	NCR_____	20	0
New Century Schlbk-Bold Italic	NCBI____	20	5
New Century Schlbk-Bold	NCB_____	20	1
Palatino-Italic	POI_____	21	4
Palatino-Bold Italic	POBI____	21	5
Palatino-Bold	POB_____	21	1
Palatino-Roman	POR_____	21	0
Garamond-Bold	GAB_____	22	1
Garamond-Bold Italic	GABI____	22	5
Garamond-Light	GAL_____	22	0
Garamond-Light Italic	GALI____	22	4
Bookman-Demi	BKD_____	23	1
Bookman-Light Italic	BKLI____	23	4

Typeface	PostScript File Name	Face Id	Weight (Style)
Bookman-Demi Italic	BKDI_____	23	5
Bookman-Light	BKL_____	23	0
Lubalin Graph-Demi Oblique	LUDO_____	24	5
Lubalin Graph-Book	LUW_____	24	0
Lubalin Graph-Book Oblique	LUWO_____	24	4
Lubalin Graph-Demi	LUD_____	24	1
Souvenir-Light	SUL_____	25	0
Souvenir-Light Italic	SULI_____	25	4
Souvenir-Demi	SUD_____	25	1
Souvenir-Demi Italic	SUDI_____	25	5
Benguiat-Book	BGW_____	26	0
Benguiat-Bold	BGB_____	26	1
Glypha-Bold	GYB_____	27	1
Glypha	GYR_____	27	0
Glypha-Oblique	GYO_____	27	4
Glypha-Bold Oblique	GYBO_____	27	5
Friz Quadrata	FQRG_____	28	0
Friz Quadrata-Bold	FQB_____	28	1
Zapf Chancery-Medium Italic	ZCMI_____	29	4
Trump Mediaeval-Italic	TMI_____	30	4
Trump Mediaeval-Bold Italic	TMBI_____	30	5
Trump Mediaeval-Roman	TMR_____	30	0
Trump Mediaeval-Bold	TMB_____	30	1
Melior-Bold Italic	MEBI_____	31	5
Melior-Bold	MEB_____	31	1
Melior-Italic	MEI_____	31	4
Melior	MER_____	31	0
Galliard-Bold Italic	GLBI_____	32	5
Galliard-Bold	GLB_____	32	1
Galliard-Italic	GLI_____	32	4
Galliard-Roman	GLR_____	32	0
New Baskerville-Bold Italic	NBBI_____	33	5
New Baskerville-Bold	NBB_____	33	1
New Baskerville-Italic	NBI_____	33	4
New Baskerville-Roman	NBR_____	33	0
Goudy-Bold Italic	GOBI_____	34	5
Goudy-Bold	GOB_____	34	1
Goudy-Italic	GOI_____	34	4
Goudy	GOR_____	34	0
Park Avenue	PAM_____	35	0
Bodoni-Bold Italic	BDBI_____	36	5
Bodoni-Bold	BDB_____	36	1
Bodoni-Italic	BDI_____	36	4
Bodoni	BDR_____	36	0
Bodoni-Poster	BDPS_____	37	0
Century Old Style-Bold	COB_____	38	1
Century Old Style-Italic	COI_____	38	4
Century Old Style-Regular	CORG_____	38	0
Cheltenham-Bold Italic	CHBI_____	39	5
Cheltenham-Bold	CHB_____	39	1
Cheltenham-Book Italic	CHWI_____	39	4
Cheltenham-Book	CHW_____	39	0

Sans Serifed Faces (International Character Set)

Typeface	PostScript File Name	Face Id	Weight (Style)
Helvetica-Narrow-Bold	HELVENB	50	1a
Helvetica-Narrow-Bold Oblique	HELVENBO	50	5
Helvetica-Narrow-Oblique	HELVENO	50	4
Helvetica-Narrow	HELVEN	50	0
Avant Garde-Book	AGW_____	51	0
Avant Garde-Demi Oblique	AGDO_____	51	5
Avant Garde-Demi	AGD_____	51	1
Avant Garde-Book Oblique	AGWO_____	51	4
Optima-Bold Oblique	OPBO_____	52	5
Optima-Bold	OPB_____	52	1
Optima-Oblique	OPO_____	52	4
Optima	OPR_____	52	0
Korinna-Kursiv Bold	KRKB_____	53	5
Korinna-Bold	KRB_____	53	1
Korinna-Kursiv Regular	KRKX_____	53	4
Korinna-Regular	KRRG_____	53	0
Helvetica-Light	HVL_____	54	0
Helvetica-Light Oblique	HVLO_____	54	4
Helvetica-Black	HVBL_____	55	0
Helvetica-Black Oblique	HVBLO_____	55	4
Franklin Gothic-Demi	FRD_____	56	1
Franklin Gothic-Book	FRW_____	56	0
Franklin Gothic-Demi Oblique	FRDO_____	56	5
Franklin Gothic-Book Oblique	FRWO_____	56	4
Franklin Gothic-Heavy	FRH_____	57	0
Franklin Gothic-Heavy Oblique	FRHO_____	57	4
Helvetica-Cndnsd-Light Oblique	HVCLO_____	58	4
Helvetica-Condensed-Light	HVCL	58	0
Helvetica-Cndnsd-Bold Oblique	HVCBO_____	59	5
Helvetica-Condensed-Oblique	HVCDO_____	59	4
Helvetica-Condensed	HVC_____	59	0
Helvetica-Condensed-Bold	HVCB_____	59	1
Helvetica-Cndnsd-Black Oblique	HVCO_____	60	4
Helvetica-Condensed-Black	HVCBL_____	60	0

Typewriter (mono-spaced) faces (International Character Set)

Typeface	PostScript File Name	Face Id	Weight (Style)
American Typewriter-Bold	ATB_____	100	1
American Typewriter-Medium	ATM_____	100	0
Machine	MAM_____	101	0
Courier-Oblique	COURIO	102	4
Prestige Elite	PERG_____	103	0
Prestige Elite-Bold	PEB_____	103	1
Prestige Elite-Bold Slanted	PEBSL_____	103	5
Prestige Elite-Slanted	PESL_____	103	4
Orator-Slanted	ORSL_____	104	4
Orator	ORRG_____	104	0
Letter Gothic-Bold	LGB_____	105	1

Typeface	PostScript File Name	Face Id	Weight (Style)
Letter Gothic-Slanted	LGSL____	105	4
Letter Gothic	LGRG____	105	0
Letter Gothic-Bold Slanted	LGBSL____	105	5

PI Fonts (Different Character Sets)

Typeface	PostScript File Name	Face Id	Weight (Style)
Symbol	SYMBOL	128	0
Zapf Dingbats	ZDM____	129	0
Sonata	MUSO____	130	0

Since Xerox Ventura Publisher allows font ID numbers up to 65,535, you can also assign any font ID number above 256 if your font does not appear on this list.

VFM file format

The VFM file created during the width table generation process describes the font characteristics for each font file. It has the same format, regardless of what font file type (e.g., HP LaserJet Plus, PostScript) was used as the source. While most readers of this note will not need to edit the VFM file, the following information is provided for those who have the need to make changes to the font information. Remember, after you edit any VFM files, you must then generate a new width table using the VFMTOWID utility, and then merge this new width table using the Add/Remove Fonts option in the Options menu. Otherwise, changes made to the VFM table will not affect Xerox Ventura Publisher's output.

A sample VFM file is shown on the following page.

In this file, each field has the following function:

DEVICE—This specifies the printer or typesetter on which this font will be printed. The name is determined by the VFM converter you use. For example, if you use the HPLTOVFM converter, the DEVICE name will be automatically set to **HP LJ+**. This string is used to determine whether Xerox Ventura Publisher is currently set for **draft** or **ultimate** printing (as shown in the **Set Printer Info** dialog box.) Key Note: draft printing is done on a different printer than the one for which you added fonts. Only the system fonts will be used when draft printing, and space between words will be adjusted as necessary in order to make lines and paragraphs end at the correct place.

TYPEFACE—This specifies the typeface name. The name is set by the /F option during VFM generation. It can be a maximum of 15 characters, and must be unique for each type family.

FACEID—This number is the typeface ID. This number is set by the /N option during VFM generation. It must also be unique for each typeface. The valid range is 15-65,554 decimal. Basic Serifed fonts are 20-49. Sans serifed fonts are 50-99. Mono-spaced fonts are 100-127. PI fonts (i.e., character sets other than the international character set shown in figures E-1 and E-2) are 128–255. Fonts not shown in the typeface tables on the previous pages can be any number up to 65,554.

```
DEVICE HP LJ+
TYPEFACE Swiss
FACEID 2
SIZES 18
ATTRTYPE 2
UFACEID 2
USTYLE 1
SFACEID 2
SSTYLE 1
TOP 288
BOT 68
YMPY 1
YDIV 18
XMPY 1
XDIV 18
DEVSPEC NONE
WIDTHS 192
84 100 100 232 168 256 212 76 112 112 148 300 84 100 84 96
168 168 168 168 168 168 168 168 168 168 92 92 300 300 300 168
300 204 212 224 216 196 180 232 224 92 164 212 176 264 224 236
200 236 216 200 180 212 196 280 192 188 180 116 152 116 300 148
76 168 184 164 184 172 96 184 180 80 80 168 80 264 180 184
184 184 116 164 96 180 160 228 160 160 152 148 148 148 300 4
224 180 172 168 168 168 168 164 172 172 172 80 80 80 204 204
196 264 300 184 184 184 180 180 160 236 212 168 168 180 180 168
168 80 184 180 180 224 116 128 168 132 132 72 72 100 136 136
168 184 236 184 284 340 204 204 236 148 148 148 148 248 248 260
132 300 384 300 148 300 100 204 204 196 196 196 92 92 92 92
236 236 236 200 164 212 212 212 188 180 0 0 0 0 0 0
KERN 268
45 84 -12
45 86 -16
45 87 -16
45 88 -12
45 89 -24
65 44 4
65 46 4
65 58 4
65 59 4
65 84 -12
65 85 -4
65 86 -4
65 87 -4
65 89 -16
65 118 -4
65 119 -4
```

Character widths, starting with the space character (decimal 32)

Width for the letter **P**.

268 kerning pairs in this font. (not all shown here)

First pair is:

- T

Figure K–3   Example HP LaserJet VFM file for Swiss 18 point bold.

SIZES—This is the point size. It can range from 1-255 points. This number is set by the **/P** option during VFM generation. The number 255 is used to set continuous font scaling (this enables the Custom font setting in the font dialog boxes.)

ATTRTYPE—This number specifies the weight of the font, where 1=medium; 2=bold; 5=medium italic; 6=bold italic. This field along with sizes and face ID are used by Xerox Ventura Publisher to uniquely identify a font.

UFACEID—This number is always the same as FACEID. It is an abbreviation of ultimate face ID. It is used to select the typeface on the printer when it is the ultimate device.

USTYLE—This number is used to select the weight of the font on the ultimate device. The numbering convention is different than AT-TRTYPE: 0=medium, 1=bold, 4=medium italic; 5=bold italic.

SFACEID—This is no longer used in this version.

SSTYLE—This is no longer used in this version.

TOP—This defines the distance from the baseline to the top of the cell of the font, using a normalized measurement system. To convert this number into inches, use the following formula:
$$\left(\frac{YDIV}{YMPY}\right) * \left(\frac{TOP}{1200}\right)$$

BOT—This defines the distance from the baseline to the bottom of the cell of the font, using a normalized measurement system. To convert this number into inches, use the following formula:
$$\left(\frac{YDIV}{YMPY}\right) * \left(\frac{BOT}{1200}\right)$$

XMPY,XDIV—Xerox Ventura Publisher's coordinate system is based upon a $\frac{1}{1200}$ inch grid. The ratio of these two numbers provides the conversion between the normalized internal measurement system, and inches.

YMPY,YDIV—Xerox Ventura Publisher's coordinate system is based upon a $\frac{1}{1200}$ inch grid. The ratio of these two numbers provides

the conversion between the normalized internal measurement system, and inches.

DEVSPEC—This string is used to pass information to the output device at print time, and is associated with a particular face, size and weight. The format of the string must be:

```
JUNK/pfilename/lfilename
```

/**p** must be placed in front of the portrait font's name, and /**l** in front of the landscape font's name.

WIDTHS—This specifies the number of characters in the width table.

WIDTH TABLE ENTRIES—For any given **Font Size** (measured in points) you can convert from the VFM file width entries (shown below the word WIDTHS) into the width of the character (measured in points) using the following formula:

$$\text{Width} = \left(\frac{72}{1200}\right)\left(\frac{\text{XMPY}}{\text{XDIV}}\right)(\text{Font Size})(\text{VFM width})$$

Example:

From the sample VFM file, XMPY=1 and XDIV=18. The width measurement for an 18 point letter **P** is:

$$\left(\frac{72}{1200}\right)\left(\frac{1}{18}\right)(18)(200) = 12\,\text{points}.$$

Thus an 18 point letter P is 12 points wide.

Note: when using this formula to compute the VFM width, you must round to integer widths. The VFM file format only allows integers.

It is interesting to compute the width of the capital M in Figure K–3 and note that it is 18 points, equal to the point size. This verifies that the width of an M, which is the basis of the unit of measurement called an **em**, is indeed equal to the point size.

Kerning pairs

The last part of the VFM file provides information which tells Xerox Ventura Publisher how much space to subtract (or add) between specified pairs of letters. Up to 1000 kerning pairs are allowed. The number of kerning pairs is entered at the beginning of the kerning pair section of the VFM file by typing the word KERN followed by the number of kerning pairs. The VFM example file contains 268 kerning pairs.

Kerning information for each character pair is entered as follows:

```
Char#1  Char#2  Kerning
```

where **Char#1** is replaced with the decimal equivalent for the first character, **Char#2** is replaced with the decimal equivalent for the second character, and **Kerning** is replaced with the amount of kerning desired. A negative number moves the second character to the left; a positive number moves the second character to the right. The units of measurement for kerning are the same as described on the previous page for VFM widths.

Example:

For the example VFM table, create a kerning pair which will move the capital **V** (decimal 86) 1.20 points closer to the capital **A** (decimal 65).

From the VFM table, XMPY=1, XDIV=18, and the font size is 18 points. Therefore the VFM measurement needed for 1.20 points is $(1.20)\left(\dfrac{1200}{72}\right)\left(\dfrac{18}{1}\right)\left(\dfrac{1}{18}\right) = 20$ (Rounded to the nearest integer.)

The entry in the VFM table under the word KERN looks like this:

```
65  86  -20
```

WIDTOVFM

The VFMTOWID utility creates width tables from VFM files. The **WIDTOVFM** utility does just the opposite: it allows you to create VFM files from an existing width table. This lets you easily modify or update existing width tables. This utility also creates an LST file which can be used directly by the VFMTOWID program to regenerate the width table once you have modified the VFM files.

To run the WIDTOVFM utility:

1) Copy the WIDTOVFM utility from the Utilities disk into the same subdirectory as the width table you wish modify. Xerox Ventura Publisher must be installed on the same disk drive as this subdirectory.

2) Type: `WIDTOVFM    widthfile.WID`

where **widthfile.WID** is the name of the width file.

Depending on the speed of your computer and the size of the width table, the utility will run for at least a few seconds, possibly as long as a few minutes.

When the utility is finished, type **DIR *.VFM** to display a directory of all the new VFM files. Type **DIR *.LST** to display the file which contains a listing of all these VFM files.

Helpful hint: when you modify VFM files, do not rename or delete any of them. If you follow this hint, then all you have to do to regenerate the width table when you are finished modifying the VFM files is type:

`VFMTOWID    widthfile.LST`

The widthfile.LST file created by the WIDTOVFM utility contains all the VFM file names in the correct order. If you want to delete a font from a width table, load the width table into Xerox Ventura Publisher using the Load Different Width Table command in the Printer Info option, and then delete the font using the Add/Remove Fonts option.

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APPENDIX L STYLE SHEETS

Xerox 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 Xerox 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 As New Style** in the File menu.

Xerox Ventura Publisher also provides a chapter file (on the Examples Disk) for each of the style sheets. The chapter file provides a text and frame **Template** for the style sheet to format.

To look at an example of each style sheet:

1) Select the **Open Chapter** option in the File menu.

2) Select the chapter name which corresponds to the style sheet you want to see (i.e., &BOOK-P1.CHP uses &BOOK-P1.STY.)

Xerox Ventura Publisher also contains several other style sheets:

CAPABILI.STY　　Used by the CAPABILI chapter to visually show you the limitations of your printer. Open this chapter and then print it to see whether your printer can print white text on a black background or transparent graphics. This 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 Xerox Ventura Publisher character set. Printing this chapter will show you what characters your printer can print.

SCOOP.STY　　Used by the SCOOP chapter to display an example of a typo-graphically 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.

VENTURA PUBLISHER PRINTER CAPABILITY PAGE

Reverse Text

White text. The box to the left should be black with the words "Reverse Text" printed in white on top of it. If your printer cannot print white text on a black background (e.g., LaserJet), you will see only a black box.

Text Graphics

Opaque graphics. The word "Under" from the phrase "Text Under Graphics" should be completely obscured by the opaque oval. If your printer can't print opaque graphics, the text partially shows through the oval.

Rotated text. The words "Rotated Text" below should appear at right angles to the words "Normal Text" if your printer can print rotated text. Otherwise, the words "Rotated Text" will not appear at all.

Text Under Graphics

Transparent graphics. The word "Under" from the phrase "Text Under Graphics" should be partially obscured by the transparent oval. If your printer can't print transparent graphics (e.g., PostScript), the text will be totally obscured.

Rotated text

Normal Text

Colored text. If your printer maps colors to shades of gray, you should see different shades for the following words: red, green, blue, cyan, yellow, magenta.

Font sizes. The numbers below represent a range of point sizes between 6 and 72 point Times (or Dutch). If the size is not currently available for your printer, the number will print in the nearest available size.

6,8,10,12,14,24,36,48,72

Kern: VA
No Kern: VA

"Dead zone." This ruling line around the page goes exactly to edge of the physical page. When printed, the white space outside the ruling line represents the "dead" space to which your printer can't print.

Ruling lines. This 3 ruling lines around this box should be obscured by an opaque circle. On some printers, the rules show through.

Automatic kerning. Some printer width tables contain kerning information. If your printer width table contains kerning information, the letters **VA** will be closer together in the first line than in the second line above. Otherwise, the **VA** in both lines will be identical.

CAPABILI.CHP   Print this file to your printer to visually see your printer's capabilities.

CHAPTER: &BOOK-P1.CHP

Text file: BOOK.TXT

Z_HEADER → The Adventure Begins

Chapter # → **Chapter 1**

The Adventure Begins ← Chapter Title

Firstpar →

This trip really began in September last year when Gerry won first prize in a raffle at the fashion show which Rush-Presbyterian-St. Luke's Medical Center holds every year. The prize was two round trip tickets to Hong Kong on United Airlines, and ten nights in the Hong Kong Hyatt Hotel. Analyzing our good fortune, we concluded that we wanted to do more than spend ten days in Hong Kong and return, but at the same time, United, having just gotten its routes and equipment from Pan American, had not yet received authority to fly to other destinations or between points in the Far East.

Z_LABEL FIG →

Figure 1-1 This picture has very little to do with this story. You might want to place a more appropriate picture in this frame. ← Z_CAPTION

Body Text →

On February 10th, United acquired this authority, and on February 11th Debbie began putting our trip together. We left on March 2nd and returned on March 26th. We entered seven countries, traveled over 25,000 miles on four airlines, made over 500 Kodachrome®

STYLE SHEET: &BOOK-P1.STY

Description: Single column book layout

Comment: For any document with multiple chapters or sections.

Special Characteristic:	Menu:	Option
One 36-pica column	Frame	Margins & Columns
Column-wide rules above and below **Chapter #**	Paragraph	Ruling Line Above Ruling Line Below
Chapter #, Chapter Title centered on page	Paragraph	Alignment
Big first character in **Firstpar**	Paragraph	Special Effects
Body Text indented 1.5 inches in from left margin	Paragraph	Spacing
Bullet indented 10 picas from left margin and begin with •	Paragraph	Spacing Special Effects
Ruling line separating footnotes from text	Page	Footnote Setting
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks
Change Bar is created with a custom ruling box around where the width of the rule and the height of the rule are the same.	Paragraph	Ruling Box Around

Tags and Function Keys

F1	Firstpar	F2	Major Heading
F3	Minor Heading	F4	Bullet
F5	Chapter Head	F6	Chapter #
F7		F8	Page Break
F9	Change Bar	F10	Body Text

CHAPTER: &BOOK-P2.CHP

Text file: BOOK.TXT

Chapter # ──────► **Chapter 1**

The Adventure Begins ◄────────────── Chapter Title

Firstpar ──────►

This trip really began in September last year when Gerry won first prize in a raffle at the fashion show which Rush-Presbyterian-St. Luke's Medical Center holds every year. The prize was two round trip tickets to Hong Kong on United Airlines. 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.

Body Text ──────► On February 10th, United acquired this authority, and on February 11th Debbie began putting our trip

together. We left on March 2nd and returned on March 26th. We entered seven countries, traveled over 25,000 miles on four airlines, made over 500 Kodachrome® slides, almost 200 Kodacolor® prints, and 5 1/2 hours of color and sound videotape.

Chicago to Tokyo ◄────────────── Major Heading

11:03 P.M. Chicago time. 39,000 feet somewhere over the Western Pacific, we are 8 hours and 42 minutes out of Los Angeles with about 2 more hour to go to Tokyo. We were about an hour and ten minutes late out of Los Angeles.

Travel Log ◄────────────── Minor Heading

So far, it's been a long and interesting day and I guess it's just about half over. We did the following:

- Arose at 5:30 A.M.
- Left the house at 7:00 A.M.
- Arrived in Los Angeles at 12:35 P.M. ◄────────── Bullet
- Arrived in Tokyo at 11:46 P.M.

Z_LABEL FIG ──────► Figure 1-1 Place your own picture in this frame. ◄────────────── Z_CAPTION

Z_FOOTER ──────► The Adventure Begins

STYLE SHEET: &BOOK-P2.STY

Description: Two column book layout

Comment: For any document with multiple chapters or sections. Note how frame-wide Chapter headings keep text from flowing to top of second column on page one.

Special Characteristic:	Menu:	Option:
Rule around entire frame	Frame	Ruling Box Around
Two 17-pica columns with a 2-pica gutter	Frame	Margins & Columns
Chapter #, Chapter Title flush left on page, extends across columns	Paragraph	Alignment
Big first character in **Firstpar**	Paragraph	Special Effects
Major Heading flush left in column	Paragraph	Alignment
Ruling line below major **Heading**	Paragraph	Ruling Line Below
Bullet indented 10 picas from left margin and begin with •	Paragraph	Spacing Special Effects
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks
Change Bar is created with a custom ruling box around where the width of the rule and the height of the rule are the same.	Paragraph	Ruling Box Around

Tags and Function Keys

F1	Firstpar	F2	Major Heading
F3	Minor Heading	F4	Bullet
F5	Chapter Title	F6	Chapter #
F7		F8	Page Break
F9	Change Bar	F10	Body Text

CHAPTER: **&BRO-L2.CHP**

Text file: **SEMINAR.TXT**

The Title of The Seminar ◀ ── **Title**

A Short Description of the Seminar ◀ ── **Subtitle**

July 23, 1987
Mariott Hotel
Detroit, Michigan } ◀ ── **Setting**

Body Text ▶
Some sales blurb that makes a person want to attend your seminar.
Highlights of last year's seminar. How many people showed up. What
you can expect this year.

7:30-8:00 A.M   First event. ◀ ── **Event**
Position ──▶   Mr. Joe Smith
     Vice-President
     XYZ Corp.

A brief description of what Mr. Smith will talk about.

Time ▶ **8:00-10:00 A.M.**   Second Event
     Ms. Jane Schwartz
     Treasurer
     NB Co. Ltd.

Ms. Schwartz will talk about all kinds of interesting things.

10:00-10:15   Break

10:15-12:00   Exhibits
     All kinds of interesting exhibits.

12:00-1:00 P.M.   Lunch

1:00-2:30 P.M   Next talk
     Mr. J. Poiuyt
     Director of Sales
     RTY Industries

What he plans to talk about.

2:30-5:00   Cocktail hour

STYLE SHEET: &BRO-L2.STY

Description: Two-column landscape brochure

Comment: Use to describe meeting agenda

Special Characteristic:	Menu:	Option:
Two 26.5 pica columns with a 6-pica gutter	Frame	Margins & Columns
Title, Subtitle and **Setting** centered on page	Paragraph	Alignment (frame-wide)
Ruling line below **Setting** (To use Setting tag without ruling line, press **Ctrl + Enter** after text to create a line break. July 23, 1987 and Mariott Hotel are examples.)	Paragraph	Ruling Line Below
No line break after **Time** (Line Break=Before. This means another tag, i.e., Event, can be on the same line, since it is in-dented from left margin)	Paragraph	Breaks
Event and **Position** are indented 1.5 inches in from left margin	Paragraph	Spacing
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks

Tags and Function Keys

F1	Title	F2	Subtitle
F3	Setting	F4	
F5	Event	F6	
F7	Time	F8	Page Break
F9	Position	F10	Body Text

CHAPTER: &BRO-P3.CHP

Text file: BROCHURE.TXT

Table Header

Major Head

Body Text

Table Item

Z_LABEL FIG

ACME PUBLISHER ◄——— Headline

Professional Publishing For Your Desktop ◄——— Deckhead

The Power of the PC Meets the Power of the Press

Acme Software introduces a new generation of desktop publishing, for the IBM® PC family which is fast, easy, and designed so you never need to learn a *point* from a *pica*, or a *serif* from a *sub-head*.

Now you can take text from your favorite word proces-sor, and graphics from popular graphics programs or scanners, and create professional, typeset quality documents. Without being a professional layout artist, typesetter or graphic desig-ner. You don't even have to think like one.

You can compose any docu-ment that you desire in a fraction of the time it would take to send it to a typeset-ter, proof it, and print it.

Specifications

Feature	Mult.	Mod.	Rel.1
Text	Yes	Yes	Yes
Picture	Yes	No	Yes
Graphic	Yes	Yes	Yes

Figure 1. | This is the caption. ◄——— Z_CAPTION

With the Acme Publisher™, all you need to know is how to point. The mouse driven software contains dozens of professionally designed style-sheets—for newsletters, flyers, technical documents, catalogs, proposals, and magazines. Plus, you

can design your own, or modify ours.

You choose your design by ◄——— Table Item
selecting a style-sheet. Click. Load text from your word processor. Click. And watch it flow, instantly, into your format.

You want three columns, not two? Click. Done. The whole chapter, up to 100 pages, is now three column format with proportional spacing, justification, hyphenation, multiple type styles and sizes. Just like you get from the typesetter.

STYLE SHEET: &BRO-P3.STY

Description: Three-column portrait brochure

Comment: Use for sales brochures.

Special Characteristic:	**Menu:**	**Option:**
Three 13-pica columns with a 1.5-pica gutter	Frame	Margins & Columns
Headline automatically kerned and tracked	Paragraph	Typographic controls
Headline, Deck Head centered on page	Paragraph	Alignment (frame wide)
Major Head flush left over column	Paragraph	Alignment (column wide)
Table Header centered over column	Paragraph	Alignment
Custom 1 point underline used on first line of **Table Item**	Paragraph	Typographic controls
Ruling line below **Table Header**	Paragraph	Ruling Line Below
Table Item tab settings: tab1=left (4 picas) tab2=right (10 picas) tab 3=right (13 picas)	Paragraph	Tab Setting
Body Text flush left	Paragraph	Alignment
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks

Tags and Function Keys

F1	Headline	F2	Deckhead
F3	Major Head	F4	
F5	Table Header	F6	Table Item
F7	Address	F8	Page Break
F9	List Item	F10	Body Text

CHAPTER: &INV-P1.CHP

Text file: INVOICE.TXT

Logo →

Address →

Date →

Customer →

Invoice →

Column heads →

Total →

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

← Line item

STYLE SHEET: &INV-P1.STY

Description: Single column invoice

Comment: Mixed type sizes in Logo. (Set tag attributes, then go to Text mode. Select the word to be in a different font and use Set Font to change it. *Note*: Paragraph Tag does not override Set Font attributes)

Special Characteristic:	**Menu:**	**Option:**
One 42-pica column	Frame	Margins & Columns
Address tab settings: tab 1=center (21 picas) tab 2=right (42 picas)	Paragraph	Tab Setting
Invoice in shaded box (use an 18-pt. rule with pattern 1. Select a negative value (-) for Space Below Rule 3. This has the effect of moving the line below 18 points higher and creates dark words on a shaded band.)	Paragraph	Ruling Line Above
Column Head tab settings: tab 1=left (6 picas) tab 2=left (20 picas) tab 3=right (42 picas)	Paragraph	Tab Setting
Line Item tab settings: tab 1=left (6 picas) tab 2=left (20 picas) tab 3=decimal (40 picas)	Paragraph	Tab Setting (leaders turned on for tab 3)
Ruling line above **Total**	Paragraph	Ruling Line Above
Total tab settings: tab 1=decimal (40 picas)	Paragraph	Tab Setting

Tags and Function Keys

F1	Headline		F2	Deckhead
F3	Major Head		F4	
F5	Table Header		F6	Table Item
F7	Address		F8	Page Break
F9	List Item		F10	Body Text

CHAPTER: **&LSTG-P2.CHP**

Text file: **PROD.TXT**

Z_HEADER ——▶ Digitizers

Category ——▶ **Digitizers**

Comp ——▶ **Chorus Data Systems** . . . .(555) 424 2900
PC-Eye
Model ——▶ Video capture image digitizer
450.00
Body Text ——▶ 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 Vidotext, Inc. . . . . (555) 964 6300
Thinktank
Outlining software
195.00
IBM PC or Macintosh

Reference Software . . . . (555) 826 2222
Reference Set
On-line thesaurus
89.00
IBM PC

ScenicSoft Inc. . . . . (555) 742 6677
ScenicWriter
Text editing, correcting, and composition software
for IBM
PC
995.00
MS DOS

TCI Software Research . . . . (555) 522 4600
T3
Scientific word processing system
595.00
IBM PC, 512K, graphics

Writing Consultants . . . . (555) 377 0130
Word Finder
On-line thesaurus
124.95
IBM PC

page 1 ◀—— Z_FOOTER

STYLE SHEET: &LSTG-P2.STY

Description: Two column product listing

Comment: Line breaks are used to separate different entries in Body Text. In long directory listing, this dramatically increases the size of the chapter that can be created compared to using paragraphs between each line.

Special Characteristic:	Menu:	Option:
Two 19-pica columns with a 1-pica gutter	Frame	Margins & Columns
"Live" headers automatically place, in the header, the first occurrence of text which is tagged as **Category**. This is stored in chapter, not style sheet.	Page	Headers & Footers
Text attributes in the footer (the word **page** is subscripted)	Page	Headers & Footers
Comp uses one tab, with with dot leaders to create the phone number. tab=right 19 picas	Paragraph	Tab Settings

Tags and Function Keys

F1	Category		F2	Comp 2
F3	Model		F4	
F5			F6	
F7			F8	
F9			F10	Body Text

CHAPTER: &LTR-P1.CHP

Text file: LETTERHD.TXT

Name ——————————————→ **Ajax Corp.**

Leaders in Industrial Innovation ←—————— Motto

Address ——————————→ 123 Sapporro Road
Palos Verdes, CA 90274
(555) 541-1234 ←——————— Phone

To ——————→ Mr. J. Smith
123 Main St.
Detroit, MI 98989   November 15, 1987 ←——— Date

Body Text ——————→ Dear Mr. Smith,

Body Text ——————→ It has been called to our attention that you have been having a difficult time with our new widget. Upon reviewing your case, we have found that you have failed to plug your widget into an electrical outlet. As may know, our widget does require power to operate properly.

Thank you for buying our widgets, and we look forward to your continued business.

Sincerely,

To ——————→ }

John L. Smith
Customer Service Manager

STYLE SHEET: &LTR-P1.STY

Description: One column standard business letter

Comment:

Special Characteristic:	Menu:	Option:
Company Name centered with rule below it	Paragraph	Alignment Ruling Line Below
Body Text double spaced (use Inter-line spacing option; Spacing Above is one-half the amount entered for Inter-line) Change inter-line spacing to 13.98 points for single line spacing.	Paragraph	Spacing
Date has line break after with Beside Last Line of Previous Paragraph This, combined with right alignment places the date on the same line as the last line of the previous paragraph	Paragraph	Break Alignment
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks
Change Bar is created with a custom ruling box around where the width of the rule and the height of the rule are the same.	Paragraph	Ruling Box Around

Tags and Function Keys

F1	Name	F2	Motto
F3	Address	F4	Date
F5	Recipient	F6	
F7		F8	Page Break
F9	Change Bar	F10	Body Text

CHAPTER: &MAG-P3.CHP

Text file: MAGAZINE.TXT
MAGLIFT.TXT

Laser Printers Arrive ——————— Headline

Deckhead ——▶ Speedier, Less Costly Laser Printers Are Changing the Computer Business

dots per inch) and can produce from eight to 10 pages per minute.

Competing Technologies ——————— Subhead

Byline ——▶ by Joseph Smith

- Daisy Wheel

Creditline ——▶ Joseph Smith pioneered the publishing revolution by being the first to use the phrase Professional Publishing.

- Dot Matrix ——————— Bullet

- Laser printers

Figure -II-
The Author

The laser printer provides sharper graphic images, Jones noted, and the laser now has the wealth of software support dot-matrix printers have always enjoyed. So, if a user moves to a laser printer from a dot-matrix printer "he can run much of his graphics software and get better graphics resolution," Jones said.

"The next step is developing generic graphics drivers which support lasers at 300-by-300 resolution. That's when you will see a huge impact on dot-matrix printers, both in price and the number of units shipping," he said, adding that it will be a year to 18 months before this happens.

Z_LABEL FIG ——————▶ [Figure -I-
Japanese Sales] **Bullet**

Z_CAPTION ——————————▶

First par ——▶ As laser printers gain more attention with lower prices, higher speeds and quality output, high-end dot-matrix printers are starting to lose some of their appeal.

- Laser printers with write-white engines and copier options, using dry powder toner.

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

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

Though PC users are still buying dot-matrix printers, the laser printer is giving them an alternative to think about, according to industry observers.

Body Text ——▶ 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

This is a liftout. It highlights a key quote or statement in the article. ——————— **Lift**

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.

a June 1988 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

Z_FOOTER ——▶ November 15, 1988   1

STYLE SHEET: &MAG-P3.STY

Description: Three column magazine

Comments: Note automatic figure numbering in frame captions. This is saved. in the chapter. Also, note that text in the Liftout box is from a different text file.

Special Characteristic:	Menu:	Option:
Three 13-pica columns with a 1.5-pica gutter	Frame	Margins & Columns
Body Text first line indent of 6 points	Paragraph	Alignment
Letterspacing on for **Body Text**	Paragraph	Typographic Controls
Vertical rules between columns (Inter-column=on)	Frame	Vertical Rules
Headline centered across page, frame-wide	Paragraph	Alignment
Firstpar not indented (Relative indent=0)	Paragraph	Alignment
Big first character in Firstpar	Paragraph	Special Effects
Bullet has 1.1-pica fixed indent	Paragraph	Alignment
each Bullet item begins with •	Paragraph	Special Effects
Larger type size for text in liftout box	Paragraph	Font
Ruling lines above and below Liftout	Paragraph	Ruling Line Above Ruling Line Below

Tags and Function Keys

F1	Headline	F2	Subhead
F3	Firstpar	F4	Deckhead
F5	Creditline	F6	
F7	Byline	F8	Bullet
F9		F10	Body Text

CHAPTER: &NEWS-P2.CHP

Text file: NEWSLET.TXT
NEWSLOGO.TXT
NEWLTOC.TXT

Masthead
Credo
Headline
Byline
Subhead
Body Text
TOC Title
TOC Entry
Headline
Z_LABEL CAP
Z_FOOTER

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 programmer job families plus management, were included.

Data was collected for base pay, bonus and incentive payments, and whether nor not incumbents received stock options or other forms of equity.

Questionnaires were sent to the data processing heads of 2,400 organizations throughout the United States.

CD-ROM Breaks New Ground

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

Table of Contents

Caption

March, 1987   *1*

STYLE SHEET: &NEWS-P2.STY

Description: Two column newsletter

Comment: Frames placed on top of underlying page frame allow multiple text files to be placed in document. Each frame can have its own set of columns. Text flows from frame to frame. The order of flowing is determined by what order the frames were created.

Special Characteristic:	Menu:	Option:
Two 20.5-pica columns with a 1-pica gutter	Frame	Margins & Columns
First line of **Body Text** indent of 1 pica	Paragraph	Alignment
Table of Contents frame has ruling box around and shaded background	Frame	Ruling Box Around Frame Background
Table of Contents entries indented 1 pica from left and right frame margin	Paragraph	Spacing
TOC tab settings: Tab 1=right (19 picas) leader=periods		
Successive hyphens in **Body Text** restricted to 2 in a row	Paragraph	Alignment

Tags and Function Keys

F1	Deckhead	F2	
F3	Bullet	F4	Credo
F5	TOC Entry	F6	
F7		F8	Subhead
F9		F10	Body Text

CHAPTER: **&NEWS-P3.CHP**

Text file:
NEWSLOGO.TXT
NEWLTOC.TXT
NEWSLET.TXT

Headline ➤

Byline ➤

Subhead ➤

Z_LABELCAP ➤

Masthead ◄
Credo ◄
Address ◄

Body Text ◄

TOC Title ◄

TOC Entry ◄

Z_FOOTER ◄

Widget World News
Views and News of Widget Manufacturing in the 80s

142 Guitrep Pkwy.   Detroit, MI 98987   (413) 567-9888

Software Salaries: How do you stack up?

by Joe Smith

How much your software professionals are paid is a function of many variables, and a subject of considerable interest to your organization.

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Physically, the CD-ROM device has a laser disk drive (or "player") the

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In addition to the huge capacity of raw information storage, specialized software for the search of that information is currently being introduced. This software allows searching the information in areas, methods and speeds not previously feasible.

It now becomes possible to electronically publish reference material more economically than to print the same material in book form. That cost benefit, coupled with search and retrieval software, make an astonishing price/performance ratio.

Z_CAPTION

Figure 1   Caption Information

Does the type of organization, its size, or location make a difference? What career path or programming specialty leads to the most remuneration?

To answer these questions, Acme Magazine recently conducted its third annual compensation survey for software professionals. This newsletter article presents the results of this study and explores what the findings may mean to you.

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The storage capacity, low cost, and read only feature of CD-ROM bring an enormous new capability to

November, 1987

STYLE SHEET: &NEWS-P3.STY

Description: Three column newsletter

Comments: Unlike text in &NEWS-P2.CHP, the text in this chapter flows directly into the underling page. The table of contents frame has a ruling box around and a shaded background. These effects are part of the chapter, not the style sheet

Special Characteristic:	Menu:	Option:
Three 12.5-pica columns with a 2-pica gutter	Page	Margins & Columns
Inter-column vertical rules between columns	Frame	Vertical Rules
Headline has ruling line above	Paragraph	Ruling Line Above
Firstpar has no indent (Fixed indent=0)	Paragraph	Alignment
Body Text has 1-pica fixed indent	Paragraph	Alignment
Table of Contents entries indented 1 pica from left frame margin	Paragraph	Spacing
TOC tab settings: Tab 1=right (19 picas) leader=periods		
Generated caption line break before. Free-form caption line break after and indent relative to length of previous line plus 12 points	Paragraph	Breaks Alignment

Tags and Function Keys

F1	Deckhead	F2	
F3	Bullet	F4	Credo
F5	TOC Entry	F6	
F7		F8	Subhead
F9		F10	Body Text

CHAPTER: &PHON-P2.CHP

Text file: PHONE.TXT

Z_HEADER

Body Text →

Phone →

AST Research Inc. | Xerox

AST Research Inc.	(555) 863 1333	Data Change, Inc.	(555) 441 1332
Abaton Technology	(555) 905 9399	Data Frontiers, Inc.	(555) 467 3125
Addison-Wesley Publishing Co.	(555) 944 3700	Data Recording Systems, Inc.	(555) 293 2400
Adobe Systems Inc.	(555) 852 0271	Data Systems of Connecticut Inc.	(555) 877 5451
Adserve Media Systems, Inc.	(555) 213 5700	Datacopy	(555) 965 7900
Advanced Technologies Int'l	(555) 748 1688	Datalogics Inc.	(555) 266 4444
AFIPS	(555) 620 8926	Datamate Co.	(555) 262 7276
Airus	(555) 684 3000	Dataquest Inc.	(555) 971 9000
Allied Linotype	(555) 434 2000	Datek Information Services, Inc.	(555) 893 9130
Allotype Typographics	(555) 577 3035	DayFlo Inc.	(555) 476 3044
Alpha Software Corp.	(555) 229 2924	DecisionWare, Inc.	(555) 383 6059
AlphaGraphics	(555) 882 4100	Decision Resources	(555) 222 1974
Altertext	(555) 426 0009	Desktop Graphics	(555) 736 9098
American Business Press	(555) 651 6360	Dest Corporation	(555) 946 7100
Amgraf, Inc.	(555) 474 4797	Dicomed Corp	(555) 885 3000
Amron Data Services	(555) 859 8333	Diconix Inc.	(555) 259 3100
Apple Computer, Inc.	(555) 996 1010	Digital Equipment Corp.	(555) 884 5111
Applied Publishing Technologies	(555) 872 1190	Digital Technology International	(555) 226 2984
Archtype	(555) 482 2739	Dunn Instruments	(555) 957 1600
Arix Logic Systems Inc.	(555) 292 6425	Dunn Technology Inc.	(555) 758 9460
Ashton-Tate	(555) 329 8000	Eastman Kodak	(555) 445 6325
AST Research Inc.	(555) 863 1333	Eikonix Corporation	(555) 275 5070
Autographix	(555) 890 8558	Electronic Information Technology	(555) 227 1447
Autologic	(555) 498 9611	The Electronic Publisher	(555) 637 7233
Automatic Fulfillment Services	(555) 366 8722	Emerging Technology Consultants	(555) 447 9495
Autospec Inc.	(555) 649 0890	Epsilon	(555) 273 0250
Award Software Inc.	(555) 395 2773	Epson America, Inc.	(555) 534 4500
Beach Media Inc.	(555) 226 6726	Ericsson Information Systems	(555) 895 3962
Bell & Howell Company	(555) 262 1600	Esgraph Incorporated	(555) 524 0377
BPAA	(555) 661 0222	Expert Technologies	(555) 621 0818
Business Systems International	(555) 998 7227	Flint Hills Software	(555) 841 4503
Buttonware Inc.	(555) 746 4296	Form Maker Software, Inc.	(555) 633 3676
Canon USA Inc., Printer Div	(555) 488 6700	Frost & Sullivan Inc.	(555) 233 1080
Capital Equipment Co.	(555) 829 6220	FTL Systems	(555) 487 2142
Cauzin Systems, Inc.	(555) 573 0150	Fujitsu America Inc.	(555) 946 8777
Centram Systems West, Inc.	(555) 644 8244	Future Computing Inc.	(555) 437 2400
CF Inc.	(555) 829 4990	General Binding Corporation	(555) 272 3700
Chorus Data Systems	(555) 424 2900	Genesys Systems	(555) 564 3636
Comm Type Interface Typesetting	(555) 938 8973	Genicom Corp.	(555) 949 1188
Composition Technology Intl.	(555) 848 1010	Genoa Systems Corp.	(555) 945 9720
Compugraphic Corp.	(555) 944 6555	Gnostic Concepts, Inc.	(555) 854 4672
CompuNews, Inc.	(555) 826 1110	Graphic Connections	(555) 251 9750
CompuScan, Inc.	(555) 288 6001	Graphic Arts Technical Foundation	(555) 621 6941
CompuServe	(555) 457 8600	Graham Software Corp.	(555) 359 1024
Computer EdiType Systems	(555) 222 8148	GSS	(555) 641 2200
Computing Software Services Inc.	(555) 432 6077	Hammermill Papers Group	(555) 456 8811
Concept Technologies, Inc.	(555) 684 3314	Hampstead Computer Graphics	(555) 329 5076
Creative Strategies Resrch Inter	(555) 249 7550	Helena Business	(555) 969 1642
Cybertext Corp.	(555) 822 7079	Hewlett-Packard	(555) 323 3869
Data Transforms	(555) 832 1501	Xerox	(214) 436 2616

1

STYLE SHEET: &PHON-P2.STY

Description: Two column portrait style for phone books or other directories

Comment: The break and alignment settings in the **Body Text** and **Phone** tags allow a directory to be created without tab settings. However, dot leaders cannot be used. Text was automatically tagged by database report generator. By making the company name a separate tag from the phone number, the company name can automatically be placed into the header.

Special Characteristic:	Menu:	Option:
Two 20.5 pica columns with a 1-pica gutter	Frame	Margins & Columns
"Live" header on odd and even pages. First and last occurrence of text tagged with **Body Text** are placed in the header.	Page	Headers & Footers
Ruling line below **Header**	Paragraph	Ruling Line Below
Body Text has line break before, but not after	Paragraph	Breaks
Phone has line break after and right alignment. This makes the phone numbers appear on the same line with the company names.	Paragraph	Breaks Alignment
Phone flush right in column	Paragraph	Alignment

<div align="center">

Tags and Function Keys

</div>

F1	Phone	F2	
F3		F4	
F5		F6	
F7		F8	
F9		F10	Body Text

CHAPTER: &PREL-P1.CHP

Text file: LETTERHD.TXT
PREL.TXT

Name ──────────► **Ajax Corp.**

Leaders in Industrial Innovation ◄────── Motto

Address ──────► 123 Sapporro Road
Palos Verdes, CA 90274
(555) 541-1234 ◄────── Phone

For Release ──────► FOR IMMEDIATE RELEASE

For more information:
Mr. Joe Flack ◄────── Contact
(212) 555-1212

XYZ Corp. Ships 1000th Product ◄────── Headline

Dateline ──────► *LOS ANGELES, CA, July 17*—XYZ Corp., the leading manufacturer of widgets for the automated
widget supply industry, announced that it has shipped its 1000th Model 123-X enhanced widget. ◄────── Firstpar
The customer is ABC Inc. of Livonia Hills, MI.

Body Text ──────► "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 com-
bined. We believe our technology is second to none."

Marketing plans, availability, and pricing for the new widget line will be announced later this fall.

XYZ Corp., Inc. was formed in 1975. Headquarters are in Los Angeles California.

STYLE SHEET: &PREL-P1.STY

Description: One column press release

Comment: The letterhead is placed in a separate frame.

Special Characteristic:	**Menu:**	**Option:**
One 39-pica column	Frame	Margins & Columns
Contact is flush right	Paragraph	Alignment
Dateline has line break before, but not after (another tag can be placed on the same line)	Paragraph	Breaks
Firstpar has line break after	Paragraph	Breaks
Firstpar is indented relative to previous line	Paragraph	Alignment

The combination of **Dateline** and **Firstpar** attributes create an automatic lead-in. The first paragraph is always placed exactly after the Dateline, regardless of the Dateline length. Also, the Dateline is a different font from Firstpar.

Tags and Function Keys

F1	Headline	F2	Dateline
F3	For Release	F4	Contact
F5		F6	
F7		F8	Page Break
F9	Firstpar	F10	Body Text

Z _HEADER

Title

Z _LABEL FIG

Z _CAPTION

Head level 1 →

Body Text →

Bullet →

Head level 2 →

Title of Report   1-1

PROPOSAL TO ACME INSURANCE CORPORATION

Corporate Training

The Corporate Training department has identified an objective to redesign and reformat over 9000 pages of textual and graphic information which constitutes the company's training documentation elements. In addition to redesigning this substantial amount of information, the department will also add new sections to the current training curriculum. The training documentation is currently available in a variety of media, mostly on much copied papers. The documentation is somewhat out of date since the collection of materials dates back ten years. According to the Corporate Director of Training, there is no orderly fashion or design for this information. The corporation has hired a consultant, Ms. Joan Belden who has designed a specific format and process for the training documentation. Ms. Belden will become a member of the Acme Insurance staff to coordinate the processes of rewriting the documentation.

| Figure 1-1 | The caption for this figure. |

Currently, there is an in-house printing and type-setting shop. Because of delays and priorities, the training department does not have ready access to this facility. Due to the size and nature of this project, a decision has been made to evaluate departmental or work-group desk-top publishing solutions specifically for the training facility. Having an departmental facility for documentation will give the training operation the following benefits:

- Fast turn-around time without having to depend on another corporate department to print documentation.
- Ability to make immediate changes and update training modules.
- Ability to use already installed Personal Computers and Word Processing equipment in association with the new publishing equipment.
- Ability to incorporate the new machinery directly into the day-to-day operations of the department.

The TXN Solution

It is the recommendation of TXN Corporation that Acme Insurance consider the 3544 graphic workstation as the input terminal for the redesign/reformat processes in the training facility. TXN was the first company to offer this unique type of workstation. In 1976, we introduced the 9967 professional computer which had the power of combining textual and graphic elements on the same screen. Now, ten years later, after many modifications and refinements of our original technology, we are proud to introduce the 3544 Professional Workstation for publishing applications.

Page 1

STYLE SHEET: &PRPT-P1.STY

Description: One column proposal/report.

Comment: Header and Footers are contained in chapter. Chapter has different headers on left and right pages.

Special Characteristic:	Menu:	Option:
One 36-pica column	Frame	Margins & Columns
Horizontal padding of 3 points for caption frame. This keeps the text on the left of the frame from touching the frame, yet the right side of the frame snaps to the right column guide.	Frame	Sizing & Scaling
Ruling line below **Head Level 1**	Paragraph	Ruling Line Below
Bullet items indented 3 picas in from left margin	Paragraph	Spacing
Extra space above and below **Bullet** items (gives the effect of double spacing)	Paragraph	Spacing
Space between **Body Text** paragraphs set with inter-paragraph space This lets **Head Level 1** be closer to Body Text than Body Text paragraphs are to each other.	Paragraph	Spacing

Tags and Function Keys

F1	Title	F2	Head Level 1
F3	Head Level 2	F4	Bullet
F5		F6	
F7		F8	Page Break
F9	Change Bar	F10	Body Text

CHAPTER: &PRPT-P2.CHP

Text file: REPORT.TXT

Title ──▶

PROPOSAL TO ACME INSURANCE CORPORATION

Head level 1 ──▶

Corporate Training

Body Text ──▶ The Corporate Training department has identified an objective to redesign and reformat over 9000 pages of textual and graphic information which constitutes the company's training documentation elements. In addition to redesigning this substantial amount of information, the department will also add new sections to the current training curriculum. The training documentation is currently available in a variety of media, mostly on much copied papers. The documentation is somewhat out of date since the collection of materials dates back ten years. According to the Corporate Director of Training, there is no orderly fashion or design for this information. The corporation has hired a consultant, Ms. Joan Belden who has designed a specific format and process for the training documentation. Ms. Belden will become a member of the Acme Insurance staff to coordinate the processes of rewriting the documentation.

Currently, there is an in-house printing and type-setting shop. Because of delays and priorities, the training department does not have ready access to this facility. Due to the size and nature of this project, a decision has been made to evaluate departmental or work-group desk-top publishing solutions specifically for the training facility. Having an departmental facility for documentation will give the training operation the following benefits:

Bullet ──▶ • Fast turn-around time without having to depend on another corporate department to print documentation.

• Ability to make immediate changes and update training modules.

• Ability to use already installed Personal Computers and Word Processing equipment in association with the new publishing equipment.

• Ability to incorporate the new machinery directly into the day-to-day operations of the department.

Figure 1-1 | The caption for this figure ◀── Z_LABEL FIG / Z_CAPTION

The TXN Solution ◀── Head level 2
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

Z_FOOTER ──▶ Title of Report   1-1

STYLE SHEET: &PRPT-P2.STY

Description: Two column proposal/report.

Comment: Header and footers are in chapter, not style sheet. Ruling line around caption (store in chapter) has 3 points space above the rule.

Special Characteristic:	Menu:	Option:
One 18-pica column, one 17-pica column with a 2-pica gutter	Frame	Margins & Columns
Ruling lines above and below Title	Paragraph	Ruling Line Above Ruling Line Below
Head Level 1 centered in column	Paragraph	Alignment (column wide)
Bullet items indented 3 picas in from left margin	Paragraph	Spacing
Extra space above and below **Bullet** items (gives the effect of double spacing)	Paragraph	Spacing
Ruling line below footer	Paragraph	Ruling Line Below
Different font for generated caption than for free-form caption	Paragraph	Font

Tags and Function Keys

F1	Title	F2	Head Level 1
F3	Head Level 2	F4	Bullet
F5		F6	
F7		F8	Page Break
F9	Change Bar	F10	Body Text

CHAPTER: &TBL-P1.CHP

Text file: **TABLE.TXT**

The following is a rotated table layout with labels pointing to parts of the table:

Labels (rotated): Column heads, Category, Body Text, Total, Body Text

	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

STYLE SHEET: &TBL-P1.STY

Description: One column table.

Comment: Use for financial statements.

Special Characteristic:	Menu:	Option:
One 39-pica column	Frame	Margins & Columns

Column Heads tabs:
   Tab 1=center (14 picas)
   Tab 2=center (30 picas)		

Ruling line below **Column Heads**	Paragraph	Ruling Line Below
Body Text has fixed indent of 3 picas from left margin	Paragraph	Alignment

Body Text and **Total** tabs:
   Tab 1=decimal (18 picas)
   (has dot leader)
   Tab 2 =decimal (35 picas)
	Paragraph	Tab Setting

Ruling lines above and below **Total**	Paragraph	Ruling Line Above Ruling Line Below

Tags and Function Keys

F1	Column Heads	F2	
F3	Category	F4	
F5	Total	F6	
F7		F8	
F9		F10	Body Text

CHAPTER: &TBL2-L1.CHP

Text file: COLUMN.TXT

Title

Title of this table

Table header ➝

Header for Table	Next Column	Third Col.	Price
First Entry	The second column describes some features of the item called out in the first column. Notice that the text for the column is too wide to fit on one line. This type of style might be useful in a comparison chart where flowing text is used.	The third column might expound a bit on the second column. But the fourth column just holds a number, such as price.	$456
Second model.	The next column.	The second model compares quite favorably to the first model described above. There's not as much text here though.	$654
Entry #3	More descriptive text about entry number three. It's called WYSIWYG. It means that as you edit and modify, your screen shows you *exactly what you're going to get when you print it out. No surprises. It's all there in front of your eyes.*	Another column of text.	$66

Rule ➝

Col 1   Col 2   Col 3   Col 4

STYLE SHEET: &TBL2-L1.STY

Description: One column table in landscape mode

Comment: This table style sheet uses tags to create vertical tabs. The ruling lines below Table Header is part of its tag. The other ruling lines are a separate tag attached to a paragraph with no text in it.
Note: When adding text to vertical tab, you may have to push the **ESC** key to get the page to reformat.

Special Characteristic:	Menu:	Option:
One 54-pica column	Frame	Margins & Columns
Title centered on page	Paragraph	Alignment
Col 1 has line break before, no line break after	Paragraph	Breaks
Col 2 has no line breaks	Paragraph	Breaks
Col 2 justified	Paragraph	Alignment
Col 2 indented 12 picas in from left margin; 28picas from right	Paragraph	Spacing
Col 3 has no line breaks	Paragraph	Breaks
Col 3 indented 30 picas in from left margin; 10 picas from right	Paragraph	Spacing
Col 4 has line break after no line break before	Paragraph	Breaks
Col 4 flush right	Paragraph	Alignment
Col 4 indented 36 picas in from left	Paragraph	Spacing

Tags and Function Keys

F1	Title	F2	Table Header
F3	Col 1	F4	Col 2
F5	Col 3	F6	Col 4
F7	Rule	F8	
F9		F10	Body Text

CHAPTER: &TCHD-P1.CHP

Text file: TECHDOC.TXT

Chapter Head

Heading 1

Body Text

Heading 2

Table Head 1

Z_FOOTER

Z_HEADER

Table 4

MENU COMMANDS — PUBLISHING CHAPTER

PUBLISHING CHAPTER

MENU COMMANDS

Most of Ventura Publisher's functions are controlled through the menus at the top of the screen. This section describes the operation of each of these menus and the options within them. These commands are presented in the order in which they appear on the screen. Use the index for an alphabetical reference to these commands.

Menu Conventions

Often, a menu option will be shown in gray and cannot be highlighted. This usually indicates that the proper function has not been selected. The table below indicates these dependencies.

DESK

Publisher Info . . .	Always available

FILE

New	Must first Open chapter or Load file
Open . . .	Always available
Save	File name must be in title bar
Save As . . .	Always available

FILE MENU

Description/Application

The File Menu controls information flow into and out of Ventura Publisher.

REFERENCE GUIDE — 1-1

STYLE SHEET: &TCHD-P1.STY

Description: One column in portrait mode

Comments: Use for technical documentation. This style sheet was derived from the one used to format this reference guide. The equation on page 2 illustrates the use of centered tabs to create equations. The text TECHDOC.TXT contains index references. Also, this style sheet contains both index and table of contents tags. Therefore if you generate either a table of contents or index, this style sheet will format them automatically. This is the most sophisticated style sheet in the TYPESET directory.

Special Characteristic:	Menu:	Option:
One 27-pica column	Frame	Margins & Columns
Ruling line below header	Paragraph	Ruling Line Below
Ruling line above footer	Paragraph	Ruling Line Above
Chapter Head flush right with ruling line below	Paragraph	Alignment Ruling Line Below
18 points of space below **Chapter Head**	Paragraph	Spacing
Heading 1 flush left with ruling lines above and below	Paragraph	Alignment Ruling Lines Above Ruling Lines Below
2 picas above and below **Heading 1**	Paragraph	Spacing
Body Text indented 7 picas in from left margin	Paragraph	Spacing
Ruling line below **Heading 2**	Paragraph	Ruling Line Below
Ruling line above **Table Head 1**	Paragraph	Ruling Line Above
List 1 indented 8 picas in from left margin	Paragraph	Spacing

Tags and Function Keys

F1	Chapter Head		F2	Heading 1
F3	Heading 2		F4	Computer Text
F5	Key Note Text		F6	List 1
F7	List 2		F8	Page Break
F9	Table 1		F10	Body Text

CHAPTER: &TDOC-P1.CHP

Text file: MANUAL.TXT

Z_SEC 1   → **1. USER INTERFACE** ←   **Chapter Head**

Z_SEC 2   → **1.1. WYSIWYG** ←   **Major Heading**

Z_LABEL FIG   → Figure 1-1

Z_CAPTION   → This is the caption for the figure. It is anchored below WYSIWYG

Ventura Publisher is designed to provide What You See (on the screen) Is What You Get printed (WYSIWYG). This means that the computer display should match as closely as possible, at all times, what you will see on the final printed page. Of course, the difference between the technology used to display a page on a CRT screen, and the technologies used to print a page on a laser printer or typesetter, do create some unavoidable differences. In particular, because the computer CRT screen cannot produce anywhere near the same resolution of a printer or typesetter, and because what is displayed is shown in a different aspect ratio (height to width ratio), the space between words and between lines may appear to be bigger or smaller than the printed page under certain circumstances. Several thin ruling lines, with little space between, may show on the screen as one thick line.   ←   **Body Text**

Z_SEC 3   → **1.1.1 Keyboard Keys** ←   **Minor Heading**

Various keys on the keyboard perform special functions:

- The keyboard Cursor keys control the Text Cursor (The text cursor is displayed as a thin vertical line.)
- The Home key goes to the first page of the document.
- The End key goes to the last page of the document.   ←   **Bullet**
- The Pg Up key goes to the previous page.
- The Pg Dn key goes to the next page.

1.2. ITEM SELECTOR

1.2.1 Description

The display shown in Figure 10-2 is called an Item Selector. The Item Selector is used for saving and retrieving files.

Z_FOOTER   → 1-A   WYSIWYG

STYLE SHEET: &TDOC-P1.STY

Description: One column in portrait mode.

Comment: Use for technical documentation. Note: the frame is anchored below the first **Major Heading**. Also note, the text contains many index points. Show Tabs & Returns to see where they are.

Special Characteristic:	Menu:	Option:
One 39-pica column	Frame	Margins & Columns
Auto-numbering used for **Chapter Head, Major Heading, Minor Heading**	Page	Auto-Numbering
Generated tags for auto-numbers have line break before, and not after (permits other tags on same line)	Paragraph	Breaks
Chapter Head, Major Heading, and **Minor Heading** are indented relative to previous line plus 12 points	Paragraph	Alignment
Chapter Head, Major Heading, and **Minor Heading** have line break after and not before	Paragraph	Breaks
Body Text, Table Head, Table Item indented 9 picas	Paragraph	Spacing
Bullet, System Prompt indented 11 picas in from left margin. Each Bullet item begins with •	Paragraph	Spacing
	Paragraph	Special Effects
Ruling box around **Warning**	Paragraph	Ruling Box Around

Tags and Function Keys

F1	Chapter Head	F2	Major Heading
F3	Minor Heading	F4	Warning
F5	Table Head	F6	Table Item
F7	System Prompt	F8	Page Break
F9	Bullet	F10	Body Text

CHAPTER: &VWGF-L1.CHP

Text file: VIEWGRAF.TXT

Presentation Title ◄———————— **Title**

Presenter's Name
Presenter's Organization } ◄———————— **Presenter**

Topic level 1 ————► Main Topic is the Most Important

- Use line breaks to add space vertically
Topic level 2 ————► • Use the special function keys as you type to tag the
paragraphs you are typing
Topic level 3 ————► – For instance, this paragraph was tagged by pressing
function key F5
- Another subtopic
- Still another subtopic

Another Main Topic

- Subtopic
  – Subsubtopic
  – Subsubtopic
- Subtopic

STYLE SHEET: &VWGF-L1.STY

Description: One column in landscape mode.

Comment: Use for horizontal viewgraphs

Special Characteristic:	Menu:	Option:
One 54-pica column	Frame	Margins & Columns
Title, Presenter centered	Paragraph	Alignment
Ruling line below **Topic Level 1**	Paragraph	Ruling Line Below
Topic Level 2 indented 6 picas in from left margin	Paragraph	Spacing
Topic Level 2 begins with bullet (•), followed by 0.5-inch indent	Paragraph	Special Effects
Topic Level 3 indented 12 picas in from left margin	Paragraph	Spacing
Topic Level 3 begins with and en dash (–) followed by 0.5-inch indent	Paragraph	Special Effects

Tags and Function Keys

F1	Topic Level 1	F2	
F3	Topic Level 3	F4	Table Item
F5	Presenter	F6	Title
F7		F8	
F9		F10	Body Text

CHAPTER: &VWGF-P1.CHP

Text file: VIEWGRAF.TXT

Title

Presenter

Presentation Title

Presenter's Name
Presenter's Organization

Topic level 1 ——► Main Topic is the Most Important

Topic level 2 ——►
Topic level 3 ——►

- 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

Z_LABEL CAP ——►
This is a Diagram

- Still another subtopic

Another Main Topic

- Subtopic
  - Subsubtopic
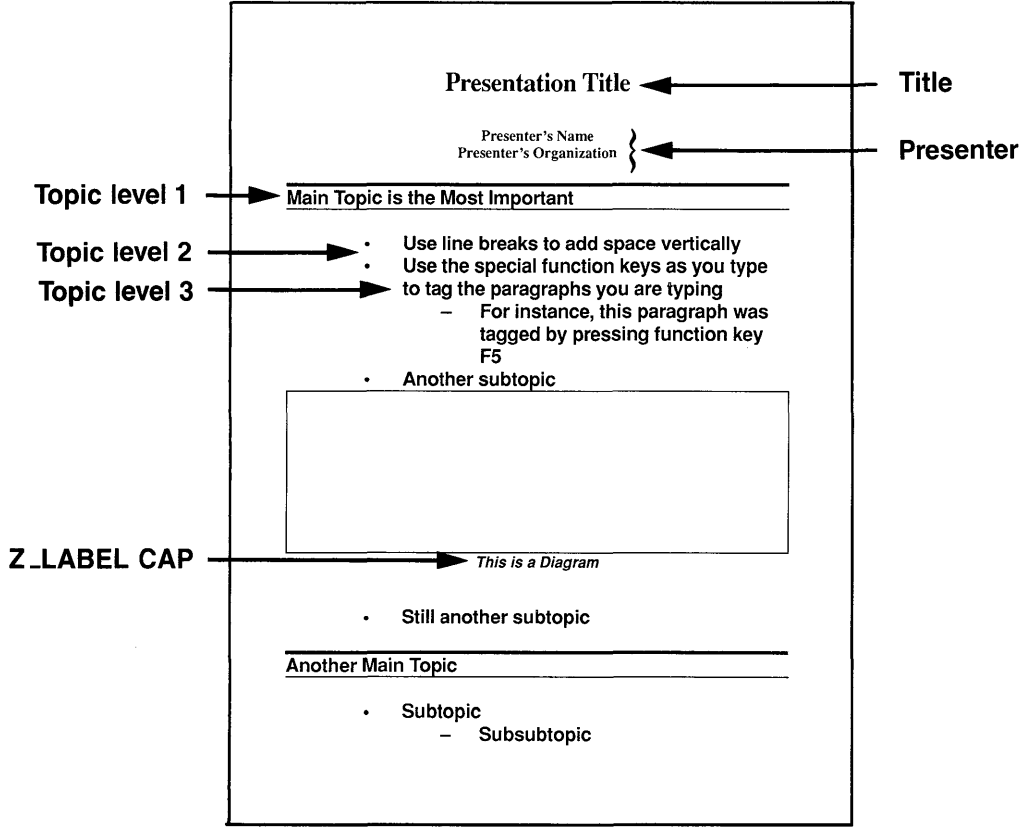
STYLE SHEET: &VWGF-P1.STY

Description: One column in portrait mode.

Comment: Use for vertical viewgraphs.

Special Characteristic:	**Menu:**	**Option:**
One 39-pica column	Frame	Margins & Columns
Title, Presenter centered	Paragraph	Alignment
Ruling lines above and below **Topic Level 1**	Paragraph	Ruling Line Above Ruling Line Below
Topic Level 2 indented 6 picas in from left margin	Paragraph	Spacing
Topic Level 2 begins with bullet (•), followed by 0.5-inch indent	Paragraph	Special Effects
Topic Level 3 indented 12 picas in from left margin	Paragraph	Spacing
Topic Level 3 begins with en dash (–) followed by 0.5-inch indent	Paragraph	Special Effects

Tags and Function Keys

F1	Topic Level 1	F2	
F3	Topic Level 3	F4	Table Item
F5	Presenter	F6	Title
F7		F8	
F9		F10	Body Text

This page intentionally left blank.

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