REPORTS
An Analysis of 16th Century Literature

LETTERS
TOUCHSTONE MANAGEMENT

Resumés

BOOKLETS

BROCHURES

Cater & Carry
Event Planning

Newsletters

Everyone's a Star at Spring Fundraiser

Community Center Offers Evening Ceramics Class

The art department wowed the audience with bright costumes and decoration

The Print Shop PressWriter™

User's Manual

FOR WINDOWS AND MACINTOSH CD-ROM

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Coretek, Inc.

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■   I. Introduction   ■   ■   ■

This chapter:
- Introduces you to **The Print Shop PressWriter**.
- Tells you about the hardware and the software that you need.
- Tells you how to install and register your software.
- Provides you with an overview of how to use this manual.

WELCOME TO THE PRINT SHOP PRESSWRITER

The Print Shop PressWriter is a versatile, easy-to-use desktop-publishing tool. In addition, **The Print Shop PressWriter** has a set of unique features that make it the quickest, easiest way to create professional quality documents for business, home, and school. You can create: newsletters, brochures, reports, booklets, letters, resumes and flyers, as well as custom-designed documents.

Main Features of The Print Shop PressWriter

The Print Shop PressWriter provides:
- **QuickStart Layouts** – Over one hundred professionally designed, ready-to-use layouts — you just add your text and graphics.
- **Style Sets** – A variety of Style Sets that let you experiment with giving a specific look and feel to your document.
- **Paragraph Styles** – A variety of Paragraph Styles that you can apply to each paragraph in your document.
- **Graphics** – Thousands of high-quality graphic images (available through the Graphics Browser) that are especially appropriate for publishing projects.
- **Photos** – 200 professional photo images in JPG format for you to import into your document.
- **Quotable Quotes** – Over one thousand famous quotations that you can add to your document instantly.
- **Fonts** – Over 100 unique fonts for you to use while creating your documents.
- **Internet Connection** – One-button access to the Internet.
- **QuickStart Demos** – Multimedia demos provide information and tips for using **The Print Shop PressWriter** (Windows only).
- **Easy Steps** – Quick, concise, on-screen instructions describing how to perform functions within **The Print Shop PressWriter** (Windows only).

SYSTEM REQUIREMENTS

Windows® CD-ROM*

- Windows 95 required
- 66 MHz 486 DX or faster
- 8MB RAM required, 16MB recommended
- Requires 31MB hard disk space
- 2X CD-ROM drive or faster required
- 640x480 display, 256 colors
- Windows compatible sound device
- Printer support: works with most popular printers (monochrome and color) supported by Windows

Macintosh® CD-ROM*

- PowerPC required
- System 7.1.2 or higher
- 16MB RAM**; 7MB free
- Requires 45MB hard disk space
- 2X CD-ROM drive or faster required
- Monitor: 13 inch or larger color, 256 colors; thousands and millions of colors supported
- Printer support: works with most popular Macintosh compatible printers (monochrome and color)

*System Configuration: May require minor adjustments to the configuration of your operating system and/or updates to the hardware component drivers.

**with Virtual Memory on

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INSTALLATION

To install the Windows version of The Print Shop PressWriter:

1. With the Windows 95 desktop displayed, insert **The Print Shop PressWriter** CD into your CD-ROM drive.

   If the Start-up screen does not automatically appear, double-click the **My Computer** icon on the desktop and then double-click **The Print Shop PressWriter** CD-ROM icon in the folder. Double-click the Setup.exe file.

2. At the Start-up screen, click the Install button and follow the on-screen instructions for installing **The Print Shop PressWriter**.

3. **The Print Shop PressWriter** will be installed onto your C drive under the directory named **The Print Shop Products** and under a subdirectory named **The Print Shop PressWriter 1.5**. If you would like to change the destination of this installation, click the Browse button in the Installation Configuration dialog and navigate to the desired installation location.

To install the Macintosh version of The Print Shop PressWriter:

1. Insert **The Print Shop PressWriter** CD into your CD-ROM drive.

2. Double-click the **PressWriter CD icon**.

3. Double-click the **PressWriter Installer** to launch the installation program.

4. Follow the on-screen instructions for installing **The Print Shop PressWriter**.

5. After restarting your machine, the PressWriter folder window will appear. Double-click the **PressWriter icon** to launch the program.

REGISTERING YOUR SOFTWARE

Be sure to register your software so that you can take advantage of the offers listed below. As a registered owner you will receive:

- Free technical support
- Notification of and discounts on new versions of **The Print Shop PressWriter**
- Special offers on new products related to **The Print Shop PressWriter**
- Special offers on other Brøderbund products

Register today so that you won't miss out on any of these valuable benefits!

Registering Electronically

The Print Shop PressWriter lets you register your software by modem.

To electronically register your copy:

1. Click the **Register By Modem** button.

   If you do not have a modem or you do not want to register by modem, click the **Register By Mail** button or click the **Cancel** button.

2. Follow the instructions that appear.

3. After you enter your information, send your registration toll-free by modem (in the United States and Canada only).

*Note: If your business phone system requires a prefix number to reach an outside line, click the **Dial Out Prefix** button, and enter the number in the space provided.*

Windows Users: To register at a later time, click the **Cancel** button. To register electronically later, right-click the **CD-ROM drive icon** in the My Computer window while **The Print Shop PressWriter** disc is in the CD-ROM drive, and then choose **Electronic Registration** from the menu.

Macintosh Users: Navigate to and open the **PressWriter folder** on your hard drive. Double-click **Electronic Registration** to launch the registration program.

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Registering By Mail

If you do not have a modem or you do not want to register by modem, click the **Register By Mail** button and register your software by filling out the enclosed registration card.

STARTING THE PRINT SHOP PRESSWRITER

To start The Print Shop PressWriter on Windows:

1. Choose Programs from the **Start** menu.

   The **Programs** menu appears.

2. Choose **The Print Shop PressWriter**, and then choose the **The Print Shop PressWriter** option.

To start The Print Shop PressWriter on Macintosh:

1. Navigate to and open the **PressWriter folder** on your hard drive.

2. Double-click the **PressWriter** application icon to launch the program.

EXITING THE PROGRAM

When you exit, **The Print Shop PressWriter** prompts you to save, closes any open document and then closes the program.

To exit **The Print Shop PressWriter**:
- Click the **Exit** button on the Project Picker.
- Or, from the Design Desk, choose **Exit** (**Quit** on Macintosh) from the **File** menu.

The Project Picker appears for you to begin using **The Print Shop PressWriter**.

That's it! Once you begin using **The Print Shop PressWriter**, you soon will be creating beautiful, professional-looking documents.

GETTING ASSISTANCE

The Print Shop PressWriter provides several ways to get assistance:

- **QuickStart Demos** – Instructional, self-running demonstrations that help you learn more about topics such as getting started and working with text and graphics (Windows only).
- **On-Screen Help** – You can get on-screen assistance throughout the program. On-Screen Help is available from the **Help** menu, by using the **Help** button in many dialog boxes, or by pressing **F1** (**Help** key on Macintosh).
- **Easy Steps** – Quick, simple, on-screen instructions describing how to perform functions within **The Print Shop PressWriter**. Easy Steps are available from the **Help** menu on the Design Desk (Windows only).
- **Tooltips** – Short, informative names appear when your cursor pauses over any element of the Design Desk.
- **Active Help Description** – A description appears in the **Active Help** field at the bottom left of your screen as you move the cursor over a toolbar button or menu item.

Also refer to Chapter VIII, "Getting Assistance", for more detailed information about assistance when using **The Print Shop PressWriter**.

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ABOUT THIS MANUAL

This manual contains instructions for both the Windows and Macintosh versions of **The Print Shop PressWriter**. It uses pictures of screen displays and dialog boxes from the Windows version. However, the differences between the Windows and Macintosh versions are minimal and will not affect your ability to use this guide or the software.

You can use this manual as a reference guide by scanning the Table of Contents for main topics, or you can consult the comprehensive index at the end of the manual for specific information. The fastest way to get started is to read and follow the tutorials in Chapter II. Details that you need to work with a document are provided in Chapters III, IV, and V, which explain all the functions available in **The Print Shop PressWriter**.

The following topics are covered in this book:

Chapter I, "Introduction", provides the system requirements for **The Print Shop PressWriter**, how to install your software, and how to start and exit the program.

Chapter II, "Getting Started: Quick Tutorials", takes you through two brief tutorials, which are the fast track to getting started:
- • Customizing a QuickStart Layout
- • Creating a Document Using Start From Scratch

Chapter III, "The Design Desk", describes how to use all the basic tools and menus found on the Design Desk.

Chapter IV, "Working With Text", explains how to add and edit text in your document. It shows you how to format text and paragraphs, import text and more.

Chapter V, "Working With Objects", explains how to add and modify objects in your document and how to work with graphics.

Chapter VI, "Working With Documents", gives you information about adding and deleting pages, changing a Style Set, connecting text boxes, using Spell Check and the Thesaurus and much more.

Chapter VII, "Special Features", gives you information about special, more advanced features that are part of **The Print Shop PressWriter**. You learn how to Customize a Style Set, use the Document Description dialog box and use the Internet connection.

Chapter VIII, "Getting Assistance", gives you all the sources that you need to get help for **The Print Shop PressWriter**.

Chapter IX, "Shortcut Keys Appendix", is a table of useful keyboard shortcut keys that you can use to perform common functions quickly.

Chapter X, "Index", is a comprehensive reference listing of key terms used in **The Print Shop PressWriter**.

■ II. Getting Started: Quick Tutorials ■

This chapter explains how to get started using **The Print Shop PressWriter**. It takes you through two quick tutorials:

- • Creating a document by customizing a QuickStart Layout.
- • Creating a document using Start From Scratch.

CUSTOMIZING A QUICKSTART LAYOUT

This section takes you through a tutorial that gives you several short procedures on how to prepare your first document by customizing a QuickStart Layout. You'll see right away how easy it is to use **The Print Shop PressWriter** and how quickly you can produce your own professional-looking documents.

To select a layout:

1. Choose **Newsletters** from the Project Picker.

The Select a Path dialog box appears.
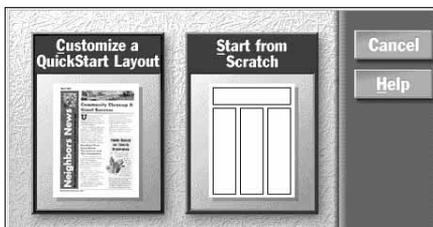
2. Click **Customize a QuickStart Layout**.

A dialog box of layout selections appears.

View previous layout
View next layout
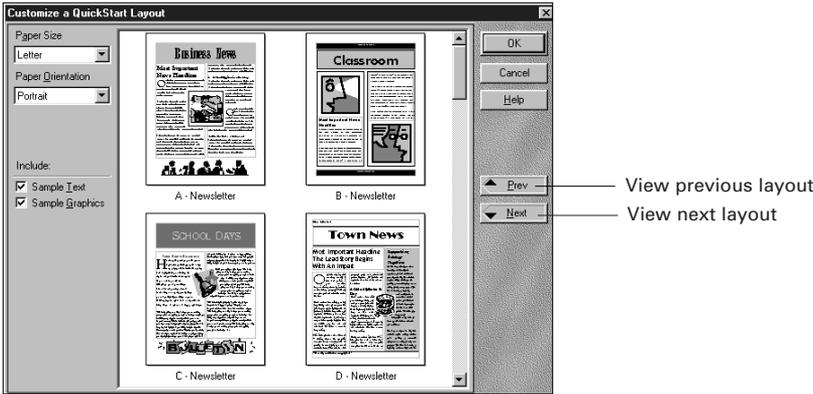
3. Click **OK** to select the first layout — A – Newsletter (Business News).

The Design Desk appears with the first page of your document — ready for you to begin replacing the sample text and graphics with your own.

Masthead

To replace the sample text with your own text:

1. Double-click in the Masthead, and drag the mouse to highlight Business News.

2. Type "My News."

   Your text replaces the highlighted text.

3. Click in the text column with the headline "Most Important News Headline", and drag the mouse to highlight the headline.

4. Type "My Headline."

   Your text replaces the highlighted text.

5. Highlight the first paragraph of the text.

6. Type a few lines of your own text.

   Your text replaces the highlighted text.

To replace the sample graphic:

1. Double-click on the Agreement (handshake) graphic.

   The Graphics Browser appears for you to select a graphic.
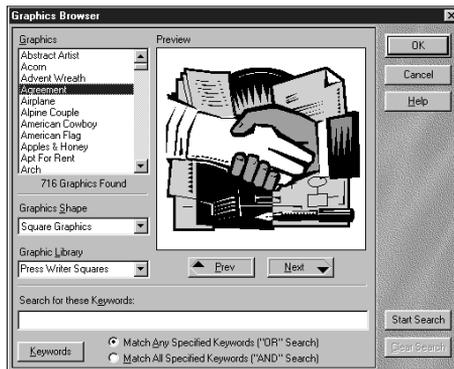
2. Use the **Prev** button to scroll up to the Abstract Artist graphic.

3. Click **OK** to replace the current graphic with the new graphic.

   The new graphic appears in place of the old one.

To change the Style Set of your document:

***Change
Style Set
button***

1. Click the yellow **Change Style Set** button (in the upper left corner of the Design Desk).

   The Change Style Set dialog box appears, showing the first page of your document in the current Style Set.
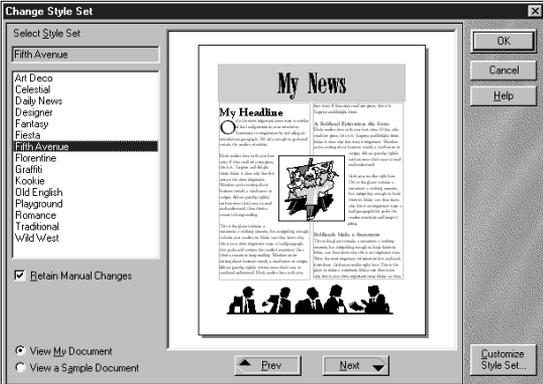
2. Select **Celestial** from the Style Set list.

   The Preview area displays your document with the Celestial Style Set applied.

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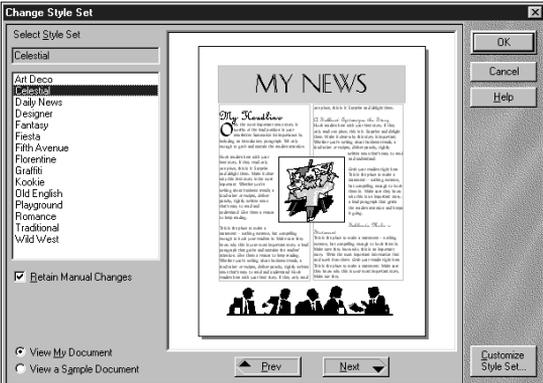
3. Select **Kookie** from the Style Set list.

Again, watch the Preview area to see the Style Set change to Kookie.
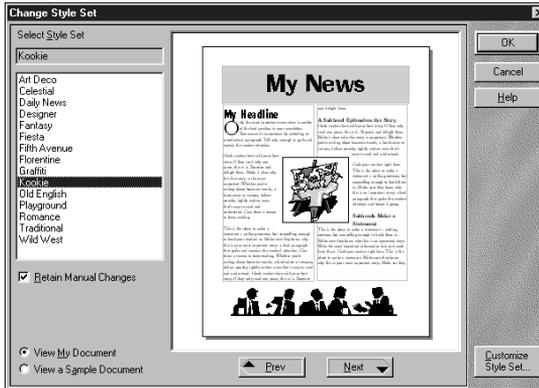
4. Click **OK**.

Your document now has the Kookie Style Set.

To change the Page View:
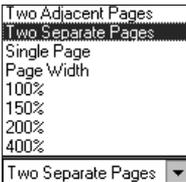
1. Click the **View** pop-up menu in the bottom right of the Status bar.

2. Select Two Separate Pages.

Both pages of your document display on your screen.

To save your document:

1. Choose **Save As** from the **File** menu.

   The Save As dialog box appears for you to name and save your document.
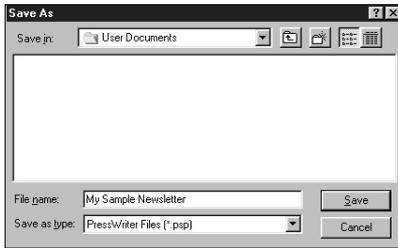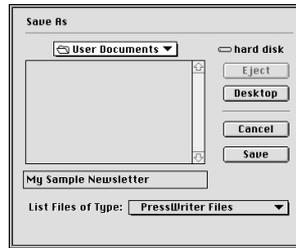
Windows　　　　　　　　　　　**Macintosh**

2. Type "My Sample Newsletter" in the **File Name** field.

3. Click **Save**.

To print your document:

1. Choose **Print** from the **File** menu.

   The Print dialog box appears.
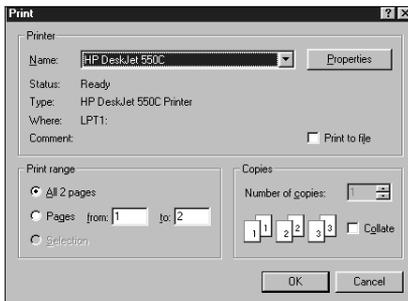
Macintosh

Windows
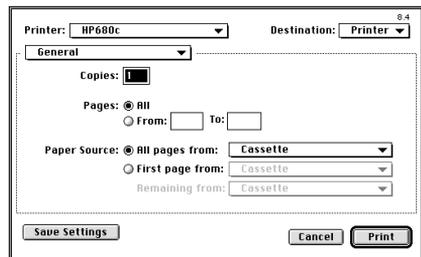
2. Click **OK** (click **Print** on the Macintosh).

Congratulations! You have just customized, saved and printed a QuickStart Layout.

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CREATING A DOCUMENT USING START FROM SCRATCH

This section takes you through a short tutorial about how to prepare your first document using Start from Scratch.

To set up your Start from Scratch document:

1. Choose **Newsletters** from the Project Picker.

   If you are starting from the Design Desk, choose New Document from the **File** menu, and then click **Newsletters** from the Project Picker.

The Select a Path dialog box appears.
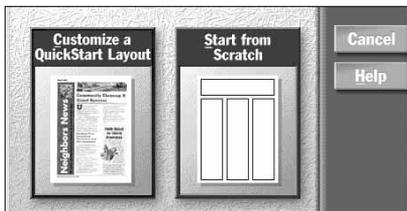
2. Click **Start from Scratch**.

The Document Setup dialog box appears showing common defaults for a newsletter.

Number of:

Pages

Columns

Include:

Masthead

Line Between Columns

Preview area displays selections
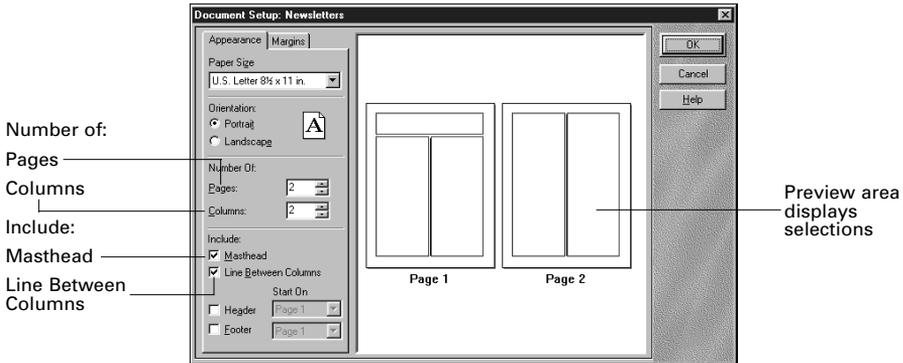
3. Change Number of Columns to 2.

The Preview area shows your choices.

4. Check the **Line Between Columns** check box to add lines between text columns.

5. Leave the **Masthead** check box checked (default).

6. Click **OK**.

The Design Desk displays your document layout.

Masthead

■   ■   ■   ■   ■   ■   ■
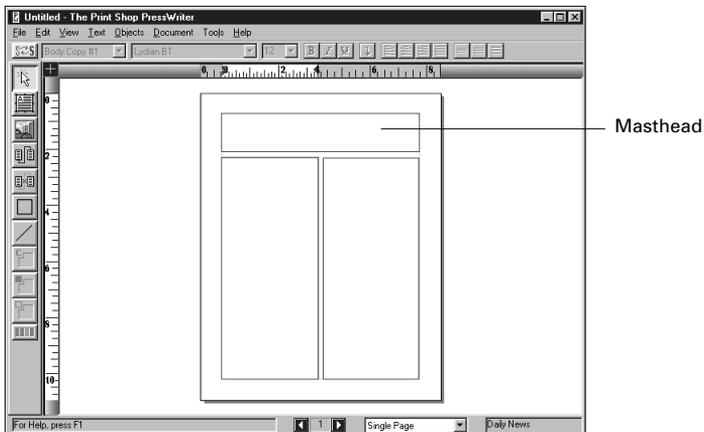
To enter your text and apply Paragraph Styles:

1. Double-click in the Masthead (the top text box of your newsletter), and type "My News."

2. Click in the first text column and type "My Headline."

3. Click the Paragraph Style drop-down list (on the **Text** toolbar).

   A list of Paragraph Styles appears.

4. Choose Headline #1 from the drop-down list.

   The Headline #1 Paragraph Style is applied to your heading.

5. Press the **Enter** key twice, and choose Body Copy #1 from the Paragraph Style drop-down list.

6. Type a three-line paragraph of text.

Body Copy #1 ▼
Billboard
Masthead
Headline #1
Headline #2
Subhead #1
Subhead #2
Body Copy #1
Body Copy #2
Quotes
Captions

This morning my garden looked beautiful. Sunflowers saluted the sun and the roses opened with dew. Sipping my herbal tea, I appreciated Nature's beauty.

To apply a Drop Cap:

1. Click anywhere in the paragraph that you just typed.

2. From the **Text** menu, choose Drop Cap.

3. Choose Drop 2 lines from the **Drop Cap** submenu.

Drop Cap	▶	✓ Drop 2 lines
Bulleted List	▶	Drop 3 lines
		Drop 4 lines
Insert Into Text	▶	None
Import Text...		
Quotable Quotes...		
Exit Text Editing	Ctrl+E	
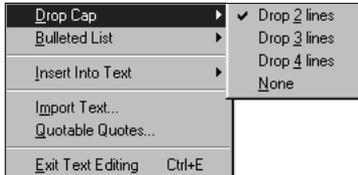
The first letter of the selected paragraph is enlarged and drops two lines.

This morning my garden looked beautiful. Sunflowers saluted the sun and the roses opened with dew. Sipping my herbal tea, I appreciated Nature's beauty.

To add color to your text:

1. Select some of your text by clicking and dragging the mouse to highlight it.

2. Choose the **Color Object** button from the **Object** toolbar.

   The Color Palette appears.

Color Object
button
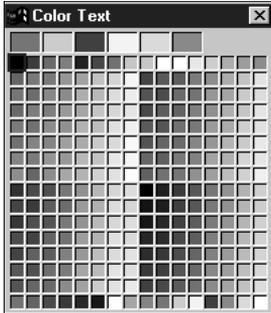
3. Click on a color in the Color Palette.

   The color is immediately applied to the selected text.

4. Click outside of the selected text to view the color change.

To add a graphic:

1. Click the **Add Graphic** button in the **Object** toolbar.

2. Choose **Square Graphic** from the graphics submenu.

   The Graphics Browser appears for you to select a graphic.

Add Graphic button
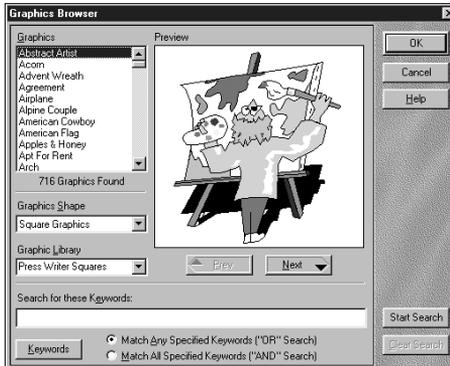
3. Use the **Next** button to scroll down to the American Flag graphic.

4. Click **OK** to add it to your document.

   The graphic appears in the center of your screen.

5. To move the graphic, click and drag it.

6. To resize the graphic, drag one of the corners (one of the resizing handles).

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To change the Style Set of the document:

***Change
Style Set
button***

1. Click the yellow **Change Style Set** button.

   The Change Style Set window appears, showing the first page of your document in the current Style Set.

2. Select **Old English** from the Style Set list.

   The Preview area displays your document with the Old English Style Set applied.
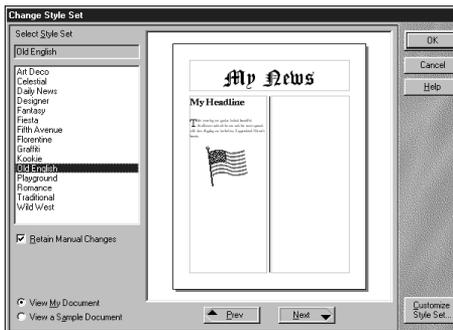
3. Select **Graffiti** from the Style Set list.

   Again, watch the Preview area to see the Style Set change.

4. Click **OK**.

   Your document now has the Graffiti Style Set.
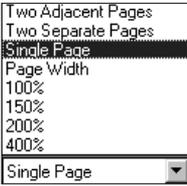
Two Adjacent Pages
Two Separate Pages
Single Page
Page Width
100%
150%
200%
400%

| Single Page ▾ |

To change the Page View:

1. Click the **View** pop-up menu in the bottom right of the Status bar.

2. Select Single Page.

   You'll see your whole page shown.

To save your document:

1. Choose **Save As** from the **File** menu

   The Save As dialog box appears for you to name and save your document.

2. Type "My Sample Newsletter" in the **File Name** field.

3. Click **Save**.

To print your document:

1. Choose **Print** from the File menu.

   The Print dialog box appears.

2. Click **OK** (click **Print** on the Macintosh).

Congratulations! You have just created, saved and printed a Start From Scratch document.

■ III. The Design Desk ■   ■   ■

This chapter:
- Describes the differences between working with text and working with objects.
- Describes the Design Desk.

WORKING WITH TEXT AND OBJECTS

When you are working with your document on the Design Desk, you enter and edit text and add and move objects. Objects include: text boxes, graphics, imported images, lines and boxes. **The Print Shop PressWriter** lets you work with text and objects separately so that you can concentrate on writing, editing and page layout.

Text

Always double-click in a text box to begin working with text in your document. While you are working with text, text tools and menu commands relating to text are activated. For example, the **Text** toolbar becomes active, the cursor becomes a blinking insertion point and the **Text** menu commands become active. For more complete information, see Chapter IV, "Working With Text."

Objects

Always single-click on an object (or outside of the text box) to begin working with objects in your document. While you are working with the objects in the layout of your document, the Design Desk activates the tools and commands for working with objects. For example, resizing handles appear around the selected object and the **Objects** menu commands become active. For more information, see Chapter V, "Working With Objects."

WORKING ON THE DESIGN DESK

The Design Desk is the main working window when using **The Print Shop PressWriter**. All the necessary text and layout tools are available in this window. Your document appears in the center of the Design Desk.

The major elements of the Design Desk include:

- The Object toolbar
- The Text toolbar
- Menus
- Rulers
- Guides
- The Status bar
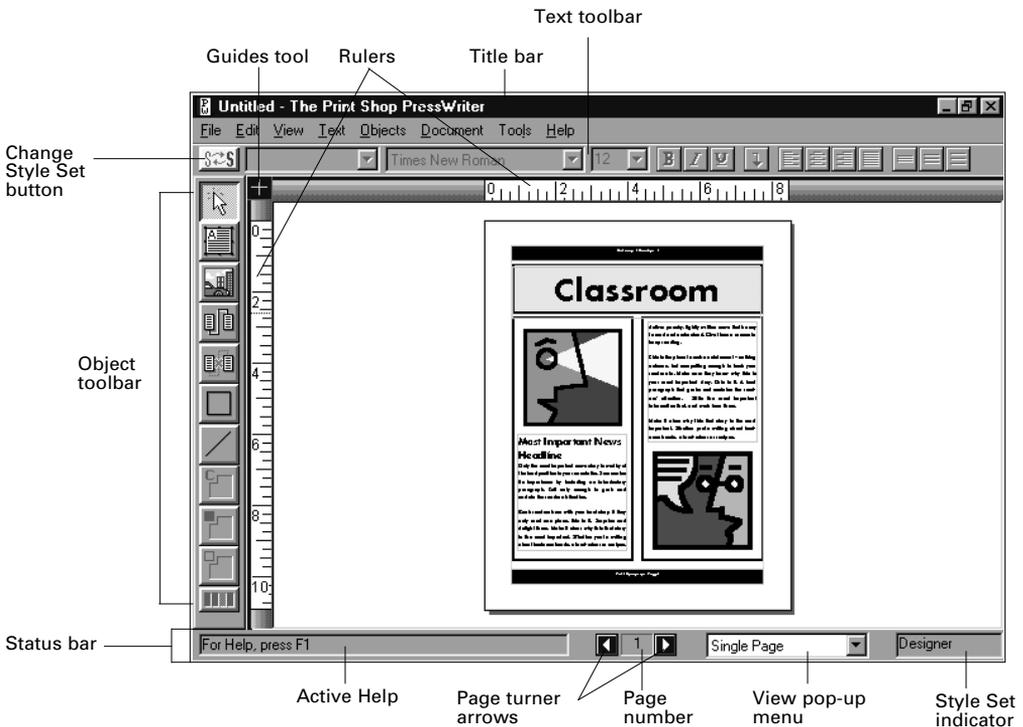
Elements of the Design Desk

■   ■   ■   ■   ■   ■   ■

The Object Toolbar

The **Object** toolbar appears down the left side of the Design Desk. It contains easy-to-access tools for modifying your document's layout.

The tools on the **Object** toolbar include:

Selection tool – Click this pointer to use it to select, move or resize objects.

Text Box Drawing tool – To add a text box, click this tool. Move the cursor over to the document until it becomes a cross-hair cursor. Click and drag to draw out a text box.

Add Graphic button– To add a square, row, or column graphic, click this button to display graphic shape choices, and to access the Graphics Browser.

Connect Text Boxes tool – To connect text boxes, click this tool. When you move the cursor over the document the cursor becomes a connect indicator. Click the 'from' text box, and then click in the 'to' text box to which you want to connect.

Disconnect Text Boxes tool – To disconnect text boxes, click this tool. When you move the cursor over the document the cursor becomes a disconnect indicator. Click the first text box that you want to disconnect, and then click the second text box that you want to disconnect.

Draw a Box tool – To draw a box, click this tool and select a box style. Move the cursor over to the document until it becomes a cross-hair cursor. Click and drag to draw out a box.

Draw a Line tool – To draw a line, click this tool and select a line style. Move the cursor over to the document until it becomes a cross-hair cursor. Click and drag to draw a line.

Color Object button – To color a selected object, click this button and select a color from the color palette that appears.

Color Behind Object button – To color behind a selected object, click this button and select a color from the color palette that appears.

Color Object Frame button – To color the frame of a selected object, click this button and select a color from the color palette that appears.

Tint Selector button – To tint a selected object, click this button and select a tint percentage.

These tools have corresponding commands in the **Objects** and **Document** menus at the top of the Design Desk. Each button has a tooltip — a small, pop-up label that shows the name of the button when you pause the cursor over it. At the same time, an Active Help description appears in the Status bar at the bottom of your screen.

For more information about working with objects, see Chapter V, "Working With Objects."

To hide or display the **Object** toolbar: Choose the Toolbars command in the **View** menu and click the **Object** toolbar to hide the tools. Click again to select and show the **Object** toolbar.

■　　　　■　　　　■　　　　■　　　　■　　　　■　　　　■

The Text Toolbar

The **Text** toolbar appears at the top of the Design Desk, just under the menus. It contains many easy-to-access tools that let you format and edit the text in your document. Its buttons are active any time you are working with text (that is, entering or editing text).

All the buttons and drop-down lists on the **Text** toolbar have corresponding commands in the menus at the top of the Design Desk.

Each button and menu has a tooltip — a small, pop-up label that shows the name of the button when you pause the cursor over it. At the same time, Active Help appears in the Status bar. For more information, see Chapter IV, "Working With Text."

Change
Style Set button   Font drop-down list   Bold, Italic,   Left, Center, Right, Full
                                                         Underline buttons   Justification buttons

| S⇄S | Body Copy #1 ▾ | GeoSlab703 Lt BT ▾ | 10 ▾ | **B** | *I* | U̲ | ↧ | ≣ ≣ ≣ ≣ | ≡ ≡ ≡ |

Paragraph Style   Font Size   Tabs button   Single, 1-1/2, Double
drop-down list   drop-down list   line spacing buttons

Text Toolbar

The Text toolbar displays the font, Paragraph Style, and formatting used in the paragraph where the cursor is currently positioned. You can make changes to your text using the Text toolbar as explained below.

- **Change Style Set button** – Click to open the Change Style Set dialog box. Change Style Set is a one-step way to change the look and feel of your entire document. For more information, see Chapter VII, "Special Features."
- **Paragraph Style drop-down list** – Shows the name of the Paragraph Style for the current paragraph. Click for a drop-down list of all available Paragraph Style names. Any change applies to the current paragraph or highlighted paragraphs.
- **Font drop-down list** – Shows the name of the font being used. Click for a drop-down list of all fonts.

- **Font Size drop-down list** – Shows the font size being used. Click for a drop-down list of commonly used font sizes. You can also type in a specific font size between 4 and 400.
- **Bold, Italic, Underline buttons** – Select text and click these buttons to bold, italicize, or underline text. Click the button again to remove the bold, italic, or underline.
- **Tabs button** – Click to open the Tabs dialog box.
- **Left, Center, Right, Full justification buttons** – Click a button to apply justification to the current paragraph or highlighted paragraphs.
- **Single, 1-1/2, Double line spacing** – Click a button to apply line spacing to the current paragraph or highlighted paragraphs.
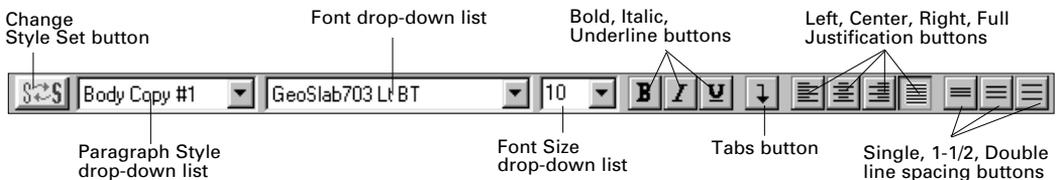
To hide or display the **Text** toolbar: Choose the Toolbars command in the **View** menu and click the **Text** toolbar to hide the toolbar. Click again to select and show the **Text** toolbar.

The Design Desk Menus

The Design Desk provides eight menus containing commands that you use to work in **The Print Shop PressWriter**. (Many of the commands in the **Text** and **Objects** menus also have corresponding buttons and drop-down menus in the **Text** and **Object** toolbars.) In addition, many of the commands also have keyboard shortcuts that appear in the menu. (See "Shortcut Keys Appendix" for a complete list of **The Print Shop PressWriter** keyboard shortcuts.)

| File | Edit | View | Text | Objects | Document | Tools | Help |

Design Desk Menus

Macintosh Users: The **Help** menu can be found under the question mark at the top right of the screen.

The charts below show the options available in each **Design Desk** menu. Refer to the index or table of contents for specific references.

Design Desk menus

File
New Document
Open Saved Document
Close Document
Save
Save As…
Revert to Saved
Print
Preferences
Exit
Most Recent File

Edit
Undo/Redo
Cut
Copy
Paste
Delete
Edit Text
Duplicate
Find/Replace
Select All

View
Double Page
Single Page
Page Width
100%
150%
200%
400%
Rulers
Toolbars
Guides
Printable Area
Snap To Guides
Go To Page

Text
Font
Paragraph
Tabs
Style
Drop Cap
Bulleted List
Insert into Text
Import Text
Quotable Quotes
Exit Text Editing

Objects
Add Graphic
Add Text Box
Draw a Line
Draw a Box
Import Images
Color
Tint
Order
Rotate
Flip
Align
Scale
Frame
Text Around Graphic
Object Position

Document
Change Style Set
Add Page
Delete Page
Connect Text Boxes
Disconnect Text Boxes
Insert Header
Insert Footer
Word Count
Description

Tools
Spell Check
Thesaurus
Hyphenation

Help
Contents
Search for Help On
How to Use Help
QuickStart Demos*
Easy Steps*
Internet Connection
Select Your Internet Browser
About The Print Shop PressWriter†

*Windows version only.

†Macintosh version only.

Using the Design Desk Menus

The following is an example of how to use all the menus. The **View** menu is used as a sample.

To open a menu on the menu bar:

• Click View in the menu bar to display the **View** menu.

View menu
commands

View
Double Page ▶
✔ Single Page   Ctrl+5
Page Width   Ctrl+6
100%   Ctrl+1
150%   Ctrl+3
200%   Ctrl+2
400%   Ctrl+4
✔ Rulers
Toolbars ▶
✔ Guides
Printable Area
✔ Snap To Guides
Go To Page...   Ctrl+G
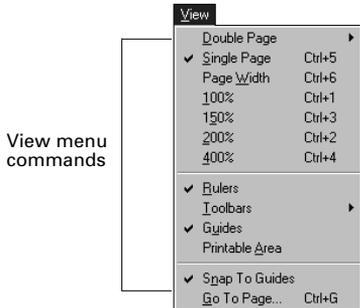
View menu

To choose a command from a menu:

• Click the menu name, and then click the command that you want.

Some commands are executed immediately; some commands display a submenu or dialog box.

> *Note: Many commands have a keyboard shortcut — a combination of keystrokes that immediately executes a command or opens the appropriate dialog box. To use a command, press the shortcut key combination. See "Shortcut Keys Appendix" for a list of commands and their shortcuts.*

Using the View Menu

The **View** menu in the menu bar contains the commands that you use to change the way that you view your document. In addition, it provides commands to display or hide Rulers, Guides, Snap To Guides, and the Toolbars.

The table below describes the options available in the **View** menu. As you can see, the options in the **View** pop-up menu in the Status bar are similar to the first commands that appear in the **View** menu.

View Menu Options

Page View Option	Description
Double Page	Two Adjacent Pages: View a two page spread. Two Separate Pages: View two independent pages.
Single Page	View one full page.
Page Width	View the full screen width of your page.
100%	View the page at its actual size.
150%, 200%, 400%	View the page at the % size increase of its actual size.
Rulers	Toggle on/off to show or hide the rulers on your screen.
Toolbars	Text Toolbar: Toggle to show or hide on your screen. Object Toolbar: Toggle to show or hide on your screen.
Guides	Toggle to show or hide guides on your screen.
Printable Area	Toggle on/off dotted line guides around the document edge that indicate how close to the edge of the page the graphics and text can be printed.
Snap To Guides	Toggle on/off the Snap To Guides feature.
Go To Page	A dialog box that lets you type the page number that you want to go to.

The Status Bar

The Status bar appears at the bottom of the Design Desk. It contains information about your current document, provides page turning and page viewing controls, and indicates the current Style Set of your document.

Page turner arrows   Style Set indicator

| For Help, press F1 | ◀ 1 ▶ | 100% ▼ | Playground |

Active Help   Page number   View pop-up menu
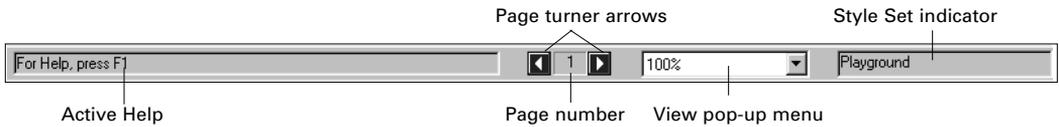
Status Bar

The Status bar provides the following:

- **Active Help** – As you move the cursor over a toolbar button or menu item, a description of the item appears in the **Active Help** field.
- **Page turner arrows** – Previous page and Next page arrows let you turn to other pages in your document.
- **Page number** – Indicates the page in your document that appears in the window. Click the number in the middle to display the Go To dialog box to go to a specific page.
- **View pop-up menu** – Indicates the current document view and lets you change the view from a pop-up menu of other views: Two Adjacent Pages, Two Separate Pages, Single Page, Page Width, 100%, 150%, 200%, and 400%.
- **Style Set indicator** – Shows the name of the current Style Set of your document.

Design Desk Rulers and Layout Guides

The Design Desk provides two rulers, Horizontal and Vertical, across the top and down the left side of your window, which appear in all views. (In a double page view, a horizontal ruler appears for each page.) When you are moving objects and creating text boxes, the rulers let you align objects with precision.

You set the Ruler units of measurement (inches or centimeters) in the Preferences dialog box (look in the **File** menu).

When you change the view, the ruler scales to fit the new view. A hairline on each ruler indicates the cursor position.

When you are adding, resizing, and moving objects, the entire ruler is highlighted over the active page.
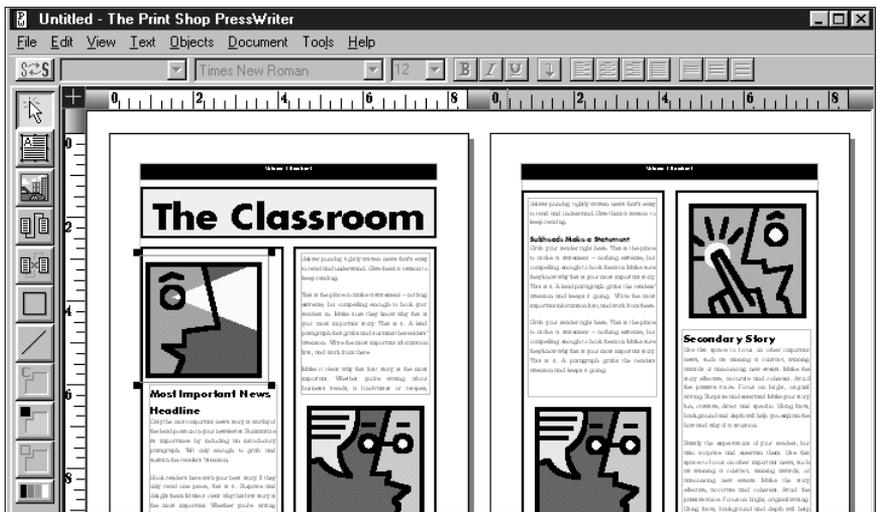
Rulers when working with objects

When you are working with text, a portion of the horizontal ruler is highlighted to reflect the width of the active text box. The highlighted portion of the ruler displays tabs and indents for the current paragraph.
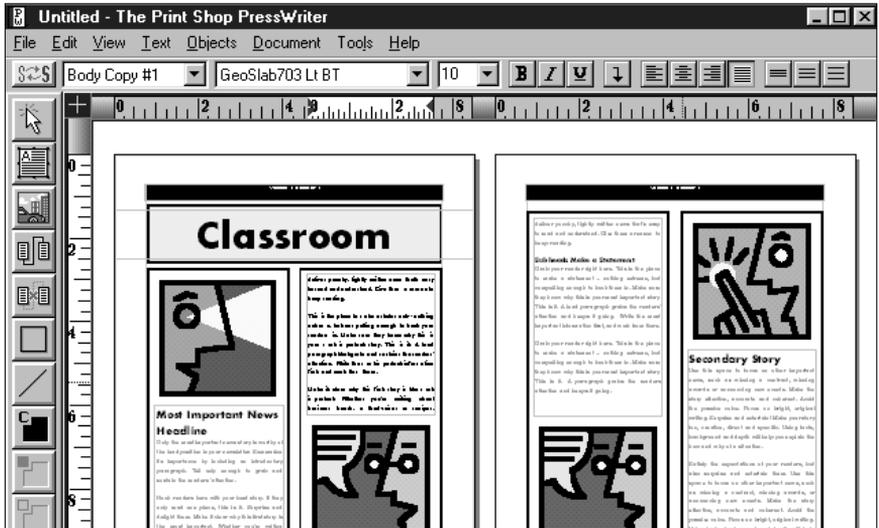
Rulers when working with text

Layout Guides

Layout guides are nonprinting, thin blue lines (horizontal and vertical) that you use to align objects. You can drag and move layout guides to wherever you want them to appear on your page, and you can move the horizontal and vertical guide independently. Each page can have its own unique set of layout guides.

To create layout guides on your page:

Drag the guides from the layout guides tool in the left corner of the horizontal ruler.

If the rulers are hidden, the **layout guides** tool does not appear.

To display or hide the layout guides on your page:

Click Guides on the **View** menu to show the guides. (A check mark indicates that the guides are on.)

Click guides on the **View** menu once more to hide the guides — the check mark disappears.

In a double page view, if you drag a layout guide onto a page, that page becomes the active page.

To remove the layout guides from your page:

Drag the guide completely off the page.

Snap To Guides

Snap To Guides affects how you can move and place objects. When Snap To Guides is on and an object is dragged near the guide, it automatically snaps to the guide.

To move an object off the guide, you can drag it with the mouse, or click on the object once to select it and hold down one of the arrow navigation keys on your keyboard.

To turn off Snap To Guides:

Click Snap To Guides on the **View** menu.

The check mark disappears. Click again to turn on the Snap To Guides.

Turning on or turning off Snap To Guides or moving a layout guide does not reposition objects on your page.

■ IV. Working With Text ■ ■

This chapter:
- Explains how to work with text (writing and editing) in your documents.
- Describes how to format text.

ADDING TEXT TO YOUR DOCUMENT

To begin working with text in your document, double-click in a text box. While you are working with text, you'll see the following occur on the Design Desk:
- The **Text** toolbar becomes active.
- The cursor becomes a blinking insertion point.
- The **Text** menu commands become active.
- The resizing handles on objects disappear.
- Graphics overlaying the selected text box display cross-hatch marks.
- The background of the selected text box becomes opaque until you exit working with text.

Clicking the Right Mouse button

While you're working with text, there's a quick way to access the most common text editing commands: Just click the right mouse button to display a pop-up menu; then click on the command that you want. You can cut, copy and use many other text editing commands.

Macintosh Users: Click while holding down the **Control** key to display a pop-up menu.

Edit menu commands help you move and change blocks of text.
- *Cut – Lets you remove highlighted text completely from your document so you can paste it elsewhere.*
- *Copy – Lets you copy highlighted text to paste elsewhere.*
- *Paste – Lets you place copied or cut text into your document.*
- *Select All – Lets you select all the text in the active story.*

Applying a Paragraph Style

Applying a Paragraph Style to each paragraph in your document is a fast and easy way to apply consistent characteristics to sections of your document. Each paragraph style is a predefined combination of text formatting options, such as font, bold, italic, justification, and so on. For example, you might apply Headline #1 to all the headlines and Subhead #1 to all the subheads in your document.

In addition to applying a Paragraph Style to your paragraph, you can also make individual, manual changes within any paragraph. When you apply a new Paragraph Style, the manual changes that you made are maintained. The greater the variety of paragraph styles applied to your document, the more benefit you'll see in Changing a Style Set.

To apply a paragraph style:

1. Click in a paragraph, and then click the Paragraph Style drop-down list in the **Text** toolbar, or click the Style command from the **Text** menu.

A list appears showing the available Paragraph Styles.

Paragraph Style drop-down menu options

Paragraph Style Name	Purpose/Use
Billboard	Attracts attention to important text in a flyer
Masthead	Newsletter or other document title
Headline #1	Main section heading
Headline #2	Secondary section heading
Subhead #1	Subhead within a section
Subhead #2	Secondary subhead within a section
Body Copy #1	Text
Body Copy #2	Alternative style for your text
Quotes	Use for quotations from Quotable Quotes
Captions	Text to describe a graphic

2. Choose the style that best describes the selected paragraph.

For example, choose Body Copy #1 for a regular paragraph of text; choose Headline #1 for a headline.

3. Choose a Paragraph Style for each type of paragraph.

Your document will now have a consistent look throughout.

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Overriding Manual Changes

Press the **Ctrl** key (**Control** key on the Mac) while changing the Paragraph Style to override any specific manual changes that you made to a paragraph.

Revert to Default

One option in the Style drop-down list under the **Text** menu is Revert to Default: choosing this option will restore the default paragraph settings to the selected paragraph.

Manually Formatting Text

You've learned that a fast and easy way to format a paragraph is to apply a Paragraph Style. However, you can also manually format individual text using the following procedure.

To manually change the font of your text:

1. Highlight the text that you want to format (drag through the text with your mouse).

2. Choose Font from the **Text** menu to display the Font dialog box.

Current font —

Font list —

— Letter Spacing

— Font Styles

Preview your highlighted text or sample text showing the changes to the text as you make them.
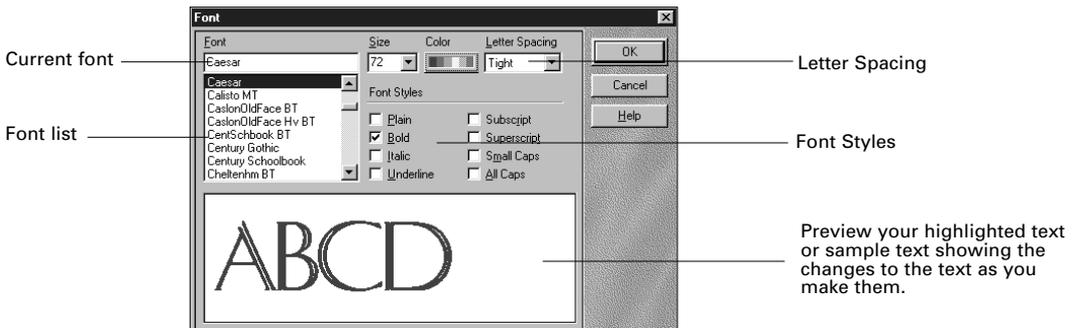
Font dialog box

3. Select a font from the Font list.

4. Select a font size from the Size drop-down list.

   The list gives you a choice of popular sizes, or you can enter any number between 4 and 400.

5. Click the **Color Object** button and select a text color from the color palette.

6. Change the Letter Spacing to Tight, Medium (default), or Loose.

7. Check one or more of the boxes in the Font Styles list to change the font style.

   The text appears in the Preview area with your changes applied.

8. Click **OK** to accept the changes and return to the Design Desk.

Text Toolbar

You can also quickly use the **Text** toolbar to make font changes. Highlight the text that you want to change, and use the Font drop-down list to change the font. Change the font size using the drop-down list, and add bold, italic, or underline to your text by clicking a button.

> *Applying Color to text:*
> *You can also apply color to text using the **Object** toolbar. Highlight the text, click the **Color Object** tool, and pick the color you want.*

Changing Paragraph Characteristics

You've learned that a fast and easy way to format a paragraph is to use a Paragraph Style. You should apply a Paragraph Style to every paragraph in your document (the default Paragraph Style is Body Copy #1). You can also manually make changes to a specific paragraph by using the Paragraph Settings dialog box.

To manually format a paragraph:

1. Click in a paragraph.

2. Choose Paragraph from the **Text** menu to display the Paragraph Settings dialog box.
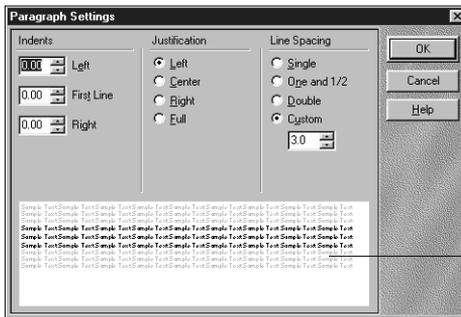
Preview a sample paragraph showing the changes to the text as you make them.

Paragraph Settings dialog box

3. Add the Left, First Line, or Right indents for the paragraph using the arrows on the spin box, or enter a specific measurement.

   An indent is the distance from the right or left side of a text box to the beginning of the text. You can set an indent for a width up to the width of the current text box. The indents apply to either the paragraph where the cursor is currently positioned or to all the paragraphs that you have selected.

4. Click a **Justification** radio button to change the text margin justification of a paragraph:
   - **Left** – All text aligns to the left edge of the text box.
   - **Center** – All text is centered.
   - **Right** – All text aligns to the right side of the text box.
   - **Full** – Text is aligned flush to the left and right sides.

5. Click a **Line Spacing** radio button to change the spacing between lines:

- Single space
- One and 1/2 spaces
- Double space
- Custom (Enter the additional line spacing you want in the Custom spin box. This additional spacing is added to the basic line spacing.)

6. Click **OK** to accept the changes and return to the Design Desk.

Text Toolbar

Use the quick capabilities of the **Text** toolbar to make format changes. You can click a **Justification** button to change alignment, and you can click a **Line spacing** button to change the spacing between lines.

CREATING TABS

Use tabs to align text at certain measurements within a paragraph, for example, to align text and to align columns of numbers. Use the Tabs dialog box to create tabs and then apply them to the paragraph. Every tab has three characteristics: tab position, tab type, and tab leader. Make selections for these characteristics and then click Set to create the tab.
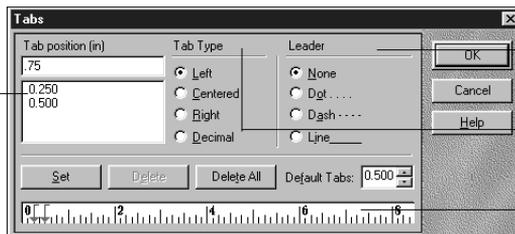
To create tabs:

1. Click in the paragraph of your document you want to set tabs for.

2. Click the **Tabs** button on the **Text** toolbar (or choose Tabs from the **Text** menu) to display the Tabs dialog box.

Tabs button

Lists tab positions as they are set.

Tab Leader

Tab Type

The ruler reflects the tab settings.

Tabs dialog box

3. In the **Tab Position** field, type a ruler position (for example, 2.0").

   This is where the tab will appear on the ruler.

4. Click a **Tab Type** radio button:
   - **Left** – Aligns the left side of text with the tab.
   - **Centered** – Text is centered at the tab.
   - **Right** – Aligns the right side of text with the tab.
   - **Decimal** – Aligns a decimal point in the text with the tab. If you don't have a decimal, the right side of text aligns with the tab.

5. Click a **Leader** radio button: None (default), Dot, Dash, or Line.

   To lead your eye across the page, a leader creates a line of the symbol you select — as leader dots in a table of contents connect a heading to a page number.

6. Click **Set** to create the tab and continue to create more tabs.

   Tabs that you set in this dialog box appear on the Design Desk Ruler.

7. Click **OK** to accept the changes and return to the Design Desk.

   To establish a new default tab setting, scroll up or down in the Default Tabs spin box to increase or decrease the tab measurement. Default tabs are initially set at every half inch.

Deleting Tabs

   Click **Delete** to clear a tab highlighted in the list box, or click **Delete All** to delete all the tabs in the list box.

ADDING DROP CAPS

The Drop Cap feature sets off the first letter of a paragraph by enlarging and "dropping" it 2, 3, or 4 lines for a great design effect.

To apply a drop cap:

1. Click in the paragraph where you want to have the drop cap.

2. Choose Drop Cap from the **Text** menu to display the **Drop Cap** pop-up menu.

   None is the default. You can also choose None to remove an existing Drop Cap.

3. Select one of the options for the number of lines a letter will "drop."
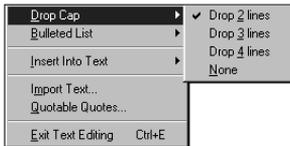
This morning my garden looked beautiful. Sunflowers saluted the sun and the roses opened with dew. Sipping my herbal tea, I appreciated Nature's beauty.

Drop Cap pop-up menu and sample text

Your choice is applied to the first letter of the paragraph.

■   ■   ■   ■   ■   ■   ■

ADDING BULLETED LISTS

In many of your documents, you will want to use lists. To make an important list stand out, emphasize each list item by using a bullet format. **The Print Shop PressWriter** makes it easy to apply bullets with its bulleted list feature.

To apply bullets to a list:

1. Highlight the items in the list that you want to bullet.

2. Choose Bulleted List from the **Text** menu to display the **Bulleted List** pop-up menu.

Bulleted list pop-up menu and sample text

3. Select one of the three bullet choices: Circle, Square, or Diamond.

   You return to the Design Desk with your bulleted list displayed.

*Note: To remove bullets first highlight the section of bulleted text then choose None from the **Bulleted List** pop-up menu.*

APPLYING COLOR TO TEXT

Another element of design that you can add to your text is color. Select a string of text and apply a color using the **Color Object** button.

To apply color to a string of text:

1. Double-click in the text box.

2. Highlight the text that you want to color.

Color Object button

3. Choose the **Color Object** button from the **Object** toolbar (or use the Color command from the **Objects** menu).

   The Color Palette appears. The top of the Color Palette shows the six most recently used colors. You can select one of them, or choose another color from the palette.
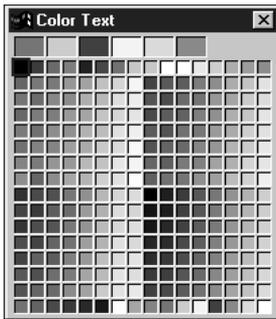
The Color Palette

4. Move your mouse over the palette.

   As your mouse passes over each color, the color chip (the square of color) under the cursor enlarges.

5. Click once on the color that you want to apply.

   The selected color is applied, and the Color Palette disappears.

To dismiss the Color Palette without selecting a color hit the **Esc** key.

■   ■   ■   ■   ■   ■   ■

INSERTING SPECIAL CHARACTERS INTO TEXT

The Print Shop PressWriter lets you insert several types of special characters into your document. Page numbers and the current date are as easy as a click to insert. You can also insert symbols or separator lines between paragraphs. The item that you select appears where your insertion point is placed in your document.

To insert special characters into your document:

1. Click in a text box to place your cursor where you want to insert the special character.

2. Choose Insert Into Text from the **Text** menu.

3. Choose one of the following to insert from the submenu that appears. These characters are inserted at the current cursor position.
   - **Page #** – Inserts a page number. You can insert a page number into any text box including headers and footers. Page numbers are updated automatically as you add and delete pages.
   - **Date** – Inserts the current date in the default date format. You can select a different format in the Preferences dialog box from the **File** menu.
   - **Symbol** – The Insert Symbol dialog box appears. Click on any symbol; it appears in the Preview area. Click Insert to insert it at the cursor position in your document.
   - **Separator Line** – Inserts a horizontal line to separate paragraphs at your cursor position. You have three choices: Thin, Medium, or Thick.
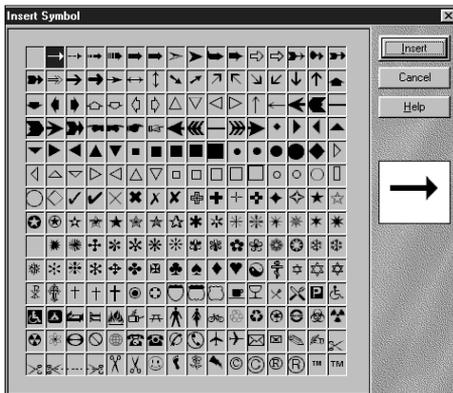
Insert Symbol dialog box

INSERTING QUOTABLE QUOTES

The Print Shop PressWriter provides a large selection of quotations that you can add to your text.

To insert a quotation into your text:

1. Click in the text where you want to insert the quotation.

2. Choose the Quotable Quotes command from the **Text** menu.

   The first quotation appears in the Full Text dialog box.

Search for these Keywords.

Keyword button

Preview the quote that you select or that is found after a search.

Start Search button
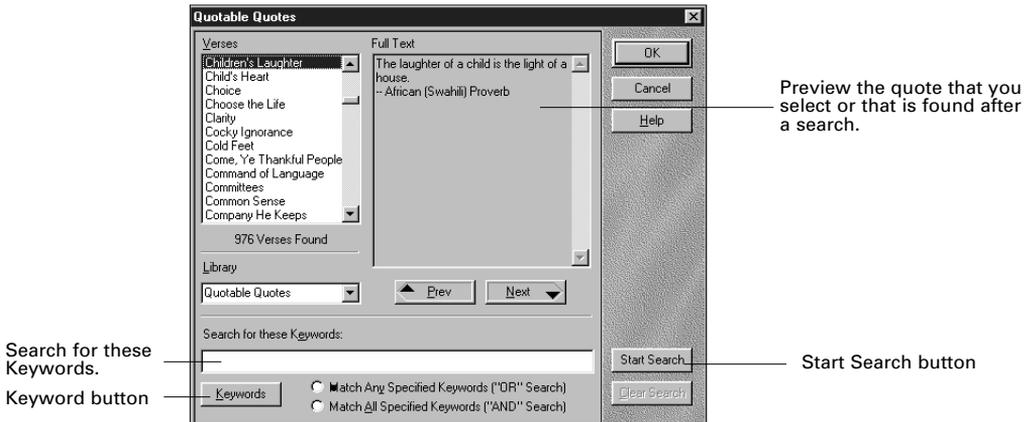
Quotable Quotes dialog box

3. Click the **Next** or **Prev** (previous) button to view the quotations.

4. Click **OK** when you've selected the quotation that you want.

   The quotation appears where you placed the cursor in your document.

■　　　■　　　■　　　■　　　■　　　■　　　■

Searching for a Quotable Quote

The Print Shop PressWriter lets you search for the exact Quotable Quote that fits the content and tone of your document. Using the keyword search feature, **The Print Shop PressWriter** gives you a list of quotations that match the keywords that you select.

To search for quotations by category:

1. Click in the text where you want to insert the quotation.

2. Choose the Quotable Quotes command from the **Text** menu.

3. Click the **Keywords** button at the bottom of the dialog box.

   The Select Category Keywords dialog box appears.

Select Category Keywords	☒
☑ Business ☐ Inspiration	OK
☐ Classic ☐ Leisure	Cancel
☐ Education ☐ Life	Help
☐ Family ☐ Potpourri	
☐ Humor ☐ Seasonal	

Select Category Keywords dialog box

4. Select a check box or multiple boxes to search for quotes by defined categories and click **OK**.

   Your selected keywords appear in the **Search for these Keywords** field.

5. Click **Start Search**.

   Brief references to the quotations that were found to match the keywords appear in the **Verses** list. The final quote previews in the **Full Text** field.

6. Click the **Next** or **Prev** (previous) button to read through the quotations that were found.

7. Select the quotation you want.

8. Click **OK**.

You can also search for quotations using your own keywords:

1. Type your own keywords in the **Search for these Keywords** field.

2. Select the search option that you want to use:
   - **Match Any Specified Keywords** to search for quotes containing any of the individual words that you typed in the field.
   - **Match All Specified Keywords** to search for quotes containing all the words that you typed in the field.

3. Click **Start Search** to begin searching.

4. Click the **Next** or **Prev** (previous) button to read through the quotations that were found.

5. Select the quotation that you want.

6. Click **OK**.

■　　　　　■　　　　　■　　　　　■　　　　　■　　　　　■　　　　　■

IMPORTING TEXT

The Print Shop PressWriter lets you import text into your document from other applications. You can import Rich Text Format (RTF) and Text (TXT) files.

To import text into your document:

1. Click in the text box where you want to insert the imported text.

2. Choose the Import Text command from the **Text** menu to display the Import dialog box.

   From this dialog box, you can search for and choose the document that you want to import.

3. Click **Open** to import the selected document.

   If the text that you import does not fit into the text box (or connected text boxes), you will see an overflow indicator on the last text box of the story.

HANDLING OVERFLOW TEXT

You can enter as much text as you want into a text box. If you enter more text than can fit in the text box, an overflow indicator will appear at the end of the story when the text box is selected. (The text is not lost — it simply is not visible.)

Overflow indicator

Text box showing an overflow indicator

When text overflow occurs, you have several actions you can take. You can:
- Delete text from the box until the remaining text fits.
- Reduce the font size of the text in the box.
- Resize the text box to make it bigger.
- Connect the text box to an empty text box, which automatically flows extra text into the newly connected box.
- Click the overflow indicator to add a page and automatically flow the text into it.

Connecting Text Boxes

When you have a text box with overflow text, you can connect it to an empty text box. This will automatically flow the extra text into the connecting text box.

To connect two text boxes:

1. Click the Connect Text Boxes tool on the **Object** toolbar.

   Move the cursor over the page.

   The cursor changes to the Connect tool.

Connect Text Box tool

2. Click the text box from which the overflow text will flow.

Most Important News Headline

Only the most important news story is worthy of the lead position in your newsletter. Summarize its importance by including an introductory paragraph. Tell only enough to grab and sustain the readers 'attention.

Hook readers here with your best story. If they only read one piece, this is it. Surprise and delight them. Make it clear why this story is the most important. Whether you're writing about business trends, mid-and-romce or recipes,

Text box containing overflow text

3. Click the text box into which you want the text to flow.

   A connector arrow appears between the two connected text boxes showing that the text flows into the second text box.

Connect Rules:

- You cannot connect two text boxes that already contain text.
- Mastheads, Headers and Footers cannot be connected to another text box.

If they overflow, you can resize the text or delete some text.
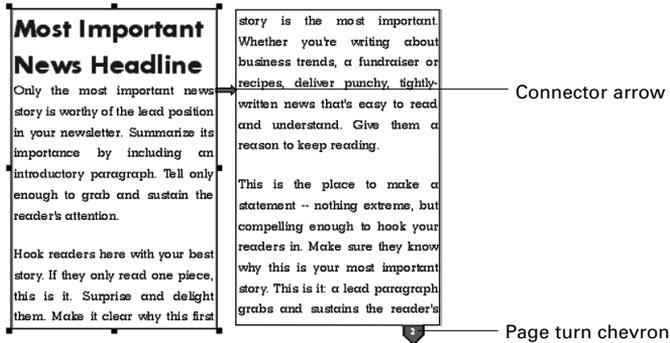
Connector arrow and text flow

Connector arrow

Page turn chevron

Page turn chevron

When a text box appearing on screen is connected to a text box that does not appear on screen, the connect indicator changes into a Page turn 'chevron' displaying the page number of the page to which it is connected. Click the Page turn 'chevron' to display that page.

Disconnecting Text Boxes

Disconnect Text Box tool

To disconnect two connected text boxes:

1. Click the Disconnect Text Boxes tool on the **Object** toolbar.

   The cursor changes to the Disconnect tool.

2. Click the first text box of the connected text boxes.

3. Click the second text box of the connected text boxes.

   The connector arrow disappears. The text stays within the first text box.

EXITING TEXT EDITING

You have several ways to move easily from working with text to working with objects — that is, to exit text editing:

- Click outside of any text box.
- Click on an object.
- Choose the Exit Text Editing command from the **Text** menu.

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This chapter:
- Explains the various types of objects that you can have in your documents — graphics, text boxes, imported images, lines, and boxes.
- Explains how to add, resize, move, color, and manipulate objects.

WORKING WITH OBJECTS

A layout is an arrangement of objects (graphics, text boxes, imported images, lines, and boxes) that comprises the look of a given page. Always click on an object (or outside of any text box) to begin working with objects in the layout of your document.

While you are working with objects, you'll see the following occur on the Design Desk:
- Resizing handles appear around the selected object.
- The **Objects** menu commands become active.
- The **Text** menu commands become inactive (are grayed out).

The **Object** toolbar provides fast, easy access to the most commonly used functions from the **Objects** menu.

Quick Access to Pop-up Menus

Windows Users: for quick access to a pop-up menu of the most commonly used object commands, click on any object with the right mouse button.

Macintosh Users: click on any object while holding down the **Option** key to display a pop-up menu.

ADDING OBJECTS

The Print Shop PressWriter provides the following types of objects:
- **Text Boxes** – An object in which you can type text.
- **Graphics** – A picture, drawing, or design (over 5,000 are included with **The Print Shop PressWriter**).
- **Imported Images** – A graphic or photo that you obtain from another source, such as from **The Print Shop PressWriter** CD-ROM, or from the Internet.

• **Lines** – Lines that you draw anywhere in your document.
• **Boxes** – Boxes that you draw around another object for emphasis; these boxes do not move with the object.
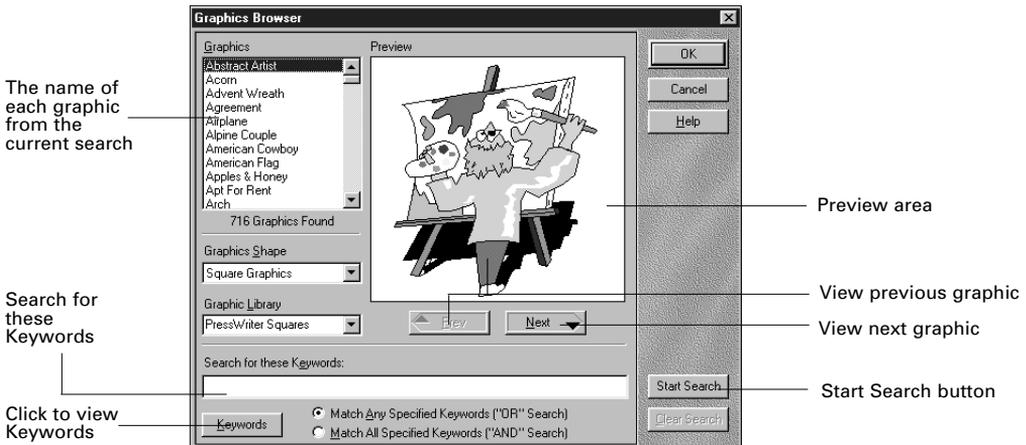
Adding Graphics to Your Document

You can easily add a graphic from **The Print Shop PressWriter** to your document. The Graphics Browser lets you view and select graphics. You can also perform a search for a graphic using a keyword search.

Add Graphic button

To add a graphic to your document:

1. Click the **Add Graphic** button in the **Object** toolbar or select Add Graphic from the **Objects** menu.

2. Click one of the graphic shapes: Square, Row, Column, or Any Graphic Shape.

The name of each graphic from the current search ————

Search for these Keywords ————

Click to view Keywords ————

———— Preview area

———— View previous graphic
———— View next graphic

———— Start Search button

Graphics Browser

3. Select a graphic name from the list to view the graphic in the Preview area.

   Use the **Prev** (previous) and **Next** buttons to go up and down the list.

4. When you find the graphic that you want, click **OK**.

   The graphic appears selected and centered in the current screen.

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5. Move the graphic to wherever you want to place it in your document.

6. Resize the graphic to suit your page (by dragging one of the corner resizing handles). The aspect ratio will be maintained. If you hold down the **Ctrl** key (**Control** key on Macintosh) while resizing, the graphic can be reshaped freely.

Choosing a Graphic in the Graphics Browser

You can choose a specific graphic shape from the Graphic Shape drop-down list. You can also choose a specific graphics library from **The Print Shop PressWriter**, All Libraries, or Other Libraries from the Graphic Library drop-down list. If you choose Other Libraries, the Open dialog box appears for you to locate and open the library that you want to use.

If you choose All Libraries **The Print Shop PressWriter** will load all libraries included in **The Print Shop PressWriter**, including those on the CD-ROM (if the CD is in your CD drive at the initiation of the search).

Searching for a Graphic

You can also find a specific graphic from **The Print Shop PressWriter** using the Graphics Browser to do a keyword search. Use keywords that describe the graphic content that you want by selecting categories from the Select Category Keywords dialog box.

To search for a graphic using the Select Category Keywords dialog box:

1. Click the **Add Graphic** button in the **Object** toolbar.

2. Click one of the graphic shapes: Square, Row, Column, or Any Graphic Shape to display the Graphics Browser.

3. Click the **Keywords** button in the Graphics Browser to display the Select Category Keywords dialog box.
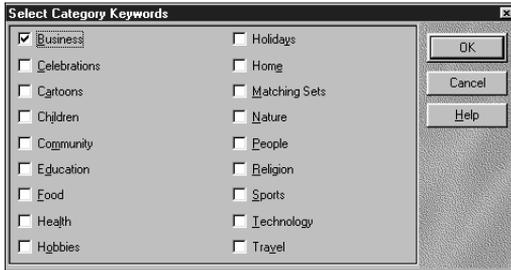
Select Category Keywords dialog box

4. Check one or more of the category check boxes.

5. Click **OK**.

   The Graphics Browser appears with the selected keywords in the Search for Keywords field.

6. Select one of the following search options:
   - **Match Any Specified Keywords** to search for graphics that match any of the individual keywords in the Search for Keywords field.
   - **Match All Specified Keywords** to search for graphics that match all the keywords in the Search for Keywords field.

7. Click **Start Search** to begin searching.

   The **Start Search** button changes to a **Stop Search** button. You can click this button to stop the search at any time.

   When the search is finished, all the graphics that match the search criteria appear in the Graphics list.

8. Click the **Next** or **Prev** (previous) button to go through the graphics that were found.

9. When you find the graphic that you want, click **OK** or double-click on the graphic name.

   The selected graphic appears centered in the current screen.

10. Move the graphic to wherever you want to place it in your document.

11. Resize the graphic to suit your page by dragging one of the corner resizing handles.

You can also search for a graphic using your own keywords:

1. Type your own keywords in the **Search for these Keywords** field.

2. Select the search option that you want to use:
   - **Match Any Specified Keywords** to search for graphics containing any of the individual words that you typed in the field.
   - **Match All Specified Keywords** to search for graphics containing all the words that you typed in the field.

3. Click **Start Search** to begin searching.

4. Click the **Next** or **Prev** (previous) button to scroll through the graphics that were found.

5. Select the graphic that you want.

6. Click **OK**.

> Note: You can enter multiple keywords in the **Search for these Keywords** field.
>
> Click **Clear Search** to clear the **Search for these Keywords** field.

Adding Text Boxes

You must be in a text box to type text into your document. For example, your newsletter columns are text boxes, as is your masthead. These text boxes are predefined when you open a QuickStart Layout. You can also create them in Document Setup or draw them in your document.

To add a text box:

Text Box Drawing tool

1. Click the Text Box Drawing tool in the toolbar, (or choose the Add Text Box command from the **Objects** menu).

2. When you move the cursor over your document to where you want to position the text box, the cursor changes to a cross-hair cursor.

3. Hold down the mouse button and drag to draw your text box — release the mouse button when you have the size you want.

If you press the **Ctrl** key (**Control** key on Macintosh) while choosing the Text Box Drawing tool, the cross-hair drawing tool remains active (so that you can immediately draw another text box) until you click the Selection tool, use another tool or choose another menu function.
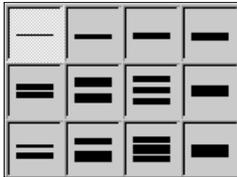
Drawing Lines

To draw a line:

Draw a Line tool

1. Click the Draw a Line tool in the **Object** toolbar (or choose the Draw a Line command from the **Objects** menu) to display a pop-up menu of line styles.

Draw A Line selections pop-up menu

2. Click on the line style that you want from the pop-up menu.

3. Move the cursor over the page.

   The cursor becomes a cross-hair drawing tool.

4. Hold down the mouse button and drag to draw a vertical or horizontal line in your document.

5. Move and resize the line, as needed.

If you press the **Ctrl** key (**Control** key on Macintosh) while choosing the Draw a Line tool, the cross-hair drawing tool remains active (so that you can immediately draw another line) until you click the Selection tool, use another tool, or choose another menu function.

Modifying a Line

You can modify a line style after you draw it.

To modify an existing line:

1. Double-click on the line that you want to modify.

   The Modify Line dialog box appears.

Modify Line dialog box

2. Click a new line style.

3. Click **OK**.

   The selected line changes to the new selection.
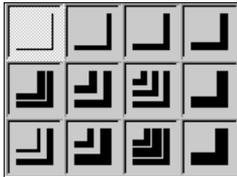
Drawing Boxes

A box is a design object that you can use to emphasize an area of your document. For example, you can draw a box around two text boxes to set them off from the rest of the page.

To draw a box:

Draw a Box tool

1. Click the Draw a Box tool in the **Object** toolbar (or choose the Draw a Box command from the **Objects** menu) to display a pop-up menu of box styles.

Draw a Box pop-up menu

2. Click on the box style that you want from the pop-up menu.

   The current selection is highlighted.

3. When you move the cursor over the page the cursor becomes a cross-hair drawing tool.

4. Hold down the mouse button and drag to draw a box in your document.

5. Move and resize the box, as needed.

If you press the **Ctrl** key (**Control** key on Macintosh) while choosing the Draw a Box tool, the cross-hair drawing tool remains active (so that you can immediately draw another box) until you click the Selection tool, use another tool, or choose another menu function.
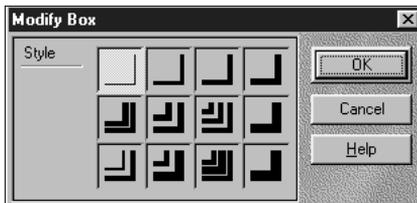
Modifying a Box

You can modify a box style after you draw it.

To modify an existing box:

1. Double-click on the box that you want to modify.

   The Modify Box dialog box appears.

Modify Box dialog box

2. Click a new box style.

3. Click **OK**.

   The selected box changes to the new selection.

Importing Images

You can import images to use in your document in a variety of formats.

In addition, **The Print Shop PressWriter** has available 200 professional photographs to import into your documents. You can find these photographs on **The Print Shop PressWriter** CD in a directory called Photos. After you choose the Import Image command from the **Objects** menu, navigate to **The Print Shop PressWriter** CD-ROM and then to a directory called Photos.

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To import an image:

1. Choose the Import Image command from the **Objects** menu to display the Import Image dialog box.

Preview of imported image, if available.

Crop Image tool

Sliding selectors

Import Image dialog box

2. Go to the directory that has the image that you want to import.

3. Click an image file name.

   A preview, if available, appears in the Preview area.

4. Use the Crop Image tool for images, as needed. Windows users may import BMP, TIF, PCD, PCX, and JPG images. Macintosh users may import PICT, BMP, TIF, PCX, JPG, and TARGA images.

   Move the cursor over the preview, and click and hold down the mouse. Drag out a box around the part of the image that you want and release the mouse. The area inside the box will appear in your document.

5. Optional. Slide the Darken/Lighten selector to adjust the shading of the imported image.

6. Optional. Slide the Blur/Sharpen selector to correct blurring and adjust the sharpness in the imported image.

7. Click **Open** to import the image.

   The image appears centered on the current screen.

8. Move and resize the image to where you want to place it on the page.

■   ■   ■   ■   ■   ■   ■

SUPPORT FOR SCANNERS AND DIGITAL CAMERAS (WINDOWS ONLY)

The Print Shop PressWriter includes support to allow you to place images from your scanner or digital camera directly into your **PressWriter** projects.

You will need to have a TWAIN compliant scanner or digital camera hooked up to your computer. If you have questions about installing or using your scanner or digital camera, please contact the hardware manufacturer.

To add an image from your scanner or digital camera to your document:

If you have a single TWAIN device installed to your computer:

1. With a **PressWriter** document open on the design desk, choose **Acquire Image** from the **Object** menu.

   This accesses your scanner or digital camera and calls up the software which your hardware device uses to capture images. Every scanner or digital camera has software that is unique.

2. Once the device has been accessed by **PressWriter**, you simply follow the instructions for operating the hardware.

   The image you scan or photograph will be saved as a part of your **PressWriter** document.

If you have multiple TWAIN devices installed to your computer:

1. With a **PressWriter** document open on the design desk, choose **Select Image Source** from the **Object** menu.

   This allows you to select the scanner or digital camera you wish to use from a list of the devices which you have previously installed to your system.

2. After you have selected the device you wish to use, click **OK** to okay your selection and close the dialog.

3. Select **Acquire Image** from the **Object** menu and follow the instructions which are supplied by the scanner or digital camera's manufacturer.

MODIFYING AND EDITING OBJECTS

After you have added objects to your document, **The Print Shop PressWriter** offers many ways for you to modify them. You can:

- Color the object if it is monochrome, or put color behind it.
- Tint a graphic.
- Add or color a frame.
- Put one object on top of another.
- Rotate objects in 90˚ increments.
- Flip an object.
- Align multiple objects.
- Resize an object.

Applying Color to Objects

You can add color to your graphic objects (boxes, frames, and lines) and to black-and-white graphics. You can also use the Tint feature to tint graphics. Apply color using the Color tools on the **Object** toolbar or by using the Color command from the **Objects** menu.

To add color to an object:

1. Click on the object (or multiple objects) that you want to color.

2. Click the appropriate **Color** button from the **Object** toolbar, or select Color from the **Objects** menu.

Color Object button – Color is applied to the selected object.

Color Behind Object button – Color is applied behind the selected object.

Color Object Frame button – Color is applied to the frame of the selected object (not available if the object does not have a frame).

The Color Palette appears. The top of the Color Palette shows the six most recently used colors. You can click on these to reuse them — or on any other color.

If you select the Color Behind Object option, the Color Palette also shows a choice of Clear (in the upper right corner) in addition to the colors.
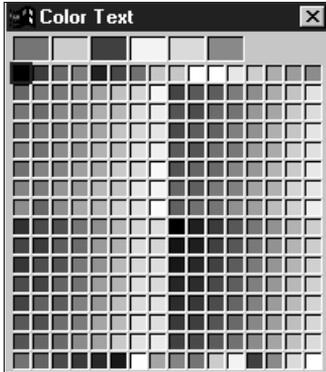
The Color Palette

3. Move your mouse over the palette.

   As your mouse passes over each color, the color chip (the square of color) under the cursor enlarges.

4. Click once on the color that you want to apply.

   The color is applied to your object and the Color Palette disappears.

To exit the Color Palette without selecting a color hit the **Esc** key.

Tinting a Graphic

You can tint a graphic using the Tint Selector from the **Object** toolbar.

To tint a graphic:

1. Click on the graphic that you want to tint.

2. Click the Tint Selector button in the **Object** toolbar (or choose the Tint command from the **Objects** menu.

   A list of tint percentages that range from 100% to 10% appears. The currently selected tint percentage is indicated by a check mark.

Tint	►	✓ 100%
Order	►	90%
Rotate	►	80%
Flip	►	70%
Align...		60%
Scale...		50%
Frame...		40%
		30%
Text Around Graphic...		20%
Object Position...	Ctrl+R	10%
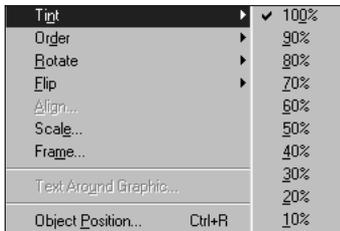
Tint Percentages

3. Select the percentage that you want to apply.
   - 10% is almost white.
   - 50% is midway between the color of the graphic and white.
   - 100% means full color.

   Your graphic is tinted by the percentage that you select.

■   ■   ■   ■   ■   ■   ■

Selecting Objects

The Selection Tool is the default cursor. Use it to select objects. Move the selection tool over an object and click on it. Resizing handles appear, indicating that the object is selected.

Tint Selector button

To select multiple objects, click on the first object to select it and then Shift + click on additional objects to add them to the selection.

Moving Objects

Moving objects on a page is made simple using **The Print Shop PressWriter**. You have three ways to move an object:

- Clicking on the object and using the mouse to drag it to another position on the page or, in a double page view, dragging it onto another page of the document.
- Using the arrow keys on the keyboard. Each time an arrow is pressed, the selected object moves in the designated direction.
- Changing the position and size of an object more precisely using the Object Position dialog box. (See the following procedure.)

You can undo a move immediately by choosing Undo Move from the **Edit** menu.

Moving Objects With the Object Position Dialog Box

**Selection
tool**

To move an object using the Object Position dialog box:

1. Click on an object to select it.

2. Choose the Object Position command from the **Objects** menu to display the Object Position dialog box.

Spin boxes

A preview of the current page shows how the selected object looks as you reposition it.

The selected object is light blue.
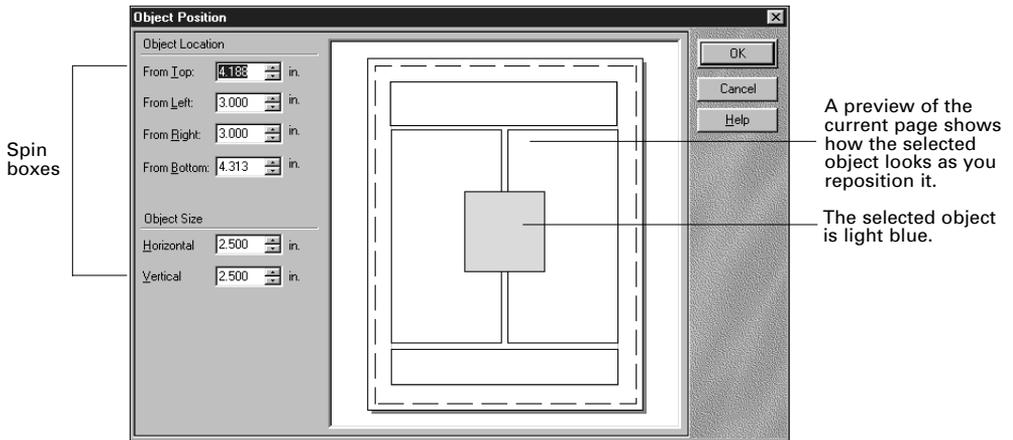
Object Position dialog box

3. Make selections in the Object Location spin boxes to change the position of the selected object.

   As you enter a value in one spin box, the corresponding values also change. For example, when you enter a value in the From Top box, the corresponding From Bottom box is updated.

4. Make selections in the Object Size spin boxes to change the horizontal and vertical size of the selected object.

   The Location spin box values will update accordingly.

   The Preview area shows you the effect of your changes.

5. Click **OK** to accept the change.

   The Print Shop PressWriter changes the object to the specified size and position.

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Changing the Order of Objects

The Order command on the **Objects** menu lets you order objects on a page. You can place any object (except Headers and Footers) on top of or behind any other object.

To change the order of objects on a page:

1. Click on an object to select it.

2. Choose the Order command from the **Objects** menu and select:
   - **Bring Forward** – Bring the selected object one level forward.
   - **Bring to Front** – Bring the selected object to the front.
   - **Send Backward** – Send the selected object one level backward.
   - **Send to Back** – Send the selected object to the back.

The selected object is reordered.

> *Note: If you have trouble selecting an object, it may be because it is behind another object. You cannot click on an object that is covered by another object. Press the **Tab** key to scroll through all the objects in your project.*

Rotating and Flipping Objects

You can rotate and flip objects in your document.

To rotate an object:

1. Click on an object to select it.

2. Choose Rotate from the **Objects** menu and select:
   - **Left 90°** – to rotate the selected object to the left 90° degrees
   - **Right 90°** – to rotate the selected object to the right 90° degrees

The selected object rotates left or right.

To flip an object:

1. Click on an object to select it.

2. Choose Flip from the **Objects** menu and select:
   - **Horizontal** – to flip the selected object horizontally
   - **Vertical** – to flip the selected object vertically
   - **Both** – to flip the selected object horizontally and vertically

   The selected object flips horizontally, vertically, or in both directions.

Note: You cannot flip some objects, such as text boxes with text in them and certain imported images.

Resizing Objects

You have several ways to resize an object:
- Dragging the resizing handles
- Scaling (See the section titled *Scaling Objects* in this chapter.)
- Using the Object Position dialog box (See the next section.)

Maintaining Aspect Ratio:

Resizing Text Boxes:
   *When you resize text boxes by dragging the resizing handles, the aspect ratio is not maintained. However, if you press the **Ctrl** key (**Option** key on Macintosh) as you grab the resize handle, the aspect ratio is maintained.*

Resizing Graphics:
   *When you resize graphics by dragging the resizing handles, the aspect ratio is maintained. To resize graphics freely, press the **Ctrl** key (**Option** key on Macintosh) as you grab the resize handle.*

Resizing Objects Using the Object Position Dialog Box

You can resize or move objects with great precision using the Object Position dialog box. The dialog box spin boxes let you change the size or location of an object horizontally and vertically.

To resize an object:

1. Click on an object to select it.

2. Choose the Object Position command from the **Objects** menu.

3. Use the spin boxes to change the size of the selected object.

   The Preview area shows you the effect of your changes.

4. Click **OK** to accept the change.

Aligning Objects

Use the Align command to align several objects on a page. You can also align objects using layout guides. For more information about layout guides, see Chapter III, "The Design Desk."

To align several objects on a page:

1. Select two or more objects on a page by holding down the **Shift** key while you click on each object.

2. Choose the Align command from the **Objects** menu to display the Align dialog box.
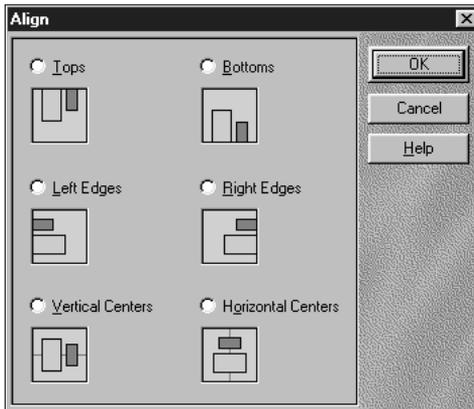
Align dialog box

3. Click the radio button that describes how you want to align the objects:

> • **Tops** – Aligns objects along their top edges.
> • **Left Edges** – Aligns objects along their left edges.
> • **Vertical Centers** – Aligns objects along their vertical centers.
> • **Bottoms** – Aligns objects along their bottom edges.
> • **Right Edges** – Aligns objects along their right edges.
> • **Horizontal Centers** – Aligns objects along their horizontal centers.

4. Click **OK** to align the objects on the page.

Scaling Objects

You can proportionally change the size of a selected object using the Scale command. (To change the size of a selected object disproportionately, use the Object Size spin boxes in the Object Position dialog box or, for graphics, use the **Ctrl** key (**Option** key on Macintosh) while dragging a resize handle.)

To scale an object:

1. Click on an object to select it.

2. Choose the Scale command from the **Objects** menu to display the Scale dialog box.

   You can enlarge or reduce an object's size. (Aspect ratio will be maintained.)

Scale dialog box

3. Select a scaling percentage using the vertical spin box or enter a percentage.

4. Click **OK** to scale the object to the percentage.

Adding a Frame Around an Object

You can add a frame around any of the graphics, imported images, or text boxes that you have in your document. The frame stays with the object wherever you move it.

To add a frame to an object:

1. Click on an object to select it.

2. Choose the Frame command from the **Objects** menu to display the Frame dialog box.

Remove Frame button

Drop Shadow check box
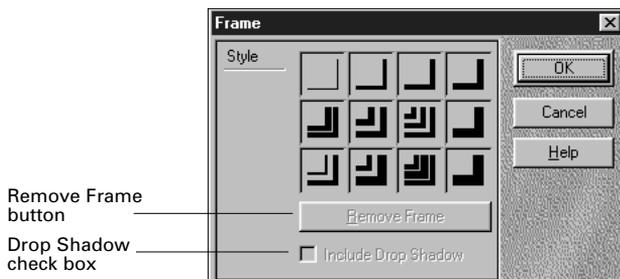
Frame dialog box

3. Click on a frame style.

4. Click **OK**.

The highlighted frame appears around the selected object in your document (Note: this may cause some text re-positioning).

Drop Shadow Check Box

Any frame can include a drop shadow. To do so, check the **Include Drop Shadow** check box. Each frame selection changes to appear with an opaque shadow dropping slightly from the lower right side.

Removing a Frame

To remove a frame from an object:

1. Click on an object with a frame.

2. Choose the Frame command from the **Objects** menu to display the Frame dialog box.

3. Click the **Remove Frame** button.

4. Click **OK**.

This command is only available if the selected object has a frame.

Duplicating Objects

The Duplicate command is an easy way to make an exact copy of an object when you are working in your layout.

To duplicate an object:

1. Click on the object that you want to duplicate.

2. Choose the Duplicate command from the **Edit** menu.
   - If the object is a graphic, the graphic box and its contents are duplicated as another object.
   - If the object is a text box, a text box with the same dimensions is created. The text is not copied.

The newly duplicated object appears slightly below and to the right of the original selected object. You can then move the object to any location.

WRAPPING TEXT AROUND GRAPHICS

In **The Print Shop PressWriter** you can specify how you would like to wrap text around a graphic. The default is to automatically wrap text up to the graphic. You can change this to have the text wrap to the border of the graphic or have the graphic appear right over the text.

> *Note: Text will only avoid graphics which are on top of it. If a graphic is underneath a text box, the text will not wrap around it.*
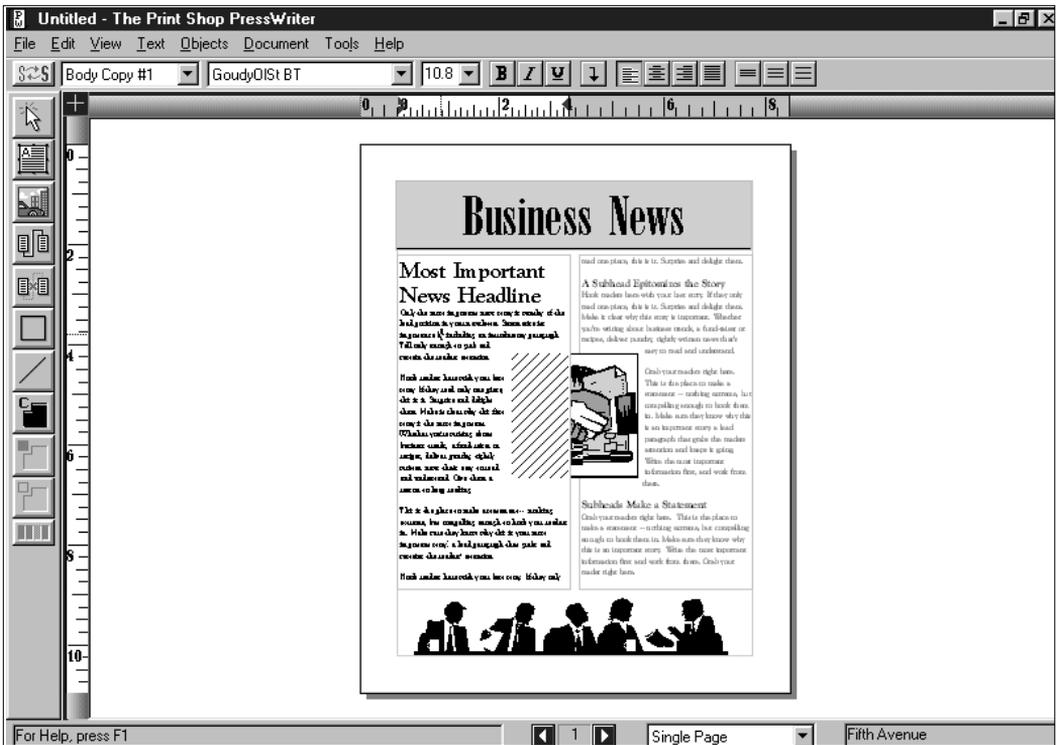
Sample text wrapping around a graphic

To have text wrap around a graphic:

1. Click on the text box that the graphic overlaps.

   Resizing handles appear on the text box.

2. Choose Text Around Graphic from the **Objects** menu.

Text Around Graphic dialog box

3. Click one of the radio buttons to wrap text:
   • **Wrap text around the border of the graphic** – Text aligns to the border of the graphic.
   • **Wrap text to the graphic** – Text aligns to the outline of the graphic.
   • **Do not wrap text around the graphic** – Graphic appears right over the text.

4. If you choose to Wrap text to the graphic (or Wrap text around the border of the graphic), you can select a wrap option of Tight, Medium, or Loose.

   Your selections appear in the preview area.

5. Click **OK**.

Notes about Wrapping Text:
These settings apply to all objects that are on top of the selected text box. However, text does not avoid drawn lines or boxes.

If a graphic has a frame or a color behind, the text will wrap around the border of the graphic.

VI. Working With Documents ■ ■

This chapter explains:
- How to Change a Style Set.
- How to add and delete pages.
- How to use Spell Check and the Thesaurus.
- How to open, close, save, and print your documents.

And much more about working with documents in **The Print Shop PressWriter**.

CHANGING STYLE SETS

You can change how your entire document will look with one click of a button by changing the Style Set. A Style Set is a coordinated set of predefined paragraph styles identified by a single name. **The Print Shop PressWriter** provides you with a variety of professionally designed Style Sets that quickly give a different look and feel to your document. The greater the variety of Paragraph Styles applied in your document, the more benefit you'll see in Changing a Style Set.

To change a Style Set:

Change Style Set button

1. Click the **Change Style Set** button on the **Text** toolbar to display the dialog box, or choose Change Style Set from the **Document** menu.

   The Change Set dialog box will appear.

2. You will see the first page of your document in the Preview area in the current Style Set.

3. Scroll through the list of Style Sets by clicking the **Next** or **Prev** (previous) button.

   The Style Set that is highlighted in the list previews how the document will look in that style. Each time you select a Style Set, it is reflected in the Preview area.

4. Click **OK** to apply the selected Style Set to your document.

The current
Style Set

Available
Style Sets

Retain manual
changes

View My
Document

View Sample
Document

A preview of
page one of your
document or a
sample document

Customize a
Style Set

Change Style Set dialog box

To view the different Style Sets applied to a sample document, click **View a Sample Document**. Click through the Style Sets. The Preview area shows how the sample document looks in each Style Set. Then click back to **View My Document**.

Retain Manual Changes

Check (default) or uncheck the Retain Manual Changes check box.

- **Checked:** New styles are not applied to text that you have changed manually. For example, if you italicized a selection of text, it will remain italicized even when the new Style Set is applied.
- **Not checked:** All new styles are applied to text; this overrides any manual changes that you made. You will see the effect of this check box when you're back on the Design Desk.

Create Your Own Style Set

To create your own customized Style Set by modifying an existing Style Set, click the **Customize Style Set** button to display the Customize Style Set dialog box. (See Chapter VII, "Special Features.")

WORKING WITH PAGES

This section contains information about features that help you work with and format pages. You can add and delete pages, go to a specific page, add and delete headers and footers, and insert special characters into text.

Adding Pages

You can add pages to your document using the Add Page command.

To add a page:

1. Choose **Add Page** from the **Document** menu to display the Add Page dialog box.

Preview of page layouts of the existing pages in the current document.

Scroll document spin box.
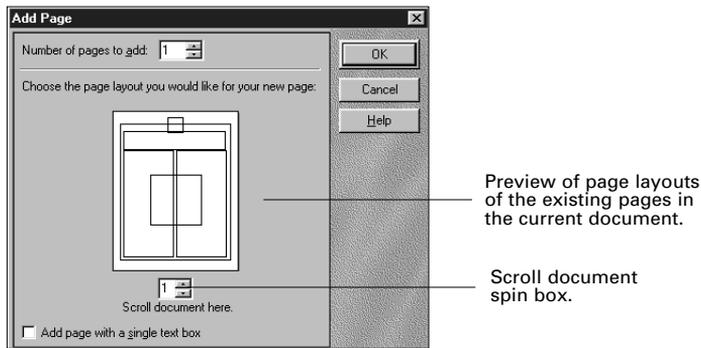
Add Page dialog box

2. Enter the Number of pages that you want to add using the spin box.

3. Choose the page layout that you want from the Scroll document spin box, or click the check box to add a page with a single text box.

Your newly added page can be a copy of the layout of any other page of your document, or you can choose to add a page with a single text box.

4. Click **OK** to add the new page.

New pages appear after the current page. To add pages to the end of your document, go to the last page of your document before choosing the Add Page command.

Using the Overflow Indicator to Add Pages

Page turn chevron

When a text box contains more text than it can display, you'll see an Overflow indicator on the final text box of the story. You can connect the overflow text box to an empty text box, or you can click the Overflow indicator to add a page to your document, and automatically connect to it.

To add a page using the Overflow indicator:

Overflow indicator

1. Click the Overflow indicator at the bottom of the text box.

   The Overflow Text dialog box appears.

Overflow Text	✕
This story has overflow text. Would you like to automatically add a page and link this story to it? ⦿ No ○ Yes	OK Cancel Help
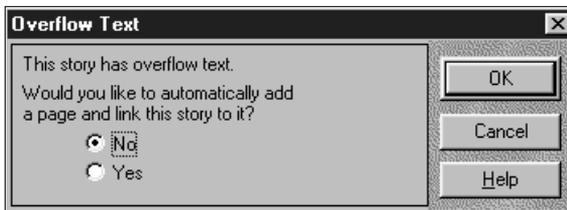
Overflow Text dialog box

   You are asked if you would like to add a page and connect it to the story.

2. Click **Yes** to add a page and connect this story to it.

3. Click **OK**.

   The Add Page dialog box appears.

4. Select the number of pages to add and which existing page layout (or single text box page) to copy.

5. Click **OK**.

   A new page (or pages) is added to your document immediately following the current page. The new page appears showing the text that had been in overflow.

Note: When text flows onto a page that is not displayed, the Page turn chevron displays the connected page's number. Click on the number to display the page itself.

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Deleting Pages

You can delete one page or a range of pages in your document using the Delete Page dialog box. When you delete a page, you also delete its contents.

To delete a page:

1. Choose Delete Page from the **Document** menu to display the Delete Page dialog box.
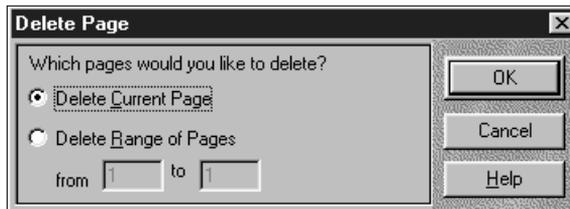
Delete Page dialog box

You are asked "Which pages would you like to delete?"

2. Click a radio button to:
   - **Delete Current Page** – The page in which your cursor is placed.
   - **Delete Range of Pages** – Enter a range of pages "from and to".

3. Click **OK**.

An Alert box will appear indicating that any stories contained entirely on the deleted page(s) will also be deleted.

4. Click **OK** to delete the page(s) or **Cancel** to return to your unchanged document.

Going to a Specific Page

The Go To Page dialog box lets you go to a specified page quickly.

1. Choose the Go To Page command from the **View** menu to display the Go To Page dialog box, (you can also use the shortcut key **Ctrl+G**) or, click on the page number in the Status bar.

Go to Page vertical spin box

Go to Page dialog box

2. Select a page number from the Go to Page vertical spin box.

   The range of the vertical spin box is the page range of the current document.

3. Click **OK** to go to the page specified.

You can also flip to other pages using the Page Turner arrows in the Status bar.

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Inserting/Deleting Headers and Footers

Headers and Footers are identical text boxes that can appear at the top and/or bottom of every page of your document. You can insert and delete a header and/or footer by toggling the Insert/Delete commands in the **Document** menu or by adding a header/footer in Document Setup when you are creating a document.

You can use headers and footers to add titles, page numbers, dates, and other information that you want to appear on every page. Headers and footers are a fixed size and remain in place.

To insert a header and/or footer:

1. Choose Insert Header or Insert Footer from the **Document** menu, and the Header or Footer dialog box will display.

Header	✕
Indicate where Header should first appear:	OK
⦿ On page 1	Cancel
○ On page 2	Help
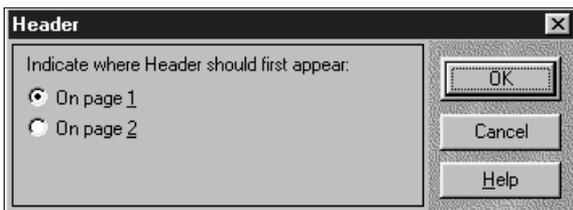
Header dialog box

Footer	✕
Indicate where Footer should first appear:	OK
⦿ On page 1	Cancel
○ On page 2	Help
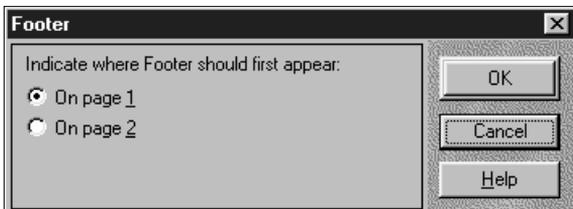
Footer dialog box

2. Click a radio button to determine where the header or footer should appear first: On page 1 or On page 2.

3. Click **OK** to add the header or footer.

   The header or footer appears on page 1 or page 2 and on subsequent pages in your document.

4. Double-click in the header or footer and type the text that you want to appear on every page.

To remove a header or footer, choose the Delete Header or Delete Footer command from the **Document** menu.

Note: Headers and footers are always ordered below all other objects on the page. If necessary, you can resize or move any text boxes which overlay the headers or footers. Frames are not available for headers and footers.

GETTING A WORD COUNT

Word Count displays an informational message telling you either the number of words in your entire document or the number of words in a selection of text.

- To get a word count for the entire document, select Word Count from the **Document** menu.
- To count all of the text within one story, place the text cursor within that story and press **Ctrl+A** (⌘ **+ A** on Macintosh) to select all of the text in that story, then select Word Count from the **Document** menu.
- To count just part of a story, select only those words you wish to have counted by clicking and dragging the cursor to highlight the desired text. Then select Word Count from the **Document** menu.
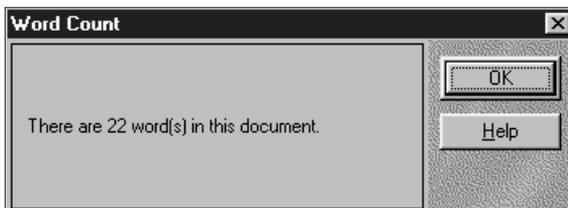
Word Count dialog box

The Word Count dialog box appears with a message telling you the number of words in the document or selected text.

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DESCRIBING YOUR DOCUMENT

The Print Shop PressWriter lets you enter a description about your document so that when you open it later, the description appears in the Open dialog box with the preview.

To enter a document description:

1. Choose Description from the **Document** menu.

Description dialog box

2. Type a description of your document in the text box (approximately 45 characters can display in the Open dialog box).

3. Click **OK** to accept the description. You will see this description when you use the Open Saved Document command to display the Open dialog box.

USING DOCUMENT TOOLS

The **Tools** menu provides three tools that you can use when you enter and edit text. You can perform a Spell Check, use a Thesaurus, and turn on or off hyphenation for your document.

Spell Check

The Print Shop PressWriter provides a valuable tool that you can use to check the spelling of text in your document — Spell Check. You can Spell Check the current story, a portion of text, or the entire document.

To start Spell Check:

1. Click in the text box that you want to Spell Check, or highlight the text that you want to Spell Check.

2. Choose Spell Check from the **Tools** menu.

3. Choose Current Story, Entire Document, or Selected Text from the submenu.

   The Spell Check begins.

A substitute for the misspelled word

Alternate substitutes for the misspelled word

Ignore and Ignore All

Replaces the highlighted word

Adds the new word to your personal dictionary.
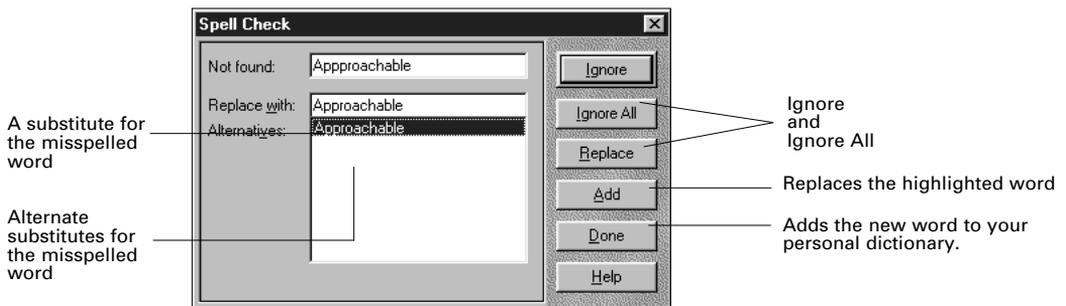
Spell Check dialog box

Spell Check goes through the document displaying misspelled words in the Spell Check dialog box.

4. You can:

- Click the **Ignore** button to continue searching, without changing this word.
- Click the **Ignore All** button to have Spell Check bypass every instance of the selected word.
- Click to replace the misspelled word with the word indicated in the **Replace with** field.
- Choose from the Alternatives list of suggested words to select a different word to use as a replacement.
- Correct the word by typing a replacement in the **Replace with** field.
- Add the word to your personal dictionary by clicking the **Add** button. Add words, such as names, that you will be using again in any of your documents.

A word appears in the **Not Found** field when Spell Check does not find it in either the main dictionary or your personal dictionary. You can still click **Ignore** or replace the word with a replacement that you type in the **Replace with** field.

5. Click **Done** if you want to exit Spell Check.

A message will appear when Spell Check has finished.

Thesaurus

Use **The Print Shop PressWriter** Thesaurus when you want to find synonyms and related words for a single, highlighted word.

To find similar words for a specific word:

1. Click your cursor in a word for which you want to find a related word.

2. Choose Thesaurus from the **Tools** menu to display the Thesaurus dialog box.

Meanings for
the word being
searched

Synonyms for
the word being
searched
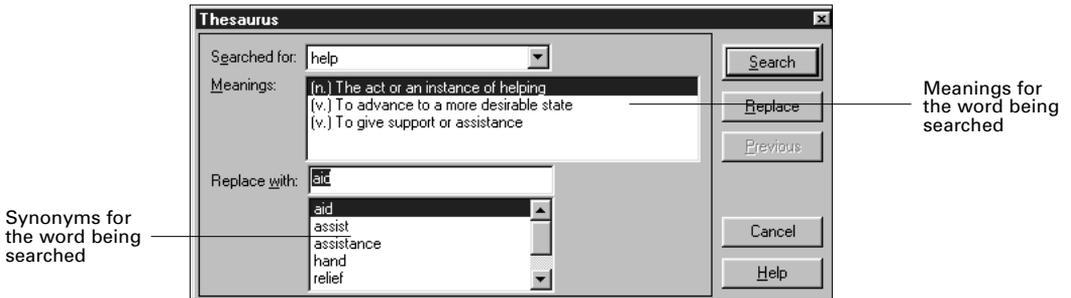
Thesaurus dialog box

The selected word appears in the **Searched for** field, a list of definitions appears in the Meanings list box, and a list of related words appears in the Replace with list box.

As you click on different entries in the Meanings list box, the list of words in the Replace With list box changes

3. Type a word in the **Replace with** field or select a word from the list box to replace the word in the **Searched for** field.

4. Click **Replace** to replace the word in your document with the word in the **Replace with** field (or click **Cancel** to close the dialog box and cancel the replace procedure).

Hyphenation

You can choose to hyphenate or not hyphenate words throughout your document.

To toggle between on and off, choose the Hyphenation command from the Tools menu.

- When a check mark appears next to Hyphenation (the default), **The Print Shop PressWriter** hyphenates words.
- When the check mark does not appear, **The Print Shop PressWriter** does not hyphenate words.

FINDING AND REPLACING TEXT

Using the Find/Replace command, you can search for text and replace it with new text. You can locate a word or words that you specify in the **Find What** field and then replace it with another word or words that you type in the **Replace With** field. You can also choose to replace all occurrences of a word globally — or you can confirm each replacement.

To find and replace text:

1. Choose the Find/Replace command from the **Edit** menu.

2. From the submenu, choose:
    • Current Story
    • Entire Document
    • Selected Text

The Find/Replace dialog box appears.
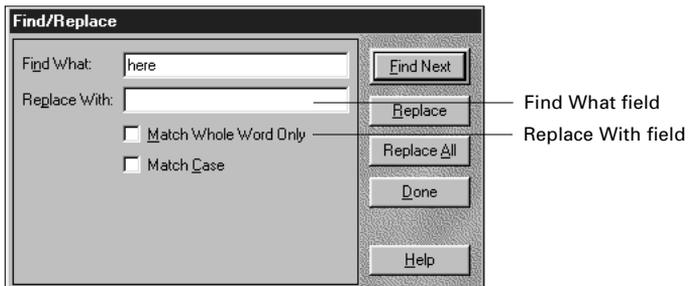
Find/Replace dialog box

3. Type text that you want to find in the **Find What** field.

4. Type text that you want to replace it with in the **Replace With** field.

    This field is optional. You do not always have to replace text for which you are searching.

5. Optional. Click the search option that you want:
- **Match Whole Word Only** – Match the text that you want to find with only entire words.
- **Match Case** – Match the text upper- and lowercase letters with the search text upper- and lowercase letters.

6. Click **Find Next** to search for the next in the **Find What** field.

7. The searched for word is highlighted in the text as it is located.
- Click **Replace** to replace each single instance.
- Click **Replace All** to replace every instance of the searched for text. This automatically replaces all occurrences of the selected text in the document without confirming each instance.
- If you do not want to replace a particular instance, click **Find Next** to go to the next instance.

8. Click **Done** to accept the changes and close the dialog box.

A message will display when the search is completed.

OPENING A DOCUMENT

To begin using **The Print Shop PressWriter**, you can use the Project Picker to select the type of document that you want to create — or you can open an already existing document.

To open an existing project:

1. Choose **Open Saved Work** from the Project Picker or choose Open Saved Document from the **File** menu to display the Open dialog box.

List of documents

Preview of selected document

File name

Description of selected file

Show Preview check box
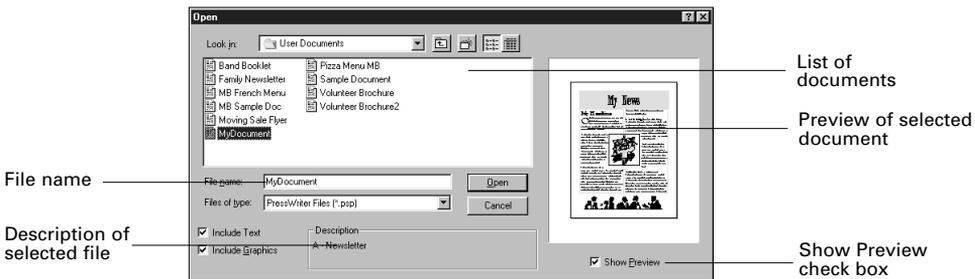
File Open dialog box

2. Navigate to the directory containing the files you want to open.

3. Select a document.

Once you highlight a document, the name appears in the **File name** field, the preview appears in the Preview area (if the **Show Preview** check box is checked), and the description appears in the description field.

4. Click **Open** to open your document.

> *Note: The **Include Text** and **Include Graphics** check boxes are checked by default to include text and graphics when you open the document. This means that the text and graphics used in the document appear on the Design Desk. If you deselect these check boxes, empty text boxes and graphic placeholders appear in your document on the Design Desk. This is useful when you want to use a saved document as a layout template for a new document.*

Opening a Document From the Project Picker

You can also open previously saved documents using the Project Picker. In the Project Picker, click the **Open Saved Work** button. The Open dialog box appears for you to open the document you want. After selecting a document and clicking Open, the document appears in the Design Desk for you to begin working.

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SAVING A DOCUMENT

Save your work often when you are working in a document. When you are finished working in a document, save your edits and changes before you close the document. Documents are saved with complete graphic information, including all imported graphics.

If you exit a document in which you have made changes but not saved, a message appears asking whether you want to save.

- **Windows Users:** click **Yes** to save your document, **No** to lose any changes and close the document and **Cancel** to return to the Design Desk without saving or closing the document.

- **Macintosh Users:** click **Save** to save your document, **Don't Save** to lose any changes and close the document, and **Cancel** to return to the Design Desk with saving or closing the document.

To save changes in a previously saved document:

- Choose **Save** from the **File** menu.

To save a new document or to save an existing document with a new name, or to a different directory:

1. Choose **Save As** from the **File** menu to display the Save As dialog box.

2. Type a new document name in the **File name** field.

3. Click **Save** to save the document.

To Revert to the previously saved version of your document:

If you have made changes to an existing document but haven't saved them yet, and you now want to revert to the previously saved version of the document, choose **Revert to Saved** from the **File** menu.

An Alert message will appear, asking if you are sure that you want to revert to the previously saved version.

Click **Cancel** to return to the document on your screen, or click **OK** to close the existing document, lose all current unsaved changes, and open the previously saved version of the document. All modifications since the last Save will be lost.

CLOSING A DOCUMENT

Your current document closes automatically when you open another existing document or when you create a new one.

To close a document:

- Choose New Document, Open Saved Document or Close Document from the **File** menu.

If you have unsaved changes in your open document, **The Print Shop PressWriter** prompts you to save changes.

After saving all changes, **The Print Shop PressWriter** automatically closes your open document and opens another one or takes you to the Project Picker to create a new one.

Exiting the Program

When you are finished working in **The Print Shop PressWriter**, choose **Exit** (**Quit** on Macintosh) from the **File** menu to close the program. You are asked about saving changes, and then **The Print Shop PressWriter** closes your document and shuts down the program.

There is also an **Exit** button on the Project Picker.

PRINTING A DOCUMENT

Printing your document is an easy process using **The Print Shop PressWriter**. You select a printer, choose the number of pages that you want to print, and how many copies — then print.

To print a document:

1. Open the document that you want to print.

2. Choose **Print** from the **File** menu to display the Print dialog box.

Information about this printer

Pages to print

Printer Properties button

Number of copies to print
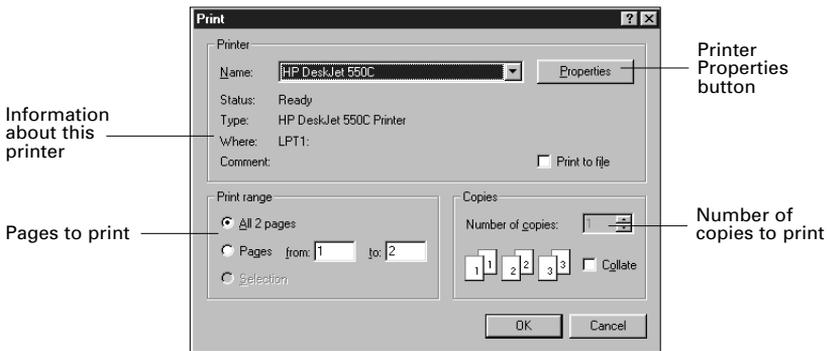
Print dialog box

The default printer name appears in the **Printer Name** field.

3. In the Print range section, click either:
   - **All** – To print all the pages in your document.
   - **Pages** – Enter a "from" and "to" range of pages to print from your document. This option is only available if your document has more than one page.

4. Select a number in the Number of copies vertical spin box.

5. Click **OK** (**Print** on Macintosh) to print the document.

Note: Some printers and/or printer drivers may enable or disable some options in the print dialog box.

■ VII. Special Features ■   ■   ■

This chapter:
- Describes Customizing a QuickStart Layout.
- Describes creating a document from scratch using the Document Setup window.
- Describes Customizing a Style Set.
- Describes setting your Preferences.
- Describes QuickStart Demos.
- Explains the Internet Connection.

CUSTOMIZING A QUICKSTART LAYOUT

This section explains how to customize a QuickStart Layout. You'll learn how easy it is to use, and how quickly you can produce your own professional-looking documents.

To begin a project by Customizing a QuickStart Layout:

1. If you don't already have the Project Picker on your screen, choose **New Document** from the **File** menu to display the Project Picker.

Project Picker

2. Click on the type of document that you want.
- **Newsletters** – A one or multipage document, single-sided or double-sided, usually in portrait orientation.
- **Brochures** – A single-sheet document, single or double-sided, often folded into three panels, usually in landscape orientation.
- **Letters and Resumes** – A one or multipage document, single-

sided, usually in portrait orientation.
- **Reports** – A formal, generally multipage document, usually single-sided, usually in portrait orientation.
- **Flyers** – A one-page document, single-sided, usually in portrait orientation.
- **Booklets** – A single-sheet document, double-sided, and folded in half, in landscape orientation.

The Select a Path dialog box appears.
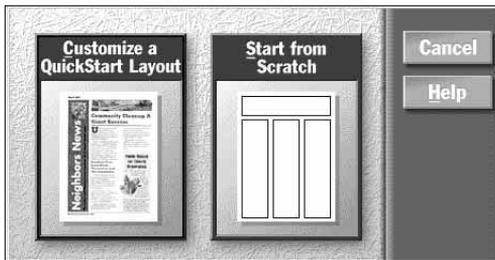
Select a Path

3. Click **Customize a QuickStart Layout**.

The Customize a QuickStart Layout dialog box appears, displaying layouts for your document.

View previous layout
View next layout
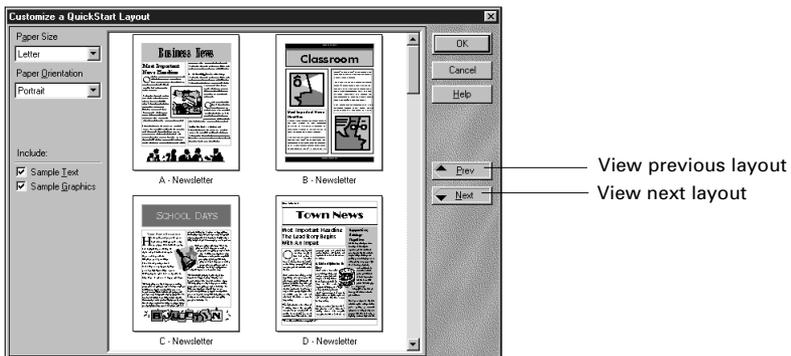
Customize a QuickStart Layout dialog box

4. Click the **Next** or **Prev** (previous) button to scroll through the layouts available.

The most often used settings are displayed as the default. If you want to change them:
- Select a Paper Size from the drop-down list.
- Select an Orientation from the drop-down list.
- Click to Include Sample Text and/or Sample Graphics (see note below).

5. Click the QuickStart Layout that you want as the basis for your document.

6. Click **OK**.

The Design Desk appears, displaying the first page of your document. You are ready to begin to replace the sample text and graphics with your own.
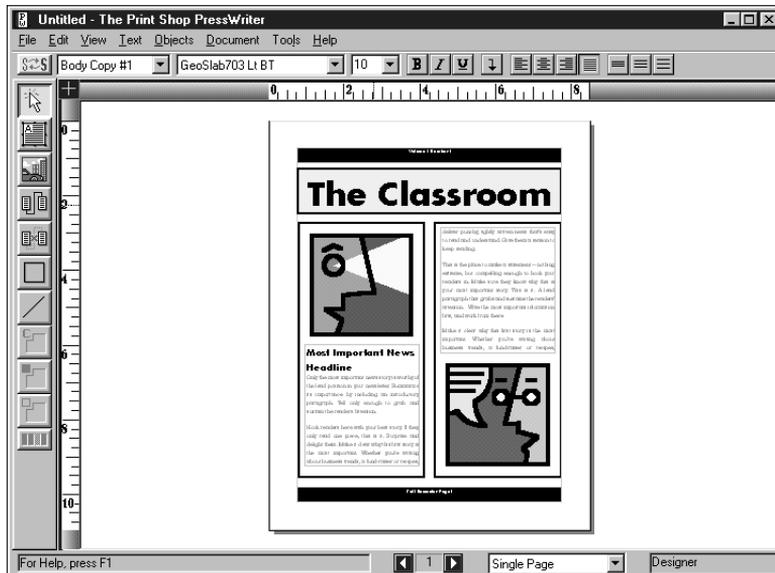
Design Desk

*Note: The **Include Text** and **Include Graphics** check boxes are checked to include text and graphics when you open the layout. This means that the text and graphics used in the layout appear on your screen. If you deselect these check boxes, empty text boxes and graphic place-holders appear in your document on the Design Desk.*

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Replacing Text

After you select a QuickStart Layout, you can begin to add or replace text with your own text immediately.

To replace text in your document:

1. Double-click in the text box where you want to add text.

   The document view automatically zooms to Page Width to allow you to easily see the text that you are typing. Your cursor changes to a blinking cursor.

   To turn off this feature, deselect the **Automatically Zoom In** for Text Editing check box in the Preferences dialog box (look in the **File** menu).

2. Highlight the existing text and begin typing.

   Your text replaces the highlighted text.

Replacing a Graphic

To replace a graphic in your document:

1. Double-click the graphic that you want to change.

   The Graphics Browser appears. See Chapter V, "Working With Objects," for more information.

2. Find and select the graphic that you want, and click **OK**.

   The new graphic appears in place of the old one.

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CUSTOM DOCUMENTS: START FROM SCRATCH

You have two ways to get to the Document Setup dialog box to begin designing your Start from Scratch document.

To Start from Scratch:

If the Project Picker is not already on your screen, choose **New Document** from the **File** menu.

1. From the Project Picker:
    - Choose a document and then click **Start from Scratch**.
      OR
    - Click the **Custom** button.

   The Document Setup dialog box appears, displaying common default settings.

2. Modify these to how you want your document to look.

   The Preview area displays your choices.

3. Click **OK**.

The Document Setup dialog box

The Document Setup dialog box lets you create a layout (page size, orientation, margins, and so on) for your document. The default values that appear are based on the type of document you selected. For example, you would show defaults of three columns and a masthead if you selected Newsletters.

Paper size

Document
Orientation

Number of:

Pages

Columns

Masthead

Line
Between
Columns   Header   Footer   Start On page

Preview area
with selections
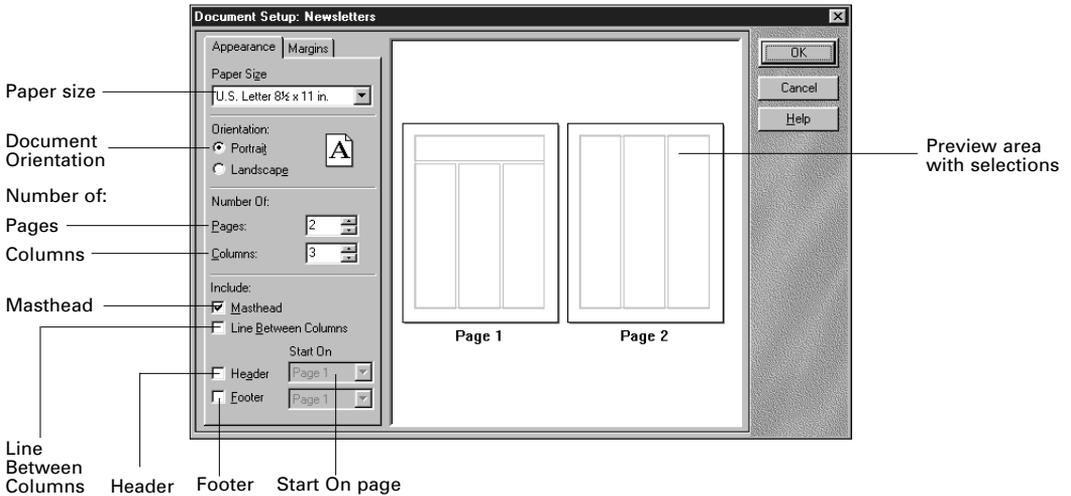
Document Setup dialog box: Appearance tab

Choose the options that you want for your document. As you make selections,
the results are reflected in the Preview area.

What you select here includes:

- **Paper Size** – Choose U.S. Letter, U.S. Legal, or A4.
- **Orientation** – Click Portrait or Landscape.
- **Number Of Pages** – Enter the number of pages that you want
  for your document. You can add more pages (up to a total of 200)
  later, as needed.
- **Number of Columns** – Enter the number of columns that you want
  to appear on each page. The maximum number of columns is 4.
- **Include Masthead** – Select this check box to include a masthead
  for your document. A masthead is a special text box that appears
  on the front page of your newsletter.
- **Include Line Between Columns** – Select this check box to
  include a line between each column of text.
- **Include Header or Footer** – Check to include a header and/or
  footer, and choose Page 1 or Page 2 from the **Start On**
  drop-down menu to indicate the page on which the header or
  footer will first appear.

■   ■   ■   ■   ■   ■   ■

To set margins in the Document Setup dialog box:

• Click the Margins tab to display the Margins settings.

Margins tab

Margins
spin boxes

Preview area
with selections
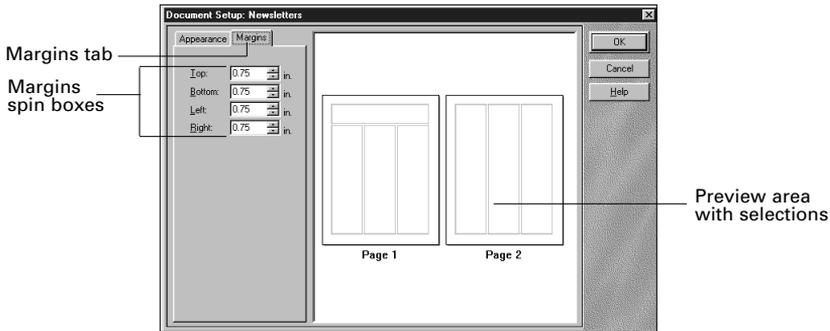
Document Setup dialog box Margins tab

Use this tab to set margins for your document. These are visual guides
for column width and height that affect the size and shape of your text
box columns. As you set the Top, Bottom, Left, and Right margins using
the spin boxes, the measurements will appear in the Preview area.

The unit of measurement used is set in the Preferences dialog box
(from the **File** menu), and can be either inches or centimeters.

• Click **OK** to display your new layout on the Design Desk.

You can now add your text and graphics.

CUSTOMIZING A STYLE SET

The **Customize Style Set** dialog box lets you make changes to an existing
Style Set and save the changes as a new Style Set.

To customize a Style Set:

*Change
Style Set
button*

1. Click the **Change Style Set** button.

   The Change Style Set dialog box appears.

2. Select the Style Set you want to customize.

3. Click the **Customize Style Set** button.

The Customize Style Set dialog box appears. It has two tabs: Font and Paragraph.

4. Click the Style drop-down list to select the Paragraph Style you want to customize.
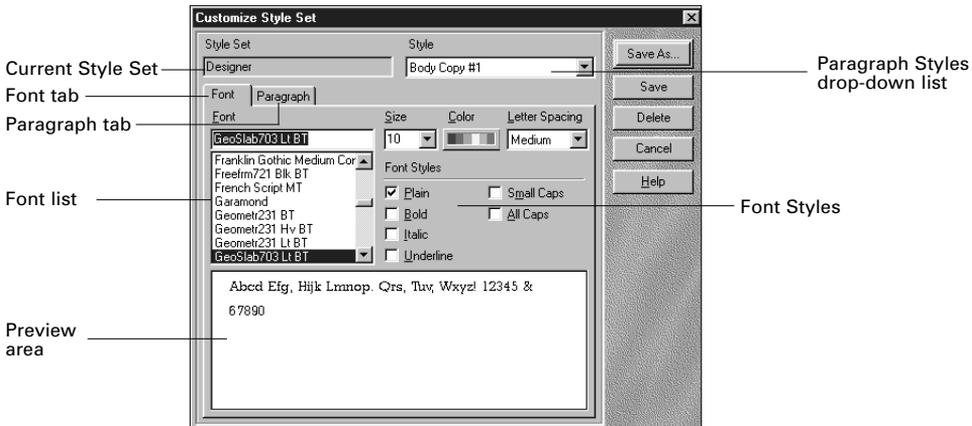
Customize Style Set dialog box

For information about the Font tab, see the Font dialog box in Chapter IV, "Changing Fonts". For information about the Paragraph tab, see the Paragraph dialog box in Chapter IV, "Manually Formatting Text".

5. Make any desired changes in the Font and Paragraph tabs.

The changes are reflected in the Preview area.

■   ■   ■   ■   ■   ■   ■

6. Click **Save** (or click **Save As** to create a new Style Set).

The Save Style Set As dialog box appears.
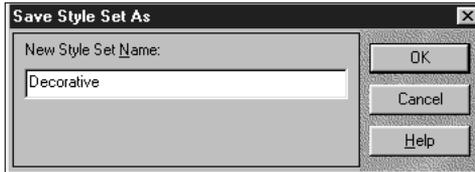
Save Style Set As dialog box

7. Type a name in the **New Style Set Name** field and click **OK**.

The new Style Set name appears alphabetically in the list of all Style Sets.

If you are customizing a Style Set that came with the **Print Shop PressWriter**, the **Save** option will not be available. Use **Save As** and save the Style Set with a new name.

Deleting A Custom Style Set

You can delete a Style Set that you created, using the **Delete** button.

To delete a Style Set:

1. Select a Style Set in the Change Style Set dialog box.

2. Click the **Customize Style Set** button.

3. In the Customize Style Set dialog box, click the **Delete** button to delete the selected Style Set.

You cannot delete the Style Sets that come with **The Print Shop PressWriter**.

SETTING PREFERENCES

The Preferences dialog box lets you set some basic information for all your documents. You can set the date format, default Style Set, and unit of measure to use.

To set the preferences for all your documents:

1. Choose Preferences from the **File** menu to display the Preferences dialog box.
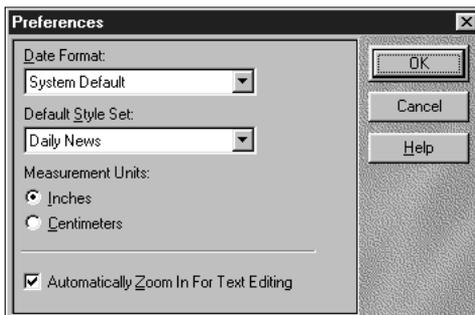
Preferences dialog box

2. Select a format from the Date Format drop-down list to show how you want all dates inserted in your document to appear.

   The System Default is from your Windows 95 Control Panel (Regional settings).

3. Select from a list of Style Sets to be in the Default Style Set drop-down list.

   This is the default Style Set to be used each time you create a document.

4. Click either the Inches or Centimeters **Measurement Unit** radio button for how you want measurements to appear in your document (for example, in the rulers).

5. The **Automatically Zoom In** for Text Editing check box is selected. Click the check box to deselect it.

   When checked, your page automatically goes to Page Width view whenever you double-click in a box to begin typing or editing text.

6. Click **OK** when you are finished making your selections, or click **Cancel** to close the dialog box and ignore any changes.

You are returned to the Design Desk.

RUNNING A QUICKSTART DEMO (Windows only)

QuickStart Demos are animated, multimedia presentations that give you a series of brief demonstrations about a variety of topics in **The Print Shop PressWriter**. For example, you can choose to learn about Getting Started, Working With Text, Working With Graphics, or Project Tips.

To use the QuickStart Demos, **The Print Shop PressWriter** CD must be in the CD-ROM drive.

To start QuickStart Demos:

1. Insert **The Print Shop PressWriter** CD into the CD-ROM drive.

2. Click the **QuickStart Demos** button in the Project Picker or choose QuickStart Demos from the **Help** menu.

3. Choose one of the QuickStart Demos for a demonstration of a topic.

4. To stop a QuickStart Demo and return to the previous menu, click your mouse anywhere on the screen while the Demo is running. To Exit a QuickStart Demo press **Alt+4**.

You can also initiate QuickStart Demos from the **Start** menu. Choose Programs, **The Print Shop PressWriter** and then choose QuickStart Demos.

INTERNET CONNECTION

You have one-button access to the World Wide Web from within **The Print Shop PressWriter**. When you first choose the **Internet Connection** command from the **Help** menu or Project Picker, a series of dialog boxes helps you to configure your access to the Internet (the World Wide Web) using the One or Two Step, America Online or Compuserve, process.

Once you're on the World Wide Web (WWW), you can go to **The Print Shop® Connection™** home page, where you can get information about **The Print Shop PressWriter** and all the products in the Print Shop family, as well as free graphics and special offers.

To set up Internet access on Windows:

1. Choose Internet Connection from the **Help** menu or click the **Internet Connection** button in the Project Picker.

2. From the **Configure WWW Access** dialog box, read the description and choose either the **One Step**, **Two Step**, **America Online** or **CompuServe** button. (You must subscribe to America online or Compuserve to use the America Online or Compuserve buttons. For Compuserve users you will need version 2.0 or later to make use of Internet Connection.)
   - Select **One Step** if you have a World Wide Web browser that has automatic dial-up capability. If you click the **One Step** button, you go directly to the **Find and Select Your Web Browser** dialog box where you can navigate to the application you want to use to access the World Wide Web (WWW).
   - If you click the **Two Step** button, the **Choose a Dial-up Networking Connection** dialog box pops up. Choose your networking connection from the offered list and click OK to go to the **Find and Select Your Web Browser** dialog box. Navigate to the application you use to access the WWW.
   - If you click **America Online** or **Compuserve** your Internet connection will be automatically configured.

3. After you have configured your Internet Connection properly, the **Web Browser** dialog box appears. Click on the **Access the Web** button to be automatically taken to **The Print Shop Connection** home page. (If you are using America Online, the **Access the Web** button will automatically take you to your sign-on page. From there you can navigate to your Web browser and type in **The Print Shop Connection** URL address, http://www.broderbund.com/printshop.)

To set up Internet access on the Macintosh:

1. Choose **Select Your Internet Browser** from the **Help** menu or click the **Internet Connection** button on the Project Picker.

2. At the **Select Your Internet Browser** dialog box, navigate to and select the application you want to use to access the World Wide Web (WWW). **PressWriter** will launch your web browser and take you to **The Print Shop Connection** web page.

   Special Notes: The Macintosh version does not automatically launch dial-up network connection software. If your World Wide Web browser does not have automatic dial-up capability, you will need to launch your dial-up software manually each time you wish to connect from **PressWriter**.

   Additionally, the Macintosh version does not directly connect to the Internet through America Online and CompuServe. You can launch your AOL or CompuServe software from within **PressWriter**, however you'll need to navigate to the Internet manually. **The Print Shop Connection** can be found at http://broderbund.com/printshop.

3. When using **PressWriter**, click **Internet Connection** on the Project Picker or from the **Help** menu to connect to the Internet.

■ VIII. Getting Assistance ■   ■

This chapter:

- Describes how to get help when you are using **The Print Shop PressWriter**.
- Describes the **Help** menu commands.
- Directs you to Technical Support.

THE HELP MENU

This section introduces and explains the commands on the **Help** menu. Use these commands to access the different types of on-screen help available in **The Print Shop PressWriter**.

To open the Help menu in the Menu bar:

- **Windows Users:** click Help in the menu bar to display the **Help** menu.

- **Macintosh Users:** click the question mark near the right end of the menu bar to display the **Help** menu.

Help menu commands	Contents... F1 ─── Keyboard shortcut command Search for Help On... How to Use Help... QuickStart Demos Easy Steps Internet Connection About The Print Shop Press Writer...
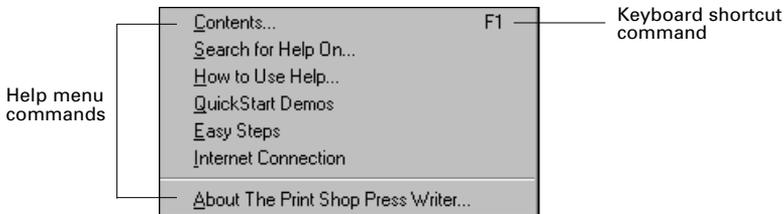
Help Menu

To choose any kind of help from the Help menu:

- Click **Help**, and then click the command that you want.

The following table describes each of the commands in the **Help** menu.

Help Menu Commands

Command Name	Description
Contents	Displays the contents for on-screen Help: Using Help, Tools, Menus, Working With Objects, Working With Text, and Additional Features.
Search for Help On	Search for help on a specific topic.
How to Use Help	Gives you information about how to use Help.
QuickStart Demos (Windows only)	Instructional self-running demos that help you learn more about topics such as getting started, working with text or objects, and project tips. (Requires **The Print Shop PressWriter** CD.)
Easy Steps (Windows only)	Step-by-step instructions that appear on screen about a variety of topics.
Internet Connection	Use to access the Internet.
Select Your Internet Browser (Macintosh only)	Use to select your Internet browser
About **The Print Shop PressWriter**	Version information and **The Print Shop PressWriter** credits

The Contents Command

The Contents command in the **Help** menu opens **The Print Shop PressWriter** Help dialog box with more options for you to get information about on-screen help.

- **Using Help** – Gives you important information about using **The Print Shop PressWriter** help system.
- **Tools** – Tells you about the **Object** toolbar and the **Text** toolbar.
- **Menus** – Gives you information about all **The Print Shop PressWriter** menus, and their commands and submenus.
- **Working with Objects** – Gives you a list of help topics concerning working with objects, such as adding, moving, and resizing.
- **Working with Text** – Gives you a list of help topics concerning working with text, such as formatting, inserting special characters, and handling overflow text.
- **Additional Features** – Gives you a list of special features in **The Print Shop PressWriter**.

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Search for Help On

Use the Search for Help On command to search for Help for a particular word or set of words. Choosing **Search for Help On** from the **Help** menu displays the Search for Help On dialog box. You can search for more information about a topic by entering a keyword.

How to Use Help

The How to Use Help command in the **Help** menu offers assistance in searching for a topic in on-screen help.

- **Contents** – Double-click on the book icons to display lists of topics.
- **Index** – A list of topics in alphabetical order to help you search for a Help subject.
- **Find** – Lets you search for specific words and phrases in help topics.

EASY STEPS (Windows only)

Easy Steps are short step-by-step instructions that appear on the Design Desk, next to your document. They describe how to do a variety of functions with **The Print Shop PressWriter**.

To display Easy Steps:

1. Choose Easy Steps from the **Help** menu.

   Three buttons appear for you to click on the main subject area that you want to learn about. The three subject areas are: **Working With Text**, **Working With Objects**, and **Working With Additional Documents**.

2. Click on the desired button.

   When you select a main subject, a comprehensive list of topics concerning the main subject appears for you to choose from.

3. Click on a topic.

   Easy step-by-step instructions lead you through the topic that you selected.

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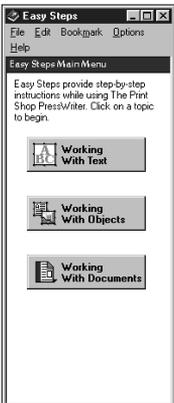
IX. Shortcut Keys Appendix ■ ■

SHORTCUT KEYS IN THE PRINT SHOP PRESSWRITER

Many commands that you use in **The Print Shop PressWriter** have a keyboard shortcut — a combination of keystrokes that immediately executes a command or opens the appropriate dialog box. These shortcuts appear next to the command name in the menu. To use a command, press the shortcut key combination.

The following tables show the shortcut keys that you can use with **The Print Shop PressWriter** software.

> Note: The number pad on the extended keyboard can not be used for shortcut keys.

File Menu shortcut keys

Command	Keys on Windows	Keys on Macintosh
New Document	Ctrl+N	⌘ + N
Open Saved Document	Ctrl+O	⌘ + O
Close Document	Ctrl+F4	⌘ + W
Save	Ctrl+S	⌘ + S
Print	Ctrl+P	⌘ + P
Exit (Quit)	Alt+F4	⌘ + Q

■   ■   ■   ■   ■   ■   ■

Edit Menu shortcut keys

Command	Keys on Windows	Keys on Macintosh
Undo Formatting	Ctrl+Z	⌘ + Z
Cut	Ctrl+X	⌘ + X
Copy	Ctrl+C	⌘ + C
Paste	Ctrl+V	⌘ + V
Delete	Del	Delete
Duplicate	Ctrl+D	⌘ + D
Find/Replace (current story)	Ctrl+F	⌘ + F
Select All	Ctrl+A	⌘ + A
Edit Text	Enter	Return
Modify Line/Box	Enter	Return
Replace Graphic	Enter	Return

View Menu shortcut keys

Command	Keys on Windows	Keys on Macintosh
Double Page: Two Adjacent Pages Two Separate Pages	Ctrl+7 Ctrl+8	Ctrl+7 Ctrl+8
Single Page	Ctrl+5	Ctrl+5
Page Width	Ctrl+6	Ctrl+6
100%	Ctrl+1	Ctrl+1
150%	Ctrl+3	Ctrl+3
200%	Ctrl+2	Ctrl+2
400%	Ctrl+4	Ctrl+4
Snap to Guides	Ctrl+L	⌘ + L
Go to Page	Ctrl+G	⌘ + G

Text Menu shortcut keys

Command	Keys on Windows	Keys on Macintosh
Font	Ctrl+T	⌘ + T
Exit Text Editing	Ctrl+E	⌘ + E
Style:		
Billboard	Alt+1	⌘ + 1
Masthead	Alt+2	⌘ + 2
Headline #1	Alt+3	⌘ + 3
Headline #2	Alt+4	⌘ + 4
Subhead #1	Alt+5	⌘ + 5
Subhead #2	Alt+6	⌘ + 6
Body Copy #1	Alt+7	⌘ + 7
Body Copy #2	Alt+8	⌘ + 8
Quotes	Alt+9	⌘ + 9
Captions	Alt+0	⌘ + 0

Objects Menu shortcut keys

Command	Keys on Windows	Keys on Macintosh
Object Position	Ctrl+R	⌘ + R
Bring Forward	Ctrl+ '+'	⌘ + "+"
Send Backward	Ctrl+ '−'	⌘ + " - "

Document Menu Shortcut Keys

Command	Keys on Windows	Keys on Macintosh
Change Style Set	Ctrl+ Y	⌘ + Y
Word Count	Ctrl+W	Ctrl + W

Tools Menu Shortcut Keys

Command	Keys on Windows	Keys on Macintosh
Spell Check	Ctrl+K	⌘ + K
Thesaurus	Ctrl+J	⌘ + J

Help Menu Shortcut Keys

Command	Keys on Windows	Keys on Macintosh
Contents	F1	Help

◼ X. Index ◼ ◼ ◼ ◼

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