

XEROX

Ventura Publisher
Macintosh Edition

Quick Reference Guide

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Basics

About Ventura Publisher

Ventura Publisher is a powerful, multi-featured application for creating typeset-quality documents. By combining text files with a *style sheet*, you get a finished document. The style sheet automatically formats your text by placing it in the specified number of columns within the specified margins. The style sheet also contains the attributes for the text, such as typeface and point size. You assign attributes to text by *tagging* selected paragraphs. Use one of the prerecorded style sheets or create your own.

To add pictures to your document, first create a *frame* to hold the picture, then load a picture file in the frame. You can also place text in a frame for special layouts, such as newsletters. Ventura Publisher keeps a list of all the files and the document layout in a *chapter file*. The chapter file contains the instructions for combining text, pictures, and a style sheet to make a document.

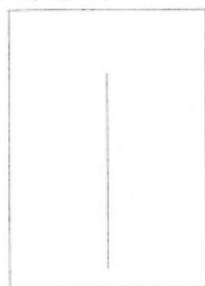
Your word processing file



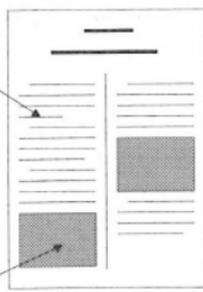
Your picture files



Ventura Publisher's style sheet includes typographic attributes in addition to page layout



Ventura Publisher's chapter file contains a list of files used and layout information



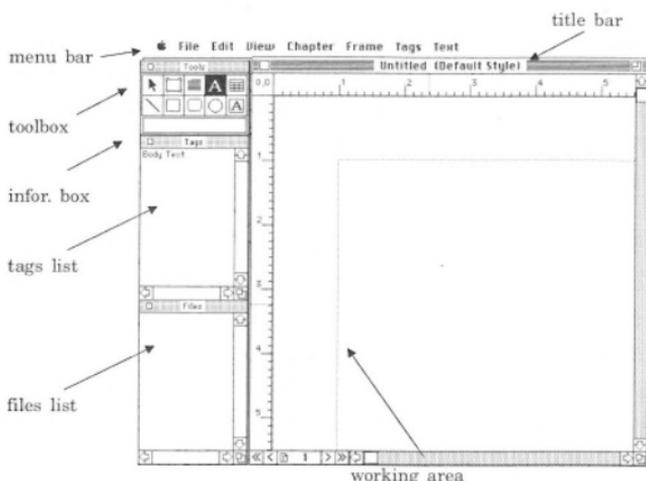
Ventura Publisher tools perform desktop publishing tasks. Use the *Arrow* tool to select frames or graphics. Use the *Frame* tool to create frames for text or pictures. Use the *Tags* tool to change or apply a style sheet. Use the *Text* tool to edit text. Use the *Table* tool to create or change tables and the *Graphics* tools to create or change simple drawings.

Running Ventura Publisher

To run Ventura Publisher:

- 1 Open the Ventura Publisher icon  by either double-clicking it or click it and choose Open from the File menu.

Ventura Publisher opens, and the main screen appears.

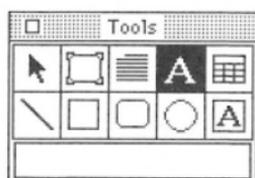


Understanding the main screen

menu bar — Pull-down menus let you choose commands. Menu commands displayed in black text are currently available, but commands in gray are not.

working area — The large blank area containing the base page used to create and lay out a document.

title bar — Displays the name of the chapter you are working on and the style sheet you are using.



Toolbox — The top row of the tool box contains all the tools for text and pictures. The tools on the second row are used to draw graphic objects. Below the bottom row is the information box. Each tool and the information box are summarized below:



Arrow tool — selects any frame or object and places text or pictures on a page or in frames.



Frame tool — creates new frames for holding pictures and text.



Tags tool — defines the typographic elements (such as font) of a paragraph and applies tags to text.



Text tool — inserts, edits, and deletes text, and changes the text attributes within a paragraph.



Table tool — creates, modifies, and edits tables.

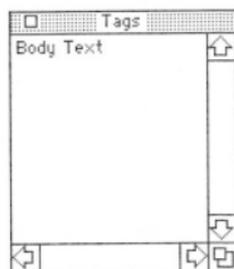


Graphic tools — draw simple graphics and add callouts to pictures by drawing lines and placing text (see page 49). The Graphic tools consist of (from left to right):

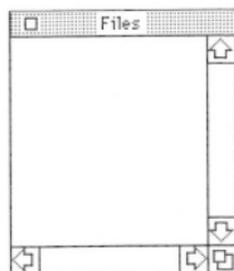
- **Line tool**
- **Rectangle tool** (also used to draw squares)
- **Rounded Rectangle tool**
- **Oval tool** (also used to draw circles)
- **Box Text tool**



Information Box — shows information about text or a graphic object that is selected.



Tags list — displays the names of all the tags in the current style sheet that are available to be assigned to text.



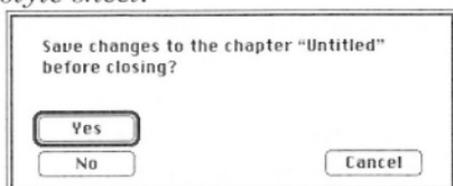
Files list — displays an alphabetical list of names that are available to be loaded or are already in a chapter.

Quitting Ventura Publisher

To quit Ventura Publisher:

- 1 Choose Quit from the File menu.

If you made no changes to the chapter or style sheet since your last save, the program ends. Otherwise, the following message will appear. A similar message will also appear if you made changes to your style sheet.



- 2 Click one of these options:
 - Yes: Overwrite the old files, then quit.
 - No: Discard all changes since your last save.
 - Cancel: Cancel the Quit command and return to your working area.

Getting help

Ventura Publisher provides helpful information for most options available from a dialog box. To obtain help:

- 1 Choose a command that brings up a dialog box for the function that you want to perform, such as Footnote Settings. (Menu commands that end with an ellipsis [...] cause a dialog box to appear.)

A dialog box appears. If the dialog box contains HELP, you will see a  icon.

- 2 Click the  icon and hold down the mouse button.

A list of topics appear.

- 3 Scroll down the list to the desired topic, then release the mouse button.

The help message for that topic appears.

- 4 After you have finished, click OK to return to the dialog box.

Putting a document together

Setting up a chapter

To create a new chapter, select a style sheet and either add a text file from your word processor or type the text directly in Ventura Publisher. You can also add picture files to the chapter. Use the following steps as a guideline; you may change the order in which you perform them.

- 1 If a document is currently on the screen, choose Close from the File menu to clear the screen. Follow the instructions on the screen to save the chapter, if necessary.
- 2 Choose New Chapter from the File menu.

An empty chapter is now available for you to work in. The new chapter displays in the title bar as Untitled until you save it with a chapter name or add a text file. When you add text, the title bar creates a chapter name by using the name of the first text file added and adds "Chap" to the end of it. The current style sheet remains in effect.

- 3 Choose Switch Style from the File menu to select and load a style sheet (see page 10). If you will be modifying the style sheet, use Save Style As in the File menu to save the style sheet under a new name.

- 4 Click the arrow tool  , then click the pointer anywhere on the page to select the base page. To add text into a different frame, first draw the frame (see page 40), then click it.

Handles along the inside edge of the frame indicate that it is selected.

- 5 Choose Add Text from the File menu to load a text file. Several text files can be added to the Files list (see page 7). If the text file does not exist and you want to create it, see step 6.

The text is hyphenated and paginated as it loads. If the file is loaded in a base page, pages are added to accommodate all the text.

If the file loads into a frame you have drawn, the size of the frame limits the amount of text displayed. If the entire file is not displayed, load the same file into another frame. (The text will continue from its ending point in the first frame.) Repeat this procedure until you have displayed the entire contents of the file.

Note: If the file does not display in the frame, click the arrow tool, click the frame, then select the file name from the Files list.

- 6** Optional — If you want to type text rather than add an existing text file, click the text tool. Move the pointer into the working area and click. Type the desired text. When you save the chapter, the text file will be saved. (See page 9.)
- 7** Click the tags tool  and tag paragraphs that you want to be different from Body Text. (See page 19.)
- 8** Click the text tool  to add, delete, copy, or move text, as well as change the attributes (bold, italic, underline, etc.) of selected text. (See page 37.)
- 9** Click the arrow or frame  tool to select or draw frames, then choose Add Text or Add Picture from the File menu to load text or pictures files to the frames. (See pages 40 and 46.)
- 10** Click any of the graphic drawing  tools to draw simple graphics directly into your chapter. Be sure the appropriate frame is selected when you draw the graphics. (See page 49.)
- 11** Choose Headers & Footers from the Chapter menu to add page numbers to the document. (See page 33.)
- 12** Choose Save As from the File menu to save the chapter (see page 12).

- 13** Choose Print from the File menu to print the chapter (see page 14).

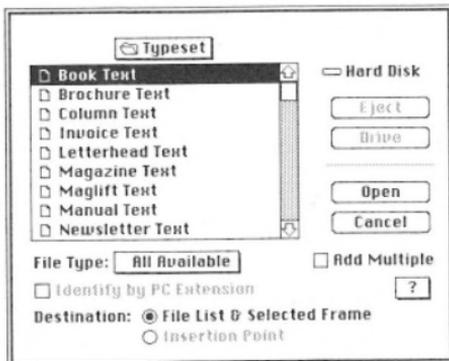
Loading text files

Use Add Text in the File menu to load text files to the Files list for a chapter. If you load a file when a base page or an empty frame is selected, the text displays in the selected base page or frame automatically. If you load more than one file, the filenames are placed in the Files list; from there you can load them in a base page or frame.

If you want to merge text files, add the file(s) at the text insertion point or to the Clipboard. Each file you add is placed in successive order at the text insertion point or in the Clipboard. Text files in the Clipboard remain there until you replace the text or quit Ventura Publisher.

- 1** Optional — If you want to merge text files (add a file at the text insertion point within existing text), click the text tool, point to where you want the new text to be added, and click to mark the insertion point. Otherwise, any tool can be active when you add a text file.
- 2** Optional — Use the arrow tool to select a frame into which text will be added.
- 3** Choose Add Text from the File menu.

The Add Text dialog box appears.



- 4** Select the following:
 - **File Type:** to display all files of a particular type, select either the word processing program used

to create the file, such as MS Word, or ASCII.

Use All Available if you want to see all text files.

- **Identify by PC Extension:** to display files with their PC extensions. Use this for text files that have been created on an IBM PC or compatible.
- **Destination:** Click File List & Selected Frame (to place the file in the Files list so it can be loaded in a selected base page or frame) or Insertion Point (to load the file at the text insertion point).
- **Add Multiple:** To add more than one file of the same type to the Files list.

- 5** If necessary, change the folder and/or drive to locate the file or folder you want.
- 6** If necessary, open the folder that contains the file.
- 7** Select the file you want to load. Use the scroll bars, if necessary, to see the name of the file you want.
- 8** Click Open.

Messages appear indicating the text file is being loaded and hyphenated.

If you selected a base page or an empty frame (step 2), the text file is loaded in the frame. If you did not select a frame, the filename is added to the Files list and is available for loading in the base page or a frame.

If you selected Add Multiple in the Add Text dialog box, the Add Text dialog box reappears after each file is loaded so you can continue selecting.

- 9** If the Add Text dialog box is still displayed, click Done to return to the working area when you've finished adding files.

The files you selected appear in the Files list.

- 10** To load a text file from the Files list in a base page or a frame, click the arrow tool, click the base page or frame that will contain the text, then select the filename from the Files list.

Text loaded in the base page is formatted according to the current style sheet. Text loaded in another frame takes on the formatting of that frame. (In-

dividual frame formatting, such as margins and columns, is stored in the chapter file, not the style sheet.)

Creating new text files

- 1 Use one of these steps to prepare the screen to create a new text file:
 - To create a new text file in a new chapter, choose **New Chapter** from the **File** menu (see page 13).
 - To replace the existing text file in a chapter with a new text file, choose **Manage Files** from the **File** menu. Select the text file you want to remove, click **Remove File** then click **Done** (see page 43). If you do not want to remove the text file from the chapter, choose **Empty Frame** from the **Frame** menu.
 - To add a new text file to an existing chapter, draw a frame to hold the text (see page 40).
- 2 Click the text tool 
- 3 Point to the base page or a frame you have drawn, then click the mouse button.
A blinking text cursor appears.
- 4 Type the text.
- 5 Optional — Choose **Switch Style** from the **File** menu to load a new style sheet. (See page 10.)
- 6 Optional — Choose **Save Style As** from the **File** menu if you modified the style sheet and wish to keep both the original and edited versions. (See page 28.)
- 7 Optional — Tag paragraphs to change the text format.
- 8 When you are finished typing in your text, choose **Save As** from the **File** menu to save the new text file and the chapter. The text file will be named with the same name as the chapter, but with a

“Base” extension, in ASCII format. (You can use Save Text As in the Manage Files dialog box to change the file type.)

Inserting a page

When you load text in a base page, Ventura Publisher automatically adds pages to hold the text file. You can also insert new pages manually. Pages you insert can have different margin and column settings; when inserted, they initially assume the settings of the original base page. However, you cannot change from portrait to landscape and vice versa within a chapter.

- 1 Click the pointer on a page before or after the position where you want to insert the new page.
- 2 From the Chapter menu, choose Insert Page Before or Insert Page After depending on whether the blank page should appear before or after the current page.

A new base page is created. If you load a text file in the base page, the text is hyphenated and paginated as it is loaded. The pages needed to accommodate the text are added automatically.

Any text file in the original base page will automatically flow around the inserted file.

Note: To remove inserted pages, remove all text files from the page using Remove File in the Manage Files dialog box. Choose Remove Page from the Chapter menu to remove the page.

Applying style sheets

Applying a style sheet means adding a Ventura Publisher file that formats your document's margins, columns, and page size. The style sheet also formats the paragraphs in your text file with typographic attributes such as font, size, and style. Until paragraphs are tagged with specific

tag names, they will have the typographic settings of Body Text.

- 1** Choose Switch Style from the File menu.

The Switch Style dialog box appears listing all the style sheet files in the selected folder.

- 2** If necessary, change the folder and/or drive to locate the style sheet you want.
- 3** If necessary, open the folder that contains the style sheet.
- 4** Select the style sheet you want to load.
- 5** Click Open.

The new style sheet name appears in the title bar and the text is reformatted according to the new style sheet. If special fonts are used in the new style sheet, the width table for these fonts is also loaded.

Note: Paragraph tag names already defined for the style sheet are listed in the Tags list. If the text was already tagged with tag names that are not part of the new style sheet, these tag names are added (in uppercase letters) to the Tags list, but have the typographic attributes of Body Text.

- 6** Tag paragraphs, as needed. (See page 19.)

Chapter functions

Saving a chapter

When you have finished laying out a document, you save it as a chapter file. The chapter file contains pointers to all the files that you used to compose the document. Pointers are references telling Ventura Publisher where to find these files (text, picture, generated, and style sheet) and where to place them in the layout.

For the first time or using a new name

- 1 Choose Save As from the File menu.
The Save As dialog box appears.
- 2 Open the folder where you want to save the chapter file.
- 3 Type a file name for the chapter being saved.
- 4 Click Save.
The chapter file is stored on disk using the current style sheet. Revisions made to any of the other files (text, style sheet, etc.) are also saved automatically. (To close the chapter, see page 13.)

Using the same name

- 1 Choose Save from the File menu.
The chapter is saved using the chapter name shown in the title bar. The old version of the chapter (as well as the style sheet) is overwritten.

Closing the chapter

Use Close in the File menu to close the chapter. Use New Chapter in the File menu to start a new chapter. If you want to save changes to the current chapter and style sheet by using new names, be sure to do so before closing the chapter.

Note: To remove individual files from frames, see page 43.

- 1 Choose Close from the File menu.

If you have not made changes to the chapter since your last save, the chapter closes, and the current style sheet remains in effect. Otherwise, a message appears, asking you if you want to save your changes.

- 2 If the message Save changes to the chapter "Untitled" before closing? appears, click Yes or No. If you click Yes, the current chapter, including all changes, will overwrite the old chapter. If you click No, all changes will be discarded.

The chapter closes. You can now create a new chapter or open an existing chapter file.

Opening a chapter

Use Open Chapter in the File menu to retrieve an entire chapter with all its associated text, picture, and style sheet files.

- 1 Choose Open Chapter from the File menu.

The Open Chapter dialog box appears.

- 2 If necessary, change the folder and/or drive to locate the chapter you want.
- 3 If necessary, open the folder that contains the chapter.
- 4 Select the chapter you want to open.

5 Click Open.

The text, picture, and style sheet files load, and the chapter name appears in the title bar.

Printing a chapter

To print a chapter, you must open a chapter before you can print it, unless it's in a publication (see page 16). If you need to change the width table before printing the chapter, use Manage Width Table in the File menu.

1 Choose Print from the File menu.

The Print dialog box appears.

2 Change the print options, if necessary.

3 Click OK.

The document begins to print. To cancel printing, hold down the Command key and type a period (.).

Note: You can also print a chapter to a file. (See the *User's Guide* for more information.)

Copying a chapter

The Manage Publication command in the File menu allows you to copy an entire chapter or publication with its associated text, picture, and style sheet files to floppy disk or hard disk. Copy All copies all files associated with the chapter and correctly sets the pointers for the new destination. **Do not use the Finder to copy chapters.** (See page 17 to copy a publication.)

1 Choose Manage Publication from the File menu.

The Manage Publication dialog box appears.

2 If the chapter you want to copy is displayed, select it. Otherwise, click New.

3 Click Add Chapter.

The Add Chapter dialog box appears.

- 4** Select the chapter you want to copy. (If necessary, change the folder and/or drive to locate the chapter.)
- 5** Click Open.
The Add Chapter dialog box closes. The selected chapter name is displayed and highlighted in the chapter list of the Manage Publication dialog box.
- 6** Click Open Chapter.
The files comprising the chapter are listed and the chapter name appears above the list.
Note: If any file names are highlighted, deselect them by clicking anywhere in the blank area of the box.
- 7** Click Copy All.
The Copy All dialog box appears.
- 8** Click Pub. & Chapters.
The Pub & Chapters dialog box appears.
- 9** If necessary, insert the diskette you will be copying to and click Drive to change disk drives.
- 10** Select the name of the folder or disk to which you will copy.
- 11** Click Select This Directory.
The Pub. & Chapters dialog box closes. The disk and folder name appear after the Pub. & Chapters option in the Copy All dialog box.
- 12** If you want to copy all associated files to the same file destination as you specified above, click Make All Directories Same As First. Otherwise, change each remaining file destination.

All destinations are changed to the disk and folder names you selected.

13 Click OK.

Each file in the chapter is copied to its corresponding folder or drive destination. The filenames remain unaltered. If there are duplicate file names in the destination folder or drive, the copy procedure will pause to give you the following options: Rename, Copy Over, and Cancel. Rename allows you to rename the file, Copy Over will copy over the other file, Cancel will interrupt the copy process.

When all files have been copied, the Manage Publication dialog box appears again.

14 Click Done.

The dialog box closes.

Creating a publication

The Manage Publication command in the File menu is also used to create a publication. A publication groups chapters together for printing, copying, renumbering (updating cross references), and generating a table of contents or an index.

1 Choose Manage Publication from the File menu.

The Manage Publication dialog box appears.

2 Click New.

This clears the chapter list in the dialog box.

3 Click Add Chapter to display the Add Chapter dialog box. (If necessary, change the folder and/or drive to locate the chapter you want to add.)

4 Select a chapter you want in the publication, and click Open.

The selected chapter is added to the chapter list in the Manage Publication dialog box.

5 Continue adding chapters to the publication until all desired chapters appear.

6 Click Save As to save the publication.

The Save As dialog box appears, showing other publications listed in the current folder. If necessary, change the folder.

7 Type a name for the publication.

8 Click Save.

If a publication with the selected name already exists, you are asked to replace the existing publication. Click Yes to replace, or No to type another name. After you save the publication, the Manage Publication dialog box appears again. The publication may now be copied, printed, or renumbered, or a table of contents or index can be generated.

9 When you have completed your operations on the publication, click Done.

Copying a publication

1 Choose Manage Publication from the File menu.

The Manage Publication dialog box appears.

2 If the publication you want to copy is not open, click Open to display the Open Publication dialog box. (If necessary, change the folder and/or drive to locate the publication you want to copy.)

3 Select a publication and click Open.

The chapters comprising the publication are listed in the publication list. The publication name appears above the list.

4 Click Copy All.

The Copy All dialog box appears with a list of file destinations.

5 If the file destinations are incorrect or blank, click Pub. & Chapters.

The Pub & Chapters dialog box appears.

- 6** If necessary, insert the diskette you will be copying to and click Drive to change disk drives.
- 7** Select the name of the folder or disk to which you will copy.
- 8** Click Select This Directory.

The Pub. & Chapters dialog box closes. The disk or folder name appear after the Pub. & Chapters option in the Copy All dialog box.

- 9** If you want to copy all associated files to the same file destination as you specified above, click Make All Directories Same As First. Otherwise, change each remaining file destination.

All destinations are changed to the disk or folder names you selected.

- 10** Click OK.

Each file in each chapter is copied to its corresponding file destination. If a duplicate file name is in the destination folder or drive, the copy procedure will pause to give you the following options:

Rename, Copy Over, and Cancel. Rename allows you to rename the file, Copy Over will copy over the other file, Cancel will interrupt the copy process.

When all files have been copied, the Manage Publication dialog box appears again.

- 11** Click Done.

The dialog box closes.

Working with tags

Tags are used to assign different typographical attributes to paragraphs, for example, to distinguish headings from body text, and other special effects (such as breaks, bullets, dropped caps, or ruling lines). You can create a different tag for each type of paragraph. Every tag name in the current style sheet appears in the Tags list. A style sheet can have up to 128 tags. The ¶ symbol marks the end of each paragraph when tabs and returns are showing.

Note: If you want to change the typographic attributes of selected text within a paragraph, use Type Specs in the Text menu. See the *User's Guide* for more information.

Tagging paragraphs

- 1 Click the tags tool 
- 2 Click the paragraph you want to tag.
The paragraph is highlighted and the tag assigned to it appears in the information box.
- 3 To select multiple paragraphs, hold down the Shift key and click each paragraph you want to tag. (Any paragraph in a multiple group can be deselected by holding down the Shift key and clicking the paragraph again.)
The information box displays "Multiple", which means the tag you select will be assigned to all highlighted paragraphs.
- 4 Click the tag in the Tags list that you want to apply to your paragraph(s), or press the appropriate function key (see *Tagging with function keys* on page 24).
The paragraph(s) assumes the attributes of the selected tag.

Tags menu

The Tags menu is used to define the following attributes for tags. To modify or create tags, see the steps on the next page.

- **Type Specs:** specifies the font, size, style, and color, and overscore, underline, and strike-thru.
- **Alignment:** controls the way text lines up:
 - horizontally align a paragraph to the left, center, right, or justified (right and left aligned), to align column numbers to the decimal point
 - vertically align a paragraph in a frame to the top, middle or bottom
 - rotate text by 90 degree increments
 - make hyphenation decisions
 - make a paragraph frame width instead of column width
 - indent or outdent the first line(s) of a paragraph by a specific amount or relative to the last line of the previous paragraph.
- **Spacing:** controls amount of spacing between lines, above, below, and between paragraphs, and indents paragraphs from the left and/or right margins.
- **Breaks:** controls text separation to
 - create page, column, or line breaks
 - determine where the first line of a paragraph will begin
 - prevent paragraphs being split over columns or pages
 - keep two paragraphs together.
- **Ruling lines:** adds ruling lines above or below a paragraph or draws a box around a paragraph.
- **Tabs:** adds tabs to a paragraph.
- **Special Effects:** adds bullets or starts a paragraph with a big first character.
- **Attribute Overrides:** controls text size and position for overscore, strike-thru, underline, small text, superscript, and subscript.
- **Paragraph Typography:** controls kerning, letter spacing, spacing between words and lines.
- **Add New Tag:** creates new paragraph tags.
- **Manage Tag List:** controls removing or renaming tags, or assigning tag names to function keys (so you can tag paragraphs using the text tool).

Modifying a tag

- 1 Click the tags tool 
- 2 Click a paragraph that already uses the tag you want to modify, or assign the tag to a paragraph.
The tag name appears in the information box.
- 3 Choose any of the commands in the Tags menu and select the desired options from the dialog boxes. See the list on the previous page, or see the *User's Guide* for details.)

You can move from one dialog box to another, without exiting each dialog box. For example, to move from the Type Specs dialog box to the Alignment dialog box:

- Click and press Type Specs to display a pop-up menu of the commands in the Tags menu, select the command you want, and release.

The dialog box for that command will appear.

Every paragraph using this tag will reflect the changes you make. All chapters using this style sheet will be affected, as follows:

- *If you save the style sheet, the changes to this tag are permanently saved in the style sheet.*
- *If you use Save Style As in the File menu to save the style sheet using a new name, the changes to the tag are saved in a new style sheet, and the old style sheet and other chapters that use it remain unaltered.*

Adding a new tag

- 1 Click the tags tool 
- 2 Select the paragraph(s) you want to tag.

- 3** From the Tags list, click a tag similar to the one you want to create. If a similar tag doesn't exist, click Body Text. You may also select a similar tag from the pop-up menu in the Add New Tag dialog box.
- 4** Choose Add New Tag from the Tags menu.
The Add New Tag dialog box appears and the tag you selected appears next to Tag Name to Copy From.
- 5** Next to Tag Name to Add, type a new tag name and click OK.
The new tag name is added to the Tags list and the new tag is applied to the selected paragraph(s).
- 6** With the paragraph(s) selected, use the Tags menu commands (page 20) to change the tag settings.

Renaming a tag

- 1** Click the tags tool 
- 2** Click a paragraph that uses the tag you want to rename.
- 3** Choose Manage Tag List from the Tags menu.
The Manage Tag List dialog box appears.
- 4** Select the tag you want to rename from the list of tags. You may also select a tag from the pop-up menu in the Rename Tag dialog box.
- 5** Click Rename Tag.
The Rename Tag dialog box appears and the tag you selected appears next to Old Tag Name.
Note: You cannot rename the Body Text tag.
- 6** Next to New Tag Name, type a tag name that is not already being used and click OK.

The Old Tag Name is renamed to the New Tag Name.

- 7 Click OK.

A message appears asking if you want to save changes made to the style sheet. Remember, if you save the changes, it will affect all other chapters using this same style sheet.

- 8 If you want to update the style sheet with the changes you made, click OK. If you want to save the changes using a new name, click Cancel and then use the Save Style As option to rename the style sheet.

Removing a tag

- 1 Click the tags tool 

- 2 Choose Manage Tag List from the Tags menu.

The Manage Tag List dialog box appears. The tag name for the currently selected paragraph or first tag is highlighted.

- 3 Click the tag you want to remove. You may also select the tag from the Tag Name to Remove pop-up menu in the Remove Tag dialog box

- 4 Click Remove Tag.

The Remove Tag dialog box appears telling you that all paragraphs assigned the selected tag will be converted to Body Text. You can select a different tag for these paragraphs by selecting another tag name in the Tag Name to Convert to pop-up menu.

- 5 Click OK.

The tag name is removed from the Tags list and the text previously assigned to this tag is converted to the tag you specified for Tag Name to Convert to.

- 6 Click OK.

A message appears asking if you want to save changes made to the style sheet. Remember, if you save the changes, it will affect all other chapters using the same style sheet.

- 7** If you want to update the style sheet with the changes you made, click OK. If you want to save the changes using a new name, click Cancel and then use the Save Style As option to rename the style sheet.

Tagging with function keys

If your keyboard has function keys, you can assign tags to function keys F5 through F14. You can then tag a paragraph simply by pressing the appropriate function key, rather than clicking the tag in the Tags list. To assign tags to function keys:

- 1** Choose Manage Tag List from the Tags menu.
The Manage Tag List dialog box appears.
- 2** Click Assign Function Keys.
The Assign Function Keys dialog box appears.
- 3** Next to each function key, select a tag from the list.
- 4** When you finish, click OK to return to the Manage Tag List dialog box.
- 5** Click OK again.
- 6** To apply a tag using the function keys, click the tags tool and the paragraph(s) you want to tag, then press the appropriate function key. Alternatively, click the text tool, move the pointer within the paragraph you want to tag, and press the appropriate function key.

Line spacing

In Ventura Publisher, line spacing is an attribute of a paragraph tag. Instead of separating paragraphs by typing two carriage returns, you use the Spacing command in the Tags menu to define the amount of space between paragraphs and between lines within a paragraph.

Because fonts are measured in *points*, you may find it easier to use points when setting line spacing. For example, if a font is 10 points, you could use 12 point inter-line spacing to have 2 extra points between lines of a paragraph and use 12 points below the paragraph to create the effect of an extra carriage return.

To set line spacing:

- 1 Click the tags tool 
- 2 Click the paragraph.
- 3 Choose Spacing from the Tags menu.
The Spacing dialog box appears.
- 4 Change the following options, as needed (See the *User's Guide* for more information.):
 - Above/Below: to set the minimum space above and below a paragraph if more than inter-line spacing is desired.
 - Inter-line: to change the space between the base of the characters on one line and the base of the characters on the next line.
 - Inter-paragraph: to add space between paragraphs tagged with either the same tag or tags that have identical inter-line space.
- 5 Click OK.

Indenting paragraphs

Paragraph indentation is defined in a paragraph tag. To indent an entire paragraph from the left or right margin, use Spacing in the Tags menu to define the amount of

space. To indent the first line of a paragraph, use Alignment in the Tags menu.

Note: To create indented, numbered paragraphs like the steps shown below, use two tags and the Break command in the Tags menu. For the step number tag, set the Line Break option to Before. For the step text tag, set the Line Break option to After. Specify the amount of indentation in the Spacing dialog box, using the In From Left option. (See the *User's Guide* for more information.)

Indenting an entire paragraph

- 1 Click the tags tool 
- 2 Click the paragraph.
- 3 Choose Spacing from the Tags menu.

The Spacing dialog box appears.

- 4 At the In From Left or In From Right text boxes, type the amount of space you want to indent the paragraph, for example, 0.5 inches. The measurement ruler icon is a pop-up menu from which you may select: picas and points, points, inches, or centimeters.
- 5 Click OK.

Indenting the first line of a paragraph

- 1 Click the tags tool 
- 2 Click the paragraph.
- 3 Choose Alignment from the Tags menu.

The Alignment dialog box appears.

- 4 Click the First Line pop-up menu and select Indent.

- 5 Next to Width, type the amount of space you want to indent the paragraph, for example, 0.5 inches. The measurement ruler icon is a pop-up menu from which you may select: picas and points, points, inches, or centimeters.
- 6 Click OK.

Controlling page breaks

When you load text in the base page, Ventura Publisher automatically paginates the document by adding pages, as needed. However, you may want to create a new tag so you can choose where to begin or end a page without affecting any other tags in the style sheet.

- 1 Click the tags tool 
- 2 Click the paragraph you want to have begin or end the page.
- 3 Optional — To create a new tag that always ends or begins a page, choose Add New Tag from the Tags menu. Then type a name for the tag (such as, New Page) and click OK.
- 4 Choose Breaks from the Tags menu.
The Breaks dialog box appears with the current settings for the tag.
- 5 For Page Break, select After from the pop-up menu to have the paragraph end the page, or select Before to have the paragraph begin a new page.
- 6 Click OK.
Click a paragraph with the new tag whenever you want to force a page break.

Designing a style sheet

Creating/modifying a style sheet

This section contains guidelines for creating a new style sheet. The order of the steps presented here ensures that you do not overwrite any style sheets or chapters you previously designed. Depending on your needs, some steps may be optional. For a list of settings stored in the style sheet, see page 32.

- 1** Draw a sketch showing how the page should look. Include columns, margins, vertical rules, paper size, page orientation, headers and footers, etc.
- 2** Optional — Choose New Chapter from the File menu to start a new chapter. (If a chapter is open, you will have to choose Close before opening a new chapter.)
- 3** Choose Switch Style from the File menu to load an existing style sheet or “blank” (Default) style sheet. Or, choose Open Chapter from the File menu to open a chapter with a style sheet similar to what you want.

Many people find it easier to modify an existing design than to create a completely new style sheet.

- 4** Use the View menu to set screen display options. If a check mark (✓) is next to the option, the Show option is currently active.
 - Show Rulers: shows rulers at the top and left edges of the screen. (Use Set Rulers to change ruler units.)
 - Show Column Guides: shows the outline of each column or page margins.
 - Show Tabs & Returns: shows visual markers for tabs, non-breaking spaces, line breaks, paragraph marks, cross references, equations, etc.
 - Show Loose Lines: highlights lines that exceed the Maximum Space Width option in the Paragraph Typography dialog box.

- 5** Use the following Chapter menu commands to set up the page layout, if needed:
- **Page Size & Layout:** changes the physical page size, orientation, and formatting (single or double-sided pages).
 - **Chapter Typography:** changes widow and orphan line settings, controls kerning, vertical justification within and around a frame. (See the *User's Guide* for more information.)
 - **Footnote Settings:** controls chapter footnote formatting. (See the *User's Guide* for more information.)
 - **Auto-Numbering:** automatically inserts section numbers before selected paragraphs. (See the *User's Guide* for more information.)

Note: The information for headers and footers is not stored in the style sheet. These commands are used later when you create a chapter file.

- 6** Click the arrow tool  and the base page or frame. From the Frame menu, choose **Margins & Columns** to change the base page or frame settings:
- **Settings for:** places different margins and columns on left and right pages.
 - **Margins:** changes the top, bottom, left, and right margins.
 - **Column Widths/Gutters:** selects the number of columns and changes the width of each column and the space between columns.

If you want the left page to be a mirror image of the right page, click Copy after you define the settings for one of the pages. You must select Double in Page Size & Layout. If you want left page settings to be different from those on the right page, set the Margin & Columns for the left page also.

Note: The settings for frames that you draw are stored in the chapter file, not the style sheet.

- 7** **Optional** — Use the following Frame menu commands to add ruling lines to the page. (See the *User's Guide* for more information.)

- Vertical Rules: to draw ruling lines in the column gutters.
- Frame Rules: to draw ruling lines above, below, or around the base page or frame.

- 8** From the File menu, choose Save Style As to save the style sheet under a different name. Type a new name for the style sheet, then click Save.

This step ensures that the style sheets that came with Ventura Publisher will always remain unchanged. If you save the chapter without renaming the style sheet, the original style sheet file is overwritten to reflect the changes you made.

- 9** Click the arrow tool  and the base page or frame. From the File menu, choose Add Text to add a text file (if a text file isn't loaded already).

This step gives you sample text to format as you make changes to the style sheet.

- 10** Choose Save As from the File menu to create a new chapter. Type a new name for the chapter, then click Save.

If you opened a chapter in step 3, this ensures that the original chapter remains unaltered. Also, if you save the chapter under a new name, you can then save additional changes to your style sheet by choosing Save from the File menu.

- 11** Click the tags tool  and then start adding or modifying tags, depending on the paragraph attributes you need for your style sheet. Give special attention to Body Text, because the format for this tag provides the foundation for the overall design.

Choose Tag menu commands to define tag settings. The most commonly changed settings are:

- **Type Specs:** to specify typeface, size, and style.
- **Alignment:** to specify alignment, justification, indent, or outdent for a paragraph.
- **Spacing:** to specify paragraph and line spacing, and indent the paragraph from the margins.
- **Breaks:** to specify page, column, line, or paragraph breaks.
- **Ruling Lines:** to add lines above, below, or around a paragraph.
- **Tabs:** to add tabs to a paragraph.
- **Special Effects:** to add bullets or a big first character.

To add a new tag or modify a tag, see page 21. For a list of menu commands, see page 20.

You can use the Apply button to preview your changes on the current page before exiting the dialog box. Changes are immediately reflected in the tagged paragraph. If you don't like what you see, change it.

12 Choose Save from the File menu.

Your changes to the chapter and the style sheet are saved.

13 Optional — Choose Manage Tag List from the Tags menu to do the following:

- Print the style sheet specifications to a file
- Remove unused tags
- Rename tags
- Assign tags to function keys to speed up tagging.

After you modify the tags, a message appears, asking if you want to save the changes. Click Save to save your changes. (For more information about Manage Tag List, see the User's Guide.)

14 Optional — Use the following procedure to create a new chapter file with the style sheet you just designed.

- Choose Add Text from the File menu to load a different text file.
- Click the base page, and then select the file you want from the Files list (this loads the file in the base page or selected frame).
- Optional — Choose Headers & Footers from the Chapter menu to define headers and footers for

the chapter. Headers and footers are stored with the chapter file. The `Z_Header` and `Z_Footer` tags, however, are stored in the style sheet. (See page 33 for more information.)

- Choose **Save As** from the **File** menu to save the chapter under a new name.

Menu selections stored in style sheet

- All paragraph tag settings (Tags menu).
- Margin & Column settings, ruling lines, and background for the base page (Frame menu). Margin and column settings for frames you draw are saved with the chapter, not the style sheet.
- Page Size & Layout settings (Chapter menu).
- Widow & Orphan settings (Chapter menu, Chapter Typography command).
- Auto-Numbering settings (Chapter menu).
- The printer width table name (File menu, Manage Width Table command).

Headers and footers

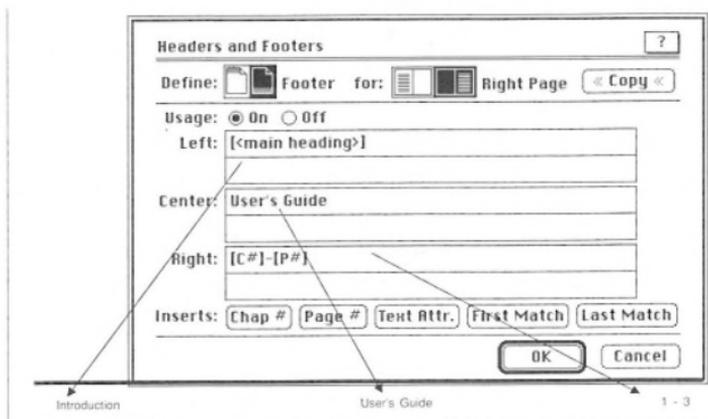
Headers and footers (and page numbers) are created by using the Headers & Footers command in the Chapter menu. Headers and footers place information at the top or bottom of every page. If needed, you can turn them off for a selected page.

The Set Numbering command (Chapter menu) sets the page number style (such as 1, i, I, one, One, ONE, a, or A) and the starting page number (to start with a number other than one). See the *User's Guide* for more information about headers and footers.

The following procedures explain how to generate headers and footers, and then update number counters.

Defining headers, footers, & page numbers

Ventura Publisher provides codes to automatically insert tag names, chapter numbers, page numbers, and other items in headers and footers. For example, imagine you want to create a footer with the main heading, the document name, and the chapter and page number. Instead of typing all the information word for word, use the tag name, chapter number, and page number codes to automatically put information in a footer, as shown below.



Note: Header and footer definitions are stored in the chapter file, not in the style sheet. However, the tag settings

for Z_Header and Z_Footer are stored in the style sheet, because they are tags.

- 1** Choose Headers & Footers from the Chapter menu.
The Headers & Footers dialog box appears.
- 2** Specify which header or footer you are setting by clicking the left icon for the header or the right icon for the footer. Then click the right or left page icon.
- 3** Next to Usage, click On to put the header or footer on the page.
- 4** Click Left, Center, or Right, depending on where you want the header or footer to appear on the page. (If necessary, you can define all three positions for a header or footer.)
- 5** Optional — To automatically print information in the headers and footers, select one or more of the following option buttons:
 - **Chap #:** print the current chapter number. The code displays as [C#].
 - **Page #:** print the current page number. The code displays as [P#].
 - **First Match:** find the first occurrence of a tag on the page, and insert its text. If the tag doesn't occur on the page, the text inserted on the preceding page is used. The code displays as [<tag name]. (You must delete the words "tag name" and type your tag's name between the brackets.)
 - **Last Match:** find the last occurrence of a tag on the page, and insert its text. If the tag doesn't occur on the page, the text inserted on the preceding page is used. The code displays as [>tag name]. (You must type your tag's name between the brackets.)
- 6** To manually add text, move the text cursor to the appropriate text box, click to mark the text insertion point, and then type the text.

Note: You can use the Text Attr. option to assign bold or a different font size to the headers or footers. (For more information, see the *User's Guide*.)

- 7** Optional — If you would like the header or footer to appear on the facing page in a mirror image position, click Copy. Otherwise, set left and right headers separately.

- 8** Click OK.

Headers and /or footers will be placed on every page in the chapter and are automatically assigned the tags Z_Header and Z_Footer. You can turn them off on any page by choosing Show Page Header or Show Page Footer in the Chapter menu.

Note: If you inserted the [P#] or [C#] code in your headers or footers and want to start page or chapter numbering with a number other than one, update chapter and page counters as described below.

Updating chapter and page counters

The Set Numbering command in the Chapter menu lets you select a style for numbering your chapters and pages. It also lets you specify the starting number, if you need to use a number other than one. You can also use Update Numbering to number tables and figures. See the *User's Guide* for details.

Note: If you want to start counting from one with Arabic style numbers, you don't need to change the counters.

To update chapter and page counters:

- 1** Go to the page where you want to start numbering, usually the first page of a chapter.
- 2** Choose Set Numbering from the Chapter menu.
The Set Numbering dialog box appears.
- 3** Next to Counters, select one of the following options:

- **Chapter:** to choose the chapter number format and specify the chapter number.
- **This Page:** to choose the page number format and specify the page number in the middle of a chapter.
- **This Table:** to choose the page number format and specify the page number of the table.
- **This Figure:** to choose the page number format and specify the page number of the figure.
- **Initial Page:** to change the page number beginning on the first page in a chapter, or to start numbering with the first page of the first chapter in a publication (if you use the **Manage Publication Renumber** option in the **File** menu).
- **Initial Table:** to change the page number beginning on the first table in a chapter.
- **Initial Figure:** to change the page number beginning on the first figure in a chapter.

- 4** Next to **Format**, select the numbering style you want to use from the pop-up menu.

*The new number style appears in the **Format** box.*

- 5** Next to **Update Method**, select one of these options:
 - **Previous Number + 1:** to automatically start numbering from one. Or, if you create a publication, you can use the **Renumber** option in the **Manage Publication** dialog box, to continue numbering from the previous chapter. After creating the publication, click **Renumber** in the **Manage Publication** dialog box to begin renumbering. (If there is a problem, check to be sure that both **This Page** and **Initial Page** are set to **Previous Number + 1** in each chapter of the publication.)
 - **Restart Number:** to start counting at a number other than one.
- 6** If you selected **Restart Number** for the update method, type the new page number.
- 7** Repeat steps 3 through 6 for each counter you want to update.

- 8** Click **OK**.

Text editing

It is easier to edit text when the Tab and Return symbols are displayed. (Choose Show Tabs & Returns from the View menu.)

Adding text

- 1 Click the text tool 
- 2 Click the pointer where you want to insert the text.
The blinking | symbol marks the text insertion point.
- 3 Begin typing. Use the delete (backspace) or del keys to correct typing mistakes. It is suggested that you use only one space after periods and colons, and one return between paragraphs, to minimize white space in your document.

Deleting text

- 1 Click the text tool  and use one of the following methods:
 - Click the pointer after the text that you want to delete, and press the delete (backspace) key.
Each time you press the delete (backspace) key, one character to the left of the insertion point is deleted.
 - Click the pointer before the text you want to delete, and press the del key.
Each time you press the del key, one character to the right of the insertion point is deleted.
 - Highlight the text you want to delete by pointing to the beginning of the text, holding down the mouse button, and dragging the pointer to the end of the text. Then, release the mouse but-

ton and choose Cut Text from the Edit menu or hold down the Command key and press the X key.

The highlighted text is deleted. The most recently deleted text is stored in the Clipboard and can be inserted anywhere in the document by selecting a position and choosing Paste Text from the Edit menu or hold down the Command key and press the V key.

Note: You can also use the delete key to delete highlighted text; however, if you want to recover the deleted text you must choose Undo Typing from the Edit menu or hold down the Command key and press the Z key. The commands discussed above will not recover text that is deleted using the delete key.

Copy, cut and paste text

- 1 Click the text tool 
- 2 Highlight the text you want to move or copy by pointing to the beginning of the text, holding down the mouse button, and dragging the pointer to the end of the text.
- 3 Choose either Cut Text (to move text) or Copy Text (to copy text) from the Edit menu. (Or hold down the Command key and press the X key to cut text, or hold down the Command key and press the C key to copy text.)

The text is either copied or cut (removed) from the chapter and temporarily stored in the Clipboard. Only the most recently copied or removed text is stored.

- 4 Point to where you want to insert (paste) the text and click to mark the insertion point.
- 5 Choose Paste Text from the Edit menu or hold down the Command key and press the V key.

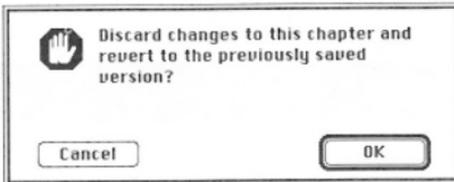
The text is inserted (pasted) into your document.

Abandoning changes

To replace the text and pictures currently on the screen with the last saved version of the chapter:

- 1 Choose Revert to Saved from the File menu.

This message appears:



- 2 Click OK.

All changes you made since the last time you saved are discarded. The original chapter file is reloaded.

Working with frames

Frames hold pictures or text. If you're drawing frames for pictures, your primary Frame menu command will be Size & Position. If you're drawing frames for text, your primary Frame menu command will be Margins & Columns. Remember that the base page is also a frame; you can use the Frame menu to change its attributes.

Adding a frame

You may find it easier to work with large frames using one of the reduced view commands in the View menu.

- 1 Click the frame tool 
- 2 Point to the position where you want the top left corner of the frame to begin.

The pointer changes to  indicating you are ready to draw a frame.

- 3 Hold down the mouse button while dragging the cursor to the right and downward to where the frame will end. Then release the mouse button.
Handles (little square boxes along the inside edges of the frame) indicate the frame is selected and can be filled with text or a picture.
- 4 Optional — If you plan to load text in the frame you created, use the Margins & Columns and Frame Typography commands in the Frame menu to set the format for text within the frame. Use the Size & Position command to set the Flow Text Around characteristic of the frame, and to set the exact size and location of the frame. (See page 47.)

Selecting a frame

Ventura Publisher provides three ways to select frames. You can select a single frame, multiple frames, or frames that are hidden behind other frames.

- 1 Click the arrow tool 
- 2 Point to the frame you want to select and click the mouse button.
Handles along the edge of the frame indicate that the frame is selected.
- 3 To select multiple frames, point to the next frame you want to select, hold down the Shift key, and click the mouse button to select the frame. Continue to hold down the Shift key and click to select other frames on the page.
Handles along the inside edges indicate that the frames are selected. "Multiple" appears in the information box.

Note: Like single frames, multiple frames can be cut (removed), copied, and pasted.

Selecting a hidden frame

- 1 Click the arrow tool 
- 2 Point to the frame that is covering the frame you want to select.
- 3 Hold down the Command key and click the frame.
Handles along the inside edges of the frame indicate the frame is selected. A description of the frame's contents appears in the information box.
- 4 If there are several layers of frames, keep clicking the mouse button until the desired frame is selected.

Cutting a frame

- 1 Click the arrow tool 
- 2 Click the frame you want to cut (remove).
Handles along the inside edges of the frame indicate the frame is selected.
- 3 Choose Clear Frame from the Edit menu.
The frame and its contents are cut (removed).

Copy frame to new page

The Cut, Copy, and Paste commands in the Edit menu copy and move frames from one page or chapter to another.

- 1 Click the arrow tool 
- 2 Click the frame you want to copy or move.
Handles on the inside edge of the frame indicate the frame is selected.
- 3 From the Edit menu, choose either Copy Frame (to copy a frame) or Cut Frame (to move a frame).
A copy of the frame and its contents are temporarily stored in the Clipboard.
- 4 Go to the page where you want to paste the frame, then choose Paste Frame from the Edit menu.
A copy of the selected frame is pasted on the page. If both the copy and the original are located on the same page, they will overlap. To see them both, click one and drag it away from the other.

Note: You can also use the above procedure to copy or move a frame from one chapter to another. After copying or cutting the frame, open another chapter, and then paste the frame on any page.

Removing a file from a frame

- 1 Click the arrow tool  and the frame containing the file you want to remove.

Handles along the inside edges indicate the frame is selected. The file name appears in the information box.

- 2 Choose Empty Frame from the Frame menu.

The file is removed, which leaves the frame empty. You may either cut the frame or add a new file to the frame.

Note: If you want to remove the file from the Files list as well as from the frame, use the Remove File option in the Manage Files dialog box.

Anchoring a frame

Anchoring is used to keep a frame on the same page as the text that references it. Anchoring a frame is a two-step process. First, create a frame anchor using the Anchors & Captions command in the Frame menu. Next, use Insert Special Item in the Text menu to mark a place in the text where the frame will be anchored. Then, when you make editing changes, use Re-Anchor Frames in the Chapter menu to automatically reposition the frame with the text to which it is anchored.

Creating a frame anchor

- 1 Click the arrow tool  and the frame you want to anchor.

Handles along the inside edges indicate the frame is selected.

- 2 Choose Anchors & Captions from the Frame menu.
The Anchors & Captions dialog box appears.

- 3 Next to Anchor, type a name for the anchor.

Note: When naming anchors, each name must be unique. Choose a naming convention that is easy to remember. For example, use the file name of the text or picture in the frame.

- 4 Optional — If you want the frame to appear with a caption, select the position for the caption from the Caption pop-up menu. Then type the caption text next to Label. (A frame does not have to be anchored to display with a caption.)
- 5 Click OK.

Inserting an anchor into text

- 1 Click the text tool 
- 2 Click the pointer in the text where you want to anchor the frame (for example, at the end of a paragraph). You can also anchor a frame to a paragraph symbol between paragraphs.
- 3 Choose Insert Special Item from the Text menu.
A sub-menu appears.
- 4 Select Frame Anchor.
The Insert Anchor dialog box appears.
- 5 Type the name of the anchor you created for your frame. (If you insert the text anchor immediately after naming the frame, the anchor name will already appear next to Frame's Anchor Name.)
- 6 Select one of the following anchor positions:
 - Fixed, On Same Page as Anchor: if the frame moves to a new page, the frame occupies the same relative position on the new page.
 - Relative, Below Anchor Line: frame is positioned directly below the anchor line.
 - Relative, Above Anchor Line: frame is positioned directly above the anchor line.

- **Relative, Automatically At Anchor:** frame is positioned at the anchor position. (Use this option to insert graphics inside a line of text.)

7 Click OK.

The anchor is inserted into the text at the text insertion point. The anchor position is indicated by a degree symbol (°).

Re-anchoring a frame

After a chapter has been edited, you'll need to use Re-Anchor Frames in the Chapter menu to reposition the frames correctly with the text to which they are anchored.

- 1** Choose Re-Anchor Frames from the Chapter menu.
- 2** Select This Page Only to re-anchor the frames on the current page, or select All Pages to re-anchor all the frames in the chapter.

Pictures and graphics

Loading picture files

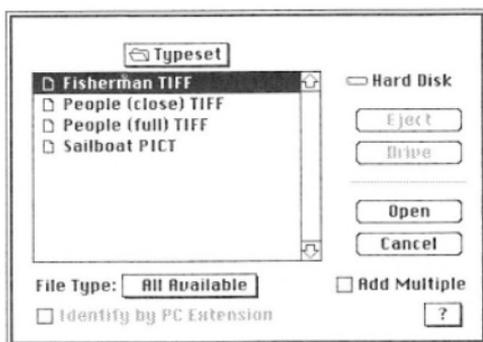
Picture files may be image or draw type files. See page 69 for a list of compatible file types.

You may find it easier to work with large frames by using one of the reduced view commands in the View menu.

- 1 Click the arrow tool  then either:
 - Draw a frame (see page 40), or
 - Click an existing frame.

Handles appear along the inside edges of the frame to indicate the frame is selected.

- 2 Choose Add Picture from the File menu.
The Add Picture dialog box appears.



- 3 Select the following:
 - File Type: to display all files of a particular type, select the drawing file type used to create the file (refer to the list on page 69.)
 - Identify by PC Extension: to display files with their PC extensions. Use this for drawing files that have been created on an IBM PC or compatible.
 - Add Multiple: To add more than one file to the Files list.
- 4 If necessary, change the folder and/or drive to locate the file or folder you want.

- 5 If necessary, open the folder that contains the file.
- 6 Select the file you want to load. Use the scroll bars, if necessary, to display the name of the file you want.

- 7 Click Open.

Messages appear indicating the picture file is being loaded and hyphenated.

If you selected a base page or frame, the picture file is loaded into the base page or frame. If you did not select a frame, the filename is added to the Files list and is available for adding to a frame.

- 8 If the Add Picture dialog box is displayed, click Done to return to the working area when you've finished adding files.

The files you select appear in the Files list.

- 9 To add a picture file from the Files list to a frame, click the arrow tool, and the frame that will contain the picture, then select the file name from the Files list.

- 10 Optional:

- Choose Size & Position from the Frame menu to size and position the frame (see the next section).
- Choose Scaling & Cropping from the Frame menu to adjust the picture within the frame (see page 48).
- Choose Margins & Columns from the Frame menu to adjust the frame margin. This provides a blank *buffer space* between the picture image and the frame edge.

Size and Position

- 1 Click the arrow tool



- 2 Click a frame.

Handles appear along the inside edges of the frame to indicate the frame is selected.

- 3** Choose Size & Position from the Frame menu.
The Size & Position dialog box appears.
- 4** Optional — Change the placement of the frame by adjusting the current Left and Top values of the frame.
These numbers refer to the distance of the top left corner of the frame from the top left corner of the physical page.
- 5** Optional — Change the frame size by modifying the current Frame Width and Frame Height values.
- 6** Optional — Increase the white space around the outside of the frame by modifying the current Horiz. Padding and Vert. Padding settings. (To add white space to the inside of the frame, use the Margins & Columns command.)

Scaling and Cropping

- 1** Click the arrow tool 
- 2** Click a frame.
Handles appear along the inside edges of the frame to indicate the frame is selected.
- 3** Choose Scaling & Cropping from the Frame menu, or double-click on the picture.
The Scaling & Cropping dialog box appears.
- 4** Optional — Scale the picture inside the frame by selecting one of the following Picture Scaling options:

- **Fit in Frame:** adjust the picture automatically to fit the size of the frame.
- **By Scale Factors:** adjust the picture size precisely, independent of the size of the frame.

Note: For information on cropping pictures that are scaled by factors, see the *User's Guide*.)

- 5 **Optional** — Select one of the following Aspect Ratio options:
 - **Maintained:** maintains the picture's original height-to-width aspect ratio as the frame is made larger or smaller. If you select **By Scale Factors**, the Height will be calculated automatically from the Width you enter. If you select **Fit in Frame**, the Height and Width are calculated automatically.
 - **Distorted:** stretches the picture to fill the entire frame (minus the frame margins) or to use the scale values you entered. If you select **By Scale Factors**, type the exact Pict. Width and Pict. Height you want for the picture. If you select **Fit in Frame**, the picture assumes the height and width settings for the frame and fills the frame.

- 6 Click OK.

Graphic tools



Arrow — select any frame or graphic object created in Ventura Publisher.



Box text — lets you draw a box and then put text in it. (Use the text tool to type the text.) This is useful for labeling pictures or creating other callouts. You can specify line thickness around the box and background (the default is none) using the **Line and Fill Attributes** commands in the **Graphics** menu. The text is automatically assigned a tag called `Z_Boxtext`, but you can assign box text any tag in the **Tags** list.



Rectangle — draw and stretch any size box (rectangle or square). Use the **Fill Attributes** command in the **Graphics** menu to select a

shade pattern and fill color. Use the Line Attributes command to modify the line thickness around the rectangle.



Rounded rectangle — draw and stretch any size box (rectangle or square) with rounded corners. Use the Fill Attributes command in the Graphics menu to select a shade pattern and fill color. Use the Line Attributes command to modify the line thickness around the rectangle.



Oval — draw and stretch any size circle or ellipse. Use the Fill Attributes command in the Graphics menu to select a shade pattern and fill color. Use the Line Attributes command to modify the line thickness around the oval.



Line — draw and stretch lines horizontally, vertically, or diagonally. Use the Line Attributes command in the Graphics menu to set line thickness and add arrows to the line ends.

Drawing graphics

Graphic tools are used to draw lines, rectangles, circles, and box text on any page in your document. When you draw a graphic, the graphic is “tied” to the frame that is currently selected. You can draw either inside or outside the selected frame boundaries.

To ensure that a graphic is always tied to the text or image it references, place the text or image in a frame. Then click that frame before you draw the graphics. Thereafter, if the frame is cut, copied, or moved, the graphic tied to the frame will also be cut, copied, or moved.

To draw a graphic:

1 Click the frame to which the graphic will be “tied.”

2 Click the Graphic tool  you want.

- 3** Position the pointer in the working area and hold down the mouse button as you drag the pointer to draw/stretch the graphic.

If you hold down the Shift key while you draw, the object's proportions are constrained. For example, a line will be horizontal, vertical, or at a 45 degree angle; a rectangle will always be square; a circle will be round, not elliptical, etc.

- 4** Optional — Use the commands in the Graphic menu to change the line and fill attributes of your graphic.

Preference settings

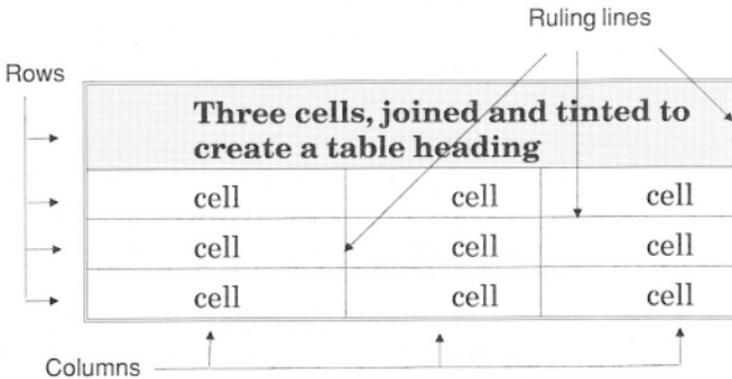
Customizing preference settings

Use Set Preferences in the Edit menu to control system settings. Your selections become are applied immediately and become the default settings the next time you start Ventura Publisher.

- 1 Choose Set Preferences from the Edit menu.
The Set Preferences dialog box appears with the current settings.
- 2 Select the options you prefer. The following list briefly describes the Set Preferences options:
 - Text to Greek: controls the point size below which text is “greeked” (shown by a gray band rather than by the actual characters). Greeking reduces the time needed to redraw the screen.
 - On-Screen Kerning: turns screen kerning on or off.
 - Auto-Adjust Line Spacing: controls inter-line spacing when you change font sizes.
 - Convert “ and - - : convert “ to the real quotes and - - to the EM dash (—) for word processing text files that are loaded in Ventura Publisher.
 - Keep Backup Files: controls whether or not to create backup files for the chapter file, style sheet, and all associated text files.
 - Decimal Tab Char: lets you change the ASCII tab-align character for decimal numbers.
- 3 When you are finished, click OK.

Tables

The table feature lets you easily create and modify virtually any type of table. The following illustration shows the parts of a table.



Note: You can place tables in either the base page or a frame you draw. If you draw a frame for a table, click the text tool, and click inside the frame. Then follow the steps below.

Creating tables

- 1 Click the table tool .
The pointer changes to a plus sign (+).
- 2 Click the pointer in the paragraph that the table will precede.
A horizontal line appears where the table will be inserted.
- 3 Choose Insert New Table from the Tables menu.
The Insert Table dialog box appears.

- 4** Select the options you want for the table. The following list describes the available options:
- **Rows/Columns:** Type the number of rows and columns you want in your table.
 - **# of Header Rows:** Available only if **Allow Break Across Pages** is ON. Type a number to specify the number of rows that contain header information. The header information will then automatically be duplicated at the top of the table on any additional pages.
 - **Allow Break Across Pages:** Select to let part of the table break to the next page or column if it becomes too large to fit entirely on the current page. Do not select if you wish the entire table to move to the next page, as size necessitates.
 - **Box Around, Horizontal Grid, and Vertical Grid:** Turn the outside box line, horizontal lines, and vertical lines off or on. You can change the line attributes for each by typing a new tag name.
 - **Overall Width:** Controls the width of the entire table. If you select **Column Width**, the table will fit into the current column width. If you select **Custom**, type the custom width and select the **Alignment**. The total width of the table can be up to the width of the style sheet column. You can use the ruler icon to change measurement units.
 - **Alignment:** Available only if **Width** is set to **Custom**. The available settings are **Left**, **Center**, **Right**, and **Indent**. If you select **Indent**, type the amount to indent the table, relative to the current column.
 - **Space Above/Below:** Adjusts spacing above and below your table. You can use the ruler icon to change measurement units.
 - **Between Rows/Between Columns:** Adjusts spacing between the cells to provide space between text in adjacent cells. You can use the ruler icon to change measurement units.
 - **Vertical Justification:** Adjusts the amount of space at top (above) and at bottom (below) of table that can be used for vertical justification in documents that are vertically justified. (See the *User's Guide* for more information.) You can use the ruler icon to change measurement units.

- 5 When you have finished selecting options, click OK.
The table appears on the screen.
- 6 To enter text, click the text tool, click in a cell, and type text. As you type, the cell will be enlarged vertically (if necessary) to accommodate all the text. Only one paragraph is allowed in a cell; to move the text down one line, hold down the Command key and press Return. You can use the cursor keys to move the cursor within a cell and to adjacent cells. You can also cut, copy, and paste text in cells.
- 7 Use the tags tool to tag text within the table or to change existing tags.
- 8 Optional:
 - If you need to change the width of columns, see *Setting column widths* on page 57.
 - To create a heading cell that extends across several columns or down several rows, see *Joining and Splitting cells* on page 59.

Editing tables

After creating a table, you can edit it by clicking the table tool and the table, then use the commands in the Table and Edit menus. When changing the width of a table's column, you can use either the Table menu or the mouse plus the Option key.

Editing tables using the Edit menu

With the table tool and table selected, the Edit menu contains commands that let you:

- Cut (remove) or copy rows, columns, or tables
- Paste rows, columns, or tables

Cutting/copying rows, columns, or tables

- 1 With the table tool selected, position the pointer in the upper left corner of the columns, rows, or table

you want to cut or copy. Then hold down the mouse button and drag the pointer to the bottom right corner of the columns, rows, or table.

An outline surrounds the selected columns, rows, or table.

- 2** Choose either Cut Row/Column or Copy Row/Column from the Edit menu.

A message appears asking if you want to cut or copy a row or column from the current location in the table.

- 3** Click either Row(s) or Column(s), or Cancel, depending on what you want to do.

The selected row(s), column(s), or table is cut or copied to the Clipboard (or the command is cancelled).

Pasting rows, columns, or tables

After you have cut or copied one or more rows or columns, you can paste the copies into another location in the same table or a different table. You can also paste entire tables in the same or different document.

- 1** With the table tool selected, point to the location in the table where you want to insert the rows or columns, or the location in the text to insert the copied table, then click.

A vertical bar marks the location

- 2** Choose Paste Row/Column from the Edit menu.

If you are pasting rows or columns, a dialog box appears. If you are pasting a table, the table appears at the selected location.

- 3** To finish pasting rows or columns, click Paste in the dialog box.

The rows or columns are pasted at the location you selected.

Editing table settings

To edit the table settings you selected when you created the table, use the following steps.

Note: You cannot directly change the number of rows or columns in the Edit Table dialog box. To add rows or columns to the table, use the Row and Column commands described in the next section.

- 1** With the table tool selected, click anywhere on the table you want to edit.

The table is highlighted where you clicked.

- 2** Choose Edit Table from the Table menu.

The Edit Table dialog box appears showing the current table settings.

- 3** Change the settings as needed and click OK.

The table is redrawn using the new table settings.

Editing tables using the Table menu

The Tables menu commands let you edit tables in your chapter. These commands let you:

- Set column widths
- Set background tint for a cell
- Insert rows and columns
- Join and split cells
- Set rule thickness

Setting column widths

The two ways to set column widths are: use the pointer or use Column Widths in the Tables menu.

To set the column width using the pointer:

- 1** With the table tool selected, point to the right border of the column you want to change.

- 2 Hold down the Option key and the mouse button, and drag the outline of the border to the desired width. Then release the mouse button.

To set column width using the Column Widths command:

- 1 With the table tool selected, point to any location in the column, and click the mouse button.
The location is highlighted.
- 2 Choose Column Widths from the Tables menu.
The Table Column Widths dialog box appears.
- 3 For Column Number, click one of the arrows on either side of the number box until the box displays the number of the column you want to change.
- 4 For Width Setting, select one of these options:
 - Variable: sets the column width as a percentage of the total space occupied by all the columns. (Refer to the *User's Guide* for more information.)
 - Fixed: sets a fixed column width in the active units of measure which can be changed using the measurement ruler icon.

Note: You can use a combination of fixed and variable width columns in one table.

- 5 Type a value in either Variable Width or Fixed Width (depending on the option you selected).
- 6 Repeat steps 3-5 to set other column widths.
- 7 Click OK.

Setting the background tint for a cell

- 1 With the table tool selected, select the cell(s) you want to tint by holding down the mouse button and dragging the pointer from the top left corner of the cell(s) to the bottom right corner of the cell(s).

An outline surrounds the cell(s).

- 2 Choose Cell Background from the Tables menu.
The Cell Background dialog box appears.
- 3 Select a color and pattern.
- 4 Click OK.
The tint is applied to the selected cell(s).

Inserting rows and columns

- 1 With the table tool selected, point to where you want to insert the row or column in the table, and click.
The location is highlighted.
- 2 From the Tables menu, choose Insert Row or Insert Column.
- 3 Click Insert to insert the row or column.
The row or column is inserted.

Joining and splitting cells

To join several cells into one cell or to split a previously joined cell into its original component cells, follow these steps:

- 1 With the table tool selected, select the cells to be joined or split by holding down the mouse button and dragging the pointer from the top left corner of the first cell to the bottom right corner of the last cell.
An outline surrounds the cell group.
- 2 From the Tables menu, choose Join Cells (to connect several cells) or Split Cells (to divide a joined cell).
The cell group is joined or split, depending on the command you chose.

Setting ruling thickness

You can change the thickness of any ruling line between cells with the rule commands in the Tables menu. You can also change the ruling line around the table with the Edit Table command in the Tables menu.

- 1 With the table tool selected, select the ruling line(s) you want to change by clicking on a line or holding down the mouse button as you drag the cursor over several cells.

The line(s) is highlighted.

- 2 Select one of the rules commands in the Tables menu:
 - Normal Rules: restore the default line thickness specified in the Insert Table dialog box.
 - Hidden Rules: use hidden ruling lines.
 - Single Rules: use single ruling lines.
 - Double Rules: use double ruling lines.
 - Thick Rules: use thick ruling lines.
 - Custom Rules: use one of the two generated tags:
 - Z_SINGLE: use single ruling lines
 - Z_DOUBLE: use double ruling lines.

The selected attribute is applied to the ruling line(s).

Cross references

The cross reference command lets you reference text, pictures, tables, etc. that appear elsewhere in the document. A cross reference is any reference to a page, chapter, figure, table, caption, variable text, or section number. The cross reference command can be used to automatically create and update these references. This frees you from manually updating page numbers, etc., when pictures and text move during editing.

Cross referencing is a three step process: 1) Mark the locations you want to reference; 2) Insert cross reference entries in the text where you want the references to appear; 3) Generate the cross references using the Renumber option in the Manage Publication dialog box.

Marking reference locations

You refer to a location that you want to reference in a document by assigning a name to it. The location can be either a place in the text or a frame. The procedure for marking each type of location is described below.

Marking a place in the text

- 1 Click the text tool 
- 2 Click in the text where you want the reference (usually after a word, sentence, or paragraph).
- 3 Choose Insert Special Item from the Text menu.
A sub-menu appears.
- 4 Select Marker Name.
The Insert Marker Name dialog box appears.
- 5 Next to Marker Name, type a name for the location.

- 6 Click OK.

If Show Tabs & Returns is ON, a degree symbol (°) appears at the text insertion point to indicate the presence of a marker, and Marker Name appears in the information box.

Marking a frame

Rather than inserting a marker in the frame, give it a frame anchor name by using the Anchors & Captions command.

- 1 Click the arrow tool 
- 2 Click the frame you want to reference.
- 3 Choose Anchors & Captions from the Frame menu.
The Anchors & Captions dialog box appears.
- 4 Next to Anchor, type a name for the frame.
- 5 Click OK.

Inserting cross reference entries

After you have marked the location you want to reference, insert a cross reference entry where you want the reference to appear. The reference can refer to a page, chapter, figure, table, or section number, or to caption text or variable text. (See the *User's Guide* for more information on the types of cross references.)

To insert a cross reference entry:

- 1 Click the text tool 
- 2 Click the pointer in the text where you want the reference to appear (usually after a phrase, such as “refer to page”). Be sure to include blank spaces, as needed.

- 3** Choose Insert Special Item from the Text menu.
A sub-menu appears.
- 4** Select Cross Reference.
The Insert Reference dialog box appears.
- 5** Next to At The Name, type the name of the marker or frame you want to reference.
- 6** Select one of the options from the Refer To pop-up menu, depending on the type of reference you want.
 - Page #: page number of referenced item.
 - Chapter#: chapter number of referenced item.
 - Figure#: figure number of referenced item
 - Table#: table number of referenced item.
 - Section*: section number of referenced item.
 - Caption*: generated caption text (set in the Anchors & Captions dialog box) for the referenced frame.
 - Variable*: variable text defined for the referenced variable. (See the *User's Guide* for more information about variable text references.)
- 7** Optional — If you selected a # option in step 6, you can select a number format from the Format pop-up menu. (The Default format uses the currently defined number format for each type of counter.)
- 8** Click OK.
A degree symbol (°) appears at the text insertion point to indicate the presence of a cross reference.

Note: The reference number or text will not appear until you use the Renummer option in the Manage Publication dialog box. (See the next section for more information on using this option.)

Generating cross references

The chapter(s) you're cross referencing must be in a publication before you can generate the cross references that appear in the text. (To create a publication, see page 16.)

To generate cross references:

- 1** Choose Manage Publication from the File menu.
The Manage Publication dialog box appears. If a message appears asking you to save your changes, click Yes to save the current chapter or No to discard your changes. (If you are cross-referencing the current chapter, be sure to click Yes.)
- 2** If the publication you want to cross reference is not open, follow the steps below.
 - Click Open to display the Open Publication dialog box, then select the publication you want to open.
 - Click Open.
The Manage Publication dialog box appears with the chapters in the publication.
- 3** Click Renumber.
A message appears asking if you want to renumber chapters, pages, tables, and figures across the entire publication or cancel the operation.
- 4** Click Renumber.
As Ventura Publisher rennumbers the publication, it generates cross references for each cross reference entry in text.
- 5** To exit the Manage Publication dialog box, click Done.

Reference

Pointer shapes

-  Tags pointer
-  Text pointer
-  Graphic or frame pointer
-  Table pointer
-  Text cursor
-  Frame drawing pointer
-  Re-size frame or graphic
-  Move frame or graphic
-  Box text drawing pointer
-  Line drawing pointer
-  Oval drawing pointer
-  Rectangle drawing pointer
-  Rounded rectangle drawing pointer

Text editing symbols

Symbols you may see on the screen while using the text tool are shown below. If Show Tabs & Returns is not selected in the View menu, you will not see any of these symbols.

Symbol	Function	Keyboard
¶	End of paragraph	Return
■	Non-breaking space	Cmd + Spacebar
»	Tab	Tab
↵	Line break	Shift + Return
°	Degree symbol	Index entry, marker, cross reference, anchor for foot- note or frame
§	End of file marker	

Keyboard shortcuts

You can use keyboard shortcuts for many of Ventura Publisher's commands. The Cmd key referenced below (and in the menus) means "hold down the Command key" while pressing the following key shown. The Command key is the key with the propeller-shaped symbol (apple key).

Function	Key	Function	Key
Add new tag	Cmd + L	Insert table	Cmd + U
Anchors & captions dbl click on caption frame		Interactive kerning	Option + ← or →
Arrow tool	Cmd + Option + U	Interactive size change	Option + ↑ or ↓
Assign function keys	Cmd + K	Line attributes	dbl click on line
Add text	Cmd + E	Line break	Shift + Return
Add picture	Cmd + R	Manage tag list	Cmd + K
Bring graphic to front	Cmd + F	Move picture within frame	Option + mouse
Cancel (out of dialog)	Esc or Cmd + .	Move within dialog box	Tab
Clear	Delete or Backspace	Multiple select	Shift + click
Close chapter	Cmd + W	New chapter	Cmd + N
Constrain graphic	Shift + mouse	Non-break space	Cmd + spacebar
Copy	Cmd + C or F3	Normal view (100%)	Cmd + 4
Copyright ©	Option + G	OK (out of dialog)	Return
Cut	Cmd + X or F2	Open chapter	Cmd + O
Delete ← of the cursor	Delete or Backspace or Cmd + [Paste	Cmd + V or F4
Delete → of the cursor	Del	Print	Cmd + P
Discretionary hyphen	Cmd + hyphen	Quit Ventura	Cmd + Q
Edit special item	Cmd + H	Redo	Cmd + Z
Eject disk (Drive 1)	Cmd + Shift + 1	Redraw screen	Esc
(Drive 2)	Cmd + Shift + 2	Reduced view (fit to window)	Cmd + 2
EM space	Cmd + Shift + M	Reduced View (50%)	Cmd + 3
EN space	Cmd + Shift + N	Registered trademark ®	Option + R
Enlarged view (150%)	Cmd + 5	Remove Tag	Cmd + K
Enlarged view (200%)	Cmd + 6	Rename Tag	Cmd + K
Facing pages view	Cmd + 1	Repeat last dialog	Cmd + D
Figure space	Cmd + Shift + F	Save	Cmd + S
Fill attributes dbl click on graphic		Scaling & Cropping	double click on picture
Go to page	Cmd + G	Screen capture	Cmd + Shift + 3
Go to first page	Home key or click << on screen	Select VP graphics	Cmd + A
Go to last page	End key or click >> on screen	Send graphic to back	Cmd + B
Go to next page	Page Down or click > on screen	Show Generated Tags	Cmd + K
Go to previous page	Page Up or click < on screen	Stop printing	Cmd + .
Insert cross refer.	Cmd + Y	Table tool	Cmd + Option + P
Insert index entry	Cmd + J	Tag tool	Cmd + Option + I
Insert page after	Cmd + I	Text tool	Cmd + Option + O
		Thin space	Cmd + Shift + T
		Trademark™	Option + 2
		Undo	Cmd + Z

Text attributes and inserted codes

You can use the following codes in your word processor text file to apply text attributes, such as style and color, and to include other inserted text, such as frame anchors and index references. All text attributes are active until the end of a paragraph or when new attribute codes are encountered.

Function	Code	Function	Code
Text attributes		Other inserted text	
Style:			
Bold weight type		Box (filled)	<\$B1>
Double Underline	<=>	Box (hollow)	<\$B0>
Italics	<I>	Cross-reference current chapter number	<\$R[C#]>
Medium weight type	<M>	Cross-reference current page number	<\$R[P#]>
Overscore	<O>	Delete NULL paragraphs	@PARAFILTR ON =
Resume normal	<D>	Discretionary hyphen	<->
Strike-through	<X>	Em space	<_>
Small	<S>	En space	<~>
Subscript	<v>	Figure space	<+>
Superscript	<^>	Footnote	<\$Ftext>
Underline	<U>	Fraction	<\$E numerator/ denominator>
Color:		Fraction	<\$E numerator over denominator>
Black	<C1>	Frame anchor above	<\$&anchor name[^]>
Blue	<C4>	Frame anchor automatically at anchor	<\$&anchor name[-]>
Cyan	<C5>	Frame anchor below	<\$&anchor name[v]>
Green	<C3>	Frame anchor fixed on page	<\$&anchor name>
Magenta	<C7>	Hidden text	<\$!text>
Red	<C2>	Index	<\$IPrimary [Primary sort key]; Secondary [Secondary sort key]>
Reset to tag color	<C255>	Line break	<R>
White	<C0>	Non-breaking space	<N>
Yellow	<C6>	Thin space	<I>
Other attributes:			
Change base line jump	<Jnnn>		
Change point size	<Pnnn>		
Change typeface	<Fnnn>		
Kerning/tracking	<%nnn>		
Reset base line jump to normal	<J0>		
Reset kerning to normal	<%0>		
Reset point size to normal	<P255>		
Reset typeface to normal	<F255>		

Filename conventions

The following list contains the file types and their extensions that can be imported from an IBM PC or compatible to Ventura Publisher on the Macintosh. Also included are the Macintosh file types that Ventura Publisher on the Macintosh will import.

Program	Ext	Program	Ext
ASCII	.TXT	Microsoft® Word	
AutoCAD™	.SLD	(3.0 & 4.0)	.DOC
Captions	.CAP	Microsoft® Works (2.0 Mac)	
CGM	.CGM	Microsoft Works® (2.0)	.DOC
Chapter files	.CHP	Multimate™	.DOC
Chapter information files	.CIF	OfficeWriter	
DCA	.RFT	PC Paintbrush™	.PCX
Fonts	.FNT	PostScript™ Encapsulated	.EPS
GEM Line Art™	.GEM	Print files	.C00
GEM Image™	.IMG	Printer information files	.CNF
Generated text	.GEN	Publication files	.PUB
Graphics	.VGR	Style sheet files	.STY
HPGL®	.HPG	TIFF files	.TIF
Hyphenation algorithms	.HY1	Video Show™	.PIC
Hyphenation dictionaries	.DIC	Windows	.WMF
Lotus 1-2-3™	.PIC	Wordperfect (1.0 Mac)	
Macintosh PICT		Wordperfect™ (4.2 & 5.0)	.WP
MacPaint		WordStar®	.WS
MacWrite or MacWrite II		WordStar® UK	.TXT
Microsoft® Word (3.0 Mac & 4.0 Mac)		Width tables	.WID
		WriteNow	
		Xywrite™ III	.TXT

Character sets

Ventura Publisher includes two character sets shown in the tables starting on page 74 and described below:

- An international character set which includes characters for many languages, including English, Spanish, French, and Italian
- A symbol character set which includes mathematics and greek characters which can be used for simple formulas and equations.

For users of the Apple Laserwriter and other PostScript printers, dingbat characters are also shown in the table. Dingbats do not display on the screen and will not print unless you purchase matching screen fonts from Adobe Systems and load them onto your Macintosh. The international character set appears instead.

Using Key Caps desk accessory

The Macintosh provides a useful desk accessory (DA) for locating special characters and their keyboard equivalents. The Key Caps DA (accessed through the Apple menu) provides a keyboard template of the currently selected font. Key Caps displays a representation of the keyboard which changes as you press the Option, Shift, Option + Shift, and Caps Lock keys.

When you open Key Caps, the desk accessory displays an additional menu labeled Key Caps on the menu bar. This menu lists all currently installed fonts; simply select the desired font to view its keyboard template.

With any font you select, you can use the Option, Shift, Option + Shift, and Caps Lock keys to see the characters each key or key combination produces. To insert a special character into your text:

- 1 Choose Key Caps from the Apple menu.
- 2 Determine which special character you need (if necessary, look on the table to see what kind of

character set, i.e., international, symbol, or dingbat).

- 3** Choose the appropriate font from the Key Caps menu. Use Chicago, Times, or Helvetica for international, Symbol for symbol character, and Zapf Dingbat for dingbat character.
- 4** If the character you need is not displayed on the keyboard template, press and hold the Option, Shift, Option+Shift, or Caps Lock keys to display additional characters.
- 5** Press the key that corresponds to the special character on the keyboard template.
For Example: To produce the trademark symbol (™), press and hold the Option key, and type 2.
- 6** Now that you have determined what key or key combinations you need to produce that special character, quit the Key Caps Desk Accessory.
- 7** Open your word processing or Ventura Publisher file.
- 8** Place your cursor where you want to insert the special character.
- 9** Choose the same font as you chose in the Key Caps menu.
- 10** Type the same key or key combinations as you did in Key Caps (i.e., Option 2 for trademark symbol (™)).
The selected special character appears on the screen.

Typing accented characters

Using the Option key with certain other keys lets you enter international language characters. Be sure you are using a font that produces international characters (i.e., Chicago, Times, Helvetica).

- 1 Determine what accent or diacritical mark you want.

Here are some commonly used diacritical marks and the Option-key combinations that produce them:

- For a grave accent, as in *lèvre*, type Option-‘, then type the character you want to accent
- For an acute accent, as in *école*, type Option-e, then type the character
- For a circumflex, as in *maître*, type Option-i, then type the character
- For an umlaut, as in *Böblingen*, type Option-u, then type the character
- For a tilde, as in *mañana*, type Option-n, then type the character
- For a c with a cedilla, as in *façade*, type Option-c

- 2 Press and hold down the Option key, then type the accent or diacritical mark you want.

*The Option-key combination (for example, Option-u) produces nothing until you type a character as well. (An exception to this is the c with a cedilla, as in *soupçon*. In this case, typing Option-c gives you the special character directly.)*

- 3 If necessary, type the character that you want to accent.

For example, if you hold down the Option key and press the grave key, then release those keys and type a, you will get à—as in à la carte.

If for some reason a character can't be accented by the mark you've chosen, you get the mark, followed by the character. Typing the Option-key combination followed by a space gives you the diacritical mark alone.

Using decimal equivalents

If there is a special character that you want and it is not available through Key Caps, you can type it's decimal equivalent directly in your word processing file. The tables on the following pages show these decimal equivalents. To insert a decimal equivalent into your text:

- 1** Determine which special character you want.
- 2** Open your word processing file.
- 3** Place your cursor where you want to insert the special character.
- 4** Choose the appropriate font from the menu. Use Chicago, Times or Helvetica for international, Symbol for symbol character, and Zapf Dingbat for dingbat character.
- 5** Type the decimal code from the tables inside brackets, e.g. <185> for §.

You will not see the special character on the screen until you open the file in Ventura Publisher.

Decimal	Int'l	Symbol	Dingbat
32			
33	!	!	
34	"	⌋	
35	#	#	
36	\$	≡	
37	%	%	
38	&	&	
39	'	ᶞ	
40	((
41))	
42	*	*	
43	+	+	
44	,	,	
45	-	-	
46	.	.	
47	/	/	
48	0	0	
49	1	1	
50	2	2	
51	3	3	
52	4	4	
53	5	5	
54	6	6	
55	7	7	
56	8	8	
57	9	9	
58	:	:	

Decimal	Int'l	Symbol	Dingbat
59	;	;	+
60	<	<	+
61	=	=	†
62	>	>	†
63	?	?	†
64	@	≡	⊕
65	A	A	☆
66	B	B	+
67	C	X	+
68	D	Δ	+
69	E	E	+
70	F	Φ	◆
71	G	Γ	◇
72	H	H	★
73	I	I	☆
74	J	∅	⊗
75	K	K	☆
76	L	Λ	☆
77	M	M	★
78	N	N	☆
79	O	O	☆
80	P	Π	☆
81	Q	Θ	*
82	R	P	*
83	S	Σ	*
84	T	T	*
85	U	Y	*

Decimal	Int'l	Symbol	Dingbat
86	V	ς	*
87	W	Ω	*
88	X	Ξ	*
89	Y	Ψ	*
90	Z	Z	*
91	[[*
92	\	∴	*
93]]	*
94	^	⊥	✿
95	-	-	✿
96	'	-	✿
97	a	α	✿
98	b	β	✿
99	c	χ	*
100	d	δ	*
101	e	ε	*
102	f	φ	✿
103	g	γ	*
104	h	η	*
105	i	ι	*
106	j	φ	*
107	k	κ	*
108	l	λ	●
109	m	μ	○
110	n	ν	■

Decimal	Int'l	Symbol	Dingbat
111	o	o	◻
112	p	π	◻
113	q	θ	◻
114	r	ρ	◻
115	s	σ	▲
116	t	τ	▼
117	u	υ	◆
118	v	ϖ	❖
119	w	ω	◐
120	x	ξ	
121	y	ψ	
122	z	ζ	■
123	{	{	‘
124			’
125	}	}	“
126	~	~	”
127			
128	Ç		
129	ü	Υ	♣
130	é	’	♣
131	â	≤	♣
132	ä	/	♥
133	à	∞	♣
134	â	f	♣
135	ç	♣	♣

Decimal	Int'l	Symbol	Dingbat
136	ê	♦	♣
137	ë	♥	♦
138	è	♠	♥
139	ï	↔	♠
140	î	←	①
141	ì	↑	②
142	Ä	→	③
143	Å	↓	④
144	É	°	⑤
145	æ	±	⑥
146	Æ	”	⑦
147	ô	≥	⑧
148	ö	×	⑨
149	ò	∞	⑩
150	û	∂	①
151	ù	•	②
152	ÿ	÷	③
153	Ö	≠	④
154	Ü	≡	⑤
155	ç	≈	⑥
156	£	...	⑦
157	¥		⑧
158	α	—	⑨
159	f	⌋	⑩
160	á	ℵ	①
161	í	℔	②
162	ó	℞	③

Decimal	Int'l	Symbol	Dingbat
163	ú	∅	④
164	ñ	⊗	⑤
165	Ñ	⊕	⑥
166	ª	∅	⑦
167	º	∩	⑧
168	¿	∪	⑨
169	“	⊃	⑩
170	”	⊇	❶
171		♀	❷
172		⊂	❸
173	¡	⊆	❹
174	«	∈	❺
175	»	∉	❻
176	ã	∠	❼
177	õ	∇	❽
178	Ø	®	❾
179	ø	©	❿
180		™	➔
181		Π	➔
182	À	√	↔
183	Ã	·	↕
184	Õ	¬	↘
185	§	^	➔
186		∨	↗
187		↔	➔
188	¶	←	➔
189	©	↑	➔

Decimal	Int'l	Symbol	Dingbat
190	®	⇒	→
191	™	⇓	➔
192	„	◇	➡
193	...	⟨	➡
194		®	➤
195	•	©	➤
196	—	™	➤
197	—	Σ	➡
198	°	∫	➡
199	Á		➡
200	Â		➡
201	È		↔
202	Ê		↔
203	Ë		↔
204	Ì		↔
205	Í		↔
206	Î		↔
207	Ï		↔
208	Ò		
209	Ó	⟩	↔
210	Ô	∫	↪
211		∫	➡
212			➡
213	Ù	J	➡
214	Ú		➡
215	Û		➡
216	ÿ	J	➡

Decimal	Int'l	Symbol	Dingbat
217	ß	⌋	↩
218	Ž		➔
219	ž	⌋	↔
220	/	⌋	➔
221		}	➔
222		⌋	⇒

Locating Features

A number of Ventura Publisher's features can be applied to a paragraph tag, to a frame, or to the entire chapter. Therefore, you will notice below that more than one menu is listed for some of the features (e.g., widows). Settings made in the Chapter menu (including default settings) are applied to the entire chapter. If you select different settings in the Frame or Paragraph menus, the settings will override Chapter settings for the particular frame or tag. So before making a selection, you should first decide to what extent you wish to apply a formatting change.

FEATURE	MENU, <i>Menu Command</i>
Abandoning changes since last save	FILE, <i>Revert to Saved</i>
Alignment	
Decimal	TAGS, <i>Alignment</i>
Of text	TAGS, <i>Alignment</i>
Of tabs	TAGS, <i>Tabs</i>
Anchor (frame)	
Command to re-anchor	CHAPTER, <i>Re-Anchor Frames</i>
Defining text location	TEXT, <i>Insert Special Item (Frame Anchor)</i>
Defining the frame	FRAME, <i>Anchors & Captions</i>
Arrows	Toolbox, <i>Line tool</i> GRAPHICS, <i>Line Attributes</i>
Auto-Leaders	TAGS, <i>Tabs</i>
Big first character	TAGS, <i>Special Effects</i>
Block text	
Cut Text	EDIT, <i>Cut Text</i>
Copy Text	EDIT, <i>Copy Text</i>
Paste Text	EDIT, <i>Paste Text</i>
Bold	
Entire tag	TAGS, <i>Type Specs</i>
Individual characters/words	TEXT, <i>Type Specs</i>
Box character	TEXT, <i>Insert Special Item (Hollow or Filled Box)</i>
Boxing	
Frame	FRAME, <i>Frame Rules</i>
Text	TAGS, <i>Ruling Lines</i> Toolbox, <i>Box Text tool</i> Toolbox, <i>Rectangle tool (Use Alt key to constrain)</i>
Drawing boxes	
Breaks	TAGS, <i>Breaks</i>
Bullets	TAGS, <i>Special Effects</i>
Captions (figure/table)	
Creating	FRAME, <i>Anchors & Captions</i>
Numbering across chapters	FILE, <i>Manage Publication (Renummer)</i>
Placement	FRAME, <i>Anchors & Captions</i>

- Spell Checking
 Turning On/Off for frame
 Updating number
- Centering text**
- Change bars**
- Chapters**
 Adding to publication
 Checking the spelling
 Copying
 Creating new
 Closing
 Loading a picture file
 Loading a text file
 Opening existing
 Printing
 Removing from publication
 Saving
 Using another width table
- Characters**
 Big First
 Box
 Bullet
 Converting “ and —
 Decimal tab
- Circles**
- Color**
 Creating and enabling
 Frame background
 Graphics
 Printing color overlays
 Ruling lines
 Text
- Column**
 Balance (On/Off)
 Breaks
 Guides
 Number of and widths
 Snap
 Inter-column rules
- Copying**
 Chapter/publication files
 Frames/text/graphics
 Text files
- Crop marks**
 Set On or Off
- Cropping pictures**
- EDIT, *Check Spelling*
 (Choose Files, Check Captions)
 FRAME, *Anchors & Captions*
 CHAPTER, *Update Numbering*
 TAGS, *Alignment*
 TAGS, *Ruling Lines*
 (Width-Custom, See User's Guide)
 FILE, *Manage Publication*
 EDIT, *Check Spelling*
 (Entire Chapter)
 FILE, *Manage Publication*
 FILE, *New Chapter*
 FILE, *Close*
 FILE, *Add Text*
 FILE, *Add Picture*
 FILE, *Open Chapter*
 FILE, *Print*
 FILE, *Manage Publication*
 FILE, *Save*
 FILE, *Manage Width Table*
 (Switch Width Table)
 TAGS, *Special Effects*
 TEXT, *Insert Special Item*
 (Hollow or Filled Box)
 TAGS, *Special Effects*
 EDIT, *Set Preferences*
 (Convert “ and —)
 EDIT, *Set Preferences*
 Toolbox, *Circle tool*
 use Alt key to constrain
 CHAPTER, *Define Colors*
 FRAME, *Frame Background*
 GRAPHICS, *Line Attributes,*
or Fill Attributes
 FILE, *Print*
 FRAME, *Frame Rules*
 TAGS, *Ruling Lines*
 (Above, Below, Box Around)
 TAGS, *Type Specs*
 TEXT, *Type Specs*
 CHAPTER, *Chapter Typography*
 FRAME, *Frame Typography*
 TAGS, *Breaks*
 VIEW, *Show Column Guides*
 FRAME, *Margins & Columns*
 FRAME, *Column Snap*
 FRAME, *Vertical Rules*
 FILE, *Manage Publication*
 EDIT, *Copy and paste*
 FILE, *Manage Files*
 FILE, *Print*
 FRAME, *Scaling and Cropping*

Cross reference

- Define variable TEXT, *Insert Special Item (Variable Def)*
- Update cross references FILE, *Manage Publication (Renumber)*
- Insert cross reference TEXT, *Insert Special Item (Cross Ref)*
- Mark reference location TEXT, *Insert Special Item (Marker Name)*

Counters, see Numbering**Dashed lines, see Ruling lines****Decimal alignment (no tab)** TAGS, *Alignment***Decimal tabs**

- Selecting character for EDIT, *Set Preferences*
- Setting TAGS, *Tabs*

Deleting filesFILE, *Manage Files***Deleting text/frame/graphic**EDIT, *Cut***Display**

- Column guides VIEW, *Show Column Guides*
- Generated tags TAGS, *Manage Tag List*
- Greeking EDIT, *Set Preferences*
- Grid GRAPHICS, *Set Graphics Grid*
- Kerning EDIT, *Set Preferences*
- Loose lines VIEW, *Show Loose Lines*
- Pictures VIEW, *Show All (This) Pictures*
- Rulers VIEW, *Show Rulers*
- Tabs and returns VIEW, *Show Tabs & Returns*

Dropped capsTAGS, *Special Effects***Em dash conversion**EDIT, *Set Preferences (Convert “ and —)***Equations**TEXT, *Insert Special Item (Equation)***Figures**

- Anchoring to text, see

Anchor

- Callouts

Toolbox, (Box Text tool and Line tool)

GRAPHICS, *Line Attributes*

- Captions

FRAME, *anchors & Captions*

- Numbering

FRAME, *anchors & Captions*

- Renumbering

CHAPTER, *Update Numbering and*FILE, *Manage Publication***Files**

- Backup EDIT, *Set Preferences*
- Check Spelling FILE, *Check Spelling (Choose Files)*
- Converting format FILE, *Manage Files (Save Text As)*
- Copying chapters/publications FILE, *Manage Publication*
- Copying text files FILE, *Manage Publication*
- Deleting text files FILE, *Manage Files (Remove File)*
- Loading FILE, *Add Text or Add Picture*
- FILE, *Manage Files (Add Text or Add Picture)*
- Removing FRAME, *Empty Frame*
- FILE, *Manage Files (Remove File)*
- Renaming text files FILE, *Manage Files (Save Text As)*

Fonts

- Adding/removing (printing) FILE, *Manage Width Table*

- Automatic adjustment of interline spacing
 EDIT, *Set Preferences (Auto-Adjust Line Spacing)*
- Grow Inter-Line to Fit
 TAGS, *Paragraph Typography*
- Setting for individual characters/words
 TEXT, *Font or Type Specs*
- Setting for entire tag
 TAGS, *Type Specs*
- Small cap size
 TAGS, *Attribute Overrides*
- Superscript/subscript size
 TAGS, *Attribute Overrides*
- Footers**
- Defining
 CHAPTER, *Headers & Footers*
- Turning On/Off
 CHAPTER, *Show Page Footer*
- Vertical position in footer frame
 FRAME, *Margins & Columns*
 TAGS, *Spacing*
- Footnotes**
- Creating
 TEXT, *Insert Special Item (Footnote)*
 CHAPTER, *Footnote Settings*
 CHAPTER, *Footnote Settings*
 See *User's Guide*
 CHAPTER, *Footnote Settings*
- Position of number in text
 CHAPTER, *Footnote Settings*
- Position of number in footnote
 See *User's Guide*
- Separating line
 CHAPTER, *Footnote Settings*
- Size and shift of number in text
 TAGS, *Attribute Overrides*
- Starting number
 CHAPTER, *Footnote Settings*
- Type of numbering
 CHAPTER, *Footnote Settings*
- Fractions**
- TEXT, *Insert Special Item (Equation)*
- Frames**
- Anchoring
 FRAME, *anchors & Captions*
- Coloring
 FRAME, *Frame Background*
- Cut, copy, paste
 EDIT, *Cut, Copy, Paste*
- Locating (precision)
 FRAME, *Size & Position*
- Padding
 FRAME, *Size & Position*
- Repeating
 FRAME, *Repeating Frames*
- Shading
 FRAME, *Frame Background*
- Sizing
 FRAME, *Size & Position*
- Function keys (assigning tags to)**
 TAGS, *Manage Tag List*
- Go to Page**
 CHAPTER, *Go to Page*
- Graphics (drawing)**
- Color/shading
 GRAPHICS, *Fill Attributes*
- Line thickness/color/end style
 GRAPHICS, *Line Attributes*
- Moving forward or back
 GRAPHICS, *Bring to Front / Send to Back*
- Repeating
 GRAPHICS, *Show on All Pages*
- Using grid snap
 GRAPHICS, *Set Graphics Grid*
- Graphics (imported), see Pictures**
- Greeking**
 EDIT, *Set Preferences*
- Grid (setting)**
 GRAPHICS, *Set Graphics Grid*
- Grow Inter-Line to Fit**
 TAGS, *Paragraph Typography*
- Halftones (gray scale)**
 FRAME, *Scaling & Cropping*
- Headers**
- Defining
 CHAPTER, *Headers & Footers*
- Turning On/Off
 CHAPTER, *Show Page Header*
- Vertical position in header frame
 FRAME, *Margins & Columns*
 TAGS, *Spacing*

Hyphenation	TAGS, <i>Alignment</i>
Indenting/outdenting	
After bullets	TAGS, <i>Special Effects</i>
Entire paragraph	TAGS, <i>Spacing</i> (<i>In From Left / Right</i>)
First line(s)	TAGS, <i>Alignment</i>
Relative	TAGS, <i>Alignment</i>
Index	
Generating index	FILE, <i>Manage Publication</i> , (<i>Make Index</i>)
Inserting text references	TEXT, <i>Insert Special Item</i> (<i>Index Entry</i>)
Italics	
Entire tag	TAGS, <i>Type Specs</i>
Individual characters/words	TEXT, <i>Type Specs</i>
Justification (text)	
Letter and word spacing controls	TAGS, <i>Paragraph Typography</i>
Selecting	TAGS, <i>Alignment</i>
Keep with Next	TAGS, <i>Breaks</i>
Kerning (automatic), see also Letter spacing, Tracking	
Turning screen display On/Off	EDIT, <i>Set Preferences</i>
Turning usage On/Off	CHAPTER, <i>Chapter Typography</i> FRAME, <i>Frame Typography</i> TAGS, <i>Paragraph Typography</i>
Kerning (manual)	
Selecting amount	TEXT, <i>Type Specs</i> <i>or Use Option key + cursor keys</i>
Leader lines or dots	TAGS, <i>Tabs</i>
Letter spacing	TAGS, <i>Paragraph Typography</i> (<i>Letter Spacing and Tracking</i>)
Line length	
Overriding column width	TAGS, <i>Alignment</i>
Setting	FRAME, <i>Margins & Columns</i>
Line snap	FRAME, <i>Line Snap</i>
Line spacing	TAGS, <i>Spacing</i> TAGS, <i>Paragraph Typography</i> (<i>Grow Inter-Line to Fit</i>) <i>See also</i> EDIT, <i>Set Preferences</i> (<i>Auto-Adjust Line Spacing</i>)
Lines, see also Ruling lines, Graphics	
Loose	VIEW, <i>Show Loose Lines</i>
Margins	
Chapter or frame	FRAME, <i>Margins & Columns</i>
Temporary	TAGS, <i>Spacing (In From Left / Right)</i>
Moving text/frame/graphic	EDIT, <i>Cut, Paste</i>
Numbering, Automatic	
After revisions	FILE, <i>Manage Publication</i>
Inserting figure/table numbers	FRAME, <i>anchors & Captions</i>
Inserting page numbers	CHAPTER, <i>Headers & Footers</i> and <i>Show Header, Show Footer</i> or FRAME, <i>Repeating Frames</i> and TEXT, <i>Insert Special Item (Cross Ref)</i>

Inserting reference to page/chapter	TEXT, <i>Insert Special Item (Cross Ref)</i>
Publications	CHAPTER, <i>Update Numbering and File, Manage Publication (Renumber)</i>
Section/paragraph numbering	
Defining	CHAPTER, <i>Auto-Numbering</i>
Updating after editing	CHAPTER, <i>Update Numbering</i>
Start count of chapter/page/table/figure number	CHAPTER, <i>Set Numbering</i>
Orphans	CHAPTER, <i>Chapter Typography</i> FRAME, <i>Frame Typography</i>
Overscore	
Entire tag (all words)	TAGS, <i>Type Specs</i>
Individual characters/words	TEXT, <i>Type Specs</i>
Paragraph	TAGS, <i>Ruling Lines (Above)</i>
Setting thickness/position	TAGS, <i>Attribute Overrides</i>
Setting width (text or margin)	TAGS, <i>Attribute Overrides</i>
Page	
Break	TAGS, <i>Breaks (Page Break)</i>
Custom size	FRAME, <i>Size & Position</i>
Insert	CHAPTER, <i>Insert Page Before or Insert Page After</i>
Remove	CHAPTER, <i>Remove Page</i>
Number of sides	CHAPTER, <i>Page Size & Layout</i>
Numbering, see Numbering, Automatic	
Orientation	CHAPTER, <i>Page Size & Layout</i>
Size	CHAPTER, <i>Page Size & Layout</i>
Starting on left/right	CHAPTER, <i>Page Size & Layout</i>
Patterns (shading)	
Frame background	FRAME, <i>Frame Background</i>
Graphics	GRAPHICS, <i>Fill Attributes</i>
Ruling lines	FRAME, <i>Frame Rules</i> TAGS, <i>Ruling Lines (Above, Below, Box Around)</i>
Table cells	TABLES, <i>Cell Background</i>
Pictures	
Captions	FRAME, <i>anchors & Captions</i>
Cropping	FRAME, <i>Scaling & Cropping</i>
Halftones with gray scale	FRAME, <i>Scaling & Cropping</i>
Loading	FILE, <i>Add Picture</i>
Precision placement	FRAME, <i>Size & Position</i>
Scaling	FRAME, <i>Scaling & Cropping</i>
Screen display and print	VIEW, <i>Show all Pictures or Show this Picture</i>
Sizing	FRAME, <i>Size & Position</i>
Printing	
Adding fonts	FILE, <i>Manage Width Table, (Merge Another Width Table)</i>
Removing fonts	FILE, <i>Manage Width Table (Remove Style / Size of Font)</i>
Color overlays	FILE, <i>Print Spot Color Overlays</i>
Publications	FILE, <i>Manage Publication</i>
Selecting printer	APPLE, <i>Chooser</i>
Selecting Width Table	FILE, <i>Manage Width Table (Switch Width Table)</i>

Stylesheets	TAGS, <i>Manage Tag List Style Sheet Report</i>
Publications	
Creating, indexing, table of contents, saving, copying, printing, renumbering (update cross references)	FILE, <i>Manage Publication</i>
Quotation mark conversion	EDIT, <i>Set Preferences (Convert " and —)</i>
Reversed text	
In box text	GRAPHICS, <i>Fill Attributes</i>
In frame	FRAME, <i>Frame Background</i>
In ruling lines	TAGS, <i>Ruling Line (Above,) and Type Specs (set color to White) (see User's Guide)</i>
Rotation of text	TAGS, <i>Alignment</i>
Ruler	
Displaying	VIEW, <i>Show Rulers</i>
Setting	VIEW, <i>Set Ruler</i>
Ruling Lines	
Above	FRAME, <i>Frame Rules (Above)</i> TAGS, <i>Ruling Lines (Above)</i>
Around	FRAME, <i>Frame Rules (Around)</i> TAGS, <i>Ruling Box (Around)</i>
Below	FRAME, <i>Frame Rules (Below)</i> TAGS, <i>Ruling Lines (Below)</i>
Intercolumn	FRAME, <i>Vertical Rules</i>
Vertical	FRAME, <i>Vertical Rules</i>
See also Overscore, Underline, and Strike-through.	
Saving	
Chapter with new name/file	FILE, <i>Save As</i>
New style sheet	FILE, <i>Save Style As</i> TAGS, <i>Manage Tag List</i>
Publications	FILE, <i>Manage Publication</i>
Same name	FILE, <i>Save</i>
Scaling pictures	FRAME, <i>Scaling & Cropping</i>
Shading, see Patterns	
Shift text up or down	TEXT, <i>Type Specs (Shift Up/Down)</i>
Small caps	
Creating	TEXT, <i>Small</i>
Sizing	TAGS, <i>Attribute Overrides</i>
Spacing, Horizontal, see also Alignment, Indenting, Kerning	
After bullets	TAGS, <i>Special Effects</i>
Between all letters in tag	TAGS, <i>Paragraph Typography (Tracking)</i>
Between letters (justified line)	TAGS, <i>Paragraph Typography (Letter Spacing)</i>
Between specific letters, see Kerning	
Between words	TAGS, <i>Paragraph Typography (Min/Normal/Max Space Widths)</i>

Spacing, Vertical

Above/below paragraph
Between lines

TAGS, *Spacing*
TAGS, *Spacing and Paragraph
Typography (Grow Inter-Line to Fit)*
Also EDIT, *Preferences*
(*Auto-Adjust Line Spacing*)

Between paragraphs
Of first line

TAGS, *Spacing*
CHAPTER, *Chapter Typography*
(*Move Down to 1st Baseline By*)
FRAME, *Frame Typography*
(*Move down to 1st Baseline by*)
TAGS, *Spacing*
(*Add in Above*)

Special Effects

Big first character

TAGS, *Special Effects*
(*Big First Char*)

Box character

TEXT, *Insert Special Item*
(*Filled or Hollow Box*)

Bullets

TAGS, *Special Effects*
(*Bullet*)

Strike-through

Entire tag (all words)

TAGS, *Type Specs*
(*Strike-Through*)

Individual characters/words

TEXT, *Type Specs*
(*Strike-Through*)

Setting thickness/position

TAGS, *Attribute Overrides*

Setting width (text or margin)

TAGS, *Attribute Overrides*

Style sheet

Loading new

FILE, *Switch Style*

Printing contents of

TAGS, *Manage Tag List*
(*Style Sheet Report*)

Saving as new

FILE, *Save Style As*
TAGS, *Manage Tag List*
(*Save Style As*)

Saving over old file

FILE, *Save or Save As*

Subscripts/superscripts

Creating

TEXT, *Subscript and Superscript*

Position

TAGS, *Attribute Overrides*

Size

TAGS, *Attribute Overrides*

Table of contents

Creating from tagged headings

FILE, *Manage Publication*
(*Make TOC*)

Table

Add column/row

TABLES, *Insert Row or Insert Column*

Copy row/column/table

EDIT, *Copy Row / Column*

Change column width

TABLES, *Column Widths*

Create table

TABLES, *Insert New Table*
TEXT, *Insert Special Item*
(*Table*)

Cut row/column/table

EDIT, *Cut Row / Column*

Insert row or column

TABLES, *Insert Row or Column*

Join/split cells

TABLES, *Join Cells or Split Cells*

Modify entire table

TABLES, *Edit Table*

Modify ruling lines

TABLES, *Normal / Custom Rules*

Paste row/column

EDIT, *Paste Row / Column*

Tint cells

TABLES, *Cell Background*

Tables, see also Figures, Captions**Tabs**

TAGS, *Tabs*

Tags

- Applying to paragraph *Click tag name in Tags List*
- Assigning to function keys TAGS, *Manage Tag List (Assign Function Keys)*
- Creating new TAGS, *Add New Tag*
- Defining tags and changing attributes TAGS, *all options*
- Showing/hiding generated TAGS, *Manage Tag List*
- Removing TAGS, *Manage Tag List (Remove Tag)*
- Renaming TAGS, *Manage Tag List (Rename Tag)*
- Printing Tag List TAGS, *Manage Tag List (Style Sheet Report)*

Text RotationTAGS, *Alignment***Tracking**TAGS, *Paragraph Typography***Typeface**

- Adding new to width table FILE, *Manage Width Table*
- Entire tag TAGS, *Type Specs*
- Individual characters/words TEXT, *Type Specs or Font*

Underline (single/double)

- Entire tag (all words) TAGS, *Type Specs*
- Individual characters/words TEXT, *Type Specs*
- Paragraph TAGS, *Ruling Line (Below)*
- Setting thickness/position TAGS, *Attribute Overrides*
- Setting width (text or margin) TAGS, *Attribute Overrides*

Undo

- Abandoning changes since last save FILE, *Revert to Saved*

Vertical, see also Spacing, Vertical

- Alignment of text TAGS, *Alignment*
- Rules FRAME, *Vertical Rules*

Vertical justification

- Max space above/below para. TAGS, *Paragraph Typography*
- Max space above/below table TABLES, *Insert New Table*
TEXT, *Insert Special Item (Table)*
TABLE, *Edit Table*
- Max space around frame CHAPTER, *Chapter Typopgraphy*
- Max space between lines TAGS, *Paragraph Typography*
- Override chapter settings FRAME, *Frame Typography*
- Turn on/off for chapter CHAPTER, *Chapter Typography*

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FRAME, *Frame Typography***Width tables**FILE, *Manage Width Table*

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