



Ventura Publisher Windows Edition 4.1

Training Guide

VENTURA PUBLISHER
Training Guide

Windows Edition

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Ventura Publisher, Windows Edition

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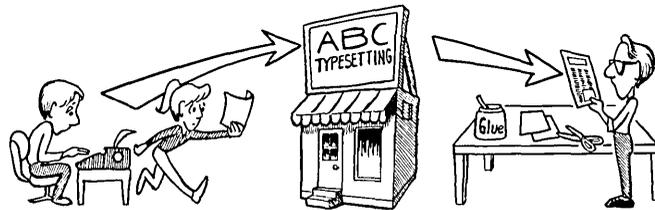
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INTRODUCTION

Ventura Publisher for Windows provides desktop publishing tools that are powerful, fast and flexible.

In the past, documents were normally published using a process that began with typing the text. After the text was proofed and edited into its final form, it was taken to a photo-typesetting machine where the words were given a fancy typeset appearance. The typeset text was then hand-pasted on pages, along with any artwork, ruling lines, or other drawn components to produce the final page layout.



Using Ventura Publisher, you can now give text a typeset appearance, combine it with pictures and drawings on your computer's screen, and then rearrange the page to achieve just the look you want before sending it to the printer.

Ventura Publisher provides the flexibility you need by accepting text and pictures from a variety of word processing and graphic software packages. Even last-minute changes are easy to make when you use the built-in text editing and drawing features.

Learning Ventura Publisher

This *Training Guide* is intended as an introduction to Ventura Publisher. It is designed to illustrate selected features of Ventura Publisher and to help you understand how the application works. It contains practice exercises so you can try features as you learn about them. To minimize your training time, the exercises cover the most commonly used features of Ventura Publisher.

- The first exercise introduces the main screen and steps you through loading a text file, formatting it, saving it, and then printing it.
- Exercises 2 through 5 cover additional basic Ventura features such as editing text, drawing frames and graphics, and customizing the look of your documents using Ventura style sheets.
- Optional Exercises, 6 through 10, cover additional Ventura features such as working with multiple files, table of contents and index generation, and using Ventura's cross referencing, variable insertion, and table features.

For your convenience, the exercises use prerecorded example files located in the Typeset subdirectory which was created when the software was installed. As you work through the exercises, keep in mind that although Ventura Publisher may seem complex at first, the additional power and capabilities it has over other desktop publishing products makes it easier and faster to use in the long run.

In the *Reference Guide*, you will find detailed explanations for each feature, and examples of how to get the most out of Ventura Publisher.

Before you begin . . .

If Ventura Publisher has not been installed on your computer, please install it before continuing. (Refer to the "Setup and Installation" section of the *Reference Guide*.)

Before you start using Ventura Publisher,

- You should have a good working knowledge of your computer and its operating system. Refer to your computer user's guide and DOS manual for this information.
- You should be familiar with Microsoft Windows and basic Windows operations (using the mouse to open files, double-clicking, using drop-down menus, and accessing drives and directories). Refer to your Windows manual for more information on Microsoft Windows.

How Ventura Publisher works

Understanding the following concepts and terms will help you learn and use Ventura Publisher.

Ventura Publisher is a **WYSIWYG** page layout system. This means that **What You See (on the screen) Is What You Get (on a printed page)**. Of course, there are some technological differences between screens and printers, so you may notice some slight variations between the display on your screen and your printed copy.

Starting out

Normally you'll begin laying out a document by loading a text file into Ventura Publisher. **Text files** are files created by word processing packages such as WordStar® and WordPerfect™. Any ASCII file can also be used as a text file. You can also create a new text file in Ventura Publisher by typing directly in the application window.

The Ventura Publisher **style sheet** will format the text on the screen, hyphenating and paginating as necessary. A style sheet is a file containing page layout information (margins, column widths, ruling lines, etc.). Style sheets also contain **typographic attributes** called **Tags** which define the size and type style for headlines, subheadlines, regular (body) text, etc.

After you load a text file, you can apply tags individually to paragraphs of text. To expedite your efforts, you may want to include the tags as part of your word-processed document. Then, when you load the text file into Ventura Publisher, the layout and typographic attributes will be applied automatically.

The use of style sheets simplifies the process of laying out a document. The same style sheet can be used over and over, making it easy for you to achieve uniform, consistent page layouts. Ventura comes with many predefined style sheets in its Typeset directory. These style sheets cover a wide range of functional documents including reports, books, and proposals. You can usually find a style sheet that will fit your particular application. By renaming and customizing the selected style sheet, you can achieve the exact design you want.

For even greater choices, the Ventura Publisher Design Gallery provides additional ready-to-use style sheets that can be used as is, or with minimum modification.

Images refer to art that is scanned in through an optical scanner or created using a PC Paintbrush™ type program. Scanned images must be in one of the file formats supported by Ventura Publisher. The *Reference Guide* will give details.

Graphics are created using one of Ventura Publisher's drawing tools. You can draw lines and arrows, circles, rectangles, and squares. Use the drawing tools to create callouts, boxes, forms, tables, and ruling lines.

Putting the pieces together

Normally you'll create the text file for a document using your favorite word processing software program. You may also want to create picture files using a draw or paint program. Then you'll format the document in Ventura Publisher as follows:

- load a text file into Ventura Publisher
- select and load a style sheet
- tag the text with typographic attributes
- draw small frames and load picture files in them, if desired
- use the graphic drawing tools as needed

If you know in advance which style sheet you will be using, you can include the tags used in that style sheet as part of your text. Then, when you load the text file into Ventura Publisher, your text will be formatted automatically.

When you've finished laying out the document, you'll save the layout information in a **chapter file**.

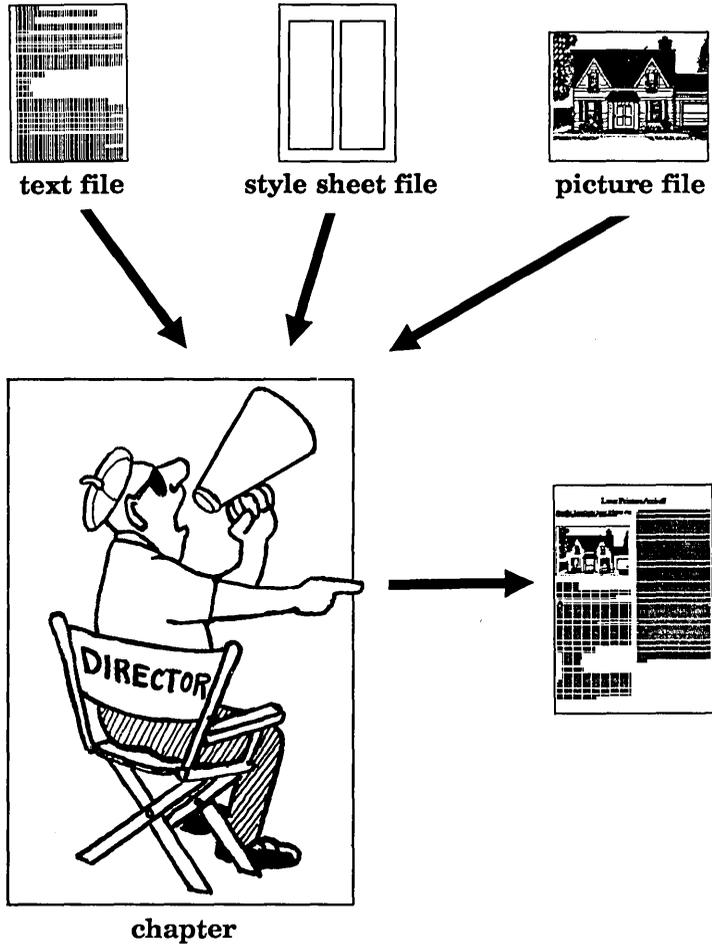
Chapter files

Your original text and picture files are used to format a document.

When you save your document, Ventura Publisher creates a **chapter file** containing the information on how you combined the text and pictures with the style sheet to create the formatted document. When you open the chapter file again, the text and pictures appear in the format you defined.

The chapter file actually contains **pointers** to the files used to lay out a document. These pointers are the instructions that tell the software how the text files, picture files, and style sheet relate to each other in the finished layout. The chapter file itself does not contain any of your original files.

The illustration below shows how files become related to form a chapter.



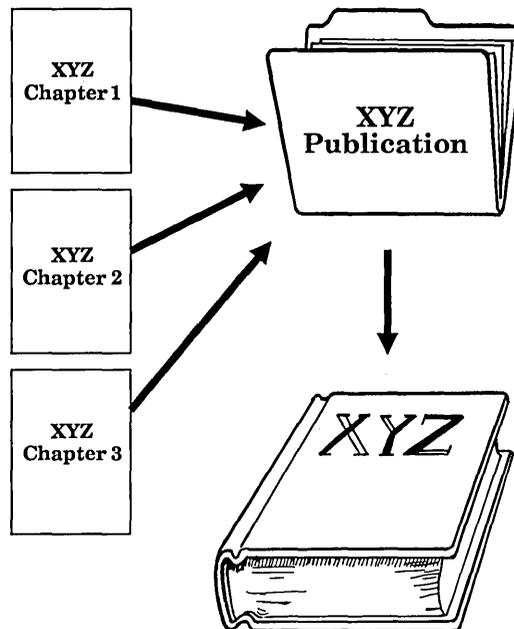
Ventura Publisher creates a chapter file which contains the directions on how the text, style sheet, and picture files are to be combined to produce the final composed document.

Combining chapter files into publications

You may want to divide large documents, such as books or technical manuals, into several smaller text files. Large documents usually have logical breaking points such as chapters or sections. You can format each text file as a separate chapter file and combine all chapter files into a **publication file**. You can then perform the following operations on the publication file:

- Generate a table of contents
- Generate an index (based on author-inserted entries)
- Print the entire publication
- Copy the publication
- Renumber the pages for the entire publication

If you work with publications that have many chapters, it is recommended that you dedicate an entire directory for each publication. This will make the publication easy to work with, especially when using the Manage Publication command in the File menu to perform Multi-Chapter Operations activities (these activities are described later in this Guide).



How file extensions are used

File extensions (the three letters to the right of the period in the file name) are automatically assigned to files created by Ventura Publisher.

Chapter files are assigned .CHP extensions, publication files use .PUB extensions, style sheet files use .STY extensions, and OLE object files use .VPO extensions. In addition, when a table of contents or index is generated by Ventura Publisher, the extension .GEN is used. Ventura Publisher also assumes that certain file extensions are used by files created by other programs. These include:

Text files	Extension
any ASCII file	.TXT
DCA	.RFT
Lotus PRN to Table	.PRN
Lotus Ami Pro	.SAM
MS Word	.DOC
MultiMate	.DOC
Word for Windows (WinWord 1.x & 2.x)	.DOC
WordPerfect (4.x and 5.x)	.WP
WordStar 3	.WS
WS 4.0/5.0	.WS
XyWrite	.TXT

Line Art	Extension
AutoCAD .SLD	.SLD
CGM	.CGM
GEM Draw	.GEM
HPGL	.HPG
Lotus .PIC	.PIC
Mac PICT	.PCT
PostScript Encapsulated	.EPS
VideoShow files	.PIC
Windows Metafile	.WMF

Image Art	Extension
DCS Imagefile	.MAS
GEM Paint/HALO DPE	.IMG
PC Paintbrush, PC Paintbrush Plus, and Publishers Paintbrush	.PCX
Mac Paint	.PNT
TIFF	.TIF

Make a note of the file extensions that your software programs use. (If your word processing software package is not in the text files list, you'll need to convert your text files to ASCII format before loading them into Ventura Publisher.)

What to do next

Now that you've finished the introduction, you're ready to begin using Ventura Publisher. Complete Exercises 1 through 5 to learn the basics of Ventura Publisher. You can then decide if you want to complete the other exercises or begin working with your own documents.

As you proceed through each exercise, you will encounter italicized words (for example, *style sheet*). If you are not familiar with these words, you can refer to the glossary at the beginning of that exercise for their definitions.

At the back of this guide, you will find a questionnaire you can use to evaluate each training exercise. Please remember to fill it out after you have completed your training. Your comments help us in our continuing efforts to improve our training materials.

EXERCISE 1 GLOSSARY

The following terms can be found in Exercise 1.

❖ **Chapter**

A combination of text and picture files, formatted with a style sheet. A chapter file consists of pointers to each of these files, along with instructions on how to combine them on the computer screen or printer. All Ventura Publisher documents are saved as chapters.

❖ **Interline spacing**

The space between lines in a paragraph.

❖ **Page Frame**

Also known as the application window, the page frame is the frame defined by the Page Size & Layout option in the Chapter menu. Additional frames, drawn with the Add Frame tool, are placed on top of this page.

❖ **Point**

A typographic unit of measurement equal to $\frac{1}{72}$ of an inch.

❖ **Ruling line**

A horizontal or vertical line used to separate text or frames from the surrounding layout. You can define ruling lines as part of a paragraph tag, or draw them using the Line tool.

❖ **Style sheet**

A file that defines the appearance of the paragraphs in your document. When you create a style sheet, you give each set of typographic attributes a name (or “tag”).

❖ **Tag**

The format applied to a paragraph. Tags are stored in the style sheet. The Tags list window shows all of the available tags in the currently loaded style sheet.

❖ **Typeface**

The style of type, such as Bookman, Palatino, Avant Garde, and *Zapf Chancery*.

Learning the basics

In this exercise you'll learn about:

- Starting Ventura Publisher
- Using the mouse
- Selecting and loading a text file
- Applying style sheets
- Tagging text
- Moving between pages of a document
- Saving the document as a chapter
- Printing
- Clearing the screen

Approximate time to complete: 45 minutes.

Note: Instructions for steps that you are to perform will be preceded by the symbol ►. If the action you perform causes an immediate result, the result is described in italics. For example:

- Turn on your computer.

The DOS prompt or Windows Program Manager displays on the screen.

If someone has previously used Ventura Publisher on your computer, you may want to re-install the Example files in the Typeset directory. If so, read and perform the steps below. If not, turn to the next page.

- Follow the software installation instructions in the Setup and Installation section of the *Reference Guide* up to when the Ventura Publisher Installation dialog box is displaying.
- With the Installation dialog box displaying, **disable** the Install Ventura Publisher and the Create icon and set user preferences location check boxes.
- Select the destination drive where Ventura Publisher and the Example files are installed. Select the Install button, and then follow the screen instructions.

Starting Ventura Publisher

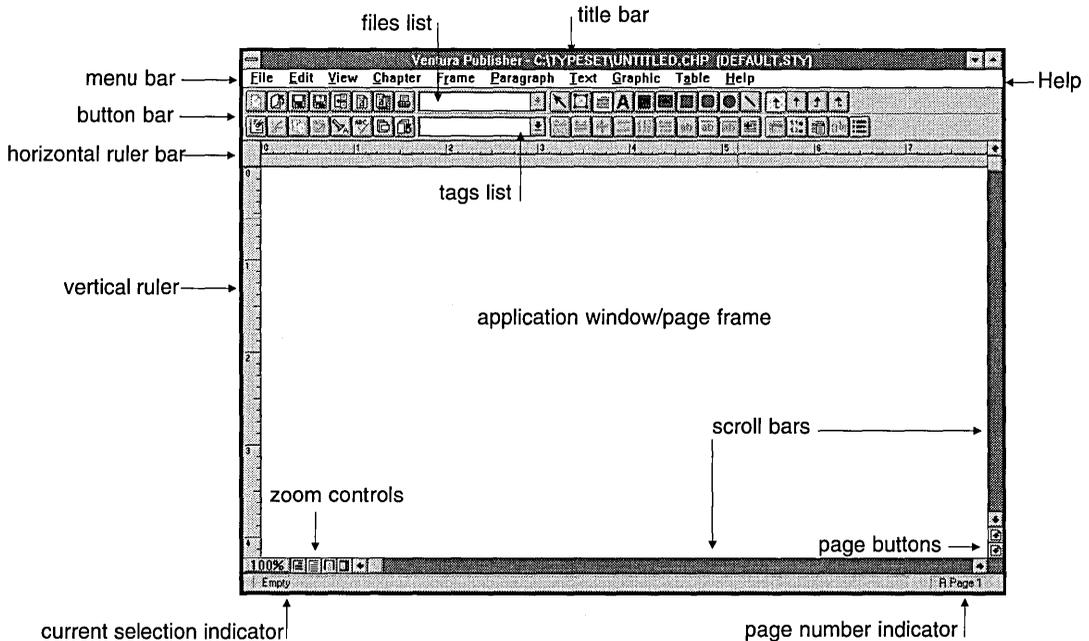
- If Microsoft Window version 3.0 or above is not already running, type **WIN** at the command prompt, and press the Enter (return) key.
- If not already opened, open the Ventura Software group window by double-clicking the **Ventura Software** icon within the **Program Manager**.



- Double-click the **Ventura Publisher** icon in the Ventura Software group window.

Ventura Publisher loads. Once loaded, the main screen (similar to the following illustration) displays.

Ventura Publisher's main screen is where you'll begin publishing your Ventura documents. Everything you need to produce professionally designed documents is either on this screen or a few mouse clicks away.



The illustration on the previous page points out important areas of Ventura Publisher's main screen. A brief description for each of these areas begins below.

The **application window**, or *page frame*, is the large blank area you'll use to lay out your documents.

The **title bar** displays "Ventura Publisher" and the names of the active disk drive, directory, and Ventura chapter and style sheet files.

The **menu bar** holds all of Ventura's "pull down" menus. Each menu opens to reveal a list of options that will help you create that just-right look for your documents. Options that carry out similar actions are grouped in a menu. For example, the File menu, illustrated below, contains the menu options you would use to open, save, and print files.

And if you need help while using Ventura, there is online help that is always available. For help, select **Help** with the mouse, or press your keyboard's F1 key.

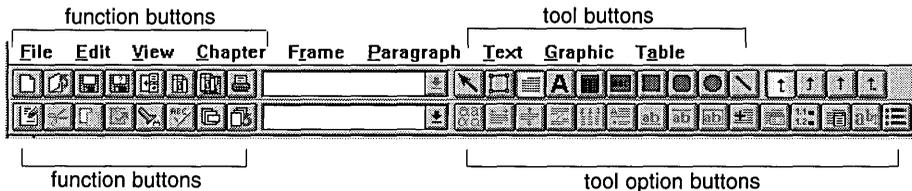
If you've installed any of Ventura's Color Extension programs, your menu bar will also display an **Extensions** menu. You'll find information about the Extensions menu in the *Color Extensions* documentation.

File	Edit	View	Chapter	Frame
New				
Open Chapter...				
Save Ctrl+S				
Save As...				
Revert to Saved...				
Load Text/Picture...				
Load Diff. Style...				
Save Style As...				
Manage Width Table...				
Manage Publication...				
Print Setup...				
Print... Ctrl+H				
Exit				

Look at the illustration of the File menu and note the following points:

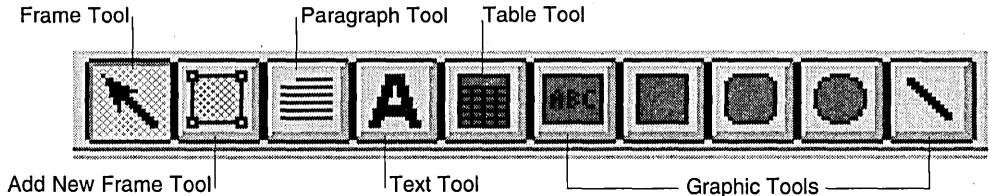
- Options are listed in gray and black. Gray options are not currently available for selection, black options are available.
- Some options execute as soon as you select them. New, Save, and Exit are examples of this type of option. Many options, however, require you to specify additional information before executing. Whenever you select an option of this type (indicated by three periods after the option name), a dialog box displays on the screen. Open Chapter, Load Text/Picture, and Print are examples of this type of option.
- Some options have keyboard shortcuts. In the File menu, the Save and Print options have keyboard shortcuts. A keyboard shortcut is a keyboard key which can be used to activate a menu option. You could use the Save option without displaying the File menu by holding down the Ctrl key and pressing the S key at the same time. (A complete list of all keyboard shortcuts can be found in both the *Reference Guide* and the *Quick Reference Guide*.)
- You can cancel a menu by either moving the mouse cursor to another point on the screen and clicking the mouse button, or by pressing the Esc key.

The **button bar**, (shown below) located just below the menu bar, is two rows of buttons (icons) each representing a tool, function, or “pull down” menu option. Choosing options is easy with the button bar. With just a click of the mouse, you can have a dialog box opened and ready to use. By not having to hunt through menus for options, you’ll be able to complete tasks with greater efficiency. For example, with just a “click” of the mouse, you can open a chapter, “click” “click”, change its look, “click”, save the changes, and “click”, print the chapter.



The button bar is customizable, with the exception of the Tool buttons. The *Reference Guide* gives detailed instruction on how to customize the button bar.

The **Tool buttons** (shown below) are central to the creation and modification of Ventura documents. A brief summary for each tool is given, following the illustration.



The **Frame Tool** (also known as the **Selector**) is used to select, draw, move, re-size, copy, and delete frames and graphics. You'll also use the Frame Tool to place text or pictures (or both) onto the page frame, or into drawn frames.

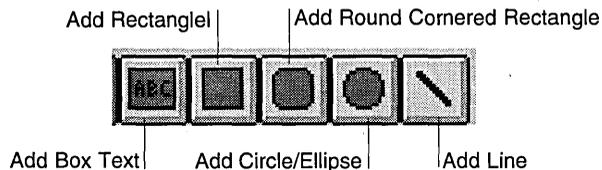
The **Add New Frame** tool is used to draw new frames. Once a frame is drawn, the Frame tool (or Selector) automatically becomes enabled. You can then use the Frame tool to place text or pictures (or both) into the drawn frame.

The **Paragraph Tool** is used to change the way text looks on the page.

The **Text Tool** is used to edit existing text (add, delete, copy, move), or to type new text. It is also used to change text attributes (bold, italic, point size, etc.).

The **Table Tool** lets you create and edit tables.

The **Graphic Tools** (shown below) are used to draw square-edged rectangles and squares, rounded-edge rectangles and squares, circles and ellipses, lines, and boxes in which you can type text. Once a graphic is drawn, the Frame tool (or Selector) automatically becomes enabled.

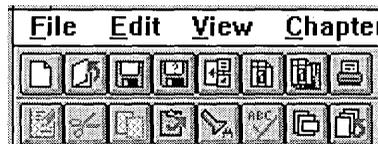


Just below the Tool buttons are the **tool option buttons** (shown below). Depending on the tool that is selected, this row of buttons will change to duplicate menu options in either the Frame, Paragraph, Text, Graphic, or Table “pull down” menus. For example, in the illustration below, the Paragraph tool is currently selected. Therefore, the tool option buttons are duplicating the menu options in the Paragraph “pull down” menu.



paragraph tool option buttons

The **function buttons** (shown below) reside on the left side of the button bar, and duplicate frequently used File, Edit, and Chapter menu options. These buttons are always available regardless of the currently selected tool.



function buttons

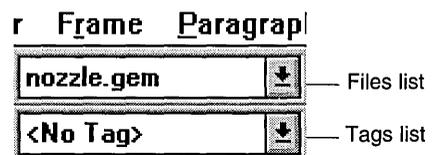
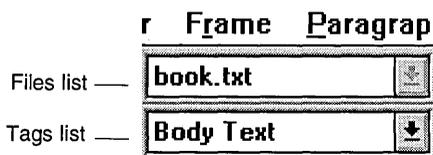
The **Files list** (shown below) displays, alphabetically, the names of all files available for placement or already placed in the current chapter.

The **Tags list** (shown below) displays, alphabetically, the names of all *tags* available for assigning to paragraphs (when the Paragraph tool is selected), or frames (when the Frame tool is selected) in the current style sheet.

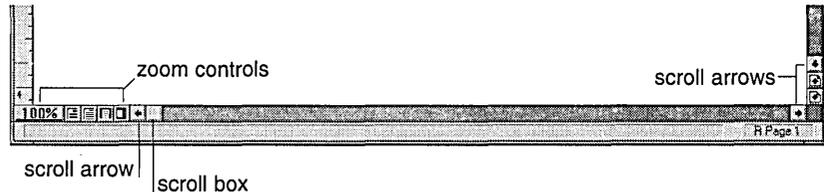
When a paragraph is selected, the tag currently assigned to that paragraph will display in the Tags list. When a frame is selected, the tag currently assigned to that frame will display in the Tags list.

Paragraph tool is selected

Frame tool is selected

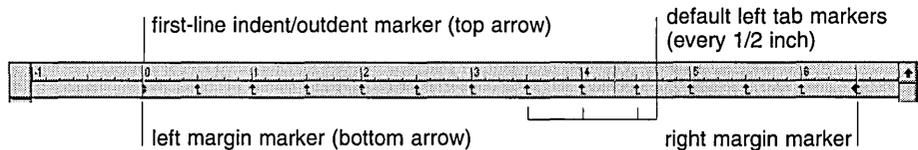


Scroll bars and **scroll arrows** are located on the bottom and right side of the screen. They are used to move different areas of the page into the viewing area. The bottom scroll bar controls movement horizontally; the side scroll bar controls movement vertically. The scroll arrows are used when you want to move the page by small increments of approximately one line. Only the horizontal scroll bar is shown below.

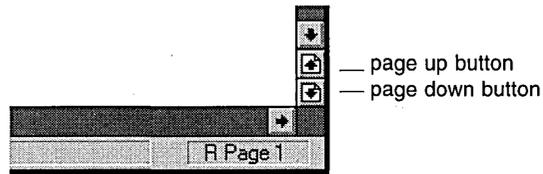


The position of the **scroll box** in the scroll bar corresponds to the general location of the page in the viewing area. To use the scroll bar, “drag” the scroll box to a position in the scroll bar that corresponds to the general location you want on the page. Then release the mouse button. To use the scroll arrows, click once on the arrow to scroll one line at a time in the direction of the arrow, or click and hold on the arrow to scroll continuously in the direction of the arrow.

Using the **horizontal ruler bar** (shown below) and the mouse, you have a quick and convenient way to change first-line indent/outdent, adjust left and right margins, and specify type and position of tabs for the currently selected paragraph, in either Paragraph or Text mode.

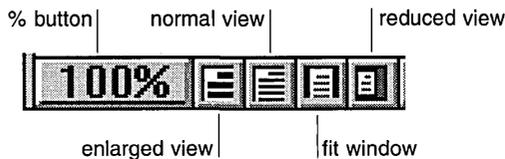


The **page buttons** allow you to move through a chapter with a click of the mouse. Clicking once on the buttons moves you through the chapter one page at a time as do the PgUp and PgDn keys on your keyboard. Double clicking on the buttons moves all the way through the document either to the beginning (the upper button) or end of the document (the lower button) as do the Home and End keys on the keyboard.



The **zoom controls** (shown below) consist of five buttons which control how your document is displayed on the screen.

The direct access page scaling buttons

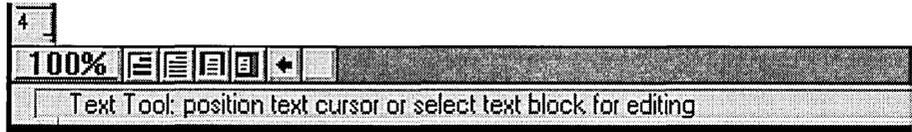


The % button displays the current zoom factor. If you click on the % button, a zoom menu will display which will allow you to select other zoom factors from a range of custom percentages, select the pre-set zoom factors for Normal, Enlarged, Fit Sides, and Fit Page views, or Customize the zoom factor for both Normal and Enlarged views. For more information about the zoom menu, refer to “Menu Bar” in the User Interface section of the *Reference Guide*.

The four direct access page scaling buttons have the default zoom factors of:

- Enlarged view (default 200%, customizable)
- Normal view (default 100%, customizable)
- Fit Sides (scales to window width)
- Fit Page (default reduced view)

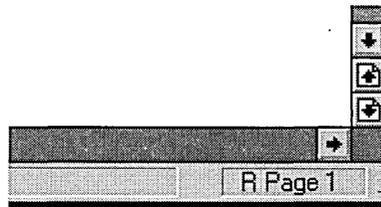
The **current selection indicator** (shown below) displays information about what is currently selected. It will also display a brief description of the tasks that can be accomplished by a button in the button bar, should you forget.



current selection indicator

To view the tasks that can be accomplished by a particular button, you position the mouse cursor over the button and hold down the left mouse button. Continue holding down the left mouse button while you read the description in the current selection indicator. To avoid activating the button, drag the mouse cursor away from the button before releasing the mouse button. The illustration above shows the description for the Text Tool.

The **page number indicator** (shown below) shows your location within a multi-page document and indicates if the page is left or right.



page number indicator

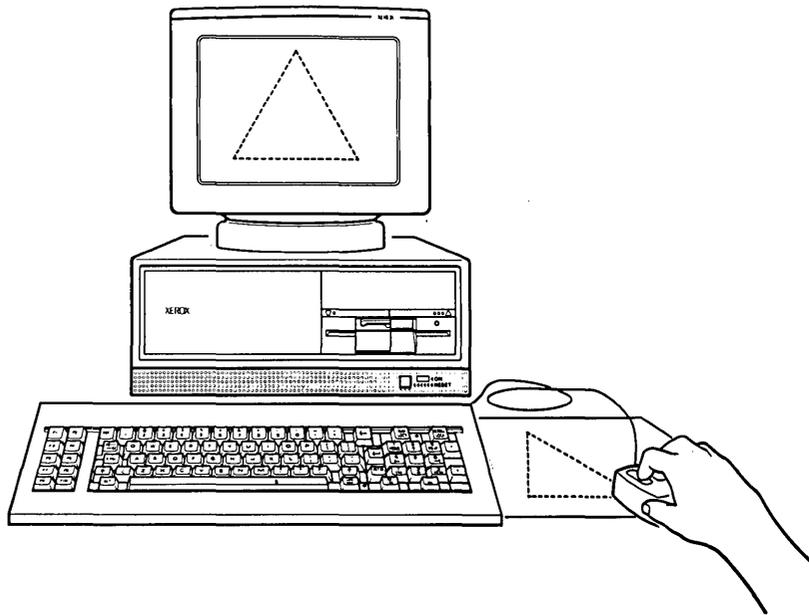
Using the mouse

Now that you know the parts of the screen, you only need to know how to move the mouse to start selecting functions and laying out a document.

Just slide the mouse until the cursor is positioned over the item you want to select and then press (click) the mouse button.

When clicking the mouse button, use only the **left** button on a multi-button mouse. The other buttons are not used in Ventura Publisher. The drawing of frames and graphics is accomplished by holding down the mouse button and “dragging” the cursor across the screen to the desired location.

The mouse cursor will change shape depending on the tool selected or when the cursor is in different areas of the screen. This gives you a visual key of the action to be taken.



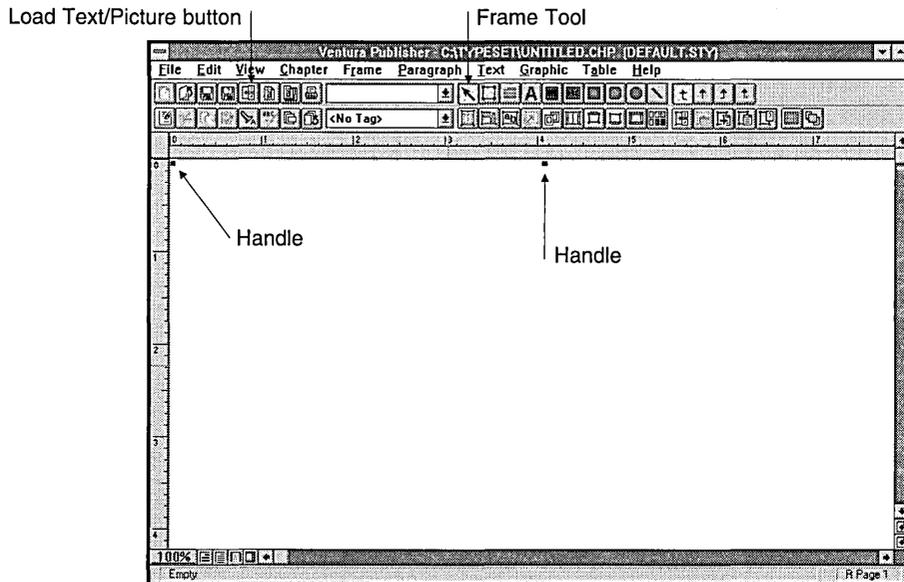
Loading a text file

You're ready to start working on a document. First you'll select the frame where you want the text file to appear. In this case, you'll use the page frame that is automatically set up in the application window. Remember, the Frame Tool is used to select a frame.



- If it's not already selected, select the Frame Tool by moving the mouse cursor over the icon and clicking the mouse button. (Remember, click the left button on a multi-button mouse.)

The Frame Tool icon is outlined in black indicating it has been enabled (selected). Small handles (black boxes) will appear on the outside edges of the application window to indicate that the page frame has been selected. Your screen should look similar to the following illustration.

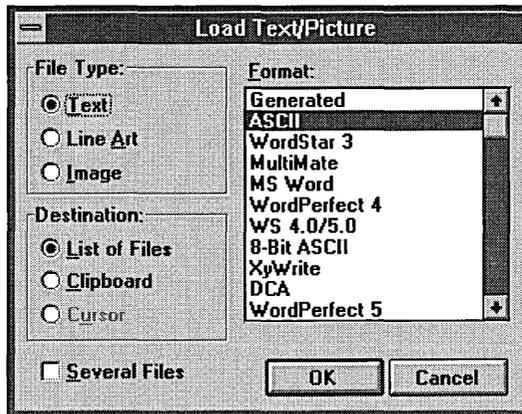


You can quickly load any file into Ventura Publisher using the Load Text/Picture button.



- From the function buttons, select the Load Text/Picture button by moving the cursor over the icon and clicking the mouse button.

The Load Text/Picture dialog box, similar to the following illustration, displays.



Ventura Publisher uses dialog boxes to give you messages and to ask you for any additional information. The Load Text/Picture dialog box is used to identify the type and format of text and picture files before you load them. You also have the option of loading several files of the same type.

You'll be loading one text file in ASCII format. If this is the first time the software has been used, the following options will already be highlighted (selected). If they are not, you'll need to:

- Select for File Type: the Text option button.
- Select for the file Format: ASCII.
- Select for Destination: the List of Files option button. This option will place the text file into the Files list.

Whenever Text is selected for File Type, Ventura Publisher also provides the following selections.

Clipboard – to place a copy of the entire file on the clipboard. See the *Reference Guide* for more information.

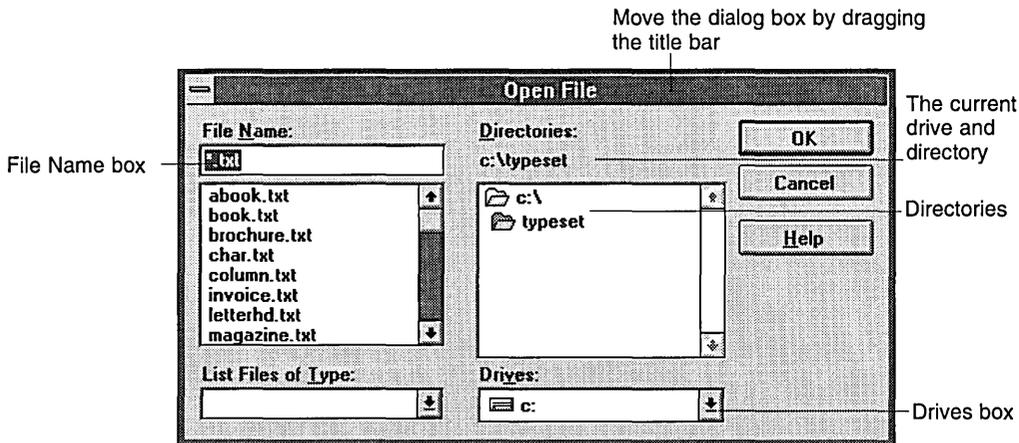
Cursor – to place a copy of the entire file at the current location of the text cursor. See the *Reference Guide* for more information.

- Make sure the check box for Several is not selected.

The OK button tells the software to act on your selections.

- Select it by placing the mouse cursor on OK and then clicking the left mouse button.

The Open File dialog box, similar to the following illustration, displays.



The Open File dialog box is used to locate and select file names to be loaded into Ventura.

The **File Name** box lists all the ASCII files (files with a .txt extension) in the current directory, and provides a box for you to type or select a filename. You can type the name of the file you want to open in this box, or you can select the file name from the list. The scroll bar beside the box lets you scroll up and down through the file names in the list.

The **Directories** box lists the directories available on the current drive.

The **Drives** box lists the drives available on your system.

The text file you will load resides in "c:\typeset". This should already be the current drive and directory, unless someone changed the setting before you began this exercise. To determine the current drive and directory, look directly under the word Directories: in the Open File dialog box.

If "c:\typeset" is not the current drive and directory, you'll need to:

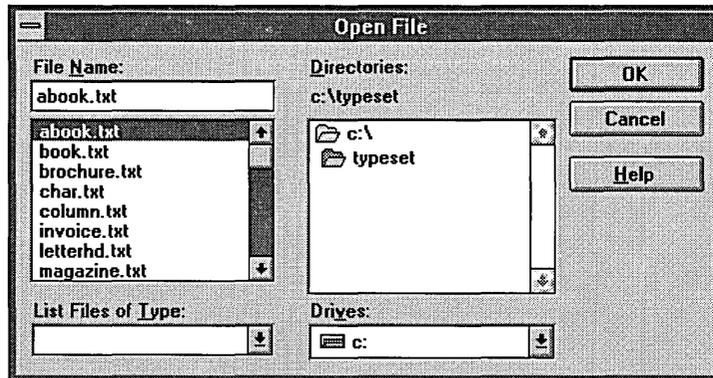
- Select the arrow in the Drives box, and then select the c: drive letter.
The root directory of c:\ displays in the Directories box.

- Double-click on the typeset directory in the Directories box.
The File Name box lists all the ASCII files (files with a .txt extension) in the Typeset directory.

Note: The directory last used for each option in the Load/Text Picture dialog box is always remembered. For example, if you have WordStar files in a WORDSTAR directory, you would only need to go to that directory the first time you used a WordStar file. After that, the WORDSTAR directory will automatically display when you load a WordStar file.

- Select the abook.txt file in the list box by moving the mouse cursor to it and clicking.

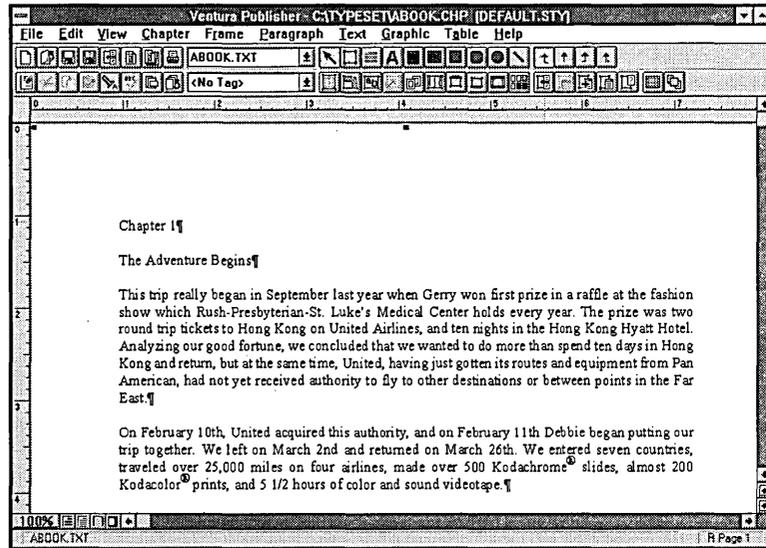
abook.txt is selected in the list box and is added to the File Name text box, as shown in the following illustration.



- To indicate that this is the file you want, select the OK button.

Messages display indicating the abook.txt file is being loaded and hyphenated. Then the text file loads into the page frame, as shown in the following illustration.

If no text displays, go to the next page for help.



When a text file is placed directly on the page, any text that does not fit on the current page automatically flows to succeeding pages.

Notice that the text file name appears in the Files list, the title bar, and the current selection indicator.

The Files list displays, alphabetically, the names of all files available for placement in the document's layout. The current selection indicator displays the name of the file that is in the currently selected (active) frame. The title bar temporarily displays the file name as the chapter name until the file is saved as a new chapter.

The Tags list displays, alphabetically, the names of all tags available to be assigned to paragraphs in the document.

If your text is not displayed on the screen

If you **have** text on the screen, proceed to "Applying a style sheet."

If text **does not** appear in the page frame (application window), it may be because the Frame Tool was not enabled (selected) when the file was loaded.



Make sure  the Frame Tool is selected. (Handles will appear along the top of the page frame.)

To place the contents of a text file into a frame after the text file has been loaded into the Files list, follow the steps below.

- Select the down-arrow to the right of the Files list.

The Files list opens to displays its contents.

- Position the cursor on the abook.txt file in the Files list and click the mouse button.

The text file loads into the page frame and looks similar to the illustration on the previous page.

Applying a style sheet

Now you can load a *style sheet* (a file containing the page layout information) and watch it automatically format the text.

The style sheet contains the page layout (margin and column settings) and *tags* that describe the typographic attributes for every paragraph of a document.

For example, the tag for a chapter heading might define the text as being centered and appearing in large 24 *point* Helvetica type.

Tag attributes include *typeface*, point size, and *interline spacing*. They can also include information about *ruling lines* used to set off a block of text and special effects (such as a large first character), as well as column and page breaks.

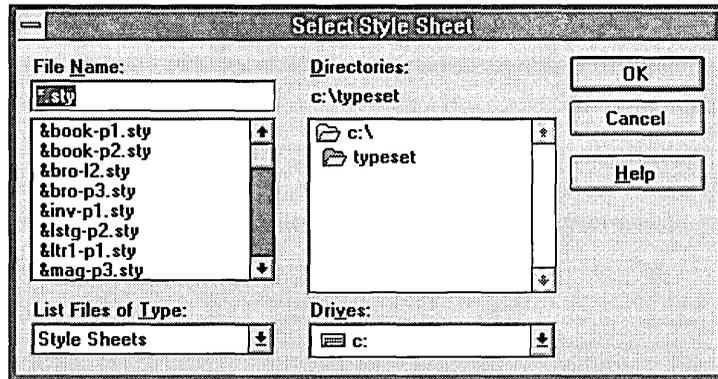
Ventura Publisher provides style sheets designed to fit the most common document formats. The prerecorded style sheet names start with an ampersand (&). These are shown in Appendix L of the *Reference Guide*.

Style sheets, like text, are files, so you'll load a new style sheet using a dialog box.



- Select  the Load Different Style button. (Use the mouse to select the button.)

The Select Style Sheet dialog box, as shown in the following illustration, displays.



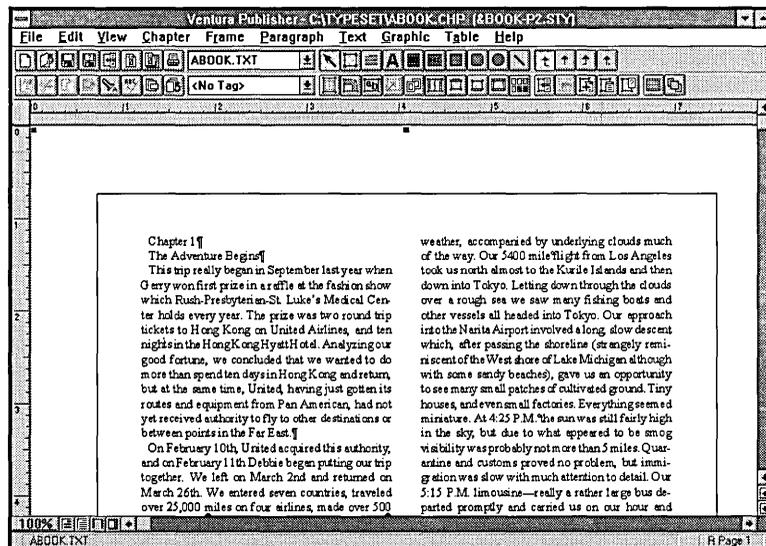
Notice that the \typeset directory is displayed again (unless someone has previously used the software and changed directories). However, this time, only files with a .STY extension (for style sheet) are displayed.

- Select &book-p2.sty

&book-p2.sty is selected in the list box and is added to the File Name text box.

- Select the OK button.

The style sheet is loaded and the text file is reformatted according to the settings in the style sheet. The style sheet you selected formats the text into a two-column format, similar to the following illustration. The new style sheet name appears in the title bar at the top of the screen.



All of the text has the typographic attributes of body text (the main text in the document). The next step is to tag the text that you want to look different from the body text (e.g., the chapter title and major headings).

Tagging text

You may want the headings to appear larger and bolder than body text so they stand out. Moreover, if your document has more than one level of headings, you may want to have different tags for each level so they can be easily differentiated.

Before you can apply tags, you'll need to change to the Paragraph Tool. Remember, the Paragraph Tool is used to change the way text looks on the page.

- From the tool buttons, select  the Paragraph Tool.

Tags are applied to paragraphs, rather than to single words or letters. Look at the text on your screen and notice that a ¶ symbol marks the end of each paragraph. Notice that the title, Chapter 1, is considered a paragraph.

A paragraph symbol will appear in the text at each location where a required (hard) return or double return was typed in the original document.

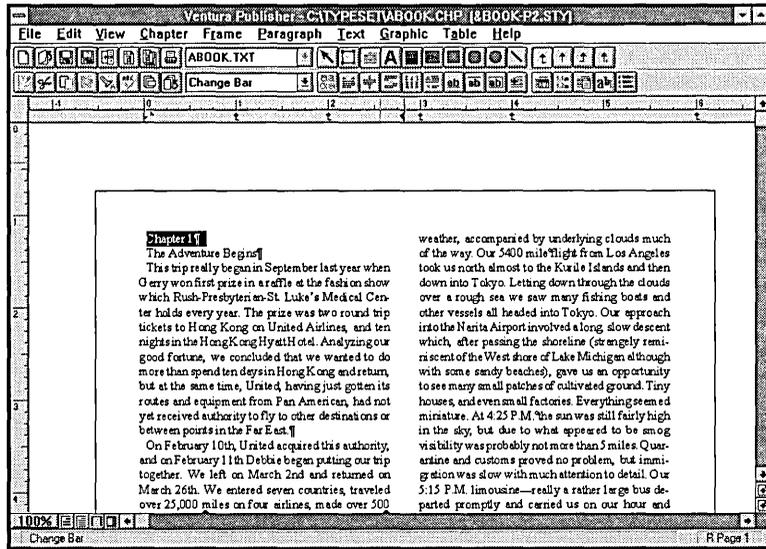
Follow the steps below to see how paragraph tags are used to apply the typographic attributes set in the style sheet.

- Move the mouse cursor to the text: Chapter 1

The cursor takes the shape of the paragraph tag icon. 

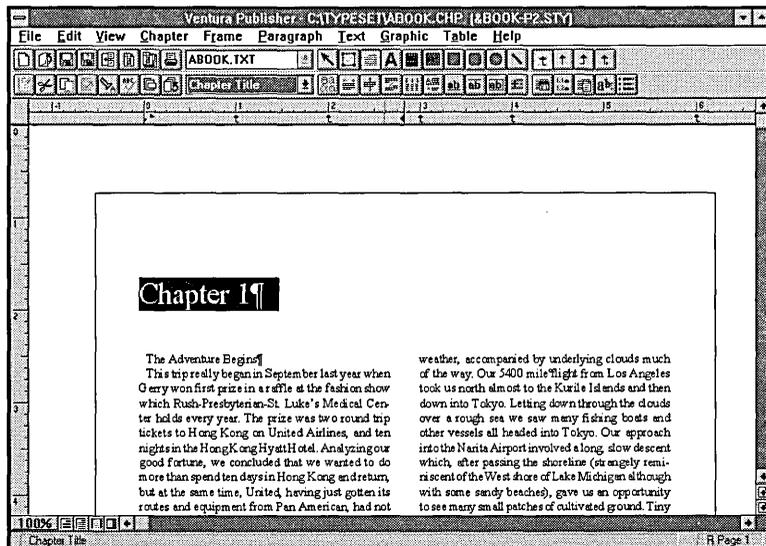
- Click the mouse button to select the paragraph “Chapter 1¶”.

The text and ¶ symbol, as shown in the following illustration, are highlighted. Body Text displays in the current selection indicator to show that the text currently selected is tagged as Body Text.



- Use the mouse to select the down-arrow to the right of the Tags list.
- Move the cursor to the tag: Chapter Title and click the mouse to apply the Chapter Title tag to the highlighted text.

Chapter 1 is changed to a large size type, and white space is added below it. These are the attributes set for the Chapter Title tag in the &book-p2.sty style sheet. Your screen should look similar to the following illustration.



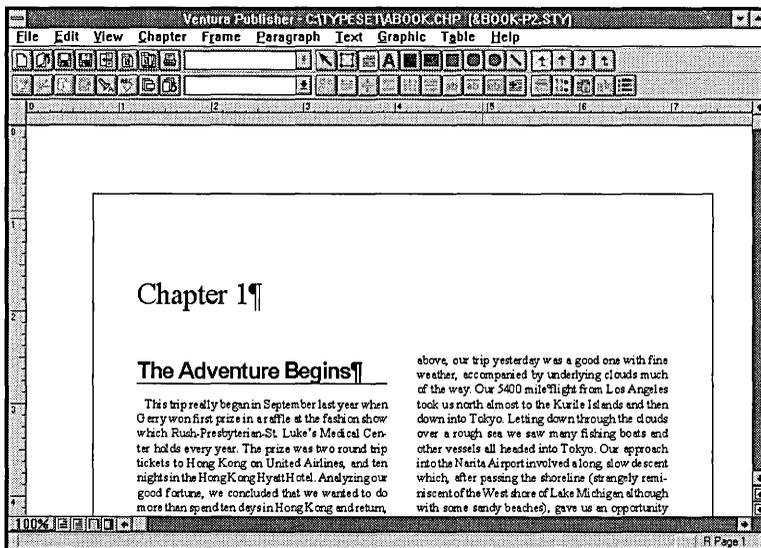
Apply the Major Heading tag to the next paragraph.

- Select: The Adventure Begins by moving the cursor to it and clicking.
- Click on the down-arrow to the right of the Tags list.
- Apply the tag: Major heading by moving the cursor to it and clicking.

The highlighted text changes size. A ruling line is added below it. A portion of the ruling line may be hidden by the highlighting. However, you will be able to see the ruling line when the text is not highlighted.

- Move the cursor away from the highlighted text and click.

The highlighting is removed, as shown in the following illustration.

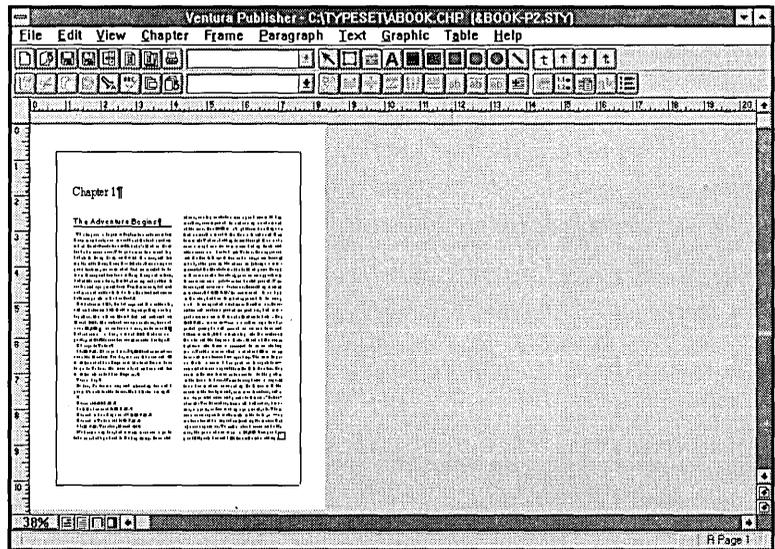


Looking at a reduced view layout

When you work with documents, you may not see the entire page. By reducing the view layout, however, you can see a miniaturized version of the page.

- Select the Reduced View button, or Reduced View from the View menu.

The page is redrawn so that all of it displays and looks similar to the following illustration. Most of the text will be greeked.



Greeking refers to text that is represented by a line of the appropriate height and length rather than the actual characters. Greeking decreases the time needed to redraw the page on the screen. You can set the size of the text to be greeked (or turn it off) using the Text to Greek feature in the Set Preferences option of the Edit menu.

Note: If you have a full page display, your text may not be greeked.

Applying a different style sheet

One of the outstanding features of Ventura Publisher is the ability to reformat your document using style sheets. With style sheets, you can reformat a document in seconds, using minimal keystrokes.

To change the current layout to a one-column format, simply load the one-column style sheet.



- From the function buttons, select the Load Different Style button.

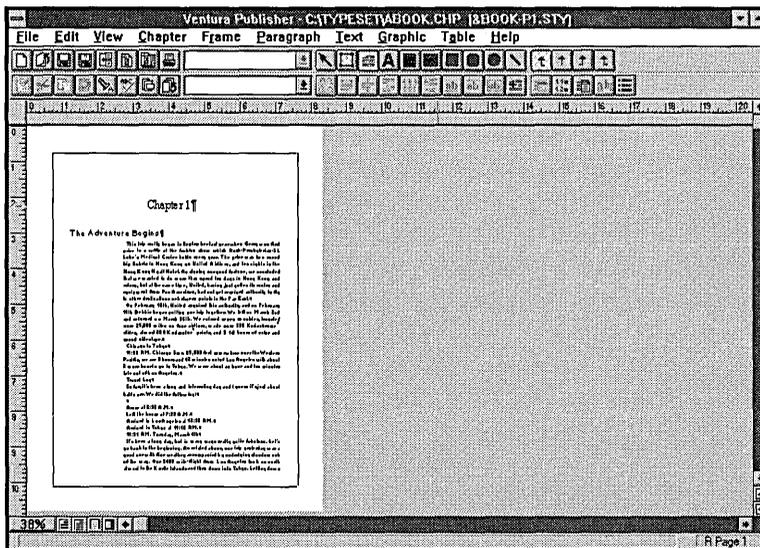
The Select Style Sheet dialog box displays. Only .STY files in the Typeset directory are displayed.

- Select &book-p1.sty

&book-p1.sty is selected in the list box and is added to the File Name text box.

- Select the OK button.

The text on the screen is reformatted into one column and looks similar to the following illustration.



Moving between pages

New pages are created automatically to hold any text that is moved (paginated) from the preceding page. To move between pages, you can use either the Page buttons or the PgUp and PgDn keys (make sure Num Lock is off).

- Either select the page down button, or press the PgDn key.

L Page 2 displays in the page number indicator.

Double-clicking on the Page buttons moves you either to the beginning (the page up button) or the end (the page down button) of the document. The Home and End keys on the keyboard will perform the same tasks.

- Either double-click on the page up button, or press the Home key.

R Page 1 is displayed again.

To go to a specific page in a long document, use the Go to Page option in the Chapter menu. (For details, see “Chapter Menu” in the *Reference Guide*.)

The following steps will give you practice in viewing different areas of a document.

- Practice using the PgUp, PgDn, Home and End keys, and the Page buttons to look at the other pages in the document.
- Practice using the zoom control buttons to change between Normal and Enlarged views. Select the Normal view before going to the next step. (You can also use the keyboard shortcut Ctrl Key + N to return to normal view.)
- Practice using the scroll bars and scroll arrows to move the document vertically and horizontally.
- Practice tagging additional text in the document, if you want.

Note: If you will be applying the same tag to more than one paragraph on the page, you can select the first paragraph as you normally would. Then hold down the Shift key while you select the other paragraphs. (If you need to de-select one of the paragraphs, hold down either Shift key and select the paragraph.) With the paragraphs selected, select the appropriate tag.

- When you feel comfortable moving within the document, continue with this exercise.

Saving a chapter

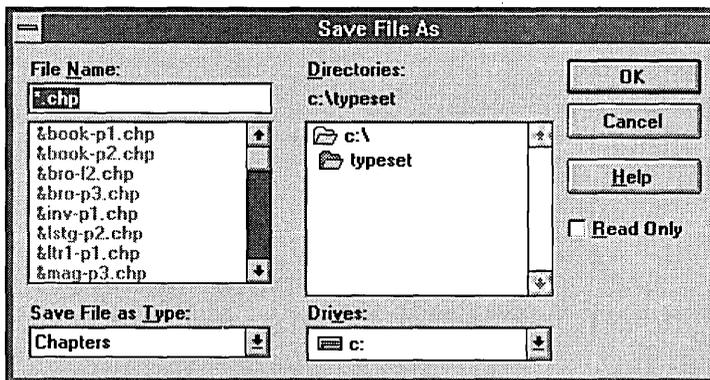
A *chapter* is a combination of text and picture files, formatted with a style sheet. A chapter file consists of pointers to each of these files, along with instructions on how to combine them on the computer screen or at the printer. All Ventura Publisher documents are saved as chapter files.

To save a chapter file,



- From the function buttons, select  Save As button.

The Save File As dialog box displays, as shown in the following illustration. Only .CHP files in the Typeset directory are displayed. The cursor is positioned in the File Name text box.



- In the File Name text box, type: **MYDOC**
(Use the Backspace key to correct any typing errors. It is not necessary to type the CHP extension, because it will be added automatically.)

Up until now you have selected the OK button using the mouse. You can also press the Enter (return) key to act upon the option selected. Try this now.

- Press the Enter (return) key to say OK.

The chapter file is stored on disk; however, the text remains on the screen. The chapter name MYDOC.CHP is entered in the title bar.

Saving a chapter file does not remove the document from the screen. (Remember, the chapter file contains only the pointers that tell how the text file, style sheet, and pictures are related.)

The text can be cleared from the screen by opening a new chapter file or by selecting the New Chapter button in the button bar. The following pages will show you how to print the document and then clear it from the screen.

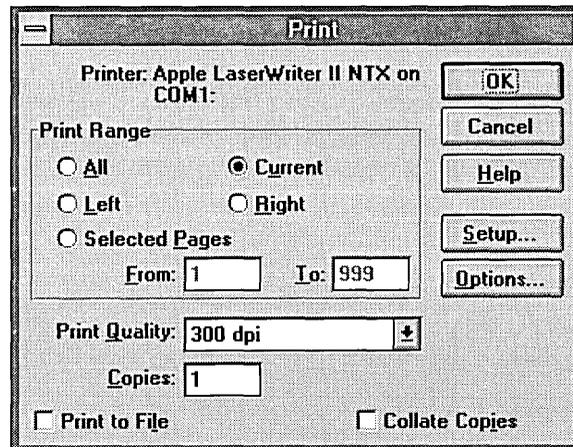
Printing a chapter

When you print a chapter or page, the formatted document must be displayed on the screen. To print the page currently on your screen,



- From the function buttons, select the Print button.

The Print dialog box, similar to the following illustration, displays.

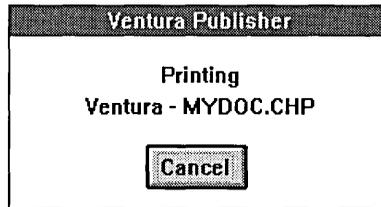


The default Print Range is set to print the Current page. You can also print only the left pages, only the right pages, all pages, or a selected range of pages.

For this exercise, you'll leave the Current option selected. When printing your own chapters, you may want to change several of the other print options. Other options in the Print dialog box include specifying the print quality, number of copies, collating copies, and printing to a file name. Selecting the Option button will open the Ventura Print Options dialog box with options you can select for reversing the printing order, placing camera crop marks at the edge of each page, printing hidden pictures, tiling, and printing color separations with an additional option for printing empty plates. Refer to "Print" in the File Menu section of the *Reference Guide* for more information on all of the Print dialog box options.

- To close the dialog box and begin to print, press the Enter (return) key, or select the OK button.

The Print Status window showing that the document is being sent to the printer displays, as shown in the following illustration.



Clearing the screen

Text remains on the screen until you clear it or open a new chapter file. After you've saved the chapter, you can clear the text from the screen as follows.



- From the function buttons, select  the New Chapter button.

The Select Style Sheet dialog box displays.

At this time, you could either load a different style sheet, or by selecting Cancel, clear the screen.

- Select the Cancel button.

The text on the screen clears.

For more practice . . .

If you'd like more practice tagging text, you can load the SAMPLE.TXT file and the SAMPLE1.STY style sheet. The text in the file contains instructions for using the tags in the style sheet.

When finished, use the instructions on page 34 to save the document as a chapter using the new file name: **MYDOC2**.

How to quit

When you've finished working with Ventura Publisher, use the Exit option in the File menu to close the application window.

If you quit before saving the chapter file currently on the screen, a message displays asking whether you want to save changes to the chapter, abandon changes to the chapter, or not quit. Choosing to save the chapter will allow you to save the chapter before quitting. Choosing to abandon the chapter will delete any work done on the chapter since it was last saved. (Note that this does not erase the original text file or any other files used in the chapter.) Choosing not to quit lets you continue the Ventura Publisher session.

Since you already saved the chapter in this exercise, you will not see the save and abandon messages. To exit Ventura Publisher,

- Select the File menu.
- Select the Exit option.

The Ventura Publisher software is exited.

When you Exit from Ventura Publisher, the current View and Preference settings are all saved. The next time you use Ventura Publisher, you will resume with the same settings that were in effect at the end of the previous session.

Points to remember

- The steps for laying out a document are:
 - Load a text file
 - Load a style sheet
 - Select and tag text as desired
 - Add pictures (this is covered in exercise 3)
 - Save the format information in a chapter file
 - Print the document while it is on the screen

- The Tool buttons (illustrated below) consists of ten icons, each representing a tool which you can use to create and modify your document. The Tool buttons are, from left to right: the Frame Tool (or Selector), the Add New Frame tool, the Paragraph Tool, the Table Tool, and the graphic drawing tools. The graphic drawing tools are, from left to right: Add Box Text tool, Add Rectangle tool, Add Round Cornered Rectangle tool, Add Circle/Ellipse tool, and Add Line tool.



- The OK button is used to tell Ventura Publisher to act upon the option selected. You can also use the Enter (return) key.
- The Open Chapter button is used to open a previously saved chapter file. When you open a chapter file, the appropriate text style sheet, and picture files will load already formatted.

You'll also need to know . . .

- **When loading a text or picture file, be sure you choose the correct file type.** If your word processing software package is not in the text files list, you'll need to convert your text files to ASCII format before loading them in Ventura Publisher. (Most word processors have an ASCII convert option.)
- **Ventura Publisher uses your original text file to format a document.** Tag names and attribute code information are recorded in the original text file. You will be able to see this information when you open the text file with your word processing software. In addition, changes made using Ventura Publisher's text editor are recorded in the text file when you save the chapter.

If you don't want this information in your original text file, make a copy of the original text file and load the copy into Ventura Publisher for formatting.

Should you forget to make a copy, you can retrieve the backup copy that is made each time a chapter is saved if you have pre-selected Keep Backup Files in Set Preferences under the Edit menu. The backup copy will have the same file name as the original file, except that the first letter of the file extension will change to a dollar sign (\$). To save backup copies:

- Select Set Preferences from the Edit menu.
The Set Preferences dialog box displays.
- Select the Yes option in the Keep Backup Files drop-down list box.
- Select the OK button.
- **When using your word processing package to type documents, keep the format as simple as possible.** Keep the use of tabs, indents, centering, etc., to an absolute minimum. (It's better not to use them at all). Formatting should be done after the text is typed by using Ventura Publisher's tagging feature.

What to do next

Exercise 1 covered the basic steps for formatting a document. Exercises 2 through 10 will acquaint you with additional Ventura Publisher features. The first page of each exercise indicates approximately how much time to allow yourself to complete the exercise.

All exercises use sample files located in the Typeset directory. These files were loaded when Ventura Publisher was installed. To maintain unaltered files for future training exercises, do not save changes made during training. Instructions for abandoning the changes made will be given at the end of several exercises. If you want to print a chapter created in an exercise, do so before abandoning the changes. If you want to save a chapter file for future reference, use the Save As button in the button bar and rename the chapter. Instructions for saving a chapter are given at the end of several exercises.

EXERCISE 2 GLOSSARY

The following terms can be found in Exercise 2.

❖ **Caption file**

After you draw a frame, you can use **Anchors & Captions** to create a caption for that frame. This is convenient for typing a figure number and/or figure title for the picture shown in the frame. The caption is automatically attached to the frame and can appear above the frame, below it, or to the left or right of it. Using Ventura Publisher's **Spell Check** feature, you can make sure the text in your frames' caption files does not have any typos.

❖ **Clipboard**

The **Clipboard** is a temporary storage area that holds information you cut or copy from Ventura Publisher. You can insert the **Clipboard** contents into your Ventura Publisher document using the **Paste** command in the **Edit** menu.

❖ **Text files**

The files that contain the actual text. Text files can originate in another word processor or be entered using Ventura Publisher's built-in word processor. You can load text files onto the underlying frame and into any frames you draw.

❖ **Undo**

Lets you reverse your most recent **Cut** or **Copy** action. For example, if you cut a frame, you can select **Undo Frame Cut** to return the deleted frame to the current page. You must perform the **Undo** immediately after performing the action you want to **Undo**.

Editing text

In this exercise you'll learn about:

- Opening a chapter
- Showing tab and return symbols
- Deleting text
- Using *Undo*
- Adding text
- Working with paragraph and line break symbols
- Moving text
- Copying text
- Using the spell checker
- Searching for and replacing text

Approximate time to complete: 30 minutes

Text editing changes you make to text while using Ventura Publisher will be added to the original text file. If you need to make **major** changes to text, you may find it easier to use your word processor.

You can easily use the Text Tool to add, delete, copy or move single characters or whole blocks of text. In this part of the exercise, you'll use the &tchd-p1.chp chapter to practice using the Text Tool and then use Ventura Publisher's Spell Check feature to check for misspelled words in the practice chapter.

Opening (recalling) a chapter

The Open Chapter button is used to open (recall) an existing chapter file. The chapter file will automatically load all Ventura Publisher components, including the appropriate text, style sheet, and picture files.



- Select  the Open Chapter button.

- Scroll the File Name list box until you see &tchd-p1.chp.
- Select &tchd-p1.chp and then select the OK button.

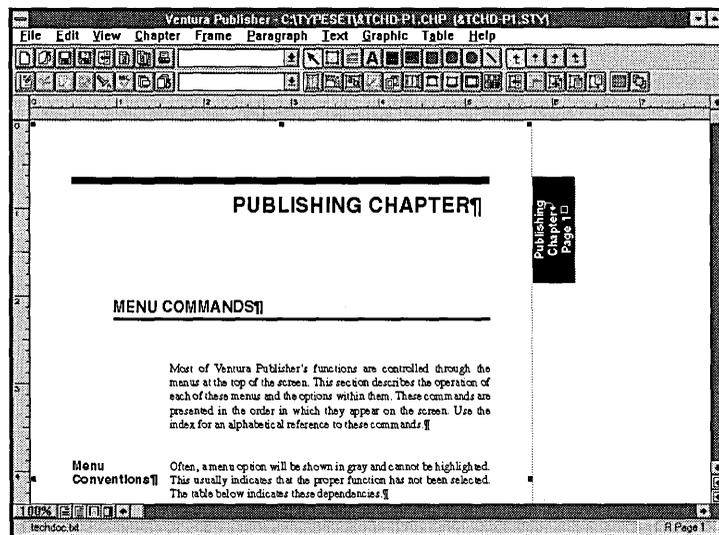
The chapter, style sheet, and text file load and the document displays on the screen.

Displaying tabs and returns

You may find it easier to edit text when the tab and return symbols are displayed. Returns are indicated by a paragraph symbol (¶). Tabs are indicated by an arrow (→). This makes it easy to place your mouse cursor at the exact location for editing.

- Select the View menu.
- Select the Show Tabs & Returns option. (If a check mark (✓) is next to the option, then the Show option is currently active. Move the cursor into the document and click the mouse button to remove the menu.)

Your screen should look similar to the following illustration.



Deleting text

There are two ways to delete single characters of text in Ventura Publisher:

- place the cursor to the **right** of the text to be deleted and press the Backspace key
- place the cursor to the **left** of the text to be deleted and press the Del key

To delete a block of text, you:

- highlight the text and either select  the Cut Item button, or press the Del key.

Note: If you have a word processing keyboard, use the Delete key on the keypad, not on the top row of keys. Also, regardless of your keyboard type, make sure the Num Lock key is off, or the Delete key will not work.

You will be deleting a block of text in this exercise.

- Select  the Text Tool.

- Move the cursor into the working area.

The cursor changes to  (This is called the I-beam cursor and is used for editing text.)

- Move the cursor to the left of the first “M” in the heading “MENU COMMANDS” (second heading on the left).
- Select both words by holding down the mouse button as you drag the cursor across the words.

OR

Move the cursor to the left of the first “M” and click the mouse button. Hold down the Shift key. Move the cursor to the right of the “S” in the word “COMMANDS” and click the mouse button.

- When both words are highlighted, release the mouse button. (The paragraph symbol ¶ will **not** be highlighted.)



- Select the Cut Item button , or press the Del (delete) key.

The words are deleted and the typing cursor is positioned at the beginning of the line.

Using Undo

Undo lets you reverse the effects of the previous action. For example, if you accidentally delete text, you can select the Undo button to reverse the action and return the deleted text to the current page. Undo must be selected immediately before performing another action; otherwise, the button will not be available for selection.

To return the deleted text to its original location, before deleting any other characters or words,



- Select the Undo button.

The text is inserted again.

To reverse an Undo action, select the Undo button again before performing another action.



- Select the Undo button to delete the text again.

Undo is also available for frames, paragraph tagging, graphics, and tables.

Adding text

Text may be added to a document while the Text Tool is enabled (selected). Just plant the cursor at the desired location and start typing. For this exercise, you'll leave the cursor at its current location (i.e., where "Menu Commands" was deleted).

- Type: **Ventura Publisher Menus**

If you make a mistake while typing, use the Backspace key to correct it.

Working with paragraph and line break symbols

You can add or delete paragraph symbols (§) to control where a paragraph ends. You can add line breaks to control where a line ends. A line break is a return that will break the line but will not create a new paragraph.

Paragraph symbols are added by typing a return. Line breaks are added by holding down the Ctrl key as you type the return.

To see the difference between paragraph breaks and line breaks:

- Move the cursor to the left of the “P” in “Publisher” and click the mouse to position the typing cursor.

- Press the Enter (return) key.

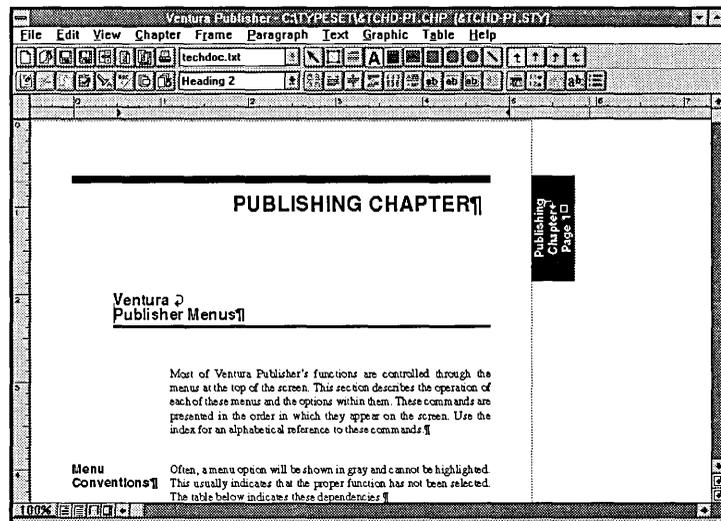
A ¶ symbol divides the heading into two paragraphs. Both paragraphs are tagged as headings and have the same associated ruling lines and line spacing.

- Press the Backspace key to delete the paragraph symbol (§).

The heading is again one paragraph.

- Hold down the Ctrl key and press Enter.

The heading breaks into two lines separated by a line break symbol (↵), but both lines still remain in the same paragraph. The screen looks similar to the following illustration.



Moving text

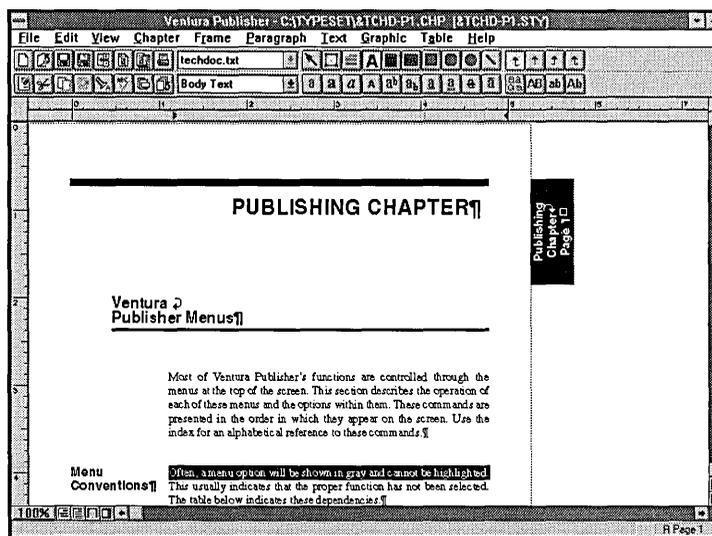
Traditionally, layout artists use a “cut and paste” method to move blocks of text within a document. This involves physically cutting the typeset material and repositioning it elsewhere. Moving text in Ventura Publisher is much easier, even though the terminology is the same.

- If necessary, use the vertical and horizontal scroll boxes or scroll arrows to position the text on the screen so you can read it.
- Position the cursor to the left of the word “Often” in the sentence beginning “Often, a menu option ...” next to the heading “Menu Conventions.”
- Drag the mouse until you have highlighted the whole sentence, including the space following it. (If you need to start over, just release the mouse button and begin again.)

OR

Move the cursor to the left of the word “Often” and click the mouse button. Move the cursor to the space following the word “highlighted,” hold down the Shift key, and click the mouse button.

The screen looks similar to the following illustration.





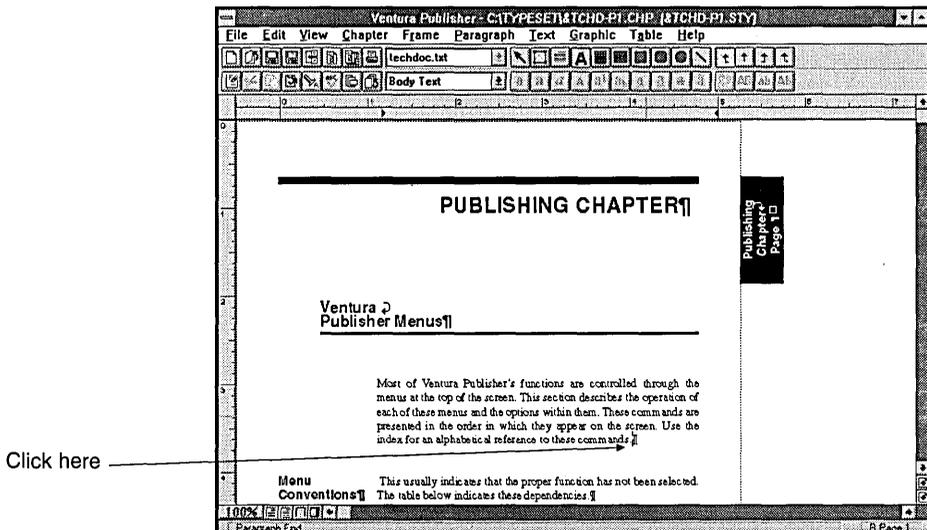
- Select the Cut Item button.

The text is cut from the paragraph and temporarily stored in the Clipboard.

Important Note: When text is cut or copied, it is temporarily held in the *Clipboard*. If you want to paste the same text in a new location, do so before performing another cut or copy operation. The Clipboard contains only the **last** text that was cut or copied.

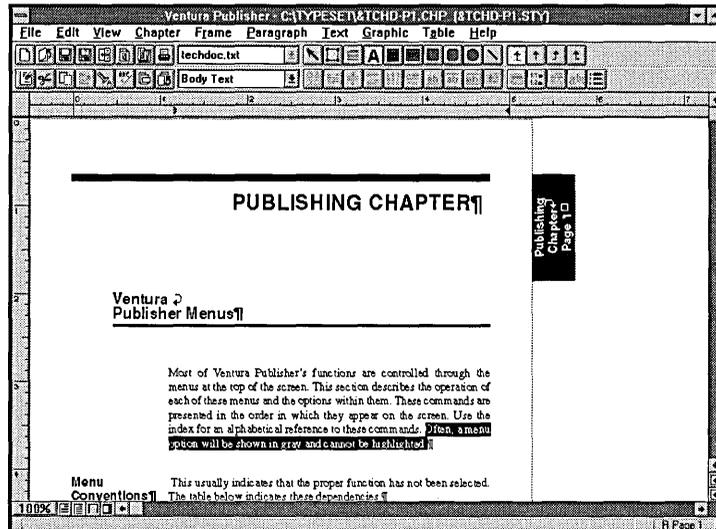
The next step is to select a location for the cut text and then “paste” the text in place.

- Move the cursor between the period and the ¶ symbol at the end of the paragraph directly above the paragraph from which you just cut text, and click the mouse to position the typing cursor. (The paragraph begins with “Most of Ventura . . .”)



- Press the spacebar once, and then select the Paste Item button.

The text is inserted at the new location, as shown in the following illustration.



Copying text

Although you won't be copying text in this exercise, you should know how to do so. The copy procedure uses a similar procedure as the move procedure:

- Select the text to copy.



- Select  the Copy Item button.

- Move the cursor to the location where the text will be copied and click the mouse to select the position.



- Select  the Paste Item button.

Cut, copy, and paste keyboard shortcuts

You can also use the following keyboard shortcuts for cut, copy, and paste instead of using the buttons.

Action	Keyboard shortcut
Cut	Del (delete)
Copy	Shift + Del
Paste	Ins

(If you have a word processing keyboard, use the Del and Ins keys on the **keypad**, not on the top row of keys.)

For a complete list of Ventura Publisher's keyboard shortcuts, refer to the *Reference Guide* or the *Quick Reference Guide*.

Using the Spell Check feature

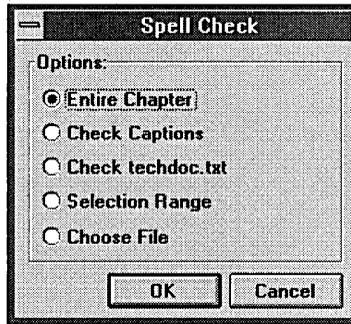
Using Ventura Publisher's Spell Check feature, you can verify spelling and typographical errors in your documents. You can check the entire chapter, including *caption files*, headers and footers, one or more *text files*, or just the text that is currently highlighted.

Ventura Publisher's Spell Check feature compares each word in the chapter against the words in its dictionary. It stops on words it does not recognize, such as misspelled words. Words that are not misspelled, but are also not in Spell Check's dictionary, such as specialized terms, acronyms, abbreviations, or the names of people and companies you do business with, can be added to a personal dictionary so that future occurrences of the word are not questioned. Spell Check can also call attention to errors in capitalization.

To check the spelling in &TCHD-P1.CHP,

- Select  the Spell Check button.

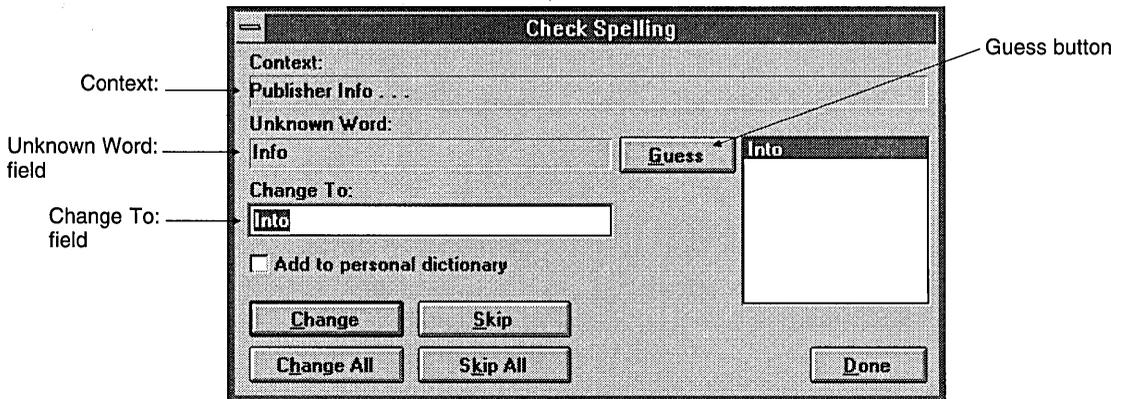
The Spell Check dialog box, similar to the following illustration, displays.



You can check the spelling of the entire chapter, only the caption files, a specific text file, a selected range of text, or selected files. For this exercise, you'll check the spelling of the entire chapter. To do this,

- Make sure the Entire Chapter option button is selected, and then select the OK button.

Ventura Publisher begins checking each word in the chapter against the words in its dictionary. When a match is found, the program goes to the next word in the chapter. When a questionable word is found, the program stops, and the following dialog box displays.



In the upper left corner of the dialog box, the Unknown Word field displays the questionable word, the Context field displays the part of the sentence that the questionable word was found in, and the Change To field displays the suggested replacement word. You can accept the suggested replacement word, type another, or let the program Guess at an alternative replacement for the questionable word.

- Review the unknown word as it appears in the Context field to verify that it is indeed misspelled.

The first questionable word found in the practice chapter is “Info.” “Info” is not misspelled, but an abbreviation for “Information.” The program stopped on “Info” because it could not find a match for it in its dictionary. Abbreviations, like “Info,” can be skipped without being changed or added to the personal dictionary.

To specify that Spell Check skip “Info” and continue searching for misspelled words,

- Select the Skip button at the bottom of the dialog box.

The questionable word “Info” is skipped without being changed. Spell Check continues searching the chapter for the next misspelled word.

Note: Select the Skip All button to skip all further occurrences of a word in the current session of Spell Check.

The next questionable word found is “intoand.” In the Change To field, Spell Check is suggesting the replacement word “intend,” but check the Context field. If you read the part of the sentence where the questionable word was found, you’ll see that a space was accidentally omitted between the two words “into” and “and.”

To correct the spelling error “intoand” and continue searching for misspelled words,

- In the Change To field, type: **into and**
- Select the Change button at the bottom of the dialog box to correct the spelling error.

The questionable word “intoand” is changed to “into and.” Spell Check continues searching the chapter for the next misspelled word.

Note: Select the Change All button to change all further occurrences of the misspelled word in the current session of Spell Check.

The next questionable word found in the practice chapter is “teh.” This time, the questionable word is indeed misspelled. Check the Change To field to see if the correct word “the” is shown there.

To accept the suggested replacement word and correct the spelling error,

- Select the Change button at the bottom of the dialog box.

Spell Check replaces the misspelled word with the correct word, and searches the chapter for the next misspelled word.

The next questionable word found in the practice chapter is “CHP.” When you check the Context field, you’ll see that “.CHP” is not a misspelled word, but a specialized term used in Ventura Publisher. Specialized terms, like “CHP,” that Spell Check doesn’t recognize can be added to the personal dictionary so that future occurrences are not questioned.

To specify that Spell Check adds “CHP” to the personal dictionary and never question it again,

- Select the Add to personal dictionary check box.

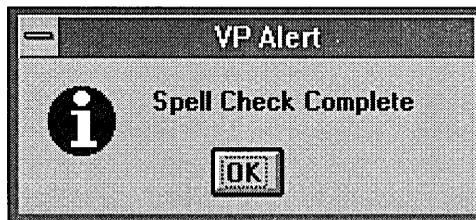
An X inside the check box indicates selection.

- Select the Skip button.

Spell check adds “CHP” to the personal dictionary and continues searching the chapter for the next misspelled word.

- Using the techniques you’ve just learned, finish checking the spelling in &TECH-P1.CHP.

When spell checking is complete, the following dialog box displays.



- Select the OK button to remove the dialog box.

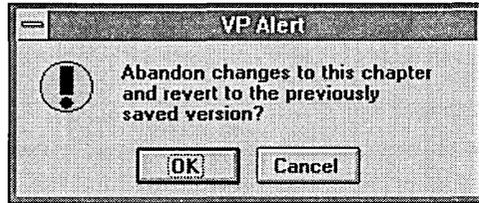
If you have questions about portions of a dialog box not covered in this exercise, or for more information about Ventura Publisher’s Spell Check feature, refer to “Spell Check” in the Edit Menu section of the *Reference Guide*.

Abandoning your changes

To retain the original format of the &TCHD-P1.CHP files you've been working with, follow the steps below.

- Select the Revert to Saved option from the File menu.

A warning box, similar to the following illustration, asks if you want to abandon your changes and revert to the previously saved version.



- Select the OK button

The screen is redrawn with the document laid out in its original form.

This concludes the first part of Exercise 3. In the second part of this exercise, you'll use the prerecorded chapter file, SCOOP.CHP in the Typeset directory, to learn about Ventura Publisher's Search and Replace feature.

Searching for and replacing text

When several occurrences of a word or phrase need to be changed, it's much easier to let Ventura Publisher do the editing for you using its Search and Replace feature.

To open the practice chapter file,



- Select the Open Chapter button.

The Open File dialog box displays.

- Scroll the File Name list box until you see scoop.chp.
- Select scoop.chp and then select the OK button.

The chapter, style sheet, and text file load and the document displays on the screen.

When the page frame is selected, searching begins on the current page and proceeds through the chapter page by page until the last page of the chapter is reached. Refer to the *Reference Guide* for more information on starting a search.

To ensure that the page frame is selected,



- Select the Frame Tool.

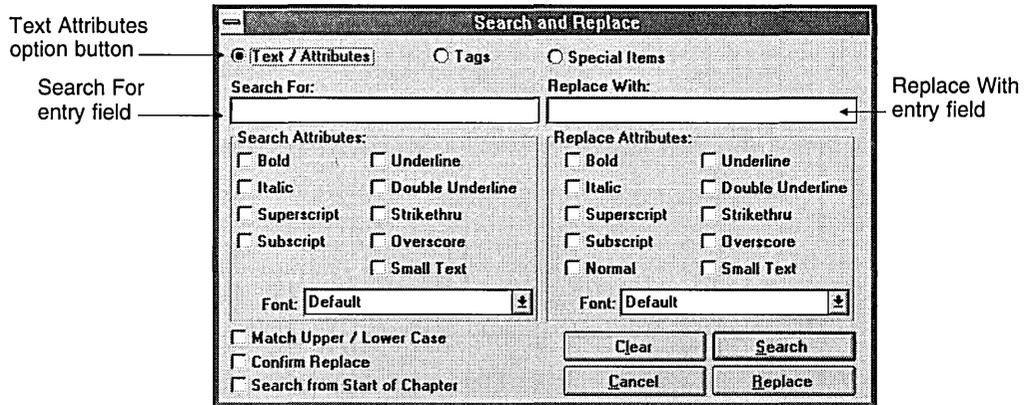
Handles on the outside edges of the application window indicate the page frame is selected.

The Search and Replace option will search for and replace text, text attributes, or paragraph tags in the currently loaded chapter.



- Select the Search and Replace button.

The Search and Replace dialog box, similar to the following illustration, displays.



The Search and Replace dialog box is divided into two modes; search and replace text or text attributes, and search and replace tags. These modes are controlled by selecting either the Text/Attributes or the Tags option button at the top of the dialog box.

For this exercise, you'll use the Text/Attributes mode to search the practice chapter for the text **Ventura Publisher** and replace it with the acronym **VP**, and also apply the replacement attribute of **bold**.

To search for all occurrences of "Ventura Publisher,"

- Make sure the Text/Attributes option button is selected.
- Press the tab key once.

The text cursor blinks inside the Search For entry field. The Search For entry field is where you type the text you want to find (commonly referred to as the search string).

- Type: **Ventura Publisher** in the Search For entry field.

Note: You can refine your search further by asking Ventura Publisher to search for text with specific attributes or case. Refer to the *Reference Guide* for more information.

- Press the tab key once to move the text cursor to the Replace With entry field.

The text cursor blinks inside the Replace With entry field. The Replace With entry field is where you type the replacement text for the search string.

- Type: **VP** for the replacement text.

Note: When replacing a word that may be part of another word, remember to type a space before and after the word. Otherwise, any occurrence of that word, even when it is found within other words, will be substituted with the replacement word. For example, type spaces before and after the word “in” to replace “in” only, and not when it appears in other words such as **interesting**, and *minutes*.

Attributes for replacement text can be assigned by selecting the attribute(s) from the Replace Attributes options in the Search and Replace dialog box. To assign the bold attribute for the replacement text,

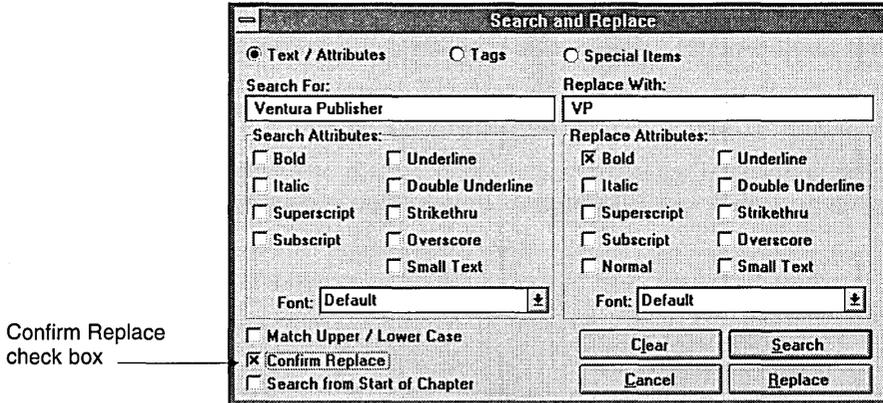
- Select the Bold check box from the Replace Attributes options.

An X inside the check box indicates selection.

You can control the progress of the search and replace by having Ventura Publisher stop and pause at each occurrence of the search string. This lets you indicate whether or not you want to replace the word. Your other option is to allow Ventura Publisher to make all the replacements automatically. To control the progress of the search and replace,

- Select the Confirm Replace check box.

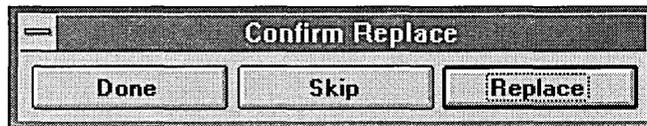
An X inside the check box indicates selection. Your screen should look similar to the following illustration.



To begin the search and replace operation,

- Select the Replace button.

Ventura Publisher begins searching the chapter for text matching the search string. When the first occurrence of “Ventura Publisher” is found, the page containing the matching text is displayed, the text is highlighted, and the following dialog box is displayed.



- Selecting Done instructs Ventura Publisher to stop the search and replace operation. Any replacements made up to the point the Done button is selected will not be undone.
- Selecting Skip instructs Ventura Publisher not to make the change, but to leave “Ventura Publisher” as is and proceed with the search for the next occurrence of “Ventura Publisher.”
- Selecting the Replace button instructs Ventura Publisher to make the change and proceed with the search for the next occurrence of “Ventura Publisher.”

To leave this occurrence of “Ventura Publisher” as is and proceed with the search,

- Select the Skip button.

The text "Ventura Publisher" is left as is. The next occurrence of "Ventura Publisher" is found and highlighted.

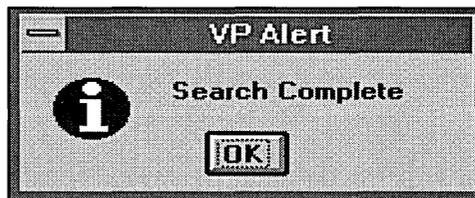
To replace this occurrence of "Ventura Publisher" with "VP" and proceed with the search,

- Select the Replace button.

The text "Ventura Publisher" is replaced with the Replace With entry "VP" and the next occurrence of "Ventura Publisher" is found and highlighted.

- Continue searching for "Ventura Publisher" and replace it with "VP." Notice as you proceed with the search that Ventura Publisher is searching all frames containing text files as well as frames containing caption text and box text.

When the search and replace is completed, the following message displays.



- Select the OK button to remove the message from the screen.

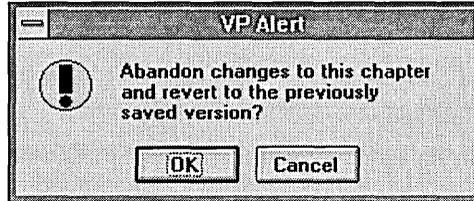
This concludes the search and replace exercise. For more information about the power of Ventura Publisher's Search and Replace feature, refer to "Search and Replace" in the Edit Menu section of the *Reference Guide*.

Abandoning your changes

To retain the original format of the SCOOP.CHP files you've been working with, follow the steps below.

- Select the Revert to Saved option from the File menu.

A warning box, similar to the following illustration, asks if you want to abandon your changes and revert to the previously saved version.



- Select the OK button

The screen is redrawn with the document laid out in its original form.

You can now load another chapter in place of the one on the screen. You could also use the New Chapter button or option in the File menu to completely clear the screen.

EXERCISE 3 GLOSSARY

The following terms can be found in Exercise 3.

❖ **Caption**

A caption is placed above, below, or to the left or right of a frame, and can be used to identify the picture in the frame.

❖ **Cropping**

Cropping means eliminating unwanted portions of a picture. The portions not displayed in the document remain stored in the original picture file.

❖ **Free frame**

A frame which does not have a frame tag assigned to it. When a free frame is selected, <No Tag> displays in the Tags list. This means the selected frame has default frame properties and is unaffected by changes made to other frames.

❖ **Scaling**

Increasing or decreasing the size of a picture.

Frames & pictures

In this exercise you'll learn about:

- Deleting a frame
- Showing *column guides*
- Drawing a frame
- Loading a picture into a frame
- Sizing and *scaling* a picture
- *Cropping* a picture
- Adding a caption to a frame
- Moving a frame
- *Anchoring* a frame to text
- Adding a drawing to a frame
- Drawing a box around a frame
- Reducing a picture within a frame
- Hiding pictures

Approximate time to complete: 30 minutes

Ventura Publisher uses frames to hold pictures, just as it uses frames to hold text. Using the Add New Frame Tool, you can draw a frame anywhere on the page — between paragraphs, within paragraphs, in one column, or stretching across several columns. For example, if you want to add a picture to a 3-column story on the front page of a newsletter, you can draw the frame for the picture across one, two, or three columns — depending on how much room you want allotted for the picture.

When you add a frame to a page that contains text, Ventura Publisher automatically flows text around the frame. If you desire, you can have the text flow behind the frame to create a superimposed effect.

Initially, frames are created without a tag assigned to them. A frame without a tag is known as a *free frame*. Frame tags, which are similar to paragraph tags in use, allow you to create frames very quickly and apply frame properties like size, ruling lines, background color, etc., in a single action. For more information about frame tags, refer to “Add New Frame Tag” in the Frame Menu section of the *Reference Guide*.

After you load a picture into a frame, you can increase or decrease the size of the picture, *independent of the size of the frame* (this is called *scaling*). You can also show only one portion of the picture and hide the rest (this is called *cropping*).

In this exercise, you'll use the &MAG-P3.CHP chapter to practice adding frames and pictures.

To open the practice chapter file,



- From the function buttons, select the Open Chapter button.

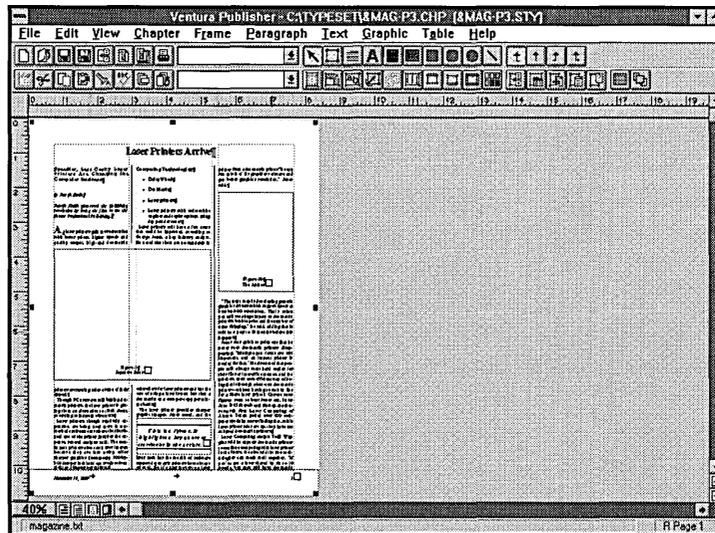
The Open File dialog box displays only files with a .chp extension in the Typeset directory.

- Select &mag-p3.chp from the filename list box, and then OK.

The chapter, style sheet, and text files load and the document displays on the screen.

- Change to Reduced View.

The screen looks similar to the following illustration.



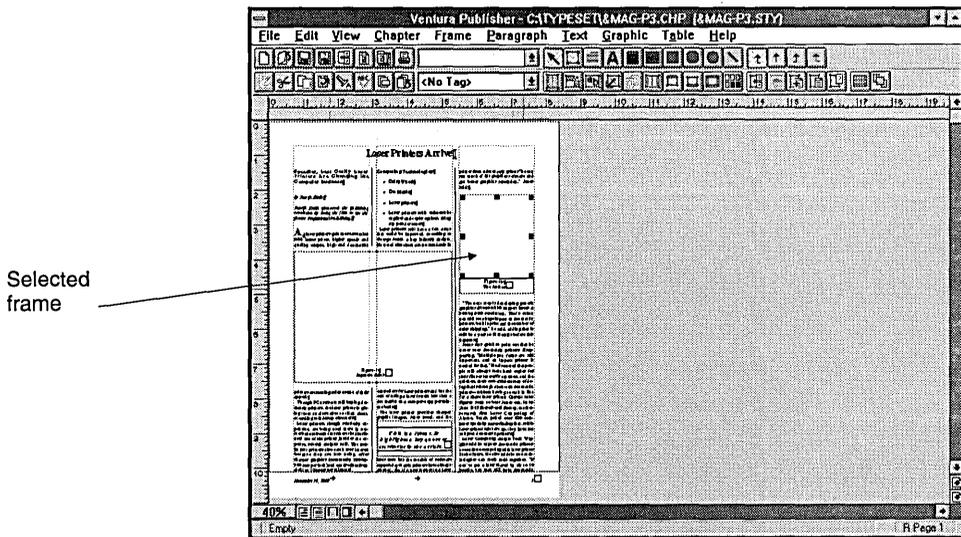
Deleting a frame

The chapter displayed on your screen contains two frames: a large two-column frame and a small one-column frame. You can use these frames to add pictures or text (either typed or from another text file).

In this part of the exercise, you'll select and delete the one-column frame. (You'll redraw the frame later at the same location.)

- Make sure the  Frame Tool is enabled.
- Select the one-column frame (in the third column) by placing the cursor anywhere inside it and clicking the mouse button.

Handles display on the outside edges of the frame, indicating that it is selected. Actions you take will affect this frame, rather than the page frame. The screen looks similar to the following illustration.



You can now delete the frame.

- From the function buttons, select  the Cut Item button, or press the Del (delete) key.

The frame and its caption are deleted.

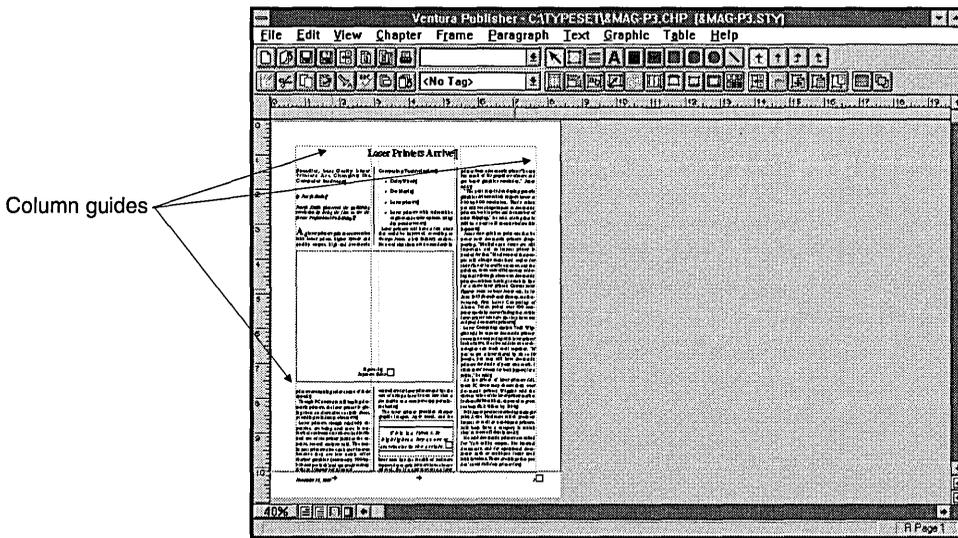
Notice how the third column is now filled with text. Text in the page frame is automatically rearranged whenever you delete, add, or change the size of a frame.

Showing column guides

When adding or moving frames, you may find it helpful to use the Show Column Guides option (in the View menu). Show Column Guides places a ghost box around each column defined in the style sheet so you can easily line up frames within the column.

- Select the Show Column Guides option in the View menu. (If a check mark (✓) appears next to the option, then the Show option is currently active.)

The screen is redrawn with ghost boxes around each column and looks similar to the following illustration.



Drawing a frame

Adding a picture in a chapter is a two-step process:

1. Draw a frame to hold the picture.
2. Select the picture file to load into the frame.

The Add New Frame tool is used to draw a frame. When you start to draw a frame, you always place the cursor where the **upper left corner**

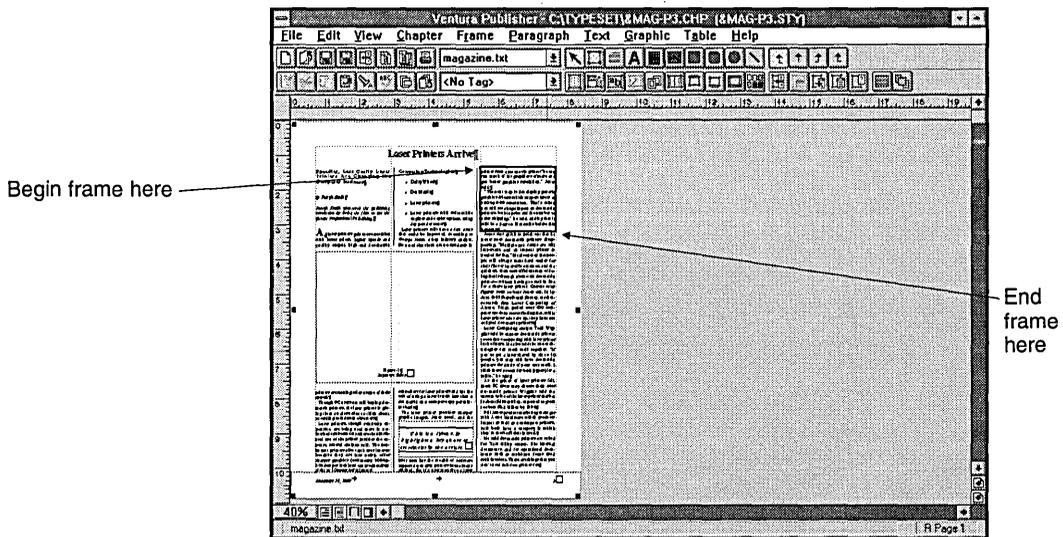
of the frame will be located. Then, press **and hold** the mouse button as you “drag” the mouse diagonally (down and to the right) until the frame outline is the size you want.



- Select the Add New Frame tool.
- Move the cursor into the page frame.

The cursor changes to  indicating you're ready to draw a frame.

- Position the cursor at the top left corner of the third column. (The location of the deleted frame.)
- While holding down the mouse button, “drag” the cursor across and down to the right edge of the column. (Use the following illustration as a guide.)



- Release the mouse button.

A frame is inserted in the document. It's marked by handles on the edges to indicate it is currently selected (i.e., action will take effect on this frame). EMPTY displays in the current selection indicator, indicating there is nothing in the frame. <No Tag> displays in the Tags list, indicating the frame has no tag assigned to it.

Note: If you need to resize the frame, move the cursor to one of the handles on the frame's edge, then hold down the mouse button as you "drag" the frame edge to a new location.

Loading a picture into a frame

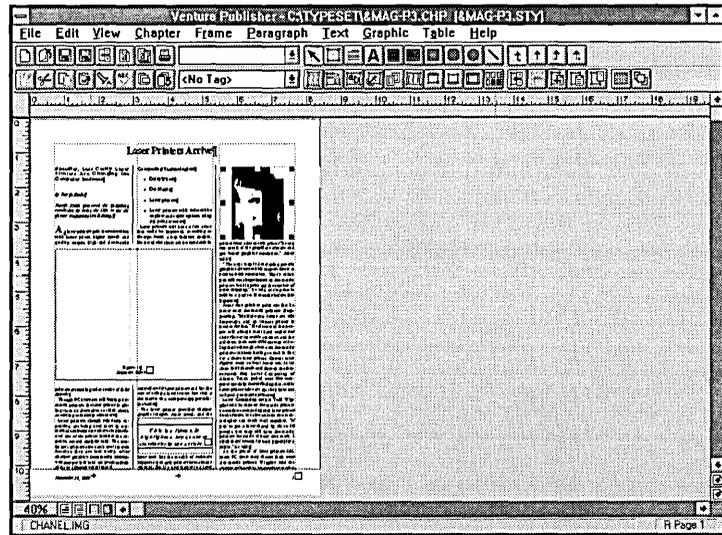
When a frame is selected, any text or picture file you select will load into that frame. In this part of the exercise, you'll load the picture file, CHANNEL.IMG, into the frame you've just drawn.

- Be sure the frame you drew is still selected (i.e., has handles on the edges). If it isn't, move the cursor into it and click.



- From the function buttons, select  the Load Text/Picture button.
The Load Text/Picture dialog box displays.
- Select for File Type the Image option button.
The image options display in the Format list box so you can identify the file format.
- Because CHANNEL.IMG is in GEM format, make sure GEM/HALO DPE is selected for the file Format.
- Select the OK button.
The Open File dialog box displays with the last directory used (Type-set) active and with the .img files displaying in the File Name list box.
- Select chanel.img from the File Name list box.
- Select the OK button.

After several seconds, chanel.img is loaded into the frame. The file name displays in both the Files list and the current selection indicator. Your page now resembles the following illustration.



Next, you'll change the size of the picture in the frame.

Sizing and scaling pictures

There are several different ways to size pictures. The basic options for sizing include:

- Fit in Frame (the picture expands or contracts to fill the frame)
- Maintain Aspect Ratio (same as Fit in Frame, except the picture's original height-to-width ratio is maintained)
- By Scale Factors (the picture size is increased or decreased numerically)

In each case, the space occupied by the picture will be increased or decreased by the frame's margins.

Changing the size of a picture **does not** alter the original picture file.

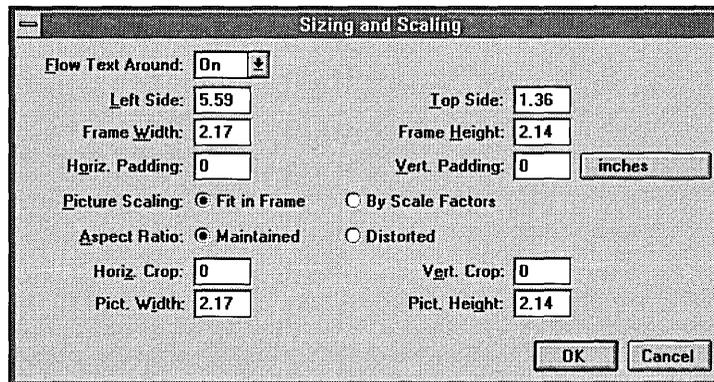
Follow the steps below to change the current values in the Frame Width and Frame Height text boxes to 02.17, making the frame a perfect square.

- Make sure the small frame containing the image is still selected (i.e., has handles at the frame edges).



- From the tool option buttons, select the Sizing & Scaling button.

The Sizing & Scaling dialog box, similar to the following illustration, displays. (Your coordinates may be different than those in the illustration.)



- Press the Tab key twice to move the highlighting and the typing cursor (a thin bar) to the Frame Width text box.

- If the current value is not 2.17, type: **2.17**

The current value in the text box is replaced with 2.17

- Press the Tab key once to move the highlighting and the typing cursor to the Frame Height text box.

- If the current value is not 2.17, type: **2.17**

The current value in the text box is replaced with 2.17

Next, you'll change the picture you just loaded by increasing its size and then cropping the picture. (Remember that changing the size of a picture does not alter the original picture file.)

- From the Picture Scaling option buttons, select the By Scale Factors option button.
- Double-click on the value inside the Pict. Width text box.
The current value in the text box is highlighted.
- Type: **3**
(Doubling the scale width will ensure the picture is larger than the frame so you can use the cropping feature in the next section.)
- Select the OK button.
When the picture redraws, you will see that the image size has doubled inside the frame.

Cropping a picture

Cropping a picture means positioning it within a frame so that only a portion of the picture shows. Cropping lets you display the most significant part of the picture.

You may find it easier to work in Normal View while cropping a picture.

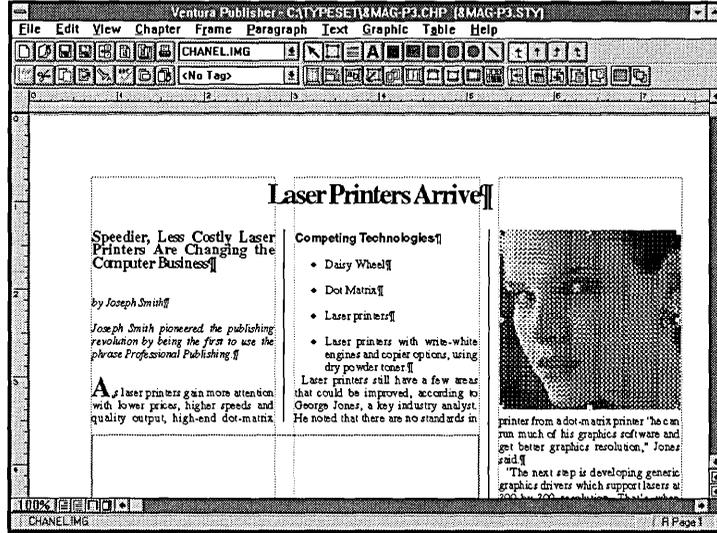
- Change to Normal View.
- If necessary, use the horizontal and vertical scroll bars to move the page so that you can see the picture in the third column.
- Place the cursor anywhere on the picture.
- Press and hold down the Alt key, and then press and hold down the mouse button.

The cursor changes to a hand. 

- Move the cursor in all four directions until you are satisfied with the portion of the picture within the frame. (Most of the face should show; some hair will not show.)

- When the picture is positioned where you want it, release the mouse button and the Alt key.

The cropped portion of the picture displays in the frame. The screen resembles the following illustration. Cropping and scaling instructions are stored in the chapter (CHP) file.



Note: The portions not displayed in the document are still stored in the original picture file.

Adding a caption to a frame

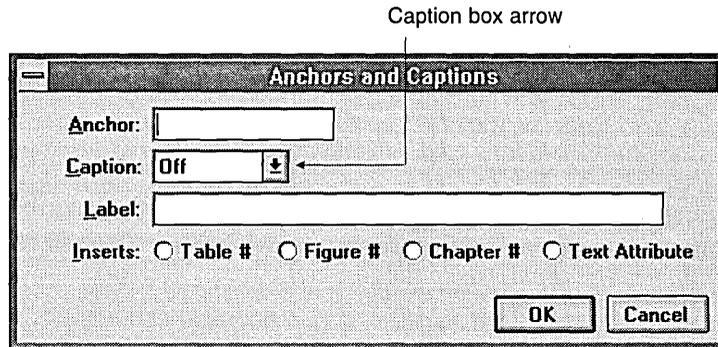
The Anchors & Captions option allows you to place captions at a variety of locations around a frame. The caption is contained in a frame "tied" to the picture frame. Captions can contain any text you wish and can be as long as you like. You can also use Ventura's Table #, Figure # and Chapter # counters to automatically number captions.

- Be sure the frame with the image is still selected (i.e., has handles on the edges).



- From the tool option buttons, select the Anchors & Captions button.

The Anchors & Captions dialog box, similar to the following illustration, displays.



- Click on the arrow to the right of the Caption box to open the drop-down list box.
- Select the Below option.
Below displays in the Caption box.
- Click inside the Label text box.
- Type: **Fig.** and press the spacebar.

To use the automatic figure numbering feature,

- From the Inserts options, select the Figure # option button.
[F#] is inserted in the Label text box.
- Press the spacebar and type: **The author.**
- Select the OK button.
The caption is added to the frame.

Moving a frame on a page

As you learned earlier in the exercise, text is automatically reformatted when you add or delete a frame on a page. In this part of the exercise, you'll see how text is reformatted when you move a frame.

You may find it easier to work in reduced view to move a frame.

- Change to Reduced View.



- Be sure  the Frame Tool is enabled.
- Select the two-column frame (move the cursor to it and click).
- Press and hold down the mouse button.

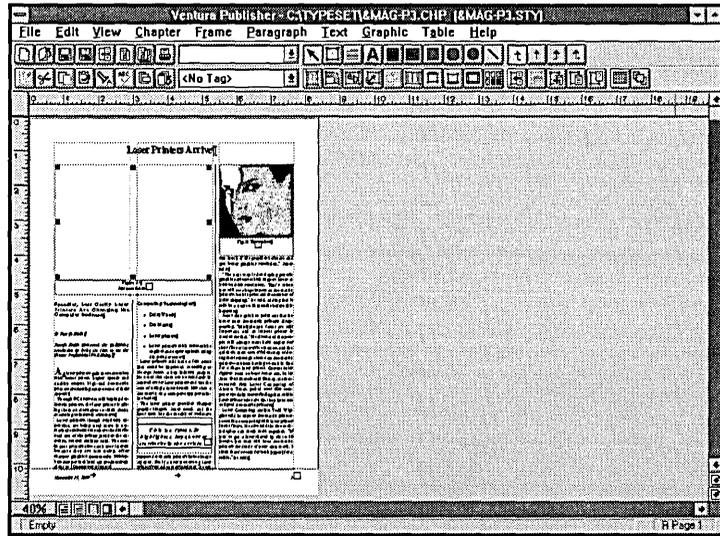
The cursor changes to .

- Start to drag the mouse straight up.

As you drag, an outline of the frame follows your movements.

- Drag the outline until it is aligned with the top line of text (just below the headline “Laser Printers Arrive”).
- Release the mouse button.

The frame is drawn in its new location, and the screen looks similar to the following illustration.



Anchoring a frame to text

When you anchor a frame to nearby text, the frame and the text referencing the frame remain together on the same page. This ensures that the frames you add to a chapter will display in the correct position on the page.

Anchoring a frame to nearby text is a two-step process. (1) Attach an anchor reference (name) to the frame. (2) Insert an identical anchor reference in the text referring to that specific frame and then re-anchor all frames in the chapter.

To anchor the frame you've been working with to nearby text,

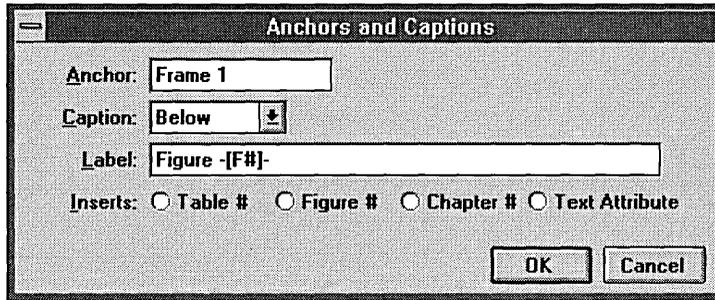


- Be sure  the Frame Tool is enabled.
- Be sure the large two-column frame is still selected.



- From the tool option buttons, select  the Anchors & Captions button.

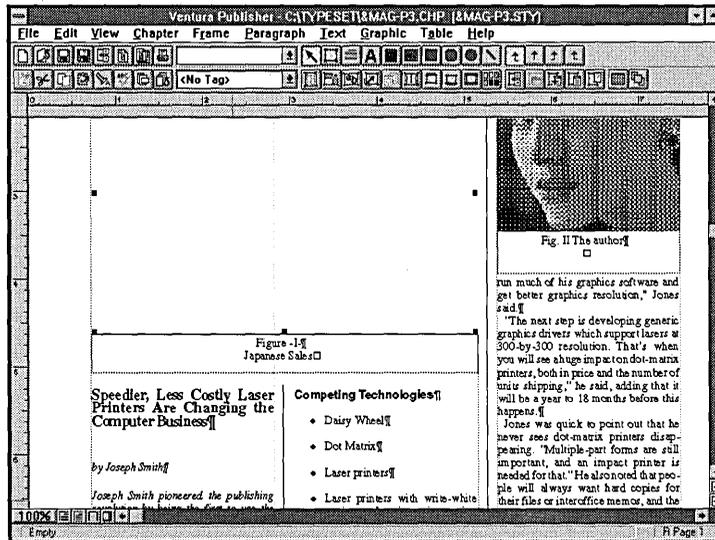
The Anchors & Captions dialog box, similar to the following illustration, displays. The typing cursor is positioned in the Anchor text box.



- Delete the text: Frame 1, and type: **Columbia**
- Select the OK button.
The anchor reference, Columbia, is attached to the frame.

Now, insert an identical anchor reference in the text.

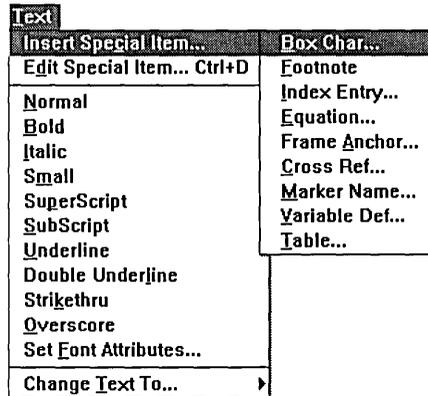
- Change to Normal View.
- If necessary, use the scroll bars to position the page so that you can see the text under the large, empty two-column frame. (Use the following illustration as a guide.)





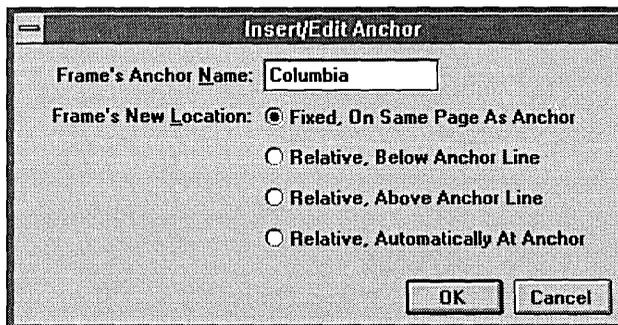
- Select the Text Tool.
- Position the cursor to the left of the word “Speedier” in the heading “Speedier, Less Costly Laser ...” then click the mouse button.
- Select the Text menu.
- Select the Insert Special Item option.

A cascading menu, similar to the following illustration, displays.



- Select the Frame Anchor option.

A dialog box, similar to the following illustration, displays. The frame’s anchor name, Columbia, was entered automatically in the Frame’s Anchor Name text box.



If the text is moved (due to revisions), the frame must be moved and positioned above the text containing the anchor. To ensure this,

- Select the Relative, Above Anchor Line option button for the Frame's New Location.

See: "Edit Menu" and "Frame Menu" in the *Reference Guide* for more information on the frame's new location.

- Select the OK button.

Frame Anchor displays in the current selection indicator. A degree symbol (°) displays at the insertion point in the text to mark the position of the frame anchor. If the text is moved, the anchored frame will move with the text after a re-anchor.

*Note: Unless you select the Relative, Automatically at Anchor option, the frame will not actually move until you choose Re-Anchor Frames from the Edit menu. For more information about re-anchoring frames, refer to "Re-Anchor Frames" in the Edit Menu section of the *Reference Guide*.*

Adding a drawing to a frame

To practice loading another picture into a frame, you'll use the COLUMBIA.GEM file, which is a drawing created in GEM Graph.

- Change to Reduced View.

- Select  the Frame Tool.

- Select the large two-column frame.

- From the function buttons, select  the Load Text/Picture button.

The Load Text/Picture dialog box displays.

- Select for File Type the Line Art option button.

The line-art options display in the Format list box so you can identify the file format.

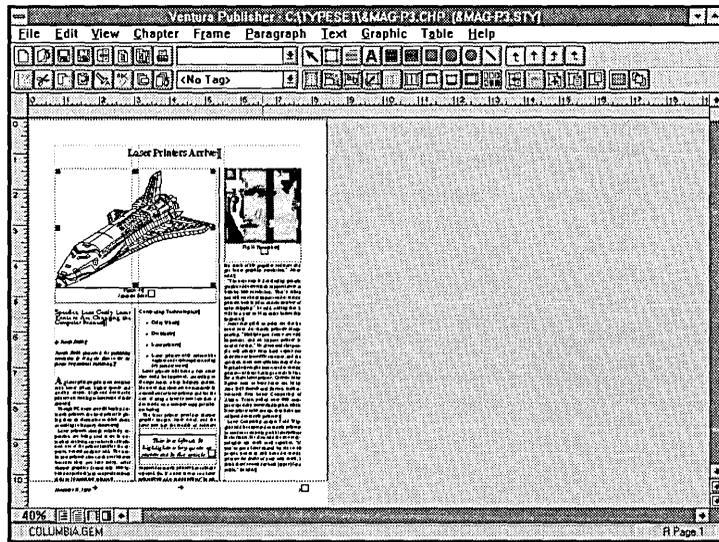
- Because COLUMBIA.GEM is in GEM format, make sure GEM is selected for the file Format.

- Select the OK button.

The Open File dialog box displays. The last directory used (\typeset) is still active and GEM files are shown.

- Select columbia.gem and then OK.

COLUMBIA.GEM is loaded into the frame. The file name appears in both the Files list and the current selection indicator. Your page now resembles the following illustration.



Note: All features (sizing & scaling, cropping, etc.) for modifying image files are available for line-art files.

Drawing a box around a frame

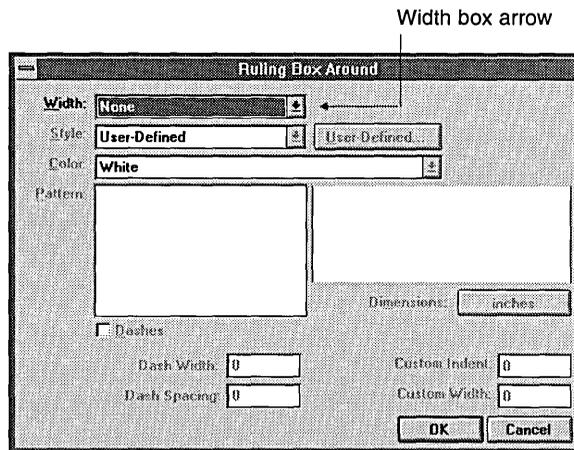
You may want to enclose text or a picture in a box to set it apart from the base page.

- Be sure the two-column frame is still selected.



- From the tool option buttons, select the Ruling Box Around button.

A dialog box, similar to the following illustration, displays.



To specify the ruling box be frame wide:

- Click on the arrow to the right of the Width box to open the drop-down list box, and then select the Frame option.

Frame displays in the Width box.

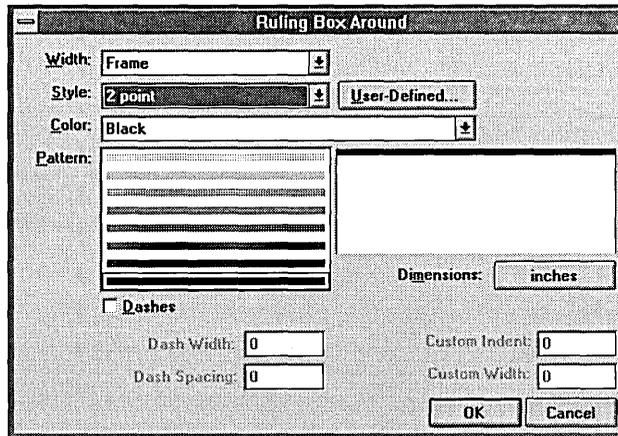
To specify a color, and then a solid pattern for the ruling box:

- Select the Black option from the Color drop-down list box, and then the last sample pattern in the Pattern list box.

To specify the height of the ruling line:

- Click on the arrow to the right of the Style box to open the drop-down list box, and then select the 2 point option.

The height of the rule (2 points) displays in the dialog box immediately, as shown in the following illustration.



← Will aid in determining the proper line thickness.

- Select the OK button to close the Ruling Box Around dialog box.

A ruling box is placed around the frame. The ruling box may be hidden by the handles on the outside edges of the selected frame.

- To see the ruling box, move the cursor away from the selected frame and click.

Reducing a picture within its frame

If the top and bottom of the picture are too close to the ruling box around the frame, you can change the margins of the frame to allow for white space between the ruling line and the picture.



- Make sure  the Frame Tool is enabled.
- Select the two-column frame again.



- From the tool option buttons, select  the Margins & Columns button.

A dialog box, similar to the following illustration, displays.

Margins and Columns

of Columns: 1 2 3 4 5 6 7 8

Settings For: Left Page Right Page

	Widths	Gutters	Margins
Column 1:	4.59	0	Top: 0 inches
2:	0	0	Bottom: 0
3:	0	0	Left: 0
4:	0	0	Right: 0
5:	0	0	
6:	0	0	
7:	0	0	
8:	0	0	

Calculated Width = 4.59
Actual Frame Width = 4.59

Inserts: Make Equal Widths Copy To Facing Page

OK Cancel

- To add white space to the top of the drawing, change the Top: (margin) value to .1 by pressing the Tab key once to highlight the current value, and then typing: .1.
- To add white space to the bottom of the drawing, change the Bottom: (margin) value to .1 by pressing the Tab key two times to highlight the current value, and then typing: .1.

- Select the OK button.

The margins within the frame are increased. This reduces the size of the picture and allows more white space between the picture and the frame box.

Hiding pictures on the screen

You've probably noticed that redrawing a page is slower when pictures have been added to frames. You can hide these pictures and decrease the time it takes to redraw the screen. This is useful when you need to make numerous editing changes on a page. And, because hidden pictures do not print, this feature can also be used to decrease the time it takes to print draft copies.

While pictures are hidden, the frame and the picture it contains can still be moved, sized, scaled, cut, copied, and pasted. You can hide or show all pictures in a chapter or only selected pictures.

To hide all pictures,

- Make sure that no drawn frames are selected.
- Select the View menu.
- Select the Show All Pictures option.

The screen is redrawn. All pictures are replaced with screened boxes.

Now that you've seen what hidden pictures look like, turn the pictures on again as follows:

- Select the View menu.
- Select the Show All Pictures option.

The screen is redrawn with the pictures showing again.

To hide just one picture,

- Make sure  the Frame Tool is enabled.
- Select the picture you wish to hide.
- Select Show This Picture from the View menu.

To show just one picture,

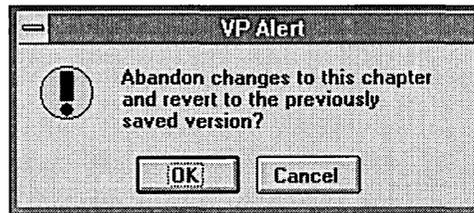
- Make sure  the Frame Tool is enabled.
- Select the picture you wish to show.
- Select Show This Picture from the View menu.

Abandoning your changes

This is the end of the exercise. To maintain the original format of the files you've been working with, follow these steps,

- Select the File menu.
- Select the Revert to Saved option.

A warning box, similar to the one below, displays asking if you really want to abandon your changes.



- Select the OK button.

The screen is redrawn with the chapter in its original form.

You can now open another chapter in place of the one on the screen. (You could also use the New Chapter button or the New option in the File menu to completely clear the screen, or use the Exit option in the File menu to exit Ventura Publisher.)

EXERCISE 4 GLOSSARY

The following terms can be found in Exercise 4.

❖ **Callout**

Text used to identify or call attention to a particular area of a picture.

❖ **Constrain**

A way to control graphics to produce a perfect circle instead of an ellipse; a square instead of a rectangle; or a horizontal, vertical, or 45° line. To constrain a graphic, hold down the Alt key when you draw or resize the graphic.

❖ **Hairlines**

The thin lines on each ruler that follow the movement of the mouse across the page. Using these hairlines, you can draw and place frames and graphics to precise positions on the page.

Using the drawing tools

In this exercise you'll learn about:

- Creating a new text file
- Displaying rulers on a page
- Using the drawing tools
- Creating a new frame and adding a picture
- Using the Box Text tool
- Drawing lines and arrows
- Moving frames with graphic drawings
- Drawing and shading boxes and circles
- Activating the invisible grid
- Changing fill attributes
- Overlaying objects
- Drawing perfect squares, circles and constrained lines
- Sizing and moving objects

Approximate time to complete: 30 minutes

Ventura Publisher allows you to add lines, circles, and boxes without using an external graphics package. You can draw graphics on the base page to enhance your text, or draw graphics in a frame to enhance your pictures.

In this exercise, you'll create a new text file and then add drawings to the text to practice the activities listed above.

Before you start this exercise:

- Check the View menu to make sure Show Tabs & Returns is active. (If a check mark (✓) is next to the option, then the Show option is currently active.)

- Check the View menu to make sure Normal View is active. (If a check mark (✓) is next to the option, then the Normal View option is currently active.)
- Use the View menu to turn off the column guides by selecting the ✓ Show Column Guides option.
- If necessary, move the vertical scroll box to its top-most position and the horizontal scroll box to its left-most position.

Creating a new text file

For this part of the exercise, you'll create a new text file and then add drawings to the text.

The first step in creating a new text file is to load a new style sheet. The style sheet used last will remain active until you load a new style sheet, or open a chapter that uses a new style sheet.

- From the function buttons, select  the Load Different Style button to load a new style sheet.

The Select Style Sheet dialog box displays.

- Select <r1-p1.sty from the files list, and then the OK button.

The new style sheet loads.

- From the tool buttons, select  the Text Tool to begin typing text.
- Place the text cursor anywhere on the page frame and then click the mouse button.

The typing cursor and the End of File (□) symbol are displayed.

(If you don't see the End of File symbol (□) on your screen, move the vertical scroll box to its top position and the horizontal scroll box to its left position. If you don't see the typing cursor on your screen, move the I-Beam cursor  to the left of the End of File symbol, then click the mouse.)

- Type: **This is a graphics drawing exercise.**

You have created a new text file. UNTITLED.TXT displays in the Files list, and UNTITLED.CHP displays in the title bar as the name of the new chapter file.

Note: Both the text file and the chapter file remain untitled until you save the chapter with a new name.

Displaying rulers on a page

You may find it helpful to display the on-screen rulers when sizing and positioning pictures and graphics.

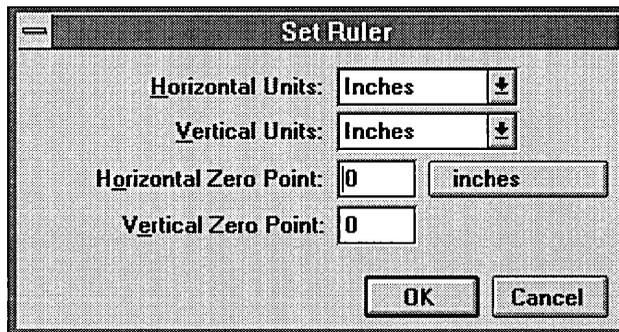
- Select the View menu.
- Select the Show Rulers option. (If a check mark (✓) is next to the option, then the Show Rulers option is currently active.)

The screen is redrawn with rulers across the top and down the left side of the page.

Note the thin *hairlines* on the face of each ruler. These move as the cursor moves, showing the exact position of the mouse cursor on the screen. You can set different ruler measurement units for each of the rulers using the Set Rulers option in the View menu.

- Select the View menu.
- Select the Set Ruler option.

The Set Ruler dialog box displays.



- For this exercise, make sure Inches is selected in both the Horizontal Units and Vertical Units list boxes, and then select the OK button.

Note: You can also adjust the rulers horizontal and vertical zero points in the Set Rulers dialog box. This is especially convenient when working with tabs, since tabs are measured from the left column edge rather than the page edge.

Using the drawing tools

Ventura's graphic tools are used to draw lines, ellipses, circles, square-edged and rounded-edge rectangles and squares in your documents. There's even a tool for drawing a box in which you can type text and then move anywhere on the page. Once you have drawn a graphic object, you can assign line and fill attributes to that object. Different line and fill attributes can be assigned to each graphic object drawn.

The following list describes the operations you can perform with each graphic tool.



Add Box Text tool — lets you type text in a box and move it anywhere on the page. Box text is useful for adding *callouts*, tables, and building forms.



Add Rectangle tool — lets you draw square-edged rectangles and squares to which you can apply line and fill attributes.



Add Round Cornered Rectangle tool — lets you draw rounded-corner rectangles and squares to which you can apply line and fill attributes.



Add Circle/Ellipse tool — lets you draw circles or ellipses to which you can apply line and fill attributes.



Add Line tool — lets you draw lines to which you can apply line attributes, such as arrows, color, and thickness.



Frame Tool — As soon as you have drawn the graphic, the Frame Tool is enabled. Use the Frame Tool to cut, copy, paste, move, and resize graphic objects.

Creating a new frame and adding a picture

If you used any of the graphic tools now, the object you drew would be tied to the base page frame. Since it's usually best to tie graphics to a frame other than the page frame, you'll create a new frame in this part of the exercise. Then you'll load a line art picture into that frame, create a *callout* using the Add Box Text tool and the Add Line tool, and move the frame so you can see how the "tied" graphics move with the frame.

To create a new frame:

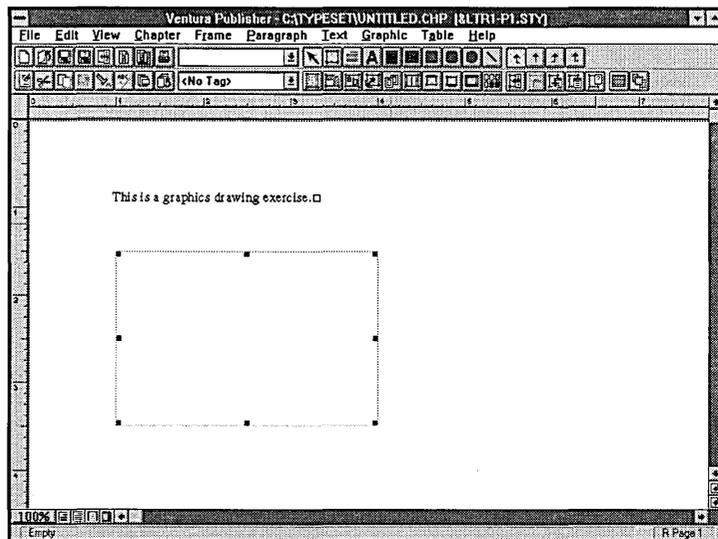


- From the tool buttons, select the Add New Frame tool.
- Starting one and a half inch down from the top margin and one inch in from the left margin, draw a frame approximately three inches wide and two inches deep. (Watching the hairlines on the rulers will help you draw the frame to these specifications.)

The three and a half inch mark on the vertical ruler may not be visible on the screen; however, as you drag the Add New Frame cursor down, the page will scroll down automatically.

- Release the mouse button.

Handles on its edges indicate the frame is selected.



Note that the Frame Tool is enabled. As soon as a frame is drawn, the Frame Tool is enabled. To load a file into a frame:



➤ From the function buttons, select the Load Text/Picture button. *The Load Text/Picture dialog box displays.*

➤ From the File Type options, select the Line Art option button. *The Format list box displays the line art options.*

➤ Make sure the GEM option is selected for the file format.

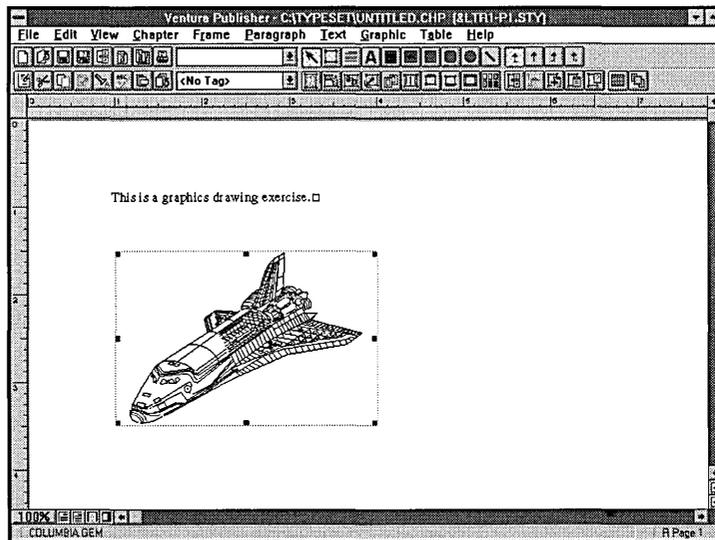
➤ Select the OK button.

The Open File dialog box displays. The last directory opened, \type-set, is remembered. Only .gem files display in the File Name list box.

➤ Select columbia.gem

➤ Select the OK button.

columbia.gem is loaded into the frame. Your page now resembles the following illustration.



The best way to call attention to a particular area of a picture is with a callout. Next, you will create a callout using the Add Box Text and Add Line tools.

Using the add box text tool

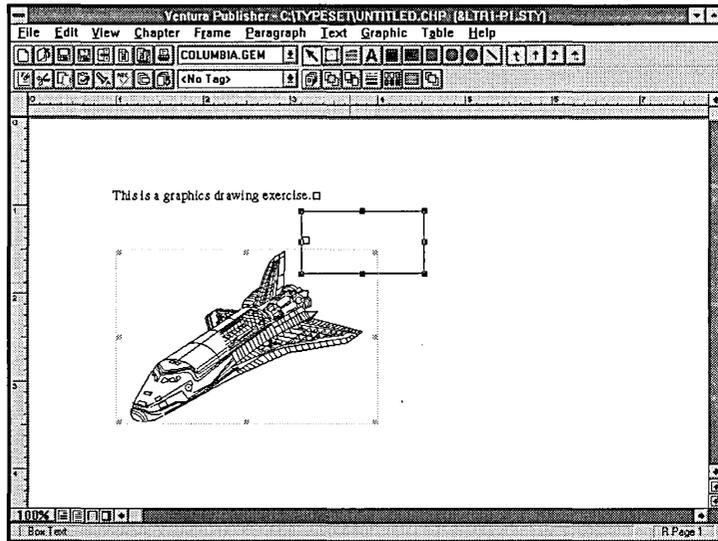
Using the Add Box Text tool, you can draw a box, type text in it, and then move the box anywhere on the page. The Add Box Text tool is very useful for creating callouts to label illustrations.

To create a callout,

- From the tool buttons, select  the Add Box Text tool.
- Move the cursor to the working area of the page.

The cursor changes to 

- Drawing box text is similar to drawing a frame. Press and hold the mouse button and begin drawing a box approximately the same size and in approximately the same location as the following illustration.



- Release the mouse button.

A box text frame is inserted in the document. It's marked by handles on the edges to indicate it is currently selected. Box Text displays in the correct selection indicator. An end of file symbol (□) displays in the box, as shown in the previous illustration.

Look at the handles on the edges of the frame containing `columbia.gem`. The light gray color of the handles indicates that the currently selected graphic, the box text frame, is “tied” to this frame. To illustrate this,

- Move the cursor away from both frames and click, then select the box text frame again and watch what happens.

With the box text frame selected again, to begin typing text,



- From the tool buttons, select the Text Tool.
- Select anywhere inside the box text frame with the text cursor.

The typing cursor (a thin vertical bar) is positioned to the left of the end of file symbol.

- **Type: Tail Section**

The text is added to the box.

Note: If you need to resize the box text frame, select the Frame Tool, move the cursor to one of the handles on the frame’s edge, then hold down the mouse button as you “drag” the frame edge to a new location.

Drawing lines with arrows

Using the Add Line tool, you can draw horizontal, vertical, or diagonal lines. Like all graphic objects, lines will be “tied” to the frame that is selected when they are drawn. Remember, however, that lines do **not** have to be drawn inside a frame to be tied to it.



- From the tool buttons, select the Frame Tool and then the frame containing `columbia.gem` (if it’s not already selected).

Handles on its edges indicate the frame is selected.

You’ll now draw a line from the box text frame to `Columbia` and then add an arrow to the end of that line to create a *callout*. Arrows are actually line attributes that you can activate and deactivate.

To draw a line,

- From the tool buttons, select  the Add Line tool.
- Move the cursor to the working area of the page.

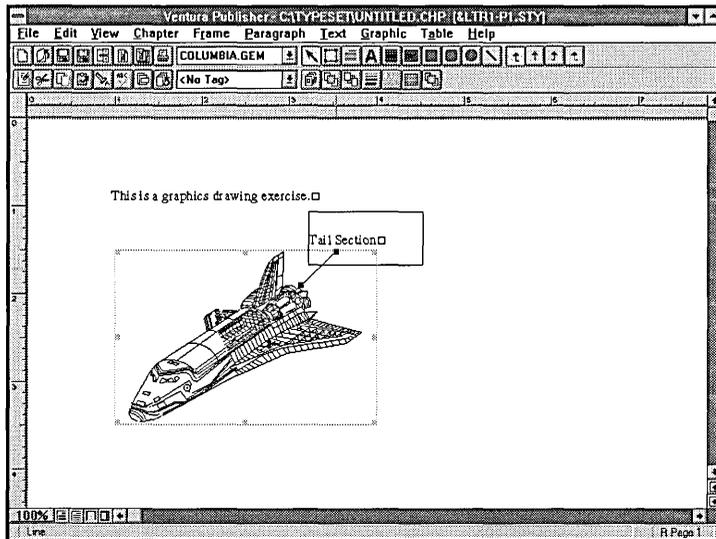
The cursor changes to: 

- Place the cursor at the tail section, then press and hold the mouse button. Drag the mouse diagonally to begin drawing a line approximately the same length and location as shown in the following illustration. (The line does not have to be straight.)

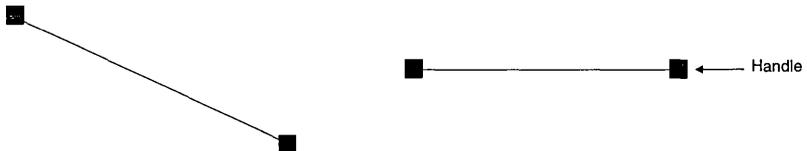
A line is drawn as you move the cursor.

- Release the mouse button.

Handles appear at each end of the line indicating it is selected.



Note: If your line is not the way you want it when you release the mouse button, just select it again by moving the cursor to the handles at either end of the line. Then drag the cursor up or down slightly until the line is positioned correctly.



Adjusting the attributes of lines

You can change the appearance of the lines that you draw by using the Graphic buttons or Graphic menu commands. For practice, you'll add an arrow to the end of the line pointing to the tail section of Columbia, and then change the border around the box text frame.

To activate the arrow attribute for the line,

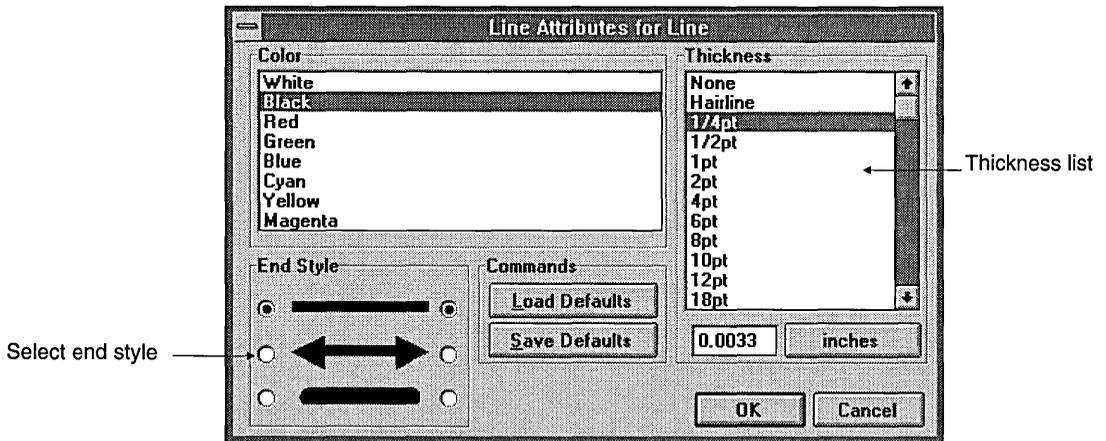
- The line you drew should still be selected, if not, move the cursor to the line and click the mouse button to select it.

Handles appear at each end of the line, indicating it is selected.



- From the tool option buttons, select  the Set Line Attributes button, or select the Line Attributes option from the Graphic menu. (You could also use the keyboard shortcut, Ctrl+L.)

A dialog box similar to the following illustration displays.

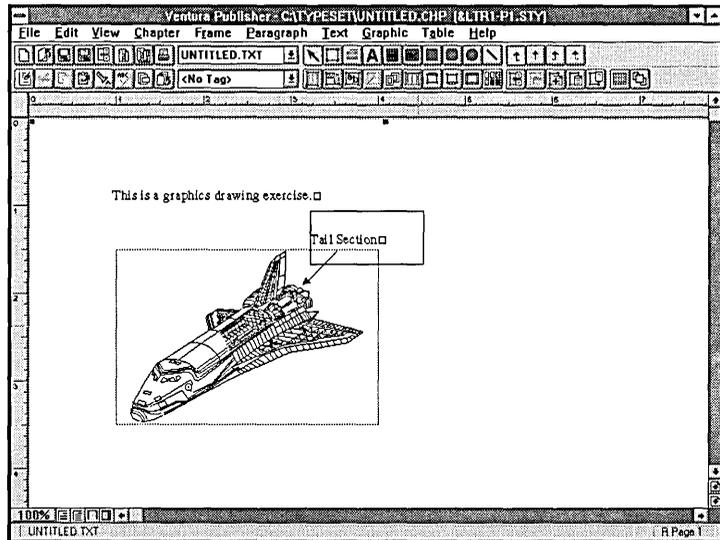


- From the End Style options, select the option button for the arrow pointing left.
- In the Thickness list box, select the 1pt option, and then the OK button to close the dialog box.

An arrow is added to the end of the line, and the line thickness changes. (You may or may not be able to see the difference in the line thickness.)

- To see the arrow more clearly, move the cursor away from the selected line and click.

Your drawing should look similar to the following illustration.



To change the border around the box text,

- Select the box text frame. (The box that contains “Tail Section.”)

Handles around the edge of a box indicate selection.



- From the tool option buttons, select the Set Line Attributes button, or select the Line Attributes option from the Graphic menu.

The Line Attributes for Box Text dialog box displays.

- In the Thickness list box, select the None option, and then the OK button to close the dialog box.

The line around the box is hidden. Only the handles are displaying.

Since the graphics you drew (box text frame and line with arrow) are attached to the frame in which Columbia is loaded, the graphics will always stay with the frame should the frame be cut, copied, or moved. Ventura Publisher’s frame anchoring feature (described in Exercise 3) could now be used to anchor the frame to the surrounding text, thereby anchoring the graphics to the surrounding text as well.

- Move the cursor inside the frame containing Columbia.

- Hold down the mouse button and drag the frame an inch or two lower or to the right, then release the mouse button.

The callout (box text frame and line with arrow) moved with the frame.

This concludes part one of Exercise 4. Before beginning the second part of Exercise 4, you will need to clear the screen.

- Select the Revert to Saved option from the File menu.

The Save or Abandon changes message displays.

- Select the Abandon button.

The screen clears.

Drawing and shading boxes

Boxes of different sizes and shapes can be drawn with the Add Rectangle tools. You can choose between square corners or round corners and the boxes can be shaded or hollow. Using the Add Circle/Ellipse tool, circles and ellipses of different sizes, shapes, and shading can also be drawn.

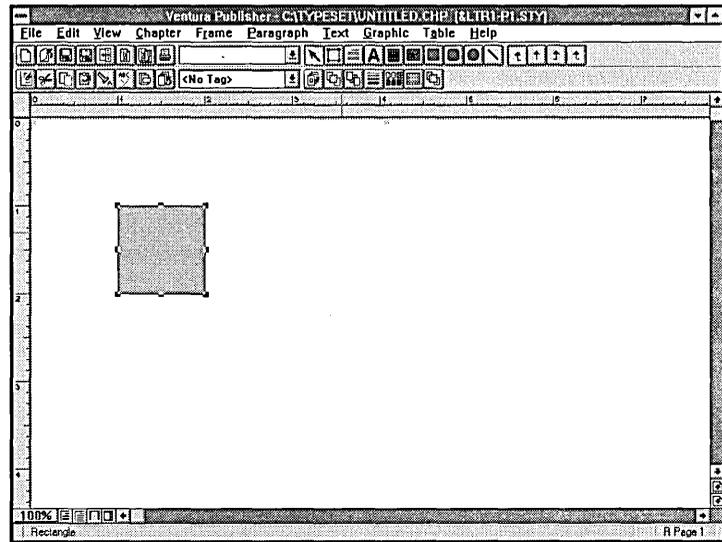
In this part of the exercise, you'll draw a box, and then a circle that overlaps the box.

- From the tool buttons, select  the Add Rectangle tool.
- Move the cursor into the working area of the page.

The cursor changes to 

- Using the rulers for reference, position the cursor in the upper left corner of the page approximately one inch down from the top margin and one inch in from the left margin.
- Press and hold down the mouse button as you drag the cursor diagonally (down and to the right). Release the mouse button when you have drawn a box approximately one inch square. (Remember to watch the rulers as you draw.)

When you release the mouse button, a gray box appears on the page. Your drawing should look similar to the following illustration.



Now, draw a circle,

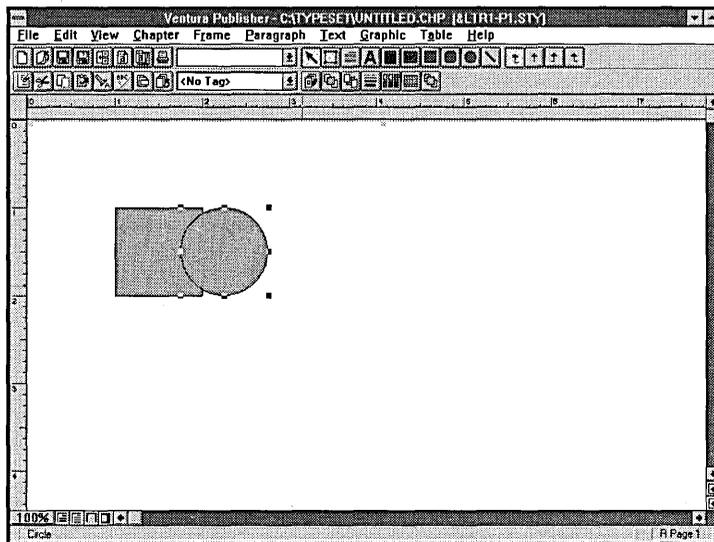


- From the tool buttons, select the Add Circle/Ellipse tool.
- Move the cursor into the working area of the page.

The cursor changes to 

- Position the cursor anywhere in the upper-right corner of the box.
- Hold down the mouse button, and drag the cursor diagonally to draw a circle approximately the same size as the box. Then release the mouse button. (The circle should overlap the box.)

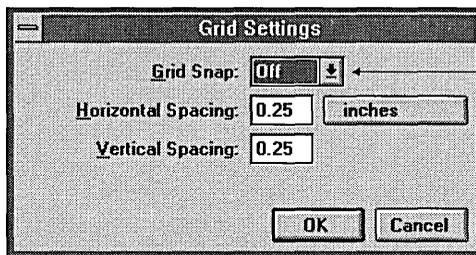
Your screen should resemble the following illustration.



Activating the invisible grid

You can use Ventura Publisher’s invisible grid to help you align drawings and frames. After the grid is activated, you will see the effect when you draw, move, or resize a graphic; it will “snap” (jump) to the nearest grid setting. To turn on the grid or change the grid increments,

- From the tool option buttons, select  the Set Grid button or the Grid Settings option from the Graphic menu.
The Grid Settings dialog box displays.



- Open the Grid Snap drop-down list box by clicking on the down arrow to the right of the Grid Snap box.
- Select the On option.
On displays in the Grid Snap box.

- Select the OK button to close the dialog box.

The grid is now turned on.

Changing fill attributes

The Fill Attributes option allows you to change the fill area for graphics drawn with the rectangle, circle, or box text tools. Fill attributes include color and pattern, and also opaque and transparent qualities.

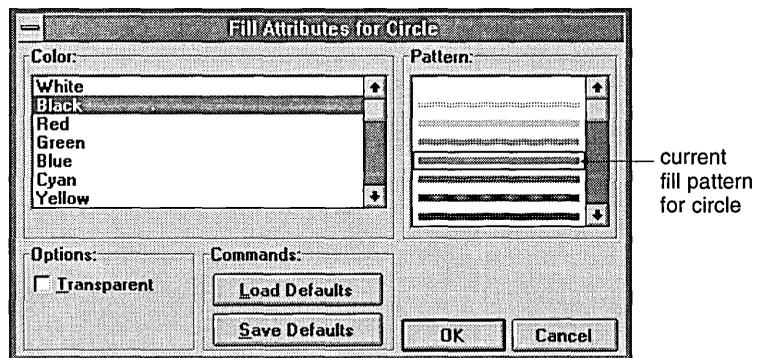
To change fill attributes for the circle,

- Be sure the circle is still selected. If it's not selected, click the mouse button anywhere inside the circle.



- From the tool option buttons, select the Set Fill Attributes button or the Fill Attributes option from the Graphic menu.

The Fill Attributes for Circle dialog box similar to the following illustration displays.



The Pattern option is used to define the shading for a graphic object. The fill pattern currently being used is outlined with a thin black line.

- From the Pattern list box, select one of the lighter fill patterns available.

- Select the OK button to close the dialog box.

The shading in the circle matches the fill pattern you selected.

To change the line attribute of the circle,



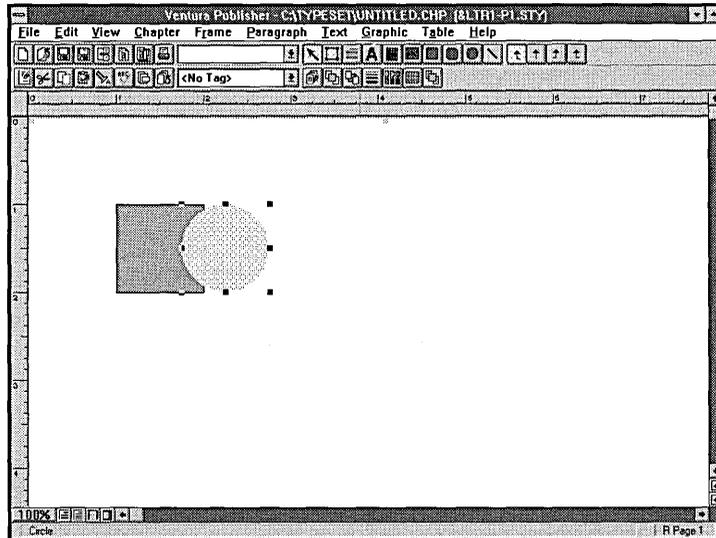
- From the tool option buttons, select the Set Line Attributes button or the Line Attributes option from the Graphic menu.

The Line Attributes for Circle dialog box is displayed.

- From the Thickness list box, select the None option.

- Select the OK button to close the dialog box.

The line around the circle is gone. Your drawing should look similar to the following illustration.



Overlaying objects

Right now, the circle is located in front of the box, because you drew the circle last. You can change the order in which objects display using the Send to Back or Bring to Front options.

- Be sure the circle is still selected. If it's not selected, click the mouse button anywhere inside the circle.

To send the circle to the back,

- From the tool option buttons, select  the Send to Back button or the Send to Back option from the Graphic menu.

The circle appears to move behind the box.

You can also use the Bring to Front button or the Bring to Front option in the Graphic menu to create the same effect.

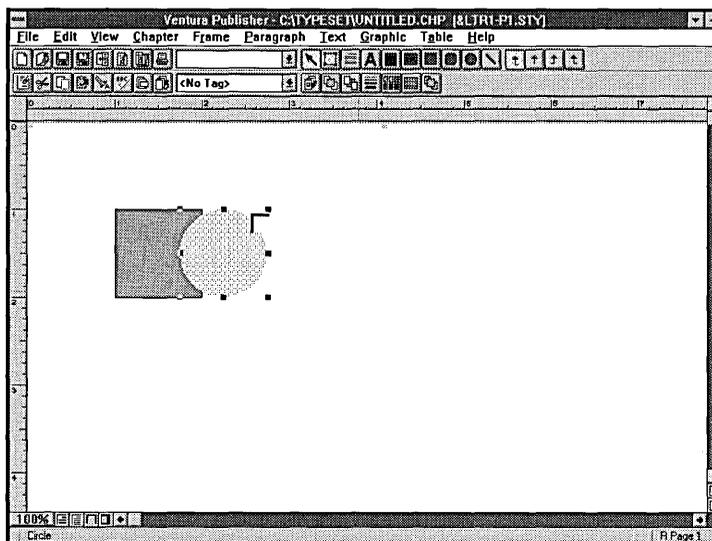
- From the tool option buttons, select  the Bring to Front button or the Bring to Front option from the Graphic menu.

The circle appears to move in front of the box.

Drawing perfect squares, circles and constrained lines

Ventura Publisher allows you to draw perfect squares, circles, and *constrained* lines (that is, lines that are perfectly vertical, horizontal, or at 45° angles). To draw a constrained square,

- From the tool buttons, select  the Add Rectangle tool.
- Position the cursor to the right of the circle, as shown in the following illustration.



- Press and hold down the Alt key.
- While pressing the Alt key, hold down the mouse button to draw a square, but this time drag the mouse straight down and not diagonally.
- Release the mouse button and the Alt key.

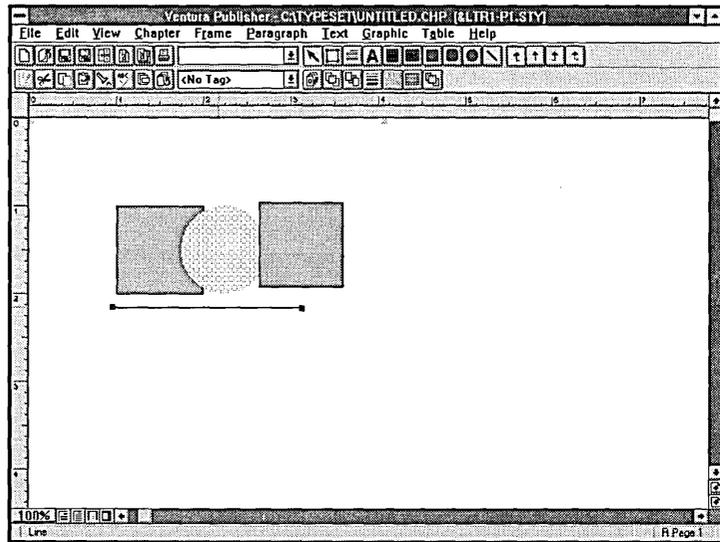
A perfect square is drawn.

This is the same technique you would use to draw a constrained circle, only you would use the Add Circle/Ellipse tool instead of the Add Rectangle tool. To practice drawing a constrained horizontal line,



- From the tool buttons, select  the Add Line tool.
- Move the cursor anywhere on the working area of the page.
- Press and hold down the Alt key.
- While keeping the Alt key depressed, hold down the mouse button and draw a horizontal line approximately 2 inches long.
- Release the mouse button and the Alt key.

A straight horizontal line is drawn, as shown in the following illustration.



To change the horizontal line to a 45° angle,

- Press and hold down the Alt key.
- While keeping the Alt key depressed, point to one of the handles on either end of the line, hold down the mouse button, and drag the handle down.

When the cursor reaches approximately a 45° angle to the horizontal line, an outline of the line appears.

- Release the mouse button and the Alt key to draw the line.

Sizing and moving objects

You can size and move objects, as needed.

To size an object,

- Move the cursor to the circle and click to select it.
- Point to any one of the eight handles around the circle, hold down the mouse button, and drag the cursor to another location. The handles on the top and bottom allow you to adjust the object vertically, and the handles on the left and right allow you to adjust the object

horizontally. The handles in the corners allow you to adjust the object both vertically and horizontally.

The cursor changes to  while you are dragging the handle.

- For more practice, select the rectangle and change its size.

To move a box, circle, or line, all you need to do is select it (anywhere other than the handles), then drag the cursor to the appropriate location.

To move an object,

- Place the cursor anywhere inside the circle (but not on the handles).
- Hold down the mouse button.

The cursor changes to 

- Drag the cursor around on the screen.

An outline of the circle moves as you drag the cursor.

- Release the mouse button when the circle is in the desired location.

You can use this method to move any object including lines and frames. You may have noticed while you were dragging the circle around on the screen that it seemed to jump or “snap” to different points. The circle was snapping to the invisible grid which you turned on earlier in this exercise.

Ending Exercise 4

Before ending this exercise, you may want to experiment with all the graphic tools. You may also want to select different graphic objects which you've drawn, size and move them, and apply some of the graphic options to change their order and attributes.

When you've finished,

- Turn the rulers off by selecting Show Rulers in the View menu.
- Clear the screen by selecting Revert to Saved in the File menu.
The Save or Abandon changes message displays.
- Select the Abandon button.
The screen clears.

EXERCISE 5 GLOSSARY

The following terms can be found in Exercise 5.

❖ **Column break**

A tag that, when applied to a paragraph, forces the next paragraph to a new column. If the current page has only one column, the next paragraph is forced to the next page.

❖ **Indent**

The ability to move text in from the left margin. When you indent the first line of a paragraph, the indent length is often equal to the width of an uppercase “M” of the font and type size being used. The width will vary depending on the font you are using.

❖ **Interline spacing**

The spacing between lines in a paragraph. The Inter-Line setting in the Spacing option (Paragraph menu) specifies the distance from the baseline of one line of type to the next.

❖ **Line break**

A tag that, when applied to a paragraph, forces the next paragraph to a new line.

❖ **Page break**

A tag that, when applied to a paragraph, forces the next paragraph to the next page.

Customizing a style sheet

In this exercise you'll learn about:

- Changing a tag's attributes
- Creating a new tag
- Saving a new style sheet
- Using a new style sheet
- Renaming a tag
- Removing a tag

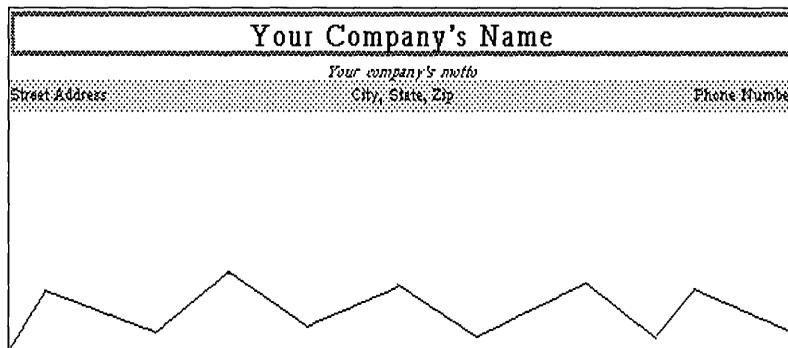
Approximate time to complete: 25 minutes

Paragraph tagging is the technique that Ventura Publisher uses to apply (or "tag") attributes to a paragraph. A paragraph is defined as any group of words or numbers followed by a carriage return. A tag is the name you give to each set of typographic attributes applied to a particular paragraph. Tag attributes include fonts, alignment, spacing, breaks, tab settings, ruling lines, special effects, and color. A collection of tags, along with the current page layout and margin and column settings, makes up the Ventura Publisher style sheet.

Ventura comes with many predefined style sheets in its Typeset directory. These style sheets cover a wide range of functional documents including reports, books, and proposals. You can usually find a style sheet that will fit your particular application. By renaming and customizing the selected style sheet, you can achieve the exact design you want.

For even greater choices, the Ventura Publisher Design Gallery provides additional ready-to-use style sheets that can be used as is, or with minimum modification.

To show you how easy it is to customize a style sheet, this exercise will let you create a letterhead template for your company by modifying the tags in the *LTR1-P1.STY* style sheet. After you complete the exercise, your new style sheet will look similar to the following illustration.



To open the practice chapter file,

- Use  the Open Chapter button to open the chapter <r1-p1.chp.
- Use the horizontal scroll bar to show more of the page.

Changing a tag's attributes

The easiest way to create your own style sheet is to modify the tags in an existing style sheet and then save the modified style sheet under a new name. By starting with an existing chapter that uses a style sheet similar to the one you want to create, you can quickly see how your changes will look on existing text without creating a new style sheet from scratch. And by saving the modified style sheet under a new name, you can modify it as desired without affecting the original style sheet that you copied it from.

You'll use the Paragraph menu, shown in the following illustration, to view and change attribute settings for tags in the <r1-p1.sty style sheet. Each option you select from this menu displays a dialog box. If you have questions on areas of a dialog box not covered in the exercise, refer to the *Reference Guide* for more information.

Paragraph	Text	Graphic	Table
Font Settings...			
Alignment...			
Spacing...			
Breaks...			
Tab Settings...			
Special Effects...			
Attribute Overrides...			
Paragraph Typography...			
Ruling Line Above...			
Ruling Line Below...			
Ruling Box Around...			
Auto-Numbering...			
Define Colors...			
Add New Tag...		Ctrl+2	
Update Tag List...		Ctrl+K	

The Paragraph Tool is the paragraph tagging instrument used to select paragraphs. When you select a paragraph, you activate the tag for that paragraph thereby allowing you to change the tag's attributes or assign another tag from the Tags list. A tags attributes can be modified using either the Paragraph Tool options in the Button Bar or the menu options in the Paragraph menu.

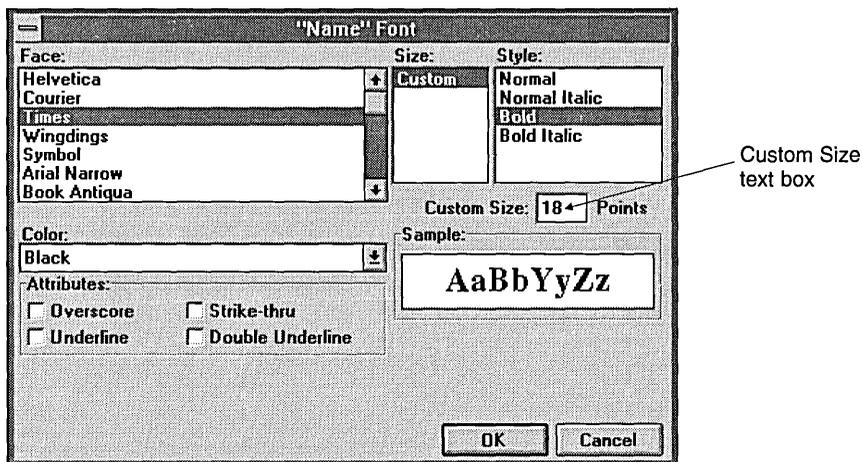
As you work through the following steps, you'll learn how to modify the attributes for the Name tag.

- From the tool buttons, select  the Paragraph Tool.
When the Paragraph Tool is active, you can select any paragraph by clicking the mouse on any part of the paragraph.
- Move the cursor into the working area.
The cursor changes to .
- Move the cursor to the text "Ajax Corp." and click the mouse button to select the paragraph.
Name, the tag name for the paragraph, displays in the current selection indicator and in the Tags list.

You'll practice modifying the Name tag by increasing the font size from 18 to 24 points and by adding a shaded frame wide box around the paragraph.

- From the tool option buttons, select  the Font button.

The Font dialog box, similar to the following illustration, displays.



The options in the Font dialog box allow you to change the typeface, type size, type style (bold, italic, etc.), color, and attributes (overscore, underline, etc.) for the selected tag.

To increase the type size,

- Select 24 in the Size list box
(If your printer does not support 24 point type, this option won't be shown -- simply select another size. Some printers have custom font sizes. If your printer has custom font size capability, in the Custom Size text box, delete the 18 and enter 24.)
- Select the OK button.

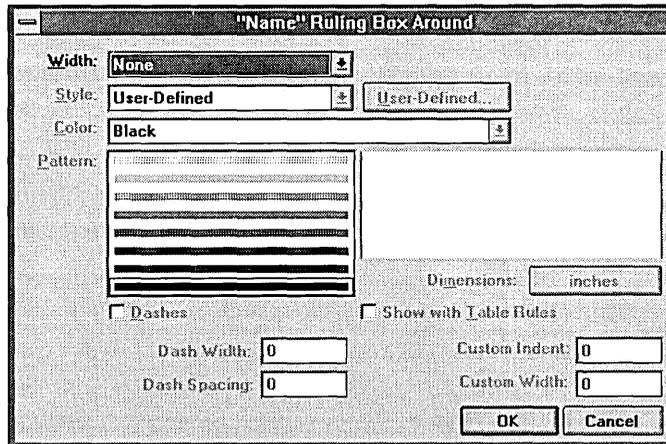
The type size of "Ajax Corp." changes to 24-point type.

Note: As soon as you select the OK button, every paragraph in the chapter already formatted with the Name tag will change to the new type size.

To add a shaded ruling box around the paragraph "Ajax Corp.",

- From the tool option buttons, select  the Ruling Box Around button.

The Ruling Box Around dialog box displays, as shown in the following illustration.



The Ruling Box Around dialog box allows you to add up to three ruling lines around a paragraph (see the *Reference Guide*), creating a box effect, and to specify line attributes for those lines such as, width, height, color, and pattern.

To specify that the ruling box be frame wide,

- Select the down arrow to the right of the Width list box.

The Width drop-down list box displays.

Notice the options available to you. In addition to Frame, you could also specify that the box around “Ajax Corp.” be Text, Margin, Column, or a Custom width. For this exercise, you’ll specify the box be Frame wide which means the box width equals the width of the page frame.

- Select the Frame option in the Width drop-down list box.

Frame displays in the Width list box.

The Style drop-down list box allows you to select from a number of pre-defined line styles. To specify the height of the ruling box around “Ajax Corp.”,

- Select the down arrow to the right of the Style list box.

The Style drop-down list box displays.

- Select the 3 point option.

A sample 3 point ruling line displays in the dialog box to aid in determining the proper line thickness and spacing.

The Color list box allows you to select a color for the ruling box. To specify a color for the ruling box around “Ajax Corp.”,

- If Black is not displaying in the Color list box, select the down arrow to the right of the Color list box, and then the Black option.

Black displays in the Color list box.

The Pattern list box allows you to select from eight pre-defined patterns ranging from very light to solid. The pattern currently being used is outlined with a thin black line. To specify a pattern for the ruling box around “Ajax Corp.”,

- Select the lightest pattern in the Pattern list box.

A sample of the patterned line displays in the dialog box to aid in determining the pattern.

- Select OK to close the Ruling Box Around dialog box.

A shaded ruling box is drawn around “Ajax Corp.”

You’ve completed the modifications to the Name tag. Each time you assign the Name tag to a paragraph, the new attributes you set (the large type size and ruling box around the paragraph) will be assigned to that paragraph.

Creating a new tag

New tags can be added to a style sheet at any time by using the Add New Tag option. First, select a paragraph with attributes similar in design to the tag you want to create, then select the Add New Tag button or the Add New Tag menu option from the Paragraph menu.

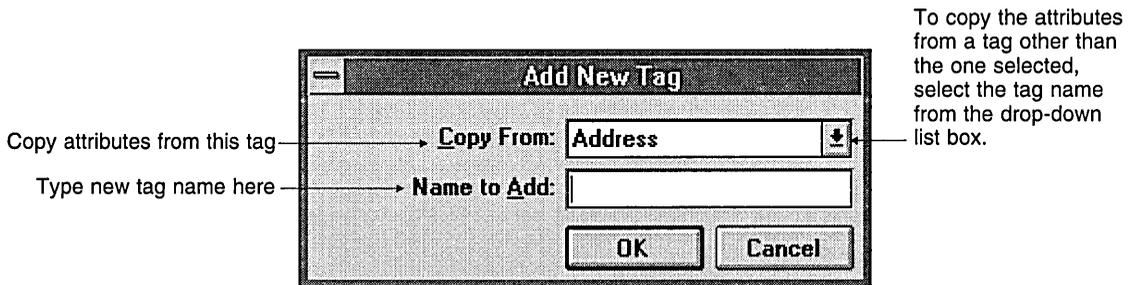
You’ll practice creating a new tag, and then practice modifying the new tag by changing the paragraphs horizontal alignment from center to left, and then defining a thick, shaded ruling line to display over the paragraph.

Note: Although Ventura Publisher will allow you to define up to 128 different tags per style sheet, most good designs use very few different tags.

To create a new tag,

- Be sure  the Paragraph Tool is selected.
- Select the paragraph: 123 Sapporro Road
Address, the name of the tag, is displayed in the current selection indicator and the Tags list.

- Select  the Add New Tag button.
The Add New Tag dialog box, similar to the following illustration, displays.



Address displays as the tag name to Copy From to indicate that the new tag will initially use the settings of the Address tag. The text cursor is positioned in the Name to Add text box.

- In the Name to Add text box, type the new tag name: **Street**
- Select the OK button.

The paragraph is now assigned the tag name "Street." The new tag name, "Street" is displayed in the current selection indicator and is added to the alphabetized Tags list.

Note: Choose tag names that make it easy to see the hierarchy between related tags when looking at the Tags lists.

Notice that the Address tag is still in the Tags list. If necessary, you could re-tag the street address paragraph using the Address tag after adding the new Street tag.

Modifying the alignment of the new tag

The Alignment option controls the way in which text lines up within a column. To change the horizontal alignment from center to left in the Street tag,



- From the tool option buttons, select the Alignment button.
The Alignment dialog box displays.

- Select the Left option from the Horz. Alignment drop-down list box.

- Select the OK button.

The street address is now aligned with the left column guide; this type of alignment is also known as “ragged right.”

Adding a shaded ruling line

Next, you’ll use the Ruling Line Above option to define a thick, shaded ruling line that will display over the paragraph.

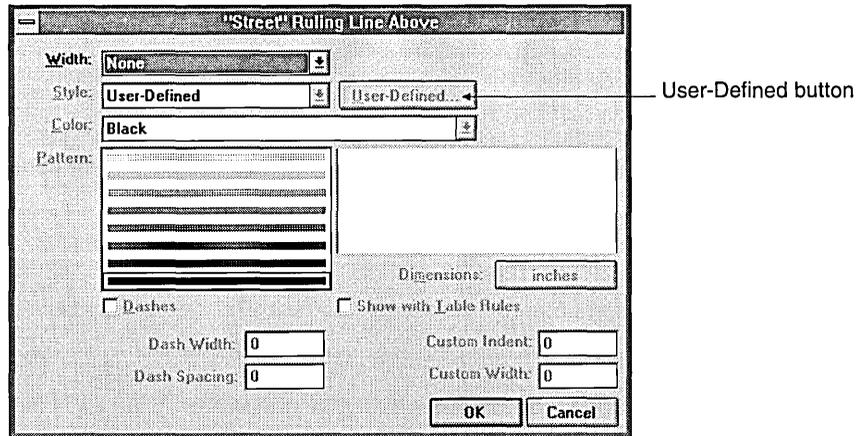
- Make sure the paragraph 123 Sapporro Road is still selected.

To specify that the ruling line be thick and shaded,



- From the tool option buttons, select the Ruling Line Above button.

The Ruling Line Above dialog box displays, as shown in following illustration.



If the Ruling Line Above dialog box looks familiar to you, it's because all three ruling dialog boxes, above, below, and around are basically laid out the same, only the titles of the dialog boxes are different. And like Ruling Box Around, the Ruling Line Above dialog box allows you to add up to three ruling lines above a paragraph, and to specify line attributes for those lines such as, width, height, color, and pattern.

To specify that the ruling line be frame wide,

- Select the Frame option from the Width drop-down list box.

Frame displays in the Width list box.

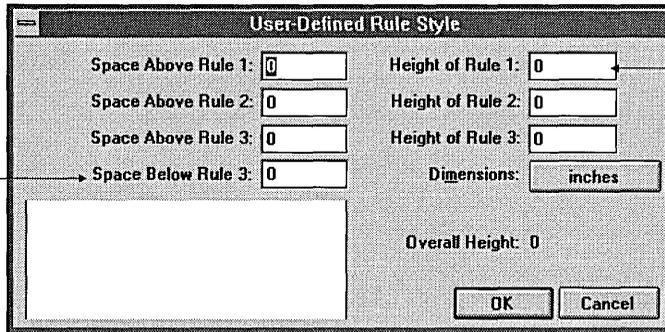
To specify a ruling height of one quarter of an inch, and to adjust the spacing so that the rule displays over the paragraph, you'll need to use the User-Defined option in the Ruling Line Above dialog box.

- Select the User-Defined button.

The User-Defined Ruling Style dialog box displays, as shown in the following illustration. The User-Defined option is where custom ruling styles are defined.

Enter the height of the first rule here - .25 (one quarter of an inch).

Entering a negative number here will cause the rule to be moved down over the paragraph.



- Press the Tab key once to move the highlighting and the text cursor to the Height of Rule 1 text box.

- Type: **.25**

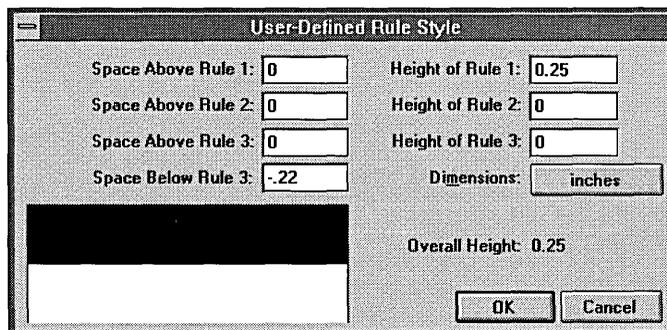
The text in the box is replaced with .25 (inches).

- Highlight the current value in the Space Below Rule 3 text box by double-clicking inside the text box.

A sample ruling line (one quarter of an inch) displays in the lower left corner of the dialog box to aid in determining the proper line thickness.

- Type: **-.22** (Typing a negative value in this text box will cause the ruling line to be moved down so it will be displayed on top of the paragraph.)

The settings in your dialog box should look identical to those in the following illustration.



- Select the OK button to close the User-Defined Ruling Style dialog box.

The Ruling Line Above dialog box displays.

To specify a semi-transparent shaded pattern for the ruling line so the text underneath will show through,

- Select the lightest pattern in the Pattern list box.

A sample of the patterned line displays in the dialog box.

- Select the OK button to close the Ruling Line Above dialog box.

The shading displays over the paragraph "123 Sapporro Road."

You've completed the modifications to the Street tag. Each time you assign the Street tag to a paragraph, the new attributes you set (left horizontal alignment and a shaded ruling line over the text) will be assigned to that paragraph.

Modifying line breaks

As you work through the steps in this part of the exercise, you'll learn how to move the next two paragraphs onto the same line as the street address.

The Breaks option sets the paragraph break conditions for the selected tag. After a break, the next paragraph can begin on a new line (*line break*), at the top of a new column (*column break*), at the top of a new page or frame (*page break*), or at the top of the next left or right page or frame (*page break before/until left/right*).

The Line Break options in the Breaks dialog box control whether space is added between paragraphs. You can define a line to break before, after, or both before and after a paragraph, or not at all.

- Select the paragraph: Palos Verdes, CA 90274

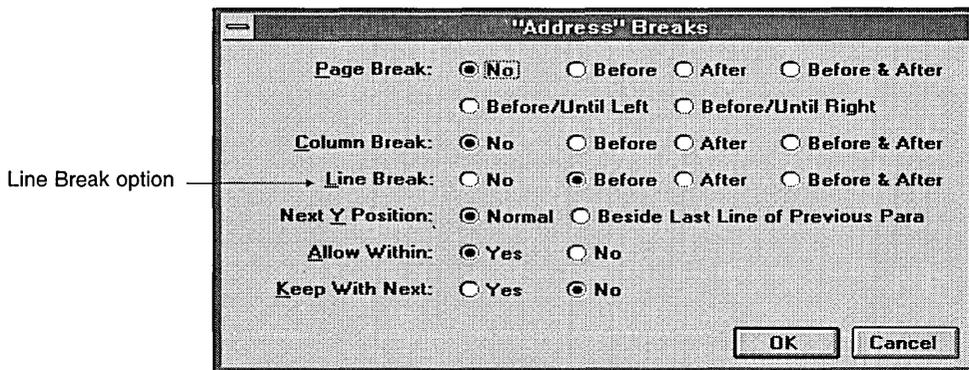
Address is displayed in the current selection indicator and the Tags list.

You'll practice modifying the Address tag by changing the line break from "Before" to "None." This modification will cause the Address paragraph to display on the same line as the Street paragraph by eliminating the space before the paragraph. And because the horizontal alignment for the Address paragraph is still center, the two paragraphs will not display on top of each other.



- From the tool option buttons, select the Breaks button.

The Breaks dialog box is displayed, as shown in the following illustration.



- From the Line Break (not Page Break) options, select the No option button to specify that there should not be a line break after this paragraph.

- Select the OK button.

Palos Verdes, Ca 90274 and 123 Sapporro Road are now positioned on the same line.

- Select the paragraph "(555) 541-1234".

Phone is displayed in the current selection indicator and the Tags list.

You'll practice modifying the Phone tag by changing the paragraphs horizontal alignment from center to right, and then the line break from "Before" to "After." These modifications will cause the Phone paragraph to display on the same line as the Street and Address paragraphs, but align with the right column guide.

- From the tool option buttons, select  the Alignment button.
The Alignment dialog box displays.
- Select the Right option from the Horz. Alignment drop-down list box.
Right displays in the Horz. Alignment list box.
- Select the OK button.
The phone number is now aligned with the right column guide.

- From the tool option buttons, select  the Breaks button.
The Breaks dialog box displays.
- From the Line Break (**not** Page Break) options, select the After option button to specify that the line should break after the paragraph. (You're specifying the line to break after instead of not at all to maintain the space between the Phone paragraph and the next paragraph down.)
- Select the OK button.
The phone number is now positioned on the same line with the street and city information.

For more practice

You have now performed some of the basic steps necessary to modify and add a new tag. For more practice, in the body of the document, you'll reduce the *inter-line spacing* and *indent* the first line of text.

- Be sure  the Paragraph Tool is selected.
- Select the first paragraph in the letter starting with "It has been called . . ."
Body Text is displayed in the current selection indicator and the Tags list.

To indent the first line of text for the selected tag,

- From the tool option buttons, select  the Alignment button.

The Alignment dialog box displays.

- Be sure Indent is selected for the First Line option, then position the typing cursor in the In/Outdent Width text box (if it is not already there).
- Type the indent width: **.1**
- Select the OK button.

The first line of every paragraph tagged with Body Text is indented one-tenth of an inch.

The Inter-Line option in the Spacing dialog box controls the space between the lines of a paragraph. To reduce in half the inter-line spacing for the selected tag,

- From the tool option buttons, select  the Spacing button.

The Spacing dialog box displays.

- Double-click inside the Inter-Line text box to highlight the current value.
- Type: **14** for the new inter-line spacing value.
14 replaces 28 for the inter-line spacing value.
- Select the OK button.

Both paragraphs tagged with the body text tag are now single spaced, and the first line of each paragraph is indented.

Note: A good rule of thumb is that Inter-Line spacing should be roughly 1.2 times the font size. Thus, a tag which uses 12 point type should have 14 points of inter-line spacing.

For more information on inter-line spacing, and the other spacing options in the Spacing dialog box, refer to “Spacing” in the Paragraph menu section of the *Reference Guide*.

Next, you'll practice adding another new tag and then modifying its attributes to indent a paragraph from both the left and right margins.

- Select the paragraph beginning with: "Thank you for buying . . ." (Use the vertical scroll bar if necessary.)

Body Text displays in the current selection indicator and Tags list.

- From the tool option buttons, select  the Add New Tag button.

The Add New Tag dialog box displays.

- In the Name to Add text box, type: **Indent** (Be sure Body Text is shown in the Copy From text box so the body text tag's attributes will be copied into your new tag.)

- Select the OK button.

Indent displays in the current selection indicator and Tags list.

The In From Left and In From Right options in the Spacing dialog box are used to set temporary margins. In From Left is measured from the left column edge, and In From Right is measured from the right column edge.

- From the tool option buttons, select  the Spacing button.

- To indent the paragraph from both the left and right margins, type the following measurements for the options listed below:

In From Left: 30 points
In From Right: 30

- Select the OK button.

The paragraph is indented in from both the left and right.

Saving a modified style sheet

Always save modifications to existing style sheets under a new name unless you want those modifications to affect other chapters using the same style sheet. This preserves the original style sheet by saving the changes to a new file name.

To save the modified (<R1-P1.STY) style sheet under a new file name,

- Select  the Save as New Style button.
The Save File As dialog box displays. The appropriate subdirectory and files (.STY) are displayed.
- Type a file name for the new style sheet: LTRHD
(It is not necessary to add the extension .STY as it will automatically be added.)
- Select the OK button.

The style sheet is saved under the new name.

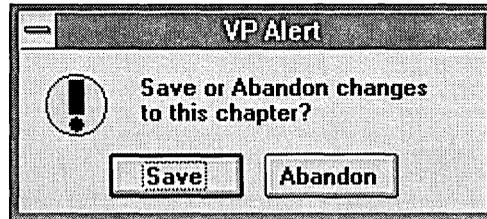
Note: Remember that saving the chapter after modifying its style sheet or saving a modified style sheet under its original name will change the look of all other chapters that use the same style sheet. Therefore, if you want to maintain the integrity of your original style sheet, save the modified style sheet under a new name **before** you save the chapter. (Saving a chapter first will automatically save modifications to the original style sheet.)

Using the new style sheet

The steps in this section show you how to create your own personalized letterhead template using the style sheet you created earlier in this exercise. First, you'll remove the existing text from the sample chapter, and then add a frame to hold the letterhead. The letterhead frame allows you to load a different text file for the body of each letter without having to recreate the letterhead every time.

To create your own personalized letterhead template,

- From the function buttons, select  the New Chapter button.
The following message is displayed.

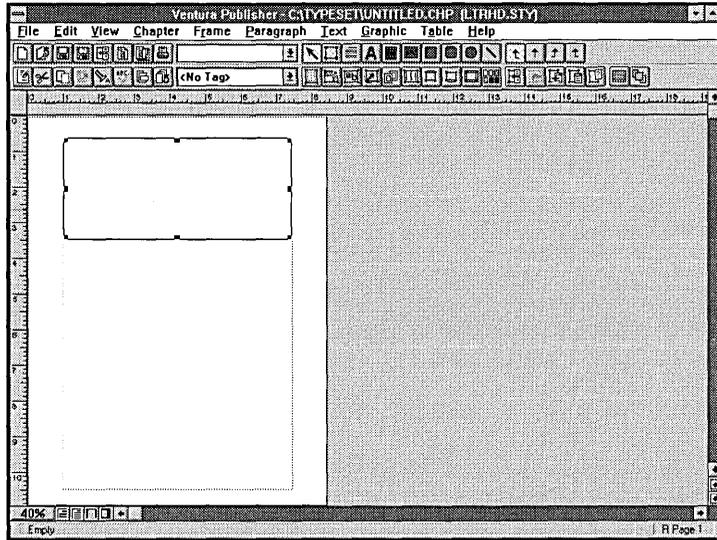


- Since you want to create a new template chapter without saving the changes to the original chapter, select the Abandon button.
The Open File dialog box displays. The appropriate subdirectory and files (.STY) are displayed.
- Select the Cancel button.
The screen is cleared and ready for a new document. The modified LTRHD.STY style sheet is still active, but the text file and chapter file have been removed.
- Change to Reduced View so you can see the whole page. (If you have a full-page display, you can use the scroll bar to view the entire page.)
- Select the Show Column Guides and Show Ruler options from the View menu so you can see the page margins and use the rulers for drawing a frame. (If a check mark (✓) is next to these options, then they are currently active.)

To create a new frame to hold your company's letterhead,

- From the tool buttons, select  the Add New Frame tool.

- Point to the upper left corner of the column and then draw a large frame across the top of the page similar to the following illustration.



Now you can type your company's letterhead text into the frame.

- Change back to Normal View.

- From the tool buttons, select  the Text Tool.

- Move the cursor inside the frame you just created and click the mouse button to position the typing cursor.

The typing cursor is located to the left of the end of file symbol (□), indicating that you can begin typing.

- Type your company's name, then press the Enter (return) key.

The text is entered into the frame as Body Text. (Body Text is the default paragraph tag.)

- Type your company's motto (if desired), then press the Enter key.

- Type your company's street address, then press the Enter key.

- Type your company's city, state, and zip, then press the Enter key.

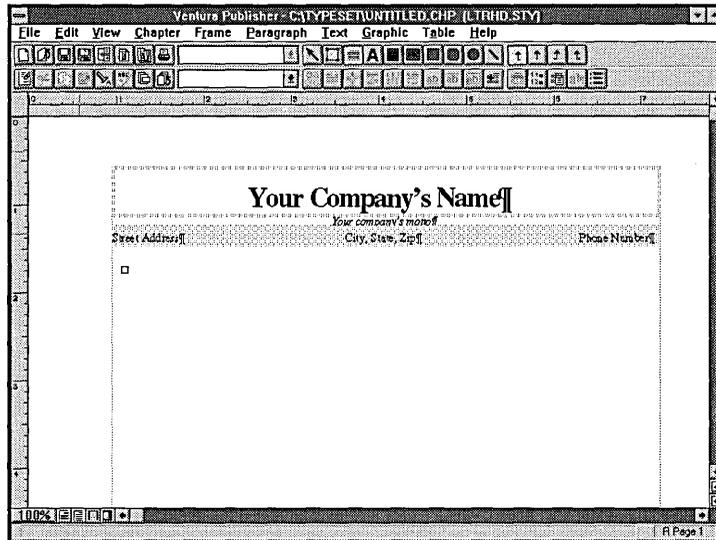
- Type your company's phone number, then press the Enter key.
Your screen should look similar to the following illustration.

Your Company's Name
Your company's motto
Street Address
City, State, Zip
Phone Number
<input type="checkbox"/>

Now use the Paragraph Tool to assign tags to each paragraph.

- From the tool buttons, select  the Paragraph Tool.
- Tag each of the paragraphs by selecting a paragraph and then selecting a tag from the Tags List as follows: (You may need to use the Tags list scroll bar to see some of the tag names.)
- Your Company's Name - tag as Name.
 - Your Company's Motto - tag as Motto.
 - Street Address - tag as Street.
 - City, State, Zip -tag as Address.
 - Phone Number - tag as Phone.

Your screen should look similar to the following illustration.



Your template is now complete, and you are ready to save your work as a new chapter file.



- From the function buttons, select  the Save As button.
The Save File As dialog box (with the .CHP files) is displayed.
- Type the name of the letterhead template chapter: **LTRHD** (It is not necessary to add the extension .CHP as it will automatically be added.)
- Select the OK button.
The template is saved as a chapter file.

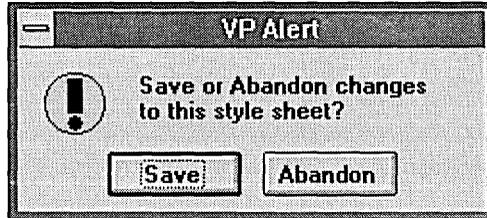
When you are ready to create a letter, you can open this chapter, select the page frame (using the Frame tool), and load a text file containing a letter. (You can create the letter with your word processor, or you can type the text directly into a Ventura Publisher text file.) After you print the letter, you can save it as a chapter (using a new name), or abandon the changes if you don't need to keep a copy of the letter. Either way, your letterhead template is stored, ready for you to use again and again.

Renaming a tag

The Update Tag List option provides several tools to help you manage the paragraph tags that are stored in the style sheets. In the last part of this exercise, we will examine a couple of these tools.

Existing paragraph tags can be renamed using the Rename Tag tool in the Update Tag List option. When you change a tag's name, the current style sheet (the name that is displaying in the title bar) is the style sheet that will be updated.

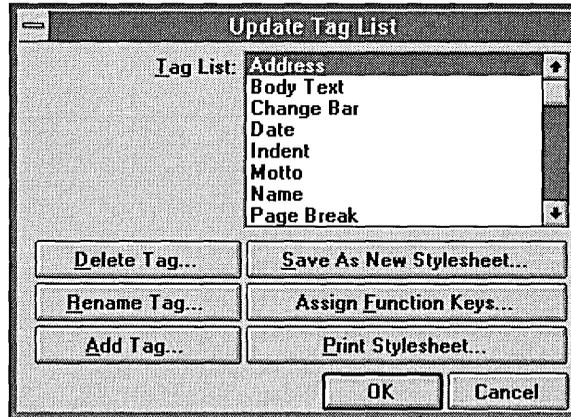
Note: Always save the chapter you're working with before using the Update Tag List option, especially if you plan to use the Save As option to save the chapter. Otherwise, the following message will display. You will then have only the choices of saving over the existing chapter or abandoning your changes.



To rename an existing paragraph tag,

- Select  the Paragraph Tool.
- From the tool option buttons, select  the Update Tag List button.

The Update Tag List dialog box, similar to the following illustration, is displayed.

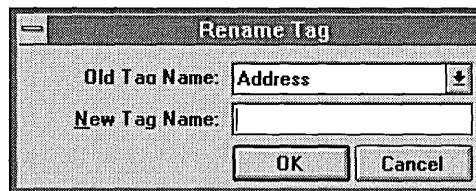


- From the Tag list, select Address for the tag name to be renamed. (It may already be selected.)

Note: The Body Text tag is reserved by Ventura Publisher and cannot be renamed.

- Select the Rename Tag button.

The Rename Tag dialog box, similar to the following illustration, is displayed. The typing cursor is positioned in the New Tag Name text box.



- In the New Tag Name text box, type: **City**.
- Select the OK button.

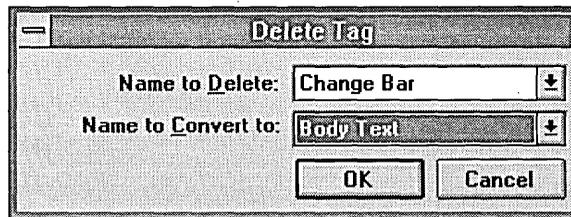
The Address tag is renamed City and is reordered alphabetically in the Tag list. The Update Tag List dialog box continues to display.

Removing a tag

You can also use the Update Tag List dialog box to remove a tag from the current style sheet. For practice, follow the steps below to remove the paragraph tags **Change Bar** and **Page Break** from the ltrhd.sty style sheet.

- From the tag list, select **Change Bar** for the tag name to be removed.
- Select the Delete Tag button.

The Delete Tag dialog box, similar to the following illustration, is displayed.



All paragraphs tagged with the **Change Bar** tag must be converted to another tag. By default, the affected paragraphs will be converted to **Body Text**. You can change the default tag name by selecting another tag from the Name to Convert to drop-down list box.

- Select the OK button.

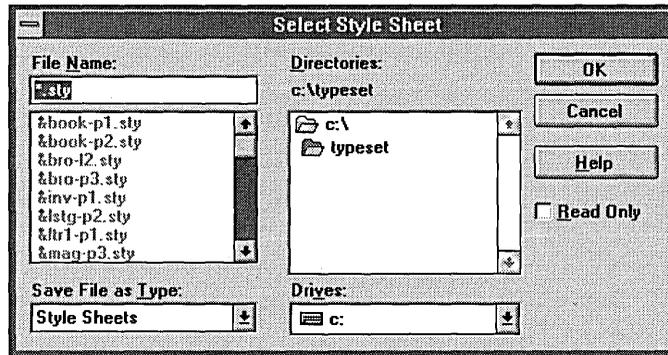
“Change Bar” is removed from the list of tags. The Update Tag List dialog box continues to display.
- Repeat the process to remove the tag name **Page Break**.

Remember that removing a tag from a style sheet affects all chapters that use the style sheet. All paragraphs previously tagged with the tag name you removed will be converted to **Body Text** (or the tag name you specified).

To avoid changing the format of other documents that use the ltrhd.sty style sheet, use the Save As New Style option in the Update Tags List dialog box to save the style sheet under a new name.

- Select the Save As New Stylesheet button.

The Select Style Sheet dialog box (with the .STY files), similar to the following illustration, is displayed.



- Type the name: **LTRHEAD**

- Select the OK button.

The style sheet is saved under the new name. The Update Tag List dialog box continues to display.

- To close the Update Tag List dialog box, select the OK button.

Viewing tags in style sheets

When you begin working on your own documents, you may want to use the prerecorded style sheets provided with Ventura Publisher to create your style sheet(s). Appendix L of the *Reference Guide* contains samples of the style sheets in the Typeset directory that are provided for your use.

After you find the style sheet that best suits your needs, open the associated chapter and look at the layout and the specific tags, as described below. (You may want to use a combination of style sheets to create your own document, or, you may just want to see how a certain effect was accomplished.)

As you have learned, you specify a chapter's format by using the commands in the following menus:

- The *Chapter* menu contains the options used to set up the page layout (paper size, portrait or landscape), headers, and footers, etc., for the entire chapter.
- The *Frame* menu contains the options used to set up the margins, columns, and frame ruling lines, etc., for each frame, including the page frame.
- The *Paragraph* menu contains the options used to define the typographic characteristics (type style, justification, paragraph ruling lines, etc.) for each individual tag contained within a style sheet.

The following steps describe how to examine the attributes of a style sheet when a chapter file is open.

To examine the attributes for a specific paragraph tag,



- From the tool buttons, select  the Paragraph Tool.
- Select the paragraph whose attributes you want to examine.
- Select from the following options in the Paragraph menu:
 - Font Settings
 - Alignment
 - Spacing
 - Breaks
 - Tab Settings
 - Special Effects
 - Attribute Overrides
 - Paragraph Typography
 - Ruling Lines
- Note the characteristics displayed in the dialog box for the particular paragraph tag you selected. Many of the dialog box options show default values because Ventura Publisher makes “intelligent” choices for most settings. Usually, you only need to change one or two options in a dialog box to get the effect you want.
- Select the Cancel button to ensure the original settings are not changed.
- Repeat the previous steps for each option in the Paragraph menu.

To examine the chapter layout,

- Select from the following options in the Chapter menu (The Chapter menu does not require a specific tool be activated to access its features.)
 - Page Size/Layout
 - Chapter Typography
 - Headers & Footers
 - Footnote Settings
- Note the characteristics displayed in the dialog box. As with the Paragraph menu, many of the Chapter menu dialog boxes show default values.
- Select the Cancel button.
- Repeat the previous steps for each option in the Chapter menu.

To examine the layout for the page frame,



- From the tool buttons, select  the Frame Tool.

The page frame should automatically be selected. If not, point to the page frame and click.
- Select from the following options in the Frame menu:
 - Margins & Columns
 - Sizing & Scaling
 - Frame Typography
 - Anchors & Captions
 - Repeating Frame
 - Vertical Rules
 - Ruling Lines
 - Frame Background
- Note the characteristics displayed in the dialog box. Like the Paragraph and Chapter menu dialog boxes, many of the options show default values.
- Select the Cancel button.
- Repeat the previous steps for each option in the Frame menu.

Note: You can also examine the attributes of a specific frame in a chapter by selecting the frame and then selecting the Frame menu options.

To save the changes made to ltrhd.chp.

- From the function buttons, select  the Save button.
- Leave ltrhd.chp loaded to use for the next exercise.

EXERCISE 6 GLOSSARY

The following terms can be found in Exercise 6.

❖ **Chapter file**

A combination of text and picture files, formatted with a style sheet. A chapter file contains pointers to each of these files, along with instructions on how to combine them on the computer screen or printer. All Ventura Publisher documents are saved as chapters.

❖ **Publication**

A collection of chapter files. You use the Manage Publication option in the File menu to create a publication. Once created, you can copy, renumber, or print every page in the publication. You can also create a table of contents or indexed for all the chapters in the publication, as well as copying the publication chapters to another location on your computer's hard disk or onto a floppy disk.

Creating a publication

In this exercise you'll learn about:

- Creating a *publication*
- Reordering chapters within a publication
- Opening an existing publication
- Adding a chapter to a publication
- Removing a chapter from a publication
- Printing a publication
- Copying a publication (You will need a blank formatted disk for this part of the exercise.)

Approximate time to complete: 25 minutes

A publication is a collection of *chapter files* that typically have a common ingredient. For example, a publication might contain the chapters in a book or a manual. The publication for this *Training Guide*, for instance, comprises the cover page and table of contents, every exercise, and the questionnaire and index.

A publication can contain up to 128 chapters. After you create a publication, you can:

- Generate a table of contents and index
- Print the publication
- Renumber the pages for the entire publication
- Copy all files associated with a chapter or publication to another location on your computer's hard disk or onto a floppy disk

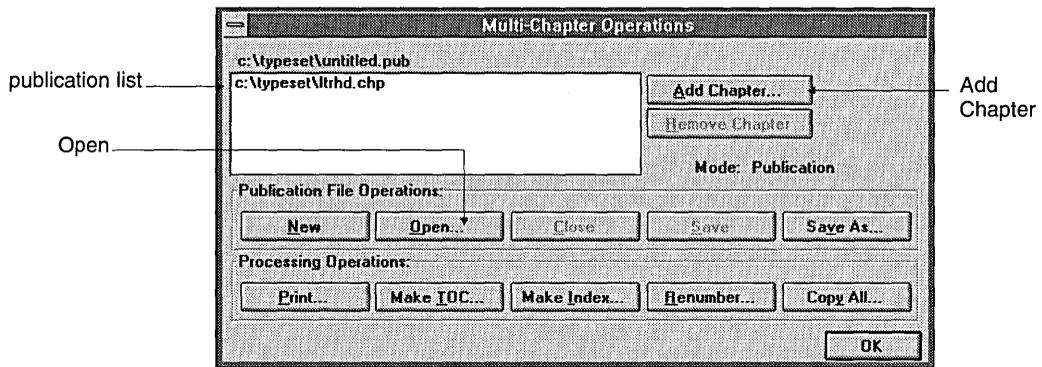
Note: The *only* way to copy a chapter or a publication to another disk or diskette is to use Copy All in the Multi-Chapter Operations dialog box. Do not use the Windows File Manager or the DOS COPY command to copy chapters, Ventura Publisher may not be able to find the files associated with the chapter or publication.

In this exercise, you'll use chapters in the Typeset directory to create a publication and practice using it.

The Manage Publication option in the File menu opens a Multi-Chapter Operations dialog box that lets you build a list of chapters which can then be saved as a publication.

- Select Manage Publication from the File menu.

A dialog box, similar to the one below, displays. Either the current chapter or the last publication opened is displayed in the publication list. (If you have made changes to the chapter or style sheet since it was last saved, a message displays asking you to save or abandon the changes. Select the appropriate option.)



If you want to create a publication that does not include the chapter already displayed, select the New button. The chapter files removed with the New option are not altered or deleted.

- Select New to remove ltrhd.chp from the publication list.

Untitled.pub displays above the publication list. Open and Add Chapter are the available options. This means that you can either open an existing publication or add chapters to the list to create a new publication.

- Select Add Chapter to begin creating a new publication.

The Open File dialog box displays. Make sure the directory name is \typeset.

- Select &book-p1.chp and then OK.

The Multi-Chapter Operations dialog box displays. The first chapter is added to the publication list.

- Select Add Chapter to add another chapter to the new publication.
The Open File dialog box displays.
- Select &book-p2.chp. and then OK
The Multi-Chapter Operations dialog box displays. The second chapter is added to the publication list.
- Using the technique you just learned to add the first two chapters to the new publication, add these chapters:
 - &bro-l2.chp
 - &bro-p3.chp

Note: If you make a mistake and add a chapter that you don't want, select that chapter name in the publication list and then the Remove Chapter button.

When you've finished adding chapters, to save the list as a new publication,

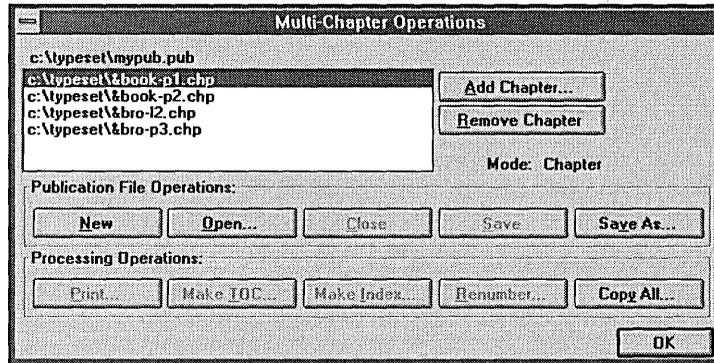
- Select Save As in the Multi-Chapter Operations dialog box.
The Save File As dialog box displays.
- Type the publication file name: **MYPUB** in the File Name text box. (It is not necessary to add the extension .PUB as it will automatically be added when the publication is saved.)
- Select OK
The Multi-Chapter Operations dialog box displays the name of the publication above the list box. (If the publication name already exists, you will be asked if you want to overwrite the existing file or create a new name for the publication. For this exercise you should copy over the existing file by selecting Overwrite.)

Note: You are actually saving nothing more than a list of chapter names. The individual chapters and their associated text and picture files have already been saved.

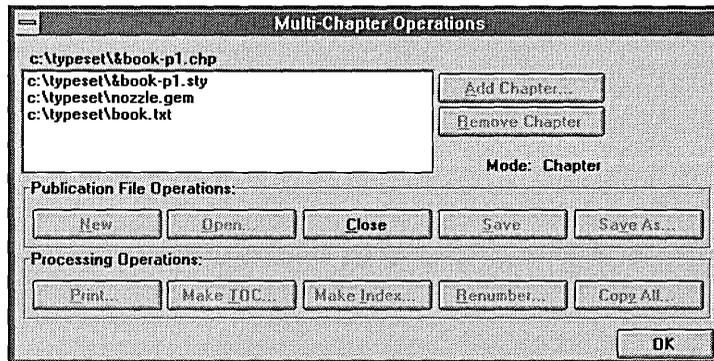
After saving a publication, you can see what text, picture, or style sheet files are associated with a chapter.

To see all files in a chapter,

- Select any one of the four chapters in the publication list.



- Select Open in the Multi-Chapter Operations dialog box.
The files associated with that chapter display in the publication list.



- Select Close in the Multi-Chapter Operations dialog box to return to the original publication list.

Note: If you use the Open feature **before** saving the publication, you will be given the choice of saving or abandoning the changes to the publication.

That is all there is to creating a publication. If you were ready to exit the Multi-Chapter Operations dialog box, you would select OK now. However, for the purposes of training, keep the Multi-Chapter Operations dialog box opened.

Reordering chapters within a publication

The order in which chapters are placed in the publication list determines the order for renumbering chapters, generating a table of contents, and printing a publication. If the chapters are ordered incorrectly, index entries will also be incorrect if the Previous Number + 1 option has been selected in the Update Counters dialog box (Edit Menu).

To practice rearranging the order of the publication list so the first chapter becomes the last chapter in the list,

- Select the first chapter by placing the cursor over the chapter title and clicking the left mouse button.

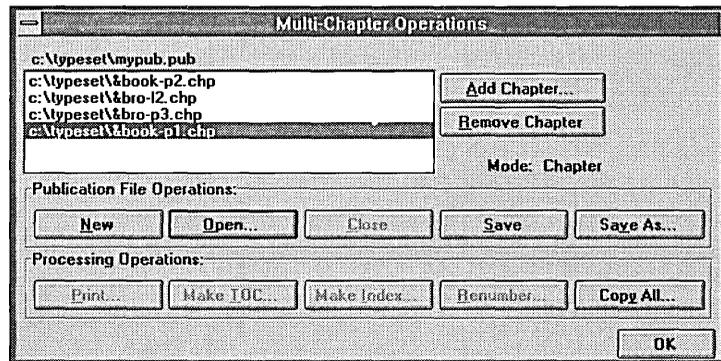
The chapter title is highlighted.

- Move the cursor slightly. It will change to a horizontal bar (—).

- Position the cursor (horizontal bar) below the last chapter title in the list.

- Click the left mouse button.

The chapter is in the new location. Your screen should look similar to the following illustration.



- If you want more practice, continue rearranging the order of the chapters on your own.

Note: In a long list, when you must use the scroll bars to display additional names, you can move the file name by more than the height of the publication list. To move a file name that is at the end of a long list of chapters to the beginning of the list, scroll to the end of the list, select

the file name, then scroll to the beginning of the list. Position the horizontal bar cursor at the new location and click the left mouse button.

- Select Save to save the rearranged order of MYPUB.PUB.

If you were ready to exit the Multi-Chapter Operations dialog box, you would select OK now. However, for the purposes of training, keep the Multi-Chapter Operations dialog box open on your screen.

Opening an existing publication

Just as the Open Chapter button is used to open an existing chapter, Open in the Multi-Chapter Operations dialog box is used to open an existing publication. When you open a publication, all chapter titles associated with that publication will display in the publication list.

To open an existing publication,

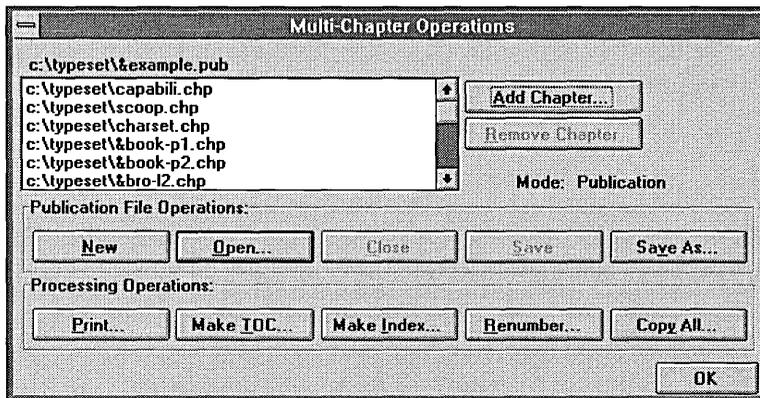
- None of the chapter titles in the current publication list should be highlighted. (If one of the titles is highlighted, click the mouse on the title to clear the selection.)

- Select Open in the Multi-Chapter Operations dialog box.

The Open File dialog box displays a list of publication files in the current directory.

- Select &example.pub (a pre-recorded publication), then select OK.

The list of chapter files for &example.pub displays in the publication list.

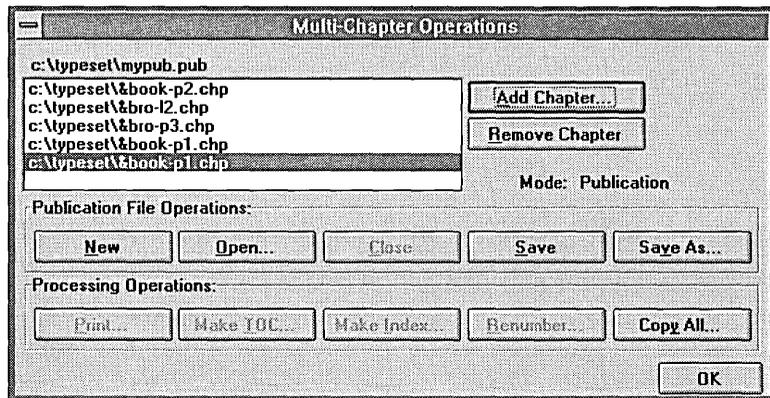


- If you want, use Open to display the text, style sheet, (etc.) files for one of the chapters displayed in the publication list. Select Close when you have finished looking at the chapter file.
- Use Open to open the publication mypub.pub. (Remember to clear all selections before opening a publication.)

Adding a chapter to an existing publication

Earlier in this exercise, you used Add Chapter to create a new publication. You can also use Add Chapter to add chapters to an existing publication.

- Be sure the publication mypub.pub is still open.
- Select Add Chapter in the Multi-Chapter Operations dialog box.
The Open File dialog box displays.
- Select &book-p1.chp, and then select OK to add it to the publication.
The chapter is added to the publication list, as shown in the following illustration. (Notice that this is a duplicate chapter name; you will delete the duplicate later.)



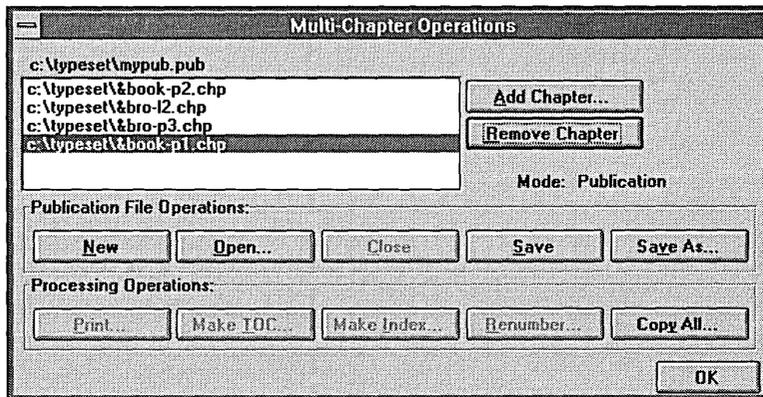
- If you would like more practice adding chapters to a publication, continue using the Add Chapter button.
- When you have finished adding chapters, select Save to save the changes to the mypub.pub publication.

Removing a chapter from a publication

There may be times when you want to delete a chapter from a publication list. For example, the chapter may no longer be part of the publication, or you may have replaced it with another chapter. You may want to print only selected chapters in the publication, or you may want to remove a duplicate chapter. In this part of the exercise, you'll remove the duplicate chapter (added on the previous page) from the mypub.pub publication list.

- Select the second occurrence of the chapter &book-p1.chp in the publication list (if it's not already selected).
- Select Remove Chapter in the Multi-Chapter Operations dialog box.

The chapter name is deleted from the publication list, as shown in the following illustration.



Printing a publication

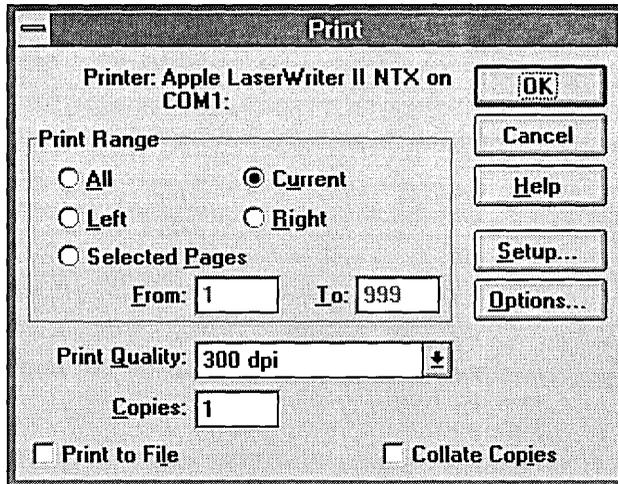
Printing a publication is similar to printing a chapter. Just as the contents of the chapter must be displayed in order to be printed, a publication's chapter titles must be displayed before the publication can be printed.

To print the publication mypub.pub,

- None of the chapter titles should be highlighted. (If one is highlighted the Print option will not be available. Click the mouse on any highlighted title to clear the selection.)

- Select Print in the Multi-Chapter Operations dialog box.

The Print dialog box, similar to the following illustration, displays.



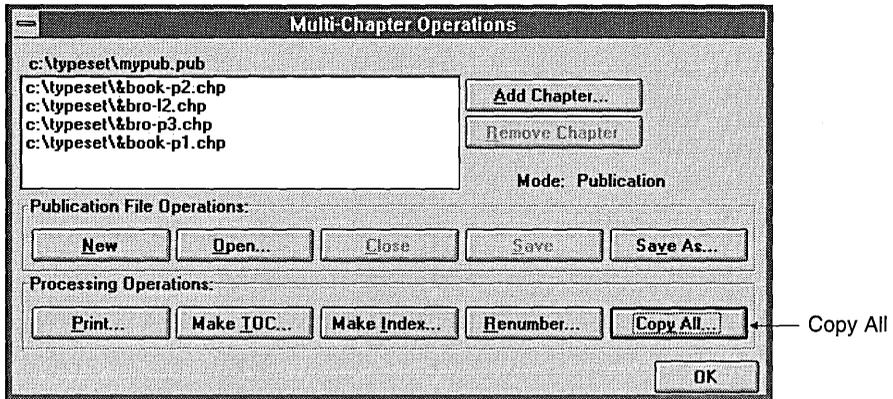
- To print the MYPUB publication, select the appropriate settings in the Print dialog box, and then select OK. (The print options may already be set correctly.)

The publication prints, starting with the first chapter in the list. When that chapter finishes printing, the next chapter prints, and so on.

- Keep the Multi-Chapter Operations dialog box open. In the next part of the exercise, you'll use the Copy All button to copy a chapter and a publication to a diskette.

Copying chapters and publications

When you want to copy a chapter or publication to another subdirectory or drive (e.g., floppy disk), use the Copy All button in the Multi-Chapter Operations dialog box to copy all the text files, picture files, style sheets, and width tables associated with the chapter or publication.



Chapters (and publications) point to a number of different files in different subdirectories. With the Copy All option, the references to the new drives and/or subdirectories in the chapter (.CHP) and publication (.PUB) files are automatically updated as the files are copied. **Always use the Ventura Publisher Copy All option to copy chapters and publications. Do not use the Windows File Manager or the DOS COPY command.**

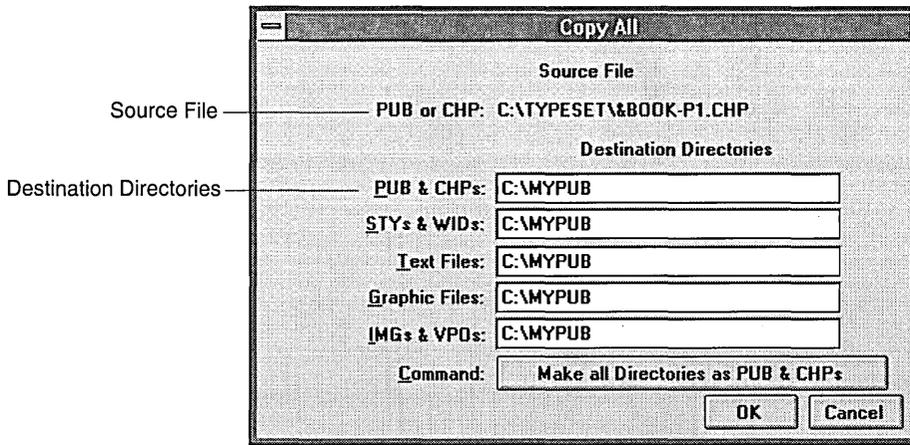
Follow the steps below to copy a chapter to a floppy disk. (If you don't have a floppy disk, just read through the steps so you become familiar with the procedure.)

Copying a chapter to a diskette

To copy &book-p1.chp to a diskette,

- Be sure the publication mypub.pub is open. If it is not, open mypub.pub.
- Select the chapter to copy, &book-p1.chp.
- Select the Copy All button.

The Copy All dialog box is displayed, as shown in the following illustration.



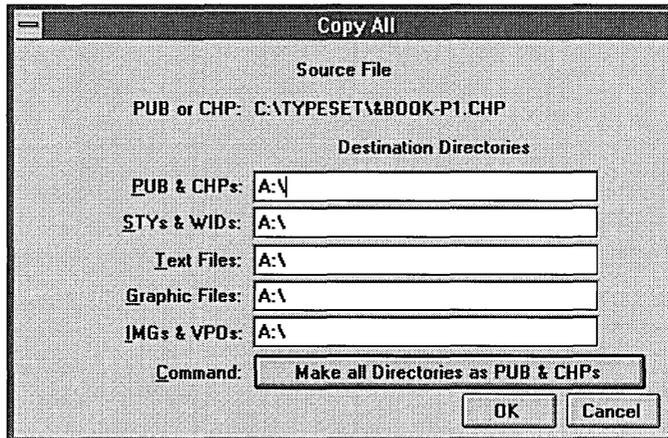
The Source File is the name of the file to be copied and cannot be edited.

The Destination Directories text boxes show the disk drive and subdirectory to which each file type will be copied and can be edited.

To specify a destination for the copy of the chapter,

- Highlight the entry PUB & CHPs by double-clicking inside the text box.
- Type: **A:** (Make sure you type \, not /.)
- Select the Make all Directories as PUB & CHPs command at the bottom of the dialog box.

All other directories are changed to A:\ as displayed in the following illustration.



Note: Normally, you would copy all of the file types to the same drive and directory. However, you do have the option of copying to different drives and directories. To do so, in each text box you would enter the disk drive name, followed by a colon, followed by the subdirectory where you want to place that file type. Remember to include the backslash.

- Insert a floppy disk in the A: drive.
- Select OK to begin copying the chapter.

Messages display telling you what files are being copied. When the copy process completes, the Multi-Chapter Operations dialog box displays again.

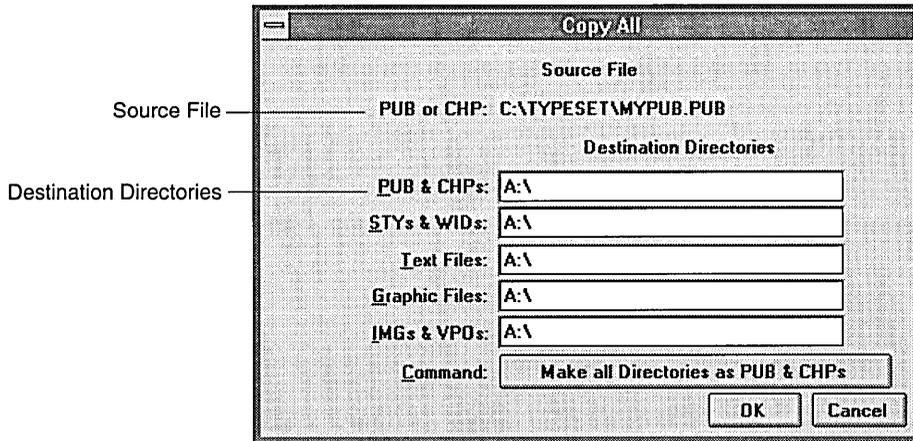
Note: You may see a message telling you that a file already exists. To copy over an existing file, select Overwrite.

Copying a publication to a diskette

To copy mypub.pub to a diskette,

- Be sure the publication mypub.pub is open. If it is not, open mypub.pub
- Be sure that no chapter names are selected. (If a chapter is selected, click the mouse on the highlighted selection to clear the selection.)
- Select the Copy All button.

The Copy All dialog box, similar to the following illustration, is displayed.



The Source File line shows the name of the publication to be copied. The destination directory for the PUB & CHPs text box should be the A:\ drive.

- If not, delete the entry in the PUB & CHPs text box and type: A:\, then select the Make all Directories as PUB & CHPs command button.
- Be sure there is a floppy disk in the A: drive.
- Select OK to begin copying the publication.

Messages display telling you what files are being copied. When the copy process is complete, the Multi-Chapter Operations dialog box displays again.

Note: You may see a message telling you that a file already exists. To copy over an existing file, select Overwrite.

- To exit the Multi-Chapter Operations dialog box, select OK.
The main screen of Ventura Publisher displays.

Adding page numbers to a publication

Refer to “Headers & Footers” in the Chapter Menu section of the *Reference Guide* for information on adding page numbers to a publication.

This concludes Exercise 6. You may continue with Exercise 7, or if you would like to quit now, select Exit from the File menu.

EXERCISE 7 GLOSSARY

The following terms can be found in Exercise 7.

- ❖ **Generated tag**
A tag created automatically for text which Ventura Publisher generates. Generated tag names begin with Z_ (i.e., Z_TOC TITLE, Z_TOC LVL 1).
- ❖ **Justified alignment**
Text that aligns evenly with both the right and left margins.
- ❖ **Leaders**
Characters placed in the blank space between items in a list.

Making a table of contents and index

In this exercise you'll learn about:

- Making a table of contents
- Making an index

Approximate time to complete:

- Making a table of contents: 25 minutes
- Making an index: 25 minutes

Making a table of contents

Ventura Publisher generates the table of contents file by making a copy of each paragraph (with its associated chapter and page number) identified by a tag name in the Generate Table of Contents dialog box. For example, you can specify that a table of contents be generated containing only paragraphs tagged with chapter title, major heading, and minor heading tag names for every chapter in the publication.

Before you begin, you should compile a list of the tags you want to use to make the table of contents. All the chapters in the publication should use the same tag names (if not the same style sheet). To create this list, open a chapter in the publication (using Open Chapter in the File menu or the Open Chapter button), look at the Tags list, and write down the tags you want to include in the table of contents. If your publication uses more than one style sheet, you may need to open each chapter to prepare a list of the appropriate tags.

For this part of the exercise, you will make a table of contents for two existing chapters: &book-p1.chp and &book-p2.chp. Although these chapters use different style sheets, most of the tag names are the same.

Compiling a list of tags

Follow the steps below to open &book-p1.chp and decide which tags to use to create the table of contents.

- From the function buttons, select  the Open Chapter button.
The Open File dialog box displays.
- Select &book-p1.chp and then the OK button.
- From the tool buttons, select  the Paragraph Tool.
- Open the Tags list by selecting the down-arrow to the right of the list.

Notice that the Tags list includes the following tags:

- Chapter #
- Chapter Title
- Major heading

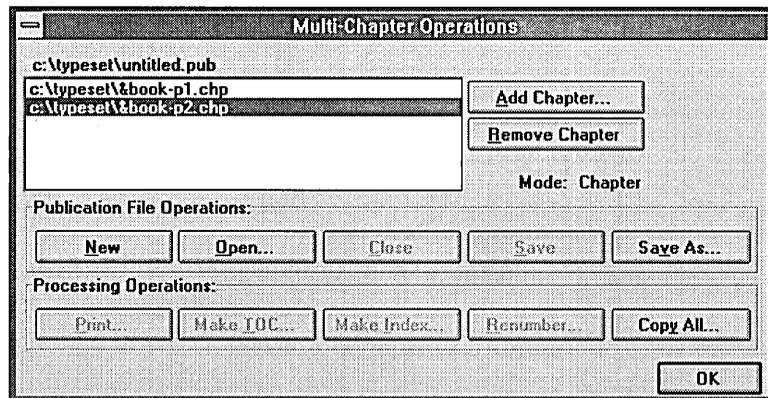
These are the tags you'll use to make a table of contents. These same tag names appear in &book-p2.chp. (You may check this, if you like, by opening the chapter.)

Creating a publication

Before you can create a table of contents, you must first create a publication, even if that publication contains only one chapter.

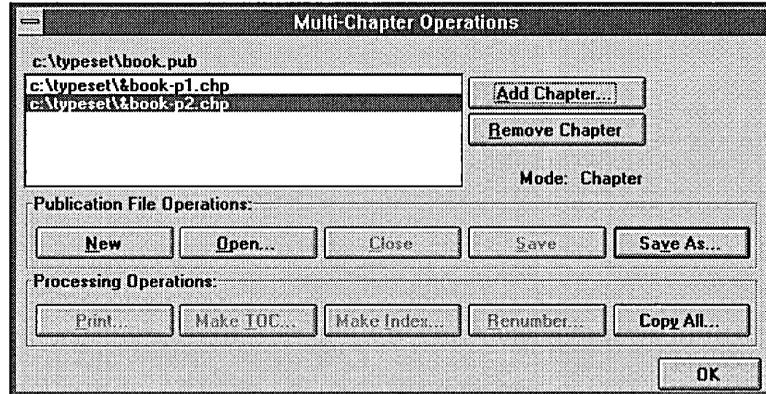
- Select Manage Publication from the File menu.
The Multi-Chapter Operations dialog box displays.
- Select New to clear the publication list.
Untitled.pub displays above the publication list.
- Select Add Chapter to begin creating a new publication.
The Open File dialog box displays.

- Select &book-p1.chp and then OK.
&book-p1.chp is added to the publication list.
- Select Add Chapter to add &book-p2.chp to the publication list.
Both chapters are added to the publication list, as shown in the following illustration.



A publication must be saved in order to create a table of contents. To save the new publication,

- Select Save As in the Multi-Chapter Operations dialog box.
The Save File As dialog box displays.
- Type the name of the publication: **BOOK**
(It is not necessary to add the extension .PUB as it will automatically be added when the publication is saved.)
- Select OK
“BOOK.PUB” (or the new title you entered) displays as the title of the publication in the Multi-Chapter Operations dialog box. Your screen should look similar to the following illustration.



Note: If someone has previously performed the steps in this exercise on your computer, you'll see messages throughout the exercise telling you that a file by that name already exists. You can select Overwrite to store your version over the one that already exists, or if you do not want to overwrite existing files you can select New Name and enter a different name. If you are entering new names, be sure to make a note of the new names you have entered, as you will need them later in the exercise.

Generating the table of contents

Now you're ready to generate a table of contents.

- None of the chapter names in the publication list should be highlighted. (If one of the names is highlighted, click the mouse on the name to clear the selection.)
- Select Make TOC in the Multi-Chapter Operations dialog box.

The Generate Table of Contents dialog box, similar to the following illustration, displays.

Note: If someone has previously performed the steps in this exercise, the information in the dialog box will already be filled in. Use the Del key or Backspace key to erase the entries and re-enter the information as described in the following steps.

The file name in the TOC File: text box has been automatically entered. Notice that the current publication name, BOOK, has been changed to BOOKTOC.GEN. The file name was assigned automatically by Ventura Publisher because this is a generated file. (When you work on your own documents, you will notice that the last three letters of the file name will change to TOC, if your file names are eight characters long.) The extension .GEN is added, indicating it is an automatically generated file.

Note: You may use the text cursor to change the file name as desired. However, do not change the .GEN extension.

The Title String: text box displays the title that will appear at the top of the first page of the table of contents. You may use the text cursor to change the title as desired.

There are ten levels available for structuring a table of contents. As you work through the following steps, you will use Levels 1, 2, and 3 to practice making a table of contents.

The Inserts at the bottom of the dialog box are used to format the table of contents, as follows:

- To insert the tag name, select the Tag Text option button.
- To insert a tab character, select the Tab (-) option button.
- To insert a chapter number, select the Chapter # option button.
- To insert a page number, select the Page # option button.
- To specify text attributes, select the Text Attribute option button.

To specify the first level of the table of contents,

- Place the text cursor in the Level 1 text box, if it is not already there.
- From the Inserts options, select the Tag Text option button.

*The words [*tag name] are added to the Level 1 text box.*

- Use the Backspace key to delete the closing bracket and the words **tag name**]. (Do not delete [*).

Your screen should look similar to the following illustration.

Generate Table of Contents

TOC File: C:\TYPESET\BOOKTOC.GEN

Title String: Table of Contents

Level 1: [

Level 2:

Level 3:

Level 4:

Level 5:

Level 6:

Level 7:

Level 8:

Level 9:

Level 10:

Inserts: Tag Text Tab (-) Chapter #
 Page # Text Attribute

OK Cancel

- Type the first tag name and the closing bracket: **Chapter #]**

Your screen should look similar to the following illustration.

Generate Table of Contents

TOC File: C:\TYPESET\BOOKTOC.GEN

Title String: Table of Contents

Level 1: [Chapter #]

Level 2:

Level 3:

Level 4:

Level 5:

Level 6:

Level 7:

Level 8:

Level 9:

Level 10:

Inserts: Tag Text Tab (-) Chapter #
 Page # Text Attribute

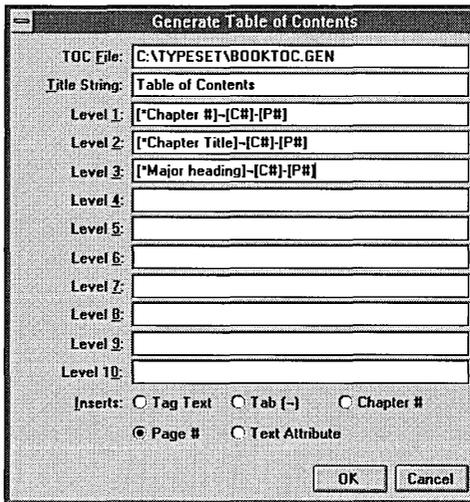
OK Cancel

- To enter a tab, from the Inserts, select the Tab (→) option button.
A tab symbol (→) is added to the text box.
- To have Ventura automatically generate the chapter number, from the Inserts, select the Chapter # option button.
[C#] is added to the text box.
- Type: - (a dash) to separate the chapter number from the page number.
- To have Ventura also generate the page number, from the Inserts, select the Page # option button.
[P#] is added to the text box.

Note: To apply text attributes (such as bold) to items in the table of contents, use the Text Attribute option button. For more information about entering attributes, see “Text Attributes” in Appendix D of the *Reference Guide*.

- Press the Tab key once to move the text cursor to the Level 2 text box.
- Using the following illustration as a guide, enter the appropriate information for levels two and three on your own for the following tag names:
 - Chapter Title
 - Major heading

When all the entries have been completed, your screen should look similar to the following illustration.



- Use the Backspace and Arrow keys to make necessary changes, then select the OK button at the bottom of the dialog box to begin generating the table of contents.

Messages display telling you that the table of contents is being generated. When completed, the Multi-Chapter Operations dialog box displays again.

Upon completion, Ventura Publisher automatically creates a new text file called BOOKTOC.GEN that contains the text extracted from the publication's chapter files. This text is automatically tagged with generated tags called Z_tags that correspond to each level entered in the Generate Table of Contents dialog box.

- Select OK to close the Multi-Chapter Operations dialog box.

If the message Save or Abandon changes to this publication appears, select Save.



- Select  the New Chapter button to clear the screen.

The Select Style Sheet dialog box displays.

- Select default.sty from the Typeset directory (you'll have to use the scroll bar to find it), and then select OK.

Ventura's default style sheet loads. The screen clears.

After generating the table of contents

After a table of contents has been generated, it can be loaded and formatted the same as any other text file. Follow the steps below to load and format the table of contents file.

- From the tool buttons, select  the Frame Tool to begin loading the table of contents file.

Handles along the outside edge of the page frame indicate selection.

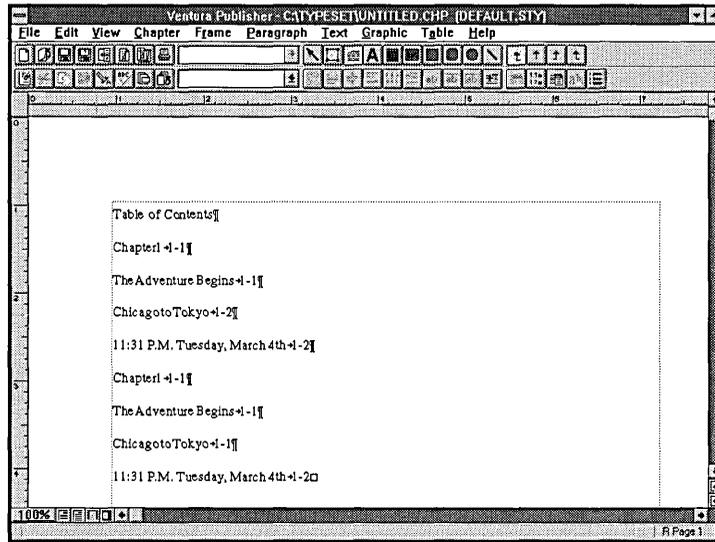
- From the function buttons, select  the Load Text/Picture button.
The Load Text/Picture dialog box displays.

- From the File Type options, select the Text option button.
- Because the file was automatically generated by Ventura Publisher, in the Format list box, select the Generated option.
- Select the OK button.

The Open File dialog box displays.

- From the File Name box, select the table of contents file: booktoc.gen
- Select OK

The generated table of contents file is loaded into the blank page frame. The file is not formatted and looks similar to the following illustration.



Ventura Publisher created the table of contents file by making a copy of each paragraph (with its associated chapter and page number) identified by a tag name in the Generate Table of Contents dialog box. Each paragraph in the table of contents file has been automatically tagged with a *generated tag*, (for example, Z_TOC TITLE, Z_TOC LVL 1, Z_TOC LVL 2). The initial tag attributes for these generated tags are taken from the current defined attributes of **Body Text**. However, generated tags can be modified like any other tag.

To see which tags have been applied to the paragraph in the table of contents file,



- From the tool buttons, select  the Paragraph Tool.
- Select one of the paragraphs.

The generated paragraph tag name is displayed in the current selection indicator and the Tags list. You will have to scroll to the end of the Tags list to see the Z_TOC . . . tags.

Note: If your generated tags are not displaying in the Tags list, they are probably hidden. To display generated tags in the Tags list, select the Set Preferences option from the Edit menu. Then change the Generated Tags option to Shown and select OK.

- Continue selecting paragraphs to see which tags have been assigned.

Formatting the table of contents

You modify the attributes of a `Z_tag` the same way you modify the attributes of all other tags. The next set of steps will take you through modifying the generated `Z_tags` in the table of contents file.

- Select the paragraph: **Table of Contents**

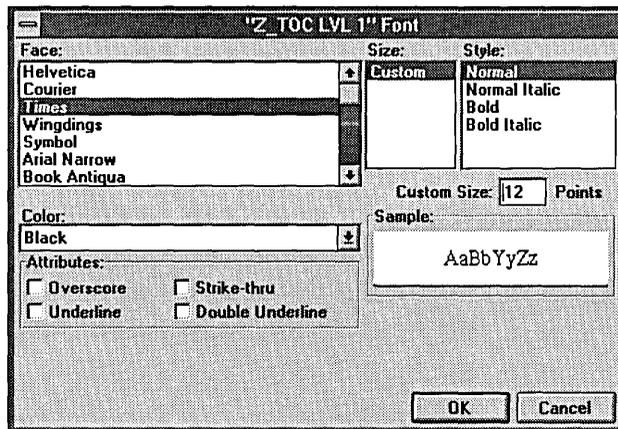
`Z_TOC TITLE` appears in the current selection indicator and Tags list.

Make changes to this tag as follows:



- From the tool option buttons, select the Font button.

The Font dialog box, similar to the following illustration, displays.

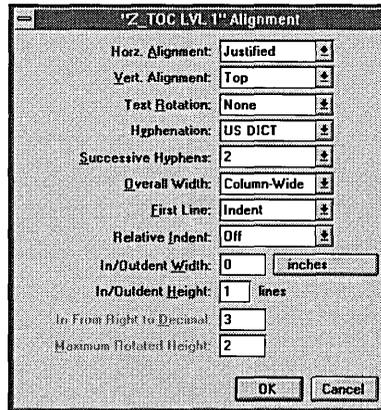


- Change the Size to 18 and the Style to Bold, and select OK.



- From the tool option buttons, select the Alignment button.

The Alignment dialog box, similar to the following illustration, displays.



- Change the horizontal alignment by selecting the Right option from the Horz. Alignment drop-down list box.
- Select the OK button.

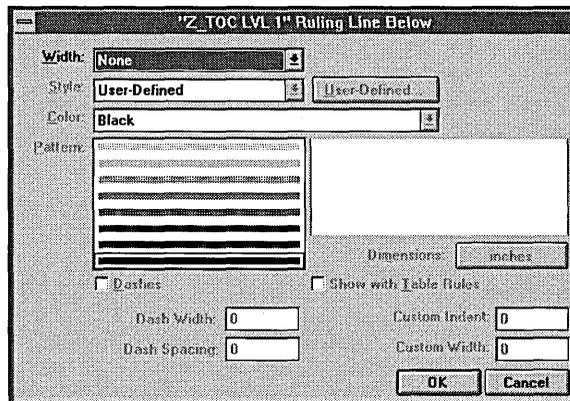
The paragraph moves to the right column edge. The text is also larger and bolder.

To add a ruling line below the paragraph,



- From the tool option buttons, select  the Ruling Line Below button.

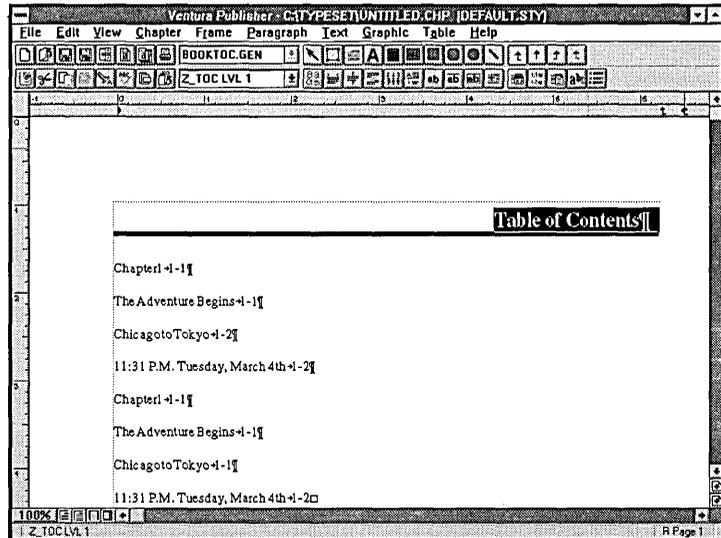
The Ruling Line Below dialog box, similar to the following illustration displays.



- Select the Column option from the Width drop-down list box.

- Select the 4 point option from the Style drop-down list box.
- Select the OK button.

Your screen should look similar to the following illustration.



- Select the first occurrence of the text **Chapter 1**
Z_TOC LVL 1 *displays in the current selection indicator and Tags list.*

Make changes to this tag as follows:

- From the tool option buttons, select  the Font button.
The Font dialog box displays.

- Change the Style to Bold, and select OK.

- From the tool option buttons, select  the Alignment button.

- Select the Left option from the Horz. Alignment drop-down list box, and then select OK to close the dialog box.

Note: You are changing the horizontal alignment from *justified* to left because you will be adding a tab setting next, and tab settings will not function within justified text.

The ruler and tab buttons on the button bar make setting tabs in your documents convenient and fast. You click a tab button in the button bar to select an alignment. Then you click where you want the tab stop on the ruler.

If the ruler is not currently displayed,

- Select the Show Rulers option from the View menu.

Left aligned tab stops  are preset every half inch in the horizontal ruler.

The placement of tabs is measured relative to the left column edge rather than the page edge. To set a right tab stop 6-1/4 inches over from the left column edge,

- Select  the Right tab button. (You'll find the tab buttons just right of the tool buttons.)
- Position the mouse cursor in the lower half of the ruler under the 6-1/4 inch ruler mark.
- Click the mouse button.
A right tab stop is set at the 6-1/4 inch ruler mark.

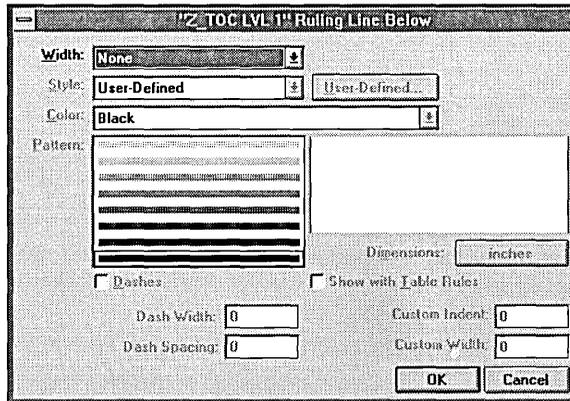
Next, you'll need to clear the preset tab stops from the ruler.

- Position the mouse cursor in the lower half of the ruler over the preset tab stop at the 1/2 inch ruler mark.
- Press and hold the mouse button to select the marker. Then drag the marker down out of the ruler.
The tab stop is cleared from the ruler.
- Continue dragging the remainder of the preset tab markers down out of the ruler. Stop when you reach the tab stop you set at the 6-1/4 inch ruler mark.



- Add a ruling line below the paragraph by selecting the Ruling Line Below button.

The Ruling Line Below dialog box, similar to the following illustration, displays.



- Make the following changes to the options in the Ruling Line Below dialog box.
 - Select the Column option from the Width drop-down list box.
 - Set the Space Above Rule 1 in the User-Defined Ruling Style dialog box to .014 inches.
 - Set the Height of Rule 1 to .009 inches.
- Select OK to exit the User-Defined Ruling Style dialog box, and then again to exit the Ruling Line Below dialog box.

To change the indent level of the Z_TOC LVL 2 tag,

- Select the first occurrence of the text **The Adventure Begins**
Z_TOC LVL 2 displays in the current selection indicator and Tags list.



- From the tool option buttons, select the Alignment button.
The Alignment dialog box displays.

- Change the horizontal alignment from justified to left by selecting the Left option from the Horz. Alignment drop-down list box, and then select OK.

The horizontal ruler can also be used to quickly change the margins (in-from-left and in-from-right), or set a first line indent/outdent for the selected paragraph.

The Right Margin marker  affects all lines in a paragraph.

The Left Margin marker  is split, allowing for independent setting of the left margin. You drag the lower half of the arrow (the top half will move with it) to change the in-from-left setting for all lines in a paragraph. You drag the top half of the arrow (the bottom half will remain behind at the left margin) to set a first line indent/outdent in the paragraph.

To indent the selected paragraph in from the left column edge 1/2 inch,

- Position the mouse cursor in the lower half of the ruler over  the left indent marker.
- Press and hold the mouse button to select the marker. Then drag the marker over to the 1/2 inch ruler mark, and release the mouse button.

The new indent setting is reflected in both occurrences of "The Adventure Begins."

To set a right tab stop at 6-1/4 inches for this paragraph,

- Select  the Right tab button.
- Position the mouse cursor in the lower half of the ruler under the 6-1/4 inch ruler mark.
- Click the mouse button.

A right tab stop is set at the 6-1/4 inch ruler mark.

Next, you'll need to clear the preset tab stops from the ruler.

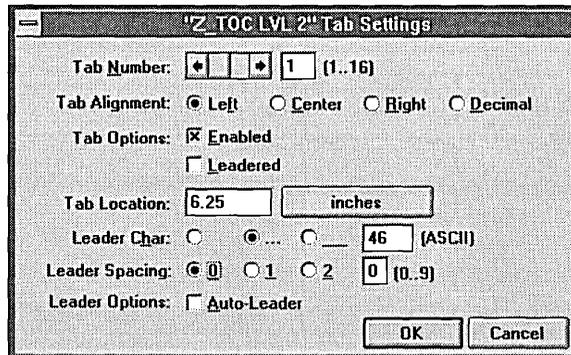
- Drag all of the preset tab stop markers down out of the ruler. Stop when you reach the tab stop you set at the 6-1/4 inch ruler mark.

You can fill the space created by tabs with any character. These fill characters are called *leaders* (pronounced lead-ers).



- Select the Tab Settings button to begin adding dot leaders.

The Tab Settings dialog box, similar to the following illustration, displays.



- Make the following changes in the Tab Settings dialog box.
 - Make sure the Tab Number is set to 1.
 - From the Tab Options, select the Leadered check box.
 - Select the ... option button for Leader Char. (This means that periods will be inserted for the leader character.)
 - Select the 1 option button for Leader Spacing. (This means that one space will be inserted between each period.)
- Select OK

To add another half-inch indent level and dot leaders to the tag Z_TOC LVL 3,

- Select the first occurrence of the text **Chicago to Tokyo**
Z_TOC LVL 3 *displays in the current selection indicator and Tags list.*



- From the tool option buttons, select the Alignment button.

The Alignment dialog box displays.

- Select the Left option from the Horz. Alignment drop-down list box, and then select OK.

To set a right tab stop at 6-1/4 inches for this paragraph,



- Select the Right tab button.
- Position the mouse cursor in the lower half of the ruler under the 6 1/4 inch ruler mark.
- Click the mouse button.

A right tab stop is set at the 6-1/4 inch ruler mark.

Next, you'll need to clear the preset tab stops from the ruler.

- Drag all of the preset tab stop markers down out of the ruler. Stop when you reach the tab stop you set at the 6-1/4 inch ruler mark.

To indent the selected paragraph in from the left column edge 1 inch,

- Position the mouse cursor in the lower half of the ruler over the left indent marker.
- Press and hold the mouse button to select the marker. Then drag the marker over to the 1 inch ruler mark, and release the mouse button.

The new indent setting is reflected in all occurrences of the tag Z_TOC LVL 3.

To add dot leaders to the tag Z_TOC LVL3,

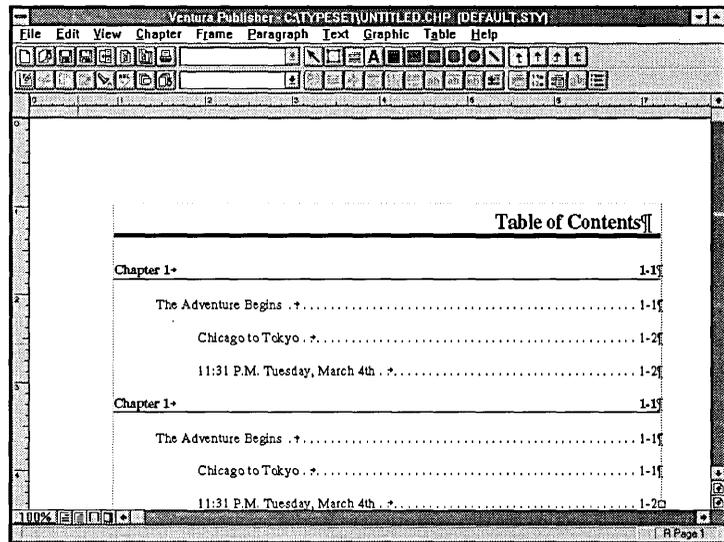


- From the tool option buttons, select the Tab Settings button.
The Tab Settings dialog box displays.

- Make the following changes to the options in the Tab Settings dialog box.
 - Make sure the Tab Number is set to 1.
 - Select the Leadered check box for Tab Options.
 - Select the ... option button for Leader Char: (if it's not already selected).
 - Select the 1 option button for Leader Spacing.

- Select the OK button.

The changes to the document are now complete. Your document should look similar to the following illustration.



Saving the table of contents file

To save the table of contents style sheet and chapter file,

- From the function buttons, select  the Save As New Style button and save the style sheet using the new name: BOOKTOC.STY. (The extension .STY will automatically be added.)
- From the function buttons, select  the Save As button and save the chapter using the new name: BOOKTOC.CHP. (The extension .CHP will automatically be added.)
- Select Manage Publication from the File menu and then add the chapter BOOKTOC.CHP to the beginning of the publication BOOK.PUB. After you add the table of contents chapter to the publication list, move the chapter name to the top of the list. (To see how to move a chapter to the top of a long list, review Exercise 6.)
- Select Save in the Multi-Chapter Operations dialog box to save the publication under the same name.
- While in the Multi-Chapter Operations dialog box, print the publication, if desired. Remember that if one of the chapters is selected, the print option will not be enabled.
- To exit the Multi-Chapter Operations dialog box, select OK.

Creating an index

Ventura Publisher can automatically generate an index using index references that you insert within the text of the chapter(s). The location of these inserted index references are marked in the text with degree symbols (°), that display when the Show Tabs & Returns option is active. The degree symbol does not print when you print the document.

When generating an index, the index references and associated page numbers are automatically copied into a new text file and alphabetized. You can then load and format the index file just like any other text file.

In this part of the exercise, you will create an index for the BOOK.PUB publication you created in part one of this exercise. (If you did not complete part one, you can create the publication later in the exercise.)

Note: If someone has previously performed the steps in this exercise on your computer, you'll see messages throughout the exercise telling you that a file by that name already exists. You can select Overwrite to store your version over the one that already exists, or select New Name and enter a different name.

Inserting index references in your document

The first step in creating an index is to enter the index references into the text. (You can also create index entries while using a word processor. See "Other inserted text" in Appendix D of the *Reference Guide*.)

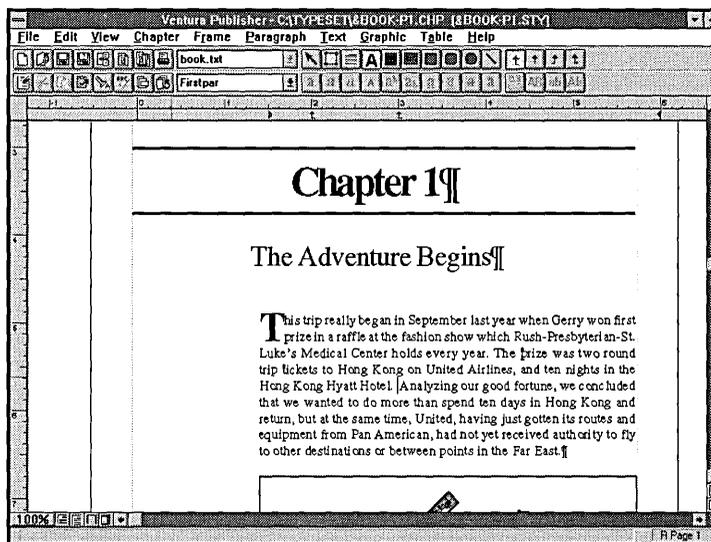
Note: When working on your own documents, you may want to first print the chapter, then use a highlighting pen to mark the index entries you intend to make.

Follow the steps below to open the chapter &BOOK-P1.CHP and activate Show Tabs & Returns.



- Use  the Open Chapter button to open &book-p1.chp.
- Select the Show Tabs & Returns option in the View menu. (If there is a check mark in front of the option, then the Show option is currently active.)
- Select the Show All Pictures option in the View menu to hide all pictures in the chapter. This will increase the screen drawing speed. (If you don't see a check mark in front of the option, then the pictures are already hidden.)

- Use the scroll bars to adjust the text on the screen so you can see more of the page, similar to the following illustration.



To insert the first index entry,



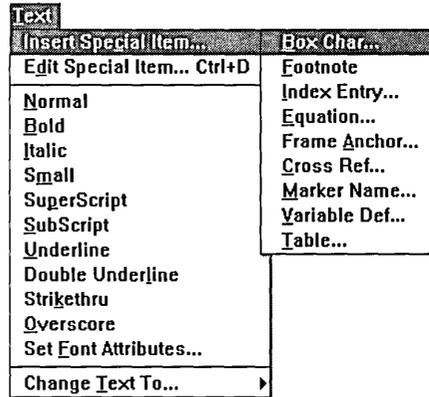
- From the tool buttons, select the Text Tool.
- Place the text cursor in front of the word **Rush-Presbyterian** (on the second line of the first paragraph).

As you insert index entries, you will want to place the entry as close as possible to the information being indexed. This makes it easier to find the entry later, if you need to change it.

Note: If someone has previously performed the steps in this exercise and you have the cursor placed on an index reference, you'll see the words Index Entry displayed in the current selection indicator. You can move the cursor to the left and continue with the exercise, or you can make a new copy of the text file BOOK.TXT. This file is located on the Ventura Publisher disk labeled: Examples.

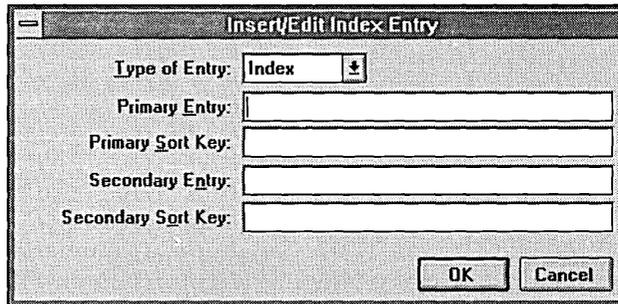
- Select the Ins Special Item option from the Text menu.

The Insert Special Item cascading menu displays, similar to the following illustration.



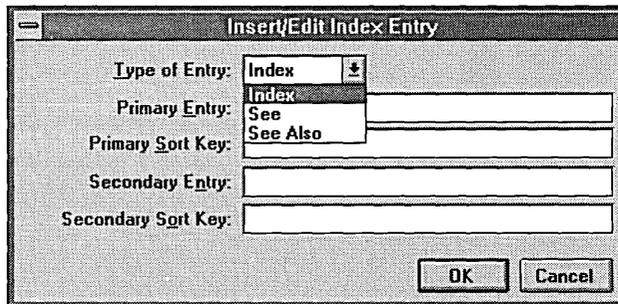
- Select Index Entry.

The Insert/Edit Index Entry dialog box, similar to the following illustration, displays.



As you can see in the following illustration, you can select from three types of entries:

- Index
- See
- See Also



Index entries are alphabetized according to the primary entry with the secondary entries generating the page numbers. If no secondary entry is identified in the Insert/Edit Index Entry dialog box, the primary entry will generate the page number. An example of a primary entry could be "Printers," with secondary entries of "installation," "capabilities," and "maintenance." The page number will follow the secondary entry.

Printers

- capabilities, 10-9**
- installation, 10-1**
- maintenance, 10-15**

See and See Also are used to reference other index entries. If selected for Type of Entry, the word See or words See Also will precede the secondary entry when the index is generated. Therefore, a page number will not be generated for these types of entries. Examples of these entries are as follows.

Leading

- defined, I-5**
- See also* **Inter-line spacing**
- See also* **Spacing**

Left Justify text

- See* **Alignment**

Special sort keys can be defined to be sure that certain entries, such as those beginning with numbers or articles (e.g., a, an, the), are located in a logical place in the index. For example, a sort key of "three" would ensure an entry starting with the number 3 would be sorted as a "t" rather than being placed at the beginning of the index with the number 3.

Binders

- spiral, 15**
- 3-ring, 16**

Note: Be sure that references to the same item or concept are entered in exactly the same way. For example, if you use both "Printer" and "Printers" to refer to printers, you will have two separate entries in the index instead of one.

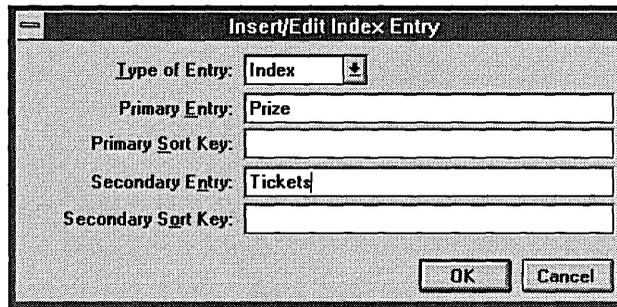
- Be sure Index is selected for Type of Entry.
- Press the Tab key once to move the cursor to the Primary Entry text box.
- In the Primary Entry text box, type: **Medical Centers**

- Press the Tab key twice to move the cursor to the Secondary Entry text box.
- In the Secondary Entry text box, type: **Rush-Presbyterian**
Your screen should look similar to the following illustration.

- Select OK
The dialog box closes. Index Entry is displayed in the current selection indicator. A degree symbol (°) is placed in front of the word Rush, indicating there is an index reference at this position in the text.

To practice entering another index reference,

- Place the cursor in front of the word **prize** (on the third line of the first paragraph).
- Select the Ins Special Item option from the Text menu.
The Insert Special Item cascading menu displays.
- Select Index Entry
The Insert/Edit Index Entry dialog box displays.
- Type for the Primary Entry: **Prize**
- Press the Tab key twice to move the cursor to the Secondary Entry text box.
- Type for the Secondary Entry: **Tickets**
Your screen should look similar to the following illustration.



- Select OK

Index Entry is displayed in the current selection indicator. The index reference symbol (°) displays in the text.

To practice entering a “See” reference,

- Place the cursor in front of the word: **tickets** (on the fourth line of the first paragraph).
 - Select the Ins Special Item option in the Text menu.
 - Select Index Entry
- The Insert/Edit Index Entry dialog box displays.*
- Select the See option from the Type of Entry drop-down list box.
 - Press the Tab key once to move the cursor to the Primary Entry text box.
 - Type for the Primary Entry: **Tickets**
 - Press the Tab key twice to move the cursor to the Secondary Entry text box.
 - Type for the Secondary Entry: **Prize**

Your screen should look similar to the following illustration.

- Select OK

Index-See is displayed in the current selection indicator. The index reference symbol (°) displays in the text.



- Select  the Save button to save the changes (the index entries) to the chapter.

Note: Any changes to text in a chapter are automatically updated in the publication as well.

Generating an index

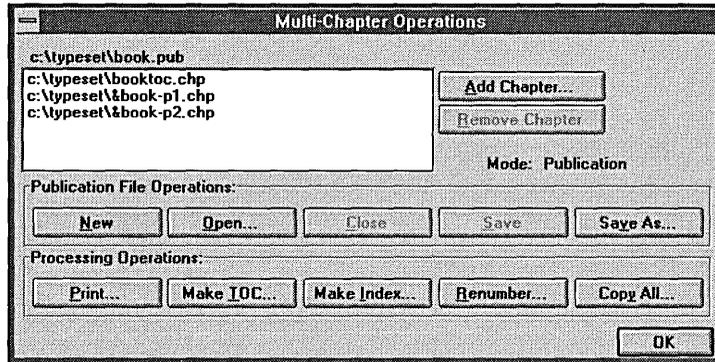
Before you can generate an index, you must save the chapter(s) you want to index as a publication. Even if you want to index only one chapter, it must still be included in a publication.

For this part of the exercise, you will be generating an index for the publication you created while making a table of contents. (If you did not complete that exercise, use the chapter &BOOK-P1.CHP to create a publication. See Exercise 6 if you need to review the steps for creating a publication. After creating the publication, continue with the following steps.)

Open the publication BOOK.PUB as follows:

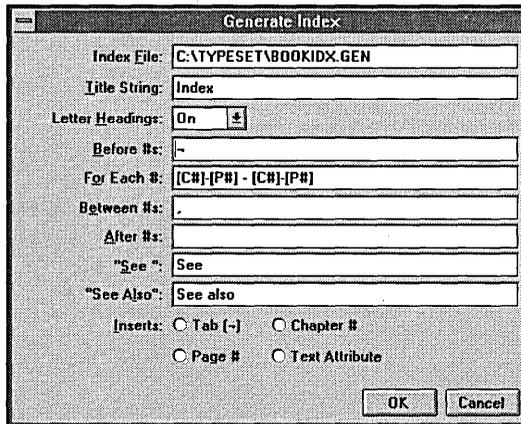
- Select Manage Publication from the File menu.
The Multi-Chapter Operations dialog box displays.
- Use Open to open the publication book.pub (if it is not currently open).

book.pub opens displaying its contents in the publication list. Your screen should look similar to the following illustration.



- Select the Make Index button in the Multi-Chapter Operations dialog box.

The Generate Index dialog box, similar to the following illustration, displays. Most of the dialog box is automatically filled out and usually does not need to be changed.



The Index File name has been entered automatically by Ventura Publisher because this is a generated file. It includes the current publication name, BOOK, but is changed to BOOKIDX. (When working on your own documents, you will notice that the last three letters of the file name will change to IDX, if your file names are eight characters long.) The extension .GEN is added, indicating it is an automatically generated file.

Note: You may use the text cursor to change the file name as desired, however, do not change the .GEN extension.

Title String - displays the title that will appear at the top of the first page of the index. You may use the text cursor to change the title as desired.

Letter Headings - places the appropriate letter at the beginning of each section of the index. When Letter Headings is on, an A will be inserted at the beginning of the list of entries beginning with A, a B in front of entries beginning with B, and so on.

The rest of the dialog box is automatically filled out as shown in the previous illustration and usually does not need to be changed. These entries are described below:

Before #s - identifies character(s) placed before the chapter and page numbers. The default is one horizontal tab. For the index in this guide, the tab was replaced with a comma followed by a space.

For Each # - identifies how the chapter and page numbers will appear in the index. The default lists entries on consecutive pages, with the first and last chapter and page number separated by a dash. (For example, an index entry Installation 5-14 - 5-17 shows that the topic begins on page 5-14 and ends on page 5-17.) If you want to list every occurrence of an index reference, separated with commas, the entry for this option would be [C#]-[P#], [C#]-[P#].

Between #s - identifies the punctuation between each chapter/page number reference. The default is a comma, followed by a space.

After #s - identifies punctuation after chapter/page numbers. The default is no punctuation at all.

See - defines the text that will be placed before a cross reference entry. Usually the word "See" is used.

See Also - defines the text that will be placed before a secondary cross reference entry. Usually the words "See Also" are used.

For more information about changing the default settings in the Generate Index dialog box, refer to "Index generation" under Manage Publication in the File Menu section of the *Reference Guide*.

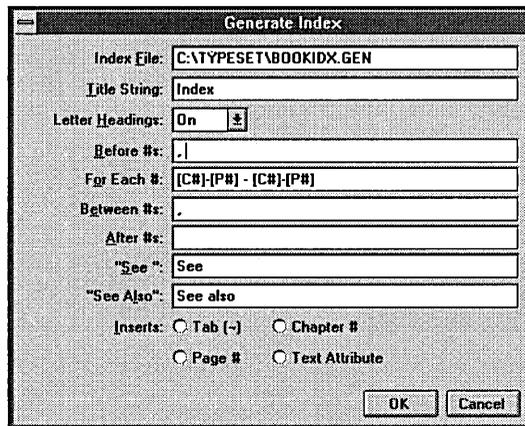
You use the inserts listed at the bottom of the dialog box to format an index, as follows:

- To insert a tab character, select the Tab (→) option button.
- To insert a chapter number, select the Chapter # option button.
- To insert a page number, select the Page # option button.
- To specify text attributes, select the Text Attribute option button.

To change the characters that will be placed before the chapter and page numbers in the index,

- Place the text cursor on the Before #s line (if it is not already there).
- Press the Del key to delete the tab symbol (→).
- Type a comma and a space (,).

Your screen should look similar to the following illustration.



- Select OK in the Generate Index dialog box to begin generating the index.

Messages display telling you the index is being generated. When completed, the Multi-Chapter Operations dialog box displays again.

Upon completion, Ventura Publisher automatically creates a new text file called BOOKIDX.GEN that contains the text extracted from the publication's chapter files. This text is automatically tagged with generated tags called Z_tags that correspond to each level entered in the Generate Table of Contents dialog box.

- To exit the Multi-Chapter Operations dialog box, select OK.

If the message Save or Abandon changes to this publication displays, select Save.

After generating the index

After an index has been generated, it can be loaded and formatted the same as any other text file.

To load and format the index file,

- Select New in the File menu to clear the screen.

The Select Style Sheet dialog box displays.

- Select the prerecorded style sheet default.sty and select OK.

The screen clears. The new style sheet is loaded.

- From the tool buttons, select  the Frame Tool to begin loading the index file.

Handles along the outside edge of the page frame indicate selection

- From the function buttons, select  the Load Text/Picture button.

The Load Text/Picture dialog box displays.

- Make sure for File Type, the Text option button is selected.

- Because the file was automatically generated by Ventura Publisher, make sure for Format, the Generated option is selected.

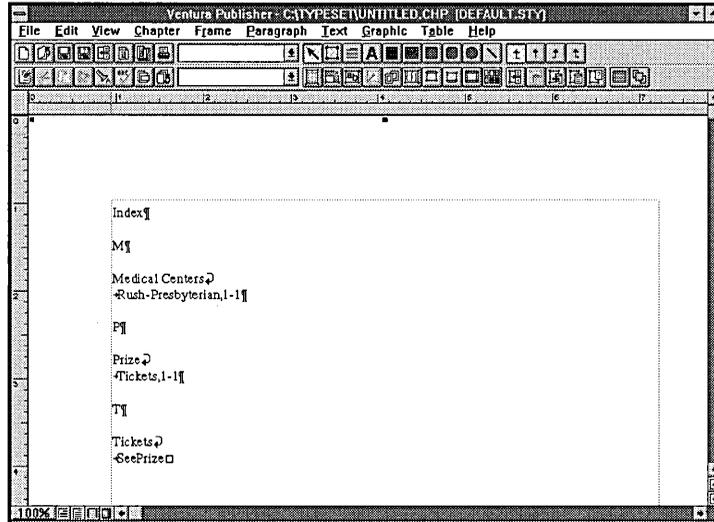
- Select OK

The Open File dialog box displays.

- From the File Name list box, select the index file: bookidx.gen

- Select OK

The generated index file is loaded into the blank page. The file is not formatted and looks similar to the following illustration.



The index file was created by making a copy of each index reference (with its associated page and chapter number) that you identified in the practice chapter &book-p1.chp. Each paragraph in the generated index file has been automatically tagged with a generated tag called a Z_tag, (for example, Z_INDEX TITLE, Z_INDEX MAIN, Z_INDEX LTR). The initial tag attributes for these generated tags are taken from the current defined attributes of **Body Text**. However, generated tags can be modified like any other tag.

To see which tags have been applied to the paragraphs in the index file,



➤ From the tool buttons, select  the Paragraph Tool.

➤ Select one of the paragraphs.

The generated paragraph tag is displayed in the current selection indicator and Tags list.

Note: If your generated tags are not displaying in the Tags list, they are probably hidden. To display them in the Tags list, set the Generated Tags option to Shown in the Set Preferences option dialog box. (Edit menu).

➤ Continue selecting paragraphs to see which tags have been assigned.

Formatting the index

The next set of steps will take you through changing tags.

- Use the scroll bars to adjust the text on the screen, so you can see more of the page.

You modify the attributes of a `Z_tag` the same way you modify the attributes of all other tags. Use the following steps to change the title to boldface, make the type size larger, and center the heading.

- Select the title: **Index**

`Z_INDEX TITLE` displays in the current selection indicator and Tags list.

- From the tool option buttons, select  the Font button.

The Font dialog box displays.

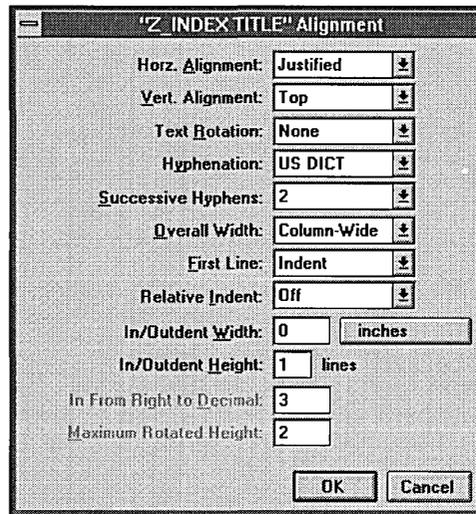
- Change the Size to 14 points and the Style to Bold.

- Select OK

The new font setting is reflected in the title.

- From the tool option buttons, select  the Alignment button.

The Alignment dialog box, similar to the following illustration displays.



- To center the title, select the Center option from the Horz. Alignment drop-down list box.

- Select OK

The title is centered on the page.

- Select the paragraph: **M**

Z_INDEX LTR displays in the current selection indicator and Tags list.



- From the tool option buttons, select  the Font button.

The Font dialog box displays.

- Change the Style to Bold and select OK.

The new font setting is reflected in the index letter.

- Select the paragraph that begins with **Medical Centers**.

Z_INDEX MAIN is displayed in the current selection indicator and Tags list.

Make the following changes to this tag:



- From the tool option buttons, select  the Alignment button. (You are changing the horizontal alignment from Justified to Left because you will be adding a tab setting next.)

The Alignment dialog box displays.

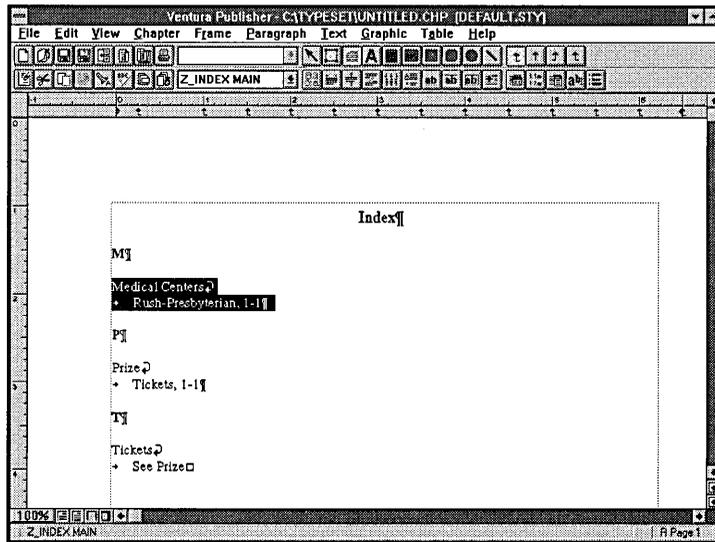
- Select the Left option from the Horz. Alignment drop-down list box, and then select OK.

Use the horizontal ruler to adjust the first preset tab stop at 1/2 inch ruler mark. If the ruler is not currently displayed,

- Select the Show Rulers option from the View menu.
- Position the mouse cursor in the lower half of the ruler over  the preset tab stop at the 1/2 inch ruler mark.
- Press and hold the mouse button to select the tab stop. Then drag the tab stop left to the 1/4 inch ruler mark, and release the mouse button.

The new tab setting is reflected in all occurrences of the tag Z_INDEX MAIN.

The changes to the document are now complete. Your document should look similar to the following illustration.



Saving the index file

To save the index style sheet and chapter file,

- From the function buttons, select  the Save as New Style button and save the style sheet using the name: BOOKIDX.STY (The extension .STY will automatically be added.)
- From the function buttons, select  the Save As button and save the chapter using the name: BOOKIDX.CHP (The extension .CHP will automatically be added.)
- Select the Manage Publication option from the File menu and then add BOOKIDX.CHP to the end of the publication BOOK.PUB. (If you need a reminder of the steps, review Exercise 6.)
- Use Save in the Multi-Chapter Operations dialog box to save the publication under the same name.
- While in the Multi-Chapter Operations dialog box, print the publication, if desired. Remember that if one of the chapters is selected, the print option will not be enabled.
- To exit the Multi-Chapter Operations dialog box, select OK.

Editing and deleting index references

Although there is no practice exercise for editing or deleting index references, the steps below are provided for your information.

- Open the chapter containing the index references you want to change.
- Make sure Show Tabs & Returns in the View menu is activated.



- From the tool buttons, select the Text Tool.
- Be sure Index Entry is displayed in the current selection indicator by placing the typing cursor to the left of the degree symbol (°) in the text. The degree symbol indicates where the index entry is located. (You can use the left and right arrow keys to help place the cursor.)

To delete an index entry,

- Press the Del key.
The degree symbol and index entry are deleted from the chapter file.

To edit an index entry,

- Be sure Index Entry is displayed in the current selection indicator by placing the typing cursor where the index entry is located.
- Select Edit Special Item from the Text menu, or use the keyboard shortcut Ctrl+D.
- Select Index Entry
The Insert/Edit Index Entry dialog box displays showing the information you entered when the entry was created.
- Make any necessary corrections.
- Select OK
The index will have to be re-generated for the changes to be incorporated.

This concludes Exercise 7.

EXERCISE 8 GLOSSARY

The following terms can be found in Exercise 8.

❖ **Cross reference**

Any reference to a page, chapter, figure, table, caption, variable text, or section number. Ventura Publisher's cross referencing feature creates and updates these references so that you don't need to keep track of where pictures and text have moved in your document.

❖ **Marker**

The location in your chapter where you designate (or "mark") the text you want to reference.

Cross referencing

In this exercise you'll learn about:

- Inserting a *marker*
- Inserting a *cross reference*
- Cross referencing frames
- Generating and updating cross references

Approximate time to complete: 25 minutes.

A cross reference is a pointer in your text to a particular page, figure, table, chapter, caption, variable text, or section number. These references can be generated automatically by using the cross reference feature. Then, each time you edit and renumber your document, the references are automatically updated.

You can place cross references anywhere in a document. For example, in a newsletter where articles are continued on another page, you can insert the page number on the original page where the continuation occurs (continued on page...), as well as on the continuation page (continued from page...).

Figure 1-1
Japanese Sales

Cross references

Printers gain more attention on prices, higher speeds and output, high-end dot-matrix printers starting to lose some of their market share.

Users are still buying dot-matrix printers, the laser printer is an alternative to thinking to industry observers. Users, though relatively expensive, used more in environments where the speed of the printer justifies the cost, analysts said. The nonusers also catch user interest as they are less noisy, offer sharper images (commonly 300-by-300 dpi) and can produce from 10 to 20 pages per minute.

They have also been improved, according to George Jones, a key industry analyst. He noted that there are no standards in controllers for laser printers and but the cost of using a laser is now less than a dot-matrix on a cost-per-copy per-minute basis. See *Competing Technologies* on page 5.

Speedier, less costly laser printers are changing the computer business

The laser printer provides sharper graphic images, Jones noted, and the laser now has the wealth of software support dot-matrix printers have always enjoyed. So, if a user moves to a laser printer from a dot-matrix printer, he can run much of his graphics software and

quickest, most cost-efficient way of doing that is through a low-cost dot-matrix printer—without having to wait in line for a share laser printer. Current sales figures seem to bear Jones out, as shown in Figure 1-3.

In its June 1985 Store Board Survey, market-research firm Laser Computing of Alamo, Texas, polled over 600 computer specialty stores finding that, while laser-printer sales are up, they have not eclipsed dot-matrix printers.

Laser Computing analyst Todd Wiggins said he expects dot-matrix printers to continue competing with laser printer in the future. He also said the two technologies can work well together. "If you've got a laser shared by six to 10 people, you may still have dot-matrix printers for drafts of your own work. I

Continued on page 7

Cross referencing your document is basically a three-step process.

1. Mark the location of the text or illustration you want to cross reference. You can mark a place in the text using marker names or use a frame anchor for a marker.
2. Insert a cross reference symbol in the text exactly where you want the reference to appear.
3. Create a publication with the chapter or chapters. The cross reference (inserted in the second step) automatically generates the cross reference when the publication is renumbered.

Getting started

For this exercise, you'll use the example chapter &BOOK-P1.CHP to learn how to create cross references.

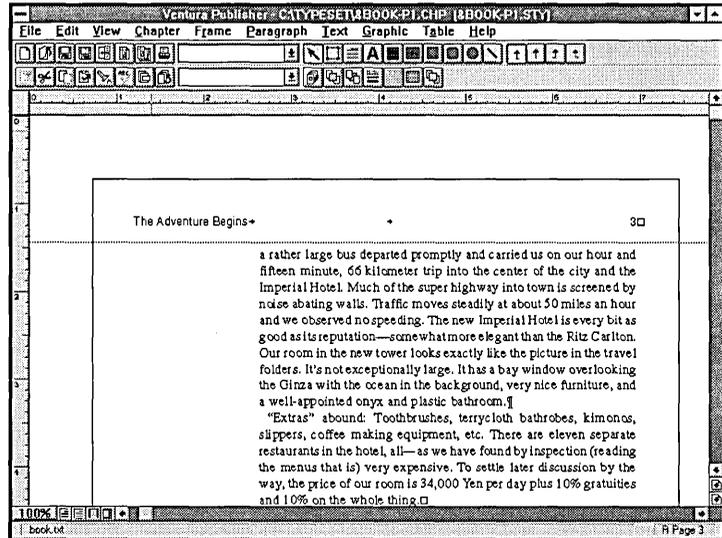
Note: Before you continue, if someone has already performed this exercise on your computer, you'll need to copy the text file BOOK.TXT from the Examples disk in your Ventura Publisher software package to the Typeset directory.

- Open the practice chapter file &book-p1.chp, in the \typeset directory.

In the first part of this exercise, you'll create a cross reference on page 1 of the chapter that will refer to text on page 3.

The first step in creating a cross reference is to mark the text you want to reference. In the practice chapter, the text to be referenced is a hotel name, Imperial Hotel, on page 3 of the chapter.

- Press the End key or go to page 3.
- Use the scroll bars to display the top left side of the page, as shown in the following illustration.



In the text, a marker and cross references are indicated by a degree symbol (°). You may find it helpful to activate (check mark) Show Tabs & Returns (View menu) so you can see the symbols.

Inserting markers

Markers and cross references can be inserted in any order. However, in this exercise, you'll insert the marker first, and then insert the cross reference.

Although you can place a marker anywhere on a page, it is best to place markers where you can easily find them. It's helpful to adopt a consistent approach.

Now you're ready to mark the location of the text that you will be referencing. You will be inserting the marker right after the word **Hotel** in the name **Imperial Hotel**.

To insert a marker,



- From the tool buttons, select  the Text Tool.
- Locate the text "Imperial Hotel" beginning the third line of the first paragraph.

- Click to mark the insertion point so that it's *after the name* "Imperial Hotel," as illustrated below:

Imperial Hotel.| ← Insertion point

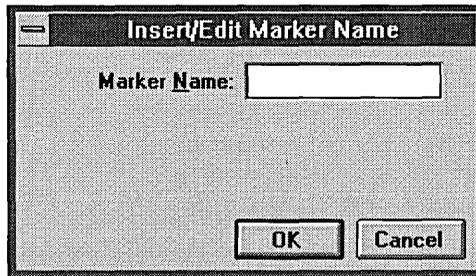
- Select Ins Special Item in the Text menu.

The Insert Special Items cascading menu is displayed, as illustrated below.



- Select Marker Name

The Insert/Edit Marker Name dialog box is displayed, as illustrated below.

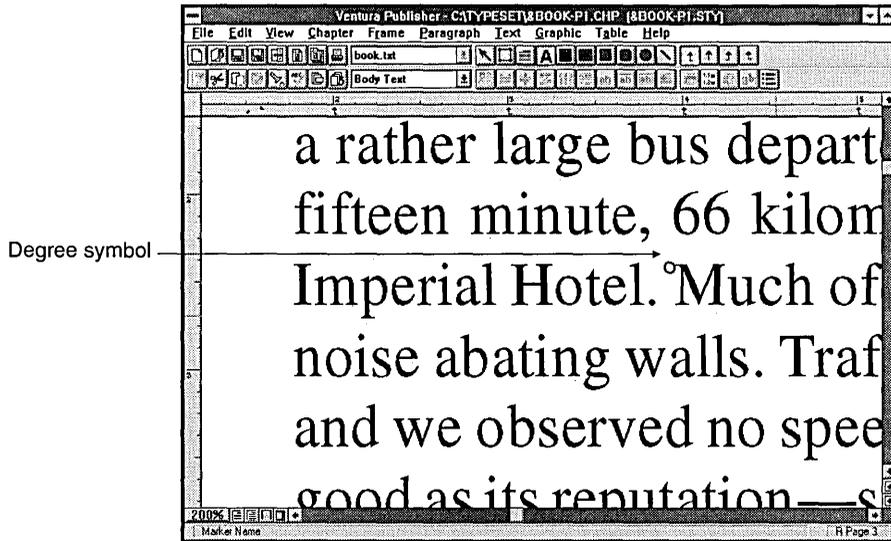


The marker name you select should be brief but should also remind you of its purpose. When you are creating your own documents, you might find it helpful to make a list of the markers placed in your document. Otherwise, you'll need to display the Insert/Edit Marker Name dialog box for each marker if you can't remember the marker name.

- Type the marker name: **hotel** (Remember this marker name, you'll need it later.)

- Select OK

A degree symbol (°) is entered in the text to indicate the marker location and Marker Name is displayed in the current selection indicator. The following illustration is enlarged so you can see the marker location.



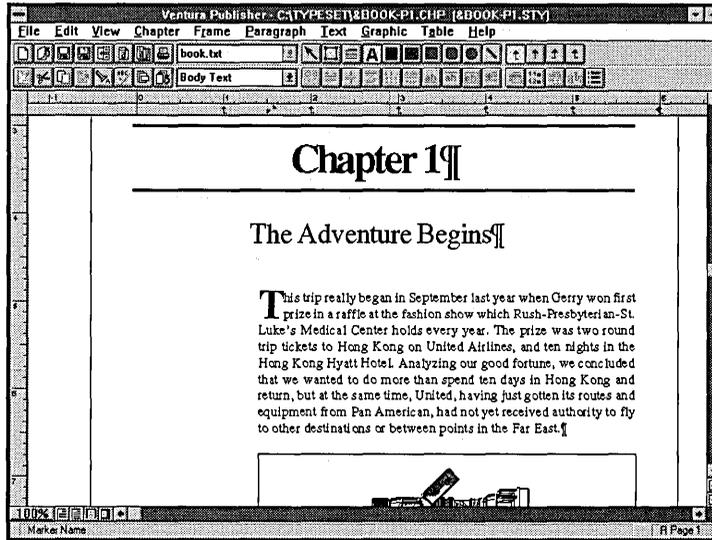
(If you cannot see the degree symbol, activate Show Tabs & Returns in the View menu, or select Enlarged View in the View menu.)

Inserting a cross reference

Now you're ready to insert the cross reference that will refer to the marker location you just entered.

In preparation, you'll add this sentence to page 1: "See details about the Imperial Hotel on page."

- Press Home to go to page 1.
- If necessary, use the scroll bars to display the top of the page, as shown in the following illustration.



- Locate the text “Hong Kong Hyatt Hotel” beginning the fifth line of the first paragraph.
- Click the mouse to mark the insertion point *after the space* that follows the period, as illustrated below:

Hong Kong Hyatt Hotel. | ← Insertion point

- Type:
See details about the Imperial Hotel on page (space) . (space)

You are typing the space before the period to separate the word **page** from the cross reference page number that will be generated later. You are typing a space after the period to separate the new sentence from the remainder of the paragraph.

The cross reference page number will appear in the text exactly where you insert the cross reference, so you must be precise. Like the marker, the cross reference is indicated by a degree symbol (°).

To insert the cross reference,

- Press the left arrow key twice to mark the insertion point *after the space* that follows the word “page,” as illustrated below:

. . . Hotel. See details about the Imperial Hotel on page | .

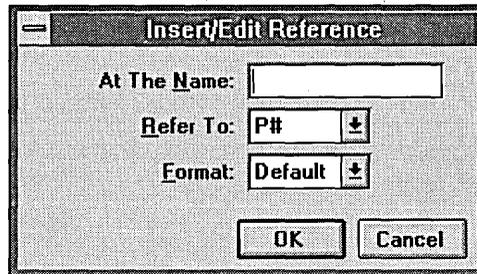
Insertion point ↗

- Select Ins Special Item in the Text menu.

The Insert Special Item cascading menu displays.

- Select Cross Ref

The Insert/Edit Reference dialog box displays, as illustrated below.



The At the Name text box is where you enter the name of the marker.

- In the At the Name text box, type: **hotel** (Remember, this is the name of the marker you inserted on page 3.)

The Refer To drop-down list box is where you select the type of reference you want to create. It lets you refer to any of the following:

- P# –the page number of the referenced item
- C# –the chapter number of the referenced item
- F# –the figure number for the referenced frame
- T# –the table number for the referenced frame
- S* –the section number that precedes the referenced item
- C* –generated caption text in the frame
- V* –text defined for a referenced variable (This feature is described in Exercise 9.)

When you select one of the # options above (e.g., P#), you can specify the format you want for the number by using the Format drop-down list box. Default uses the currently defined numbering for each type of counter as specified in the Update Counters dialog box. Refer to the *Reference Guide* for more information about the Insert Reference and Update Counters dialog boxes.

- Leave the other selections in the dialog box set at the default settings, which are Refer To: P# and Format: Default.
- Select OK

A degree symbol is entered in the text to indicate the cross reference location, and the word Reference is displayed in the current selection indicator.

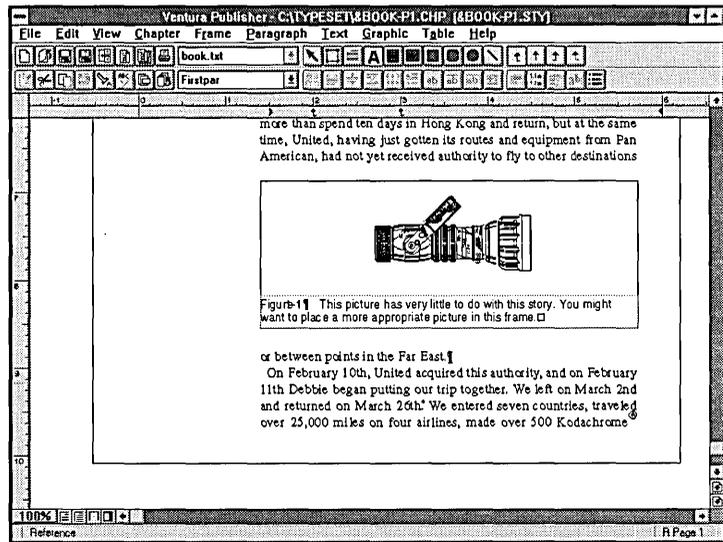
You will not see the actual cross reference until you create a publication and use the Manage Publication Renumber option. You'll do this later in this exercise.

In the next part of the exercise, you'll create a cross reference to the figure number in the frame caption on page 1.

Cross referencing frames

When referencing figures or tables in frames, the frame anchor name is used instead of a marker. The Anchors & Captions option in the Frame menu is used to assign frame anchor names.

Page 1 of BOOK-P1.CHP should still be displayed on your screen. You should be able to see a frame at the bottom of the page, as shown in the following illustration. This is the frame you will reference. If you cannot see the frame, use the scroll bars to adjust the page until you can.

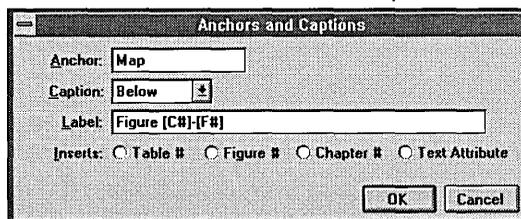


To assign a frame anchor name,

- From the tool buttons, select  the Frame Tool.
- Select the frame holding the picture of the nozzle.
nozzle.gem is displayed in the current selection indicator.

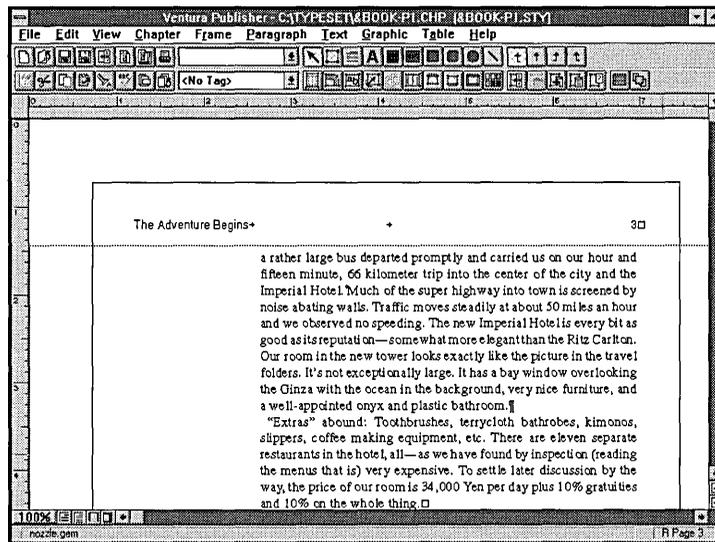
- From the tool option buttons, select  the Anchors & Captions button.

The Anchors & Captions dialog box displays, as shown in the following illustration.



Notice the frame already has an anchor name: **Map**. If it did not, you would enter a name in the Anchor text box. Remember, the anchor name is **Map**. You'll need it later.

- Close the Anchors & Captions dialog box by selecting OK.
- Go to page 3. Use the scroll bars to display the top of the page, as shown in the following illustration.



In preparation for creating this cross reference, you'll add the words "See figure" to the end of the first paragraph on page 3.

- From the tool buttons, select  the Text Tool.
- Click the mouse to mark the insertion point *after* the period that ends the first paragraph, as illustrated below:

... a well-appointed onyx and plastic bathroom. | ← Insertion point

Paragraph End is *displayed in the current selection indicator.*

- Type: (space) **See Figure 1-**

You are typing the space to separate the new text from the existing paragraph.

Now you're ready to insert the cross reference. Remember, the figure number will appear in the document exactly where you insert the cross reference, so you must be precise.

- Press the left arrow key once to move the insertion point *after* the text “1-” as illustrated below:

Figure 1-|. ← Insertion point

- Select Ins Special Item from the Text menu.
The Insert Special Item cascading menu is displayed.
- Select Cross Ref
The Insert/Edit Reference dialog box is displayed.
- In the At The Name text box, type: **Map** (Remember this was the frame’s anchor name.)
- In the Refer To drop-down list box, select the F# option because you’ll be referencing a figure number instead of a page number.
- Leave the Format set at Default and then select OK.
A degree symbol is inserted in the text to indicate the cross reference location, and the word Reference is displayed in the current selection indicator.

You are now ready to automatically generate the cross references, but first save the chapter under the name CRS-REF, as follows:

- From the function buttons, select  Save As button.
- Type the name: **CRS-REF**
- Select OK
The chapter is saved using the new name.

Generating and updating cross references

Page numbers, figure numbers, and other references are automatically inserted in a document at the cross reference locations when you select **Renumber** in the **Manage Publication** dialog box (File menu). Should you edit the document, you can select **Renumber** again to update the cross references automatically. Cross references can span any number of chapters in a publication.

Before you can generate or update cross references, you must create a publication by following the steps below. (These are abbreviated steps; if you need more practice creating a publication, see Exercise 7, or refer to the *Reference Guide*.)

To create a publication,

- Select **Manage Publication** from the File menu.

The Multi-Chapter Operations dialog box is displayed. CRS-REF.CHP has already been added to the publication list.

- Select **Save As** in the Multi-Chapter Operations dialog box.

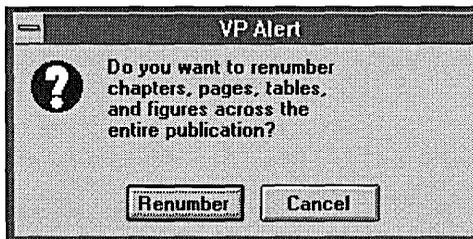
The Save File As dialog box is displayed.

- Type the publication name: **CRS-REF** and then select **OK**.

Notice that the **Renumber** button in the Multi-Chapter Operations dialog box is now available. This option is used to both generate new references and update existing references.

- Select the **Renumber** button.

The following message is displayed.

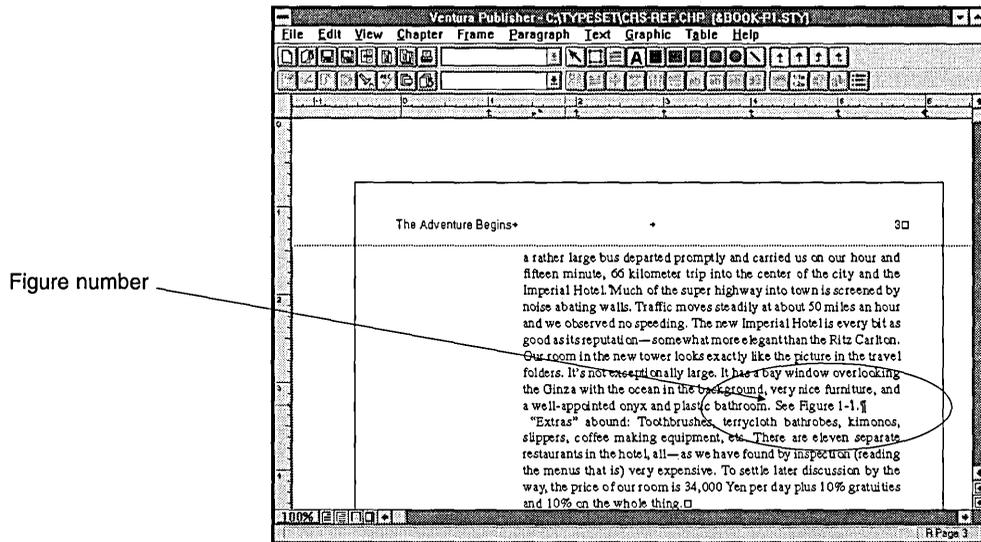


- Select **Renumber**

The program begins renumbering the publication and inserting the cross references.

- After the publication has been renumbered, select OK to close the Multi-Chapter Operations dialog box.

Examine the CRS-REF.CHP file. As you can see in the following illustration, the correct page and figure numbers have been inserted at the cross reference locations.



- Save the chapter file so you can refer to it later when creating cross references for your own chapters.

Note: There is no exercise for editing a cross reference. If you wish to change the name of the marker or frame to which a cross reference refers, you can do so using the Edit Special Item option in the Text menu, or the keyboard shortcut Ctrl+D. For information on editing cross references, refer to “Edit special item” (Text Menu) in the *Reference Guide*.

This concludes Exercise 8.

EXERCISE 9 GLOSSARY

The following terms can be found in Exercise 9.

❖ **Cross references**

Any reference to a page, chapter, figure, table, caption, variable text, or section number. Ventura Publisher's cross referencing feature creates and updates these references so that you don't need to keep track of where pictures and text have moved in your document.

❖ **Variable definition**

The text that is inserted at cross reference locations in your chapters. Sample variable definitions include the current date or the name of a customer or product. When you renumber your publication, the variable text is inserted at all the cross reference locations you specified in your chapters.

Inserting variable text

In this exercise you'll learn about:

- Inserting variable definitions
- Inserting variable cross references
- Generating and updating variable text
- Editing variable text

Approximate time to complete: 25 minutes.

You can use the cross reference feature (described in Exercise 8) to insert variable text into your document at cross reference locations. This feature is useful for inserting such items as the current date, the current revision number, the name of a customer, or the name of a product.

To insert variable text, you insert a *variable definition* and then insert *cross references* in the document where you want the variable text to appear. If you place the variable definition at the beginning of your document, you can always locate it easily. Note that the variable definition must precede the cross references for which it will be used. The variable text is automatically inserted into the document when you use the Renumber option in the Multi-Chapter Operations dialog box (File menu).

For example, a Will can be set up with cross references at each location where a person's name should appear. The name itself will only be typed once as a variable definition at the beginning of the document. The name is then inserted automatically at all cross references when the Renumber feature is used. To place a new name in the will, the variable definition can be changed and the Renumber feature used again.

To practice inserting variable text, you'll create a new chapter by typing a few lines of text into a blank text screen. You'll start by loading a style sheet and saving it using a new name.

In preparation for this exercise,

- From the function buttons, select  the New Chapter button to clear the screen.

The Select Style Sheet dialog box displays.

- If the style sheet (&BOOK-P1.STY) is **not** already loaded, select &book-p1.sty in the \typeset directory and then OK. If the style sheet (&BOOK-P1.STY) is already loaded, select the Cancel button to close the Select Style Sheet dialog box.
- Turn on the Show Tabs & Returns option in the View menu (if it is not already on).



- Use the Save as New Style button to save &book-p1.sty under the new style sheet name: variable.sty.

You should now have a blank screen with variable.sty in the title bar. The chapter is UNTITLED.



- Be sure the Text Tool is selected, and then click the mouse button in the blank screen.

The text cursor will begin blinking next to the end of file symbol (□), which indicates that you may begin entering text.

- Type the following text exactly as it appears in the illustration below, including the space between the two commas and the extra paragraph symbols. (To insert paragraph symbols, simply press the Return key.) Do not insert any extra paragraph symbols, and let Ventura Publisher hyphenate the text as required.

Amended Answer of Defendant,¶

¶

¶

COMES NOW Defendant, , a Texas Corporation having its principal office and place of business in the State of Texas, and in reply to Plaintiff's Original Petition on file

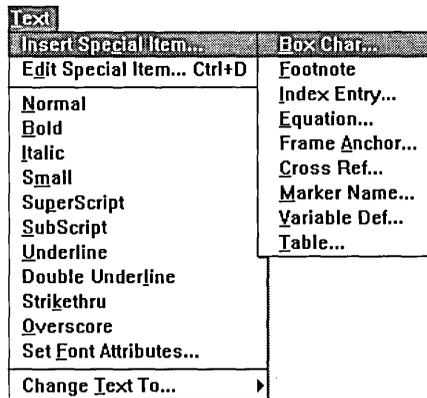
Inserting variable definitions

The variable definition, indicated by a degree symbol (°), should be placed at the beginning of the document. This makes it easy to locate the definition when editing the document.

To enter a variable definition,

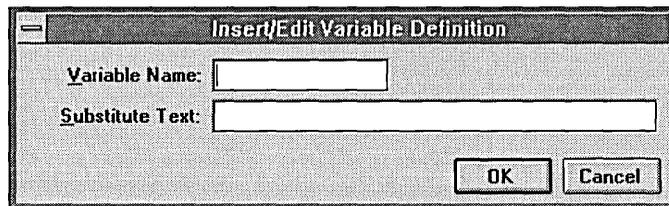
- Click your text cursor at the beginning of the document—to the left of the **A** in **Amended**.
- Select Insert Special Item in the Text menu.

The special items cascading menu is displayed, as illustrated below.



- Select Variable Def

The Insert/Edit Variable Definition dialog box is displayed as illustrated below.

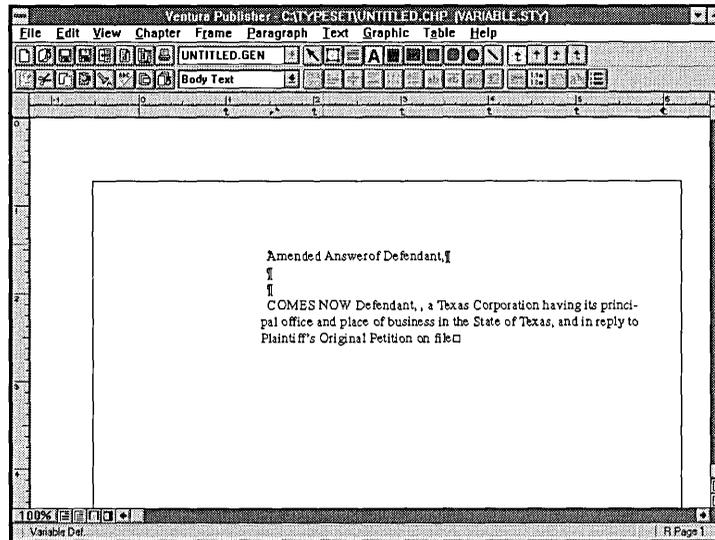


- Type in the Variable Name text box: **Defendant**

Note: A variable definition name should be brief, but should also remind you of its purpose. If your documents contain many variable definitions, you might find it helpful to make a list of the names. Otherwise, you'll need to display the Variable Definition dialog box for each variable if you forget the names.

- Press the Tab key once, then type in the Substitute Text text box: **Alpha Corporation**. (This is the variable text that will be inserted into your document.)
- Select OK

The degree symbol (°) appears at the beginning of your document and Variable Def. is displayed in the current selection indicator, as shown in the following illustration.



Inserting cross references

Now, you're ready to enter the cross references. Each cross reference marks a location in the text where variable text will be inserted, so you must be precise in inserting references. You may need to insert spaces or use the Enter key to allow room for the variable text in your documents. (The text you typed already contains spaces and paragraph symbols to allow enough room.)

To add the first cross reference,

- Click your text cursor on the second paragraph symbol after the word **Defendant**, as illustrated below.

Amended Answer of Defendant,¶

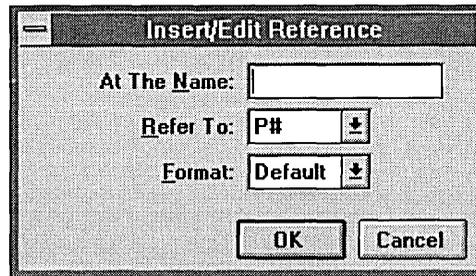
insertion point → | ¶

Paragraph End displays in the current selection indicator.

- Select Insert Special Item from the Text menu.
The special items cascading menu is displayed.

- Select Cross Ref

The Insert/Edit Reference dialog box is displayed, as shown in the following illustration.



- In the At The Name text box, type: **Defendant** (This is the name you gave to the variable definition at the beginning of the document.) Remember, the name you enter here must be *identical* to the variable definition name.
- At the selection, Refer To, use your mouse to select V* in the drop-down list box. V* indicates that you want variable text to be inserted at this cross reference.
- Select OK

The degree symbol appears at the insertion point to indicate the cross reference location and Reference is displayed in the current selection indicator.

Note: The degree symbol is sometimes obscured by capital letters or the paragraph symbol. If you're uncertain that the reference was entered, use your left and right arrow keys to find the insertion point and look for the word Reference in the current selection indicator.

To insert another cross reference,

- Click to mark the insertion point between the two commas after the words, **COMES NOW Defendant**. Be sure the insertion point is immediately to the left of the second comma so that a space will precede the inserted text, as illustrated below.

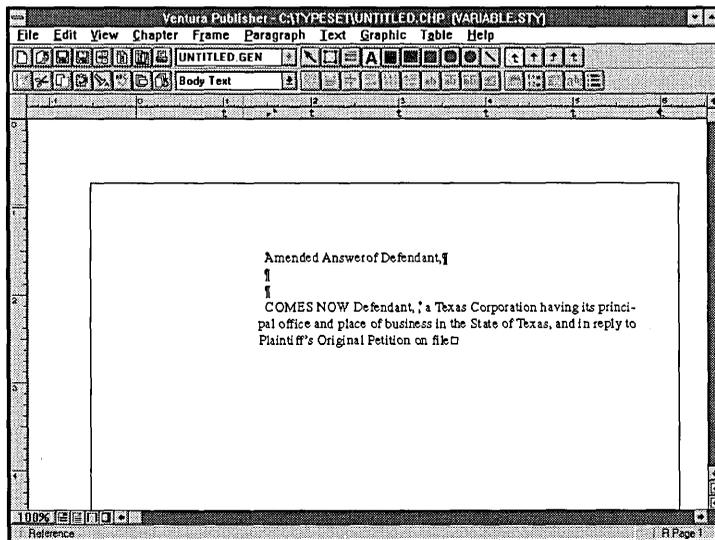
COMES NOW Defendant, | , a . . . ← insertion point

- Select Insert Special Item in the Text menu.
- Select Cross Ref

The Insert/Edit Reference dialog box is displayed.

- In the At The Name text box, type the variable name: **Defendant**, select V* from the Refer To drop-down list box, and select OK.

The degree symbol appears at the insertion point to indicate the cross reference location, and Reference is displayed in the current selection indicator. Your screen should now look similar to the following illustration.



Note: If you are going to be inserting the same cross reference in many locations, you may want to copy it. To do this, simply highlight the degree symbol, then hold down the Shift key and press Delete. Move the cursor to the location where the reference should be placed, and press Insert.

- Save the chapter under the title VARIABLE.CHP.

Generating and updating variable text

The variable text you defined is automatically inserted into the document when you use the Renumber option in the Multi-Chapter dialog box (File menu).

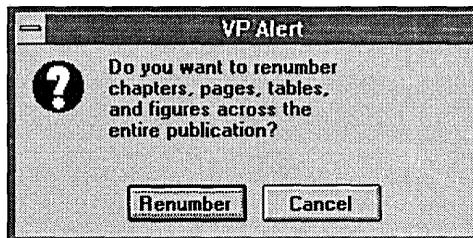
Before you can use the Renumber option, you must first create a publication by following the steps below. (These are abbreviated steps. If you need more practice creating a publication, see Exercise 7, or refer to the *Reference Guide*.)

- Select Manage Publication from the File menu.
The Multi-Chapter Operations dialog box displays. VARIABLE.CHP has already been added to the publication list.
- Select Save As in the Multi-Chapter Operations dialog box to save the chapter as a new publication.
- Type the publication name: **VARIABLE** in the Save File As dialog box, then select OK.

Notice that the Renumber button in the Multi-Chapter Operations dialog box is now available. This option rennumbers the publication and inserts the variable text you defined.

- Select the Renumber button.

The following message is displayed:

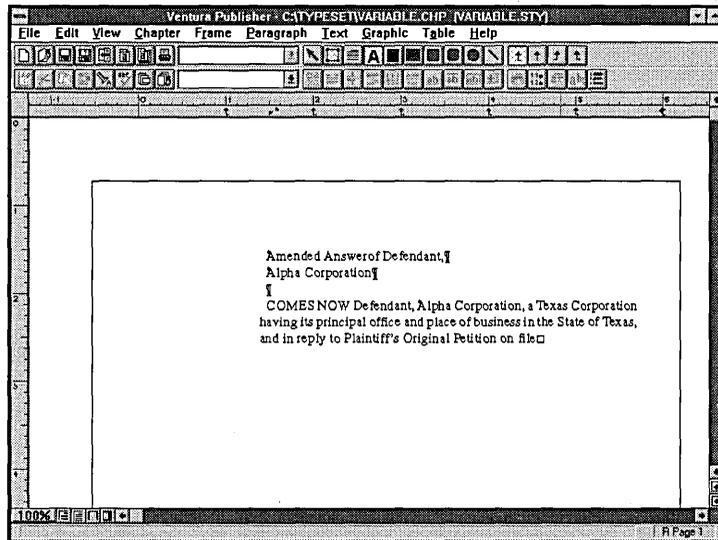


- Select **Renumber**

The program begins renumbering the publication.

- After the publication is renumbered, select **OK** to close the Multi-Chapter Operations dialog box.

The variable text, Alpha Corporation, is inserted in your chapter. Your screen should look similar to the following illustration.



- Save the chapter so you can refer to it later when creating your own variable insertions.
- For practice, enter one or two additional cross references and then use the **Renumber** option to insert the variable text at each location.

Editing variable text

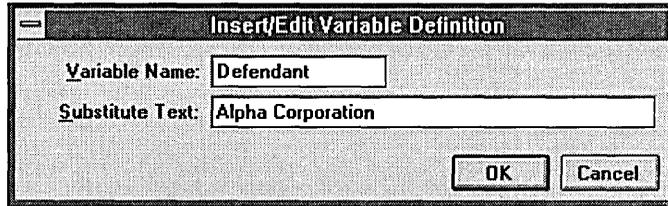
Ventura Publisher's variable insertion feature is particularly useful when you know you will be revising the same elements in a document over and over. With variable insertion, you can change the text in the variable definition at the beginning of the document, then use the **Renumber** option to insert the new text. Follow the steps below to insert a different Defendant name into the document you just created.

- Click the text cursor at the beginning of the document, immediately to the left of the **A** in **Amended**.

Variable Def. should be displayed in the current selection indicator. If it is not, press the left arrow key to display it.

- Select Edit Special Item from the Text menu. (You can also use the keyboard shortcut Ctrl+D.)

The Insert/Edit Variable Definition dialog box is displayed as shown in the following illustration.



- Press the Tab key once to highlight: **Alpha Corporation**.
- Type the new Substitute Text: **Omega Corporation**.
- Select OK

That's all there is to editing variable text. Now Renumber the chapter to replace the names. (You already created a publication for the chapter.)

- Select Manage Publication in the File menu.
- When the Save or Abandon message appears, select Save

The Multi-Chapter Operations dialog box is displayed. The same publication you used before, C:\typeset\variable.pub, should still be displayed above the publication list of the Multi-Chapter Operations dialog box. If it isn't, use Open to display it.

- Select the Renumber option.

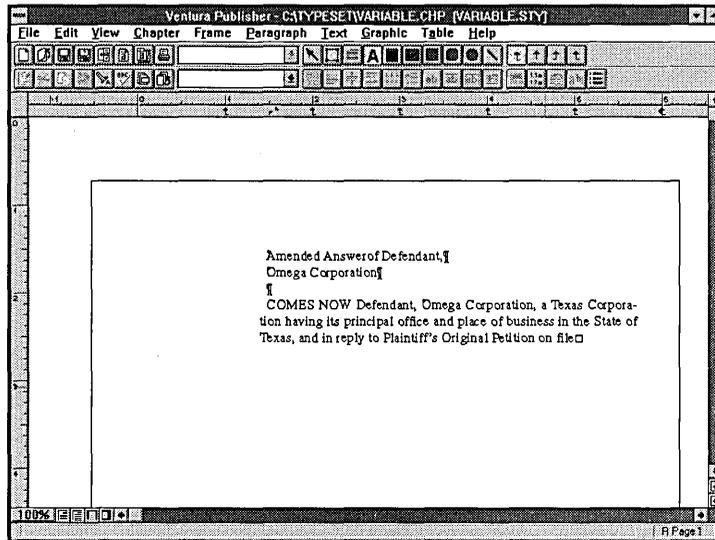
The message "Do you want to renumber . . ." displays.

- Select Renumber

The program begins renumbering the publication and substituting the new text.

- After the publication is renumbered, select OK

The name Omega Corporation replaces the name Alpha Corporation throughout the document as you can see in the following illustration.



Note: To delete inserted text, place the cursor to the left of the reference symbol (°). The word "Reference" should display in the current selection indicator. If it does not display, press the left or right arrow key until it does. Then press the Del key to delete the reference symbol. The entire text string (everything in the Insert/Edit Variable Definition and Insert/Edit Reference dialog boxes) will be deleted when the reference is deleted.

- For practice, replace the variable definition with a company name of your own choosing, and then save the chapter.

This concludes Exercise 9.

EXERCISE 10 GLOSSARY

The following terms can be found in Exercise 10.

- ❖ **Cell**
Each area or block of information in a table.
- ❖ **Table**
Any text formatted in a row and/or column arrangement. For example, most database programs organize data in rows and columns.

Creating a table

In this exercise you'll learn about:

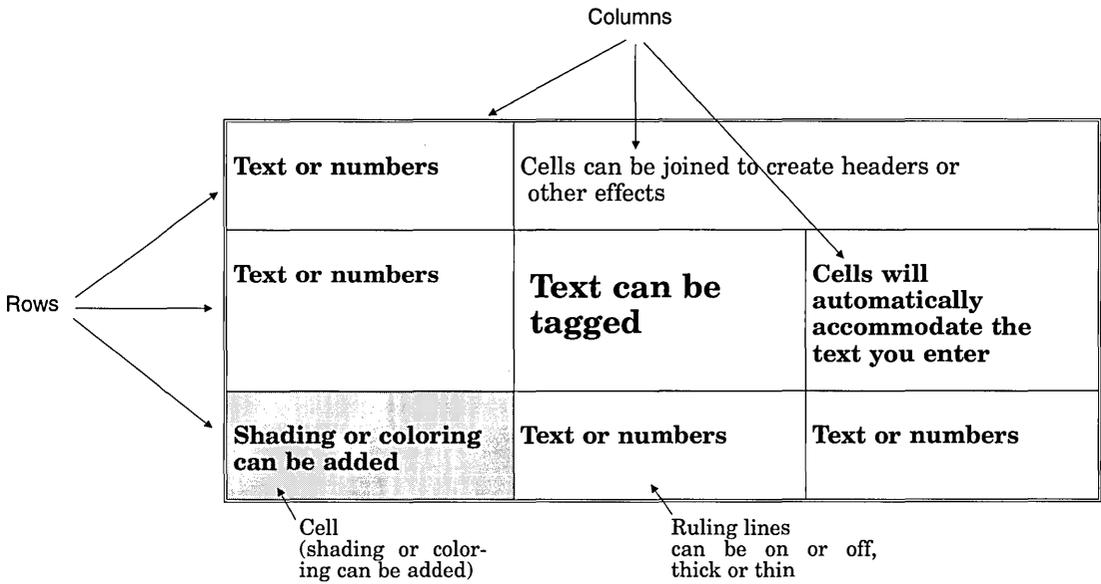
- Inserting a *table*
- Adding table information
- Adding a column or row
- Shading cells
- Cutting columns or rows
- Pasting columns or rows
- Changing the width of a column
- Changing ruling lines
- Joining cells
- Editing table settings
- Helpful hints

Approximate time to complete: 40 minutes.

Ventura Publisher's table feature allows you to easily create tables containing text or numerical data. Each separate area or block of information in a table is called a *cell*.

A cell in a table will automatically expand vertically to accommodate the text or numbers you type in it. Attributes and tags can be assigned to the contents of a cell in the same way they are assigned to paragraphs in your documents. This means that you have total control over the way your table appears. For tables containing numbers, you can align the cell's contents to the left, right, center, or at the decimal point.

The following illustration shows the parts of a table.



To practice working with tables, you'll create a new chapter using the default style sheet.

The table you will create is a time sheet (illustrated below) showing the names of three people and the number of hours they worked Monday through Wednesday.

Employee Name	Days of the Week		
	Monday	Tuesday	Wednesday
Kathleen	8	8	8
Barbara	8	8	8
Fred	8	8	8

To set up the page for the table, first you'll clear the screen, then you'll load the default style sheet.

- From the function buttons, select  the New Chapter button to clear the screen.

The Select Style Sheet dialog box displays.

- Select default.sty from the \typeset directory and then OK.

- From the function buttons, select  the Save as New Style button and save default.sty under the new style sheet name: table.sty.

Inserting a table

In this exercise, you will use the Table Tool and the Add New Table button to create a table. (You can also use either the Table Tool and the Insert New Table option in the Table menu or the Text Tool and the Ins Special Item option in the Text menu to create tables. Refer to “Table Tool” in the Toolbox section of the *Reference Guide* for more information.

To create a table,

- From the tool buttons, select  the Table Tool and move the cursor to the base page.

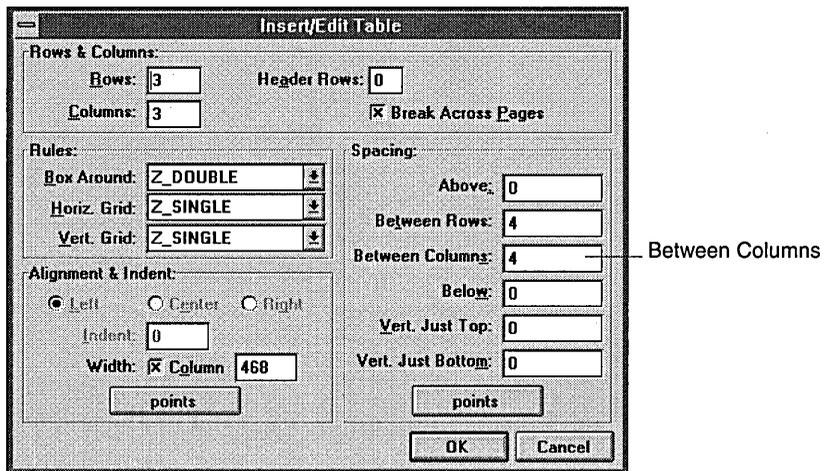
*The cursor changes to **+***

- Click the mouse button anywhere on the page.

The words Before Para display in the current selection indicator, and a small bar appears above the end of file symbol. If you cannot see the text cursor, move the vertical scroll box to its top position and the horizontal scroll box to its left position.

- From the tool option buttons, select  the Add New Table button.

The Insert/Edit Table dialog box displays with default values, as shown in the following illustration.

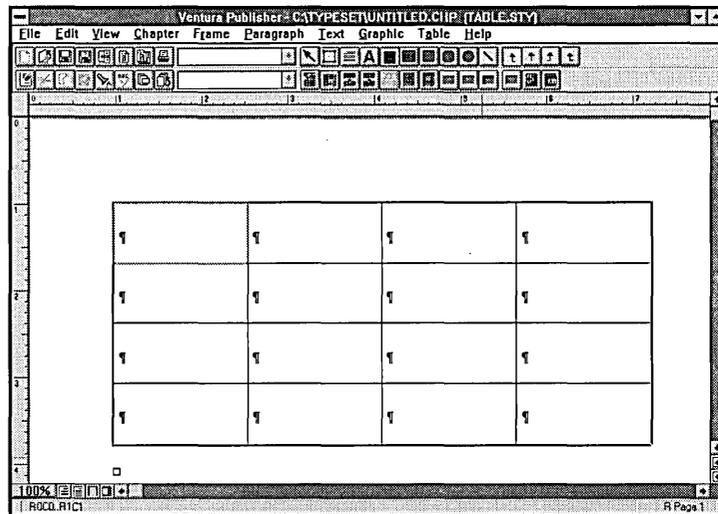


Make the following changes to the Insert/Edit Table dialog box:

- Press the Del key to delete the current value in the Rows text box.
- Type the number: 4 in the Rows text box (for three employee cells and a header cell).
4 replaces 3 for the number of rows in the table.
- Press the tab key to move the text cursor to the Columns text box, and type the number: 4 (three day cells and a header cell).
4 replaces 3 for the number of columns in the table.
- Press the tab key to move to the Header Rows text box, and type the number: 1. (This selection means that if the table needs to expand onto the next page, the header row will be repeated on the next page.)
1 replaces 0 for the number of header rows.
- Double-click the mouse inside the Between Columns text box (you'll find this option in the Spacing area of the dialog box). Replace the current value with the number: 10. (This means that there will be a 10 point margin on the left side of each column.)

These are the only changes you'll need to make for this exercise. For more information about the other options in the Insert/Edit Table dialog box, refer to the "Table Menu" section of the *Reference Guide*.

- To close the Insert/Edit Table dialog box, select the OK button.
Your screen should look similar to the following illustration.



When you first create a table, every cell in the table is the same width and height. You can change the width of any column after the table is created. The height of each row adjusts automatically as you enter additional text.

Adding the table information

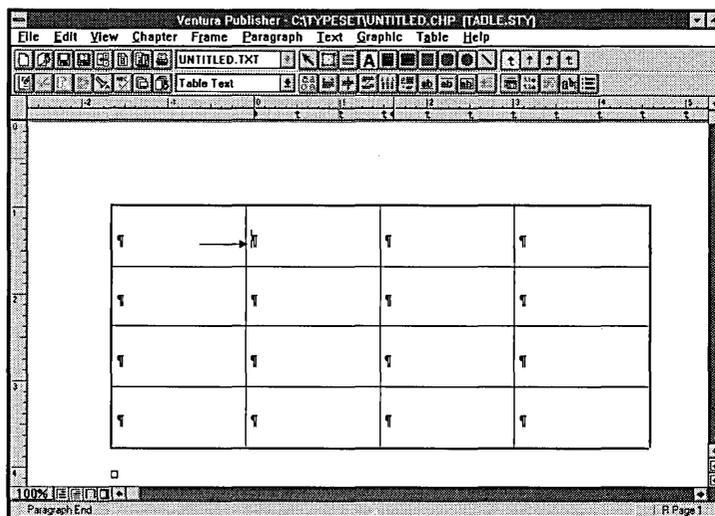
Now you're ready to enter information into the table.

The first thing you'll do is enter the table information, and then you'll change the tag attributes. This can be done in either order when working on your own documents. However, you may find it easier to enter the text first so that when you change the tags, you immediately see what effect the changes have on the text.



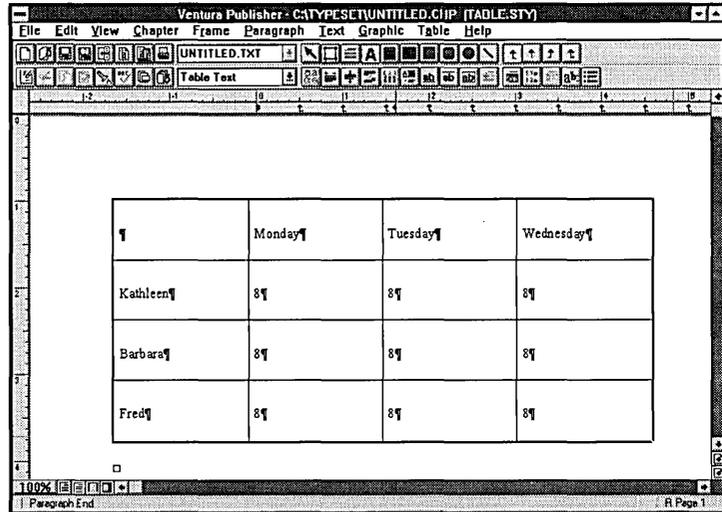
- From the tool buttons, select  the Text Tool, and then point to the first cell in the second column and click. This cell is also referred to as row 1, column 2.

Paragraph End *displays in the current selection indicator, as shown in the following illustration.*



- Type the word: **Monday**
- Press the right arrow key to position the text cursor in the next cell.
- Type: **Tuesday**
- Press the right arrow key and then type: **Wednesday** in row 1, column 4.
If necessary, the table automatically scrolls to the right as you type the text.
- Press the right arrow key to position the text cursor in row 2, column 1.
If necessary, the table automatically scrolls to the left.
- Type: **Kathleen**
- Press the down arrow key to position the text cursor in row 3, column 1, and type: **Barbara**
- Type: **Fred** in row 4, column 1.
- When you have finished typing the names, use either the mouse (click inside the cell) or the arrow keys to position the text cursor in row 2, column 2 (under **Monday**).

- Type the hours for each employee, as shown in the following illustration. (Each employee worked 8 hours on each day.) You can type the hours by column (using the down arrow key), by row (using the right arrow key), or randomly (using the mouse cursor).

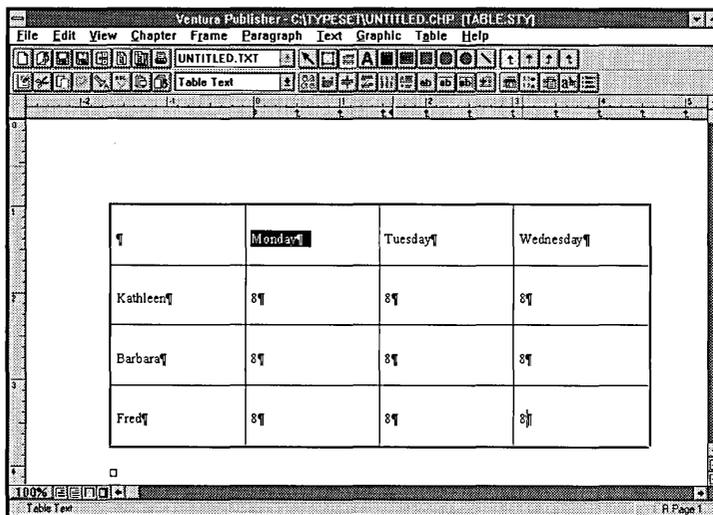


Now that you've typed the table information, you're ready to change the tag attributes.



- From the tool buttons, select  the Paragraph Tool.
- Select any paragraph in the header row (row 1). Note that each cell is initially tagged: Table Text.

The tag name Table Text displays in the current selection indicator and the Tags list, as shown in the following illustration.



- From the tool option buttons, select  the Add New Tag button.
The Add New Tag dialog box displays.
- In the Name to Add text box, type: **Header**, and then select OK to close the dialog box.
Header displays in the current selection indicator and Tags list.

- Using the Paragraph Tool's Font  and Alignment  buttons, change the Style to Bold and the Horz. Alignment to Center.

Note: If you need more practice changing tags, see Exercise 5 in this guide.

- Tag the other header paragraphs (Tuesday and Wednesday) with the Header tag. Remember that you can hold down the Shift key to select multiple paragraphs.)

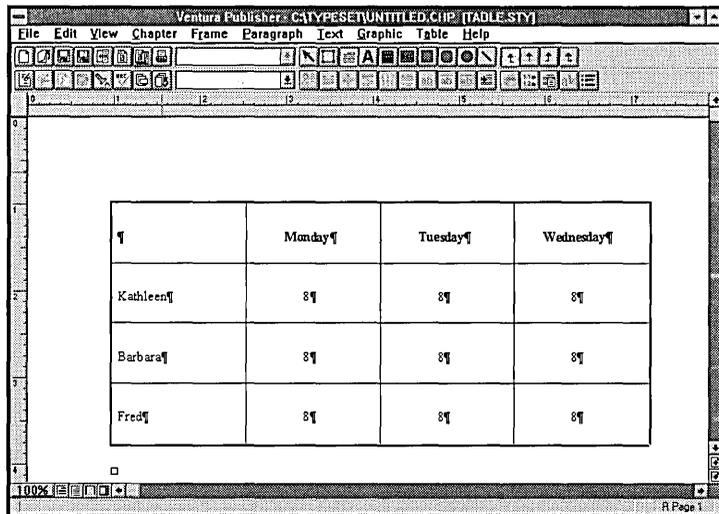
To tag the employee's hours in each cell,

- Select one of the hour cells.
Table Text displays in the current selection indicator and Tags list.

- From the tool option buttons, select  the Add New Tag button, and type the name: **Table Items** in the Name to Add text box.
- Select OK to close the dialog box.

- From the tool option buttons, select  the Alignment button and change the Horz. Alignment to Center.
- Tag the other hour cells with the Table Items tag.

All of the hours are centered, as shown in the following illustration.



- From the function buttons, select  the Save As button to save the table for future reference using the name TABLE1.CHP.

You have finished creating a table. In the next part of the exercise, you'll learn some of Ventura Publisher's table editing features.

Adding a column or row

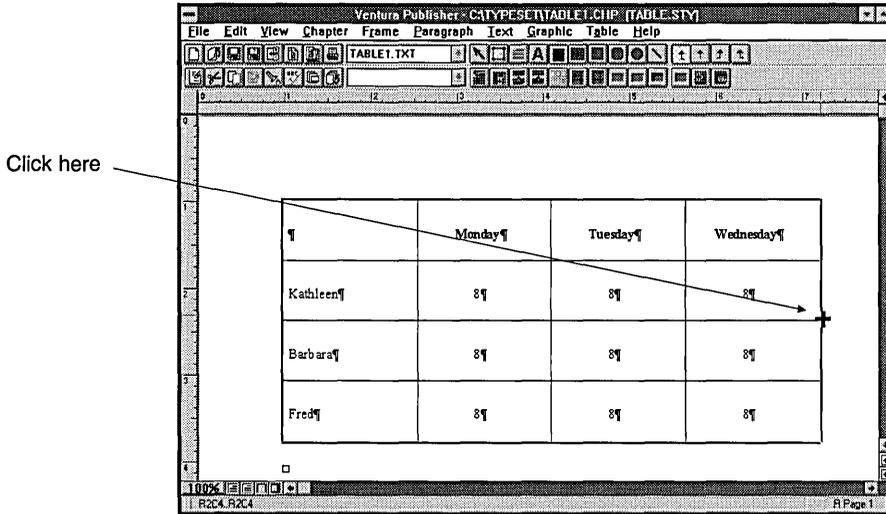
Follow the steps below to add a new column to your table.

- From the tool buttons, select  the Table Tool.

The cursor changes to 

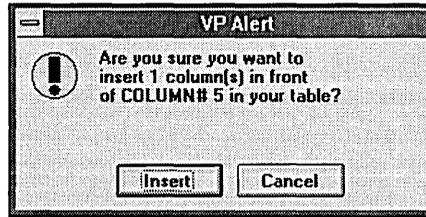
- Position the cursor over the lower right corner of row 2, column 4, and click the mouse. (Use the following illustration as a guide.)

R2C4..R2C4 displays in the current selection indicator. This indicates that the action you take will affect Row 2, Column 4 through Row 2 Column 4 (in other words, Column 4). Your screen may have a different row number depending on where you clicked the mouse.



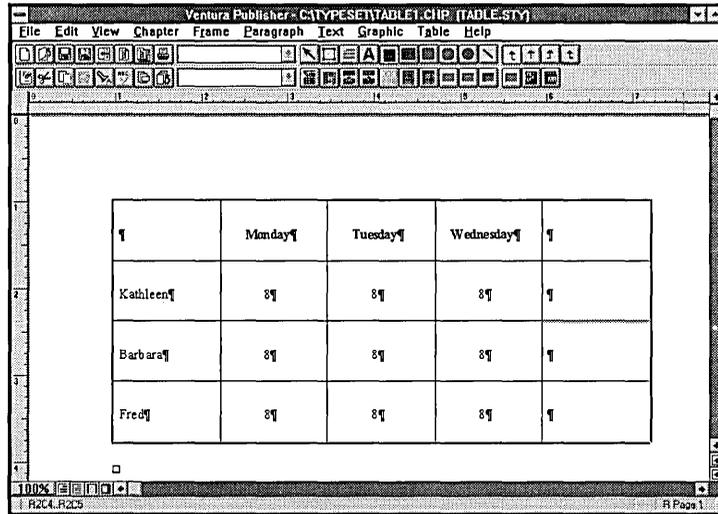
- From the tool option buttons, select  the Insert Column button.

The following message displays.



- Select the Insert button.

A fifth column is added to the table, as shown in the following illustration.



To add a row instead of a column, select the Insert Row button instead of the Insert Column button.

Shading cells

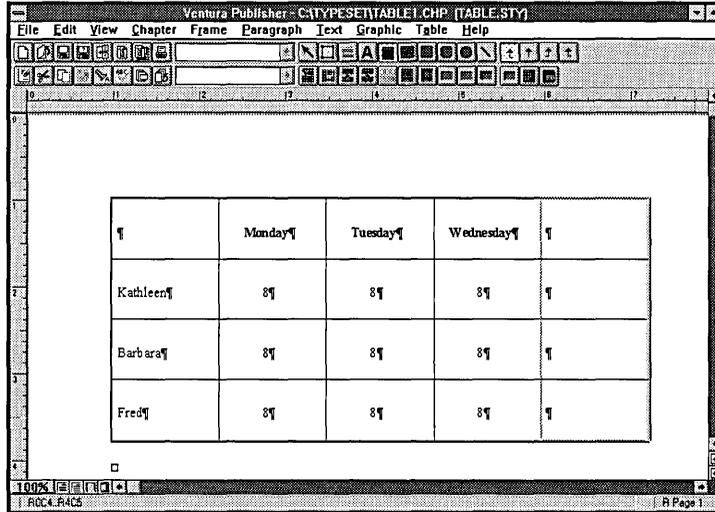
There may be times when you want to shade cells within a table. To add shading to cells,

Select the cells you want to shade, as follows:

- Position the cursor in the top left corner of the new column.

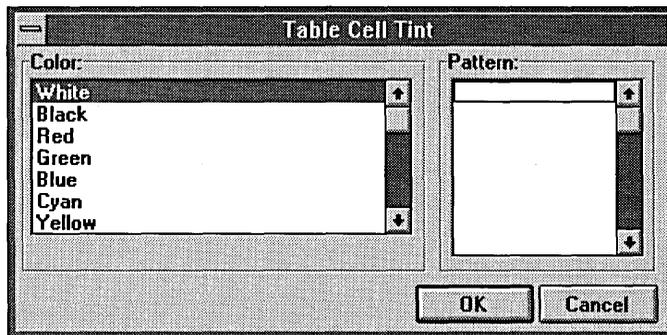
- Press and hold the mouse button as you drag the cursor through the column to the bottom right corner, and then release the mouse button.

The cursor changes to  while you are dragging it, and a light outline follows your cursors movements. When you release the mouse button, the gray outline remains around the column, as shown in the following illustration.



- From the tool option buttons, select  the Set Tint button.

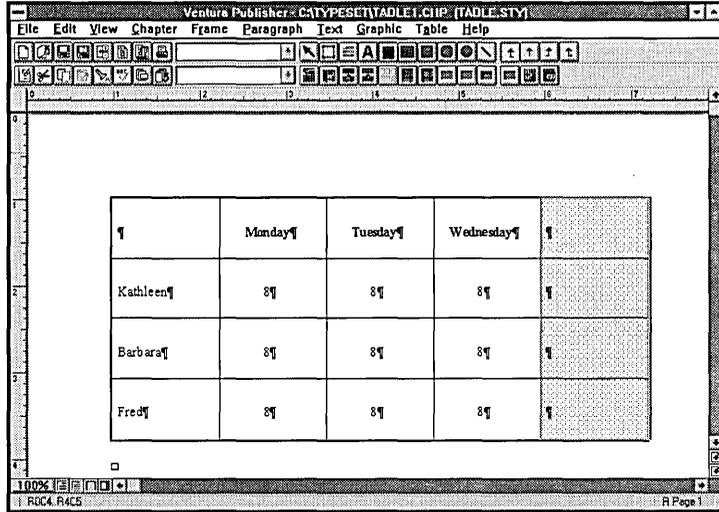
The Table Cell Tint dialog box displays, as shown in the following illustration.



- Select Black for the Color, and then one of the lighter patterns from the Pattern list box.

- Select OK to close the dialog box.

The column is shaded. Your screen should look similar to the following illustration.



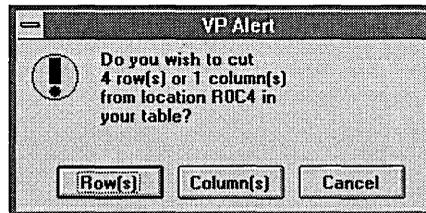
Cutting columns or rows

To cut a column or row, highlight the cells you want to cut, and then press the Delete key. Follow the steps below to cut the shaded column.

- Be sure the Table Tool and shaded column are still selected.

- From the function buttons, select  the Cut Item button (or press the Del key).

The following message displays.



- Select the Column(s) button.

The shaded column is cut from the table and stored temporarily in the Clipboard. The table automatically re-adjusts to the width of the column set for the page.

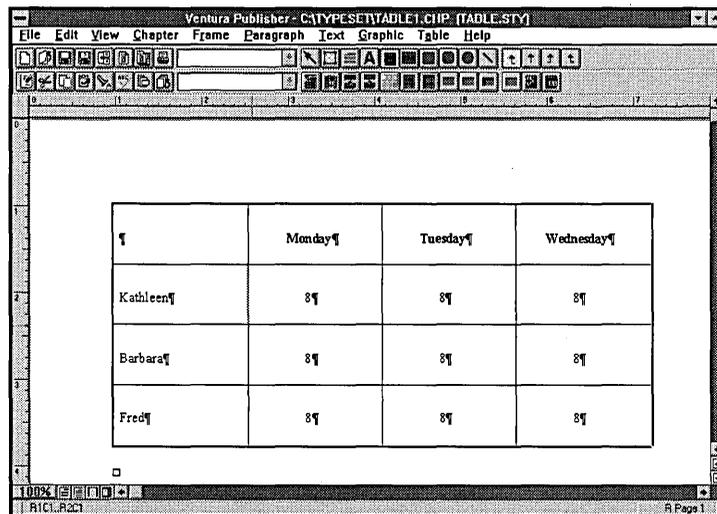
To cut a row instead of a column, follow the same steps (select the row to be cut, select the Cut Item button (or press the Del key), and then select Row(s) instead of Column(s) when the previous message displays.

Pasting columns or rows

Although the column is cut from the table, it is still in memory (pasted to the Clipboard). Follow the steps below to paste the shaded column in front of the **Monday** column.

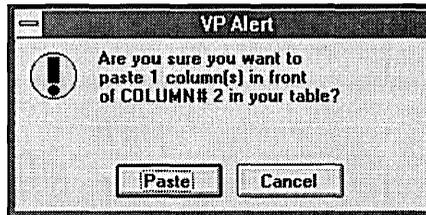


- Be sure the Table Tool is still selected.
- As shown in the following illustration, select the line separating the first and second columns by positioning the mouse cursor on the line, and then holding down the mouse button while dragging the mouse down slightly. (This is tricky, if you don't get it the first time, try again.)



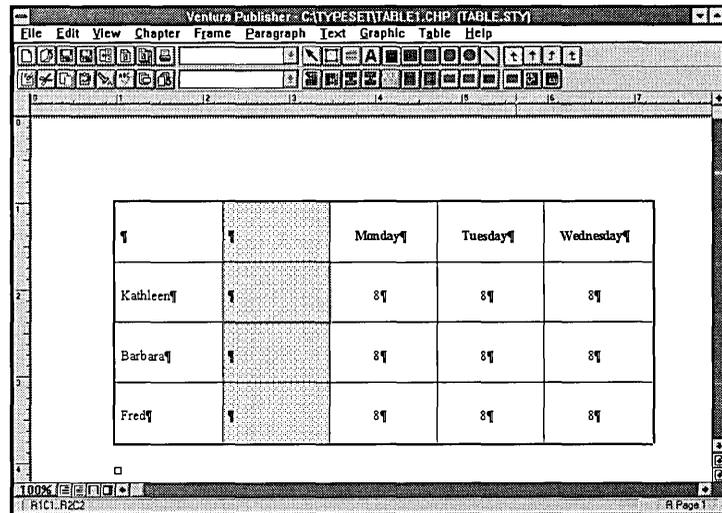
- From the function buttons, select  the Paste Item button (or press the Ins key).

The following message appears.



- Select the Paste button.

The shaded column is now between the first and second columns, as shown in the following illustration.



Changing the width of a column

There are two ways to change the width of any column. The first is an interactive method in which you drag the right column boundary with the mouse to the new location. This method is useful when exact measurements are not required. The second method, which is more precise, allows you to define the exact width of any column in a table using the Adjust Column Width button. Refer to “Adjust Column Width” in the Table Menu section of the *Reference Guide* for more information about the second method.

Note: Remember that row size is automatically increased vertically to accommodate the text as you type.

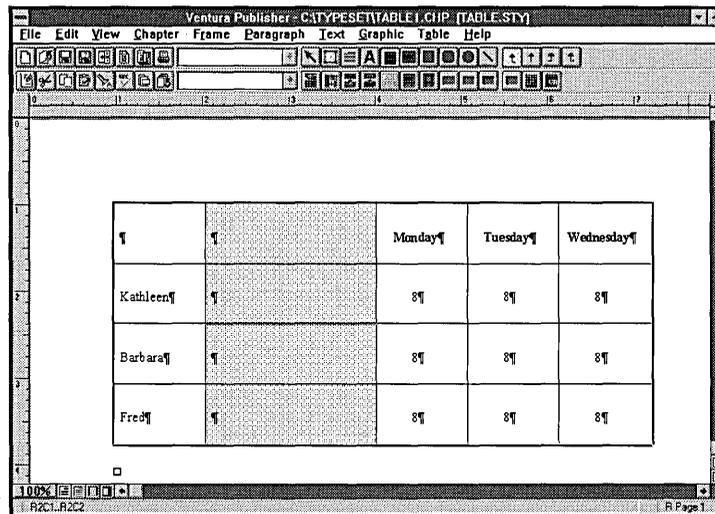
To change the width of a column by using the interactive method,

- Be sure the Table Tool is selected.
- Hold down the Alt key.
- Move the cursor to the middle of the shaded column, press and hold down the mouse button as you drag the right column boundary to the new location.

An outline appears showing the new dimensions of the column.

- Release the Alt key and the mouse button when the column is twice the width of the others. You may repeat this process if necessary.

The table automatically re-adjusts to the width of the column set for the page. Your screen should look similar to the following illustration.



The same interactive method can be used to narrow a column.

Now to delete the shaded column:

- Be sure the shaded column is still selected.

- From the function buttons, select  the Cut Item button (or press the Del key).

A VP Alert message displays.

- Select the Column(s) button to cut the shaded column.

Changing ruling lines

You may want to highlight portions of your table by changing the style of its ruling lines. There are several default ruling line buttons available for your use:



Hidden Line Style (no line)



Single Line Style (a thin, single line)



Double Line Style (a thin, double line)



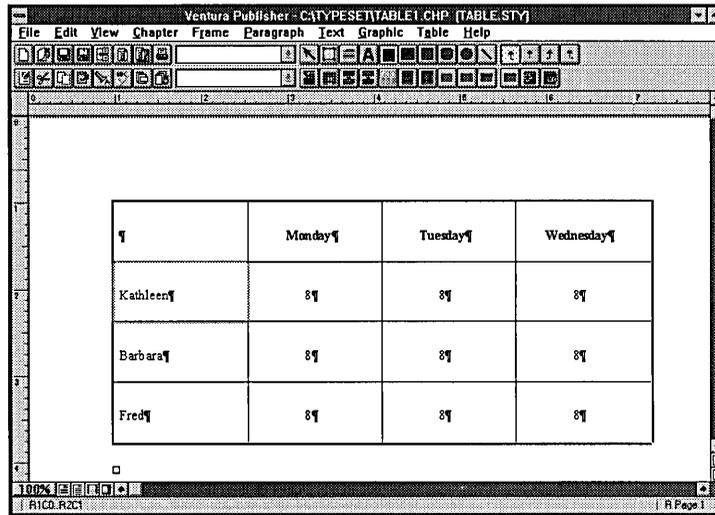
Thick Line Style (a thick, single line)

This exercise uses the default settings for the ruling lines in the table. (You can change the attributes of these lines or add more ruling line tags for the table. Refer to “Ruling Lines” in the Table Menu section of the *Reference Guide* for more information.)

To change the ruling line around a cell,

- Be sure the Table Tool is still selected.
- Position the cursor at the top left corner of the cell whose ruling line you want to change.
- Hold down the mouse button as you drag the cursor diagonally through the entire cell to the bottom right corner. Then release the mouse button.

A light, thick outline around the cell shows it is selected.



- From the tool option buttons, select  the Thick Line Style button, or one of the other ruling line buttons.

The ruling line is now a thick line. (To see the ruling line, move the cursor away from the cell and click.)

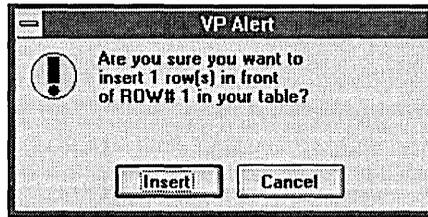
Note: Either  the Default Line Attributes button, or the Normal Rules option in the Table menu can be used to return the ruling line to the default ruling line specified in the Insert/Edit Table dialog box.

Joining cells

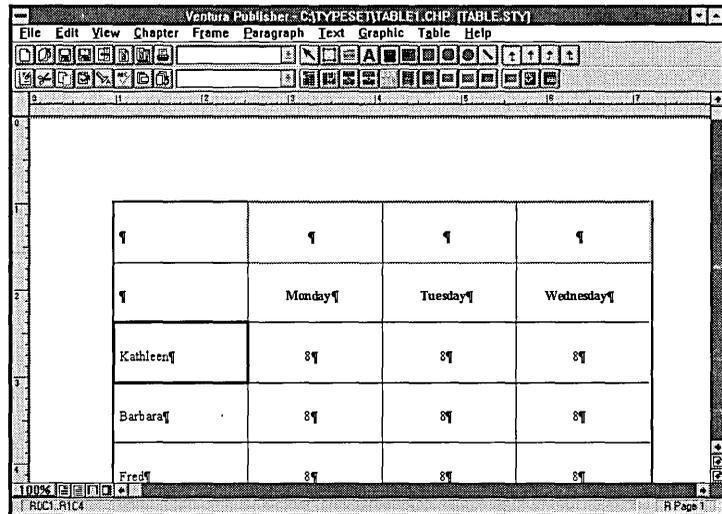
You can join cells to create a heading cell over two or more columns. Follow the steps below to add two new headings to your table.

- Be sure the Table Tool is still selected.
- Select the ruling line at the top of the table.
ROCO..ROC1 displays in the current selection indicator. The exact numbers displayed will depend on what part of the line you select.

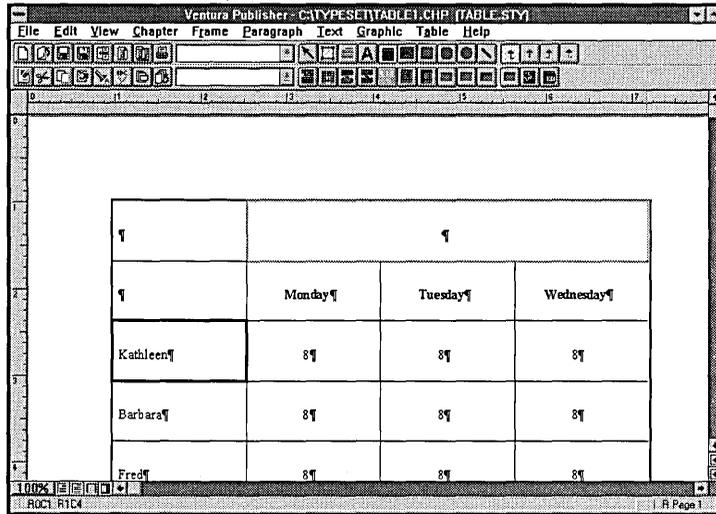
- From the tool option buttons, select  the Insert Row button.
The following message displays.



- Select the Insert button.
A new row is inserted into the table above the days of the week.
- Use your mouse to select the last three cells in the row above the days of the week, as shown in the following illustration.

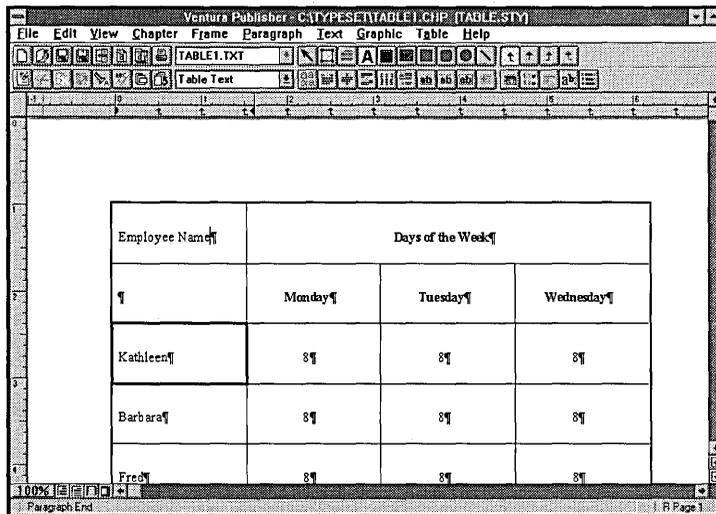


- From the tool option buttons, select  the Join Cells button.
The three cells are combined, as shown in the following illustration.



- From the tool buttons, select the Text Tool.
- Click inside the joined cells, and then type the new heading: **Days of the Week**
- Click inside the first cell in the row and type the heading: **Employee Name**

Your screen should look similar to the following illustration.



- From the function buttons, select  the Save button to save the table using the same name: **TABLE1.CHP**.

Editing table settings

Now that you have completed the table, you can edit all of the table settings using the Edit Table Settings button, except the number of rows and columns. (You must use the Insert Row or Insert Column buttons to insert a new row or column. Use the Cut Item button or the Delete key to delete a row or column.)

To edit your table,

- Be sure  the Table Tool is selected.
- Select any line in the table.
- From the tool option buttons, select  the Edit Table Settings button.
The Insert/Edit Table dialog box displays.
- Change some of the options and then select the OK button to see the results.
- Save the chapter file so you can refer to it later when creating your own tables.

Helpful hints

Tables can be copied to the Clipboard and placed anywhere in your document. Refer to “Table Tool” in the The Basics section of the *Reference Guide* for more information. Another way to copy a table is to place it in a frame, and then copy the frame.

This concludes Exercise 10.

QUESTIONNAIRE
Ventura Publisher
Windows Edition

Please take the time to fill in this questionnaire and mail it to the address shown on the back.

	Very Much Agree	Agree	Neither Agree nor Disagree	Disagree	Very Much Disagree
1. The materials were easy to understand.	()	()	()	()	()
2. The directions were clear and easy to follow.	()	()	()	()	()
3. There was enough practice to allow you to start using Ventura Publisher on your job.	()	()	()	()	()
4. The materials were logically organized.	()	()	()	()	()

Comments: _____

5. Did you feel that any sections of the training guide contained confusing explanations or meaningless exercises?

- _____ Introduction
- _____ Exercise 1 - Learning the basics
- _____ Exercise 2 - Editing text
- _____ Exercise 3 - Frames & pictures
- _____ Exercise 4 - Using the drawing tools
- _____ Exercise 5 - Customizing a style sheet
- _____ Exercise 6 - Creating a publication
- _____ Exercise 7 - Making a table of contents and index
- _____ Exercise 8 - Cross referencing
- _____ Exercise 9 - Inserting variable text
- _____ Exercise 10 - Creating a table

Comments: _____

QUESTIONNAIRE

6. Would you like the Training Guide to provide more information or more practice in any of the following areas?

- Loading files
- Applying style sheets
- Customizing style sheets
- Frames & pictures
- Editing text
- Paragraph tagging
- Using the drawing tools
- Ventura Publisher concepts and terms
- Combining chapters into publications
- Generating a table of contents
- Generating an index
- Cross referencing
- Inserting variable text
- Creating tables

Comments: _____

7. How do you think the Training Guide could be changed to be more helpful to you?

8. Your Name _____

Company Name _____

Street _____

City, State, Zip Code: _____

Thank you for taking the time to complete this questionnaire. Please mail it to:

Ventura Software Incorporated
Product Education
15175 Innovation Drive
San Diego, CA 92128

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Part No. 610S55121