
Read First

If you're a new user of Xerox Ventura Publisher . . .

Welcome to Xerox Ventura Publisher.

This package contains a *Training Guide* that will introduce you to the basic features of Xerox Ventura Publisher and a *Reference Guide* that contains installation instructions and detailed operational information. Also included is a *Quick Reference Guide* that summarizes steps of basic operation.

A *Workbook* is also included; it provides helpful tips and guidelines for producing your first documents using Xerox Ventura Publisher.

If you're upgrading from a previous version . . .

The attached Release Notes provide a summary of the new features and enhancements in Xerox Ventura Publisher Version 2.0.

Scanning through the notes before you begin using Version 2.0 will familiarize you with the differences, features, and user interface.

Notes:

Release Notes

Xerox Ventura Publisher 2.0

Xerox Ventura Publisher 2.0 offers many new features and enhancements. Note that you will be able to display, edit, and print documents created in 1.1. However, if you share documents with other users, you will not be able to load documents that you create in 2.0 into earlier versions of the program.

The following release notes summarize the major differences you will encounter in Xerox Ventura Publisher 2.0 if you have been using Version 1.1. These notes describe:

- New features
- Improvements in the user interface
- Enhancement of existing features
- Summary of menu changes
- Expanded printer, display, and font support

Version 2.0 includes a number of improvements in the user interface to make your job easier. One of these is the addition of over 300 on-line help messages, which you can call up from within the dialog boxes.

A few of Xerox Ventura Publisher's features were moved or reorganized to help you work more efficiently. The summary of menu changes included in these notes will help you locate them, or use the guide to locating *all* of Ventura's features that has been added to the *Quick Reference Guide*. Keep in mind that one menu name has changed. Page menu has been renamed Chapter menu to emphasize that its options affect the entire chapter.

These release notes are not a substitute for the *Reference Guide*, which gives you detailed information on using each new feature. The *Reference Guide* also includes a new chapter, Putting it Together, that provides some hints on producing high quality publications and tips for improving performance.

A Professional Extension to Xerox Ventura Publisher 2.0 is also available that includes additional features for the professional and scientific user, including equations, complex tables, vertical justification, expanded cross referencing, and EMS support.

New Features

EMS memory

Version 2.0 will place portions of the program in EMS memory, if it is available, speeding up program operations. (Professional Extension can also place the *document* in memory, letting you create very large documents.)

Easy merging of text files

Load Text/Picture now offers you a new option when loading text files. You can still simply load a text file into the Assignment List as in 1.1, or you can load it directly into another text file in your document, merging the two. The new merged text file will be saved with the original file name unless you change it.

Thus, you have three choices for Destination in Load Text/Picture: List of Files (which is the Assignment List), Text Clipboard (which puts the text file into a clipboard until you decide where to insert it by using the Ins key), and Text Cursor (which inserts the text directly into a file at your text cursor position).

Renumbering chapters

It is now possible to number pages, chapters, figures, and tables across chapters. All you have to do is set Update Counters in the Chapter menu to Previous Number + 1 for each counter and then select Renumber in the Options menu's Multi-Chapter Operations dialog box.

- Text rotation** Text can be rotated 90, 180, or 270 degrees. This is a tag setting, made using the Paragraph menu's Alignment option. Note that PCL printers (e.g., HP LaserJet) can't print more than one type of rotation on the same page.
- Vertical alignment of text** You can use a new feature, Vertical Alignment, to align a paragraph of text vertically within a page, frame, or box text. When combined with Horizontal Alignment, it allows you to place text in the middle or at any corner of a page, frame, column, or box. Vertical Alignment is part of the Paragraph menu's Alignment option.
- Cross reference** The Edit menu's new option, Ins Special Item, includes a new feature, Cross Reference, which inserts a reference to the current page or chapter anywhere on the page. By inserting the cross reference into a repeating frame or box text, you can create larger headers or footers, as well as thumb tabs.
- Defining colors for color printing** Define Colors is a new feature in the Paragraph menu that allows you to create up to six colors for assignment to text, ruling lines, frames, and graphics. To create the color, give it a name and then select a percentage for each process color (cyan, magenta, yellow, and black). You have a palette of 62 million colors to work with, including 500 shades of gray. The colors you create will display on a VGA monitor and will print on color PostScript printers, such as the QMS Colorscript.
- Color separations** Another feature, Spot Color Overlays, has been added to the File menu's To Print dialog box. If you select it, a separate page is printed for black and for each color enabled in the Define Colors option. Only the text and graphics for which a color is selected will appear on each color page. Note that the colors are printed in 100% black so that color plates can be made during the offset printing process.
- Halftone production** PostScript and TIFF files containing gray-scale information for halftone production can be imported into Version 2.0. A new Frame menu option, Image Settings, allows you to control halftone processing for these images, to PostScript printers only. TIFF files containing gray-scale information will print to non-PostScript printers, but Image Settings will have no effect on them. PostScript images

will also print to non-PostScript printers if the file contains a TIFF bit map or Windows metafile representation of the PostScript code.

Anchoring a frame in a line of text

A frame can be anchored within a line of text in Version 2.0 so that it moves with the text just as if it were another character. This is particularly useful for inserting dingbats and small drawings into your text.

To use this feature, you insert the frame anchor at the text location using the new **Ins Special Item** option in the **Edit** menu, and select **Relative, Automatically at Anchor**. You must also turn on **Grow Inter-Line to Fit** in **Paragraph Typography** for the paragraph containing the frame. The frame will then move automatically with the text without requiring a **Re-Anchor Frames** command.

Printing the contents of a stylesheet

You can now review your document's formatting without looking through the menus. In 2.0, you can convert the contents of a stylesheet to a text file, load it into Xerox Ventura Publisher, and print it. This provides you with a listing of the stylesheet's:

- tag settings
- margins and columns for the chapter
- page size and layout settings
- widow and orphan settings for the chapter
- auto-numbering
- footnote settings
- printer width table selection

Box characters

Box characters can be inserted anywhere in your text using the **Edit** menu's new **Ins Special Item** option. These characters can be hollow or filled and can be increased or decreased in size just like any other character.

Fractions You can now insert typographically correct fractions into text using Version 2.0's new feature, *Ins Special Item*. You choose horizontal or diagonal fraction bars, and Version 2.0 automatically adjusts the type size and position of the numbers.

Wordperfect 5.0 Two options are now available for loading Wordperfect files: one for versions 4.1 and 4.2 and a new one for 5.0 files.

Additional word processing and graphics support Certain qualified software developers have developed converters for their word processing and graphics programs that will allow their files to be loaded into Version 2.0. Installation of these converters is very simple: just copy the converter file to the VENTURA directory. The Load Text/Picture dialog box is then automatically modified to include the new option.

New Typographic Controls

Interactive font sizing You can now increase or decrease the size of your type one point at a time simply by pressing the Shift key with the cursor up or down keys.

Interactive kerning You can still select automatic kerning for your document as in 1.1, but you also have the option to kern selected letters interactively for the greatest control and precision. Just select the letters to be kerned with your text cursor and then press the Shift key with the left or right cursor key to move the letters closer or farther apart. You'll see the result immediately on your screen so that you can modify it quickly and easily. Note that you can select a *range* of letters to kern and that you can still specify exact pair kerning spaces using Set Font in the sidebar. Note also that 2.0 has an enhanced hyphenation and justification algorithm.

Grow Inter-Line to Fit Grow Inter-Line to Fit adjusts inter-line spacing automatically for you when turned on. This is useful when you are inserting fractions, a big first character, a frame, or any other large characters into a line of text. This new feature is located in Paragraph Typography.

Placement of text baseline at top of column

A new and precise typographic control has been added. In 1.1, the baseline of the first line of text in a column was placed to accommodate the tallest capital letter of the font. Version 2.0 allows you to set the distance from the top margin to the baseline to be equal to the tag's inter-line space. This can give you a more uniform looking publication when you have different font sizes at the top of facing pages. This feature is called Move Down to 1st Baseline by: in both Frame and Chapter Typography.

Greater fractional point accuracy

Version 1.1 rounded certain fractional points and point settings. Version 2.0 no longer requires this rounding, providing a new level of accuracy to hundredths of a point. This eliminates rounding errors affecting vertical measurements, making vertical alignment more accurate.

Attribute Overrides

An option called Attribute Overrides has been added to the Paragraph menu, which allows you to customize certain text features for a tag. In 1.1, if you didn't want to use the default sizes for superscripts, subscripts, and small text you had to use Set Font for each font change or shift in vertical position. In 2.0, you can select a font size and position once for the entire tag.

Selecting the thickness and position of an underline, overscore, or strikethrough has also been moved to this dialog box, and a new feature has been added—you can extend these line attributes from margin to margin. This is particularly useful for tables or special effects.

Automatic conversion of quotes and em dashes

Importing word processed text has been made easier. You now have the choice to convert:

- quote marks (") to true open/close quotation marks (" "), and/or
- two hyphens (--) to em dashes (—).

They are converted when you load text. If " appears immediately after a numeral, the program assumes you want it to remain as the inch symbol. This feature is part of Auto-Adjustments in Set Preferences (Options menu).

Improvements in User Interface

Help screens

Over 300 on-line help screens have been added to Version 2.0 to give you information on the selections you can make in each dialog box. In each box, you will see the help screen symbol at the upper right, . If you click your mouse button on the symbol, a help menu will appear listing the categories of help available to you. Continue holding the button as you select a category, then release, and the help message will display.

Naming text and chapter files

Version 2.0 helps you name text and chapter files. You can now begin typing on a blank page without first naming the text file. If you type text into a blank page and then save the chapter as a new chapter, the text file is saved with the same name that you assign to the chapter and is given the extension for the word processor format you last used in Xerox Ventura Publisher. Similarly, if you load a text file that has a name, e.g., MYBOOK1.WP, and then save the chapter as a new chapter, Version 2.0 automatically creates a chapter name to match the text file, MYBOOK1.CHP.

Selecting and drawing graphics

Drawing has been made even easier. Version 2.0 lets you select any graphic on the page without first selecting the frame to which it is attached. This means that you don't have to switch between Frame and Graphic modes or search for which frame the graphic is attached to. You can even add a frame while in Graphics drawing mode.

Repeating graphics

You can also draw a graphic on a page without first selecting the frame. The graphic will appear on that page *only* instead of repeating on every page as in 1.1, unless you select Show on All Pages in the Graphics menu. Version 1.1 documents that have graphics tied to the underlying page (which means they repeat on every page) display and print just as they did before.

Perfect squares, circles, and angles

In 1.1, you could make perfectly horizontal or vertical lines, perfect squares, and perfect circles by setting and watching a grid closely. Now, in 2.0, if you press the Alt key while drawing, you get automatic constraints that

cause the lines and shapes you draw to snap to perfect proportions. You can even draw lines at 45-degree angles.

Entering box text

The words "Box Text" no longer appear in each box text and do not have to be deleted when you enter text. Instead, the end of file marker () appears on the screen.

New keyboard shortcuts

The keyboard shortcuts added in 2.0 are:

- Ctrl X to cancel an operation and leave the dialog box, or to recall the last dialog box.
- Ctrl C to insert a special item
- Ctrl D to edit a special item

Live mouse

In 2.0, the mouse cursor remains active during program operations, such as loading a file, for quicker pointing and selecting.

Drop-down or pull-down menus

You can now select the type of menu interface you want. In 1.1, the menus at the top of the screen dropped down anytime the mouse cursor touched the menu name. In 2.0, you can select Pull-Down if you want the menu to appear only while you hold the mouse button. Use Set Preferences in the Options menu to make this selection.

Pop-up menus in dialog boxes

Dialog boxes have been simplified. Now, only the current selection appears for most options, and the list of other selections is in a pop-up menu, indicated by the symbol \updownarrow , which appears immediately to the right of the dialog box option. Simply place your mouse cursor on the symbol and hold the mouse button down to see the selections available to you. If you don't want the pop-up menu symbols to be visible in the dialog boxes, select Hidden in Set Preferences (Options menu). The selections will still pop up in the same way.

Printer selection

The printer and width table selected in the Options menu now display in the To Print dialog box in the File menu. If you change printers and width tables frequently, this will eliminate the need to double-check the Options menu every time you print.

- Full-page displays** Dialog boxes appear in the upper left corner of full-page displays, decreasing mouse travel time to the menus.
- Scrolling position** Version 2.0 remembers your last position in the sidebar's Assignment List after you change modes and in the Item Selector boxes after you exit. You won't have to spend time scrolling down to the same tags, files, or text attributes.

Enhancements to Xerox Ventura Publisher's Original Features

- Chapter and frame typography** In Version 1.1, typographic controls were available for tagged paragraphs in the Paragraph menu, and a few additional controls were available for the entire chapter. In 2.0, complete Typography options were added to the Chapter and Frame menus. Settings made in the Chapter menu still control the entire chapter, but can be overridden by settings you make for a specific frame or tag. This gives you greater flexibility in creating your publications.
- Interactive panning and cropping** In 1.1, you could only pan and crop images that were larger than the frames in which they were loaded. In 2.0, you can pan and crop images regardless of the size of the image. This means you can place a small image into a large frame and place it using the Alt key. This feature also works in Graphic mode.
- Aligning numbers in parentheses** Negative numbers often appear in parentheses in financial tables. When you aligned them with a decimal tab in 1.1, if these numbers did not include a decimal point, they aligned at the right parenthesis rather than the last digit. In 2.0, these are aligned on the implied decimal point, allowing you to import data from spreadsheets more easily.
- Auto-leaders** Leader characters (spaces, periods, underlines, or some other character) can be added from the end of a paragraph to the right margin, even if no tab is inserted at the end of the paragraph. This is particularly useful for tables and for catalog entries.

- Automatic decimal alignment** A new selection has been added to Horizontal Alignment in the Paragraph menu's Alignment option. You can now select Decimal to align the first decimal point in a line of text without using tabs. All you have to do is specify the space you want for In From Right to Decimal.
- Bullets** Hollow and square characters have been added to the selection for bullets.
- Hiding pictures** In Version 1.1, you could choose to hide all pictures in a chapter, which made display and printing of draft copies much faster. In 2.0, you can also choose to hide individual pictures (for display or printing) by selecting them first in Frame mode.
- Header, footer, and footnote layout** Frame menu options can now be applied to headers, footers, and footnote frames. In particular, this means that you can use rules, apply a background color or pattern, or set margins for the frames.
- Nonbreaking hyphens** In 1.1, discretionary hyphens (Ctrl -) could be inserted into words to force a break and tighten loose lines. In 2.0, you can add a discretionary hyphen to the beginning of a compound word, such as Alsace-Lorraine, to prevent its being hyphenated at the end of a line.

Summary of Menu Changes

- Chapter menu** The Page menu has been renamed Chapter menu to emphasize that its options apply to the entire chapter.
- Typography** Typography options now exist in three menus. Settings made in Chapter Typography affect the entire chapter, unless overridden by typography settings made for a particular tag or frame in the Paragraph and Frame menus.
- Chapter, page, table, figure counters** In Version 1.1, chapter, page, table, and figure counters for a single chapter were reset in four different dialog boxes. In 2.0, they are all reset in one dialog box called Update Counters in the Chapter menu.

Updating tags All tag modifications have been consolidated into a single menu option. In 1.1, renaming, removing, and assigning tags to function keys were all separate Paragraph menu options. In 2.0, they are all part of a single dialog box, Update Tag List, in the Paragraph menu.

Two new features were also added to this dialog box to make tag management efficient. You can create a new stylesheet by removing or renaming another stylesheet's tags, and you can print a stylesheet to see a detailed description of all your tag settings.

Insert/Edit Special Item The Edit menu has two new options, Insert and Edit Special Item. The special items you can insert into text include the box character, footnote references, index entries, fractions, frame anchors, and cross references. You can use keyboard shortcuts Ctrl C to get the Insert menu and Ctrl D to edit a special item already inserted.

Expanded Printer, Display, and Font Support

Windows metafile support Version 2.0 can load files from programs such as Micrografix Designer that save metafiles from the Microsoft Windows clipboard. The Load Text/Picture option includes a selection called Windows.

Font sizes for PostScript Font sizes can be set in half-point increments for PostScript printers.

TIFF images TIFF (tag image file format) images are supported by Version 2.0. These images can store information from scanners, paint programs, and cameras, using various data compression techniques. Note that Version 2.0 does not support color information in TIFF.

Displaying and printing EPS files Images from programs such as Adobe Illustrator could be imported but not displayed by Version 1.1 by means of encapsulated PostScript (EPS) files. Version 2.0 can display these EPS files if a TIFF image or Windows metafile representation of the PostScript file is embedded in the EPS file (if no representation is present, Version 2.0 displays an

X in the middle of the frame). This means that cropping and scaling are possible for these files for the first time. In addition, the TIFF or Windows representation can be printed by a non-PostScript printer. The TIFF image results in a screen-resolution bit image, but the Windows metafile results in a resolution-independent image.

Draft printing of color images

Color in GEM IMG files is now translated into shades of gray, providing you with a proof copy when you print to your black and white printer.

Kerning tables added

Width tables for all printers now include kerning information for several hundred pairs of letters.

Extended typeface support

Version 2.0 supplies a width table for 254 fonts, and gives you a total of 65,554 ID numbers to assign to fonts of your choice.

New VGA displays

VGA displays with a resolution of 640 x 480 are now supported for 16 colors or shades of gray. Most VGA-compatible displays with 800 x 600 resolution are also supported for both 16 colors and shades of gray. The gray-scale screen driver will display true shades of gray for TIFF images (if they contain gray-scale information).

High-resolution screen fonts

Version 2.0 provides VGA resolution screen fonts, allowing point sizes up to 144 points to load and display correctly.

New printer drivers and fonts

New printer drivers are included for the Toshiba and Epson LQ 24-pin dot matrix printers. Note that the IBM XL24 24-pin printer works with the Epson driver. New 180 dot-per-inch Times Roman and Helvetica fonts created with Bitstream Fontware are included with these drivers.

IBM 4216 PostScript printer

Version 2.0 includes support for the IBM 4216 PostScript printer, which uses a direct connect interface rather than a parallel or serial port. This eliminates the need to install the IBM-supplied mapping software and allows the printer to operate faster.

HP Laserjet printing of bit images

Version 2.0 supports HP Laserjet printing of eight bit images per page (the previous limit was four images).

HP fonts

HP Laserjet fonts can be stored in any directory. In 1.1, they had to be in the VENTURA directory. In addition, 2.0 provides a utility to permanently download fonts to HP printers.

Special effects on PostScript printers

You can use a PostScript printer to create special effects (such as outline fonts) if you select color for any font in Version 2.0. Note that you must first install a special PS2.PRE file located on the Utilities disk (see Appendix F in the *Reference Guide*). If you don't install this file, colors are converted to shades of gray on PostScript printers.

