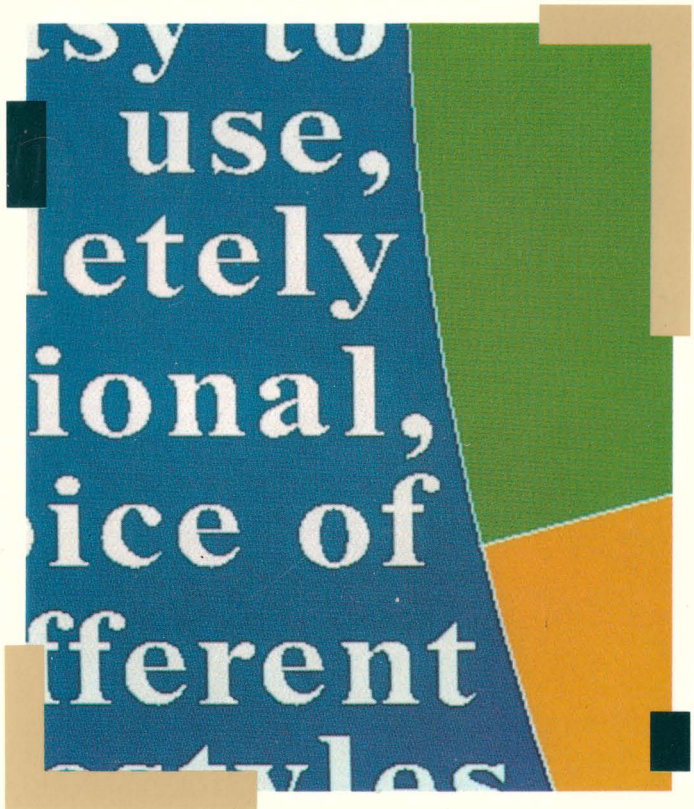


DESKTOP PUBLISHER



THE LEARNING CURVE



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Fulbourn Road
Cambridge CB1 4JN

Information can also be obtained from the Acorn Support Information Database (SID). This is a direct dial viewdata system available to registered SID users. Initially, access SID on Cambridge (0223) 243642: this will allow you to inspect the system and use a response frame for registration.

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About this Guide

Using this Guide

You don't need to read this Guide right the way through from beginning to end. Read the introduction, then turn to *Appendix A* and *Appendix B* to find out how to install and run Acorn Desktop Publisher on your computer. If you are new to desktop publishing, read the chapter *Some general principles* and then work through the *Guided tour*. If you are already familiar with desktop publishing, turn to the chapters *Basic techniques*, *Working on your document*, and *Giving your document a style*. Use the chapters *Acorn Desktop Publisher menus* and *Keystroke equivalents* for reference.

This is a summary of what each chapter contains:

Introduction	explains what equipment you need to use Acorn Desktop Publisher and gives a checklist of the contents of the package.
Some general principles	introduces the principles of desktop publishing in general, and Acorn Desktop Publisher in particular.
Guided tour	is a tutorial made up of four lessons. It introduces the basic features of Acorn Desktop Publisher. If you are new to desktop publishing, you should follow this tutorial before exploring the more advanced features described in the other chapters.
Basic techniques	familiarises you with the Acorn Desktop Publisher windows, explaining how to open, save, print and quit a document.
Working on your document	tells you how to work on your document, from drawing frames to editing text and working with pictures.
Giving your document a style	shows you how to use a style sheet, set up your page format and master page, create paragraph styles, and add headers and footers.
Acorn Desktop Publisher menus	is a reference section summarising all the options in Acorn Desktop Publisher menus.

Keystroke equivalents	provides a summary of keystroke equivalents for moving the caret (the text cursor) and carrying out other actions.
Glossary	explains desktop publishing terms.
Appendix A	tells you how to install Acorn Desktop Publisher on your computer.
Appendix B	explains how to run Acorn Desktop Publisher on your computer, how to configure the software and your machine to suit your needs, and how to use a printer driver.
Appendix C	contains tables of the Acorn Desktop Publisher character sets.
Appendix D	explains how to change the way words are hyphenated by editing the Hyphenation Exception Dictionary.
Appendix E	lists the most commonly-encountered error messages.

Conventions used in this Guide

The following conventions are used in this Guide:

- Many of the menu options in Acorn Desktop Publisher have three dots ... after them, indicating that a dialogue box will appear if you choose the option. The option **Go to page...** is one example. To make this Guide easier to read, these dots have been left out of the text.
- Menu names and options are shown in bold type, for example:

Use the **Actual size** option in the **View** menu.

- The names of the different modes, chosen by clicking on the icons in the upper left of the control panel, are given in the same bold type, for example:

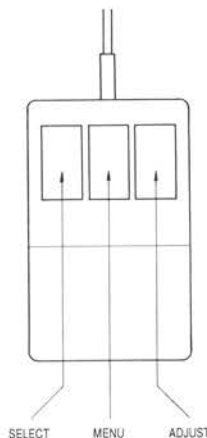
Switch to **paragraph** mode.

- Sometimes you will need to press one key while holding down another. This is shown like this:

Ctrl-F9 Hold down Control and press the function key F9.

Using the mouse

The mouse buttons are referred to by their usual names:



This Guide uses the same terms for mouse operations that you will find in the *Welcome Guide* and *User Guide* supplied with your computer:

click	press and release Select once
double-click	click Select twice quickly
drag	while holding down Select, move the mouse.

Using menus

To display the main menu, press the Menu button. Move the pointer onto the option you want, then move it over the arrow on the right to display the submenu. Use Select or Adjust to click on the submenu option you want.

Using dialogue boxes

Many menu options cause dialogue boxes to appear on the screen. Some of these are very simple, only requiring you, for example, to type a number in a box. Others are more complicated: one, for instance, allows you to set up tabs of various sorts for displaying tables. However, they all have two features in common:

- A dialogue box will not disappear until you click either on **Cancel** to abandon the operation, or on **OK** if you wish it to go ahead. In fact, you will not be able to do anything in Acorn Desktop Publisher until you do one or the other.
- Although they can be moved around the screen, dialogue boxes cannot be hidden behind other Acorn Desktop Publisher windows.

move windows, send them to the back, and resize them; if not, consult the *Welcome Guide* supplied with your computer.

Acorn Desktop Publisher gives you an additional way of manipulating windows: when you position the pointer on a window's title bar and drag it to the edge of the screen, it keeps going, instead of coming to a stop at the edge. This means you can push even a large window temporarily out of the way in order to see what is behind it. There is one exception: the document window cannot be moved leftwards off the screen. You cannot push a window too far: there will always be at least a tiny part of the title bar visible that you can grab hold of again.

Introduction

Welcome to Acorn Desktop Publisher

Acorn Desktop Publisher brings the exciting potential of desktop publishing to your Acorn computer. It enables you to give all your documents a professionally typeset appearance, without the cost and delay of using a print shop. You can combine text and graphics, and use different font sizes and designs to liven up:

- newsletters
- leaflets
- forms
- catalogues
- presentations
- posters
- manuals.

Equipment

To use Acorn Desktop Publisher, you will need:

- a computer with at least 1Mb of RAM
- an appropriate printer (for a complete list of the printers currently supported, refer to the Release Note supplied with your copy of Acorn Desktop Publisher).
- the RISC OS operating system.

It is best to have two floppy disc drives, or a floppy disc drive and a hard disc. If you are using floppy discs, Acorn Desktop Publisher will occasionally prompt you to change the disc in the drive. When this happens, you must remove the disc currently in the drive and replace it with the one requested. *Appendix B* tells you in detail how to use Acorn Desktop Publisher on different Acorn computers.

Checklist

The Acorn Desktop Publisher package contains:

- this Guide
- three floppy discs
- a software registration form
- a keystrip to place above the function keys on your computer
- a release note giving information about any changes made to Acorn Desktop Publisher since this Guide went to press.

Check that you have all of the above before you go any further. If anything is missing, consult your supplier.

Fill in the software registration form and return it to Acorn Computers Limited.

Useful reading

Before you use Acorn Desktop Publisher, you need to be familiar with the desktop and filing system of your Acorn computer. These are described in detail in your *Welcome Guide* and *User Guide*.

If you are new to desktop publishing, you should now read the next chapter, which introduces the general principles of desktop publishing and Acorn Desktop Publisher, and then use the *Guided tour* in the subsequent chapter to familiarise yourself with Acorn Desktop Publisher itself.

Some general principles

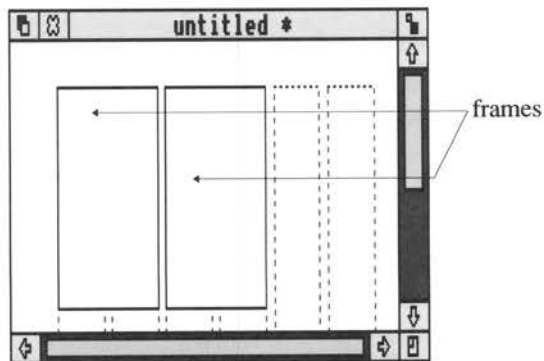
This chapter explains the principles of desktop publishing in general and of Acorn Desktop Publisher in particular. If you are not already familiar with desktop publishing procedures, read this chapter before you start to use Acorn Desktop Publisher.

Documents and their components

Any file you create using Acorn Desktop Publisher is called a document. A document may contain a mixture of text and graphics, laid out in columns, using print of different font designs and point sizes. (If you do not recognise any of the printing terms used in this Guide, the *Glossary* at the end of this Guide contains definitions of most of them.) Acorn Desktop Publisher allows you to lay out text and graphics in any format you like. Your document can look like a letter, a book, a newspaper or a poster, for example.

Frames

All text and graphics in a document (except for headers and footers) must lie inside a frame. Frames set out the areas of a page which will be printed. You need to define these areas before you add any text or graphics to the page. The frames are not printed out when you print the page; they are just a means of letting you design your page. You can change the size or position of the frames after you have added text and pictures if you want to.



Text

You can type text directly into your document or import text you have prepared using an editor or a word processor.



You can choose the size and style of the fonts used in your text. You can also choose to have text in bold, italic, light, or underlined type. You can change all these features of the text as many times as you like once you have typed or imported it.

Pictures

It is easy to add pictures to your document, too. You can import a drawing you have prepared with a painting or drawing program like Paint or Draw (these are part of the Applications Suite supplied with your computer), or prepare simple drawings using Acorn Desktop Publisher.

Once you have imported or drawn a picture, you can add captions and lines, boxes, or arrows. You can also crop the picture to hide part of it, or restore parts which were hidden earlier.

Style

The different fonts and point sizes you use in your document make up its style. The elements of your document's style are:

- paragraph styles
- the master page
- the page format
- the style sheet.

Paragraphs and paragraph styles

The term 'paragraph', in desktop publishing, means any text unit which ends with a Return. It can be a single line or a whole page long. Examples of paragraphs are:

- headings
- sub-headings
- bulleted items in a list (like this one)
- paragraphs of text (called body text).

You can create a style for each type of paragraph. The style can specify all the typographical features of the paragraph, including font, point size, justification, tab stops, indents, bullets, and much more.

Each paragraph style is identified by a name. This means that once you have created a style for one type of paragraph, you can use the same style again and again by using its name.

The master page

The master page is a special page of the document. It is not printed out, but you can display it on the screen like any other page. On the master page, you can arrange the text and graphics frames and even add a logo to be printed on every page. Using a master page makes it easy to give your document a consistent appearance. Each new page you create will automatically use the arrangement on the master page to start with, though you can add or change frames on individual pages if you want to.

The page format

The page format determines the size and orientation of the paper, and whether left and right pages are to be the same or different. You may want different left and right pages when you are going to print your document on both sides of the paper, so that alternate pages will face each other. Set up the page format when you start a new document.

The style sheet

The styles you define for different types of paragraph, together with the page format and master page, are stored by Acorn Desktop Publisher on a style sheet. By combining all the definitions, the style sheet describes the format, page layout and style of the whole document. The information is stored automatically on a style sheet for the document. If you want to use the same format in more than one document to give your work a consistent and professional appearance, you can save the style sheet with a name so that you can use it for other documents, too. Use the same style sheet each time you want to create a document with the same layout. There is more information about using style sheets in the chapter *Giving your document a style*.

Creating and styling a document

The steps involved in creating and styling your document are:

- 1 Set up the page format if you are not using an existing style sheet.
- 2 Design a master page for your document.
- 3 Add pages to the document and draw frames to hold the text and graphics if you did not define the frames on a master page.
- 4 Import text and drawings, or type in text and draw illustrations using Acorn Desktop Publisher's word processing and drawing tools.
- 5 Edit text and graphics.
- 6 Create styles for the different types of paragraph.

Once you have created your document you can experiment with its appearance by changing the paragraph styles and layout.

Using modes

Acorn Desktop Publisher has four different work modes. You need to be in the right mode for the type of task you want to perform. You need to use:

- **frame** mode to work with frames
- **paragraph** mode to work with paragraph styles
- **text** mode to work with text
- **graphics** mode to work with pictures.

Later chapters in this Guide explain when you need to use each mode, and how to switch between them.

Guided tour

Introduction

If you are a newcomer to desktop publishing, you will find this chapter useful as a quick guided tour through the basic features of Acorn Desktop Publisher. In the guided tour, you will create a short document containing text and a picture. It is divided into four short lessons:

Lesson 1: Creating a document

Lesson 2: Working with text

Lesson 3: Using paragraph styles

Lesson 4: Adding pictures.

All four lessons contain directions for each step you need to take, but you can try out ideas of your own, too. If you want to stop the guided tour at any point and return to it later, turn to the section *Finishing your session* at the end of this chapter to see how to save the work you have done.

If at any time during the guided tour you find you have displayed a dialogue box you don't want, click on the box marked **Cancel** and it will disappear. If you wish to remove a menu from the screen, click anywhere outside the menu.

This chapter assumes that you have reached the point where the Acorn Desktop Publisher icon is on your icon bar, like this:



Acorn Desktop Publisher icon

To find out how to get to this point with your computer system, read *Appendix A* and *Appendix B*, near the end of this Guide.

Lesson 1: Creating a document

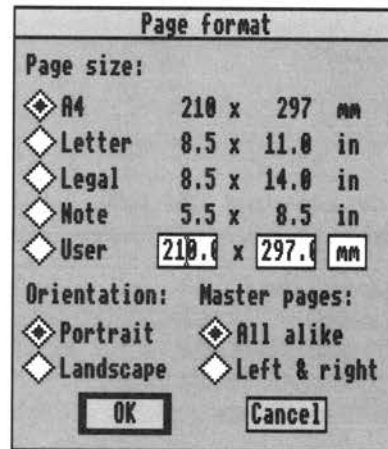
Opening a new document

In this lesson you will:

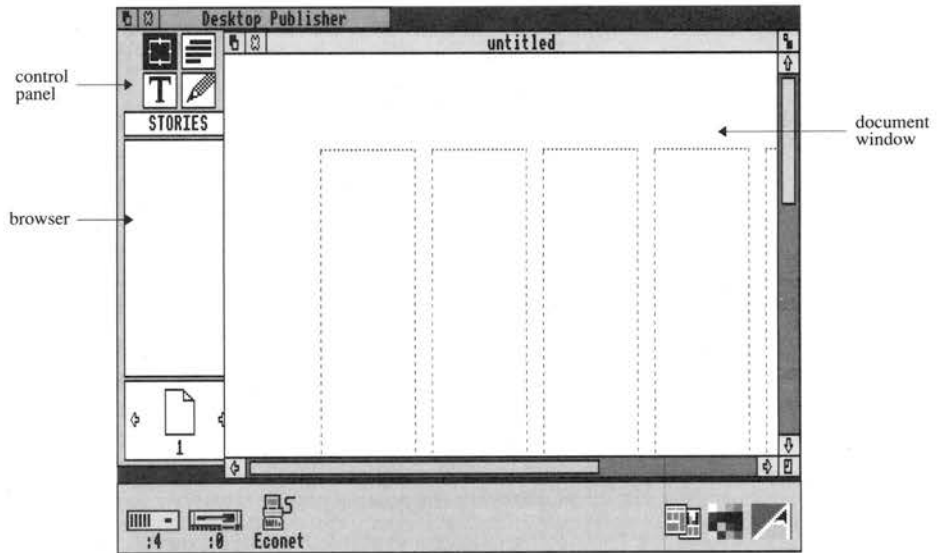
- open an empty, new document
- identify the Acorn Desktop Publisher windows
- display the Help information
- design a master page for your document by creating, copying and moving frames
- view a page at a different size
- draw frames on the master page
- copy, move and resize frames
- insert a blank page into your document.

Once you have loaded Acorn Desktop Publisher you are ready to start. The first step is to decide on the page layout for your document:

- 1 Press Menu on the Acorn Desktop Publisher icon on the icon bar.
- 2 Click Select on the **Page format** option.
- 3 A dialogue box appears:



- 4 Click on **OK** to choose the default page layout (portrait A4 with left and right pages the same). Two windows will appear on your screen:



Acorn Desktop Publisher windows

The window on the right is the *document window*; it overlaps the *control panel*, on the left. The frames, text and graphics which make up your document will appear in the document window. The browser, in the centre left of the control panel, shows options you can choose. These will be filenames, styles or tools depending on what you are doing.

The *toolkit* is at the top lefthand corner of the control panel. It has four icons, one for each of the four modes of Acorn Desktop Publisher, **frame**, **paragraph**, **graphics** and **text** modes. Notice that the top lefthand box is highlighted to show that you are in **frame** mode. Acorn Desktop Publisher always starts up in **frame** mode because the first step in creating a document is to draw the frames that will hold your text and pictures.

A full description of the control panel is given in the chapter *Basic techniques*.



The pointer changes to an icon that looks like an open cross when you move it into the document area. In this Guide, it is referred to as a 'pointer' whatever shape it has.

How to get help

Acorn Desktop Publisher will provide instant help information at any point. To display the Help information, follow these steps:

- 1 Press Menu within either the document window or the control panel.
- 2 Move the pointer to the **Help** menu and across the arrowhead to its right. A submenu showing the various Help options appears on the screen.
- 3 Move the pointer to one of these options and press Select to display Help information relating to the topic. If you are using floppy discs, you will probably be asked to swap discs at this point.
- 4 Click on the **Next** box or press Return to look at the next page of **Help** text. Click on **Previous** to look at the preceding page. When the last page of help is displayed, the **Next** box will appear in grey, indicating that this option is not available.
- 5 To remove the Help text, click on **Exit**.

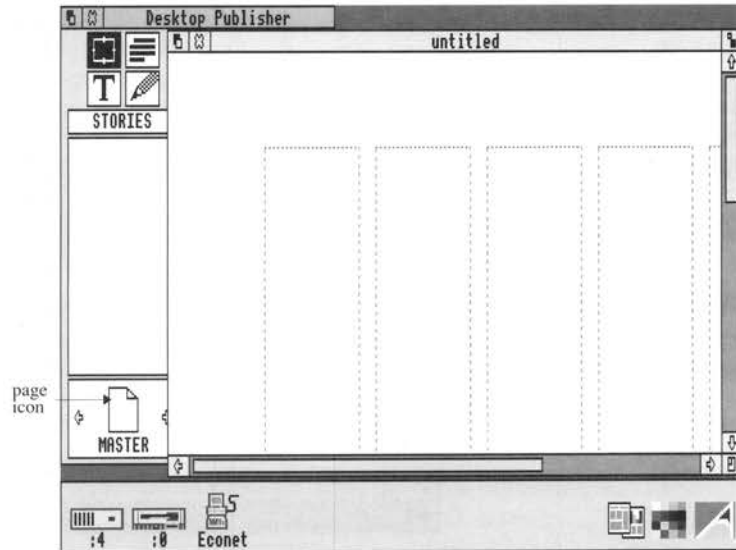
Designing the master page

If you want all the pages in your document to have the same layout, you should use a master page. This will act as a template for all the new pages you add to the document. On the master page, you can draw frames and add any text or graphics you want to appear on every page.

To display the master page:

- 1 Press Menu to display the main menu.
- 2 Move the pointer to the **Page** menu and across its right arrowhead. A submenu appears.
- 3 Choose **Go to page** by moving the pointer to it and pressing Select.

- 4 When the **Go to page** dialogue box appears, click on the option to **Go to master page**. The master page appears. If you have just started Acorn Desktop Publisher for the first time, it will look just like the first page of the document, but the page icon at the bottom lefthand corner of the control panel indicates that the master page is being displayed:

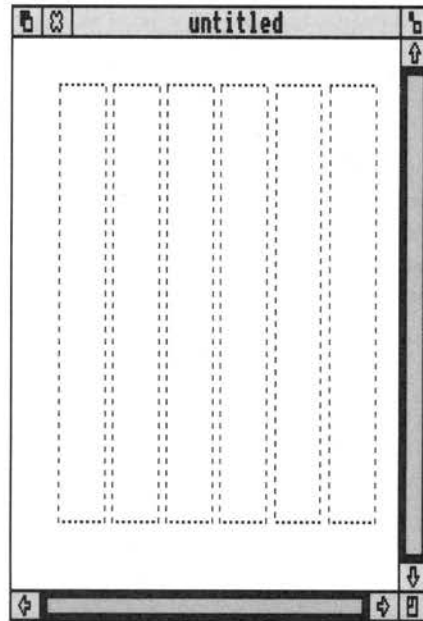


Viewing a page at different sizes

At the moment, you will only be able to see part of the master page on screen. This is because you are viewing the page at **Actual size**. To display the whole master page:

- 1 Press Menu to display the main menu.
- 2 Move the pointer onto the **View** option, and move it over the arrowhead to display the **View** submenu. The **Actual size** option has a tick by it, showing that this is the size you are using.

- 3 Move the pointer to **Full page** and click Select. The document window now looks like this:



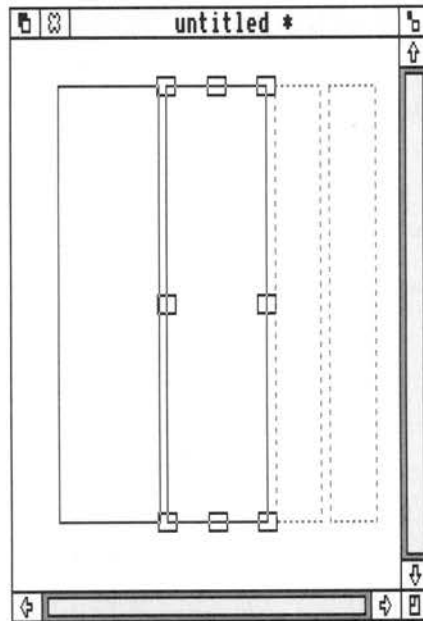
The master page has six dotted boxes on it. These are called *column guides*. The column guides are there to help you draw and position frames precisely. You can't type directly into these column guides; you have to draw a frame first. In this lesson, you are going to draw three frames on the master page, each one two columns wide.

Drawing frames

Draw two frames on your master page as follows:

- 1 Position the pointer at the top lefthand corner of the first column. This will be the top corner of the first frame.
- 2 Holding down Select, drag the pointer to the right and down to create a frame which covers the first two columns. The pointer changes shape to a pointing hand while you do this.
- 3 Release Select. A frame appears with eight little boxes or *handles* around its edges. The handles indicate that the frame is currently selected.

- 4 Click Select somewhere in the document window outside the column guides, to deselect the frame you have drawn. The handles disappear.
- 5 Draw a second identical frame across the middle two columns.



You have now drawn two of the frames. Since the three frames on this page will be identical, you can copy one of these two frames instead of drawing the final one. Of course, you could simply draw the third frame, just as you drew the second, but this method is included to introduce you to the idea of copying objects such as frames.

Copying and moving frames

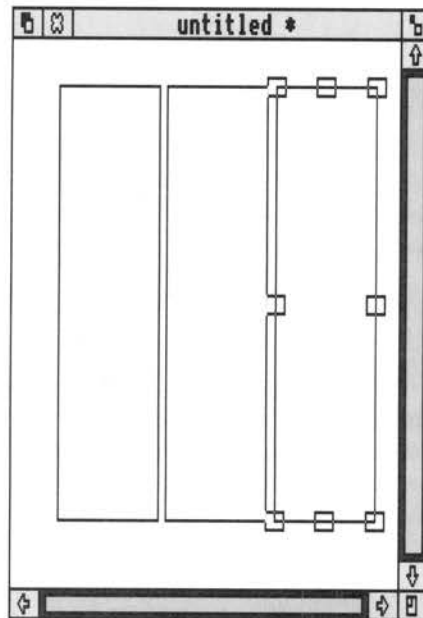
There are three stages to making a copy of a frame; you have to select and copy the frame, then *paste* the copy onto the page, and finally move the copy to where you want it.

- 1 Select one of the frames by clicking somewhere inside it. You can only have one frame selected at a time.
- 2 Press Menu and display the **Frame** submenu.

- 3 Select **Copy frame** to make a copy of the selected frame. The copy is stored in the computer's memory (not on disc), but will not appear until you paste it onto the page.
- 4 Next, select **Paste frame** in the **Frame** submenu to paste the copy onto the page. It appears overlapping the original frame, and the copy is now selected, not the original.
- 5 Now you need to move the copy to the correct place. Position the pointer inside the new frame.
- 6 Press and hold down Select.
- 7 The pointer changes shape to a flat hand. Drag the frame into position and release Select.

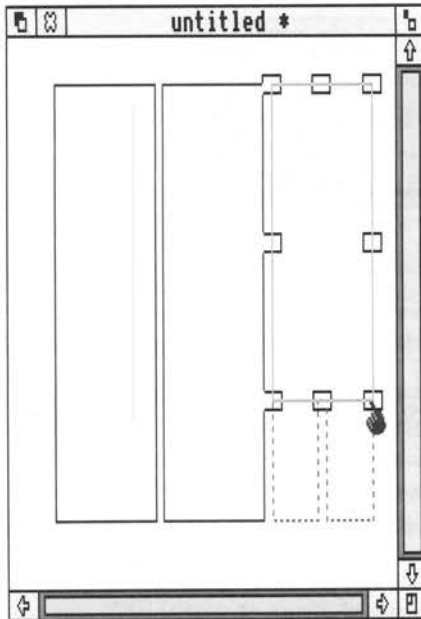


Your screen should now look like this:



Resizing frames

If you need to, you can change the size and shape of a frame by using its handles. Simply position the pointer on one of the handles and drag the frame by the handle until it is the size and shape you want:



Dragging a corner handle will reduce or enlarge the frame *both* vertically *and* horizontally.

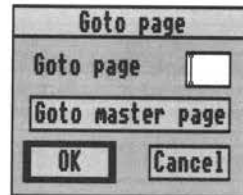
Dragging a centre handle will lengthen or shorten the frame *either* vertically *or* horizontally.

Try altering the size and shape of the last frame you added to the page.

Inserting a page

Now that you have created the master page, you are ready to add a blank working page to your document:

- 1 Select **Go to page** in the **Page** menu. A dialogue box appears:



- 2 Type **1**, then click on **OK** or press **Return** to display page 1. Acorn Desktop Publisher creates a copy of the master page automatically.

Overview

In this lesson, you drew the frames on your master page and inserted a blank working page into your document. In the next lesson, you will read in a story from disc and edit it, then add a banner headline.

Lesson 2: Working with text

Now that you have drawn your frames, you can *import* (load in) text or pictures created with another program. In this lesson, you are going to:

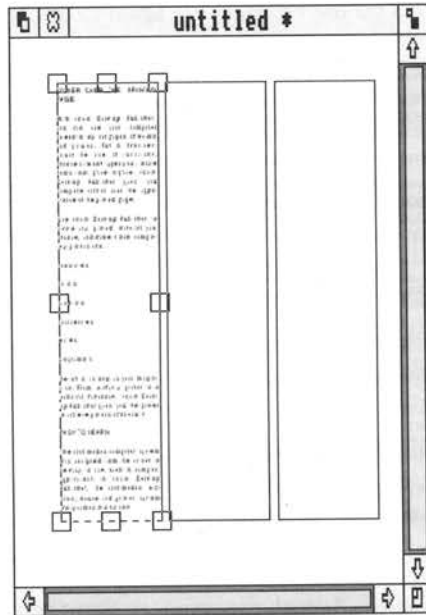
- import a *story* (text file) created with Edit
- zoom in and out on the text
- edit the story
- add a headline to the story and give the headline frame a border.

Importing a story

First, you are going to import a story called *Brochure*. This is on the Examples disc. Now import the story into your document:

- 1 Make sure that none of the frames is selected by clicking outside the frames but within the document window.
- 2 If you are using a floppy disc system, insert the Examples disc into the drive and click on the drive icon to open the directory window. If you are using a hard disc, open a window for the directory containing the examples.
- 3 In the subdirectory *Stories*, find the icon for the story called *Brochure* and move the pointer to it.

- 4 Pressing Select, drag the icon to the document window or to the control panel. The name of the story appears in the browser (the window in the centre left of the control panel).
- 5 Click on the Close icon on the directory window to close it, if you wish, or on the Back icon to send it to the back.
- 6 Click on the first frame to select it, then click on the story name Brochure in the browser. The story *pours* into the frame until the frame is full:



The frame has a dotted bottom edge; this shows that not all the story would fit and there is some unplaced text.

- 7 Select the second frame and click on Brochure again. The text pours into the second frame. Repeat the step for the third frame; this places the rest of the story.

The browser

In **frame** mode the browser shows a list of all the stories (text files), drawings (line art files), and paintings (picture files) which you have imported into the document.

Click on the title **STORIES** at the top of the browser and notice how it changes to **LINE ART**. The browser is empty because you have not imported any line art files into the document. Click again on the title and it changes to **IMAGES**. Again, the browser is empty.

Now click on the browser title again to display **STORIES**.

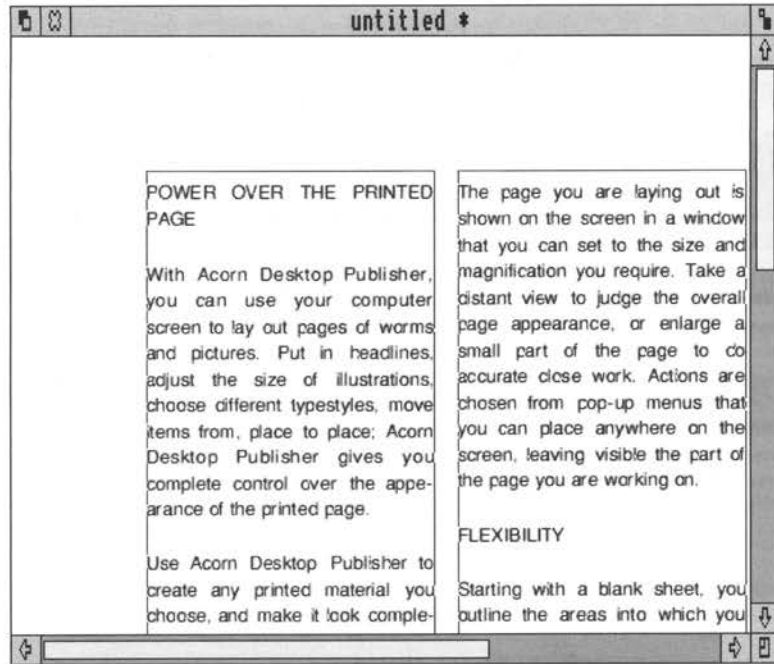
View sizes

At the moment you are in **Full page** view. This is useful for drawing frames, checking your page layout, and other large-scale work, but to do detailed work, you need to zoom in on the page. Acorn Desktop Publisher has five view sizes:

- full page view
- double page
- actual size
- half size
- double size.

These sizes are offered in the **View** menu. Experiment with the view sizes. If you use **Adjust** to click on the options, the menu will stay on the screen while you work; this is particularly useful when you are trying out several alternatives in succession. It may take a moment for the computer to display a new size. *Appendix B* explains how you can minimise this delay.

Finally, select **Actual size** again, so that the document window looks like this:



Don't forget that you can also use the document window's normal Toggle size and Adjust size icons to change the amount of the document you can see, and the scroll bars to change the *part* of the document visible in the window. If you are unsure about how to use these, refer to the *Welcome Guide* or *User Guide* supplied with your computer.

Editing the story

You can edit any story after importing it, though it is best to do any extensive editing *before* you import it and just do minor corrections using Acorn Desktop Publisher: You must do all editing in **text** mode.

In the story you have imported, there is a typographical error in the second paragraph of text: it should say 'words and pictures' instead of 'worms and pictures'. You can correct this easily:

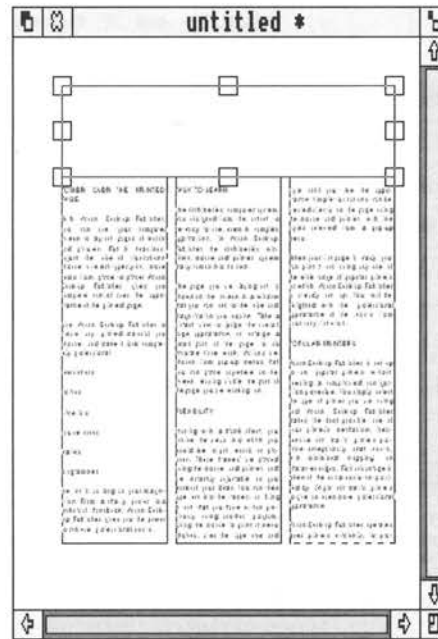
- 1 Switch to **text** mode by clicking on the T-shaped text mode icon in the toolkit. When you move the pointer into the work area it changes to a caret – a vertical bar rather like an I.
- 2 Click the pointer on the word 'worms' to place the text cursor within it. The text cursor is also a caret; it marks the place on the page where any text you type will appear.

Typing in a headline

Press Delete or ← to delete the m, then type d to finish the correction.

To complete this lesson, add a banner headline to the top of the page. First you need to draw a frame to hold the headline text:

- 1 Go back to full page view by selecting **Full page** in the **View** menu.
- 2 Switch back to **frame** mode by clicking on the frame icon in the toolkit.
- 3 Now draw a long thin frame at the top of the page so that it overlaps the other three frames:



It doesn't matter if you don't get the frame exactly the right shape and size, as you can always resize it or move it later.

When you've finished this new frame, the text in the frames underneath moves out of the way to make room for it. This characteristic is called *repelling* text.

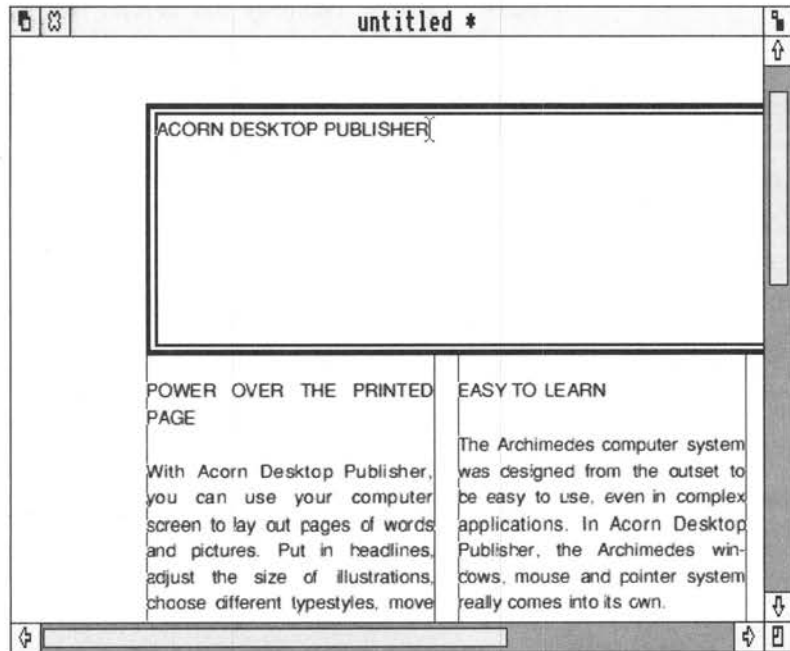
You can add a border to the headline frame while still in **frame** mode:

- 1 Make sure the headline frame is still selected. If it isn't, click on it to select it.
- 2 Click on **Frame border** in the **Frame** menu to display the **Frame border** dialogue box.
- 3 Click in the box to the left of the **All around** option.
- 4 Click on the box to the left of the double-line border style at the bottom of the list of options and click on **OK**. A double-line border appears around the frame. Don't worry if this doesn't look quite right on the screen: it will look fine when you print your document.

Now you can type in the headline text:

- 1 First, switch to **Actual size** so that you can see what you are typing.
- 2 Switch back to **text** mode.
- 3 Click inside the headline frame to place the text cursor within it.
- 4 Press Caps Lock and type in the words:
ACORN DESKTOP PUBLISHER

The document window now looks like this:



Overview

Lesson 3: Using paragraph styles

Changing font and point size



In the next lesson, you will learn how to make this headline bigger, centre it in the frame, and so on.

In this lesson, you imported a story from disc, poured it into frames, zoomed in and out on it, and edited it. You also drew a banner frame and typed a headline into it. In the next lesson, you will learn how to work with paragraph styles.

Every paragraph of text in an Acorn Desktop Publisher document is tagged with a *paragraph style*. The paragraph style controls several different typographic features, including:

- the typeface or *font* used for the text
- the *point size* of the text
- whether or not the text is *hyphenated*
- the *justification format* of the text.

As every paragraph of text is controlled by a paragraph style, a change to any of the features of a particular style will affect all paragraphs tagged with the style.

Acorn Desktop Publisher has several default paragraph styles which you can use. You can also develop your own styles.

In this lesson you will learn how to use paragraph styles to control:

- font and point size
- bullets
- hyphenation
- justification.

To work with paragraph styles you need to be in **paragraph** mode.

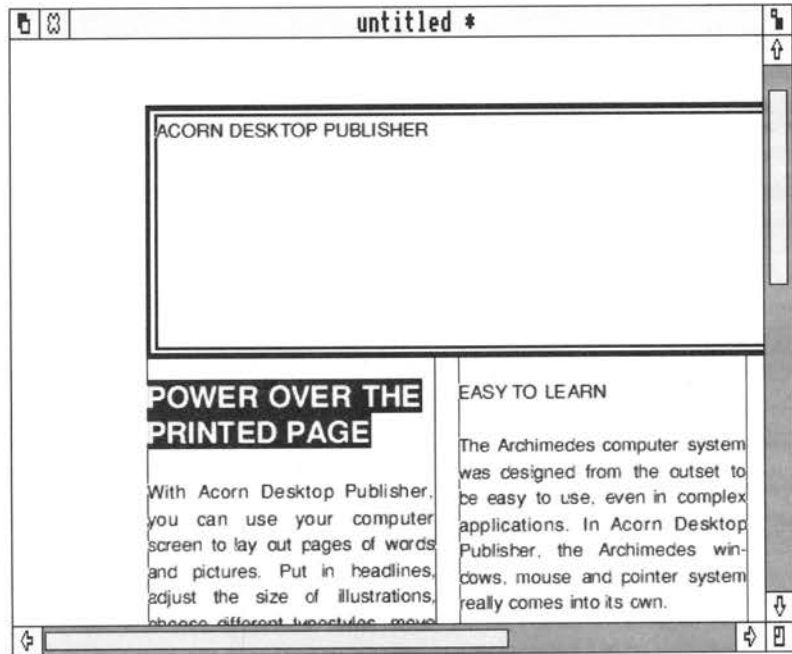
Switch to **paragraph** mode by clicking on the paragraph icon in the toolkit.

The pointer now changes shape into a paragraph symbol when you move it into the document window.

To see what style a paragraph is tagged with already, click on it and look at the paragraph style name which is highlighted in the browser. Select a few of the paragraphs in turn by clicking the pointer on them. You will see that every paragraph in the story is tagged with the style called *body text*.

You can tag some of the paragraphs with a different style:

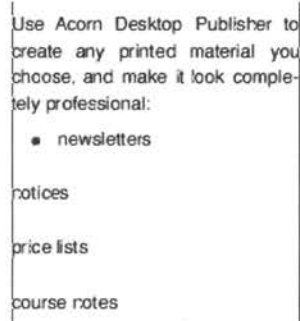
- 1 Select the first section heading 'Power over the printed page' by clicking the pointer on it. The section heading is highlighted.
- 2 Click on the style name SUBHEAD in the browser. The section heading changes size and font to the subhead style (16 point Homerton bold):



- 3 Repeat the tagging process with the other section headings: EASY TO LEARN, FLEXIBILITY and AWARD-WINNING TECHNOLOGY. You will have to scroll the document in the window to show some of the section headings.

You can also emphasise each of the small paragraphs with a bullet. Do this in the same way as you tagged the section headings:

- 1 Select the single-word paragraph 'newsletters'.
- 2 Click on the style name BULLET in the browser. The result should look like this:



Use Acorn Desktop Publisher to
create any printed material you
choose, and make it look comple-
tely professional:

- newsletters

notices

price lists

course notes

- 3 Repeat the tagging process with as many of the other feature paragraphs as you like.

You can give the headline you created its own paragraph style:

- 1 Bring the whole headline frame into view by selecting **Half size** view and scrolling up to the top of the page.
- 2 Tag the headline text with the style HEADLINE by clicking on that style name in the browser.

The headline text is now in a large display point size (36 point NewHall) and may not fit into its frame. If this is the case,

- 1 Switch back to **frame** mode.
- 2 Click the pointer in the headline frame to select it.

- 3 Resize the frame by dragging the lower centre handle downwards until all the text is visible within the frame:



If the frame is too large instead of too small, you can, of course, make it smaller by dragging the lower centre handle upwards.

Whenever you load any text into a frame, it is normally hyphenated: long words are broken at suitable points in order to spread the text as evenly as possible between lines. Try turning hyphenation off for the paragraphs tagged as body text:

- 1 Switch back to **paragraph** mode and **Actual size** view, then select a paragraph with a hyphenated word in it (eg 'completely' in the second body text paragraph).
- 2 Select **Edit style** in the **Paragraph** menu.
- 3 When the **Paragraph style** dialogue box appears, click on **Options**. A new section of the dialogue box will appear on the righthand side.
- 4 Turn hyphenation off by clicking on the box next to **Hyphenation allowed** (so that the box is no longer crossed), then click on **OK**.

Turning hyphenation off

The word 'completely' moves onto a new line, and extra space is added between the words on the line it was on, to justify the line:

Use Acorn Desktop Publisher to
create any printed material you
choose, and make it look comple-
tely professional:



Use Acorn Desktop Publisher to
create any printed material you
choose, and make it look
completely professional:

Changing the justification format

At the moment, all the body text paragraphs are justified, with straight left and right margins. You can change the justification format for body text to flush left text:

- 1 Select one of the paragraphs of body text.
- 2 Select **Edit style** in the **Paragraph** menu.
- 3 In the **Paragraph style** dialogue box, click on **Format**.
- 4 Select **Flush left** and click on **OK**.

All the body text paragraphs now have straight left margins and uneven right margins:

Use Acorn Desktop Publisher to
create any printed material you
choose, and make it look
completely professional:

Overview

In this lesson, you learned how to use paragraph styles to control the look of your text, including changing font and point size, turning hyphenation off, and changing the justification format. In the next lesson, you will add a picture to the document.

Lesson 4: Adding pictures

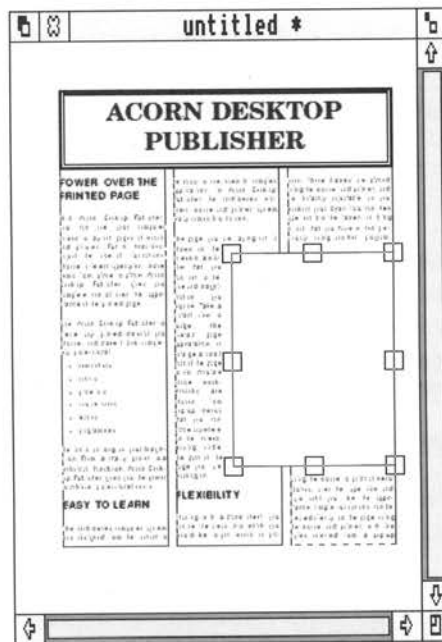
Drawing a frame to hold a picture

Now you have imported and styled some text, you can add a picture to the document. In this lesson, you will:

- draw a frame to hold a picture
- add another page to the document
- import an image
- crop the imported picture.

First draw a frame for the picture:

- 1 Switch back to **Full** page view.
- 2 Switch to **frame** mode.
- 3 Now draw a frame on the righthand side of the page to hold your picture:



Since there is now less room on page 1 to hold the text of the story, you need to create more space for it. You can create a new page and pour the rest of the story into it:

- 1 Select **Add page** in the **Page** menu. A copy of the master page appears and the page icon shows that this is page 2.

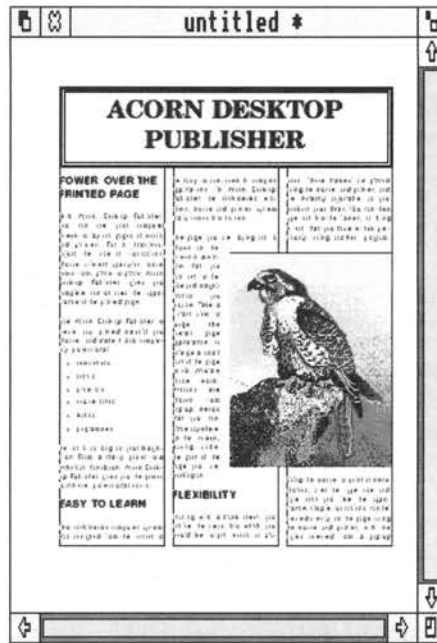
Importing a picture

- 2 Select the first frame on page 2 and click on the story name in the browser to pour the rest of the story into the frame. Repeat this process until all of the story is placed in frames again.
- 3 Click on the arrow to the left of the page icon to return to page 1.

You are going to import a picture and load it into the frame. For the illustration here, we will use the image file called Eagle, which you will find on the Examples disc, in the directory called Images. You can use any of the pictures in this directory, or in the LineArt directory. To import the picture called Eagle and load it into a frame, follow these steps:

- 1 Open a directory window for the directory Examples.Images.
- 2 Make sure no frames in your document are selected.
- 3 Position the pointer on the icon for the Eagle picture.
- 4 Hold Select and drag the icon to either the control panel or the document window and release Select. The name of the picture appears in the browser.
- 5 Click on the Close icon of the directory window, if you wish, to close it.

- 6 Select the frame you drew for the picture and click on the picture name in the browser. The picture appears in the selected frame. Your document window now looks like this:



This picture is a drawing created with a painting program (in fact, with Clare's Artisan), so the browser title has changed to IMAGES and the browser displays the name of the picture.

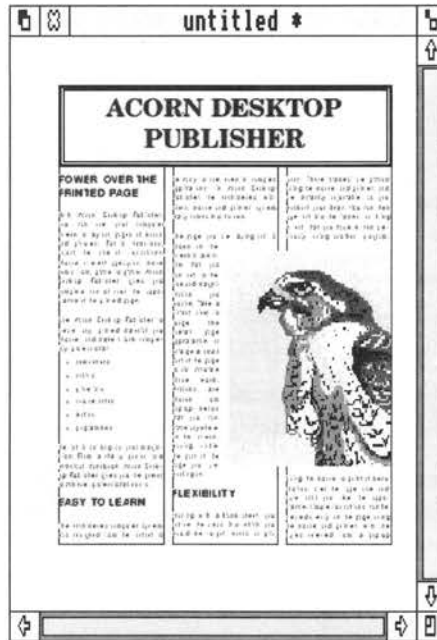
Cropping the picture



If after you have imported a picture you decide that you don't want all of it, it is easy to *crop* or cut off any unwanted areas of the picture, and leave the part you do want filling the frame. Try it on the picture you have just imported:

- 1 Switch to **Actual size** to see the picture in more detail. (You may have to scroll the page to bring the picture into view.)
- 2 Make sure the picture is still selected and click on **Crop picture** in the **Imports** menu.
- 3 The pointer changes shape to a pair of scissors.
- 4 Position the scissors near the top lefthand corner of the picture and use **Select** or **Adjust** to drag a dotted box around the eagle's head.

5 Release the mouse button. The cropped portion now fills the frame:



6 Click anywhere within the browser or document windows to turn off cropping.

If you want to restore the original picture, select the picture frame again and click on the name of the picture in the browser.

Finishing your session

When you have finished working through the guided tour, you may want to save your document to disc before leaving the program. You can then work on it again or print it out when you've learnt more about using Acorn Desktop Publisher.

Saving your document

A new document always has the name 'untitled' until you give it the one you want. You can give the document a new name when you save it. The saving procedure is exactly the same as for other RISC OS applications: full details are given in the *Welcome Guide* and *User Guide* supplied with your computer.

- 1 If you are using floppy discs, insert the disc on which you want to save the document in the disc drive. The disc must have been formatted: if it has not, and you are not sure how to format a disc, refer to your *User Guide*. The rest of the process is common to floppy and hard discs.
- 2 Click on the icon for the drive you want to use, thus displaying its root directory. Open a window for the directory where you want to save the document.
- 3 From the **File** submenu, use the **Save document** option to display the **Save as** dialogue box.
- 4 Use the keyboard keys to delete the present name and give the document the name you want.
- 5 Drag the icon in the **Save as** box to the directory window and release **Select**.
- 6 The document icon appears in the directory window when it has been saved to disc. Close the directory window, if you wish, by clicking on its **Close** box.

Closing your current document

To remove the document you are working on from memory, leaving Acorn Desktop Publisher ready for another document, click on the **Close** icon of the document window. If there are any unsaved changes in the document, you will be reminded of this (note also that an asterisk appears to the right of the document's name in the title bar when there are changes you have not saved). If you want to abandon the document without saving the changes, click on **Abandon**. Otherwise, click on **Continue** and go through the normal **Save** procedure, as described above.

Quitting Acorn Desktop Publisher

To remove Acorn Desktop Publisher from your computer's workspace altogether, press **Menu** on the icon bar icon and select **Quit**.

Overview

In this guided tour, you have learned many of the techniques you need to create and lay out Acorn Desktop Publisher documents. The rest of this guide describes more fully what you can do with the application. If you have any questions about particular features, refer to the chapters *Basic techniques*, *Working on your document* and *Giving your document a style*. The chapter *Acorn Desktop Publisher menus* explains the function of each of the menu options.

Basic techniques

The Acorn Desktop Publisher windows



This chapter first of all explains how to start Acorn Desktop Publisher and describes the two windows you will see on the desktop. It assumes that you have read *Appendix B*, which tells you how to use Acorn Desktop Publisher with different systems.

The chapter continues by telling you how to move around your document, and how to save, print and quit a document.

There are four ways to open the Acorn Desktop Publisher windows and start using the application:

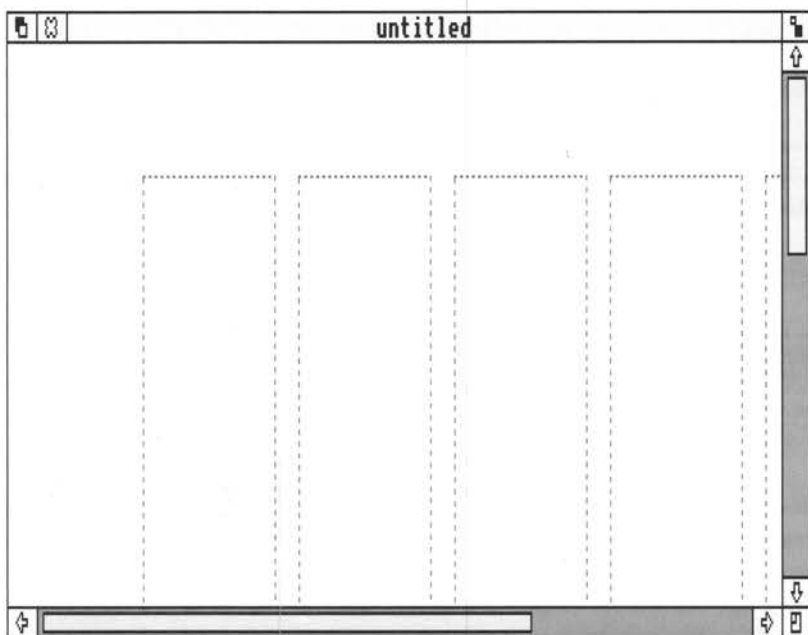
- To open an existing Acorn Desktop Publisher document, double-click on its icon in the directory window. The application will be loaded (so that its icon appears on the icon bar) along with the document you have selected.
- To open a new document with an existing Acorn Desktop Publisher *style sheet*, double-click on the style sheet icon in the directory window. Again, the application will be loaded along with the style sheet.
- To open a completely new document with the default style sheet, double-click on the Acorn Desktop Publisher icon in the directory window. Then click on the icon that appears in the icon bar. The default style is A4 portrait format, with all pages alike, and four defined paragraph styles.
- To open a new document and design your own style sheet, double-click on the Acorn Desktop Publisher icon in the directory window. Then press **Menu** on the icon bar icon, and select **Page format**. The **Page format** dialogue box appears, allowing you to choose your own page dimensions. When you have made your choices, click on **OK** and the Acorn Desktop Publisher windows appear on the screen.

The two windows are the document window (on the right) and the control panel. The document window overlaps the control panel when the windows first appear, but you can move either of them, bring a window to the front or

send one to the back, or toggle among to make another page visible. The following sections look at these windows in detail.

The document window

The *document window* looks like this when you open a new document with the default style sheet:



It is just like any other RISC OS application window. You can:

- move it by dragging on the Title bar
- scroll around it using the scroll bars and arrows
- send it to the back with the Back icon
- bring it to the front by clicking on its Title bar
- enlarge it (and shrink it again) with the Toggle size icon
- resize it with the Adjust size icon.

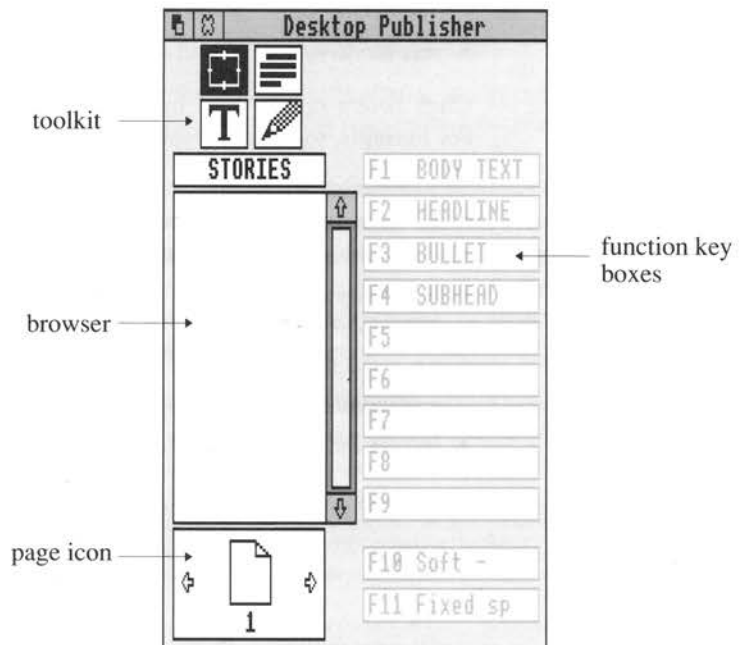
The control panel

For full details of all these operations, refer to the *Welcome Guide* or *User Guide* supplied with your computer. In addition, you can slide the window partly off the screen by dragging on the Title bar.

The portion of the page that you see in the document window depends on the *view size* you have chosen. You may see a whole page, part of a page, or two whole pages. The view size options are described in *View sizes* later in this chapter.

The *control panel* can be moved around (or partly off) the screen, and sent to the back or brought to the front, but its size cannot be changed.

The control panel contains the toolkit, browser, page icon, and function key boxes.



The toolkit

The *toolkit* is used to switch between the four work modes of Acorn Desktop Publisher. The icons are:



You have to be in the right mode for the task you wish to perform. You need to use:

- **frame** mode to draw, size, move and style frames
- **paragraph** mode to select, assign and change paragraph styles
- **graphics** mode to create and edit pictures
- **text** mode to type in and edit text.

Click Select on the icon in the toolkit to choose the mode you want to work in. For example, to use the graphics tools, click on the **graphics** mode icon.

The browser

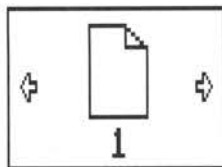
The contents of the *browser* vary according to which mode you are using:

- In **frame** mode, it contains the names of the text or picture files you have imported into your document.
- In **paragraph** mode, it contains the names of the paragraph styles in the style sheet you are using.
- In **graphics** mode, the browser is replaced by the icons representing the graphics drawing tools.
- In **text** mode, it contains a list of text styles.

The browser can be scrolled, if necessary, using its scroll bar or scroll arrows.

The page icon

The *page icon* at the bottom lefthand corner of the browser window tells you which page(s) are currently displayed on the screen.



The top corner of the page is folded down on the left for a lefthand page and on the right for a righthand page. Pages can be 'turned over' by clicking on the arrows to the left and right of the page icon. If the last page of your document is displayed, you can use the page icon to add a new page. Click on the right arrow of the page icon and when the dialogue box appears, click on **Yes** to create a new page.

The function key boxes

The *function key boxes* show you what task is allocated to each function key. You can click on the function key boxes instead of using the function keys. For example, you can insert a soft hyphen or a fixed space at the cursor position either by clicking on the appropriate function key box or by using the keyboard.

The section *Assigning function keys* in the chapter *Giving your document a style* explains how to assign paragraph styles to the function keys.

The pointer

The shape of the pointer changes according to what you are doing and where it is:



anywhere outside the work area



inside the work area in frame mode



inside the work area in paragraph mode



inside the work area in graphics mode



inside the work area in text mode

The menus and dialogue boxes

There is also a special hourglass icon which replaces the pointer when the computer is carrying out a lengthy operation such as accessing new fonts. You will not be able to do anything with Acorn Desktop Publisher while this icon is on screen.

Press Menu on either window to display the main menu.

A menu item that leads to a submenu will have an arrowhead to the right of it. Move the pointer across the arrowhead to display the submenu. To choose an option, click on the option when it is highlighted in the menu.

Clicking on an option with Adjust retains the menu on screen after the option has been carried out, provided the option is not one that causes a dialogue box to appear. Clicking on an option with Select carries out the command and removes the menu from screen. When a dialogue box appears, the menu vanishes whichever button you use.

A menu can be moved around the screen in the same way as any other window, by dragging on its Title bar. If you want to remove all menus from the screen, move the mouse off the menus and click Select. Full details of the menus used in Acorn Desktop Publisher are given in the chapter *Acorn Desktop Publisher menus*.

Dialogue boxes can also be moved around the screen. However, you cannot move an Acorn Desktop Publisher window in front of a dialogue box that needs a response.

View sizes

Acorn Desktop Publisher has five view sizes:

- **Full page** displays all the page on the screen.
- **Double page** shows two facing pages side by side.
- **Actual size** shows the page at the size it will be when printed.
- **Half size** shows the page at half its printed size and is useful for checking layout.
- **Double size** shows the page enlarged for detailed work.

Use the **View** menu or the keystroke equivalents to change the view size, depending on what sort of work you are doing. The keystrokes are all listed in the chapter entitled *Keystroke equivalents*.

On most monitors, the view size at **Actual size** is exactly how your document will appear on paper when you print it.

Moving around your document

If you switch to Full page when your document window is less than the height of the screen, you will find that the Full page view preserves the same window height. This may be too small for convenience, and you will be unable to stretch the window using the Adjust size icon, because the whole page is already shown. To avoid this problem, use the Full size icon or the Adjust size icon to make the window as tall as possible **before** switching to Full page view.

You can move from page to page within your document in two ways:

- by clicking on the arrows to the left and right of the page icon to move backwards or forwards a page.
- by using the **Go to page** option in the **Page** menu. When you choose this option, the **Go to page** dialogue box appears. Type in the number of the page you want to display, then click on **OK**, or click on the box to display the master page. If you don't type in a number before you click on **OK**, the first page of your document will be displayed. If you type a number greater than the number of the pages in your document, the last page will be displayed.

Printing your document

Before you print your document, you must load a printer driver. *Appendix B* tells you how to do this.

Once a driver has been loaded, use **Print** in the **File** menu to print the document you are working on. A dialogue box appears allowing you to choose various options, such as the number of copies to print, page range, forward or reverse order, and so on. If you are printing more than one copy and choose **Collate**, each copy will be printed in order (1, 2, 3,... 1, 2, 3,...). If you don't choose **Collate**, you will have to sort the pages later as they will be printed in batches (1, 1,... 2, 2,... 3, 3,... etc).

When you click on **OK**, the title of the dialogue box changes to **Printing**, and a panel at the bottom indicates which page is currently being printed. If you wish to stop printing for any reason, click on **Interrupt** (don't be surprised if the response takes some time).

Saving your document

When you have finished working on a document, you can save it using a new name or the name it already had. Use the **Save document** command in the **File** menu:

- 1 Open a window for the directory in which you want to save the document.

- 2 Use the **Save document** option in the **File** menu to display the **Save as** dialogue box.
- 3 If the document already exists on disc and you want to save it with the same name, click on the **OK** box or drag the document icon to the directory window. You will see a dialogue box warning you that you will overwrite the existing document on disc if you continue. Click on **OK** to go ahead.
- 4 If your document is new or you wish to rename it, type the new name into the dialogue box before dragging the icon to the directory window.

You can carry on editing the document after saving it.

If the document does not already exist on disc and you click on the **OK** box without dragging the document icon to a directory window, a dialogue box appears, reminding you of what you have to do. Clicking on **OK** will display the **Save as** dialogue box. Provided the window for the directory where you want to save the document is visible, you can then follow the saving procedure described above. However, if the window you want is not on screen, first click anywhere outside the **Save as** box to remove it from the screen, then open the directory window you want and start the save procedure again.

If you have been working on a document, close it by clicking on the Close icon of either the document or the control panel. If you have made changes to your document since you last saved it, a dialogue box gives you the chance to save your document. Click on **Abandon** if you do not wish to save the changes, and the Acorn Desktop Publisher windows then close. Click on **Continue** if you wish to save the changes, then go through the normal Save procedure.

If you have finished using Acorn Desktop Publisher, you can remove the program from the computer's memory to free more space for other tasks:

- 1 Move the pointer to the Acorn Desktop Publisher icon in the icon bar and press Menu to display the icon bar menu.
- 2 Click on **Quit** to remove Acorn Desktop Publisher from memory. The application icon disappears from the icon bar.

Quitting Acorn Desktop Publisher

Working on your document

This chapter describes the working modes and layout aids provided by Acorn Desktop Publisher, and then explains the techniques you need to use to:

- draw frames
- work with text
- work with pictures.

Modes

Acorn Desktop Publisher has four working modes, each appropriate for different types of task. You must be in the right mode for the task you want to perform.

When you first start Acorn Desktop Publisher, it is in **frame** mode. This is because the first task in a new document is to draw the frames which will hold the text and graphics. When you have designed your layout you can switch to a different mode. Use:

- **text** mode to add or edit text
- **graphics** mode to add or edit pictures
- **paragraph** mode to define and choose paragraph styles.

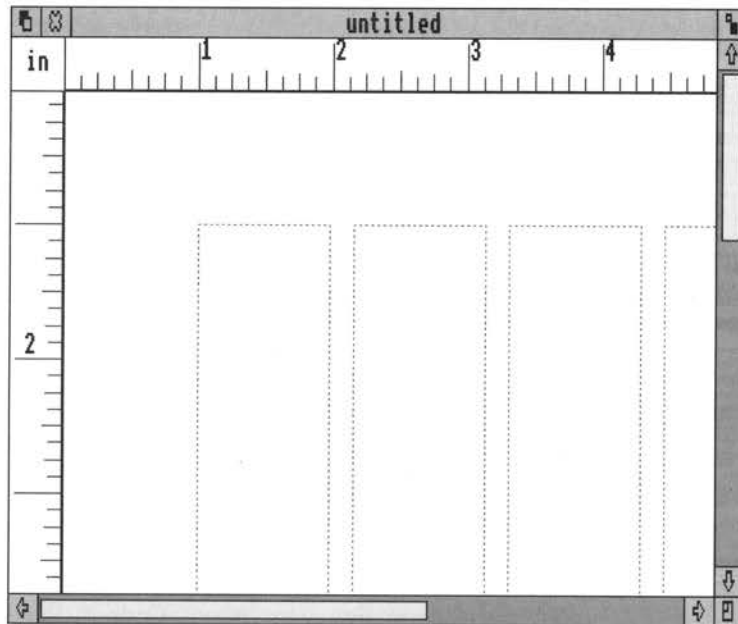
Layout aids

Before you can start work on a new document you need to design your page layout and draw frames to hold the text and graphics. To make designing your pages easier, Acorn Desktop Publisher provides some layout aids to help you position frames quickly and accurately. These are the rulers and column guides.

Displaying the rulers

You can use the *rulers* at the top and lefthand edges of the work area to help you draw and position frames exactly. When you move the pointer, thin lines on the rulers follow its vertical and horizontal movements.

To display the rulers, click on **Show rulers** in the **View** menu. This option is ticked when the rulers are displayed.



You can change the unit of measurement used on the rulers by choosing the **Units** option in the **View** menu. The units available are:

- picas and points
- inches and tenths
- inches and eighths
- centimetres
- millimetres.

The unit you have chosen is indicated in the top lefthand corner where the rulers meet. The units you choose for the rulers are used for all measurements in the program (for example, in the **Set column guides** dialogue box).

If the rulers are displayed, you can also change the unit of measurement by clicking on the units description in the top lefthand corner where the rulers meet. The units change in the order in which they appear in the **Units** submenu.

Setting up the column guides

You can also use the *column guides* to help you position frames on the page. These are boxes with dotted outlines which appear on each page of your document, but which are not printed out. When you open a new document, there are some column guides already drawn on the empty page (the exact number will depend on the page format you have selected). To set the column guides, click on **Set column guides** in the **Page** menu. The **Set column guides** dialogue box appears:

Set column guides	
Number of columns	5 ↑ ↓
Dimensions:	inches
Top margin	1.00
Bottom margin	1.33
Left margin	1.00
Right margin	0.50
Gap between columns	0.17
OK Cancel	

This dialogue box allows you to set the number of columns you want; you can have up to nine columns on each page.

You can also set the left and right, top and bottom margins, and the gap to be left between the columns.

You can hide the column guides by clicking on **Show frames and columns** in the **View** menu. This option is ticked when the column guides are displayed.

Working with frames

Text, pictures, and graphics in a document are always placed in *frames*. Frames are not printed out unless you choose a frame border for them (see *Frame borders and tints* in this chapter). Each frame can be resized, moved, copied, or deleted, so it doesn't matter if you don't get your frames right the first time. You can have up to 100 frames on a single page, and up to 8,192 in a document. This section tells you how to draw and manipulate these frames.

Drawing frames

Follow these steps to draw a frame:

- 1 Switch to **frame** mode. (If you have just opened a new document, Acorn Desktop Publisher will already be in **frame** mode.)
- 2 Position the pointer within the document window where you want the top left corner of the frame to be. Press Select and then drag to the opposite corner of the frame.
- 3 Release Select.

Don't worry too much about accuracy as you can easily move or resize the frame afterwards.

You can draw frames anywhere on a page, even within or overlapping existing frames. You cannot, however, start drawing a new frame from a point inside an existing one which is already selected. You must first *deselect* the frame by clicking somewhere outside it.

Resizing frames

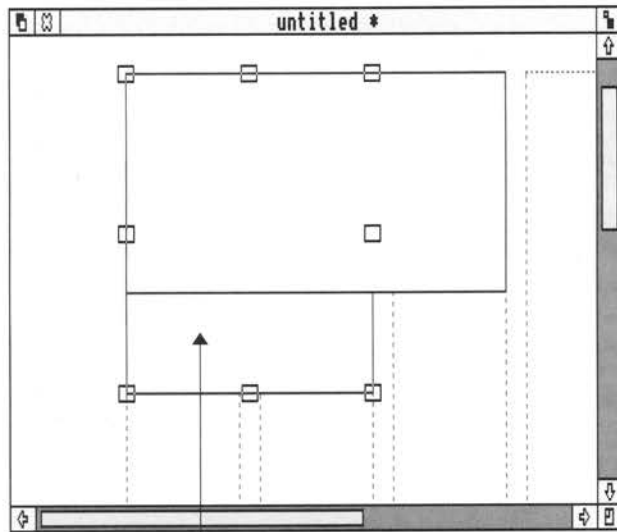
To change the size or shape of a frame:

- 1 Click anywhere inside the frame to select it. Eight small boxes called handles will appear around its edges.
- 2 Position the pointer on one of the handles, then use Select to drag the frame by the handle until it is the size and shape you want:
 - Dragging a corner handle will reduce or enlarge the frame *both* vertically *and* horizontally.
 - Dragging a centre handle will lengthen or shorten the frame *either* vertically *or* horizontally.

You can resize a frame using either Select or Adjust. If the frame is empty, the effect is the same whichever you use, but if the frame contains a picture, the picture will be cropped if you use Adjust and rescaled to fit the frame if you use Select. More details of this are given in *Cropping a picture*, later in this chapter.

A frame can be resized even if it is partly hidden behind other frames. When you select a frame, the handles become visible through any frames on top of it and you can resize the frame in the usual way.

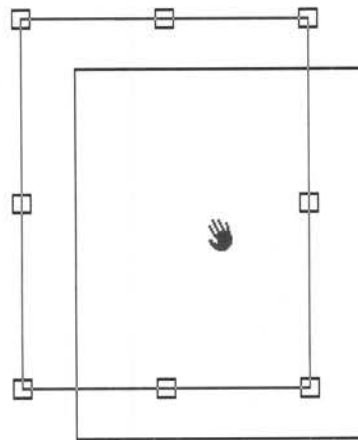
Moving frames



selected frame

If you draw a frame in the wrong place, or want to alter the layout of your page, you can move a frame:

1. Select the frame you want to move.
2. Drag the frame to its new location. An outline of the frame follows your movements and serves as a placement guide:



More precise resizing and moving

- 3 When the frame is where you want it to be, release **Select** to place it in its new position.

You can only move a frame in this way *within a single page*, even if you are displaying a double page. To move a frame to a different page, use the cut and paste facilities described later in this section.

If you want to resize or position a frame more precisely, you can specify a size using the **Size and position** option in the **Frame** menu:

- 1 Select the frame you want to resize.
- 2 Either double-click on the frame or click on **Size and position** in the **Frame** menu. A dialogue box appears showing the size and position of the frame. The units given are the same as those set for the rulers.
- 3 Alter the **Horizontal position** and **Vertical position** to the values you want; the positions are set relative to the left and top of the page.
- 4 Alter the **Width** and **Height** entries to change the dimensions of the selected frame.
- 5 Click on **OK** to apply the new measurements to the frame.

Size and Position	
Dimensions	inches
Horizontal position	<input type="text" value="1.00"/>
Vertical position	<input type="text" value="1.00"/>
Width	<input type="text" value="3.50"/>
Height	<input type="text" value="1.20"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Snapping frames to the column guides

Frames will automatically *snap* to the column guides and ruler divisions when resized or moved. This means that the left or right edge of a frame near a column guide will jump to align itself exactly with the guide. The top and bottom edges of each frame will snap to the current ruler divisions.

If you don't want frames to snap to column guides and ruler divisions you can turn snapping off by clicking on **Snap to guides** in the **Frame** menu. This option is ticked when snapping is turned on.

Stacking frames

If you position a frame so that it overlaps another frame, you can stack the overlapping frames in any order you want. You can place one frame behind another, or choose the frame you want to bring to the front. To move a frame to the back of the stack:

- 1 Select the frame you wish to send to the back.
- 2 Click on **Send to back** in the **Frame** menu.

To bring a frame to the front of the stack:

- 1 Select the frame you want to reveal.
- 2 Click on **Bring to front** in the **Frame** menu.

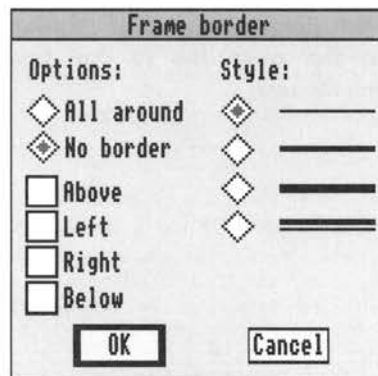
Be careful when using **Send to back**, as it will place the selected frame behind all the items on that area of the page. If you then deselect the frame, it may be completely covered over. To make it accessible again, you would then have to use **Send to back** on each of the frames in front of it.

You can prevent a frame obscuring any text in a frame behind it by making the top frame *repel* text in the covered frame. This keeps the text visible. This feature is described in *Repelling text* later in this chapter.

Frame borders and tints

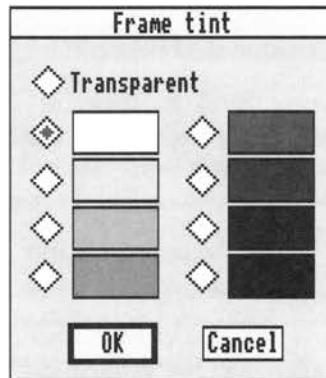
Normally, frame borders are not printed out when you print your document. If you do want to print a border, you can choose which sides you want it to appear on, and select one of four styles. To add a border to your frame:

- 1 Select a frame.
- 2 Click on **Frame border** in the **Frame** menu.



- 3 Click on **All around** to give a complete border to your frame, or click in the appropriate box(es) for a border on one or more sides.
- 4 Click on the border pattern you want.
- 5 Click on **OK** to add the border to your frame.

You can also choose a background tint for your frame. Select the **Frame tint** option in the **Frame** menu:



- 1 Click on the box next to the tint you want, or choose **Transparent** to give the frame a transparent background.
- 2 Click on **OK** to add the tint to the frame.

You will need to use this option if you have overlapping frames and want the contents of the frame behind to show through. The example opposite illustrates this: the acorn lies in one frame behind the larger transparent frame containing the text.

ACORN DESKTOP PUBLISHER

POWER OVER THE PRINTED PAGE

With Acorn Desktop Publisher, you can use your computer screen to lay out pages of words and pictures. Put in headlines, adjust the size of illustrations, choose different typstyles, move items from place to place. Acorn Desktop Publisher gives you complete control over the appearance of the printed page.

Use Acorn Desktop Publisher to create any printed material you choose, and make it look completely professional:

- newsletters
- notices
- price lists
- course notes
- leaflets
- programmes

The list is as long as your imagination. From a charity poster to a technical handbook, Acorn Desktop Publisher gives you the power to achieve professional results.

EASY TO LEARN

The Archimedes computer system was designed from the outset to be easy to use, even in complex applications. In Acorn Desktop Publisher, the Archimedes windows, mouse and pointer system really comes into its own.

The page you are laying out is shown on the screen in a window that you can set to the size and magnification you require. Take a distant view to judge the overall page appearance, or enlarge a small part of the page to do accurate close work. Actions are chosen from pop-up menus that you can place anywhere on the screen, leaving visible the part of the page you are working on.

Cutting, copying and pasting frames

Three operations you can perform with frames use a *clipboard*. When you cut out or copy a frame, the copy or the cut-out frame is added to the clipboard. Although you can't look at the clipboard itself, you can paste whatever is on it elsewhere in the same document, or into a different document, or you can discard it. There are also clipboards to store text and pictures. You can only store one thing at a time on each. Whenever you cut or copy a frame, anything already on the frame clipboard is deleted.

To *copy* a frame, select it, then click on **Copy frame** in the **Frame** menu. A copy of the frame and its contents is placed on the clipboard, allowing you to paste the copy in elsewhere or into a different document.

To *cut* a frame, make sure it is selected, then click on **Cut frame** in the **Frame** menu. The cut-out frame is stored on the clipboard.

To *paste* a frame into a document, click on **Paste frame** in the **Frame** menu. The contents of the clipboard are pasted onto the current page of the document.

Working with stories

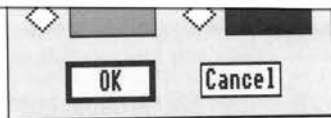
Once you have drawn frames, you can add text and graphics to your document. You can import text you have prepared using an editor or word processor, or you can type text directly into your document. To import text, work in **frame** mode. This section describes how to import stories and pour them into frames, and how to rename and delete stories.

You can import text, or *stories*, from Edit, 1st Word Plus or from any other editor or word processing program which allows you to save text in ASCII format. There are some guidelines you should follow when typing your source text, to make the transfer as smooth as possible.

- A paragraph break is best signalled with two Returns. A single Return will be ignored and the text will all be formatted into one block. For this reason, don't use double line spacing except where you want a new paragraph.
- Multiple blank spaces will all be reduced to single spaces.
- Tabs will be preserved, but the original alignments will not be retained.
- Type styles such as bold and italic may be lost (they will be preserved if you use 1st Word Plus, as described below).
- Automatic hyphenation should be turned off if your word processor allows you to do so. Automatic hyphens inserted when the text is prepared will become fixed hyphens when brought into Acorn Desktop Publisher, even if the word is no longer at the end of a line.
- Characters such as currency symbols, quotation marks, and apostrophes may not be imported correctly so you should check all text carefully after importing it.
- Acorn Desktop Publisher paragraph styles can be 'flagged' in your source text, so that they are assigned automatically when you import the text. See the next section – Flagging paragraph styles in source text – for how to do this.
- If you prepare your text using Edit, only the basic text itself (plus any flagged paragraph styles) will be transferred into Acorn Desktop Publisher. If you use 1st Word Plus, more information will be preserved:
 - All text styles can be carried across.
 - Automatic hyphens inserted at line breaks will be recognised and taken out if appropriate.
 - Line returns inserted using Return will be retained.
 - Footnotes will be retained but may need repositioning.

However:

- Tabulation will be discarded.
- Page breaks and printer control codes will be ignored.



Flagging paragraph styles in source text

- Double line spacing will revert to single line spacing.

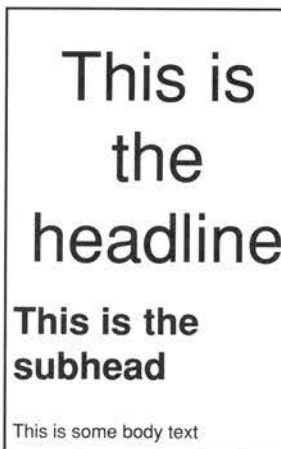
No matter which word processor you used to create the original story, the original file is not altered in any way when you copy it into Acorn Desktop Publisher.

You can flag paragraphs in your source text by including the style name at the beginning of the first line of the paragraph, enclosed within angle brackets. Acorn Desktop Publisher will then give the text that follows the corresponding style. The source text on the left, below, would generate the text in the frame on the right:

<headline>This is the headline

<subhead>This is the subhead

This is some body text



Note the following:

- Body text should be left untagged.
- Each new paragraph should be preceded by two Returns.
- Style names should not contain spaces: the style name 'body text' does not cause a problem, however, since all untagged paragraphs will be given the body text style.
- If you tag a paragraph with a style name that Acorn Desktop Publisher does not recognise, it will be tagged with a paragraph style having the name you have given it, with the properties of body text. You can then edit your new style to give it the properties you want.

Importing a story

Follow these steps to import the story into your document:

- 1 Switch to **frame** mode.

Pouring a story into frames

- 2 Open a window for the directory containing the story you wish to import.
- 3 Drag the icon for the story to the document or browser window. The name of the story appears in the browser.

If you select a frame before importing the story, the story will flow directly into that frame until either all the story has appeared or the frame is full.

If you do not select a frame before importing a story, the name of the story appears in the browser showing that it has been imported and can be used later. When you are ready to use the story, click on a frame to select it, then click on the story name in the browser to pour as much of the story into it as the frame will hold.

Often, your story will be too long to fit into a single frame. A frame will have a dotted bottom edge if the story is too long to fit into it and there is some text still unplaced. To place the rest of the text in frames, select the next frame and click on the story name in the browser. The next part of the story will flow into the frame, either until it has all appeared or until the frame is full. Repeat this procedure as many times as necessary.

Adding a page

When all the frames on the first page are full, you will need to create another page. You can add a new page before the current page or after it:

- To add another page *after* the current page, use **Add page** in the **Page** menu.
- To add another page *before* the current page, use **Insert page** in the **Page** menu.

If the last page of the document is on the screen, you can add a new page by clicking on the right arrow of the page icon.

A new page will always use the layout design of the master page.

If you add a page in the middle of your document when using different left and right pages, all pages following the new page will change sides – lefthand pages will become righthand pages and vice versa – and the frames may no longer be correctly aligned with the margins.

Deleting a page

To delete a whole page, display the page and then click on **Delete page** in the **Page** menu. All subsequent pages will be renumbered, but if you are using different left and right pages, all following pages will change sides – left pages will become right pages and vice versa – and the frames may no longer be correctly aligned with the margins.

Frames, stories and pages

Stories flow into frames in page order. If you have already used frames on Pages 1 and 3 and then decide to use a frame on Page 2, the text on Page 3 will move over into the newly selected frame on Page 2 when you click on the story name in the browser. More text will flow in to replace the contents of the frames on Page 3. In this way the story will always retain a logical order within the document.

Where several frames containing the same story appear on the same page, text will flow into them in the order in which you created them, no matter where they are placed on the page.

If an existing frame is resized, the text will be reformatted to fit the new size. The text in subsequent frames will also be adjusted so that it follows on correctly.

Displaying information about a story

You can inspect information about the length of a story, how much of it currently occupies frames, and how much of it remains to be placed, by double-clicking **Select** or **Adjust** on the name of the story in the browser. The **Statistics** dialogue box that appears also tells you how much unused frame there is and how much memory is available to Acorn Desktop Publisher:

Statistics	
Statistics for:	Example
Size (Kbytes)	30
Number of pages	1
Total number of words	1270
Number of words placed	1256
Number of words remaining	14
Unused frame (inches)	0
Free RAM (Kbytes)	46

Renaming a story

A story does not have to keep the name it had when you imported it. To rename a story, follow these steps:

- 1 In **frame** mode, select a frame containing the story or click on the story name in the browser. The story name in the browser is highlighted.

- 2 Display the menus and click on **Rename story** in the **Imports** menu. A dialogue box appears:

Rename story	
Old name	News1
New name	Good News
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

- 3 Type a new name for the story and click on **OK**. The browser displays the new story name.

Deleting a story

To delete an unwanted story from your document:

- 1 Click on the story name in the browser or select a frame containing the story. The story name is highlighted.
- 2 Click on **Delete story** in the **Imports** menu. A dialogue box appears, giving you the chance to cancel the instruction.
- 3 To confirm the deletion, click on **OK** and the story is removed from the document and the browser. Any frames that held material from the deleted story are emptied.

Repelling text

When a frame is superimposed on another frame which contains text, the text in the frame underneath may be hidden. You can reveal the text by making the top frame repel the text in the underlying frame. The text will then be 'pushed aside' by the top frame so that it always remains visible. To set this option, click on **Repel text** in the **Frame** menu. The **Repel text** dialogue box appears, allowing you to turn the facility off or on. When **Repel text** is turned off, any text which lies behind a frame with an opaque tint will be hidden from view.

The same dialogue box allows you to specify the amount of space to be left around each frame:

Repel text	
Frame padding:	inches
Vertical space	<input type="text" value="0.17"/>
Horizontal space	<input type="text" value="0.17"/>
<input checked="" type="checkbox"/> Repel text this frame	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Typing and styling text

Once you have imported a story, you can add to it, edit it, choose text styles and add graphics. You can type in new text, either adding it to an existing document or typing straight into a new document.

You need to work in **text** mode to type in, edit and style text.

The character sets

Acorn Desktop Publisher uses the default RISC OS character set, which is the ISO Latin1 Alphabet. The table of characters is given in *Appendix C*.

Foreign keyboards will have accented characters. If your keyboard has accented characters, Acorn Desktop Publisher will show them on the screen as you type them.

If you do not have a foreign keyboard, you can obtain an accented character using the Alt key in combination with the ASCII number of the character you want, typed on the numeric keypad. Use the table in *Appendix C* to find the ASCII number.

There is another range of characters you can use either as the introductory symbol of a bullet paragraph, or elsewhere within the text. To use one of these characters in a block of text, use the **Font/size** option in the **Text style** menu and choose a symbol font such as Selwyn. Then refer to the second character table in *Appendix C* to determine the ASCII number of the character you want. To make the character appear in your text, hold down the Alt key while typing the ASCII number on the numeric keypad.

To use bullets to introduce specially formatted paragraphs, you need to set up a paragraph style with a bullet using **paragraph** mode. This is described under *Bullets* in the chapter *Giving your document a style*.

Typing in text

You may sometimes want to type a short piece directly into your Acorn Desktop Publisher document. It is quite possible to type in longer articles, but it is usually more efficient to use a word processor and then import the text. You can also amend imported text.

To type in some text:

- 1 Click on the text icon in the toolkit to switch to **text** mode. The pointer changes to a caret.
- 2 Click in the frame at the point where you wish to add some text. Another caret appears; this one does not move when you move the mouse, but indicates where the new text will appear.
- 3 You can now type in text until the frame is full.

Text that is typed directly into your document can be edited in the same way as imported text. To move around the text, use either the arrow keys or the pointer. Click **Select** to move the caret to the pointer position. The chapter *Keystroke equivalents* lists all the keystrokes you can use instead of the mouse and the menus, when you are entering or editing text.

If you type in more text than will fit into the frame, the caret will disappear. Any text you type after the caret has disappeared will not be recorded. Resize the frame or delete some text to restore the caret to view.

Styling text

You can style your text by using different fonts, such as Homerton or Corpus, different type styles, such as bold or italic text, and different point sizes.

Apart from the point sizes displayed, you can choose your own custom point size.

You can choose a text style from the **Text style** menu or the browser, or you can use one of the function keys to access styles.

The style options you are currently using are marked with a tick in the **Text style** menu and shown in reverse video in the browser.

With *Acorn Desktop Publisher*, ← italic

you can use your computer screen to lay out pages of words and pictures. Put in headlines,

bold → **adjust** the size of illustrations, choose different tpestyles, move items from, place to place; *Acorn Desktop Publisher* gives you

underlined → complete control¹ over the appearance of the printed page.

↑
superscript

If you choose a new style option while the caret is in the text, text typed in from that point will be in the newly chosen style. If you move the caret to another position, the next text typed in will take on the style features of surrounding text.

The text style options in the **Text style** menu and the browser can be *toggled* on and off. This means that you use the same action to turn them on as to turn them off: click once on a style attribute to turn it on, and click again to turn it off. The **Text style** menu also offers a **Normal style** option which will turn off all the other attributes.

You can alter the style of a block of text after you have typed it. This is described in the section *Restyling a block of text* later in this chapter.

Editing text

There are several types of editing operation you can perform. You can:

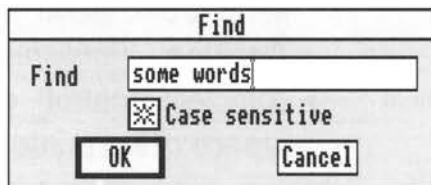
- search for a character or string of characters and replace it with another
- override the automatic hyphenation to add hyphens where you want them
- override the automatic spacing to keep a fixed space between two words
- restyle text

Find and replace editing

- delete text
- move text
- copy text.

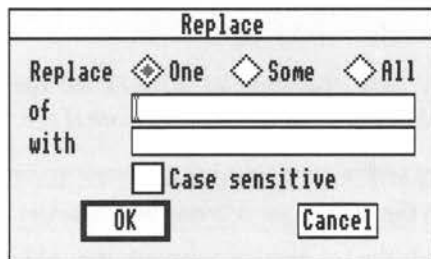
You need to mark a block of text before you can use the last four operations. This is explained later in this chapter.

If you want to search for a word or phrase in a story, use the **Find** option in the **Text edit** menu. The program starts searching from the caret position and searches through to the end of the story. You can choose whether you want Acorn Desktop Publisher to ignore or match the case of the text.



When the program finds a matching string, it marks it as a block, displaying it in reverse video.

If you want to replace one word or phrase with another throughout your story, select **Replace** from the **Text edit** menu. This allows you to specify both the string to be replaced and the new string. You can also choose whether you want to be asked to confirm the change each time a string is found (click on **Some** for this option) or for all the changes to be made without confirmation.



Soft hyphens

You can search for the next instance of the string using **Repeat find** in the **Text edit** menu. Most of the actions have keystroke equivalents, listed in a later chapter.

You can use **Find**, **Replace**, and **Repeat find** only in **text** mode.

Acorn Desktop Publisher follows hyphenation rules which control how long words are broken over line divisions. If you want to change the way a word breaks over a line division, you can override the rules by inserting a soft hyphen where you would prefer a word to be hyphenated. If the word does not need to be broken, the hyphen will not be used, but if the word does fall over a line division it will be split at the position of the soft hyphen.

To insert a soft hyphen place the text cursor where you want the word to break and choose **Soft hyphen** from the **Text edit** menu.

If you want to prevent a particular word from being split at all, place a soft hyphen in front of its first letter. The whole word will then be carried over to the next line.

Acorn Desktop Publisher provides a Hyphenation Exception Dictionary which lists words that are exceptions to the normal hyphenation rules or which are never to be hyphenated. You can edit this list directly as long as you observe a few basic rules. *Appendix D* explains how to do this.

Fixed spaces

When you are using justified text, Acorn Desktop Publisher varies the size of spaces between the words on a line to fit the line between the margins. Sometimes you might want to keep a fixed space between two words such as:

- initials and names: 'W S Churchill'
- telephone numbers: '01-200 0200'
- addresses: '5 Palm Grove Avenue'
- trademarks: 'Acorn Desktop Publisher'

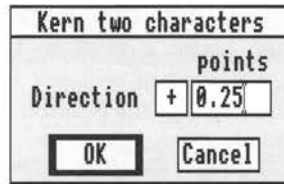
You can insert a fixed space between words to preserve the spacing. The words will not be split over a line break and the space between them will not be 'stretched' during justification. To add a fixed space, use **Fixed space** in the **Text edit** menu.

Kerning

Kerning is a printer's term for adjusting the spacing between letters on a line. Because of their shape, some letters can look unbalanced when evenly spaced. This is especially noticeable when characters which have sloping sides are set

in large upper-case letters. An example is the word 'AWAY'. You may wish to move the letters of the word 'AWAY' closer together. You can do this by using the **Kern** option in the **Text edit** menu:

- 1 Place the caret between the letters you wish to kern.
- 2 Select the **Kern** option. A dialogue box appears, allowing you to set the amount of extra kerning you want:



The measurement is in points. The symbol in the small box to the left of the measurement represents the direction of the kerning, + to increase the space, - to decrease it. To switch between these, click on the box.

- 3 Click on **OK** when you have chosen the value and direction of the kern.

You can also reduce the space between letters by pressing Ctrl-K. Each time you press this key combination, the kerning reduces by a small amount. Press the keys as many times as necessary to obtain the spacing you want. If you make the space too small, use the menu option to increase it again.

Marking a block of text

You need to mark a block of text before you can move it, delete it, copy it, or restyle it. To do this:

- 1 Move the caret to the start of the block you want to mark.
- 2 Press Select and drag the caret to the other end of the block. The marked block will be highlighted.

If you want to mark a single word, you can do so quickly by double-clicking on any part of it. The word and the space following it will be marked as a block.

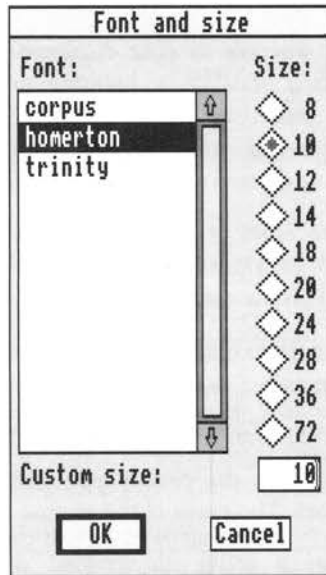
Restyling a block of text

You can alter the style of a block of text in much the same way that you set the style when inserting new text. Once you have marked the block, you can use the **Text style** menu, the browser or the keystroke alternatives to choose a style or combination of styles for the block. For example, to change a block of text to bold type:

- 1 Mark the block you want to change.
- 2 Choose **Bold text** from the **Text style** menu or browser.

You can also change the font and point size of a block:

- 1 Mark the block you want to change.
- 2 Click on **Font/size** in the **Text style** menu to display the **Font and size** dialogue box:



- 3 Choose the options you want and click on **OK**. The marked block takes on the characteristics you have chosen.

If you make the point size so large that not even the first character will fit into the frame, your frame will appear to be empty, but you won't be able to add anything to it. To make the text reappear, you will have to enlarge the frame until at least one character will fit into it.

You can also change the text style of a whole paragraph. This is described in the chapter *Giving your document a style*.

Cutting, copying and pasting a block of text

You can cut out or copy a block of marked text and store it on the text clipboard, by clicking on **Cut text** in the **Text edit** menu.

To copy a block of marked text onto the clipboard without deleting it from the document, click on **Copy text** in the **Text edit** menu.

Each time a block of text is cut or copied to the clipboard it replaces any text which is already there, but does not affect the frame and graphics clipboards.

To paste text from the clipboard into a document, position the text cursor where you want to add the text click on **Paste text** in the **Text edit** menu.

Working with pictures

You can add pictures to your document either by importing pictures you have prepared with a drawing or painting program like Draw or Paint (part of the Applications Suite supplied with your computer) or by using Acorn Desktop Publisher's drawing tools. This section explains how to import, crop and delete pictures prepared with a drawing or painting program.

Line art files and image files

There are two types of picture you can import into your document. A drawing program such as Draw will produce a *line art* file, while a painting program like Paint will produce an *image* file.

Importing a picture

Follow these steps to import a picture into your document:

- 1 Switch to **frame** mode.
- 2 Open a window for the directory containing the picture you wish to import.
- 3 Drag the icon of the picture you want to import to the document window or control panel. The name of the picture appears in the browser.

If you import a sprite file created in Paint, all the sprites within it will appear in the browser.

Adding a picture to a frame

If you select a frame before importing a picture, the picture will appear in the frame immediately. If you do not select a frame, the picture's name is added to the browser for you to use later. When you are ready to use the picture, select a frame and then click on the picture name. The picture will appear in the selected frame.

Once a picture is listed in the browser, you can use it again in as many different frames, and on as many different pages as you like. Every time you want to add the picture to the document, select a frame and then click on the picture name.

Deleting a picture

If you accidentally load the wrong picture, you can remove it from the document:

- 1 Select the picture by selecting the frame containing it, or by clicking on its name in the browser.
- 2 Select **Delete drawing** or **Delete image** in the **Imports** menu. A dialogue box appears, allowing you to delete the picture by clicking on **Delete**. You can change your mind about deleting a picture by clicking on **Cancel**.

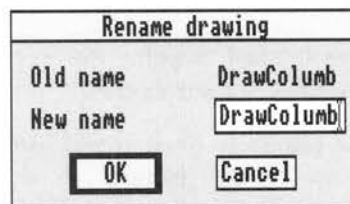
If you have already loaded the picture into one or more frames it will be removed from them.

If you have imported the picture into more than one frame and wish to delete it from only one, either import a different picture of the same format into that frame, or delete the frame and redraw it.

Renaming a picture

You do not need to keep the name the picture had when you imported it. To rename a picture:

- 1 Switch to **frame** mode and select a frame containing the picture. The picture name in the browser is highlighted in reverse video.
- 2 Select **Rename image** (or **Rename drawing**) in the **Imports** menu. A dialogue box appears:



Rename drawing	
Old name	DrawColumb
New name	DrawColumb
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

- 3 Type a new name for the picture and click on **OK**. The browser displays the new picture name.

Hiding the pictures

If you want to increase the speed at which the screen is redrawn, you can turn the pictures off. This does not remove the pictures from the document, but hides them until you turn them back on. To turn the pictures off, click on **Show pictures** in the **View** menu. All pictures are replaced by a box containing a diagonal cross.

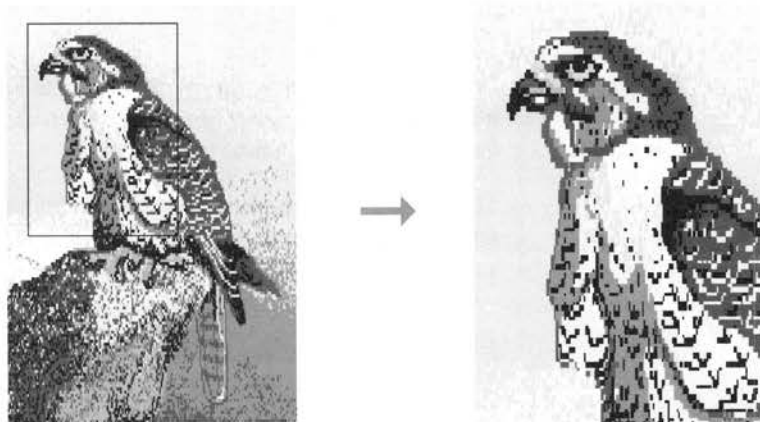
To turn the pictures back on, click on **Show pictures** again. The **Show pictures** option is ticked when the pictures are turned on.

Cropping a picture



You can cut away parts of a picture and later restore them. To crop a picture:

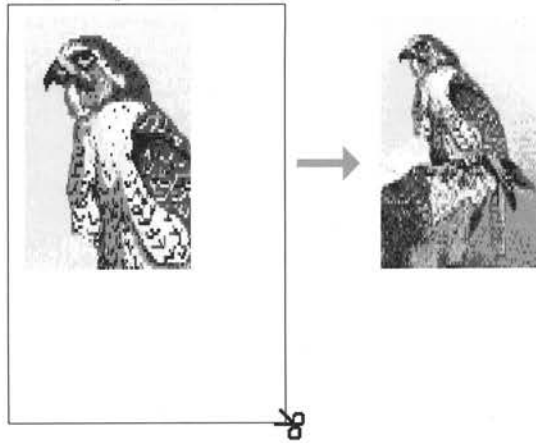
- 1 In **frame** mode, select the frame for the picture you want to crop.
- 2 Select **Crop picture** in the **Imports** menu. The pointer changes to a pair of scissors.
- 3 Use **Select** or **Adjust** to drag a box inside the picture to mark the portion you want to keep. When you release the button, the part of the picture inside the box expands to fill the whole frame.



- 4 When you have finished cropping the picture, click **Select** anywhere within the document window or control panel.

You may crop the picture as often as you like. Cropping does not maintain the original proportions of the picture, so the cropped portion may appear stretched.

You can restore cropped parts of the picture by dragging a box *outside* the cropped picture, but within the document window:



Cropping does not affect the original picture. You can restore it by selecting the frame and clicking on the picture name in the browser.

Drawing graphics



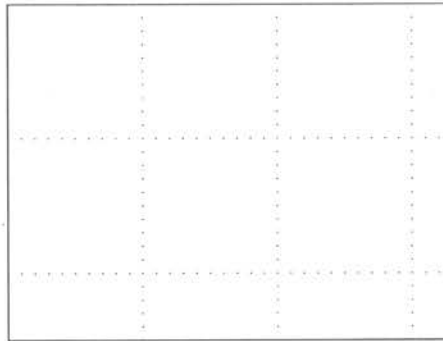
As well as importing pictures, you can create simple line drawings in your document using the drawing tools. You should prepare any complex drawings with a drawing program and then import them, but you can add to them with Acorn Desktop Publisher.

To draw in your document, switch to **graphics** mode. The browser is replaced by the drawing tools. When you first enter graphics mode, the selected tool is an arrow shape: use this once you have drawn a line or a shape, to select it for editing. When you select this tool, the pointer also changes shape to a large arrow.

Using the drawing tools

You can either draw in an empty frame, or you can add graphics to a frame with text or a picture in it:

- 1 Switch to **graphics** mode.
- 2 Select a frame. The frame is displayed with the grid shown in faint dotted lines:



- 3 Choose the drawing tool you want by clicking on its icon in the browser.

You can draw:

- straight or freehand lines
- polylines (for example, zigzag lines)
- a variety of shapes such as squares, circles, or ellipses.

You can also choose the line and fill styles, and when you have drawn some graphics you can edit and rearrange them.

To draw a *straight* line:

- 1 Click on the straight line icon; it is highlighted in reverse video.
- 2 Press and hold down Select at the point in the frame where you want the line to begin.
- 3 Drag across to the point where you want the line to end and release Select. A straight line is drawn joining the two points. It has handles which you can use to change it:



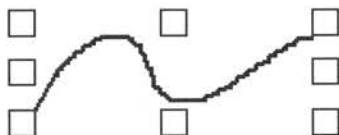
Drawing lines





To draw a *freehand* line:

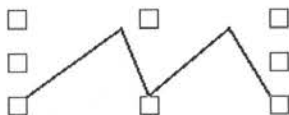
- 1 Click on the freehand line icon.
- 2 Press and hold down Select at the point in the frame where you want the line to begin.
- 3 Drag the pointer along the path you want the line to follow and release Select when you reach the line end:



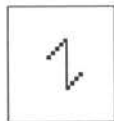
The amount of memory allocated to each freehand line is limited. When your line exceeds the memory limit, the drawing tool will temporarily stop working. To continue drawing, deselect the line you have drawn by clicking outside its handles (but within the frame it lies in), then continue drawing a new line from the point where the first line finished.

To draw a *polyline*:

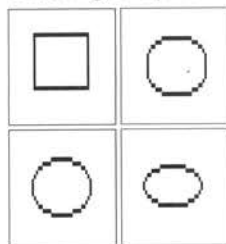
- 1 Click on the polyline icon in the browser. The polyline icon is highlighted.
- 2 Press Select at the point in the frame where you wish the line to start. Holding down Select, drag to the first angle of the line, and, still holding down Select, click with Adjust to mark an angle and change the direction of your polyline.
- 3 Click with Adjust at each subsequent angle until the line is complete.
- 4 Release Select to stop drawing.



Drawing a polyline

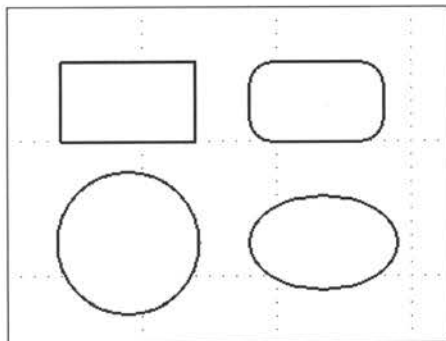


Drawing shapes



You can also draw shapes such as *circles*, *ellipses* or *rectangles* in a similar way:

- 1 Choose the icon for the tool you want.
- 2 Press and hold down **Select** at the point in the frame where you want to position one corner or edge of the shape, drag across to the opposite edge and release **Select**.



You may want to add some text to a picture. If you expect that you will always want to treat the picture and the text in the same way (labels on a graph, for instance), add the text directly to the frame containing the picture. However, if you think you might want to treat them separately (for example, scaling the picture but not the text), put the text in a separate frame and superimpose the text frame on the picture.

Selecting a graphics object



Once you have drawn a graphics object, you may want to edit or delete it. To do this, select the arrow-shaped tool in the graphics toolbox. Move the pointer to the object you wish to change, and click **Select**. Handles appear, indicating that the object is now selected. You can use these handles – in a similar way to the handles on a frame – to resize, move or otherwise change an object.

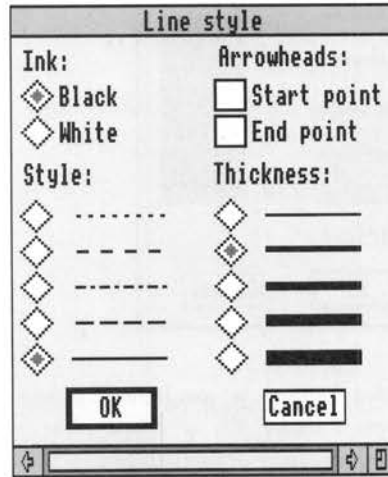
For details, see the section *Moving and resizing objects*, later in this chapter.

To select a graphics object that is inside another, first select the outer object. Then call up the **Graphics** menu and choose **Send to back**. This will leave the inner object at the front, and you will be able to select it. If you have several 'nested' objects, you will need to send each of them to the back in turn in order to select the innermost one.

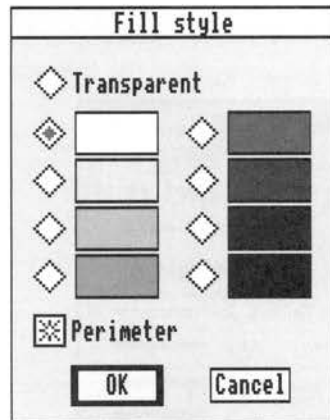
Changing the line and fill style

The graphics objects in a frame will be 'stacked' in the order in which you drew them, with more recently drawn objects in front of less recently drawn objects.

You can choose between several thicknesses and styles of line in black or white, with arrowheads at one or both ends. Use the **Line style** option in the **Graphics** menu to choose a line style. The line style you choose will be used to draw the edges of shapes as well as lines, but arrowheads will only be used on lines.



You can also choose a tint to fill the shapes you draw. Click on **Fill style** in the **Graphics** menu to display the **Fill style** dialogue box. There are seven opaque background tints, from white, through six levels of grey, to black. There is also a transparent tint which allows objects behind the shape to be seen. This dialogue box also allows you to choose whether or not the edge (or perimeter) of a shape will be drawn in. Make your selections by clicking in the appropriate boxes.



The **Fill styles** option is available for any shapes you draw with the shape tools, but you cannot fill a shape that you drew using the straight line, freehand line, or polyline drawing tools.

You can either set up line and fill styles before drawing your shapes, or change the line and fill style of objects you have already drawn. If you set up styles in advance, any item you go on to draw uses these styles. If you change the line or fill style selections while an object is selected, the new style selections will be applied to the selected object and to any more you draw.

It is easy to move an object or adjust its size or shape after you have drawn it.

To *move* an object:

- 1 Select the object.
- 2 Hold down Select.
- 3 When the grabber hand appears, drag the object to its new position.



Moving and resizing
objects

You cannot drag an object outside its frame, nor from one frame to another. If you want to move an object to another frame, use the cut and paste facilities in the **Graphics** menu.

To change the *size* or *shape* of an object, select it and use the **Select** button to drag the frame by the handle until it is the size and shape you want. Dragging on the handles produces different effects according to the type of object being manipulated:

- When working with a line, drag a handle *towards* or *away from* the other handle to *shorten* or *lengthen* the line. As you drag the handle, the line pivots around the other handle.
- When working with a circle, drag a handle *towards* or *away from* the handle opposite it to make the circle *smaller* or *bigger*. As you drag the handle, the circle pivots around this opposite handle.
- When dragging the handle of all other objects, drag a corner handle to lengthen or shorten the object *both* vertically *and* horizontally, or drag a centre handle to lengthen or shorten the object *either* vertically *or* horizontally.

You can *move* and *resize* objects with greater accuracy using the **Size and position** option in the **Graphics** menu:

- 1 Select the object you wish to move or resize by clicking on it.
- 2 Click on **Size and position** in the **Graphics** menu. The **Size and position** dialogue box appears:

Size and Position	
Dimensions	inches
Horizontal position	<input type="text" value="1.00"/>
Vertical position	<input type="text" value="1.00"/>
Width	<input type="text" value="3.50"/>
Height	<input type="text" value="1.20"/>
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Cutting, copying and pasting objects

- 3 To *move* the object, change the **Horizontal position** and **Vertical position** entries. The **Horizontal position** is the distance between the lefthand edge of the object and the lefthand edge of the frame it was drawn in. The **Vertical position** is the distance between the top of the object and the top of the frame it was drawn in.
- 4 To *resize* the object, change the **Width** and **Height** entries.
- 5 Click on **OK** to apply the changes to the object.

You can also check the size and position of an object by double-clicking on the object.

You can cut, copy and paste graphic objects in the same way as you can with text and frames. Select the item you want to cut or copy and use:

- **Cut item** in the **Graphics** menu to cut an object
- **Copy item** in the **Graphics** menu to copy an object.

The copy or cut out object is stored on the graphics clipboard. If you want to paste the object into the same frame or a different frame, select the frame and use the **Paste item** option in the **Graphics** menu.

Remember that only one item can be held on each clipboard. When you use a **Copy** or **Cut** option, the new item is added to the graphics clipboard and anything which was already held on it is lost.

Giving your document a style

Using a style sheet

This chapter shows you how to give all your documents a consistent and professional look. It shows you how to use a style sheet, set up your page format and create paragraph styles.

Every document you create with Acorn Desktop Publisher is formatted using a *style sheet*. A style sheet is a file which stores information about the stylistic features of your document. You cannot look at the style sheet directly, but you can examine the information it stores:

- the *page format* you have chosen
- the design of the *master page*
- the *paragraph styles* you have designed.

Because all this information is stored together in a named file you can re-use the same format in several documents. All the documents you create using the same style sheet will have the same appearance, so it is easy to make your documents look consistent.

If you wish to use an existing style sheet when you open a new document, follow these steps:

- 1 Open a window for the drive and directory containing the style sheet.
- 2 Double-click on the style sheet icon. If the program is not loaded, it loads automatically and the Acorn Desktop Publisher window opens.



If the program is already loaded, you can also drag the style sheet icon to the Acorn Desktop Publisher icon in the icon bar.

If you choose an existing style sheet, you will not need to set up the page format, master page and paragraph styles. You can modify the master page and add paragraph styles to those on the style sheet, but you cannot alter the page format once this has been set. If you do not choose to use an existing

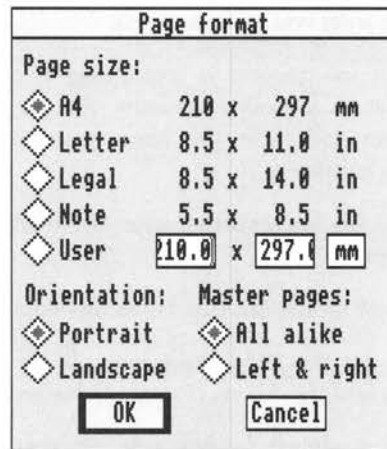
Setting up your page format

style sheet, you will need to set your page format and design a master page before you add any text or graphics to the document. You can create paragraph styles as you go along – you don't need to set these up at the start.

The page format controls the paper size, orientation of the paper, and whether your document is laid out and printed with different left and right pages, or with all the pages the same. It is important to set your page format correctly before you start work on your document, as you cannot change it later.

To set up your page format:

- 1 Press Menu on the icon bar icon for Acorn Desktop Publisher.
- 2 Select **Page format** from the DTP menu.
- 3 Choose your paper size, its orientation, and whether you want the pages in your document all the same or different lefthand and righthand pages, by clicking on the relevant boxes. The illustration shows you the default page format settings. These are the settings you will get if you do not make any changes.



Paper size

The **Page format** dialogue box offers you four standard paper sizes:

- A4 = 210 x 297 mm
- letter = 8.5 x 11 inches
- legal = 8.5 x 14 inches
- note = 5.5 x 8.5 inches.

Alternatively, you can define your own paper size. To select the unit you want to use, click on the box showing the units.

Different left and right pages

If you are going to print your document on only one side of the paper, choose **All alike** to create a single master page. Every page in your document will then have the inside or *binding margin* on the lefthand side. If you want to print your document on both sides of the paper, choose **Left and right**. The binding margin will then be on the left for each righthand page, and on the right for each lefthand page.

Page orientation

Choose **Portrait** to make all the pages in your document *tall*, and **Landscape** to make them *wide*:



Portrait



Landscape

The master page

If you want a document to look really professional, you should try to use the same basic layout on every page. To do this, create a *master page* which will be used as a *template* for every new page you create. On the master page you can draw column guides to help you align frames for text and graphics, draw frames, and include any graphics (such as a logo) that you want to appear on every page. You can have two master pages, one for lefthand pages and one for righthand pages; this is appropriate if your document is to be printed on both sides of the paper.

Displaying the master page

To display the master page of your document, first click on **Go to page** in the **Page** menu. Then:

- if you have chosen **All alike** on the **Page format** dialogue box, just click on the box
- if you have chosen **Left and right** on the **Page format** dialogue box, click on the **L** or the **R**.

You may need to switch to **Full page view** in the **View** menu if all of the master page is not visible. If you have chosen **Left and right** master pages, you can display both master pages together by clicking on **Double page** in the **View** menu. If you look at only one of the master pages, the folded-down corner on the page icon will show you whether you have a left or right page on screen.

Designing the master page

The master page acts as a template for any new pages you insert into your document. When you start a new document, the first page will change automatically when you first design the righthand (or only) master page, unless you have already drawn frames on the first page. Any further pages you add will have the same layout as the master page(s). You can change the master page after you have added more pages without affecting the existing pages, but any new pages you add will have the design of the new master page.

When you have finished designing your master page(s) use the **Go to page** command in the **Page** menu to display the first page of your document. To do this, you don't need to type a page number, as the first page is automatically displayed if you click on **OK**.

Paragraph styles

A *paragraph* is any block of text which ends with a Return. It can be of any length, from a single character to a full page. In Acorn Desktop Publisher, each paragraph is *tagged* with a style name; a style is assigned to a paragraph by choosing the **Paragraph** option from the main menu. The section *Working with paragraph styles* later in this chapter explains how to assign paragraph styles; in the rest of this section the basic concepts are explained. The style attributes of a paragraph are used for all paragraphs with the same style name. Paragraph styles you might use in your documents include *body text* (for the bulk of your text), *subheading*, *heading*, and *bullet* (for lists). A new paragraph is always tagged as *body text* until you give it a different style name.

A paragraph style sets these features of text:

- text style
- leading
- justification
- hyphenation
- bullets
- letter spacing
- indents and margins
- word spacing
- tab settings
- font
- point size.

You can set each of these when you create a new paragraph style or edit an existing style. It is important that you know what each of these is before you start to use the paragraph style editing commands.

Text style

There is a variety of text styles, including:

- bold
- italic
- underlined
- superscript
- subscript
- normal.

Some of these styles can be combined with others. For example, you could have underlined bold text.

Leading

Leading is the space between lines. It is called leading because printers originally used strips of lead to separate the lines of type (and is thus pronounced 'ledding'). Leading is measured in points (a point is 1/72 of an inch). You can alter the leading to create the appearance of single, double, or other types of line spacing, though there is a minimum leading which depends on the font size selected.

Text format

There are five text formats you can choose from:

- fully justified (like the main text paragraphs in this Guide)
- flush left
- flush right
- centred
- tabulated.

Hyphenation

Acorn Desktop Publisher will automatically hyphenate words which fall over line breaks if you are using fully justified text. You can turn hyphenation on or off, and control the point at which a word breaks (see *Soft hyphens* in the chapter *Working on your document*). If you want to use hyphenation, you can set the *hyphenation hot zone*. If a long word comes at the end of a line and crosses into the hyphenation hot zone it will be split and hyphenated. The hyphen will fall within the hot zone.

Bullets

You may wish to have a *bullet* as the first item in a paragraph. This is particularly suitable for lists or instructions which need not occur in an ordered sequence. There are several designs of bullet:



A bullet will always appear as the first character on the first line of the paragraph, and only on that line. If you want a bullet elsewhere, you will have to type it in individually. The section *The character sets* in the chapter *Working on your document* explains how to do this.

Word spacing

If you are using justified text, the program will add extra space between words to fit each line between the margins. You can set the maximum and minimum space between the words in each paragraph style. The space between words is measured in *ems*.

Letter spacing

If the amount of space which would need to be inserted between each word to justify the text exceeds the maximum you have set, extra space is added between the letters in each word. You can prevent extra space being added between the letters, as described under *Creating a new paragraph style*, below.

Paragraph indents and margins

You can set the space above a paragraph, and the amount by which the paragraph is to be indented from the left and from the right. The left indent of the first line is set separately from that of the remaining lines.

The left and right margins are measured from the left and right edges of the frame. The top of a paragraph will start at the top of a frame if it is the first paragraph in the frame.

You can create a hanging indent by indenting the first line less than the other lines in the paragraph. This is useful for numbered paragraphs in which the text is in a block and the numbers are set out to the left (like the numbered lists of instructions in this Guide). Type the number of the paragraph on the first line and press Tab to move the cursor to the indent position. Continue typing and the rest of the paragraph is automatically indented. Start a new paragraph for each numbered point.

Tabs

You can set up to ten tab stops in a paragraph. For each one you can choose:

- the *type* of tab stop it is (left, centre, right, or decimal)
- the *position* of the tab stop
- the *leader* character to be used (spaces, dots, underlines)
- the amount of *space* to insert between each leader character.

Tab positions are set from the left of the frame.

Font and point size

You can choose the font and point size you want to use in a paragraph. The larger the point sizes you choose, the larger the letters will be: 8 is a very small point size, 32 is the largest you are likely to use. This Guide is set in 10 point, with the chapter headings in 24 point.

Adding headers and footers

You can add header and footer lines to your document at any time. To create a header or footer:

- 1 Select **Headers and footers** in the **Page** menu. The **Headers and footers** dialogue box appears.
- 2 Choose whether you wish to create a header or a footer by clicking in the appropriate box.
- 3 Choose whether you want the header or footer to appear only on the lefthand or righthand pages or on every page, again by clicking in the appropriate box. If you have chosen to have all pages the same, this will mean that the same header and footer will appear on each page.

Headers and Footers			
Type:	Page:		inches
<input checked="" type="checkbox"/> Header	<input type="checkbox"/> Left	Distance from top of page	<input type="text" value="0.50"/>
<input type="checkbox"/> Footer	<input type="checkbox"/> Right	Start numbering from page	<input type="text" value="1"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
	<input checked="" type="checkbox"/> All	Text (use # for page no)	
Left	<input type="text" value="Doc/Internal/ABC/1.57"/>		
Centre	<input type="text" value="- # -"/>		
Right	<input type="text" value="15/3/89"/>		
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>	

- 4 Set how far from the top of the page you wish a header to be placed, or how far from the bottom of the page you want a footer to appear. Type the number you want to appear on the first page in the box **Start numbering from page**. The page number will be printed on each page, starting with this number.
- 5 Type any text you wish to appear on the left, centre, or right of the header or footer in the appropriate box. If you want the current page number to appear in this text, use #. For example, if you want 'Page 1' to appear at the foot of page 1, 'Page 2' at the foot of page 2, and so on, type 'Page #' in the footer box.
- 6 Click on **OK** when you have finished.

When you have defined a header or footer, a new style – Header or Footer – appears in the browser, allowing you to change its appearance.

Working with paragraph styles

To work with paragraph styles, you need to be in **paragraph** mode. The paragraph styles which are currently available will be shown in the browser when you are using **paragraph** mode. The commands you need to use to work with paragraph styles are in the **Paragraph** menu.

When you first import or type a story, all the paragraphs will be tagged as body text (unless you have flagged them in the source text, as described in the section *Flagging paragraph styles in source text* in the previous chapter). When you want to create paragraph styles and allocate styles to paragraphs, first select the paragraph you want to work on, by moving the pointer onto a paragraph and pressing Select: the whole paragraph is highlighted and the name of the paragraph style is highlighted in the browser. If you want to select a paragraph style rather than a single paragraph, click on the name of the paragraph style in the browser.

This section explains how you can:

- create a new paragraph style
- edit an existing paragraph style
- rename a paragraph style
- tag a paragraph with a different style
- delete a paragraph style.

Creating a new paragraph style

To create a new paragraph style, begin with an existing style and alter the settings, then give the new style a new name. This does not affect the existing style at all. To create a new paragraph style:

- 1 Select a paragraph of text which has the style closest to the one you want to create.
- 2 Click on **New style** in the **Paragraph** menu. The dialogue box that appears shows the name of the style you have selected and has a box for you to give a name for the new style.

- 3 Press Esc to clear the name box, then type a name for the new style and click on OK. The **Paragraph** style dialogue box appears:

Paragraph		Font, size and style	
BODY TEXT	Font:	Size:	Style:
Font	corpus	◇ 8	<input type="checkbox"/> Bold
	homerton	◇ * 10	<input type="checkbox"/> Underline
	newhall	◇ 12	<input type="checkbox"/> Italic
	trinity	◇ 14	<input type="checkbox"/> Light
Dimensions		◇ 18	<input type="checkbox"/> Superscript
		◇ 20	<input type="checkbox"/> Subscript
Options		◇ 24	<input type="checkbox"/> White
		◇ 28	
Format		◇ 36	
		◇ 72	
OK	Cancel	Custom size: <input type="text" value="10"/>	Leading: <input type="text" value="14"/>

- 4 This dialogue box has four different righthand sections, each one corresponding to a small box on the left. The **Font, size and style** box always appears first. Choose a font by clicking on its name (you can scroll this window if necessary). Click on the style boxes to turn each style on or off. Set the point size by clicking on the diamond-shaped box next to the size you want, or by typing any size you like in the **Custom size** box.
- 5 If you choose one of the point sizes given, a suitable leading is offered, which you can change if you wish. If you choose your own point size, you must also enter your own value for the leading.
- 6 You can choose which other features of the style to set by clicking on the boxes **Dimensions**, **Options** and **Format**. When you click on one of these, a new section of the dialogue box appears.

- 7 Click on the **Dimensions** box to set the margins, the spacing between words, and the hyphenation hot zone.

Paragraph	Dimensions
BODY TEXT	Margins: inches
<input type="button" value="Font"/>	Space above <input type="text" value="0.21"/>
<input type="button" value="Dimensions"/>	First line left indent <input type="text" value="0.00"/>
<input type="button" value="Options"/>	Left indent <input type="text" value="0.00"/>
<input type="button" value="Format"/>	Right indent <input type="text" value="0.00"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	Spacing: ems
	Minimum word space <input type="text" value="0.3"/>
	Maximum word space <input type="text" value="0.9"/>
	Hyphenation hot-zone <input type="text" value="5.0"/>

- 8 Click on the **Options** box to turn hyphenation on or off, to turn variable spacing between letters on or off, and to choose a bullet character.

Paragraph	Options
BULLET	Bullet character:
<input type="button" value="Font"/>	<input type="button" value="None"/> <input checked="" type="button" value="☐"/> <input checked="" type="button" value="☑"/> <input type="button" value="✕"/>
<input type="button" value="Dimensions"/>	<input type="button" value="✱"/> <input type="button" value="★"/> <input type="button" value="✱"/> <input type="button" value="◻"/>
<input type="button" value="Options"/>	<input type="button" value="◻"/> <input type="button" value="◻"/> <input type="button" value="◆"/> <input type="button" value="↓"/>
<input type="button" value="Format"/>	<input type="button" value="●"/> <input type="button" value="○"/> <input type="button" value="■"/> <input type="button" value="◻"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	<input checked="" type="checkbox"/> Hyphenation allowed
	<input checked="" type="checkbox"/> Letter spacing allowed

- 9 Click on the **Format** box to choose a text format and to set tabs. If you want to set tabs, you must first choose the **Table** format. The chart beneath **Table** lets you define up to ten tab stops.

Paragraph		Format				
BODY TEXT		<input type="checkbox"/> Flush left	<input type="checkbox"/> Justified	<input type="checkbox"/> Flush right		
Font		<input type="checkbox"/> Centre	<input checked="" type="checkbox"/> Table, units:		inches	
Dimensions		tab no.	tab type	tab position	leader type	leader spacing
Options		1	Right	0.50	- - -	0.10
Format		2	Left	1.00	NONE	0.00
OK		3	NONE	0.00	NONE	0.00
Cancel		4	NONE	0.00	NONE	0.00
		5	NONE	0.00	NONE	0.00
		6	NONE	0.00	NONE	0.00
		7	NONE	0.00	NONE	0.00
		8	NONE	0.00	NONE	0.00
		9	NONE	0.00	NONE	0.00
		10	NONE	0.00	NONE	0.00

When you click on the box to the left of 'Table', the grey entries in the lefthand column of the table change to black. To set a tab, click in the box in this column. The entry NONE changes to Left, giving a left-aligned tab stop. Click again, and it changes to Right; further clicks give, in turn, centred and decimal-point aligned tab stops. The second column sets the tab position. The third column – leader type – allows you to choose either full stops or dashes to fill in the empty space between tab positions, and the fourth column enables you to choose the spacing between these characters.

- 10 When you have finished, click on **OK**.

You can also allocate the new style to a function key so that each time you want to use the style you just need to press the function key. The procedure is described in *Assigning function keys* below.

Changing an existing paragraph style

You also use the **Paragraph style** dialogue box to alter an existing paragraph style. There are three ways to call up the dialogue box if you want to edit a style:

- 3 Press **Esc** to clear the name box, then type a name for the new style and click on **OK**. The **Paragraph style** dialogue box appears:

- 1 Choose the paragraph style in the browser and click on **Edit style** in the **Paragraph** menu.
- 2 Click on a paragraph which has been tagged with that style and click on **Edit style** in the **Paragraph** menu.
- 3 Double-click on the paragraph name in the browser or on a paragraph of text tagged with that style.

Use the **Paragraph style** dialogue box to change the style as you want and then click on **OK**. All the paragraphs tagged with that style will be updated to the new style definition.

Assigning function keys

You can use the function keys to call up paragraph styles instead of clicking on the names of styles in the browser:

- 1 Select a paragraph tagged with the style which you want to allocate to a function key.
- 2 From the **Paragraph** menu, choose **Function key** to display the list of keys.
- 3 Click on one of the function keys listed to allocate the paragraph style to it. If the style is already allocated to a function key, the key is ticked in the **Key** list. You can change the allocation by clicking on the name of a different key.

The function key boxes in the control panel are updated when you allocate a new key or change an allocation.

Changing paragraph style

You can change the style of a single paragraph by selecting it and tagging it with a different style:

- 1 Select a paragraph. The paragraph is highlighted.
- 2 Click on a paragraph style name in the browser. The paragraph you have selected takes on the characteristics of that style.

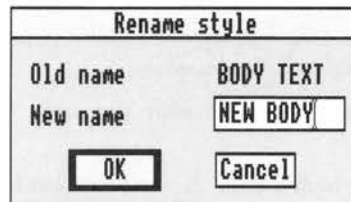
The paragraph will remain selected so that you can try out a range of styles.

If you have allocated paragraph styles to the function keys, you can change the style of a paragraph by selecting it, or placing the text cursor within a paragraph in **text** mode, and pressing a function key. The paragraph will be tagged with the associated paragraph style. You can click on the function key boxes in the control panel instead of using the keyboard if you prefer.

Renaming a paragraph style

You can rename a paragraph style without changing its definition. To rename a style:

- 1 Make sure no paragraphs are highlighted.
- 2 Select a paragraph tagged with the style you want to rename or click on the paragraph style name in the browser. The paragraph style name in the browser is highlighted.
- 3 Click on **Rename style** in the **Paragraph** menu. The **Rename style** dialogue box appears:



Rename style	
Old name	BODY TEXT
New name	NEW BODY
OK	Cancel

- 4 Type a **New name** for the paragraph style and click on **OK**. The name of the paragraph style in the browser changes to the name you have given.

Deleting a paragraph style

You can delete any paragraph style except body text. When you delete a style, any paragraphs in that style revert to body text. To delete a paragraph style:

- 1 Click on the name of the unwanted paragraph style in the browser, or select a paragraph tagged with the style.
- 2 Select **Delete style** in the **Paragraph** menu. A dialogue box appears giving you the chance to change your mind.
- 3 Click on **OK** to confirm the deletion. The name of the deleted paragraph style disappears from the browser.

Restyling part of a paragraph

You can override the paragraph style of an individual section of the text and give it different characteristics from the rest of that paragraph. Mark the section you want to change as a block in **text** mode and use the **Font/size** option in the **Text style** menu to give the block a different text style, font, point size, etc. This is described more fully in *Restyling a block of text* in the chapter *Working on your document*.

Saving the style sheet

When you create or edit paragraph styles, you are also altering the document's style sheet. If you expect to use the styles you have defined in another document, save the style sheet:

- 1 Open a window for the directory in which you want to save your style sheet.
- 2 From the **File** submenu, use the **Save style sheet** option to call up a **Save as** dialogue box.
- 3 Follow the standard RISC OS procedure, as outlined in the *Welcome Guide* and *User Guide* supplied with your computer.

Acorn Desktop Publisher menus

This chapter lists the options available in the Acorn Desktop Publisher menus. There are ten submenus which can be accessed directly from the main menu:

- File
- View
- Page
- Frame
- Imports
- Paragraph
- Text style
- Text edit
- Graphics
- Help.

Using menus

To display the menus, press the Menu button, then use Select or Adjust to choose the menu option you want. If you use Select, the menu disappears from the screen when the action is carried out, but if you use Adjust, the menu remains on screen (provided the option does not call up a dialogue box).

If an option is currently not available it appears in grey text and you cannot choose it. It will be available at some other time: in a different mode, for example.

Many menu options represent features that can be turned either on or off: when they are on, the option has a tick to its left.

The letters next to some of the options show *keystroke alternatives* which you can use instead of using the menu option. The 'hat' shape ^ represents Ctrl. Press Ctrl and another key together to make the selection. A full list of keystroke alternatives is given in the next chapter.

The icon bar menu

To remove a menu, move the pointer off the menu and click Select.

To display the Acorn Desktop Publisher icon bar menu, click Menu on the application icon in the icon bar.

Info displays information about the program.

Page format displays the Page format dialogue box. It is not available when you already have a document loaded.

Quit removes Acorn Desktop Publisher from the computer's memory.

The main menu

Press Menu over the control panel or document window to display the main menu. Move the pointer across the arrowhead to the right of each option to display the submenus or dialogue boxes available.

DTP	
File	⇄
View	⇄
Page	⇄
Frame	⇄
Imports	⇄
Paragraph	⇄
Text style	⇄
Text edit	⇄
Graphics	⇄
Help	⇄

The File menu

Use the File menu to print a document, save a document or style sheet and inspect statistics about a document. The menu offers these options:

File	
Print...	
Save document	⇄
Save style sheet	⇄
Statistics... ^Z	

Use **Print** to set various print options, such as the number of copies to print, page range, forward or reverse order, and so on, and initiate printing.

The View menu

Use **Save document** to save a document with its existing name or a new name. First, open a window for the directory where you want to save the document, then drag the document icon to the window. The document will remain in the computer's memory for further editing.

Use **Save style sheet** to save the style sheet with its original name or a new name. Open the directory window for the directory where you want to save the style sheet, and drag the style sheet icon to the window. Saving the style sheet enables you to use it again for other documents.

Statistics displays information about the document in memory, including the number of pages and words placed and unplaced in the document, and the amount of RAM (working memory) available. The Statistics box may take a while to appear, and, if you are using a single floppy disc drive, may prompt you to change discs more than once.

Use the **View** menu to control the display of your document on screen. It offers these options:

View	
Double size	^F8
✓ Actual size	^F9
Half size	^F10
Full page	^F11
Double page	^F12
Show rulers	
Show frames and columns	
✓ Show pictures	
Units	↔

The view size which is in use has a tick by it.

Double size shows the page at approximately twice the print size. It is useful for detailed work on pictures and graphics or very small text.

Actual size shows the page at print size. It is useful for text editing.

Half size shows the page at half the print size. Use it for checking the overall layout of your document.

Full page displays all the current page on the screen.

Double page shows a pair of facing pages on the screen.

Show rulers lets you hide or display the rulers at the top and lefthand edges of the work area. When the rulers are displayed, the position of the pointer is indicated by thin hairlines moving along them.

Show frames and columns lets you hide or display the outline of the frames and guide columns on each page. Turn the guide columns on to help you to align frames and check how much space is left in each column. Turn them off to see what the page will look like when printed.

Show pictures lets you hide or display pictures. Turning the pictures off considerably increases the speed at which the screen is redrawn. A diagonal cross appears in place of each picture.

Units offers five different units of measurement:

- picas and points
- inches and tenths
- inches and eighths
- centimetres
- millimetres.

Click on the unit you want; it will be used on the rulers and elsewhere in the application.

If the rulers are displayed, you can also change the units by clicking on the unit description in the top lefthand corner of the document window where the rulers meet.

The Page menu

Use the **Page** menu to move around the document, add, insert and delete pages, set headers, footers and column guides, and set the print position. It contains these options:

Page
Go to page...
Add page Insert page Delete page
Headers and footers... ✓ Header this page ✓ Footer this page
Set column guides... Set print position...

Go to page lets you move to any page of your document, including a master page. You can turn backwards or forwards one page by clicking on one of the arrows on the page icon.

Add page inserts a blank copy of the master page *after* the current page. If the last page of the document is on screen, you can add a new page by clicking on the right arrow on the page icon.

Insert page inserts a blank copy of the master page *before* the current page.

Delete page deletes the current page. You cannot delete the only page of a single-page document.

Headers and footers lets you set headers and footers. Each header and footer can have up to three sections (one left-aligned, one centred, and one right-aligned), and can appear on left pages only, right pages only, or on both (if you have two master pages). You can also set the distance from the top or bottom of the page, and the page number to start numbering from. You can edit header and footer text only by using this menu option.

To set the text style, font, point size, indents, etc used in your headers and footers, edit the paragraph styles called **Header** and **Footer**. These styles are created when you set up your header and footer.

Header this page lets you turn the header on or off for the current page.

Footer this page lets you turn the footer on or off for the current page.

Set column guides (only available in **frame** mode) allows you to set:

- the number of columns on each page
- the top, bottom, left and right margins on each page
- the size of the gap between columns.

Set print position displays a dialogue box allowing you to set or change the **Vertical** and **Horizontal** page offsets. These control the position of the document on the printed page.

The Frame menu

Use the **Frame** menu to work with frames. Most of the options in this menu can only be used in **frame** mode. The **Frame** menu offers these options:

Frame	
✓ Snap to guides	
Frame border...	
Frame tint...	
✓ Repel text...	
Size and position...	
Cut frame	^D
Copy frame	^C
Paste frame	^P
Send to back	^B
Bring to front	^F

Snap to guides lets you turn snapping on or off. When snapping is turned on, frames snap to the column guides when created, moved, or stretched (provided you are close to a guide line when you release the button). This helps you align them correctly. The *top* and *bottom* edges of a frame snap to the ruler spacing (centimetres, inches and tenths, etc) and the *left* and *right* edges snap to the left and right edges of the column guides.

Frame border lets you choose a border in one of four different styles. You can have a border at the top, bottom, left, or right of the frame, or any combination of these.

Frame tint lets you choose a background tint. There are eight opaque tints ranging from white through five levels of grey to black, and one transparent tint.

Repel text lets you turn repelling on or off. The default action is for superimposed frames to repel text in an underlying frame. You can also set an extra area of *padding* around the edge of the frame which text cannot enter.

Size and position lets you resize and position frames with great accuracy. You can set the horizontal or vertical position, and the width or height of the frame. The position of a frame is measured from the top and lefthand edges of the page it was drawn on. (Double-clicking on a frame in **frame** mode also displays this dialogue box.)

Cut frame removes the selected frame from the work area and places it on an imaginary clipboard. You can then paste it in somewhere else or leave it out of the document. Any frame previously stored on the frame clipboard is lost when you use this option, but the text and graphics clipboards are not affected.

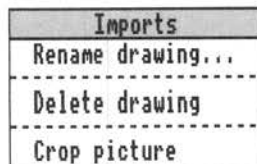
Copy frame makes a copy of the selected frame and adds it to the clipboard. Any frame previously stored on the frame clipboard is lost when you use this option, but the text and graphics clipboards are not affected.

Paste frame pastes the frame on the clipboard on the current page, placing it on the page in the position it had on the page it was copied from. If there is another frame already there, the copy is pasted above and to the left of the original frame.

Send to back places the selected frame behind any frames it covers.

Bring to front places the selected frame on top of any frames covering it.

Use the **Imports** menu to work with imported text and pictures. The word *import* in the menu is replaced by *story*, *picture* or *drawing*, depending on the type of import you are working with. The **Imports** menu offers these options:



The Imports menu

Rename import lets you give a new name to your story or picture. The name in the browser changes when you click on **OK**.

Delete import deletes every copy of a story or picture. A dialogue box asks you to confirm or cancel the deletion.

Click on **Crop picture** to cut away part of the picture and rescale the rest. The pointer changes to a pair of scissors. Using **Select**, drag a box inside the picture to mark the portion you want to keep. Click anywhere outside the frame or display the menus to finish cropping. To restore part of the picture you have previously cropped, drag the box outside the frame.

You can only use **Crop picture** in **frame** mode with a picture selected.

The Paragraph menu

Use the **Paragraph** menu in **paragraph** mode to work with paragraph styles. Changes to a paragraph style affect all paragraphs tagged with that style. To change blocks of text *within* a paragraph, use **Font/size** in the **Text style** menu. Text or font attributes chosen in **text** mode always take precedence over attributes set with the **Paragraph** menu.

To use most of the options in the **Paragraph** menu you need to select a paragraph style.

The **Paragraph** menu offers these options:



Edit style displays the **Paragraph** dialogue box allowing you to change the attributes of an existing paragraph style. The different boxes, displayed when you click on the appropriate box on the lefthand side, allow you to set these text attributes:

- **Font, size and style** lets you set the font, point size, leading (inter-line spacing) and text style.

- **Dimensions** lets you set the margins, indents, minimum and maximum space between words in ems, and hyphenation hot zone. If you set a *larger* value for minimum space than for maximum space, the minimum space value will be used as the maximum.
- **Options** lets you choose a bullet symbol, whether to hyphenate text, and whether to allow additional spacing between letters when justifying text.
- **Format** lets you set the justification format: justified, flush left (ragged), centred, flush right (right-aligned) or tabulated. If you choose tabulated (**Table**) you can set up to ten tabs specifying the *type* (left, right, centre, or decimal tab), *position*, *leader* character (spaces, underlines, dots), and how much *space* to insert between each leader character.

You can also display the **Paragraph style** dialogue box by double-clicking on a paragraph or paragraph style name.

New style lets you create a new paragraph style. Select a paragraph with a style similar to the one you want to create. A dialogue box appears, with a space for you to name the new paragraph style. The **Paragraph** dialogue box then appears for you to set the attributes of the paragraph style. The dialogue box is the same as that displayed by **Edit paragraph style**.

Rename style lets you type a new name for a paragraph style. When you click on **OK**, the name in the browser changes.

Delete style deletes the selected paragraph style. A dialogue box gives you the chance to confirm or cancel deletion. Any paragraphs which were tagged with the deleted style revert to body text.

Function key lets you assign a function key to a paragraph style. You can then use the paragraph style by pressing the key or clicking on its icon. If a key is already assigned to the selected paragraph style, it is ticked in the list of keys. The function key icons in the control panel show which styles are allocated.

Use the **Text style** menu in **text** mode to alter the attributes of a marked text block, or to set attributes for text you will type in afterwards. It offers these options:

Text style	
Font/size...	
✓ Normal	^F7
Bold	^F1
Underline	^F2
Italic	^F3
Light	^F4
Superscript	^F5
Subscript	^F6
White	

Text or font attributes set in **text** mode always override attributes set in **paragraph** mode.

Font/size lets you choose a font and point size. The present font and point size of the marked block is shown in the dialogue box. You can choose one of the given sizes, or a different one in the Custom size box.

Click on **Normal** to reset the text to the font, point size, and text style for the current paragraph.

Click on **Bold** to choose bold text.

Click on **Underline** to choose underlined text.

Click on **Italic** to choose italic text.

Click on **Superscript** to choose superscript text.

Click on **Subscript** to choose subscript text.

Click on **White** to choose white text on a dark background (if the frame is tinted).

The Text edit menu

Use the **Text edit** menu in **text** mode to perform word-processing tasks. It offers these options:

Text edit	
Find...	^S
Replace...	^R
Repeat find	^A

Cut text	^D
Copy text	^C
Paste text	^P

Kern	^K
Soft hyphen	F11
Fixed space	F12

Use **Find** to look through your document for a string of text. The program searches from the present cursor position in one direction to the end of the document. If the string is found, it is marked as a block.

Use **Replace** to search for one string of text and replace it with another.

To repeat a **Find** or **Replace** operation, click on the **Repeat find** option. The program searches from the present cursor position in one direction to the end of the story.

Use **Cut text** to cut out a marked block of text and place it on an imaginary clipboard. You can paste it in somewhere else later or leave it out of your document. Any text previously stored on the text clipboard is lost when you use this option, but the graphics and frame clipboards are not affected.

Use **Copy text** to copy a marked block of text to the clipboard without deleting it from the document. You can paste the text elsewhere in the same document or in a different document. Any text previously stored on the text clipboard is lost when you use this option, but the graphics and frame clipboards are not affected.

Use **Paste text** to insert the text on the clipboard at the cursor position.

Use **Kern** to move the two characters either side of the cursor closer together or further apart. The dialogue box lets you specify the amount of kerning in points, and whether to move the characters apart (+) or together (-). To switch between + and -, click on the box containing the sign. You can also use Ctrl-K

to move the characters together by half-point units without displaying the dialogue box.

Use **Soft hyphen** to place a hyphenation point into a word at the cursor position. If the word needs to be broken over a line division, it will be broken at the point of the soft hyphen, otherwise the hyphen will not appear. Place a soft hyphen at the start of a word to prevent it being hyphenated at all.

Use **Fixed space** to insert a fixed space at the cursor position. Use a fixed space to link words or numbers that you do not want to be split over lines, or where you don't want a space to be stretched during justification.

The Graphics menu

Use the **Graphics** menu in **graphics** mode to create and work with graphics. It offers these options:

Graphics	
√ Show grid	
√ Snap to grid	

Line style...	
Fill style...	

Size and position...	

Cut item	^D
Copy item	^C
Paste item	^P

Send to back	^B
Bring to front	^F

Show grid lets you hide or display the graphics grid.

Snap to grid lets you control whether graphics snap to the grid. Turn snapping on to help you align graphic objects with each other.

Use **Line style** to choose:

- black or white 'ink'
- dotted, dashed, or solid lines
- line width
- arrowheads at one or both ends of the line.

If a line is already selected, it will change to the new style. Otherwise, the style will be used for the next line you draw.

Use **Fill style** to choose a fill style for closed shapes. There are eight opaque fill styles, from white through six levels of grey to black, and one transparent style. You can also choose whether to display the outer edge (perimeter) of objects. If a solid object is already selected, the new fill style will fill it. Otherwise it will be used for the next solid object you draw.

Use **Size and position** to position graphics with great accuracy, and to make fine adjustments to their sizing. You can set the horizontal or vertical position and the width or height of the graphic object. The position of a graphic object is measured from the top and lefthand edges of the frame it was drawn in. You can also display the **Size and position** dialogue box by double-clicking on a graphics object.

Cut item removes the selected graphic object and places it on the graphics clipboard. You can then paste it in somewhere else or leave it out of your document. Any graphics previously stored on the graphics clipboard are lost when you use this option, but the text and frame clipboards are not affected.

Use **Copy item** to copy a selected graphic object to the clipboard without deleting it. You can later paste the object into the document using **Paste item**. Any graphics previously stored on the graphics clipboard are lost when you use this option, but the text and frame clipboards are not affected.

Use **Paste item** to paste the graphic object on the clipboard into the currently selected frame. The object is pasted in the equivalent position that it had in the frame it was cut or copied from. If there is another object already there, the copy is pasted in lower down and to the right of the original object.

Send to back places the selected graphic object behind any other graphics it covers.

Bring to front brings the selected graphic object in front of any other graphics covering it.

The **Help** option leads to a submenu offering information on nine topics. Clicking on the one you want displays the first of a series of windows. Click on **Next** to move to the next page, **Previous** to go back, and **Exit** to leave the Help system.

The Help menu

Keystroke equivalents

When you become familiar with Acorn Desktop Publisher, you may find it quicker and more convenient to use the keyboard instead of the mouse. This chapter lists the keystroke equivalents you can use to move the cursor and call up menus.

In frame mode

Ctrl-B	Hide a frame behind any others it covers
Ctrl-F	Bring a hidden frame to the front
Ctrl-C	Copy a frame to the clipboard
Ctrl-D	Cut out a frame and save it on the clipboard
Ctrl-P	Paste in a frame from the clipboard

In text mode

caret movement

←	Move the caret left one character
→	Move the caret right one character
↑	Move the caret up one line
↓	Move the caret down one line
Shift- →	Move the caret right one word
Shift- ←	Move the caret left one word

Editing

←	Delete the character to the left of the caret
Delete	Delete the character to the left of the caret (or when a block is marked, cut it out and send it to the clipboard)

	Copy	Delete the character to the right of the caret
	F10	Insert a soft hyphen
	F11	Insert a fixed space
	Ctrl-K	Kern two characters together by half a point
	Ctrl-C	Copy a block of text to the clipboard
	Ctrl-D or Delete	Cut out a block of text and send it to the clipboard
	Ctrl-P	Paste in a block of text from the clipboard
Find and replace	Ctrl-S	Find
	Ctrl-R	Replace
	Ctrl-A	Repeat the last Find or Replace operation
Text style	Ctrl-F1 or Shift-F1	Toggle bold text
	Ctrl-F2 or Shift-F2	Toggle underlining
	Ctrl-F3 or Shift-F3	Toggle italic text
	Ctrl-F4 or Shift-F4	Toggle light text
	Ctrl-F5 or Shift-F5	Toggle superscript text
	Ctrl-F6 or Shift-F6	Toggle subscript text
	Ctrl-F7 or Shift-F7	Switch to normal text
In graphics mode	Ctrl-B	Hide a graphic object behind any others it covers
	Ctrl-C	Copy a graphic object to the clipboard
	Ctrl-D	Cut out a graphic object and send it to the clipboard
	Ctrl-F	Bring a hidden graphic object to the front
	Ctrl-P	Paste in a graphic from the clipboard

In any mode

View

Ctrl-F8 or Shift-F8	Display page at double size
Ctrl-F9 or Shift-F9	Display page at actual size
Ctrl-F10 or Shift-F-10	Display page at half size
Ctrl-F11 or Shift-F-11	Display whole page
Ctrl-F12 or Shift-F12	Display two pages together

Miscellaneous

Ctrl-Z	Display statistics
Print	Print a document

Glossary

Word	Definition
ASCII text	Acronym for American Standard Code for Information Interchange . A computer code used to represent letters and numbers.
Baseline	An imaginary line connecting the bottoms of capital letters.
Binding margin	Extra space added to the side of a printed page to allow for punching or binding. It is usually on the lefthand side of a right page and the righthand side of a left page.
Bold text	Text characterised by thick, heavy lines.
Bullet	A heavy dot or other symbol, used to introduce a paragraph or list item.
Caret	A thin I-shaped vertical bar which indicates where typed text will appear or editing will take place.
Case	Letters can be either upper case (CAPITAL LETTERS) or lower case (small letters).
Centred text	Text which is positioned halfway between the left and right margins of its frame.
Character	Any single letter, number, punctuation mark, or symbol.
Clipboard	A temporary holding place for a block of text, a frame, or a graphic object which has been cut or copied. Acorn Desktop Publisher has three clipboards, one each for text, graphics and frames.
Column guides	Dotted lines showing the edges of the columns on each page. These are not printed.

Crop	Mask unwanted areas of a picture file.
Cut	Remove a block of text, a frame, or a graphic object from a document and place it on the clipboard.
Decimal tab	A tab stop which aligns columns of decimal numbers on the decimal point.
Default	What the computer will assume you want unless you tell it otherwise.
Em	A unit for measuring width which is equivalent to the point size of the font in use.
Fixed space	A space used to keep words together on the same line. This space is never 'stretched' during justification.
Font	A complete set of characters of the same design. The same as 'typeface'.
Footer	A line of text which appears at the bottom of every page.
Format	The visual appearance of a page of text, including its shape, size, margins, etc.
Frame	A rectangular box used to hold text, pictures, or graphics.
Grid	A pattern like graph paper within a graphics frame. All graphics are fastened to the grid points on this 'graph paper' when they are drawn or moved.
Handles	Small open squares on the edges and corners of a selected frame or graphic object which are used for resizing. The handles show when the frame or graphic object is selected.
Hanging indent	A paragraph style in which the first line is flush with the left margin and subsequent lines are indented.
Header	A line of text which appears at the top of every page.
Highlight	To emphasize an area of text in inverse video.
Hyphenation	Placing a hyphen where a word has been split at the end of a line.
Hyphenation hot zone	An area at the end of every line which is used to determine hyphenation when setting ragged text. If a line has a long word at the end of it, and is in danger of crossing into the hot zone, Acorn Desktop Publisher will try to hyphenate that word.

Image file	A picture consisting of dots, created with a painting program or a scanner.
Import	Load text or a picture created with another program into Acorn Desktop Publisher.
Indent	The gap between the lefthand or righthand margin of a frame and the start or finish of the lines of text.
Italic text	A style of text characterized by letters <i>slanting to the right</i> .
Justified text	Text which is flush with both the left and right margins, like the main paragraphs of text in this Guide. To justify text, Acorn Desktop Publisher adds extra space between the words and letters in each line.
Kerning	Adjusting the spacing between pairs of characters to create a more pleasing effect.
Leader	A row of characters, usually dots, used to guide the eye across the page. Leader characters are often used in tabulated text.
Leading	The distance between the baseline of one line of text and the next.
Letter spacing	When text is justified, extra space is inserted between the words in each line. If this space is larger than a maximum value you have set, then extra space is added between the letters in each word.
Line art file	A picture consisting of lines, curves, etc, created with a drawing program.
Marked block	A highlighted section of text which can be cut out, copied, moved or restyled.
Master page	A page which acts as a template for any new pages added to a document.
Page layout	The arrangement of text, pictures, and graphics on a page.
Paragraph style	The name for a particular type of paragraph with its own set of features such as font, point size, bullets, indents.
Paste	Insert the contents of the clipboard into a document.
Pica	A typesetting unit of measurement equal to 1/6 of an inch.
Picture format	The kind of file (line art or image) a picture has been stored as.
Point	A typesetting unit of measurement equal to 1/72 of an inch.

Point size	The height of a font measured in points.
Ragged text	Text which is flush with the left margin and uneven on the right margin.
Repel text	Make text run around the outline of a frame. This prevents the text in a frame overlapped by another being hidden.
Right-aligned text	Text which is flush with the right margin and uneven at the left margin.
Serif	The small bars across the ends of lines in some fonts (like this one). Fonts without these bars are called sans-serif.
Snap	Restrict the positioning of a frame or a picture so that it can only be placed on the current ruler divisions or column guides.
Soft hyphen	A hyphen which overrides any automatic hyphenation by the program. Place a soft hyphen at the beginning of a word to prevent a word being hyphenated at all.
String	A series of characters and/or spaces of any length.
Style sheet	File storing information about the master page, page format and paragraph styles for a document.
Subscript	Text in a reduced point size which is dropped below the baseline of the surrounding text.
Superscript	Text in a reduced point size which is raised above the baseline of the surrounding text.
Tab stop	A marked position on a ruler for aligning text in columns using the Tab key.
Toggle	An option that you turn on or off using the same action (usually clicking on a box or command name).
Word spacing	Adjustment of the minimum and maximum amount of space allowed between words.

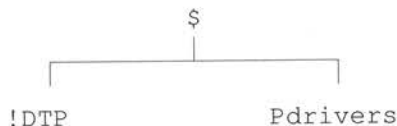
Appendix A: Installing Acorn Desktop Publisher on your computer

The distribution discs

Acorn Desktop Publisher is supplied on three discs – two containing the application (the Program and Work discs) and a third with examples (Examples). The files on these discs are structured as follows:

Program disc

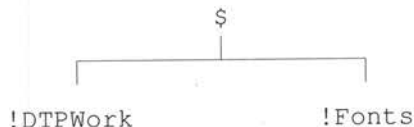
The Program disc contains two directories – !DTP and Pdrivers:



!DTP is the application directory containing the Acorn Desktop Publisher program. Pdrivers is a directory containing the printer drivers which enable you to print your output on various different types of printer.

Work disc

The Work disc also contains two directories – !DTPWork and !Fonts:



!DTPWork contains the standard style sheets used with the program, while all the fonts used with Acorn Desktop Publisher are included in the directory !Fonts.

Examples disc

The Examples disc has five directories:



you get to know Acorn Desktop Publisher, and 'clip art' which you can use in your own documents.

You should never work from the distribution discs supplied – before you start to use Acorn Desktop Publisher you should make working copies of all three discs on new 'E' format floppy discs, or if you have a hard disc, on your hard disc. If you will be running Acorn Desktop Publisher from floppy discs, follow the procedure detailed in *The Advanced Disc Filing System of the User Guide* for making backup copies of floppy discs. It is recommended that you keep the same files and directories on each disc, in the same structure as on the distribution discs. When you have made copies, label them appropriately.

Installing Acorn Desktop Publisher on a hard disc

If your system has a hard disc, use the RISC OS file copying procedure to copy the directories from the distribution discs to your hard disc. Acorn Desktop Publisher directories do not have to be ordered in a particular structure on your disc in order to work, but the following approach is the most efficient:

- 1 Create a `DTP` directory at the root.
- 2 Copy `!DTP` (from the Program disc), `!DTPWork` (from the Work disc) and all the Examples directories into `DTP`.
- 3 Copy the `Pdrivers` directory from the Program disc into the root directory on your hard disc. These new printer drivers can be used with all RISC OS applications, so you can delete the printer drivers supplied with the RISC OS Applications suite (or archive them to floppy disc) and use these new ones instead.
- 4 Copy the `!Fonts` directory from the Work disc to the root directory on your hard disc. As with the Acorn Desktop Publisher printer drivers, these new fonts may be used with all suitable RISC OS applications, so you can remove the fonts supplied with the RISC OS Applications suite from your hard disc and archive these to a floppy disc as well.
- 5 Change the disc drive configured in the `dtp_config` file in `!DTP` from `floppydisk` to `harddisk` (see *Configuring Acorn Desktop Publisher* in the next appendix).

Acorn Desktop Publisher is now installed on your hard disc.

Loading and running Acorn Desktop Publisher

Before you load the application, see the next appendix for the best way to run Acorn Desktop Publisher, which depends on the specification of your computer.

Appendix B: Running Acorn Desktop Publisher on your computer

How you actually run Acorn Desktop Publisher depends on the computer and disc drives you are using, in particular:

- how much memory your computer has
- whether you have a hard disc, two floppy disc drives, or a single floppy disc drive.

This appendix describes exactly what you should do in each case. It is divided into two main sections: you should follow the instructions given in the first section (*Floppy disc users*) if you have a computer without a hard disc, and those in the second section (*Hard disc users*) if you do have a hard disc. In each case, there are instructions telling you what to do if your computer has 1Mb of memory, or if it has 2Mb or more.

The sections entitled *Configuring Acorn Desktop Publisher* and *Configuring the Font Manager* tell you how you can fine tune the software and your system to suit your particular requirements.

Finally, the appendix tells you about the printer drivers supplied.

Floppy disc users

Read this section if you will be using Acorn Desktop Publisher on a computer fitted with floppy discs only.

As mentioned in the previous appendix, first make working copies of the three distribution discs. In addition, you will probably want another formatted disc for storing your own Acorn Desktop Publisher documents, though to begin with, you could use your working copy of the Examples disc.

Computers fitted with 1Mb RAM

Acorn Desktop Publisher is a complex piece of software and takes up nearly all the resources in a 1Mb computer. This means that you need to be careful about how you start the application. Follow these steps:

- 1 Make sure you have saved any work you have been doing in other applications.

- 2 Reset the computer to its default state by holding down Ctrl and pressing the Reset button. This ensures that there are no applications or modules consuming valuable memory.
- 3 Select an appropriate screen mode. Although Acorn Desktop Publisher is designed to be used in any screen mode, your choice is limited on a 1Mb computer:
 - if you want a colour display, use mode 12 on both standard resolution and multi-frequency scanning rate monitors
 - if you want a monochrome display, use modes 8 or 11 on standard resolution monitors and mode 19 on multi-frequency scanning rate monitors.

To change mode, use the palette: its icon is towards the right of the icon bar. For instructions on how to use the palette, refer to the *User Guide* supplied with your computer.

- 4 Put the Acorn Desktop Publisher Work disc into drive 0 and click on the drive icon on the icon bar. This tells the computer about the !DTPWork directory and where it can find the fonts it needs. These actions are carried out automatically.
- 5 If you have a single floppy disc drive, replace the Work disc with the Program disc and click on the drive icon again. On a twin floppy drive system, insert the Program disc in drive 1 and click on its icon, leaving the Work disc in drive 0.
- 6 If you intend to use a printer in the current session, open the window for the directory containing the printer drivers and double-click on the icon for your type of printer. After a few seconds, the printer icon will appear on the icon bar. Refer to your *User Guide* for how to set up the printer; if you expect to use the same printer all the time, save the settings so that you do not need to set them every time.
- 7 Acorn Desktop Publisher does not actually use the printer driver itself, only part of it (the module). You should therefore release more space by removing the printer driver (by selecting **Quit** from its icon bar menu); although the icon disappears from the icon bar, the module that you need remains behind.
- 8 Use the Task Manager, described in your *User Guide*, to optimise the workspace available for Acorn Desktop Publisher.

First check that there are no application tasks present (such as the printer driver mentioned in steps 6-7), then look at the *System memory allocation* and

Computers fitted with
2 or 4Mb RAM

Application tasks parts of the display. Make the following settings:

- screen memory: maximum 80K
- font cache: at least 64K
- system sprites: 0K (this area is not used by Acorn Desktop Publisher)
- Next slot: 600K.

This leaves a small amount of memory in the Free slot, which is needed as a buffer when printing. The first three of these settings can be set using configuration commands, so that you do not need to change them every time. For how to do this, refer to your *User Guide*.

- 9 Finally, load Acorn Desktop Publisher by double-clicking on its icon in the directory window, or by using any of the methods described at the beginning of the chapter entitled *Basic techniques*.

If you have two floppy disc drives, try to leave the Work disc in drive 0 permanently, using drive 1 for discs containing documents to be loaded or saved.

Whether you have one or two floppy disc drives, it is vital that you respond to all requests for disc exchanges.

As you might expect, additional memory gives you greater flexibility in your use of Acorn Desktop Publisher. In particular:

- You do not need to reset the computer in order to restore default conditions; you can therefore multi-task Acorn Desktop Publisher with other RISC OS applications such as Edit, Draw and Paint.
- Given a suitable monitor, Acorn Desktop Publisher may be run in any screen mode. In particular, if you have a high-resolution monitor you can produce a high-quality colour display by using mode 20.

Take these steps to load the application:

- 1 Put the Acorn Desktop Publisher Work disc into drive 0 and click on the drive icon on the icon bar. This tells the computer about the !DTPWork directory and where it can find the fonts it needs. These actions are carried out automatically.
- 2 If you have a single floppy disc drive, replace the Work disc with the Program disc and click on the drive icon again. On a twin floppy drive system, insert the Program disc in drive 1 and click on its icon, leaving the Work disc in drive 0.

- 3 If you intend to use a printer in the current session, open the window for the directory containing the printer drivers and double-click on the icon for your type of printer. After a few seconds, the printer icon will appear on the icon bar. Refer to your *User Guide* for how to set up the printer; if you expect to use the same printer all the time, save the settings so that you do not need to set them every time.
- 4 Acorn Desktop Publisher does not actually use the printer driver itself, only part of it (the module). You can therefore release more space, if you want to, by removing the printer driver (by selecting **Quit** from its icon bar menu); although the icon disappears from the icon bar, the module that you need remains behind.
- 5 Provided there is sufficient memory (at least 600K) in the Next slot and an adequate font cache (at least 64K), start Acorn Desktop Publisher by double-clicking on its icon in the directory window, or by using any of the methods described at the beginning of the chapter entitled *Basic techniques*.

If you have two floppy disc drives, try to leave the Work disc in drive 0 permanently, using drive 1 for discs containing documents to be loaded or saved.

Whether you have one or two floppy disc drives, it is vital that you respond to all requests for disc exchanges.

Improving performance on computers fitted with 2 or 4Mb RAM

You can improve the performance of Acorn Desktop Publisher on floppy disc systems with 2 or 4Mb of RAM by increasing the size of the Next slot and the font cache to, say, 1Mb and 256K respectively. To change these settings, use the Task Manager, described in your *User Guide*. However, the extent to which you will want to do this depends on what other applications – if any – you want to run alongside Acorn Desktop Publisher.

There is an alternative way of improving performance which is particularly effective on single floppy disc systems. This is to use the additional memory as a RAM disc. Take the following steps:

- 1 Use the Task Manager to allocate a RAM disc of about 600K.
- 2 Click on the RAM disc icon to open its directory window.
- 3 Put the Acorn Desktop Publisher Work disc in drive 0, click on its icon to open the directory and copy both `!DTPWork` and `!Fonts` to the RAM disc directory window.

- 4 Close the Work disc window and then double-click on each of the !DTPWork and !Font directories in the RAM directory window. This tells the computer to look in the RAM disc for these resources.
- 5 Replace the Work disc with the Program disc and load a printer driver and Acorn Desktop Publisher as described above. Twin floppy drive users can use drive 1 for their own discs.

It is, of course, possible to combine a number of these techniques to create a highly customised system.

Hard disc users

Read this section if you will be using Acorn Desktop Publisher on a computer fitted with a hard disc drive.

If you have not already done so, copy the Acorn Desktop Publisher distribution discs as detailed in the previous appendix. You need directories for:

- the Acorn Desktop Publisher application
- the Acorn Desktop Publisher working directory
- the example material
- the printer drivers.

You may also wish to create a new directory to hold your Acorn Desktop Publisher documents.

Computers fitted with 1Mb RAM

Acorn Desktop Publisher is a complex piece of software and takes up nearly all the resources in a 1Mb computer. This means that you need to be careful about how you start the application. Follow these steps:

- 1 Make sure you have saved any work you have been doing in other applications.
- 2 Reset the computer to its default state by holding down Ctrl and pressing the Reset button. This ensures that there are no applications or modules consuming valuable memory.
- 3 If your hard disc has a boot sequence which installs other applications or which might otherwise alter the default conditions, you should hold down both **Ctrl** and **Shift** while pressing Reset; this will prevent the boot sequence from being executed.
- 4 Click on the hard disc icon so that its window appears on the screen. Provided you have followed the instructions given in the previous appendix, this action will tell the computer where it can find the fonts it needs.

5 Select an appropriate screen mode. Although Acorn Desktop Publisher is designed to be used in any screen mode, your choice is limited on a 1Mb computer.

- if you want a colour display, use mode 12 on both standard resolution and multi-frequency scanning rate monitors
- if you want a monochrome display, use modes 8 or 11 on standard resolution monitors and mode 19 on multi-frequency scanning rate monitors.

To change mode, use the palette: its icon is towards the right of the icon bar. For instructions on how to use the palette, refer to the *User Guide* supplied with your computer.

6 If you intend to use a printer in the current session, open the window for the directory containing the printer drivers and double-click on the icon for your type of printer. After a few seconds, the printer icon will appear on the icon bar. Refer to your *User Guide* for how to set up the printer; if you expect to use the same printer all the time, save the settings so that you do not need to set them every time.

7 Acorn Desktop Publisher does not actually use the printer driver itself, only part of it (the module). You should therefore release more space by removing the printer driver (by selecting **Quit** from its icon bar menu); although the icon disappears from the icon bar, the module that you need remains behind.

8 Use the Task Manager, described in your *User Guide*, to optimise the workspace available for Acorn Desktop Publisher.

First check that there are no application tasks present (such as the printer driver mentioned in steps 6-7), then look at the *System memory allocation* and *Application tasks* parts of the display. Make the following settings:

- screen memory: maximum 80K
- font cache: at least 64K
- system sprites: 0K (this area is not used by Acorn Desktop Publisher)
- Next slot: 600K

This leaves a small amount of memory in the Free slot, which is needed as a buffer when printing. The first three of these settings can be set using configuration commands, so that you do not need to change them every time. For how to do this, refer to your *User Guide*.

Computers fitted with
2 or 4Mb RAM

- 9 Open the directory window containing !DTP and !DTPWork. This action will set up the Acorn Desktop Publisher Work directory automatically.
- 10 Finally, load Acorn Desktop Publisher by double-clicking on its icon in the directory window, or by using any of the methods described at the beginning of the chapter entitled *Basic techniques*.

As you might expect, additional memory gives you greater flexibility in your use of Acorn Desktop Publisher. In particular:

- You do not need to reset the computer in order to restore default conditions; you can therefore multi-task Acorn Desktop Publisher with other RISC OS applications such as Edit, Draw and Paint.
- Given a suitable monitor, Acorn Desktop Publisher may be run in any screen mode. In particular, if you have a high-resolution monitor you can produce a high-quality colour display by using mode 20.

The basic procedure for loading and running Acorn Desktop Publisher in these conditions is described below, followed by some suggestions for using the additional memory to improve performance.

- 1 If you intend to use a printer in the current session, open the window for the directory containing the printer drivers and double-click on the icon for your type of printer. After a few seconds, the printer icon will appear on the icon bar. Refer to your *User Guide* for how to set up the printer; if you expect to use the same printer all the time, save the settings so that you do not need to set them every time.
- 2 Acorn Desktop Publisher does not actually use the printer driver itself, only part of it (the module). You can therefore release more space, if you want to, by removing the printer driver (by selecting **Quit** from its icon bar menu); although the icon disappears from the icon bar, the module that you need remains behind.
- 3 Provided there is sufficient memory (at least 600K) in the Next slot and an adequate font cache (at least 64K), start Acorn Desktop Publisher by double-clicking on its icon in the directory window, or by using any of the methods described at the beginning of the chapter entitled *Basic techniques*.

Improving performance on computers fitted with 2 or 4Mb RAM

You can improve the performance of Acorn Desktop Publisher on hard disc systems with 2 or 4Mb of RAM by increasing the size of the Next slot and the font cache to, say, 1Mb and 256K respectively. To change these settings, use the Task Manager, described in your *User Guide*. However, the extent to which you will want to do this depends on what other applications – if any – you want to run alongside Acorn Desktop Publisher.

There is an alternative way of improving performance, using the additional memory as a RAM disc. Take the following steps:

- 1 Use the Task Manager to allocate a RAM disc of about 600K.
- 2 Click on the RAM disc icon to open its directory window.
- 3 Put the Acorn Desktop Publisher Work disc in drive 0, click on its icon to open the directory and copy both !DTPWork and !Fonts to the RAM disc directory window.
- 4 Close the Work disc window and then double-click on each of the !DTPWork and !Font directories in the RAM directory window. This tells the computer to look in the RAM disc for these resources.

Configuring Acorn Desktop Publisher

The file `ntp_config` in the !DTP application directory allows you to configure Acorn Desktop Publisher to suit your own requirements in the following areas:

- font names
- quick scrolling
- slave files
- discs
- default style sheet.

These parameters are changed by editing the file `ntp_config`, which you can do in Edit. See the *User Guide* if you are not sure how to use Edit.

Editing `ntp_config`

To display `ntp_config`, hold down Shift and double click on the !DTP icon. Load Edit onto the icon bar, then drag `ntp_config` from the application directory onto the Edit icon. The `ntp_config` file will be displayed, giving information about each of the parameters you can change.

Font names

You will probably not need to change the font names unless you are adding new fonts to the system. These must be outline fonts to the correct format.

Quick scrolling

The quickscroll option allows users of 2 and 4Mb systems to speed up the scrolling of pages in the document window. This is achieved by using memory to maintain a sprite representing the current page. You set quickscroll by changing the default parameter `noquickscroll` to `quickscroll`. Just edit out `no`, and close up to the margin again.

Slave files

`slave_files` are files used by Acorn Desktop Publisher to save internal information while running, and will not normally need to be changed.

Discs

If you are running Acorn Desktop Publisher from a hard disc (or from a RAM disc on a 2Mb or 4Mb system), you should also change the default parameter `floppydisk` in the `ntp_config` file to `harddisk`.

Default style sheet

The default style sheet used is `ntp_style` in the directory `!DTPWork`. If you want to change this to an alternative file, edit it to show the pathname of the file you want to use instead.

Configuring the Font Manager

Displaying and printing fonts is an extremely complex process and Acorn Desktop Publisher is supplied with a new, highly sophisticated font management system. The new system, which is also suitable for use with other RISC OS applications making use of fonts, is loaded automatically when the directory containing the `!Fonts` application (the `Work` disc) is first opened.

As supplied, the new font management system (Font Manager) is set up to provide a reasonable blend of screen quality and performance for the majority of users (typically those with 1 or 2Mb RAM). However, it is possible to change the Font Manager's settings to produce a system with different characteristics, as described below.

Font cacheing

The Font Manager utilises 'cacheing' (allocating a portion of RAM to fonts being used, in order to speed up access to them) to improve performance. The size of the font cache determines the frequency with which the Font Manager will have to access a disc to obtain font information. Subject to the constraints imposed by your system, you can decide how much memory the Font Manager may use for its cache. This is done by setting the **Font cache** size in the Task Window, or by using `*Configure FontSize` to set the power-on default value.

Font quality

The new Font Manager uses two sophisticated techniques to improve the quality of fonts:

- hinting
- anti-aliasing.

'Hinting' makes subtle changes to the shapes of characters so that a character looks right, regardless of the size to which it is scaled.

'Anti-aliasing' is a technique in which grey pixels (the dots on the screen) are used to make curves appear smoother, making a character look better on the screen when few pixels are available.

Different people have different perceptions of quality. Only you can decide how important character quality is, and how much computer time and memory you are prepared to spend on the quality of the results you see on the screen.

These features can be set up as part of your computer's configuration, using the FontMax parameters listed below. These are set using the *CONFIGURE command (explained in the *User Guide* chapter *Configuration commands*). An example of their use would be *CONFIGURE FontMax2 15, which would set the FontMax2 parameter (see below) to its default value.

FontMax1

This is used for controlling mixed use of outline and bitmap fonts. It is of little importance to most users and should be ignored.

FontMax2

This parameter sets the maximum height of anti-aliased characters, in pixels. If a character is larger than this value, then anti-aliasing will not be used. If a character is larger than this, but smaller than that specified by FontMax3 then it will be displayed without anti-aliasing, using cache space more efficiently.

The default setting is 15 pixels – set this to 0 to turn anti-aliasing off entirely.

FontMax3

FontMax3 sets the maximum size of bitmap in the font cache. If a character to be drawn is larger than this size, the outline will be drawn directly to the screen (or printer) with no cacheing at all. This is so that document headings, where a few larger characters appear, do not flush everything else out of the font cache.

The default setting is 30 pixels.

FontMax4

FontMax4 controls horizontal sub-pixel anti-aliasing, in which character quality is improved by cacheing four versions of each character. This can have

a noticeable effect on character quality at small sizes but for most users the delay involved is unacceptable. Thus, most users leave this at the default value of 0.

FontMax5

This parameter controls vertical sub-pixel anti-aliasing. Almost all users leave this at the default value of 0.

FontMax

It is possible for the font cache to grow if it is definitely too small. The value of FontMax specifies the maximum size to which the cache may grow. Most users can ignore this setting.

Troubleshooting

If every repaint on the screen causes intensive disc and hourglass activity then the font cache may be too small to hold the range of fonts you are trying to use. In these circumstances, try the following:

- 1 Increase the size of the font cache using the Task Window. The addition of even small amounts of memory can often improve things dramatically.
- 2 Reduce the maximum size for anti-aliasing (or switch it off altogether) by changing the value of FontMax2. This will enable the font cache to be used more economically with a large number of fonts.
- 3 Reduce the FontMax3 value (or set it to zero). This should reduce disc activity, but the action of painting on the screen will become much slower.

Printing

When printing, there are conflicting requirements for memory. The Font Manager needs memory to cache fonts, and the printer driver needs memory to build up a page image to send to the printer. Both of these affect printing speed and you will have to experiment to find the optimum. Changing to a 'smaller' screen mode (even mode 0), for instance, can speed up printing considerably.

As a general rule these remarks do not apply to PostScript printing, which operates in a different way.

Printer drivers

Acorn Desktop Publisher provides at least the following printer drivers. New drivers are being developed all the time, and you should look at the `ReadMe` file in the `Pdrivers` directory on the Program disc for the range available when your copy of Acorn Desktop Publisher was released.

Printer driver	Supporting
<code>!PrinterDM</code>	All Epson dot matrix printers and compatibles
<code>!PrinterPS</code>	All PostScript laser printers
<code>!PrinterIx</code>	Integrex 132
<code>!PrinterLJ</code>	HP Laserjet II and compatibles

Appendix C: Acorn Desktop Publisher character sets

The Latin character set

































































































The following is a list of the characters available within each Latin font supplied with Acorn Desktop Publisher. Characters not appearing on the keyboard can be obtained by holding down the lefthand Alt key and typing the corresponding number from the numerical keypad.

33	!	58	:	83	S	108	l
34	"	59	;	84	T	109	m
35	#	60	<	85	U	110	n
36	\$	61	=	86	V	111	o
37	%	62	>	87	W	112	p
38	&	63	?	88	X	113	q
39	'	64	@	89	Y	114	r
40	(65	A	90	Z	115	s
41)	66	B	91	[116	t
42	*	67	C	92	\	117	u
43	+	68	D	93]	118	v
44	,	69	E	94	^	119	w
45	-	70	F	95	_	120	x
46	.	71	G	96	`	121	y
47	/	72	H	97	a	122	z
48	0	73	I	98	b	123	{
49	1	74	J	99	c	124	
50	2	75	K	100	d	125	}
51	3	76	L	101	e	126	~
52	4	77	M	102	f	143	•
53	5	78	N	103	g	144	'
54	6	79	O	104	h	145	,
55	7	80	P	105	i	146	<
56	8	81	Q	106	j	147	>
57	9	82	R	107	k	148	“

149	”	176	°	203	E	230	æ
150	„	177	±	204	Ë	231	ç
151	-	178	²	205	Í	232	è
152	—	179	³	206	Î	233	é
153	-	180	´	207	Ï	234	ê
154	Œ	181	µ	208	Ð	235	ë
155	œ	182	¶	209	Ñ	236	ì
156	†	183	·	210	Ò	237	í
157	‡	184	¸	211	Ó	238	î
158	fi	185	¹	212	Ô	239	ï
159	fl	186	º	213	Õ	240	ð
160		187	»	214	Ö	241	ñ
161	¡	188	¼	215	×	242	ò
162	¢	189	½	216	Ø	243	ó
163	£	190	¾	217	Ù	244	ô
164	¤	191	¿	218	Ú	245	õ
165	¥	192	À	219	Û	246	ö
166	¦	193	Á	220	Ü	247	÷
167	§	194	Â	221	Ý	248	ø
168	¨	195	Ã	222	Þ	249	ù
169	©	196	Ä	223	ß	250	ú
170	ª	197	Å	224	à	251	û
171	«	198	Æ	225	á	252	ü
172	¬	199	Ç	226	â	253	ý
173	-	200	È	227	ã	254	þ
174	®	201	É	228	ä	255	ÿ
175	-	202	Ê	229	å		

The Selwyn font

Selwyn characters have been grouped together by type of character. To display the character shown, hold down the lefthand Alt key and type the corresponding number from the numeric keypad.

	33		70		103		181
	34		71		104		182
	35		101		105		183
	36		73		115		184
	97		74		116		185
	39		76		106		186
	41		77		118		187
	42		80		119		188
	43		81		120		189
	45		91		121		190
	51		92		122		191
	98		102		168		213
	53		94		169		214
	54		95		170		215
	99		96		171		216
	57		37		172		217
	58		100		173		218
	59		72		174		220
	60		114		175		226
	61		231		176		227
	62		108		177		228
	63		109		178		229
	64		110		179		230
	65		111		180		107

Appendix D: The Hyphenation Exception Dictionary

The Hyphenation Exception Dictionary

Acorn Desktop Publisher has a system of automatic hyphenation, using a set of hyphenation rules and an Exception Dictionary. The Exception Dictionary contains words that are exceptions to the basic hyphenation rules, and words that you do not wish to be hyphenated at all.

You can edit the Hyphenation Exception Dictionary directly. For example, you may want to add proper names to the list of words not to be hyphenated. However, you must obey the following rules, or the program may not be able to use the dictionary properly.

Make a backup copy of the Hyphenation Exception Dictionary before you start editing it. If you have any problems using Acorn Desktop Publisher with the edited Hyphenation Exception Dictionary, you will then be able to go back to the unedited version.

How to edit the Dictionary

The Hyphenation Exception Dictionary is a file called `dtp_hyphen`. Use Edit or a word processor like 1st Word Plus to edit it. These rules should be followed when editing the Hyphenation Exception Dictionary:

- 1 Add words to the list in strict alphabetical order. If in doubt, refer to the position of the letter in the character set (see *Acorn Desktop Publisher character sets* in Appendix C). If you do not wish a word to be hyphenated at all, add the word to the list without a hyphen.
- 2 Place a hyphen wherever you wish a word to be hyphenated. You can insert more than one hyphen.
- 3 Save the file in ASCII format. If you are using 1st Word Plus, do this by switching off word-processing mode. If you are using Edit, the file will be saved in ASCII format anyway.

Appendix E: Error messages

The following is a list of the error messages which are most likely to be seen while running Acorn Desktop Publisher, together with an indication of the cause and advice about what to do next.

Error

Meaning and action to be taken

Error when loading file

An unspecified error has prevented a file from being loaded. If this happens on start up, it may be due to a file having been left open earlier when an error had developed. In this case, press F12 to get to the command line and type *Shut to close any open files, then restart Acorn Desktop Publisher.

Completely out of memory
Save your work now

All the memory available to Acorn Desktop Publisher has been used up. Save your work directly. You may be able to claim more memory by closing other applications not needed, changing to a lower resolution screen mode, unplugging unused modules or switching off anti-aliasing to reduce font cache requirements. See *Appendix B* for the most memory-efficient way to run Acorn Desktop Publisher on your particular computer.

Operation cancelled
Insufficient memory

The action you have attempted would make Acorn Desktop Publisher run out of memory, so it has not been performed. You can otherwise continue working normally.

No printer driver is loaded
Load a RISC OS printer
driver before printing your
document

Acorn Desktop Publisher uses RISC OS printer drivers for printing out documents. Load an appropriate printer driver onto the icon bar and try to print again.

The window is too small
for the requested view

Go to the **Actual size** view and expand the window before retrying.

The fonts listed in your configuration file do not match those available on the system

Unable to start new print job

There are no fonts available on your system. Check your Font Manager installation

You may only edit one document at a time. Abandon the document you are editing before loading another

Not a valid DTP file

Internal Error #1

Internal error #2

No stack for trap handler

Error at i.aNNNbNNN
on line MMM

You have either started the system with the old RISC OS 2.0 Font Manager or have added a font to the system without updating the configuration file `dtp_config` in `!DTP`.

The printer is already busy printing. You need to wait until the previous job finishes before retrying.

The `!Fonts` application has not been seen by the system before Acorn Desktop Publisher was started. Open a directory viewer containing `!Fonts` before continuing.

Acorn Desktop Publisher can only cope with a single document at a time. You have tried to load a second before you have finished correctly with the first. Save your current work and quit the document window before you attempt to load another document.

The Acorn Desktop Publisher file being read in is either corrupt or has its file type incorrectly set to that of an Acorn Desktop Publisher data or style sheet file.

Save your work immediately to a new file, exit and restart the program. There is a possibility that the final file saved has been corrupted.

None of these errors should occur during the normal operation of Acorn Desktop Publisher. Reset your machine and restart Acorn Desktop Publisher.

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Acorn Desktop Publisher Guide

We would greatly appreciate your comments about this Guide, which will be taken into account for the next issue:

Did you find the information you wanted?

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If there is not enough room for your comments, please continue overleaf

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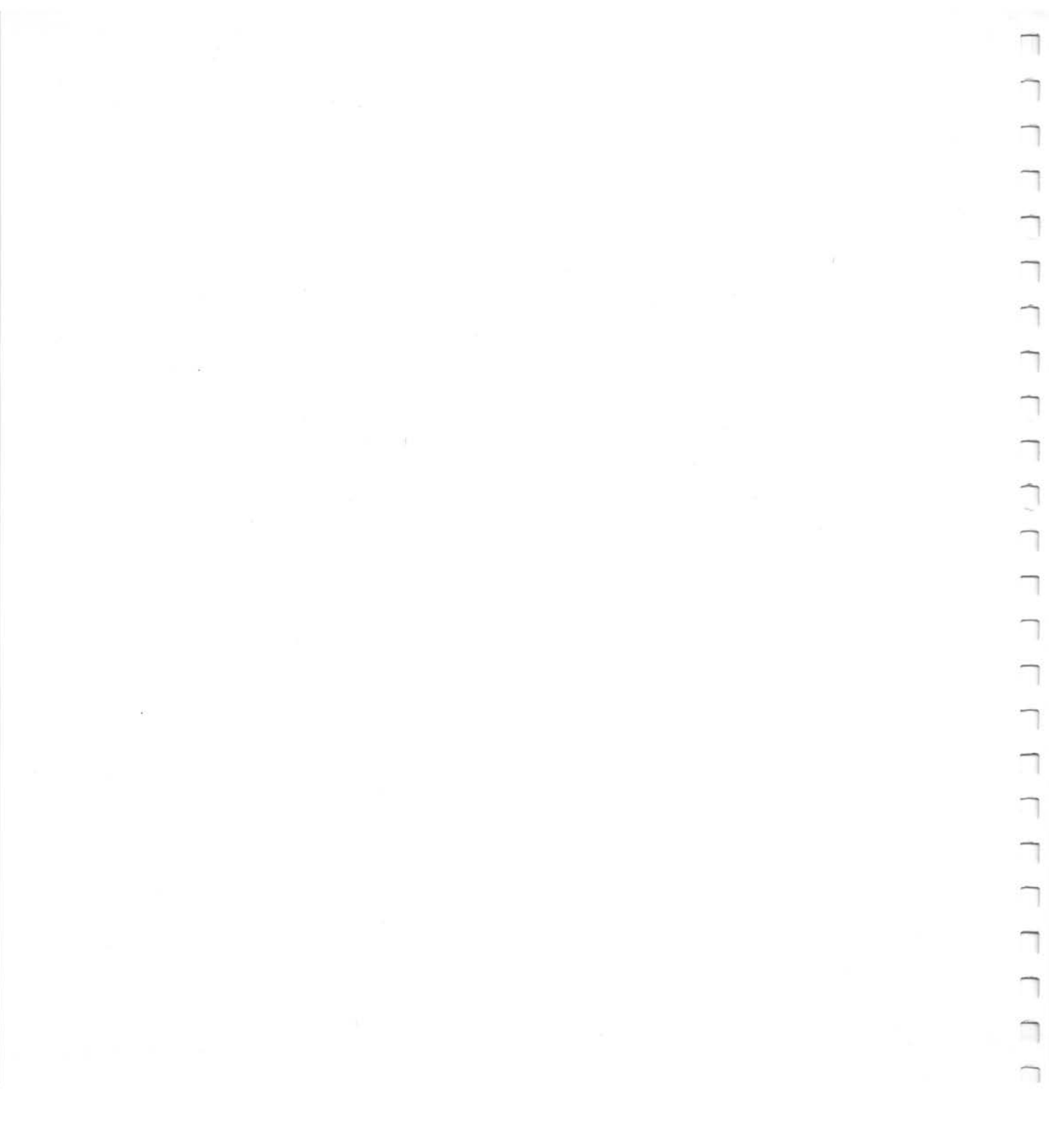
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