

Notes

This book contains the Menus, Toolbars and Shortcuts details taken from the Serif PagePlus X3 online Help menu.

Much of the information here also applies to earlier versions of PagePlus, with the exception of any new features that PagePlus X3 has.

Roger Mather
Romic@CIX.co.uk

080808a

Standard toolbar



Context toolbar



Tools toolbar



Attributes toolbar



Studio tabs

- Colour** | Line | Transparency | Schemes
 - RGB
 - R: 255
- Pages** | Swatches | Styles | Gallery
 - Master Pages
 - Pages
- How To** | Text Styles | Fonts
 - Home | Back | Forward
- Align** | Transform | Character | Layers | Navigator
 - Spaced: 0 pix
 - Include margins

View toolbar



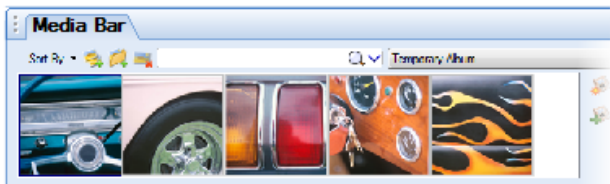
Arrange toolbar



Form toolbar



Hintline



Character shortcuts

To insert a special character in a standard font, use the keyboard shortcut listed below. For alternative keyboard layouts (e.g., AZERTY), if a character shortcut does not function on your keyboard layout, use Insert>Symbol instead. See [Inserting a symbol](#) for more information.

Keyboard	Char	Char Name
Ctrl+Alt+8	·	Bullet
Ctrl+Alt+D	†	Dagger
Ctrl+Alt+C	©	Copyright symbol
Ctrl+Alt+R	®	Registered symbol
Ctrl+Alt+T	™	Trademark symbol
Ctrl+Alt+4	€	Euro symbol (European keyboards)
Ctrl+Alt+M	''	Em space (equal to point size of typeface)
Ctrl+Alt+N	''	En space (equal to half of point size)
Ctrl+Alt+U	-	En Dash
Ctrl+Alt+Y	–	Em Dash
Ctrl+Shift+Space		Non-breaking space
Ctrl+Shift+S	"other"	Brings up the Insert Symbol dialog

Esc (Escape)-key shortcut

- Cancelling operations: To cancel a sizing, moving, or creation operation in the middle of the operation, press the Esc key.

Shortcuts can be customised - see [Customising keyboard shortcuts](#) at the end of [Using shortcuts](#) - [Help menu](#) / [Index](#) / [shortcuts](#)

Arrange menu

Commands for adjusting the relative positions and properties of PagePlus objects

Shortcut: **Alt+A**

Snapping

Turns the snapping feature on and off. When snapping is enabled, objects you move or resize will jump to align with the nearest visible grid or guide line. (See the topic [Snapping](#).)

Tip: You can also enable/disable the  **Snapping** button on the Hintline.

Sticky Guides

When a check mark is shown, objects will automatically stick to ruler guides, allowing them to be dragged along with a moving guide. (See the sub-topic [Sticky guides](#).)

Send to Back

Sends the selected object to the back of the Z-order stack, behind all other objects.

Tip: You can also use the **Send to Back** button on the Arrange toolbar, or right-click on the object and use the **Arrange>** submenu.

Bring to Front

Brings the selected object to the front of the Z-order stack, in front of all other objects.

Tip: You can also use the **Bring to Front** button on the Arrange toolbar, or right-click on the object and use the **Arrange>** submenu.

Back One

Shifts the selected object one position toward the rear in the Z-order stack.

Tip: You can also right-click on the object and use the **Arrange>** submenu.

Forward One

Shifts the selected object one position toward the front in the Z-order stack.

Tip: You can also right-click on the object and use the **Arrange>** submenu.

Send to Layer>

Displays a submenu of layer names. Select the destination layer to which you want to move the selected object. (See the subtopic [Adding, removing, and rearranging layers](#).)

Tip: You can also right-click on the object and use the **Arrange>** submenu.

Align Objects...

Displays a dialog to let you align objects in various ways. Check Include margins to align selected objects with the page margins.

Tip: You can also click the **Align Objects** button on the Arrange toolbar, or right-click on an object and use the **Arrange>** submenu. Alternatively, use the **Align** tab.

Size Objects...

Displays a dialog that lets you set two or more objects to the same horizontal or vertical size as the last selected object.

Tip: You can also right-click on an object and use the **Arrange>** submenu.

Group/Ungroup Objects

Turns a multiple selection (when two or more objects are selected) into a group object, or vice versa. (See the topic [Creating groups](#).)

Tip: You can also right-click on a multiple selection and select **Group Objects** or **Ungroup Objects**.

Flip Horizontal

Flips the selected object(s) left to right; top and bottom stay the same.

Tip: You can also right-click the object and use the **Flip/Rotate>** submenu.

Flip Vertical

Flips the selected object(s) top to bottom; left and right stay the same.

Tip: You can also right-click the object and use the **Flip/Rotate>** submenu.

Rotate Left

Rotates the selected object 90° anti-clockwise.

Tip: You can also use the **Rotate Left** button on the Arrange toolbar, or right-click the object and use the **Flip/Rotate>** submenu.

Rotate Right

Rotates the selected object 90° clockwise.

Tip: You can also use the **Rotate Right** button on the Arrange toolbar, or right-click the object and use the **Flip/Rotate>** submenu.

Wrap Settings...

Displays a dialog to let you control how text wraps around the selected object. (See the topic [Wrapping text](#).)

Tip: You can also right-click on the object.

Lock Object

When checked, the selected object's position and size are fixed so the object cannot be moved or resized. Convenient in situations where many objects overlap, or to avoid accidental changes.

Tip: You can also right-click on an object and use the **Arrange>** submenu.

Combine Curves/Split Curves

Combining joins two or more selected lines or drawn shapes (not QuickShapes) into a single group-like object, with a "hole" where the component objects' fills overlapped. You can apply formatting (such as line or fill) to the whole object and continue to edit individual nodes and segments with the Pointer Tool. Use **Split Curves** to restore the original shapes. (See the subtopic [Combining curves](#).)

Shift+Alt+V Paste Format Plus (selected attributes)

X Cut to Clipboard

Y Redo last action

Z Undo last action

- Insert hyphenation point

Delete Delete object

Enter
Shift+ Insert column break

Enter Insert page break

Tab Switch between open PagePlus windows; (if insertion point in table) insert a tab character

any number Switch to a particular Zoom view (e.g. 1 = 100%). For specifics, see the View menu.

= Toggle in/out of subscript entry mode

Shift+G Enter Trimmed Page Mode

Shift+= Toggle in/out of superscript entry mode

Shift+Up Forward One (in object Z-order)

Shift+Down Back One (in object Z-order)

Alt+X Fit text in selected frame (once-off)

Alt + '+' Increase kerning

Alt+ '-' Decrease kerning

- Duplicating: To duplicate a selected object, press the Ctrl and drag the duplicate to a new location.

Ctrl (Control)-key shortcuts

Press Ctrl +	To...
A	Select all objects on page
B	Apply/remove bold attribute
C	Copy to Clipboard
D	Display font attributes
E	Edit selected story (text frame or artistic text object) in WritePlus
F	Run Find & Replace
G	Display the Import Picture dialog
I	Apply/remove italic attribute
K	Insert hyperlink
L	Paste from Clipboard with special formatting
M	Display paragraph alignment
N	Open a new publication
O	Open an existing publication
P	Print publication
Alt+O	Open Saved Work
Alt+P	Display Print Preview
R	Insert a bookmark
S	Save publication
Alt+S	Save publication under new name
T	Import text file into selected frame
U	Apply/remove underline attribute
V	Paste from Clipboard
Alt+V	Paste in place (same page position)
Shift+V	Paste Format (all attributes)

Edit Menu

Commands for Clipboard (cut & paste)

Shortcut: **Alt+E**

Undo <action>

Undoes the most recent change to the current publication. Undo is greyed out when not available. To set the number of levels of Undo, pull down the Tools menu and choose **Options>General**.

Tip: You can also use the **Undo** button on the Standard toolbar (which allows multiple undo's in a single action), or press **Ctrl+Z**.

Redo / Repeat <action>

If the last action was Undo, Redo reverses the effect of the undo. If the last action was a text action, Repeat performs the action again.

Tip: You can also use the **Redo** button on the Standard toolbar (which allows multiple redo's in a single action), or press **Ctrl+Y**.

Cut

Deletes the selected object(s) from the page or pasteboard AND places a copy on the Windows Clipboard.

Tip: You can also use the **Cut** button on the Standard toolbar, or right-click on the object, or press **Ctrl+X**.

Copy

Copies the selected object(s) to the Windows Clipboard.

Tip: You can also use the **Copy** button on the Standard toolbar or right-click on the object, or press **Ctrl+C**. To duplicate the object, press the **Ctrl** key after selecting it, then drag the copy to a new position.

Paste

Inserts the contents of the Windows Clipboard at the insertion point, or (for a separate object) at the centre of your current view. Defaults to the PagePlus object format, if available. To paste as a particular format, use **Paste Special**.

Tip: You can also use the **Paste** button on the Standard toolbar, or right-click on the object, or press **Ctrl+V**.

Paste in Place

Inserts the contents of the Windows Clipboard at the insertion point, or (for a separate object) at the same page location as the copied item.

Tip: You can also press **Ctrl+Alt+V**.

Paste Format

Transfers all the formatting of the copied object to the selected object.

Tip: You can also press **Ctrl+Shift+V**.

Paste Format Plus

Displays a dialog that lets you select or deselect specific attributes to be included when formatting is pasted. When you click **OK** after making selections, transfers the selected format attributes of the copied object to the selected object.

Tip: You can also press **Ctrl+Shift+Alt+V**.

Paste Special...

Displays a dialog box that lets you choose one of several formats (e.g. Picture, Bitmap, Unicode, OLE) to be used when pasting. Then inserts the contents of the Windows Clipboard at the insertion point, using the selected format.

Replicate...

Displays a dialog that lets you create multiple copies in a single step, with precise control over how the copies are arranged, either as a linear series or a grid. (See the subtopic [Replicating objects](#).)

Clear

Deletes the selected object(s) or text without placing a copy on the Windows Clipboard. To delete a text object, use **Delete Object**.

Tip: You can also press the [Delete](#) key. If you accidentally delete a selection, immediately choose **Undo** from the Edit menu.

Delete Object

Deletes the selected object(s) without placing a copy on the Windows Clipboard. Useful for deleting a text object without having to select the object's bounding box. To delete text within a text object, select it and use **Clear** (or press [Delete](#)).

Tip: You can also press [Ctrl+Delete](#).

Select>

Displays a submenu with these choices:

· [Select All](#)

Creates a multiple selection, including all the objects on both the current page and the pasteboard.

Tip: You can also press [Ctrl+A](#).

· [Select Similar](#)

Creates a multiple selection of all objects which are similar in properties to an initially selected object. This applies to QuickShapes, lines or images.

· [Select Layer](#)

Activates (switches to) the layer that includes the selected object.

· [Autoselect Layer](#)

Toggles the Autoselect Layer property. When enabled, PagePlus automatically switches to the layer associated with each object you select.

Delete Page...

Displays the Page Manager dialog, preset to delete one or more pages after a chosen page.

Edit Story

Launches WritePlus, the built-in story editor, and displays the text of the selected frame, table, or artistic text object. (For details on using WritePlus, see the topic [Editing story text with WritePlus](#).)

Tip: You can also press [Ctrl+E](#) with a text object selected.

Enter

Adds Frame Break

To select an item from a displayed menu:

- Press the key underlined in the menu item. For example, pressing [Alt+F+S](#) is the same as choosing [Save](#) from the File menu.

Shift-key shortcuts

- **Moving:** When moving an object in PagePlus, click on the object, hold down the mouse button then press the Shift key to constrain the movement to horizontal or vertical. To switch directions, release and then press the Shift key again.
- **Creating and resizing:** In general, hold down the Shift key while dragging to constrain the operation. When drawing a line, the line angle will be a multiple of 15°. With a Quick Rectangle, you'll get a square; with a Quick Ellipse, a circle, and so on.

For pictures, however, the behaviour is reversed: drag with no Shift key to preserve the aspect ratio (proportion) of the picture; hold down the Shift key while dragging for free resizing.

Lines can also be extended while preserving their direction—select the line and then click a Line tool. Click on the line end (hold the mouse button down with the Shift key pressed) and drag to extend the line.

- **Selecting objects:** To add or subtract an object from a multiple selection, hold down the Shift key and click on the object. The other objects in the multiple selection remain selected. To select all objects of one type on the page (or master page), hold down the Ctrl key and double-click one object of that type.
- **Selecting a text region:** To highlight a region of text, click once for an insertion point, then Shift-click to mark the end of the selection region.
- **QuickShapes:** Normally, the selected tool reverts to the Pointer after you draw a QuickShape. To retain the QuickShape tool after drawing, hold down the Shift key when you first click the button. This is useful, for example, if you want to draw a series of QuickShapes. To prevent the same Quickshape being drawn again, click on another QuickShape.
- **Tables:** Press Shift+Tab to move to the cell in the previous column. Press Tab to move to the cell in the next column. (Or use the keyboard arrows.)
- **Use the Thesaurus:** With text selected, press Shift+F7.
- **Line breaks:** Click in text for a insertion point and press Shift+Enter.

Using shortcuts

The following shortcuts will help you to work more efficiently and get the most out of PagePlus.

Shortcuts involving upper-case or lower-right characters on alternative keyboard layouts will not function.

Keyboard shortcuts

- Press **Page Up** to display the previous page.
- Press **Page Down** to display the next page.

Function-key shortcuts

F1	Display the Help Contents screen
F5	Fill with placeholder text
F7	Run the Spell Checker
Shift+F7	(with text selected) View the Thesaurus

Alt-key shortcut

Press Alt +	To...
A	Show Arrange menu
b	Show Table menu
E	Show Edit menu
F	Show File menu
H	Show Help menu
I	Show Insert menu
o	Show Format menu
T	Show Tools menu
V	Show View menu
W	Show Window menu
X	Toggle character codes (e.g., from h to U+0068)


Find & Replace...

Displays a dialog that lets you search publication text for words or parts of words. You can search all text, or just the currently selected text object or story. When the target text is found, PagePlus displays it and the Replace options become available.

Tip: You can also press **Ctrl+F**.

Edit in LogoStudio...

Displays a studio environment for either modifying a previously created logo or creating a new logo from existing objects.

Tip: Alternatively, use the  button under a selected existing logo, or right-click selected objects and choose the **Edit in LogoStudio** option.

Links...

Opens linked documents or changes links.

File Menu

Commands for opening, saving, and printing publications

Shortcut: **Alt+F**

New>

Displays a submenu with these choices:

· **New from Startup Wizard...**

Displays the **Startup Wizard**, which gives you six options:

- Start New Publication
- Use Design Template
- Open Saved Publication
- Import PDF
- Browse Tutorials
- Choose Workspace

(See the topic [Startup Wizard](#).)

· **New Publication**

Opens a new desktop publication with a blank page, using default settings. (See the topic [Starting a new publication](#).)

Tip: You can also use the **New** button on the Standard toolbar, or press **Ctrl+N**.

· **New Book...**

Opens a new book file in BookPlus, with an empty central region reserved for the chapter list. (See the topic [Producing a book with BookPlus](#).)

Open...

Displays a standard Windows dialog which allows you to open an existing PagePlus Publication (*.PPP), PagePlus Book (*.PPB), PagePlus template (*.PPX), or Adobe PDF document (*.PDF). (See the topic [Opening an existing publication](#).)

Tip: You can also use the **Open** button on the Standard toolbar, or press **Ctrl+O**.

Browse...

Allows you to browse around and open your saved work by Folder or History view.

Revert

Restores the saved version of the current publication, abandoning any unsaved changes.

Close

Closes the current publication. If it's still unsaved ("Untitled") or there are unsaved changes, you'll be prompted to save changes.

Save

Saves the current publication under its current name. If it's still unsaved ("Untitled"), the Save As dialog automatically appears. (See the topic [Saving your publication](#).)

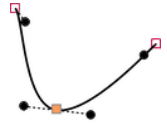
Tip: You can also use the **Save** button on the Standard toolbar, or press **Ctrl+S**.



Smart Corner

Click to change a selected node to automatically determine slope and depth for a rounded, best-fitting curve.

Note: If you attempt to adjust a smart corner's handles, it reverts to a symmetric corner. You can always reset the node to smart-but to maintain smart nodes, be careful what you click on!



Straighten All Lines

Changes all segments in the selected object to straight lines.



Fit Curves

Optimizes the editability of the selected shape by changing most segments to curved lines and eliminating extra nodes.



Reverse Curves

Click to switch the ordering of nodes, so that the start of the curve becomes its end (without changing the shape of the curve). This is particularly useful with [text on a path](#). For example, if you had text running around the inside of a circular line (or donut converted to curves), clicking Reverse Curves would flip the text to the outside of the curve.

Curve context toolbar



Add Node

Adds a new node halfway along a line segment. Select the leading node of the segment (the node nearer the start of the line), then click this button. You can also double-click a line segment with the Pointer Tool to add a node at that point.



Delete Node

Click to delete the selected node(s). The node will be deleted, along with any associated attractor nodes, and the line or shape will jump to its new shape. You can also press the Delete key.



Close Curve

Turns a curved line into a closed shape. Select the line, then click this button to connect the line's two end nodes.



Break Curve

Breaks open a curve (creating two lines) or a closed shape (creating a curved line). Select the node where you want the break to occur, then click this button.



Straighten Line

Turns a curved line segment into a straight line segment. Select the leading node of the segment (the node nearer the start of the line), then click this button. To make a straight segment curved, use the Sharp, Smooth, Symmetric, or Smart Corner buttons.



Sharp Corner

Click to change a selected node so the segments on either side are completely independent, and the corner can be pointed.



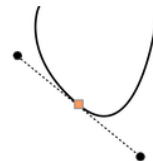
Smooth Corner

Click to change a selected node so the slope of the segments on either side is the same, but the depth of the two joined segments can be different.



Symmetric Corner

Click to change a selected node so the segments on either side have equal slopes and equal depth.
Note: Normally, Bézier segments you draw with the Pen Tool end in a symmetric corner. You can press **C** while drawing such a segment to define a "cusp" or sharp corner instead.



Save As...

Displays a dialog prompting you to enter a directory and file name for the publication, then saves it under that name.

Save As Package...

Saves the current publication and any fonts and/or linked resources to a package file. The file's contents can be extracted on another computer so that the project can be used as originally intended (without any missing resources). (See the topic [Saving as packages](#).)

Export As Picture...

Creates (or exports) a graphic file version of either your whole page or the currently selected objects, using the format you specify. Useful for generating pictures to be placed in another application. (See the topic [Exporting as a picture](#).)

Properties...

Displays a dialog that lets you enter publication summary information (such as author and keywords) and view statistics (such as revision date and number of pages).

Web Site Properties...

(Web Publishing mode only) Displays a dialog that lets you view and edit various properties of your Web site. Click the Page tab to change the [Web page title](#), [file name](#), [extension](#), [Centre in browser](#), and [Force absolute text size](#) or use **Background** tab to add a [background sound](#) or override the Scheme Manager settings for the page. Click the **Search** tab to enter optional [search engine descriptors and keywords](#). Click the **Graphics** tab to set global [Web picture export options](#) for placed and generated graphics.

Preview in Browser>

(Web Publishing mode only) Displays a submenu with the following choices:

- [Preview Page in <browser name>](#) lets you preview your current page in an external browser, where "browser name" is the first currently installed browser's name; a second installed browser will be added for selection under the first in the submenu. (See the topic [Previewing your Web site in a browser](#).)
- [Preview Site in <browser name>](#) lets you preview the entire site in an external browser, where "browser name" is the first installed browser as shown for the Preview Page option. Other browsers will show in submenu if installed.
- [Browse Preview List...](#) If you have more than one browser installed you can select which browser(s) is to be used from a list in the displayed dialog.
Note: The page or site is exported to a temporary folder and appears in the specified browser. To save the site to disk instead, use **Publish Site>to Disk Folder...**

Publish Site>

(Web Publishing mode only) Displays a submenu with the following choices:

· to Disk Folder...

Displays a dialog that lets you save your entire publication, or selected pages, to disk while exporting it as a Web site. You'll then have the option of previewing it in your browser. (See the topic [Publishing a Web site to a local folder.](#))

· to Web...

Displays a dialog that lets you export your entire publication, or selected pages, as a site on the Web. (See the topic [Publishing to the Web.](#))

· Maintain Web Site...

Displays a dialog that lets you perform "housekeeping" tasks like file/folder deletion and renaming on your published Web site. (See the topic [Maintaining your Web site.](#))

Page Setup...

Displays a dialog for modifying the publication dimensions and format. (See the topic [Setting publication dimensions.](#))

Layout Guides...

Displays a dialog that lets you change the page margin, row/column, and bleed guide settings. (See the topic [Setting guides for page margins, rows, columns, and bleeds.](#))
Shortcut: Select the button from the Pages context toolbar.

Print...

Displays a dialog providing options for selecting which part of the publication file to print and how to print it. The Properties button displays a standard Windows printer setup dialog. Click the **Layout** tab to set options for special printing, multiple pages, tiling, and mail & photo merge. Click the **Separations** tab to set options for spot and process colour printing. Click the **Prepress** tab to set special printing options such as crop marks, file information, and rasterization. (See the topic [Printing basics.](#))

Tip: You can also use the **Print** button on the Standard toolbar, or press **Ctrl+P**.

Setup Manual Duplex Printing...

Displays a dialog that lets you set up a non-duplex printer (i.e., one only capable of single-sided printing) for printing double-sided publications via manual paper feed. See the topic [Manual duplex printing.](#)

Print Preview

Changes the screen view to display the layout without frames, guides, rulers, and other screen items (See the topic [Previewing the printed page.](#))

Tip: You can also use the **Print Preview** button on the Standard toolbar.

Publish as PDF...

Displays a dialog that lets you create a PDF file from your current publication. (See the topic [Exporting PDF files.](#))



Alignment buttons

The "down" button indicates the paragraph alignment of text at the cursor position (Left, Centred, Right, or Justified). To change the alignment of selected text, click a different button.



Bulleted List

Applies a simple bulleted list style to your text. (See the topic [Creating a bulleted or numbered list.](#))



Numbered List

Applies a simple numbered list style to your text. (See the topic [Creating a bulleted or numbered list.](#))



Decrease Level

Moves current paragraph down one level.



Increase Level

Moves current paragraph up one level.



WritePlus

Click to launch the artistic text or text within a frame in WritePlus.



Enlarge Story Text

Click to increase artistic text size one increment. Double-click for a bigger increase.



Shrink Story Text

Click to reduce the artistic text size one increment. Double-click for a greater reduction.



Fill

Click to display a dialog combining various fill properties, including shading and colours for solid and gradient fills. Bitmap fills can also be applied from various categories.



Line/Border

Click to display a dialog with four tabs: Line, Line Edges, Border and Border Edges. The tabs control various line and border properties, and whether they are applied to specific or all edges.



Transparency

Click to display a dialog which lets you apply/edit solid, gradient (Linear, Ellipse, or Conical) or bitmap transparencies (natural textures).



Path Text flyout

Click to display a flyout of preset path shapes dialog which lets you create text on a path from your selected artistic text.



The **Autofit Options** flyout offers three autofit modes which continuously act upon a selected frame's story text.



No Autofit

This is the normal mode of operation where, if selected, text won't automatically scale throughout the selected text frame, possibly leaving partly empty frames at the end of the frame sequence.



Shrink Text on Overflow

If selected, extra text added to a selected frame will shrink all frame text to avoid text overflow.



Autofit

If selected, the frame will always scale text automatically by adjusting text size (compare to Fit Text which fits text once, with any additional text causing text overflow).



Frame Setup...

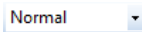
Click to display a dialog for editing the current frame margins and columns.



Columns

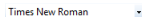
Sets the number of columns (e.g., 2) for the text frame.

Text context toolbar



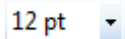
Styles

Displays the named style of text at the cursor position: either a character style (if one is applied locally) or the paragraph style. To apply a named style, click in the text, then select the style name in the drop-down list. To define a style based on the selected text's properties, type a style name into the box and press Enter. (See the topic [Using text styles.](#))



Font

Displays the font of text at the cursor position. To change the font of selected text, click a new font name in the drop-down list. (See the topic [Setting text properties.](#))



Point Size

Displays the point size of text at the cursor position. To change the size of selected text, click a new point size in the drop-down list, or type in a value and press Enter.



Font style buttons

"Down" buttons indicate font style properties of text at the cursor position (**Bold**, *Italic*, Underline). To apply or remove a style, click the appropriate button.

Publish as PDF slideshow...

Create a PDF-based slideshow from your current publication, with slide-specific layer control. (See the topic [Creating a PDF slideshow.](#))

Export Text...

(WritePlus only) Displays a dialog that lets you save the current story as a WritePlus (.STT), formatted (.RTF), or unformatted text file of various types (Unicode; with/without soft returns). (See the topic [Exporting story text.](#))

Send...

Opens a new message in your default email program, with the current PagePlus document as an attachment. (See the topic [Sharing by email.](#))

Send Page as HTML...

Opens a new message in your default email program, with the current page of your PagePlus document converted to an inline web page as part of the message body. (See the sub-topic [Sharing as HTML.](#))

Switch to Web Publishing...

(Paper Publishing mode only) Opens the current publication in Web Publishing mode.

Switch to Paper Publishing...

(Web Publishing mode only) Opens the current publication in Paper Publishing mode.

Recent Files List

Lists the names of the four most recently saved PagePlus files. Click a file name to open that file.

Exit

Closes PagePlus. You'll be prompted to save changes made since the last save.

Format Menu

Commands for setting attributes of text, text objects, and graphics

Shortcut: **Alt+O**

Character...

Displays a dialog for setting properties under the Character section, such as font (font style, case, size, width, colour, etc), Spacing (kerning, optical justification, etc.) and Language.

Tip: You can also use the [Text context toolbar](#) or right-click on text and choose **Text Format>Character....**

Paragraph...

Displays a dialog for setting properties under the Paragraph section, such as paragraph Alignment, Spacing, Hyphenation, Breaks, and Line Above/Below.

Tip: You can also use the text alignment buttons on the [Text context toolbar](#), or right-click on text and choose **Text Format>Paragraph....**

Tabs...

Displays a dialog for setting properties under the Tabs section, specifying tab position, alignment, and leader type. Enter values manually into the boxes.

Tip: You can also right-click on text and choose **Text Format>Tabs**. To place a tab stop directly see the sub-topic [Setting tab stops](#).

Bullets & Numbering...

Displays a dialog for setting properties under the Bullets and Lists section, such as those for bullet, number, and multi-level list formatting. Presets are available or click the Details button to make custom lists.

Tip: You can also right-click on text and choose **Text Format>Bullets & Numbering....**

Drop Cap...

Under the dialog's Drop Caps menu section, you can set properties of dropped and raised initial capitals. The Preview window shows the effect on selected text.

Tip: You can also right-click on text and choose **Text Format>Drop Cap....**

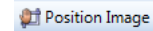
Kern>

Displays a submenu to let you adjust spacing between a pair of characters. Before kerning, click between two characters for an insertion point. Choose *Positive* to increase kerning, *Negative* to decrease, or *Custom* to enter a kern value specified as a percentage of the text size. **Kern** is greyed when there is no text insertion point.

Tip: It's more convenient to use the keyboard shortcuts **Ctrl+Alt+'+' to increase kerning, or **Ctrl+Alt+'-' to decrease.****

Clear Text Formatting

Clears custom character and paragraph formatting on selected text simultaneously, and restores plain/default text properties of the selected text.



Position Image

When enabled, the picture can be panned, rotated, and resized within its picture frame. Click again to lock the picture's position in the frame.

Frame context toolbar



Sort

Sorts the currently selected list alphabetically and numerically.



Previous Frame

Click to display the previous frame in the story.



Next Frame

Click to display the next frame in the story.



Link Frame

Click to link the selected frame to another frame. Then click with the Textflow cursor on the frame to be linked to.



Unlink Frame

Click to unlink the selected frame from a frame sequence.



Displays a **Text Sizing** flyout for controlling how frame text scales through the text frame.



Fit Text

Click to scale the story's text size so it fits exactly into the available frame(s); further text added to the frame will cause text overflow. (See the topic [Fitting text to frames.](#))

Tip: You can also press **Ctrl+Alt+X**.



Enlarge Text

Click to increase the story's text size one increment.





Shrink Text

Click to reduce the story's text size one increment.



Re-colour picture

Select to replace colour information in the image with shades of a single hue, and/or adjust its overall lightness. Select a hue by clicking a 

in the colour gallery. To restore the original colouration, click the  button. To alter image lightness, select a shade or tint in the **Shade/Tint** drop-down menu or select a percentage value in the list. (Select **original** to reset lightness values.)The swatch at the lower left shows the combined effect of the Hue and Shade/Tint adjustments



Transparent Colour

Choose the tool, then left-click on the image and drag to magnify pixels under the cursor. Release the mouse button to mark the specific colour under the cursor as transparent. **Note:** Before clicking, you can press Esc to cancel the tool.



Red Eye

Click to enable the red eye tool. Use the cross-hair cursor to drag a marquee around the eye and then release. See the topic [Red eye adjustment](#).



Decrease/Increase Contrast

Click to narrow or expand the tonal range by one increment at a time. See also [Auto Contrast](#), [Brightness and Contrast](#) or [Shadows and highlights](#) as image adjustments to fine-tune picture contrast.



Decrease/Increase Brightness

Click to make the image darker or lighter by one increment at a time. Use [Image adjustments](#) to fine-tune picture brightness.



Auto Level

Auto Level assigns a new "top" and "bottom" to the tonal range, making the darkest image pixel black and the lightest one white, and spreading out the in-between pixels over a wide tonal range.



Auto Contrast

The Auto Contrast feature adjusts image contrast, i.e. the spread between lightest and darkest values across the full tonal range. This can be used to fix poorly scanned/developed photos.

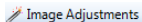
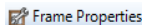


Image Adjustments

Click to display the Image Adjustments dialog. The Image Preview pane at the right updates as you add one or more image adjustments with the **Add Adjustment** button. See [Applying image adjustments](#).



Frame Properties

Click to display a dialog showing picture positioning and alignment options for the selected picture frame.

Tip: You can also choose **Picture>Frame Properties...** from the Format menu, or right-click the picture frame and choose **Properties>Frame Properties...**

Change Case...

Displays a flyout menu offering options for setting upper and lower-case properties of characters.

- *Sentence case*
- *lower case*
- *UPPER CASE*
- *Title Case*
- *tOGGLE cASE*

Update Text Default

Updates the local default settings for text as initially typed within a new frame, table, or artistic text object, using the currently selected text. Use **Update Object Default** (see [below](#)) for frame object defaults.

Update Text Style

Updates the current text style (shown in the Styles box on the Text context toolbar) to match the properties of the selected text. All text using the named style, throughout the publication, takes on the new properties. (See the topic [Using text styles](#).)

Tip: You can also click the style name in the list and (at the prompt) opt to update the style.

Text Style Palette...

Displays a dialog for editing and managing your text's paragraph and character styles.

Frame Setup...

Displays a dialog for editing the current frame margins and columns. (See the subtopic [Frame margins and columns](#).)

Tip: You can also click the **Frame Setup** button on the Frame context toolbar, or right-click on a frame.

Page Number Format...

Displays a dialog that lets you set the style of page numbers used in the publication, and the first page number. (See the topic [Using page numbering](#).)

Vertical Text Alignment>

Displays a submenu to let you adjust the vertical alignment of all text in a text object as *Top*, *Centre*, *Bottom* or *Justified*. For frames and table cells, it moves the text. For artistic text, it anchors that part of the object when new lines of text are added.

Size Text>

Displays a submenu to let you apply once-off frame text scaling through the text frame or sets a continuous autofit modes to act upon a selected frame's story text automatically.

Tip: You can also click the equivalent options on the Frame context toolbar.

· Fit Text

Click to scale the story's text size so it fits exactly into the available frame(s); further text added to the frame will cause text overflow. (See the topic [Fitting text to frames](#).)

Tip: You can also press **Ctrl+Alt+X**.

· **Enlarge Text**

Click to increase the story's text size one increment.

· **Shrink Text**

Click to reduce the story's text size one increment.

· **No Autofit**

This is the normal mode of operation where, if selected, text won't automatically scale throughout the selected text frame, possibly leaving partly empty frames at the end of the frame sequence.

· **Shrink Text on Overflow**

If selected, extra text added to a selected frame will shrink all frame text to avoid text overflow.

· **Autofit**

If selected, the frame will always scale text automatically by adjusting text size (compare to Fit Text which fits text once, with any additional text causing text overflow).

Fill...

Displays a dialog to apply an object's solid colour fill (including shading/tinting), gradient fill (pick a linear, elliptical or conical fill type preset or create your own), or bitmap fill (pick a preset from a chosen category). (See the topics [Applying solid colours](#) and [Working with gradient and bitmap fills](#).)

Tip: You can also use the **Fill** button on the Attributes toolbar's Fill flyout. You can right-click on an object and choose **Format>Fill...**

Line and Border...

Displays a dialog with several tabs: Line, Line Edges, Border and Border Edges.

· The Line tab combines various line properties, such as weight (thickness), colour, shading, style, and corners. For no line, select "None" as the **Style**. (See the topic [Setting line properties](#).)

· The Line Edges tab is used to switch on or off line edges around an object independently.

· The Border tab lets you select border side and corner style and customize weight, alignment and other properties for a repeating element that encloses an object. (See the topic [Adding borders](#).)

· The Border Edges tab is used to switch on or off border edges around an object independently.

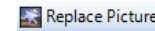
Tip: You can also use the **Line** tab or right-click on an object and choose **Format>Line and Border....**

Transparency...

Displays a dialog that lets you apply or edit an object's transparency value(s)—apply solid, gradient, or bitmap transparency types. For no transparency, select "None" as the type. (See the topic [Working with transparency](#).)

Tip: You can also click the **Transparency** button on the Attributes toolbar's Transparency flyout, or right-click on an object and choose **Format>Transparency....** The Transparency tab also offers preset transparency settings.

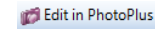
Picture context toolbar



Replace Picture

Click to open a dialog that lets you select a replacement for the selected image. In the dialog, locate the replacement image, set import options, and click **Open**.

Tip: You can also choose **Picture>Replace Picture...** from the Format menu, or right-click the image and choose **Replace Picture....**



Edit in PhotoPlus

Click to launch and edit the selected photo in Serif PhotoPlus (10 or later) with changes applied within PagePlus automatically on PhotoPlus save and exit. Serif PhotoPlus Picture (*.SPP) files can also be edited in the same manner.

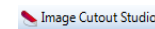


Image Cutout Studio

Click to launch a Studio environment where objects can be cutout from their background. See the topic [Using Image Cutout Studio](#).



Properties

Click to display a dialog summarizing file details and attributes of the selected image.

Tip: You can also select the image and choose **Picture>Properties...** from the Format menu, or right-click the image and choose **Properties....**



Resize Picture

Click to display the Picture Size & Resolution dialog.

- In the **Placed Image** section, you can set a specific **Width** and/or **Height**, or rescale the image as a percentage of its original size, using your
- choice of measurement **units**. Click the **Aspect Ratio** button to adjust the two dimensions in proportion, or independently.
- In the Resolution section, drag the slider to adjust the horizontal and vertical resolution in pixels per inch, or enter specific values. You can also
- click the **Web** or **Print** buttons to define standard resolution values for these media (96 ppi and 300 ppi, respectively).
 - If **Allow resampling** remains checked, the image will stay the same size and be resampled to the specific Width and Height you've entered. You can select from various resampling methods (Bicubic, Bilinear, Lanczos3, or Nearest).
 - If **Allow resampling** is unchecked, the upper Placed Image values change also, and the image is resized accordingly on the page.

! The "Placed Image" refers to an embedded copy of a given image. If the picture is linked and you resize it, this doesn't actually affect the source file but embeds the image.

! You can also right-click the image and choose **Properties>Size...**

Using the context toolbar








The context toolbar brings commonly used options to hand. If you're performing an operation on a particular type of object, e.g. a picture, text, frame, curve, etc., it's really time-saving and less cumbersome to use the Context toolbar as a shortcut instead of navigating through menus. The context toolbar does this well and, as its name suggests, the options or tools shown will be specific to the currently selected object. As an example, only photo-related options show on the Picture context toolbar for any selected picture, i.e.



Simply deselect the picture and the context toolbar will change to the Page context toolbar by default, or if a different object is selected, to the Context toolbar for that object (e.g., Text context toolbar for a text object).

A whole variety of context toolbars may be displayed. The main ones include the [Page](#), [Picture](#) (see above), [Text](#), [Frame](#), and [Curve](#) context toolbars; each provide support for the "in-context" currently selected object.

Pages context toolbar

	Page Setup Displays a dialog for modifying the publication dimensions and format.
	Page Size Set the publication's page size from the drop-down list.
	Portrait/Landscape Set the publication's page orientation to be portrait or landscape.[
	Page Manager Click to display the Page Manager or Master Page Manager, which provides multiple options for inserting and deleting pages or master pages, assigning master pages to pages, and navigating to a page.
	Layout Guides Displays a dialog that lets you change the page margin, row/column, and bleed guide settings.
	Set User Details Displays a dialog that lets you review and change User Details (such as name, address, etc.) you've entered when you first use a design template previously.
	PagePlus Options Displays a dialog that lets you customize a wide range of PagePlus settings, including layout choices, ease-of-use features, etc.

Filter Effects...

Displays a dialog that lets you select and customize a variety of special effects, including shadows, glow, reflections, outlines, blur, bevel, feather, emboss, and colour fill. (See the topic [Using 2D filter effects](#).)

Tip: You can also right-click on an object and choose **Filter Effects...**, or click the **Filter Effects** button on the Attributes toolbar.

Shadow

Select an object, then use the Shadow Tool to quickly apply a basic or skewed edge-based shadow (see the sub-topic [Using the Shadow Tool](#)).

Instant 3D...

Applies a 3D transform to your flat shapes and text directly, with transform control (3D rotation) via a red orbit circle. Precise control over settings like bevelling, multiple coloured lights, lathe effects, texture and material are possible. (See the topic [Adding dimensionality \(Instant 3D\)](#).)

Tip: You can also right-click on an object and choose **Instant 3D...**, or click the **Instant 3D** button on the Attributes toolbar.

Picture>

Displays a submenu with the following choices (greyed out if no picture is selected):

· [Properties...](#)

Displays a dialog summarizing file details and attributes of the selected image.

Tip: You can also right-click on a picture object and choose **Properties...**, or click the **Properties** button on the Picture context toolbar.

· [Image Adjustments...](#)

Displays a dialog that lets you apply single or multiple image adjustments, often to correct deficiencies in the original photo. (See the topic [Applying image adjustments](#).)

Tip: You can also right-click on a picture object and choose **Properties>Image Adjustments...**, or click the **Image Adjustments** button on the Picture context toolbar.

· [Colour Mapper...](#)

Displays a dialog that lets you change the colours used in vector-type images. (See the topic [Changing or copying vector image colours](#).)

Tip: You can also right-click on an object and choose **Properties>Colour Mapper...**

· [Photo Optimizer...](#)

Helps you to improve the print quality of a selected bitmap picture on a specific printer. The Wizard lets you print test samples and choose the best settings, which are then applied when the publication is printed.

Tip: You can also right-click on an object and choose **Properties>Photo Optimizer...**

· [Picture Transparency...](#)

Displays a dialog that lets you set a specific RGB value as a transparent colour in a bitmap image or metafile. (See the subtopic [Setting single-level transparency](#).)

Tip: You can also right-click on an object and choose **Properties>Picture Transparency....**

· **Replace Picture...**

Displays a dialog to let you choose an image to replace the currently selected picture.

Tip: You can also double-click the picture, or drag/drop another picture onto the current picture (from Windows Explorer or PagePlus's Media Bar).

· **Frame Properties...**

Displays a dialog that lets you set sizing and alignment properties of an image within a picture frame.

Tip: You can also right-click on an object and choose **Properties>Frame Properties...**, or pick the **Frame Properties** button on the Picture context toolbar.

Form Field

Accesses the *Properties* of any form field (if selected). Additionally, the *Tab Order* of form fields can be controlled. (See the topic [Form field properties](#) and sub-topic [Arranging tab order](#).)

Update Object Default

Updates the local default settings for the currently selected type of object, using the current object's properties. In other words, the next time you create an object of this type in this publication, it will have these properties. To save local defaults globally so they'll apply to new publications, use **Tools>Save Defaults...** (See the topic [Updating and saving defaults](#).)

Tip: You can also right-click on the object, and choose **Format>Update Object Default**.

Add Fill to Studio

Stores the fill of the selected object as a gallery thumbnail in the Swatches tab—solid colours are added to the Publication palette, gradient fills to the Gradient palette, etc. You can use the thumbnail to re-apply the fill to other objects. (See the topics [Applying solid colours](#) and [Working with gradient and bitmap fills](#).)

Add Transparency to Studio

Stores the transparency of the selected object as a gallery thumbnail in the Transparency tab. You can use the thumbnail to re-apply the transparency to other objects. (See the topic [Working with transparency](#).)

Object Style>

Displays a submenu of choices relating to object styles—clusters of attributes like line colour, fill, border, etc. that are saved under unique names so you can apply the same attributes to multiple objects. (See the topic [Using object styles](#).)

Tip: You can also right-click on an object and choose **Format>Object Style**.

· **Locate in Studio**

Attempts to find the thumbnail entry for the selected object's style (if previously applied) in the **Styles** tab.

· **Unlink**

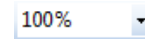
Detaches the selected object from its style definition without deleting the style's gallery thumbnail or definition—for example, if you intend to update the style but leave a particular object as it is.

View toolbar



Zoom Out

Click to view more of the page in the window.



Zoom Percent

Displays the current zoom percentage, with 100% representing an actual-size page. To set a specific zoom view, type the number in the box, then press Enter.



Zoom In

Click to view the page area more closely.



Zoom Tool

Click the button, then drag out a rectangular marquee on the page to define a region to zoom in to. The zoom percentage adjusts accordingly, fitting the designated region into the window. To zoom out, hold down the Shift key when dragging.



Pan Tool

Click to enter Pan mode, indicated by a hand cursor. In Pan mode, you can click anywhere on the page and drag to reposition the page in the window.



Actual Size

Click to display the page at a zoom percentage of 100%.



Zoom to Selection

Click to switch to a close-up view of the selected object.



Page Width

Click to scale the current page so it fits horizontally in the window.



Full Page

Click to scale the current page (or pages, in Multi-page mode) to fit in the window.



Multi-page

Click to display a number of pages at a time in the window. Drag to choose an array within the flyout, for example 4x2 Pages or 3x1 Pages. To expand the number of choices, drag further down and to the right. To restore Normal View, click the lower information bar on the flyout or choose Normal from the View menu.

See also the Visual Reference for the [View menu](#) and the topic [Viewing pages](#).



Logo Flyout

Click the down arrow to display a flyout menu for creating and editing logos.



Insert Logo...

Click to display LogoStudio, a studio environment ideal for creating all kinds of logos either from scratch or by using logo templates. Same as menu command Insert>Logo..... (See the topic [Creating logos.](#))



Edit in LogoStudio...

Click to edit an existing logo in LogoStudio, or convert selected objects to a new logo. Same as Edit button under a selected logo, menu command Edit>Edit in LogoStudio... or the same option when right-clicking on objects.

· Create

Displays the Styles Attributes Editor that lets you create a new object style definition based on a selectable range of attributes of the selected object.

Help Menu

Help, hints, tips, and options for learning PagePlus

Shortcut: **Alt+H**

PagePlus Help

Displays the PagePlus Help window. Use the **F1** key as a shortcut.

Visit the PagePlus Web Site

Connects to the Web and displays Serif's PagePlus Web page in your Web browser.

Visit the Serif Site

Connects to the Web and displays the Serif Home Page in your Web browser.

Visit the Serif Web Forum

Connects to Serif product-specific web forums for exchanging ideas and discussion of issues.

Tutorials...

Displays a Flash-driven menu of PDF tutorials, divided into Projects and Design Lab sections.

Check for Update from Web

Determines if an update to your current version of PagePlus is available from Serif.

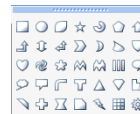
Note: By default, PagePlus automatically checks for product updates on a periodic basis. To enable/disable or change the default checking duration, see **Product Updates** in the General section of **Tools>Options....**

Registration Wizard...

Helps you to register your own personal copy of PagePlus.

About PagePlus...

Displays version and copyright information.



QuickShape Tool

Click to display a flyout menu (as shown) of special shapes. Tooltips over each icon indicate the name of the shape.

Click a button to select a shape, then click on the page to create the shape (drag to adjust its size).

When the shape is the right size, release the mouse button. Now you can alter the shape by dragging on its handles.

- To draw a constrained shape (a circle, for example), hold down the Shift key as you drag.

- Normally, the tool reverts to the Pointer after you draw a shape. To retain the QuickShape Tool after drawing, hold down the Shift key when you first click the button.

Tip: To access a shape's Fill and Line properties, right-click on the object and use the **Format>** submenu.

(See the topic [Drawing and editing shapes.](#))



Picture Flyout

Click the down arrow to display a flyout menu for image import and picture framing.



Import Picture...

Click to display a file selection dialog that lets you select a picture to insert. Same as menu command **Insert>Picture>From File....** You can also press **Ctrl+G**. (See the topic [Importing images.](#))



Picture Frames

Click one of the picture frame presets, then click on the page (or drag out a region) to define a container for a picture. To add a picture to a selected frame, right-click the frame and choose **Replace Picture...** or drag a new photo onto the frame from the [Media bar](#) or Windows Explorer. You can swap a different image into the same frame at any time using the **Replace Picture** button on the Picture frame toolbar next to the frame. (See the topic [Adding picture frames.](#))



Line Tools flyout

Click the down arrow to display a flyout menu including the three line tools.

(See the topics [Drawing and editing lines](#) and [Setting line properties.](#))

Tip: To access line properties, see the [Line tab](#).



Pencil Tool

Click the button, then drag on the page to draw a freehand line.



Pen Tool

Click the button, then drag out an attractor node from the initial point. Click (or click and drag) again where you want the segment to end.

- To extend an existing line, repeat the process for each new end point.
- To end the line, press Esc, double-click anywhere or choose a different tool.



Straight Line Tool

Click the button, then drag on the page to draw a straight line.

- To constrain the angle of the line to 15-degree increments, hold down the Shift key as you drag.
- To extend an existing line, begin drawing from one of the line's end nodes.



Connectors flyout

Click the down arrow to display a flyout menu hosting various tools for creating connector lines between objects.

(See the topic [Using connectors.](#))



Connector Tool

Click to draw a straight connector line between default or custom connection points located on objects.



Elbow Connector Tool

Draws an elbowed connector line between default or custom connection points located on objects. The line possesses one or more right angle joints instead of a straight line (produced with Connector Tool).



Connection Point Tool

Use to create your own user-defined connection point to which a straight or jointed line can be attached. The point can be placed anywhere on the page or, more typically, on the edge of an object when it is selected.

Insert Menu

Commands for inserting content and layout elements into your publication

Shortcut: **Alt+I**

Page...

Displays the Page Manager dialog to allow one or more pages to be inserted before or after the current or a chosen page.

Picture>

Displays a submenu that lets you select the source of the picture to be inserted.

· PhotoCD...

If a PhotoCD is loaded, displays the PhotoCD Gallery, displaying image thumbnails from which you can select the PhotoCD image to import. (See the topic [Importing PhotoCD images.](#))

· TWAIN>

Displays a submenu. Choose *Acquire...* to display the acquisition dialog for the selected TWAIN source, such as a scanner or digital camera. Choose *Select Source...* to specify which TWAIN-compatible device to use. (See the topic [Importing TWAIN images.](#))

· From File...

Displays a file selection dialog. (See the topic [Importing images.](#))

Tip: You can also use the **Import Picture** button on the Tools toolbar, or press **Ctrl+G**.

· Empty Frame...

Inserts a **picture frame** as a container for an image you'll import later.

Tip: You can also use the various picture frame buttons on the Tools toolbar's Picture flyout.

(See the topic [Adding picture frames.](#))

Text File...

Displays a file selection dialog that lets you import a word processor file into your publication. (See the topic [Importing text from a file.](#))

Tip: You can also press **Ctrl+T**.

PDF File...

Inserts a PDF document into an existing publication before or after the currently selected page, as set in a dialog (See the topic [Importing PDF files.](#))

PagePlus File

Inserts a PagePlus Publication (PPP) file into an existing publication before or after the currently selected page, as set in a dialog (See the topic [Importing PagePlus documents.](#))

Object...

Displays an Insert Object dialog for inserting an OLE object.

Logo...

Displays LogoStudio, ideal for creating all kinds of logos in a studio environment. (See the topic [Creating logos.](#))

PageHint...

Displays a cursor which lets you click and place a PageHint (reminder or comment) onto your web page. Click an existing PageHint icon on the page to view and edit, or right-click to delete it. (See the topic [Using PageHints.](#))

Headers and Footers...

Starts a Wizard that helps you create or edit header and footer text that repeats on every page.

Table of Contents...

Starts a Wizard that helps you create a table of contents. You can designate the positioning of your table of contents and which text styles in your publication will be used to make up your heading levels. (See the topic [Creating a table of contents.](#))

Index...

Starts a Wizard that helps you create an index. Use WritePlus to mark index entries before running the Index Wizard. (See the topic [Creating an index.](#))

Hyphenation Point

Inserts/removes a hyphenation point to mark a character as suitable for creating a line-end using a hyphen. (See the topic [Using Hyphenation.](#))

Tip: Use the keyboard shortcut **Ctrl+'-'** to insert, or after selection of text, remove hyphenation point(s).

Break>

Displays a submenu with the following choices (greyed out unless there is an insertion point in text):

· **Line Break**

Starts a new line at the insertion point, continuing the existing paragraph. Also known as a "soft return." (To insert a paragraph break or "hard return," press [Enter.](#))

Tip: You can also press [Shift+Enter.](#)

· **Column Break**

Flows text to the next column, starting at the insertion point. If the current column is the last in the current frame, text flows to the following frame.

Tip: You can also press [Ctrl+Enter.](#)

· **Frame Break**

Flows text to the next frame, starting at the insertion point.

Tip: Make sure the current frame is linked to a following frame. You can also press [Alt+Enter.](#)



Insert Calendar

Click this button to create a calendar. Click again on your page (or drag out the desired size). The built-in [Calendar Wizard](#) then helps you pick a design and define options for your calendar such as holiday and event management.



Insert Database Table

Click this button to import a database table as a PagePlus table. The file can be edited, and filters applied to include/exclude database fields before insertion. (See the topic [Inserting database tables.](#))



Artistic Text flyout

Click the down arrow to display a flyout menu including these tools:



Artistic Text Tool

Click this button to create standalone text directly on a page. Click anywhere on the page for an insertion point using a default point size, or drag to specify a particular size. Set initial text properties as needed, then type normally to enter text. (See the topic [Using artistic text.](#))

The other buttons on the flyout let you first define a path for artistic text, using tools that work essentially like the Line Tools (see below). The path appears with an insertion point at its starting end—begin typing at the insertion point, and text flows along the path. The resulting object has all the properties of artistic text, plus its path is a Bézier curve that you can edit with the Curve context toolbar as easily as any other line! (See the topic [Putting text on a path.](#))



Freehand Path Text Tool

Click this button, then drag on the page to sketch a curved path for text in a freeform way.



Straight Path Text Tool

Click this button, then drag on the page to draw a straight path for text.



Curved Path Text Tool

Click this button, then drag on the page to join a series of paths for text (which may be curved or straight) using "connect the dots" mouse clicks. Press Esc or double-click to end the path. You can use the [Curve context toolbar](#) to define individual segments.

Tools toolbar



Click to display the Selection flyout menu, then select one of the available tools (see below):



Pointer Tool

Click to select, move, copy, rotate, and resize objects.

- To select an object, click on it. A grey bounding box appears, with small "handles" which define the object's corners and edges. (See the topic [Selecting an object.](#))
- To move the selected object, drag from inside the object or the bounding box (not from a handle). (See the topic [Moving objects.](#))
- To copy the selected object, hold down the Ctrl key as you start dragging. (See the topic [Copying objects.](#))
- To rotate the selected object, hover over a corner handle and drag (see also Rotate Tool below).
- To resize the selected object, drag one of its handles. (See the topic [Resizing objects.](#))



Rotate Tool

Click to rotate objects around a moveable rotation origin. Select the object, then drag one of its handles.

- To constrain rotation in 15° steps, press the Shift key after you've begun rotation, and hold it down until after you release the mouse button.
- To adjust the rotation origin before rotation, click and drag the symbol.
- To unrotate (restore the original orientation), double-click the object. To restore the rotated position, double-click again. (See the topic [Rotating an object.](#))

Shaped Frame tools

Click to display a flyout menu of various shaped text frames for story text. The button's icon shows the most recently selected frame shape. Click the desired frame shape to select it, then click on the page or pasteboard (drag a corner to adjust the frame dimensions). (See the topic [Understanding text frames.](#))



Table flyout

Click the down arrow to display a flyout menu including these tools:



Table Tool

Click this button to create a container for text-based data in row-and-column format. Click on the page or pasteboard, or drag to set the table's dimensions. In the Create Table dialog, select a preset Format (or "[Default]" for a plain table). (See the topic [Creating text-based tables.](#))

· Page Break

Flows text to the next page, starting at the insertion point.

Tip: Make sure the current frame is linked to a frame on the next page. You can also press **Ctrl+Shift+Enter**.

Page Number

Inserts a page number field at the text cursor position. If page numbering changes, the field updates automatically.

Symbol>

Displays a submenu to let you insert standard symbols not found on the keyboard. The selected symbol is inserted at the text cursor position. Choose Other... to display the [Insert Symbol dialog](#), which lets you insert any character from any font installed on your system.

Information>

Displays a submenu with the following choices (greyed out unless there is an insertion point in text):

· Date or Time...

Displays a dialog letting you select a date/time format, then inserts a date/time field at the text cursor position. Uncheck **Update Automatically** to keep the original date/time in place indefinitely. (See the topic [Inserting date/time.](#))

· Publication Info...

Displays a dialog letting you select a publication property such as title or file name, then inserts it at the text cursor position. (See the topic [Viewing and changing document information.](#))

· User Details

Displays a dialog letting you select a defined User Detail field (such as name or address), then inserts it the text cursor position. To define User Details, choose **Set User Details...** from the Tools menu. (See the topic [Inserting user details.](#))

Fill with Placeholder Text

Adds "dummy" filler text to the selected frame as if importing text. Using filler text means you can concentrate on the visual arrangement of text frames without having to worry about their content.

Mark Index...

(WritePlus only) Displays the Mark Index Entry dialog, to insert index entry marks. (See the topic [Creating an index.](#))

Tip: You can also click the **Mark Index** button on the WritePlus Story toolbar.

Hyperlink...

Displays a dialog that lets you define a hyperlink for the selected object. You can link to a specific Internet address (URL), a specific page in your publication, an Internet email address (for example, if you want your readers to be able to send you email), a file (such as sound or video) on your hard disk, or an anchor attached to any object (in the same or different page).

Tip: You can also press **Ctrl+K** or click the **Hyperlink** button on the Standard toolbar.

Bookmark...

Displays a dialog that lets you define the text and page number for a page bookmark, i.e. an item in an optional list you can add if you plan to [export the publication as a PDF file](#). PagePlus automatically builds the list downward, placing each new bookmark below the previous one. (See the topic [Creating a PDF bookmark list](#).)

Tip: You can also press **Ctrl+R**.

PDF Media Clip (Paper Publishing Mode only)

Displays a submenu with the following choices:

· **Sound Clip**

Allows you to add an audio thumbnail to your page which, when clicked, will play a chosen audio clip. Playback of the sound clip will only work when the project is exported as PDF.

· **Movie Clip**

Similar to the sound clip option above but plays a movie clip instead; the thumbnail will indicate that the clip is a movie file.

Web Object>

(Web Publishing mode only) Displays a submenu with the following choices:

· **Sound...**

Displays a dialog that lets you select a sound file to add to a Web page. (See the topic [Adding sound and video](#).)

· **Video...**

Displays a dialog that lets you select a video file to add to a Web page. (See the topic [Adding sound and video](#).)

· **Animated Marquee...**

Opens a dialog that lets you add scrolling motion to a headline or catch phrase for a Web page. (See the topic [Adding animation effects](#).)

· **Animated GIF...**

Starts a Wizard that lets you preview a variety of small, animated images to use in your Web site. (See the topic [Adding animation effects](#).)

· **Java Applet...**

Displays a dialog that lets you select a Java applet and supporting files to add to a Web page. (See the topic [Adding Java applets](#).)



Finish

Click to close the WritePlus window and return to PagePlus.

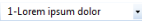


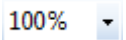
Help


Click to display the topic [Editing story text with WritePlus](#).


Story toolbar (WritePlus only)


To learn about WritePlus, see [Editing story text with WritePlus](#).


 **Story**
Displays the name of the story currently being edited. To edit a different story, select its name in the list. To rename a story, simply type over the old name.)


 **Zoom Factor**
To view the text larger or smaller, select a zoom percentage from the list.


 **Style Pane**
Click to show or hide the Style pane (to the left of the Text Entry window). When visible, the Style Pane shows you the named style of each paragraph. Same as menu command View>Style Pane.


 **Note Pane**
Click to show or hide the footnote or endnote pane (appearing at the bottom of the Text Entry window). Same as menu command View>Note Pane.


 **Formatting**
Click to switch between draft and layout modes. In Layout mode, the Text Entry window shows font and point size variations applied to the text. Same as menu command View>Formatting.

 **Special Characters**
Click to show or hide special characters in the story text, such as spaces, tabs, and paragraph marks.

 **Show Fields**
Click to show or hide fields representing automatically generated text such as user details, mail merge text, and date/time.

 **Word Count**
Click to run a wizard that counts total words or characters, or the number of occurrences of a specified word.

 **Mark Index**
Click to display the Mark Index Entry dialog, to insert index entry marks. Same as menu command Insert>Mark Index.... (See the topic [Creating an index](#).)

 **Spell Checker**
Click to run a wizard that lets you check the spelling of a single word, selected text, a single story, or all stories in your site. (See the topic [Spell-checking](#).)

· **Rollover...**

Displays a dialog that lets you construct a multi-layer graphic that changes appearance in response mouse events. Usually this serves as a button with "up" and "down" states plus a hyperlink. (See the topic [Adding rollovers](#).)

· **DrawPlus Rollover...**

Displays a dialog that lets you import the HTML and associated image files for a rollover graphic created with Serif DrawPlus.

· **Hotspot...**

Displays a dialog that lets you enter a hotspot (a transparent hyperlink region) to your Web page. They are usually placed on top of an entire or specific areas of an image. (See the topic [Adding hotspots](#).)

· **HTML...**

Displays a dialog that lets you enter an HTML code fragment to add to a Web page. (See the topic [Adding HTML](#).)

Form Field>

Displays a submenu with the following choices for creating PDF form controls. (See the topic [Creating a PDF Form](#) for more details.)

· **Button**

Displays a button heading offering a submenu for creation of a standard *Button* or preset *Submit*, *Reset* or *Print buttons*. The Submit button initiates a Form Submit Wizard

· **Check Box**

Creates a box that can be checked on or off.

· **Text Field**

Creates a text form field for user input.

· **Combo Box**

Creates a box displaying a scrollable drop-down menu where only one item can be selected.

· **List Box**

Creates a box displaying a item list where multiple items can be selected.

· **Radio Button**

Creates a radio button that can be switched on or off.

· **Signature**

Creates a form field which allows your form to be signed digitally for security purposes. (See the topic [Using digital signatures](#).)

· **Form toolbar**

Switches on or off the Form toolbar.

Footnote/Endnote...

Displays a dialog that lets you specify global attributes for footnotes or endnotes in the publication, and insert a new note of either type. (See the topic [Inserting footnotes and endnotes.](#))

**Undo**

Click to undo the most recent change to the current publication. To undo multiple changes with a single action, click the down arrow and select from the list of recent changes. Undo is greyed out when not available. To set the number of levels of Undo, pull down the Tools menu and choose Options (the General tab). Same as menu command Edit>Undo.

**Redo**

Click to reverse the effect of a previous Undo action. To reverse multiple undo's with a single action, click the down arrow and select from the list of recent undo's. Same as menu command Edit>Redo.

Standard toolbar



New Publication

Opens a new desktop publication with a blank page (using default settings) or the Startup Wizard (if enabled). Same as menu command File>New>New Publication. (See the topic [Starting a new publication.](#))



Open

Click to display a standard Windows dialog which allows you to open an existing PagePlus Publication (*.PPP), PagePlus Book (*.PPB), PagePlus template (*.PPX) or Adobe PDF document (*.PDF). Same as menu command File>Open.



Save

Click to save the current publication under its current name. If it's still unsaved ("Untitled"), the Save As dialog automatically appears. Same as menu command File>Save.



Print

Click to display a dialog providing options for selecting which part of the publication file to print and how to print it. The various tabs let you control scaling, tiling, colour separations, and other useful features. The Setup button displays the standard Windows printer setup dialog. Same as menu command File>Print....



Print Preview

Click to change the screen view to display the layout without frames, guides, rulers, and other screen items. Special options such as tiled output or crop marks are not displayed. Same as menu command File>Print Preview. (See the topic [Previewing the printed page.](#))



Cut

Click to delete the selected object(s) from the page or pasteboard AND place a copy on the Windows Clipboard. Same as menu command Edit>Cut.



Copy

Click to copy the selected object(s) to the Windows Clipboard. Same as menu command Edit>Copy.



Paste

Click to insert the contents of the Windows Clipboard at the selection point. Defaults to the PagePlus object format, if available. To paste as a particular format, use Paste Special. Same as menu command Edit>Paste.



Hyperlink

Displays a dialog that lets you define a hypertext jump for the selected object. Same as menu command Insert>Hyperlink....

Table Menu

Commands for editing tables created with the Table Tool

Shortcut: **Alt+B**

AutoFormat...

Displays a dialog that lets you choose style presets to customize the selected table's appearance. You can select which attributes (Lines, Cell Fill, Font, Alignment, and/or Table Fill) of the style will be applied.

Insert>

Displays a submenu that lets you insert a new *Table*, or new *Rows...* or *Columns...* into the selected table. In the dialog, specify how many to add, and whether to add them before or after the selected cells.

Select>

Displays a submenu that lets you select one or more *Row(s)* or *Column(s)* contiguous with the currently selected cell(s). Choose *All* to select all cells in the table.

Delete>

Displays a submenu that lets you delete the *Row(s)* or *Column(s)* contiguous with the currently selected cell(s). Choose **Table** to delete the entire table object.

Merge Cells

Collapses multiple selected cells into one larger cell that spans more than one row and/or column. The merged cell displays only the text originally visible in the top left selected cell, but the original cell content is preserved (see **Separate Cells**).

Separate Cells

Restores a merged cell to its original component cells and their content.

Evenly Distribute>

Displays a submenu which offers distribution options for rows/columns.

· *Rows*

Makes all selected rows have uniform heights.

· *Columns*

Makes all selected column widths have uniform widths.

Autofit to Contents>

Displays a submenu which offers autofit options for cell contents.

· *Row(s)*

Makes all selected row heights fit automatically to existing cell contents.

· *Column(s)*

Makes all selected column widths fit automatically to existing cell contents.

Fill Cells>

Displays a submenu which lets you fill all cells in a selected row/column with the contents of the first cell in the row/column. You can fill *Right* or *Down* for a row or column, respectively.

Set Column Widths...

Set a fixed column width for selected columns or all columns in a table.

Set Row Heights...

Set a fixed row height for selected rows or all rows in a table.

Cell Properties...

Displays a dialog that lets you customize the table's Border, Fill, Transparency, Margins and Orientation properties.

Enable Spreadsheet Functions

Switches on the advanced spreadsheet functions for applying formulas to your table. The functions appear beneath your Table context toolbar. See [Inserting Formulas](#).

Sort...

The displayed dialog lets you sort words and numbers across single or multiple table rows and columns, in ascending or descending order. See the topic [Sorting tables](#).

You can also access these commands from a submenu by right-clicking a table and choosing Table. For details, see the topic [Creating text-based tables](#).

Mail and Photo Merge toolbar



Insert Text Field

Displays a dialog that lets you select a text field (for example, for address list data) from the current data source. When you click Insert, a placeholder field appears on the Web page which has to be moved into your repeating area. Same as menu command Tools>Mail and Photo Merge>Insert Text Field.... (See the topic [Using mail merge](#).)



Insert Picture Field

Displays a dialog that lets you select a field from the current data source (one that includes either pictures or valid path names to pictures). When you click Insert, a placeholder field appears on the Web page which has to be moved into your repeating area. Same as menu command Tools>Mail and Photo Merge>Insert Picture Field....



Create or Modify Repeating Area

Displays a dialog that lets you create the unit cell for a repeating layout on your page. Within the unit cell, you can place regular objects as well as placeholder fields where you want to merge picture and/or text data. When you merge, PagePlus replicates the basic repeating area as many times as there are records in the data, inserting new pages as needed to include all specified records. Same as menu command Tools>Mail and Photo Merge>Repeating Area....



View Data...

Click to inspect your publication with actual data from the current data source substituted for the placeholders. Use navigation buttons (below) to move from record to record. Same as menu command Tools>Mail and Photo Merge>View Data....



Edit Merge List...

Displays a dialog that lets you view the current data in row/column format, with the option of customizing the merge list (the actual data to be merged) by including or excluding specific records. You can edit the current data source (database, text file, spreadsheet, etc.), filter records "by hand" or preferably by applying powerful filtering and sorting options. For example, with an address list or contact database you could sort by postal code and then by last name. Same as menu command Tools>Mail and Photo Merge>Edit Merge List....



View Data navigation buttons...

With View Data switched on (above), you can step through the data records, previewing the final appearance and making any necessary layout adjustments (for example, to allow extra space for long lines). The current record number appears in the centre box.



Trimmed Page Mode

Displays your current page as it is intended to be printed, without Ruler Guides, Bleed Area Guides, Frame Guides, and spell-checked text marks.

(See the subtopic [Working in Trimmed Page Mode.](#))



Show/Hide Studio tabs

Click to either display or hide all Studio tabs in the current workspace.

(See the topic [Customizing toolbars, menus, and tabs.](#))

Tools Menu

General program tools and options

Shortcut: **Alt+T**

Layout Checker...

(Web Publishing mode only) Starts a Wizard that searches your publication for potential Web page layout problems. (See the topic [Automatic layout checking.](#))

Spell Checker...

Helps you check your publication for spelling mistakes. (See the topic [Spell-checking.](#))

Tip: You can also press **F7**.

Proof Reader...

Helps you proof your publication text for grammar and readability errors. (See the topic [Automatic proofreading.](#))

Thesaurus...

Displays the Thesaurus, which lets you find synonyms, definitions, and variations of words in your publication text. (See the topic [Using the thesaurus.](#))

Tip: You can also press **Shift+F7**.

Palette Manager...

Displays a dialog that lets you add, modify, or delete colours in the Publication palette, and save and load custom palettes for use in other publications.

Scheme Manager...

Displays a dialog that displays existing colour schemes and lets you modify them or create new ones. (See the topic [Using colour schemes.](#))

Resource Manager...

The Resources tab displays a dialog that lists the resources (such as pictures, sounds, and video) used in your publication, and shows if the resources are linked or embedded. The Fonts tab shows fonts present in your publication, their status and if font substitution has been carried out. (See the topics [Checking fonts and resources used](#) and [Substituting fonts](#)).

Text Manager...

Displays a list of all the text stories used in your publication. (See the topic [Reviewing text content with the Text Manager.](#))

Bookmark Manager...

Bookmarks are optional links you can insert if you plan to [export the publication as a PDF file](#). The Bookmark Manager lets you view all your bookmarks at a glance, organize them into a hierarchy of entries and subentries, and modify or delete existing bookmarks as needed. (See the topic [Creating a PDF bookmark list.](#))

Calendar Event Manager...

Allows the management of your calendars' personal events and regional public holidays. (See the topic [Inserting a calendar.](#))

Hyperlink Manager...

Displays a dialog showing all hyperlinks used in the current publication, listed by page number. To go to a link, double-click it in the list. To delete a link, select the entry and click **Remove**. To modify a link (for example, designate a different target URL), select it and click **Modify**, which displays the Hyperlinks dialog.

Web Picture Manager...

(Web Publishing mode only) Starts a Wizard that helps you set the properties of objects that will be converted to pictures when the site is published. For each object, you can choose GIF (for small images), JPEG (for photos), or PNG (for images with variable transparency) or apply customizable global default settings. In addition, you can apply tooltips to the object or enter an identifying tag for Web site visitors to read while the image is downloading. (See the topic [Setting Web picture display options](#).)

Convert to>

Displays a submenu with the following choices.

· **Shaped Text Frame**

Converts the selected [shape](#) into a [shaped text frame](#).

· **Picture Frame**

Converts the selected [shape](#) into a [picture frame](#)

- **Logo**

Converts the existing [shape](#) into a [logo](#)

· **Curves**

Converts the selected object (such as [artistic text](#) or a [QuickShape](#)) to editable [lines and nodes](#).

Tip: You can also right-click on the object and choose Convert to>Curves.

· **Picture...**

Displays a dialog that lets you select a new format, then deletes the selected object or group and replaces it with an embedded picture representation. It's useful for combining several objects into a permanent graphic, creating a composite shape from multiple graphics, or specifying a preferred image format for a particular need. (See the topic [Converting an object to a picture](#).)

Tip: You can also select this option by right-clicking on the object.

Fit Text to Curve

Creates a [path text object](#) from two selected objects: an [artistic text object](#) and a [line](#) or [shape](#).

Crop to Shape

Lets you crop one selected object to the outline of another. The lower object (the one behind the other) gets cropped to the outline of the upper object. (See [Cropping and combining objects](#).)

HintLine toolbar



First Page

Click to view the first page in your publication.



Previous Page

Click to view the previous page in your publication. Shortcut: Press the Page Up key.

2 of 5

Current Page

Displays the current page number and the total number of pages in the publication. Click to switch between page and master page. (See the topic [Navigating](#).)



Next Page

Click to view the next page in your publication. Double-click to view the last page.

Shortcut: Press the Page Down key.



Last Page

Click to view the last page in your publication.



(Master) Page Manager

Click to display the Page Manager, which provides multiple options for [inserting and deleting](#) pages or master pages, [assigning master pages](#) to pages, and navigating to a page. If you're on a master page, the button displays the Master Page Manager.

Click to select.

Hintline

Displays helpful, context-sensitive messages about PagePlus interface elements, status information for selected operations, and information about selected objects.

14,378, 15,805 cm

Pointer Position

Displays the X-Y co-ordinates of the pointer relative to the zero point. See [Using the rulers and dot grid](#) for information on rulers and defining the zero point.



Snapping

Click to turn the snapping feature on and off. When the button is down, snapping is on, and objects you move or resize will jump to align with the nearest visible grid dot or guide line. When the button is up, snapping is off. To set the visible guide features, use the View menu or Tools>Options>Layout. (See the topic [Snapping](#).)



Sound Clip

Click to add a sound clip (MP3, WAV, AIFF) to your PDF form. A thumbnail is added to the page, which can be clicked for playback in the exported PDF form. (See the topic [Exporting PDF files](#)).



Movie Clip

Click to add a movie clip (AVI format) to your PDF form. A thumbnail is added to the page, which can be clicked for playback in the exported PDF form. (See the topic [Exporting PDF files](#)).



Form Field Properties

Click to display a selected form object's properties.



Tab Order

Click to display blue tab order markers on your form fields. These indicate the order in which form fields are jumped to when the form recipient navigates the form using the Tab key.

Word Count

(WritePlus only) Runs a wizard that counts total words or characters, or the number of occurrences of a specified word.

Tip: You can also click the **Word Count** button on the Story toolbar.

Mail and Photo Merge>

Displays a submenu with the following choices. (See the topic [Using mail merge.](#))

· *Insert Text Field...*

Displays a dialog that lets you select a text field (for example, for address list data) from the current data source. When you click **Insert**, a placeholder field appears at the current cursor position. (See the subtopic [Inserting placeholders for your data.](#))

· *Insert Picture Field...*

Displays a dialog that lets you select a field from the current data source (one that includes either pictures or valid path names to pictures). When you click **Insert**, a placeholder field appears in your publication. (See [Merging photos and other pictures.](#))

· *New Data Source...*

Displays a dialog that lets you create a Serif Database file (*.SDB) file. Two further dialogs let you firstly find, add, delete records and customize the database, and then [edit fields/records, select, filter, and/or sort](#) the actual data to be merged

· *Open Data Source...*

Displays a dialog that lets you locate a PagePlus database (*.SDB) file to open. Using the "Files of type" list, you can also import other external data sources such as plain text file (comma-delimited or fixed-width), other databases, spreadsheets, and more.

· *Edit Merge List...*

Displays a dialog that displays the current data in row/column format, with the option of customizing the merge list (the actual data to be merged) by including or excluding specific records. You can do this "by hand" or by applying filtering and sorting options to include just certain records, or arrange records in order, based on the contents of specific fields. For data stored in .SDB format, you can also use the Edit Database dialog to create or delete records, enter information, find occurrences of specific text, or revise the field order—even add new fields and data. (See the subtopic [Selecting, filtering, and sorting the merge list.](#))

· *Close Data Source...*

This option lets you break the connection between your publication and a linked data source, e.g. a PagePlus database (*.SDB) file. This is applicable if you have saved your publication previously with the data source open.

· *Create Photo Data Source from Folder Contents...*

Starts a Wizard that lets you select a folder containing images that you want to convert to a simple database using the .SDB (Serif Database) format, and include or exclude specific images and associated data (e.g. EXIF). (See the subtopic [Creating a photo data source.](#))

· **View Data**

Check to display actual record data from the current address list in the publication prior to merge. If unchecked, you'll see only address field placeholders. The Mail and Photo Merge toolbar, displayed on opening a data source, lets you use navigation buttons to view specific record data.

· **Repeating Area...**

Displays a dialog that lets you define or edit the unit cell for a repeating layout on your page. Within the unit cell, you can place regular objects as well as placeholder fields where you want to merge picture and/or text data. When you merge to a new publication (such as a catalog or photo album), PagePlus replicates the basic repeating area as many times as there are records in the data, inserting new pages as needed to include all specified records. (See the topic [Merging into a repeating layout](#).)

· **Merge Repeating Area to New Publication**

Generates a new publication from the current publication, populating the repeating area with data from the current data source (see above).

Save Defaults...

Records the current publication's object defaults (for text, graphics, frames, text styles, and colour palette) as global settings. To set local defaults for a particular object type, use **Update Object Default** or **Update Text Default** from the Format or right-click menu. (See the topic [Updating and saving defaults](#).)

Set User Details...

Displays a dialog that lets you review and change User Details (such as name, address, etc.) you've entered when you first use a design template previously. (See the topics [Creating a publication from design templates](#) and [Inserting user details](#).)

Save Object Styles

Saves the current set of object styles (displayed on the Styles tab) globally so that they will be available each time you open a new publication. If you don't save the styles globally, they will still be saved with the current publication. (See the topic [Using object styles](#).)

Colour Management...

Displays a dialog that lets you optimize colour accuracy by providing ICC colour profiles for your monitor and printer, and for colour files you open. Recommended for professional printing. (See the topic [Managing screen and output colours](#).)

Options...

Displays a dialog that lets you customize a wide range of PagePlus settings, including layout choices, ease-of-use features, etc. (See the topic [Setting options](#).)

Form toolbar

See also [Creating PDF Forms](#).



Button flyout

Click the down arrow to display a flyout menu including these button types:



Button

Adds a standard button to your PagePlus form.



Submit button

Adds a submit button via a Form Submit Wizard.



Reset button

Adds a reset button to your form, allowing form fields to be cleared.



Print button

Adds a print button to your form.



Check Box

Adds a check box to your form.



Text Field

Adds a Text field to your form. The field can be configured to contain alphabetic characters or numbers or both.



Combo Box

Adds a scrollable Combo box into which can be configured menu items for single selection.



List Box

As for Combo Box but can contain menu items which can be multiply selected.



Radio Button

Adds a radio button to your form, which can be either unchecked (default) or checked.



Signature

Click to add a signature form field to your form. For document security.



Instant 3D

Applies a 3D transform to your flat shapes and text directly, with transform control (3D rotation) via a red orbit circle. Precise control over settings like bevelling, multiple coloured lights, lathe effects, texture and material are possible. Same as Format (or right-click) menu item Instant 3D.... (See the topic [Adding dimensionality \(Instant 3D\)](#).)

View Menu

Commands for setting display options

Shortcut: **Alt+V**

Normal

Click to display a single page at a time in the workspace.

Multipage

Click to display multiple pages at a time in the workspace. To set the number of pages, use the **Multipage** button on the View toolbar.

Page/Master Page

Switches the screen view between page (foreground) and master page (background) levels. Choose **Master Page** when you wish to edit master page objects.

Tip: You can also click the Current Page box on the Hintline to switch between pages and master pages.

Page Manager...


Click to display the Page Manager, which provides multiple options for [inserting and deleting](#) pages or master pages, [assigning master pages](#) to pages, and navigating to a page.

All Layers Visible

Check or uncheck to hide or show all layers.

All Layers Printable

Check or uncheck to include or exclude all layers in page printouts.

Tip: You can also check/uncheck the  **Printable** column for a layer in the Layers tab.


All Layers Locked

Check or uncheck to allow or prevent selection and editing of objects on all layers.

Tip: You can also check/uncheck the  **Locked** column for a layer in the Layers tab.

Master Page Objects

Check or uncheck to hide or show objects on all master pages.

Tip: You can also check/uncheck the  **Master Page(s) Visible** column for a layer in the Layers tab.

Zoom>

Displays a submenu that lets you select the zoom percentage at which your page is displayed. Options include **Full Page** (fit the whole page in the window), **Page Width** (fit the page width to the window width), Selection (zero in on the selected object), and various scaling percentages.

Tip: You can also use the **Full Page** and **Actual Size** buttons, along with other Zoom and Pan buttons, on the View toolbar.

Toolbars

Displays a submenu with toolbars listed. Check or uncheck an individual toolbar item to show or hide the toolbar. (See the topic [Customizing toolbars and tabs.](#))

Tip: You can also right-click above or below your workspace (or on any toolbar region) to enable/disable toolbars from the Toolbars> option.

Studio Tabs

Displays a submenu with all [tabs](#) listed. Check or uncheck an individual item to show or hide that tab. You can also save and load workspaces to preserve your preferred tab positions and settings; reset back to the Default Workspace at any time. (See the topic [Customizing toolbars, menus, and tabs.](#))

Rulers

When checked, rulers are visible at the top and left of the document window. Uncheck to hide rulers. (See the topic [Using the rulers and dot grid.](#))

Hintline

When checked, the hintline is displayed at the bottom of your workspace. (See the topic [Using the rulers and dot grid.](#))

Trimmed Mode

When checked, you can see your page in Trimmed Page mode. This allows you to preview and design your page at the same time—layout aids are not displayed. (See the subtopic [Working in Trimmed Page Mode.](#))

Guide Lines

When checked, ruler guides and page row/column/margin guides are visible. Uncheck to hide guides. (See the topic [Setting guides for page margins, rows, columns, and bleeds.](#))

Frames

When checked, the borders and margins of text frames are visible. Uncheck to hide frames. (See the topic [Understanding text frames.](#))

Dot Grid

When checked, the dot grid is visible. Uncheck to hide the dot grid. (See the topic [Using the rulers and dot grid.](#))

Bleed Area Guides

When checked, the option expands the page border beyond your original Page Setup dimensions to display an extra margin you've specified (on the Margins tab of **File>Layout Guides...**). This is used to assist in placing "bleed" elements that will run out to the trimmed edge of the page. Uncheck (or set the Bleed Area Guides distance to zero on the Margins tab) to cancel bleed area display. (See the topic [Setting guides for page margins, rows, columns, and bleeds.](#))



Fill

Click to display a dialog combining various fill properties, including shading and colours for solid and gradient fills. Bitmap fills can also be applied from various categories. Same as menu command Format>Fill....



Line/Border

Click to display a dialog with four tabs: Line, Line Edges, Border and Border Edges. Same as menu command Format>Line and Border....

- The tabs control various line and border properties, and whether they are applied to specific or all edges. (See the topics [Setting line properties](#) and [Adding borders.](#))



Transparency flyout

Click the down arrow to display a flyout menu including these tools (see the topic [Working with transparency.](#)):



Transparency Tool

Select an object, then use the Transparency Tool to edit the object's transparency properties.

- Click and drag on an object to apply a simple Linear transparency, grading from opaque to clear. Click and drag again for a new start node and path.
- Drag the nodes of the transparency path to alter the effect.
- Select a node and click a Solid gallery sample on the Transparency tab to change the node's transparency.

Tip: To access Transparency properties, right-click on the object and choose Format>Transparency....



Transparency

Click to display a dialog which lets you apply/edit solid, gradient (Linear, Ellipse, or Conical) or bitmap transparencies (natural textures). Same as menu command Format>Transparency....



Shadow Tool

Select an object, then use the Shadow Tool to apply a basic or skewed edge-based shadow directly on the page (see the sub-topic [Instant shadows.](#)).



Filter Effects

Displays a dialog that lets you select and customize a variety of special effects, including shadows, glow, reflections, outlines, blur, bevel, feather, emboss, and colour fill. Same as Format (or right-click) menu item Filter Effects.... (See the topics [Applying 2D filter effects](#) and [Using 3D filter effects.](#))

Attributes toolbar



Crop flyout

Click the down arrow to display a flyout menu including these tools (see the topic [Cropping and combining objects](#)):



The **Square Crop Tool** lets you crop (or trim) an object by dragging its selection handles inwards.



The **Irregular Crop Tool** lets you distort the crop outline, making unusually shaped cropped areas.

- To move the visible portion of a cropped object around the crop area, select the object and drag its centre area.
- To zoom in/out the visible portion of a cropped selected object, drag in the crop area while holding the Ctrl key down.
- To uncrop (restore full visibility), double-click the object. To restore the cropped state, double-click again.
- For irregular crops, use the [Curve context toolbar](#) to edit the crop outline by dragging nodes and segments, adding or deleting nodes, and altering the curvature of the outline.



Remove Crop

Click to uncrop (restore full visibility).



Mesh Warp

Displays a flyout of basic envelope shapes you can apply to deform or distort an object. Select any one to apply it to the selected object, then use the Mesh Warp context toolbar to customize the effect. (See the topic [Applying a mesh warp envelope](#).)



Fill flyout

Click the down arrow to display a flyout menu including the following tools (see the topics [Applying solid fills](#) and [Working with gradient and bitmap fills](#)):



Fill Tool

Select an object that can use a gradient fill, then use the Fill Tool to edit the object's fill properties.

- Click and drag on an unfilled object to apply a simple Linear fill. Click and drag out on a filled object for the new start node of a new fill path.
- Drag around the nodes of the fill path to alter the colour spread.
- To change the node's key colour, select a node and click on the colour spectrum of the Colour tab or pick a colour sample from a palette in the Swatches tab.

Style Pane

(WritePlus only) When enabled, the Style pane is shown to the left of the Text Entry window. When visible, the pane shows you the named style of each paragraph. Uncheck to hide the Style pane.

Tip: You can also click the **Style Pane** button on the Story toolbar.

Note Pane

(WritePlus only) When enabled, the Note pane is shown below the Text Entry window. When visible, the pane shows [footnotes and endnotes](#) in the current story. Uncheck to hide the Note pane.

Formatting

(WritePlus only) When enabled, text appears in Layout mode, showing font and point size variations. Uncheck to display text without formatting.

Tip: You can also click the **Formatting** button on the Story toolbar.

Special Characters

(WritePlus only) When enabled, any special characters—such as spaces, tabs, paragraph marks, and index marks—are displayed. Uncheck to hide special characters.

Tip: You can also click the **Special Characters** button on the Story toolbar.

Fields

(WritePlus only) When enabled, you can show or hide fields representing automatically generated text such as user details, mail merge text, and date/time.

Tip: You can also click the **Show Fields** button on the Story toolbar.

Window menu

Commands for arranging publication windows

Shortcut: **Alt+W**

New Window

Opens another window for the active publication.

Cascade

Arranges the windows as overlapping tiles.

Tile Horizontally

Arranges the windows as horizontal, non-overlapping tiles. Useful for side-by-side comparisons.

Tile Vertically

Arranges the windows as vertical, non-overlapping tiles.

Window List

Shows the names of open publication windows, with the current window checked. Click a window name to work in that publication.

Tip: You can also press **Ctrl+Tab** to switch between open windows.

Arrange toolbar



Send to Back

Click to shift the selected object's position to the bottom of the Z-stack, behind all other objects. To shift just one step back, choose Back One from the Arrange menu. Same as menu command Arrange>Send to Back. (See the topic [Ordering objects](#).)



Bring to Front

Click to shift the selected object's position to the top of the Z-stack, in front of all other objects. To shift just one step forward, choose Forward One from the Arrange menu. Same as menu command Arrange>Bring to Front.



Rotate Left

Click to rotate the selected object 90° anti-clockwise. (See the topic [Rotating an object](#).)



Rotate Right

Click to rotate the selected object 90° clockwise.



Align Objects

Click to display a dialog that lets you align or distribute objects in various ways. Check Include margins to align/distribute selected objects with the page margins. Same as menu command Arrange>Align Objects.... (See the topic [Aligning and distributing objects](#).)



Wrap Settings

Click to display the Wrap Settings dialog, which lets you select various ways to wrap a frame's text around the selected object. (See the topic [Wrapping text](#).)

Tip: You can also choose Wrap Settings... from the Arrange menu.



Edit Wrap

Click (once you've chosen a wrap shape) to edit the object's text wrap outline for more precise text fitting. You can drag nodes and segments, adjust node control handles to change curvature, add or delete nodes, etc. (See the topic [Wrapping text](#).)