

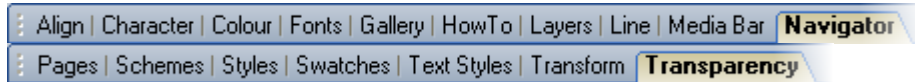
Notes

This book contains the **Tabs** details taken from the Serif PagePlus X3 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.

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190808



The Studio tabs comprise a set of tabs that provide easy access to a whole range of design options, functions and features. To preserve space, tabs are docked together into tab groups with only one tab showing in a tab group at any time. Tab groups can be either visible or hidden; and can be placed on any side of the workspace. Hidden tab groups slide in/out of view when you hover the mouse over tab group buttons (see below). Tab groups are collapsible by double-clicking on their titles. Visible tabs have a menu button at the top right, which can be used to manage the tabs.

To view sliding tab groups:



open/close tab group
(slides to right/left)

OR



open/close tab group
(slides upwards/downwards)

Use **Tools>Options>UI Settings** to make these tab groups expand/collapse automatically (check **Auto Expand on Full Bar**). You can also set the tab animation to have a Slide, Roll or Fade effect.

For most tabs, you can drag and drop items from a tab into a publication (when no object is selected), or click a tab item to apply it to the currently selected object.

For details on customizing the arrangement of tabs, see [Customizing PagePlus toolbars, menus, and tabs](#).

W

Horizontal Size

Adjust the object's width according to the current Anchor point position (see above).

Toggle the link button to maintain your object's width/height aspect ratio during resize, i.e.



No aspect ratio maintained. Dimensions can be adjusted independently of each other.



Aspect ratio maintained. Horizontal and vertical sizes change in relation to each other.

H

Vertical Size

Adjust the object's height according to the current anchor point position (aspect ratio control also applies).

To maintain aspect ratio during resize, see Horizontal Size.



Horizontal Scale

Change the width of the selected object with respect to its current anchor point, as a percentage.



Vertical Scale

Change the height of the selected object with respect to its current anchor point, as a percentage.



Rotation Angle

Rotate the object counter-clockwise around its selected anchor point.

Align tab

The **Align tab** can be used to align the edges of any two or more objects with one another, or distribute multiple objects evenly at certain intervals. Each alignment operation has to be carried out in turn—for a more advanced alignment option, use Arrange>Align Objects to perform more than one operation simultaneously.



Top

Aligns to target object's top edge (multiple objects) or the top page margin (single object).



Bottom

Aligns to target object's bottom edge (multiple objects) or the bottom page margin (single object).



Left

Aligns to target object's left edge (multiple objects) or the left page margin (single object).



Right

Aligns to target object's right edge (multiple objects) or the right page margin (single object).



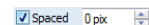
Centre Horizontally

Horizontally aligns to target object's centre (multiple objects) or the page centre (single object).



Centre Vertically

Vertically aligns to target object's centre (multiple objects) or the page centre (single object).



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Spaced

Check to enable fixed amount of spacing between distributed objects; the amount is set in the adjacent box as your currently set measurement units. If unchecked, objects are spread evenly between the two endmost items. Applies to **Space Evenly Across** and **Space Evenly Down** options only.



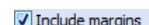
Space Evenly Across

Spreads the selected objects horizontally—between the two endmost items, between left/right page margins (if **Include Margins** is checked), or by a fixed amount of spacing (see Spaced).



Space Evenly Down

Spreads the selected objects vertically—between the two endmost items, between top/bottom page margins (if **Include Margins** is checked), or by a fixed amount of spacing (see Spaced).



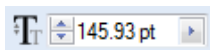
Check to align the selected object(s) with the page margins.

Character tab

The **Character tab** combines several controls for dynamically fine-tuning text placement and properties.

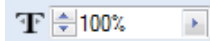
The controls are context-sensitive and are displayed according to the type of object you've selected. You can choose from the following techniques to make adjustments:

- Click the small up- or down-arrow "spinwheel" buttons to adjust incrementally;
OR
- Click the small right-arrow buttons, then drag the revealed slider to adjust continuously, or click a point on the slider to select a value;
OR
- Click in the text box, then press the up or down arrows on the keyboard to change the values shown;
OR
- Type in an exact value and press the Enter key.



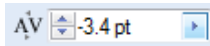
Point Size

Change the text point size.



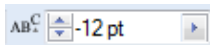
Width

Change the text width.



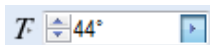
Spacing

Change the inter-letter spacing (tracking).



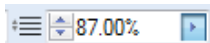
Advance

Change the position of a character, or set of characters, in relation to their baseline. The change is measured in points and a negative value moves the selected text upwards.



Slope

Apply an angle at which the text leans to the left or right.



Leading

Change the leading, or distance from one text baseline to the next. The baseline is the line on which a line of text appears to sit.

Language Selector

Assigns a different language setting for the selected text or paragraph for spell checking purposes.

English (United Kingdom) ▼

Transform tab

The **Transform tab** combines several controls for fine-tuning object, position, size, and rotation. Transforms are carried out from a pre-defined anchor point which allows an object's height, width, rotation angle and scaling (horizontal and vertical) to be adjusted from a corner, edge midpoint or centre. An object's position can also be adjusted from the currently set anchor point.

You can choose from the following techniques to make adjustments:

- Click the small up or down arrow "spinwheel" buttons to adjust incrementally;
OR
- Click the small right-arrow buttons, then drag the revealed slider to adjust continuously, or click a point on the slider to select a value;
OR
- Click in the input box, then press the up or down arrows on the keyboard to change the values shown;
OR
- Type in an exact value and press the **Enter** key.



Anchor Point

Select a grey square within the anchor frame so that the object's transform will be carried out from that point on the object. For example, an object can be resized from its top-left corner, with the blue anchor point set accordingly, i.e.



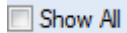
Horizontal Position

Changes the horizontal placement according to the currently set anchor point position (see above); measurement is in relation to the ruler's zero point. The higher the value, the further to the right the object is moved.



Vertical Position

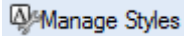
Changes the vertical placement according to the currently set anchor point position (see above); measurement is in relation to the ruler's zero point. The higher the value, the lower the object is placed on the page.



Show All

Show All

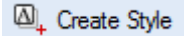
If **Show All** is checked, all available styles are shown in the Text Styles tab.



Manage Styles

Manage Styles

Accesses the Text Style Palette for the currently selected text style by choosing this button.



Create Style

Create Styles

To create your own named style (character or paragraph), select a style on which to base your new style and click this button.

Colour tab

The **Colour tab** lets you apply a colour and/or shading to a selected object's fill, line and/or text (either as character fill or as highlighting). See topics under the Contents heading "Colour, Fills, and Transparency" for more information about using colours.



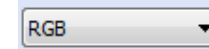
Fill/Line/Text buttons

Click to select which object property will be affected when you select a colour from the colour palette. The bar underneath (shown in black) reflects the currently assigned colour.



Colour Picker

Use this tool to define the **colour**. After choosing the tool, click anywhere in the workspace to "pick up" the colour under the cursor. You can press Esc to cancel the tool. Left-click with the tool to magnify pixels under the cursor.

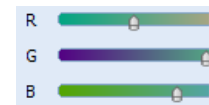


Colour Mode Selector

Click the down arrow and choose from the menu to change the current colour mode to one of the following:

- **RGB** (Red, Green, Blue)
- **CMYK** (Cyan, Magenta, Yellow, Black)
- **HSL** (Hue, Saturation, Lightness)
- **Greyscale**
- **Tinting**

Note: Changing the colour mode doesn't affect the image, only the choice of available colours.



Colour Sliders

Drag a slider to "remix" the selected colour (RGB colour mode shown) by changing one of its colour components. The corresponding colour value box updates interactively, as does the selected object.








Colour Spectrum


Displays the colour spectrum. Click your cursor over a desired colour in the colour spectrum—the colour sliders and input boxes change to show the colour at that cursor position has been chosen. To set white, black or full transparency pick the small boxes at the far left of the spectrum.

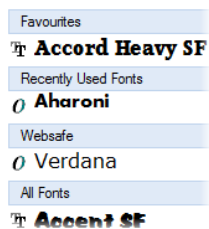
Fonts tab (slide-in left)


The **Fonts tab** lets you review your currently installed fonts, preview fonts in-situ, search for fonts and access the FontManager (if purchased). See [Using fonts](#) for details on applying fonts to text.

 **Font List** Displays a list of fonts ordered alphabetically by font name (e.g., Accord SF), each in their own font face. The preceding symbol indicates the type of font, i.e.

-  TrueType
-  OpenType
-  Type 1 (PostScript)
-  Raster (bitmap)

- For in-situ previews of each font, switch on **Preview Font** (from tab's  **Tab Menu** button), select a portion of Artistic or frame text and then hover over a chosen font in the tab's font list.
- To apply a font to the selected text, click on the chosen font from the list.



Use the tab's  **Tab Menu** button to switch on Favourites and Websafe categories via the Categories submenu. Recently used fonts will show automatically as you apply fonts to your text.

Type to search 

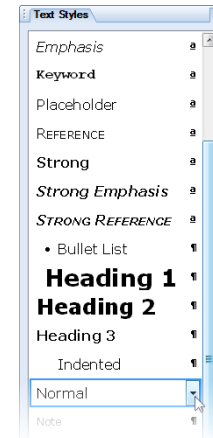
Font search
Use the font search to perform a search of currently installed fonts by name, attribute, or type. (See the topic [Using fonts](#)).



FontManager
Click the button to access Serif FontManager. The program is a separate product, which will be launched if installed.

Text Styles tab

The **Text Styles tab** displays pre-defined character and paragraph styles that can be assigned to frame text, table text, or artistic text. These grouped attributes make it easy to apply complex character or paragraph styling in one step. The tab also lets you manage styles, preview text styles in-situ (and bulk assign new styles) and update a listed style to match the style of the current text selection.

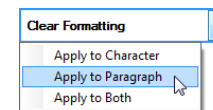


Style name
Paragraph or character styles are listed in the Text Styles tab. Paragraph styles (shown with a ¶ symbol) are ordered alphabetically but separately from character styles (shown with a ¶ symbol).

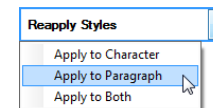
- To apply a paragraph style, click on any type of text to create an insertion point then select a paragraph style from the list.
- To apply a **character style** (if defined), select a portion of text then pick a character style from the list.
- To make a style adopt the attributes of currently selected text, right-click on the style to be updated and choose **Update <style> to Match Selection**.

· To select all text using the same style, right-click on the style and choose "Select All n Instances" (where n is the number of matches).

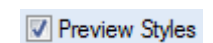
· To modify or delete a text style, right-click on the style and choose **Modify <style>** or **Delete <style>**. For details, see the topic [Using text styles](#).



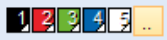
· To remove local character and paragraph formatting and revert to the default paragraph font, select text and click **Clear Formatting** (clears both simultaneously), or choose **Apply to Paragraph**, **Apply to Character** or **Apply to Both** from the drop-down menu.



· To remove local character and paragraph style overrides, select one or more paragraphs and click **Reapply Formatting** (clears both simultaneously), or choose **Apply to Paragraph**, **Apply to Character** or **Apply to Both** from the drop-down menu.



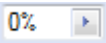
Preview Styles
If **Preview Styles** is checked, the style's formatting is reflected in the tab's displayed style names.



Scheme Colours

The numbered samples in the gallery represent the basic colours (1-5) selected from the **Schemes tab**. As with paint-by-numbers, when you assign a colour number to an object, the object takes on the corresponding colour in the current scheme. For example, if the third colour in the current scheme is green, objects marked with "Scheme Colour 3" will appear green.

The right-most button allows access to the **Scheme Manager** for the editing of existing colour schemes, as well as creation of new schemes.

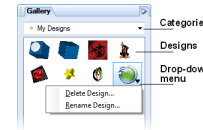


Tint

Click on the arrow to vary the colour shade/tint of a selected object with a slider. Dragging left (-) for Shades progressively adds black to the colour for a darkening effect, while dragging right (+) for Tints progressively adds white for a lightening effect. You can also select a percentage value in the input box.

Gallery tab

The **Gallery tab** serves as a container for storing any design objects you'd like to reuse in different publications. It also includes sample designs and (when you install the *PagePlus X3 Resource DVD*) is stocked with a wide variety of pre-designed elements that you can customize and use as a starting point for your own designs. Once you've copied a design to your Gallery tab, the design is available in any publication! For details, see [Using the Gallery](#).



The Gallery has two parts: (1) an upper Categories group and (2) a lower set of Designs. To choose a Gallery category, navigate around the **Categories** tree menu and click a category name in the list.

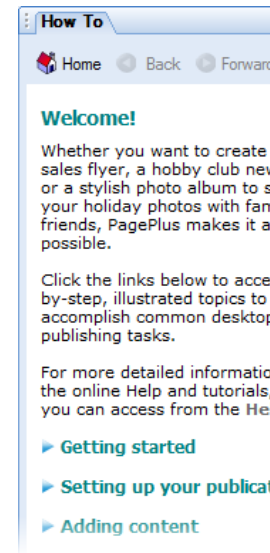
Designs

Displays the gallery of items for the selected category.



- To use a Gallery object, drag it onto the page.
- To add an object to the current category, drag it into the gallery. (To copy an item, hold down the Ctrl key while dragging.)
- Select the drop-down icon on any design thumbnail you create to access functions for renaming or deleting designs, etc.










How To tab (docked left)



The **How To tab** provides step-by-step information to help you perform the most common publishing tasks.

Layers tab

The **Layers tab** includes controls for creating, deleting, arranging, merging, previewing and setting the properties of layers within your publication. See [Working with layers](#) for more information.

	Layer name Typically, each publication, when created from scratch, has a single layer. <ul style="list-style-type: none">To select and work on a layer, ensure  the layer arrow is shown on the layer (click at the very start of the layer's row to set the arrow on the layer). The ordering of layer names reflects how layers are stacked in the image. Right-click layer names for more options.
	Master Page(s) Double-click under this column for the layer in question to assign/modify a master page to the layer. A Select Master Page dialog is displayed. The layer entry will show the assigned master page (e.g. "A") when assigned.
	Visible Check the box in the Visible column to show the layer and any objects on it; uncheck to hide the layer.
	Master Page(s) Visible Check the box in the column to show the layer's master page; uncheck to hide it.
	Printable Check the Printable column to include the layer in page printouts; uncheck to exclude it.
	Locked Check the box in the Locked column to prevent objects on the layer from being selected/edited; uncheck to allow editing.
	Layer options Double-click the button to display the Layer Options dialog. This sets the above Visible, Printable and Locked options for the currently selected layer. The selection handle colour can also be set by clicking on the Selection handle button; choose a colour from the palette (click More Colours... for a wider choice). To extend Layer Options dialog settings to layers with the same name throughout the publication, check Apply to all layers with the same name .
	Insert new layer Adds a new layer above the currently selected layer.

Swatches tab

The **Swatches tab** can be used to apply preset solid colours, gradient fills, bitmap fills and shading to your publication from a series of galleries. Presets are laid out as resizable swatches which can be added to with your own choice of solid colours or fills (see topics under the Contents heading "Colour, Fills, and Transparency" for more information about using colours). Click any gallery sample to apply that colour as a solid fill to the object, either by selecting the object or by drag and drop onto it. The current document's colour scheme is also at hand to allow easy assignment of scheme colours, obtained from the [Scheme Manager](#).



Fill/Line/Text buttons

Click to select which object property will be affected when you select a colour from the tabs' palettes. The colour of the underline reflects the colour of your selected object.




Publication Palette

Stores commonly used and previously applied solid colours or fills to allow easy reuse in your document. Colours are added automatically to this gallery as they are applied to your publication.



Palette

Provides preset gallery colours from a choice of standard palettes, including Standard RGB and Standard CMYK. The first cell shows  which represents either None (a transparent interior for objects with line/fill properties) or Original (for pictures only, to reset the object to its original colours). The drop-down menu allows differently themed Palettes (e.g., Warm, Earth, Fruit) to be used.



Gradient

Provides preset gallery gradient fills. The drop-down menu provides a choice of galleries—for Linear, Elliptical, or Conical fills.



Bitmap

Provides preset gallery bitmap fills. The drop-down menu provides an extensive range of categorized themes such as Water, Metal, Patterns, etc.




Schemes tab

The **Schemes tab** displays a list of available colour schemes (see the topic [Using colour schemes](#)).

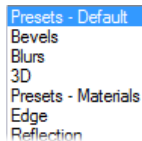


Any colour scheme can be applied to the current layout by clicking on the scheme name. The publication's current colour scheme is highlighted.

To add, modify, or delete a colour scheme, select the  **Tab Menu** button with the Schemes tab is selected. Choose **Scheme Manager...** from the flyout menu (alternatively, choose **Scheme Manager...** from the Tools menu).

Styles tab


The **Styles tab** provides multiple galleries of pre-designed styles that you can apply to any object, or customize to suit your own taste. Each object style can include settings for multiple object attributes such as [line colour](#), [line style](#), [fill](#), [transparency](#), [filter effects](#), [font](#), and [border](#). (Click the links for details on any property. For an overview, see the topic [Using object styles](#).)



Style Categories

Select a category from the drop-down list.

Once a category is selected, click "+" and "-" to expand or collapse subcategories if needed; subcategories are expanded by default.

To add, remove, or reorder categories and subcategories, select the tab's  **Tab Menu** button and choose **Object Style Manager...** from the flyout menu. Style thumbnails within categories can also be reordered.



Styles

Displays pre-designed styles for the selected subcategory, e.g. Mixed styles.

- To apply a style to one or more objects, click a style thumbnail to apply it to the selected object(s).
- To edit, copy, or delete an object style, right-click its thumbnail. Editing an object loads the Style Attributes Editor where specific style attributes can be saved as a new object style.



Delete selected layer(s)

Deletes one or more selected layers.



Move layer up

Moves the currently selected layer one layer up in the stack (**TIP**: you can also move the layer by dragging its name).



Move layer down

Moves the currently selected layer one layer down in the stack (**TIP**: you can also move the layer by dragging its name).



Merge into active layer

To merge a layer, select the layer you want to merge to by clicking its entry, press the **Ctrl** key then select the layer(s) you want to merge, and click this button. The contents of the merged layer appear on the active layer.



Preview selected layer

Shows a preview of the currently selected layer in a dialog.



Layer options

Displays the layer options dialog as described above.



Edit all layers

Enable this button if you want to be able to select and edit object on all layers. Otherwise only objects on the currently selected layer can be edited.

Schemes

Line tab

The **Line tab** lets you set the weight, type, and start/end termination of lines and shape outlines, as well as the Cap (end) and the Join (corner) where two lines intersect (see the topic [Setting line properties](#)).



Weight

Drag (or enter a point value and press **Enter**) to change the weight (thickness) of the selected line.



Start Style

Displays the style of the start point of the selected line. To change the style, click a different example in the drop-down list.



Type

Displays the type of the selected line (solid, calligraphic, dotted, dashed, double). To change the type, click a different example in the drop-down list. Use the controls just below to create a custom line:

- For Dashed lines, click and drag the **Dash Pattern** slider to set the overall pattern length (the number of boxes to the left of the slider) and the dash length (the number of those boxes that are black).
- For Calligraphic lines of variable width (drawn as if with a square-tipped pen held at a certain angle), select the calligraphic line from the drop-down menu then use the displayed **Calligraphic Angle** control to set the angle of the pen tip.



End

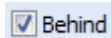
Displays the style of the end point of the selected line. To change the style, click a different example in the drop-down list.



Select a **Cap** setting (Round, Extended or Flat) to vary the contour of the line end.



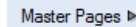
Select a **Join** setting (Bevelled, Direct, or Rounded) to determine the contour of the corner where two lines intersect. A **Direct** corner can be either sharp or flat (beveled), depending on the **Limit** setting. This indicates how far (number of line widths) PagePlus should extend each line at the junction. If the two outer edges meet within that limit, the result is a sharp corner; if not, you'll get a flat (Bevel) corner.



Check **Behind** to hide the inner half of the line behind a closed shape; if unchecked, the whole line appears in front (the wider the line, the more it encroaches on the filled region).

Pages tab

The **Pages tab** displays thumbnail representations of normal and master pages in the publication (see the topic [Adding, removing, and rearranging pages](#)).



Master Page button

Click to expand or collapse a window showing master page(s) in the current publication.



Page Manager

Click to launch the Page Manager for advanced control of pages/master pages.



Add

Click to add a page (or master page) before the currently selected thumbnail in the window.



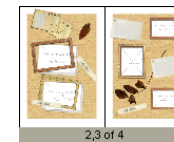
Remove

Click to delete the page (or master page) whose thumbnail is currently selected in the window.



Show page names


Displays the master page name used on the currently selected page(s). The master page is represented as a letter superimposed on the Page, e.g. A, B, C, etc.



Page Thumbnail

Each page or master page is depicted with a thumbnail.

- To select a page or master page for insertion or deletion, click its thumbnail.
- To work on a page or master page, double-click its thumbnail.
- To rearrange pages, drag a page thumbnail to a new place in the page sequence.

The  **Tab Menu** button displays a drop-down menu from which the Page Manager or Master Page Manager can be selected. This provides multiple options for [inserting and deleting](#) pages or master pages, [assigning master pages](#) to pages, and navigating to a page.

Navigator tab

The **Navigator tab** lets you quickly zoom into and pan around magnified areas of your publication. The tab is collapsed in the default workspace.



View Box

Shows the portion of the page currently displayed in the workspace. Drag the red view box to pan around your page and use the corner handles to set the zoomed in area.



Zoom In/ Zoom Out

Use the controls to zoom in or zoom out of your page.

Transparency tab

The **Transparency tab** lets you apply a transparency effect to an object. You can apply Solid, Gradient, or Bitmap transparency to [images](#), [shapes](#), [text frames](#), [tables](#), and characters inside an [artistic text object](#). For details, see the topic [Working with transparency](#).



Solid

Click to choose from a selection of solid transparency options displayed in the supporting Solid transparency gallery.



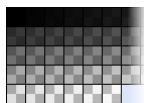
Gradient

Click to choose from a selection of gradient filled transparency options in the Gradient transparency gallery.



Bitmap

Click to display a gallery of available bitmap-based transparency options. You can also click on the drop-down arrow to swap between different transparent bitmap categories.



Transparency gallery

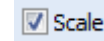
Displays samples of available transparencies.

· Select one or more object(s) and click a gallery sample for the transparency you want to apply.

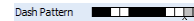
OR

· Drag from the gallery sample onto any object (the cursor changes over suitable objects), and release the mouse button.

Navigator



Check **Scale** if you want both a closed shape and its outline to change size in proportion if you resize the object; otherwise, line weight will remain constant if the object is resized.

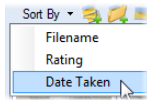


Dash Pattern

Change white squares to black (by clicking) to build up a pattern which will be replicated along your dotted line. First drag the arrow to the right to set the length of the repeating pattern.

Media Bar (docked bottom)

The **Media Bar** lets you create on-screen collections of photos for drag and drop directly onto your page, and to replace standalone pictures and those in picture frames. You can add images and folders to temporary or saved albums, search for file names and photo tags and sort your photos.



Sort By

Arrange photos in the Media Bar by clicking the down arrow and choosing File name, Rating or Date taken.



Add Image...

Click to add images to the currently displayed album.



Add Folder...

Click to add images from an entire folder to the currently displayed album.




Remove Image

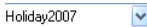
Removes the currently selected photo.



File name/tag search

Enter a file name (full or partial) or tag string to retrieve matching photos in the lower photo window.

- Use the  down arrow to search for specifically rated photos (1 to 5 stars). See the sub-topic [Searching for photos in albums](#).



Album Select

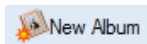
Click the down arrow to select a saved album, **Temporary Album**, **All Albums** or create a new album (**New Album...**).

! You can't add files or folders (or delete files) when All Albums is selected.



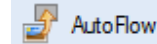
The Media Bar's window hosts photos in your currently selected album (temporary or saved) or all albums.

- Right-click on the background to **Add Images...** or **Remove All Images**.
- Right-click on any thumbnail to do the above, plus add XMP tags or view all tags (**Manage Tags...**), **Remove Image**, or display the photo's folder in Windows Explorer (**Locate in Explorer**).



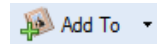
New Album

Click to create a new empty album.



AutoFlow

Click to automatically populate empty picture frames in your publication with your currently displayed albums' photos.



Add To

Click to add your temporary albums' photos into a **New Album** or a previously saved album (choose from menu flyout).



Manage

Click to display the currently loaded album's settings including each photo's Path, Filename, DPI (96 DPI or Native) and link status (Embed/Link).

You can also add photos or folders from the dialog.