

Ready, Set, Go!

Ruby



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Chapter

1

Ready,Set,Go! is publishing made simple.

It's simple because Ready,Set,Go!, gives you all the tools you need to create printed pages— grids, guides, drawing tools, color support, tints, shadows, graphic files, a variety of border styles, even a powerful typographic word processor— in one place.

It's simple because Ready,Set,Go!, puts you in control. You see exactly how the finished page will look on the screen— before you invest in image setting or even settle on a final page design. Changing the position of text and graphics is as easy as clicking and dragging. So you can afford to experiment.

Ready,Set,Go! Is simple because, with just a few keystrokes or a menu choice, it performs advanced graphic operations such as scaling graphics or making text run around a picture.

And of course, it's just plain easy to use. Once you learn a few basic skills, you can create pages that normally require the skills of many different people—word processors, typesetters, paste up and layout artists.

Touring the Ready,Set,Go! desktop

The first thing you should start with, is to get to know your RSG desktop.

At the top of the RSG window, is the **title bar** which, in addition to the application menu, has buttons for minimizing, maximizing, restoring and closing the application window. Below this, is the **menu bar**. It shows the names of the menus that you need when using RSG. Next, comes the **standard toolbar** containing buttons for the most commonly used commands for quick access.

At the bottom of the window, is the **status bar**. It shows information that you will find useful when working on your document.

Inside the main application window, lies the **document's windows**. A document window contains the **horizontal and vertical rulers** that help you in positioning objects on the page; a big rectangle with a

drop-down shadow at the center of the white area that represents the page; and finally, there are the horizontal and vertical **scroll bars** that are used to navigate through the page.

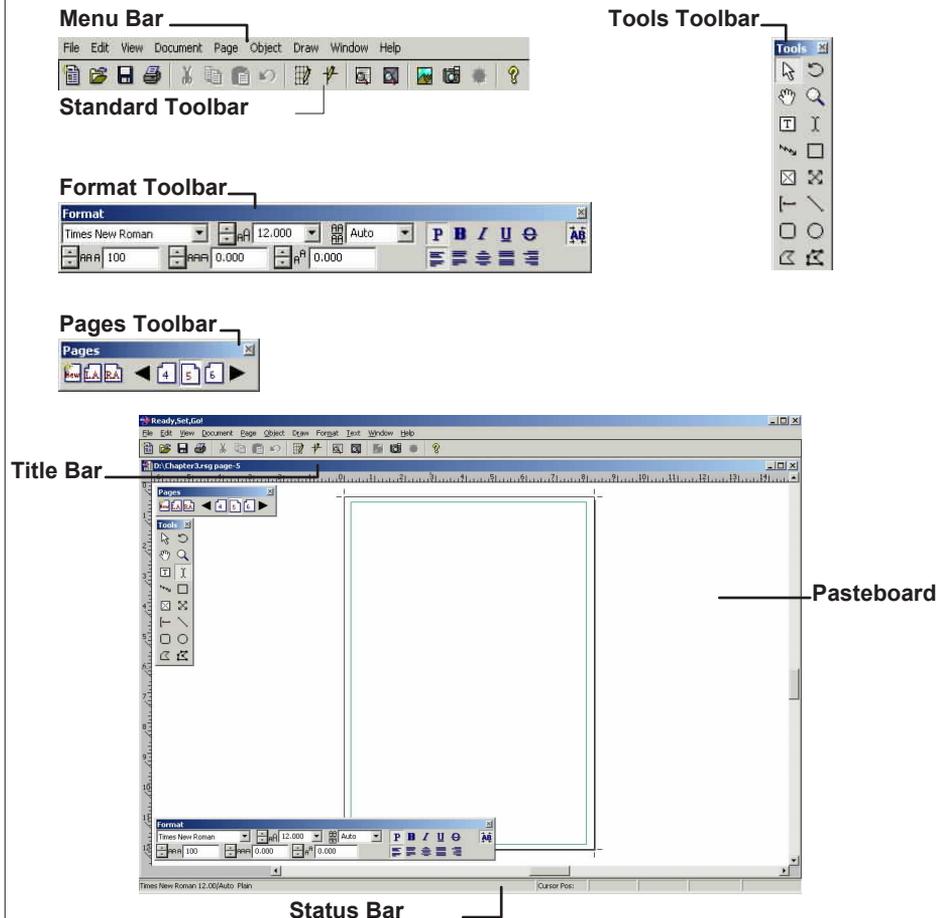
The page rectangle lies in what is called

the **"Pasteboard"**. The pasteboard is the area surrounding the paper where you can place objects temporarily, just like you would do in a traditional design studio.

Objects placed on the pasteboard remain where they are

regardless of the page you work on.

* If any of the toolbars are not showing, then you can show it from the **"View"** menu by selecting the **"Toolbars"** command then clicking on the desired toolbar.



Naming your document

Before starting to work on a new document, it is better to give it a name and save it. To do so, follow these steps:

1. Select the “**Save As...**” command from the “**File**” menu. The “**Save as**” dialog box appears showing the contents of the last folder you have worked on.
2. Select the folder where you want your document to be saved.
3. Write a suitable name in the “**File name**” field.
4. Click “**Save**”.

This will save the document, and the new name will show on the document’s window title bar. If the document size is large, it will take time to save and mean while the status bar will show a “**Saving RSG document**” message till the save operation completes.

* If the name you have selected is already used by another file in the

same folder, RSG will show a message warning you that if you choose to continue, you will overwrite this old file.

Collate for Output is

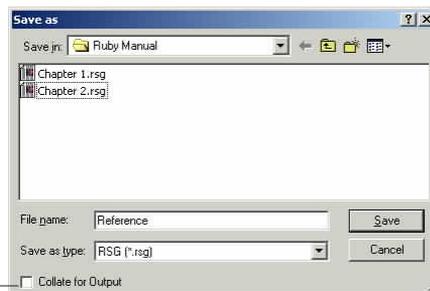
a features that will save the document into a new folder together with all the images used in the pages. If you want to move, or give to others, a document

containing some images, then it is better to use Collate to put all the document related files in one folder. Otherwise it is better to keep this switched off.

Select the “**Save As...**” command from the “**File**” menu.



Checking “**Collate for output**” in the “**Save as**” dialog box.



Setting up the page

The first thing that most designers start with, is to specify their working page's dimensions.

The next step, usually, is to setup a grid, or a set of guides, that designers find very useful when placing objects on page.

To setup the page:

1. Select the **"Page Setup..."** command from the **"File"** menu. The **"Page Setup"** dialog box appears showing the current page dimensions in inches, which is the default measuring unit.

2. Select a suitable size for your document's pages. The default page size is A4 (8.27 x 11.69 inches). The dialog box also shows other standard pages' sizes that you might find useful.

3. Select the desired page orientation: **"Portrait"** (the default), or **"Landscape"**.

4. Click **"OK"** to confirm your selection. The dialog box disappears, and the

page border and crop marks changes to reflect the new settings.

* When working with dialog boxes containing multiple items, you can use the **"Tab"** key to move between the items

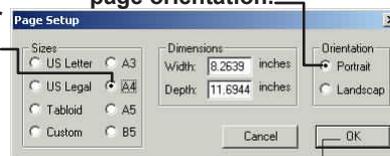
quickly and in their corresponding order.

Select the **"Page Setup..."** command from the **"File"** menu.



Select a suitable size for your document's pages.

Select the desired page orientation.



Click **"OK"**.

Changing the measuring units

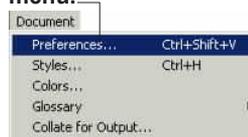
RSG allows you to use any of a variety of standard measuring units as for your convenience. RSG even lets you use different measuring units for vertical and horizontal dimensions.

1. Select **“Preferences...”** from the **“Document”** menu. The **“Preferences”** dialog box appears showing up many options among which are the horizontal and vertical measuring units.

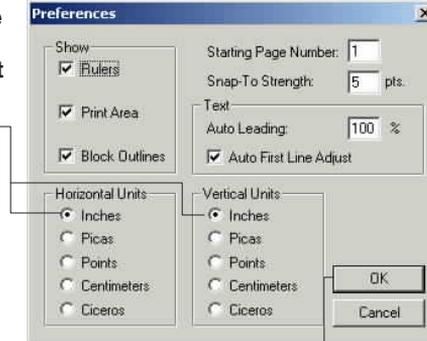
2. To change the measuring units, click the mouse on the circle to the left of the desired measuring unit for horizontal and for vertical dimensions.

3. Click **“OK”**. The dialog box disappears, and the rulers will change to the new selected units.

Select **“Preferences...”** from the **“Document”** menu.



Click the mouse on the circle to the left of the desired measuring unit for horizontal and for vertical dimensions.



Click **“OK”**.

Arranging the tools

RSG provides you with a number of toolbars that help you perform tasks more quickly than from using the menu commands. The toolbars always appear on top of all other application windows.

If any of the toolbars are not showing, then you can show it from the **“View”** menu by selecting the **“Toolbars”** command then clicking on the desired toolbar.

The toolbars are:

Tools Contains the tools needed for creating and editing objects, and for zooming and panning the view.

Pages Contains icons representing each page in your document. It also allows you to specify the master page suitable for any page, and to add new pages to the document. If your document contains many pages, two scroll buttons appear on the sides letting you scroll among the pages. Double clicking on the

button will move you to the first or last page accordingly.

Colors Initially contains the nine standard RSG colors. It lets you add, remove, and edit colors as needed. It also lets you specify the fill and outline color and tint of any object, in addition to the color and tint of the text.



“Tools” toolbar contains the tools needed for creating and editing objects.

“Pages” toolbar contains icons representing each page in your document. It also allows you to specify the master page suitable for any page.



This toolbar lets you change the font, size, style, alignment,....



Format Lets you change the font, left or right scroll buttons will size, style, alignment, leading, kerning, and horizontal and vertical position of text. The format toolbar allows you to change the format quickly for either the selected text, or for the text to be typed, if no selection is specified.

Block specification

Lets you change an object's position, size, flipping and rotation.

* When double clicking on the title bar of any toolbar, this toolbar will be minimized till you double click on it again where its original size and position will be restored.

When double clicking on the title bar of any toolbar, this toolbar will be minimized.



“Colors” toolbar initially contains the nine standard RSG colors. It lets you add, remove, and edit colors as needed.



“Block specification” toolbar lets you change object's position, size, flipping and rotation.

Creating a new RSG document.

When you start working on RSG, you must first create a new document with the appropriate settings.

1. Select “New...” from the “File” menu. The “New Document Pages” dialog box appears.

2. Select a suitable design; either an empty page (the default), or with a number of equally distributed text columns.

3. Specify the page number to start with. The default is one. If you increase the number, with a format other than the empty page selected, the “Link Pages / Text Blocks” checkbox will be enabled.

4. Click “OK” and start working on your new document.

Open without pictures

RSG gives you the option of opening the document without its pictures. This is very useful with documents containing a large

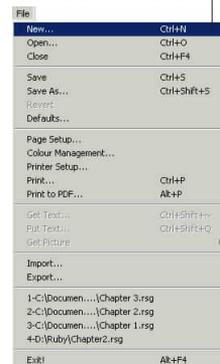
number of pictures where it will make working on the document and browsing through its pages much faster and smoother.

To open a document without its pictures,

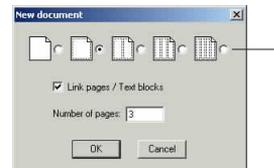
select “Open...” from the “File” menu and check “Open without pictures” at the bottom of the dialog box.

The document will open with all the pictures Greeked by an “X” mark..

Select “New...” from the “File” menu.



Select “Open...” from the “File” menu.



Select a suitable design.



check “Open without pictures”!

Opening an existing document

To open a document previously created and saved by RSG:

1. Select **“Open...”** from the **“File”** menu. The **“Open”** dialog box appears showing the contents of the last folder you have worked on.
2. Browse to the folder containing the desired document.
3. Double click the desired document, or select it and click **“Open”**. The document opens showing the page you have last worked on.

Making a copy of an RSG document

1. Open the document that you want to copy.
2. Select **“Save As...”** from the **“File”** menu. In the **“Save as”** dialog box, enter a new name for the document (the new name must be different from the current one).

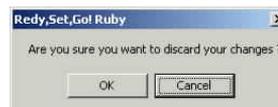
3. Click **“OK”**. This will create a copy of the document at the specified location, and the document window will show the new name on its title bar indicating that you are now working on the new copy.

Reverting to the last saved copy of the document.

You can cancel any changes you have made since you have last saved the document as follows:

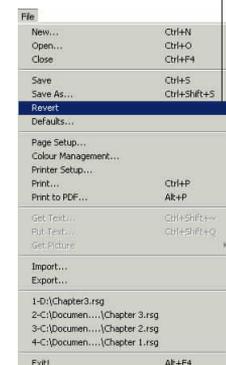
1. Select **“Revert”** from the **“File”** menu. You will be prompted to confirm this action because you will loose any changes since the last save.
2. Click **“OK”** to return to the last saved state, or click cancel to return to the current state.

Select “Save As...” from the “File” menu.



Click **“OK”** to return to the last saved state, or click cancel to return to the current state.

Select “Revert” from the “File” menu.



Displaying pages in different views

Changing the view size

The “**View**” menu gives you options for viewing the page in different sizes such as fit to window, actual size, smaller, or larger than the actual size.

You can also use the magnification tool to zoom-in the view by clicking on the area you want to see magnified.

* To zoom-out the view using the magnification tool, hold down the “**Ctrl**” key while clicking on the area that you want zoomed out.

Working on facing pages

You can work on two facing pages at the same time which simplifies the design process, and as follows:

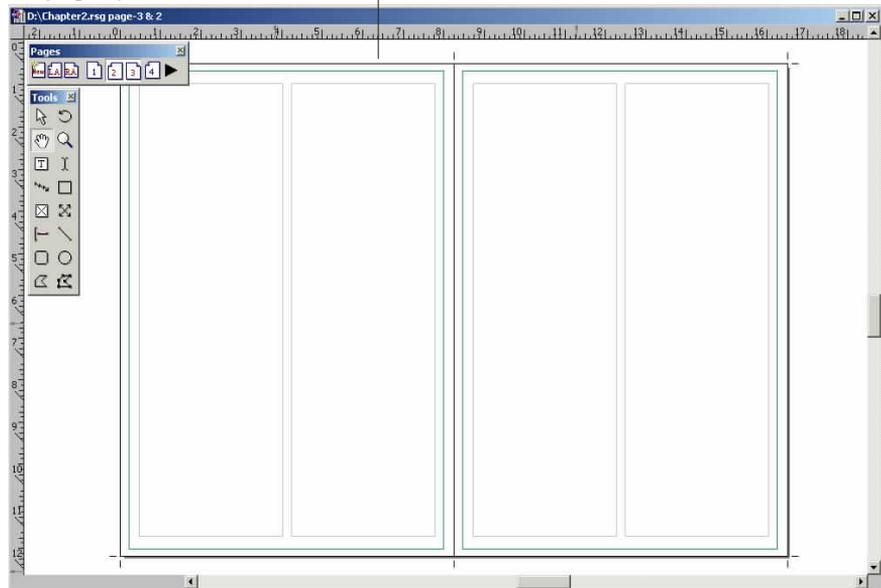
1. Select “**Facing Pages**” from the “**View**” menu. RSG will show the page to the left or to the right of the current page in addition to the current page (unless you are working on page 1)

2. To go back to viewing a single page, unselect “**Facing Pages**” from the “**View**” menu.

Select “**Facing Pages**” from the “**View**” menu.



RSG will show the page to the left or to the right of the current page in addition to the current page (unless you are working on page 1).



Browsing through pages

The icons on the **“Pages”** toolbar show the actual order of the pages in your document. The first page icon will show the starting page number that you have specified in the **“Preferences”** dialog box.

The pages toolbar also show two page icons for the left and right master pages and another for adding new pages.

* To go to any page, just click its icon on the pages toolbar. If the desired page's icon is not showing, click the scrolling arrow till the icon shows and then click it.

* To increase the size of the pages toolbar and hence enable it to show more pages' icons, position the mouse pointer on the toolbars right edge then drag.

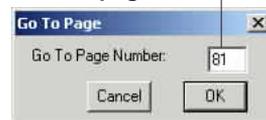
You can also go to a certain page by selecting **“Go To Page...”** command from the **“Page”** menu.

The **“Go To Page”** dialog box appears where you can enter the number of the desired page.

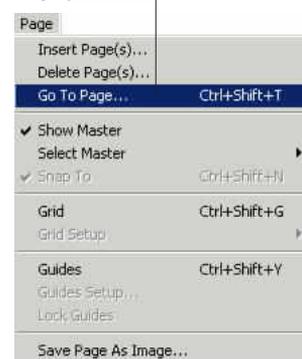
The icons on the **“Pages”** toolbar show the actual order of the pages in your document.



Enter the number of the desired page.



Selecting **“Go To Page...”** command from the **“Page”** menu.



Designing the document

Deciding on the basic design options

The next step after choosing the page dimensions is to determine the margins to identify the actual work area. You can either setup a “Grid” of rows and columns that appear as a 2-dimensional array of rectangles or setup a set of “Guides” that appear as horizontal and vertical lines.

Grid and Guides are setup on the master pages and hence are repeated on all pages following those master pages. In addition, you can place guides in each page separately as needed.

The grid and guides simplify placing objects on page in their exact positions. When creating, or resizing an object, its sides will automatically snap to the grid or guides.

You can deactivate the grid and guides and use them simply as a visual guide, or you can disable them and hide them completely if desired.

The rulers, grid, guides, and the master pages are the basic design tools in RSG. You can use them to setup the basic design template for your document pages. Text blocks, images, and other objects are placed on the page according to this basic design.

Whether you are designing a book, a leaflet, a manual, or an advertisement broacher, you should use these tools to setup the basic design. The rulers show you your position on the page and the pasteboard. The grid and guides help you place objects accurately on the page. And if you have an object, like a heading, that repeats on many pages, then you should place this object on a master page and set these pages to follow this master page. This process will automatically repeat the object on all these pages.

Using the rulers

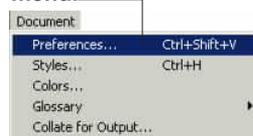
Rulers are used for quick and approximate positioning of objects on page.

A small line, called the tracking line, moves on the ruler as you move the mouse pointer on the page or pasteboard to show you your horizontal and vertical coordinates on the ruler. The unit of measure for the ruler is the same as that defined in the “Preferences” dialog box.

Showing and hiding the rulers

1. Select “Preferences...” from the “Document” menu. The “Preferences” dialog box appears.
2. Check (or uncheck) “Show - Rulers”.

Select “Preferences...” from the “Document” menu.

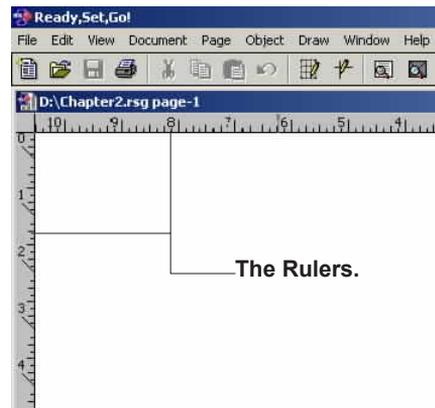
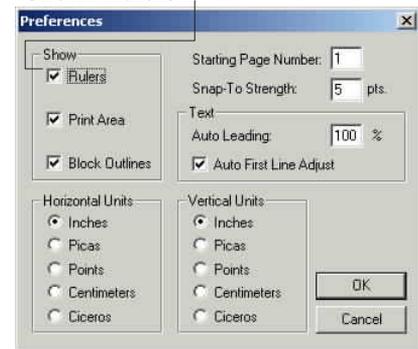


3. Click “OK” and the ruler will show (or hide) from the active document window.

* You can use the “Preferences” dialog box to change any of the active document’s preferences.

As stated earlier, the first step in the design process is to setup the page size and the units of measure to use. Refer to “Setting up the page” and “Changing the measuring units” at the beginning of this chapter.

Check (or uncheck) “Show - Rulers”.



Designing the document

Saving the defaults

After setting up the page size, measuring units, and all the other settings, you can save these settings so that they can be used later with other documents:

1. Select **“Defaults...”** from the **“File”** menu. The **“Defaults”** dialog box appears.

2. Enter a suitable name and click **“Save”**.

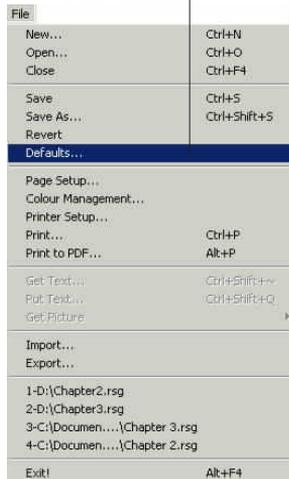
Now, you have your own settings saved and these include:

- All the options of the **“Page Setup”** dialog.
- All the options of the **“Preferences”** dialog.

Loading the defaults

You can use the defaults previously saved with a new document and as follows:

Select **“Defaults...”** from the **“File”** menu.



1. Select **“Defaults...”** from the **“File”** menu. The **“Defaults”** dialog box appears.

2. Select the name of the desired default setting and click **“Load”**.

If you want to automatically load a

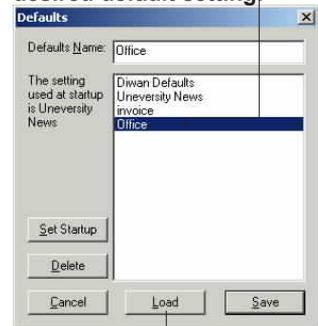
default setting upon starting the application, click **“Set Startup”**.

The **“Defaults”** dialog box contains a setting named **“Diwan Defaults”** which represents the original setting of the program.



Click **“Save”**.

Select the name of the desired default setting.



Click **“Load”**.

Setting up the grid

The grid is used to speed up accurate positioning of objects on pages.

You can select one of eight predefined setups or you can custom define one. Once you have selected a certain setup, it becomes active and all objects you create will automatically resize to occupy one or more rectangles of the grid. You can disable the grid when you want to freely create or resize an object without complying to the grid.

To setup up a grid:

1. Select “Grid” from the “Page” menu. A predefined grid of two rows and two columns appear.

2. Select “Grid Setup...” from the “Page” menu. From the submenu, select one of the predefined grids, or select “Custom...”, to define your own.

Selecting “Custom...” shows the “Custom Grid Setup” dialog box. Enter the desired margins - left, right, top and bottom; row and column spacing; and the number of rows and columns as required. When working on a single sided document, you should uncheck the “Double Sided” check box.

3. Click “OK” to activate the grid.

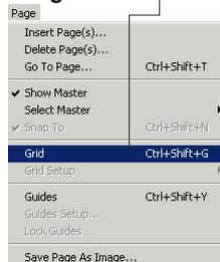
Changing or creating a grid does not change the positions of objects already placed on the page.

* To deactivate the grid but keep it showing on page, unselect “Snap To” from the “Page” menu.

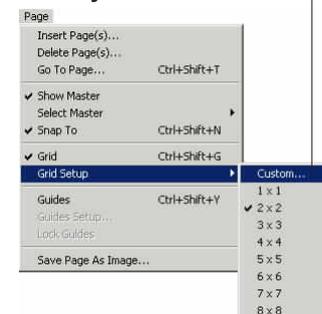
* To reactivate the grid, reselect “Snap To” from the “Page” menu.

* To deactivate and hide the grid, unselect “Grid” from the “Page” menu, and to activate it again, reselect it.

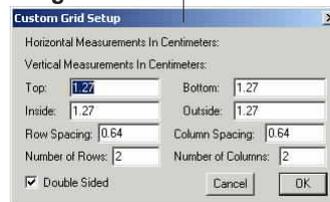
Select “Grid” from the “Page” menu.



Select “Custom...”, to define your own.



Select “Grid Setup...” from the “Page” menu.



Designing the document

Setting up the guides

The guides can be used as an alternative to the grid. With guides, you can setup left, right, top and bottom margins, number columns, the spacing between columns, and then define any number of additional horizontal and vertical lines for objects to get snapped to.

1. Select **“Guides”** from the **“Page”** menu. A set of predefined guides appears.

2. Select **“Guides Setup...”** from the **“Page”** menu to view the **“Guides Setup”** dialog box.

3. Enter values for margins, number of columns and spacing between columns. You should also uncheck the **“Double Sided”** check box if you are working on a single sided document.

4. Click **“OK”**.

* To add more user specific horizontal or vertical guides, go to

the page where you want to add the guides, make sure that the **“Guides”** menu item is checked in the **“Page”** menu and that the rulers are showing, then drag the horizontal guides from the horizontal ruler, and the vertical guides from the vertical ruler. To do this, put the mouse pointer on the ruler, then hold down the mouse button while dragging the guide to the desired position on the page. You can specify an exact position for such guides by double

clicking on them and you will be prompted to enter their position using the measuring units selected.

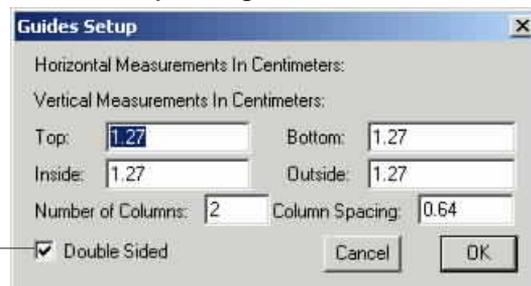
* To move or delete a guide, place the mouse pointer on that guide, which will change the pointer shape to a double-headed arrow, and drag the guide to the new position. To delete the guide, just drag it outside the paper area. First make sure that **“Lock guides”** is not selected in the **“Page”** menu.

* To lock guides, select **“Lock Guides”** from the **“Page”** menu. Locked guides cannot be moved or deleted from the page.

* To deactivate guides but keep them showing or screen, unselect **“Snap To”** from the **“Page”** menu.

* To deactivate and hide all guides, unselect **“Guides”** from the **“Page”** menu, and reselect it to activate it again, or select grid to activate the grid instead.

“Guides Setup” dialog box.



Uncheck the **“Double Sided”** check box if you are working on a single sided document.

Enter values for margins, number of columns and spacing between columns.

Setting up master pages

You can use the left and right master pages to layout repeating elements you want to appear on more than one page in your document.

There are twenty-six pairs of left and right master pages marked from **A** to **Z**:

1. Click the icon of one of the master pages marked “**LA**” or “**RA**”. The view will switch to the selected master page and if the grid or guides are activated, they will appear on the page.

* To work on another master page (other than **A**), select “**Goto Master**” from the “**Page**” menu then select the desired master page from the submenu. An alternative method is to click the master page icon, then click it again and the master pages toolbar will appear showing the letters from **A** to **Z**.

Click the desired master page icon, then click outside the toolbar to hide it.

2. Place all the objects that you want repeated on the left and right master pages. Objects placed on the left master page will

repeat on all left pages, and similarly those placed on the right master page will repeat on all right pages. Objects placed on a master page, appear on other pages as a background wallpaper and they can be edited only

from their corresponding master page.

* To suppress a certain page from showing its master page objects, unselect “**Use Master**” menu item from the “**Page**” menu.

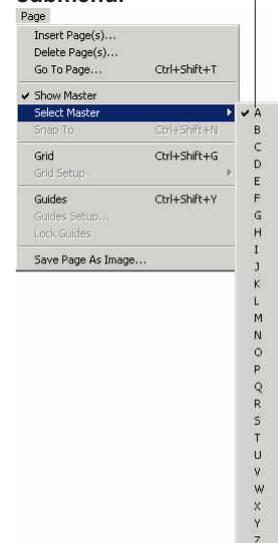
Click the icon of one of the master pages marked “**LA**” or “**RA**”.



Click the master page icon, then click it again, the master pages toolbar will appear showing the letters from **A** to **Z**.



Select “**Goto Master**” from the “**Page**” menu then select the desired master page from the submenu.



Using master pages

You can use any of the master pages as a background for any page in the document:

1. Click, on the pages toolbar, the icon of the page for which you want to have a master page. The selected page becomes the active page. The page will show the contents of master page “A” by default (if “Use Master” is selected).

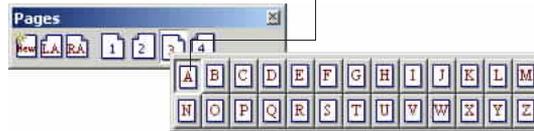
2. Select “Select Master” from the page menu, then select the desired master page letter from the master pages submenu.

An alternative way is to click again on the current page icon which shows the master pages toolbar. From the master pages toolbar you can select another master page to associate with the current page.

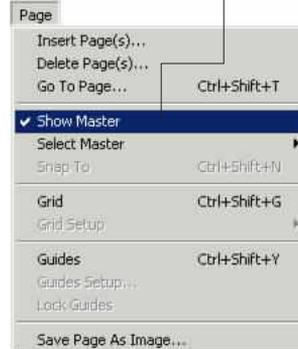
* Make sure that “Use Master” is selected in order to show the master pages contents on the current page.

* You cannot add new pages to the document while working on a master page.

Click, on the pages toolbar, the icon of the page for which you want to have a master page.



Make sure that “Use Master” is selected in order to show the master pages contents on the current page.



Adding a new page or duplicating an existing one

You can add to the document one or more pages, before or after the current page. The added pages can be empty ones, or can be duplicates of the current page:

1. Click the page icon for which you want to add pages before or after.

2. Select “**Insert Page(s)**” from the “**Page**” menu. The “**Insert Page(s)**” dialog box appears.

3. Select the insertion position and the number of pages to insert.

4. Selecting “**Duplicate Current Page**” will enable the links options: “**None, Local and Global**”. Select the desired option where:

- **None**: The inserted page will not be linked with existing ones.

- **Local**: Text blocks on the inserted page (s) will be linked with

each other, but not with existing pages.

- **Global**: Text blocks on the inserted page(s) will be linked with each other and with existing pages.

5. Click “**OK**”.

The page(s) will be added and you will see their icons on the pages toolbar.

You can also add pages using the new page icon on the pages toolbar. This will add one page directly after the current one.

Deleting pages

To delete one or more pages, use the “**Delete Page(s)**” command:

1. Select “**Delete Page(s)...**” from the “**Page**” menu. The “**Delete Pages**” dialog box appears showing the current page number.

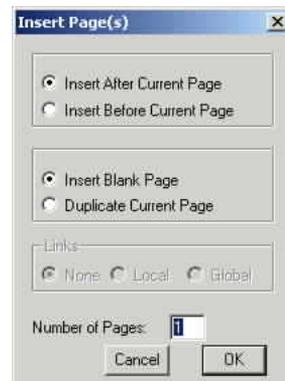
2. Enter the number of the first and last page for the range that you want to delete. For deleting only one page, enter that page number as the first and last page number.

3. Click “**OK**”.

The specified pages will be deleted, and the remaining ones will be renumbered..

* You cannot undo the delete page(s) action.

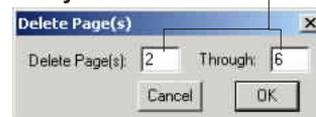
Select the insertion position and the number of pages to insert.



Click the page icon for which you want to add pages before or after.



Enter the number of the first and last page for the range that you want to delete.



Working with objects

A page is designed in RSG using three types of blocks: text blocks, picture blocks and graphic object blocks. This section describes the basics of working with these objects individually or in groups.

An object is created by selecting the corresponding tool from the "Tools" toolbar.

If the grid is activated while creating an object, then the object will be resized automatically to fit into one or more grid rectangles, alternatively if the guides were active, the sides of the object will be snapped to any guide within the gravity range.

Creating an object

Assuming that "Snap To" is not selected.

1. Select the desired tool from the "Tools" toolbar.
2. Move the pointer to where you want to start drawing, press the mouse button and drag then release the mouse button to actually create the object. The created object will appear with

eight small black rectangles at its boundaries indicating that it is currently selected.

If you keep creating objects with the same tool, then all these objects remain selected till you choose another tool.

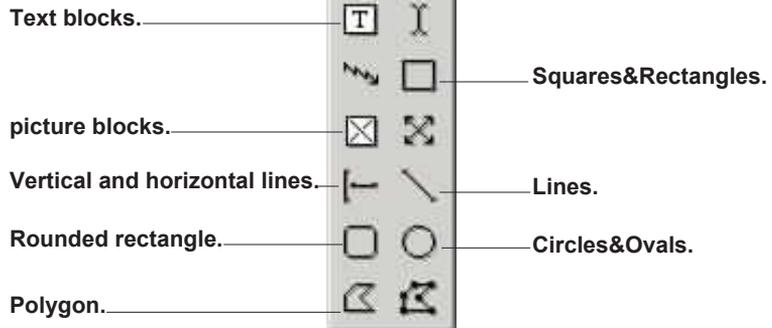
To delete any object, press the "Delete" key when it is selected.

The track lines on the rulers help in placing the object at its right position and in giving it its right size.

When you start drawing, the status bar will show the (x) and (y) coordinates relative to the top left corner of the page. It will also show the width (w) and depth (d) of the object.

The measuring units used, are those specified in the "Preferences" dialog box.

* To draw a uniformly shaped circle, square, or round rectangle keep the "Shift" key pressed while dragging.



Creating an object using an active grid

1. Make sure that the grid is showing and that **"Snap To"** in the **"Page"** menu is selected.
2. Select any of the drawing tools: text block, picture block, or one of the graphic objects tools.
3. Place the mouse pointer in one of the grid rectangles, and drag to draw the object. The objects will resize to the edges of the rectangle grids that it crosses.

* To draw a uniformly shaped circle, square, or round rectangle, hold down the **"Shift"** key while dragging. Note that this action overrides the grid gravity.

* Upon changing the grid, drawn objects retain their original size and position.

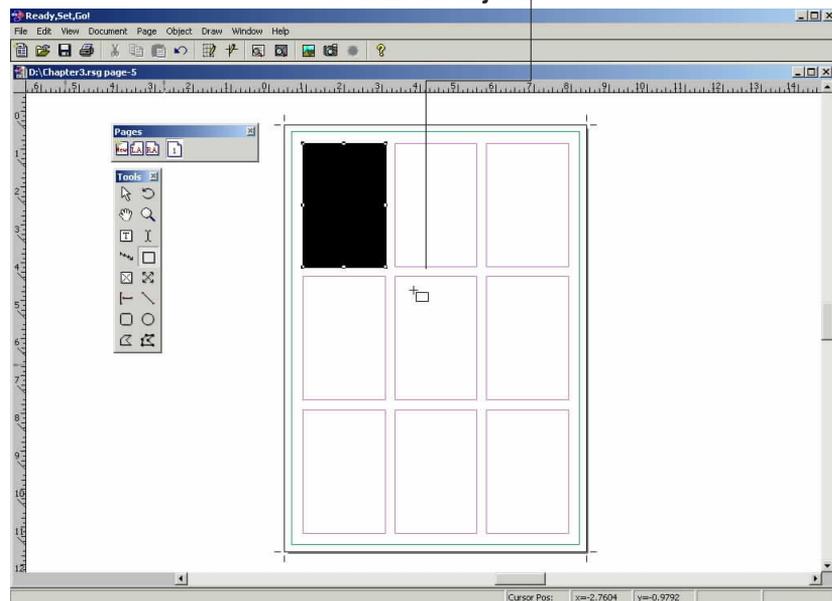
* To draw an object with the same size as one grid rectangle, release the mouse button directly after starting to drag. (i.e.,

just make a small drag and the object will resize to fill its bounding grid rectangle).

Make sure that the grid is showing and that "Snap To" in the "Page" menu is selected.



Place the mouse pointer in one of the grid rectangles, and drag to draw the object.



Creating an object using activated guides

When the guides are showing and “**Snap To**” from the “**Page**” menu is selected, the sides of objects you draw will get attracted to the nearest guide within the snap zone defined in the document “**Preferences**” dialog box. Thus, when you draw a square, the side nearest to a guide will extend to the guide, turning the square into a rectangle.

To avoid such an effect, create the object outside the snap zone, and then move it till the whole shape gets attracted to the guide:

1. Setup and add all the guides that you might need, and make sure that guides are active.
2. Select the text block tool, picture block tool, or any of the graphic objects drawing tools.
3. Place the mouse pointer close to the

guide that you want the object to get snapped to.

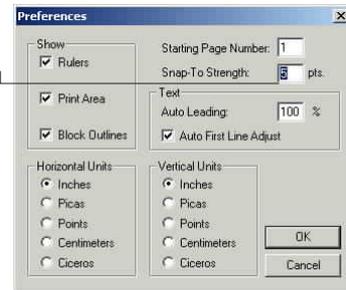
4. Drag to draw the object. You can use the guides to align one, two, three, or all the

sides of the object (or both ends if it is a line). Or you can use the guides just to align objects together.

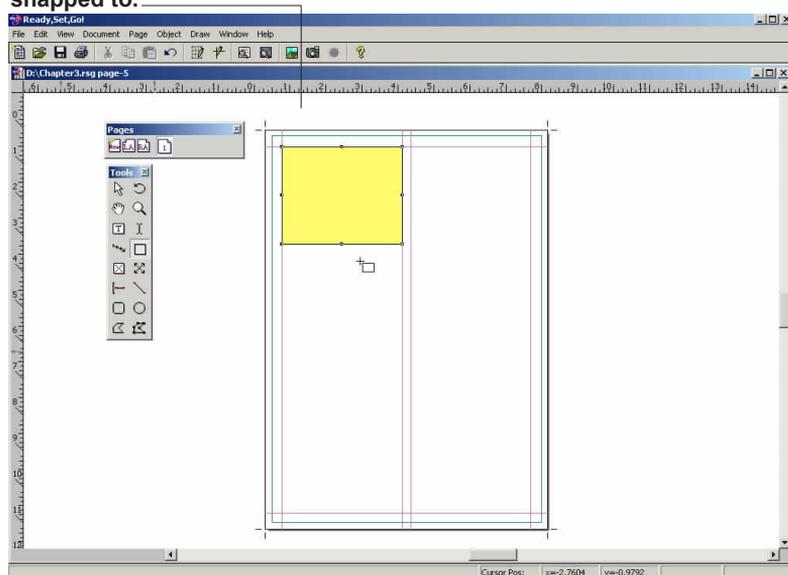
Changing the snap to strength

1. Select “**Preferences...**” from the “**Document**” menu.
2. Enter a number from 1-999 points in the “**Snap-To Strength**” field.
3. Click “**OK**”.

Enter a number from 1-999 points in the “**Snap-To Strength**” field.



Place the mouse pointer close to the guide that you want the object to get snapped to.



Selecting objects

To select an object, you must use the **“Arrow”** tool. Objects must be selected in order to be moved, resized, or have any of their specifications changed.

To select an object that is placed on a master page, you must go to that master page first.

* To select an object, just click on it using the arrow tool.

* To select a group of objects, click and drag the mouse till the selection rectangle crosses all the desired objects (do not start dragging from inside an object boundary for this will lead to moving the object instead). All objects that are crossed or contained by the selection rectangle will be selected.

* To select more objects, hold down the **“Shift”** key and click or drag over the objects to be added to the selection.

* To select all objects

on a page or on two facing pages, select **“Select All”** from the **“Edit”** menu.

* To unselect an object and exclude it from a selection group, hold down the **“Shift”** key and click on that object.

* To cancel the current selection, just click outside the selected objects.

* To select an object placed under other objects, hold down the **“Ctrl”** key and keep clicking till the desired object gets selected.

To select an object, you must use the **“Arrow”** tool.



To select an object, just click on it using the arrow tool.



Grouping and ungrouping objects

Grouping objects means that selecting any of the grouped objects will select all the other objects. This simplifies moving, copying and making changes on all the objects of a group at any time:

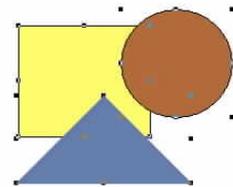
1. Select the objects to group.

2. Select **“Group”** from the **“Object”** menu.

* To add an object to a group, select the object and the group then select the **“Group”** command again.

* To ungroup an existing group, select the group, and then select **“Ungroup”** from the **“Object”** menu.

To select more objects, hold down the **“Shift”** key and click or drag over the objects to be added to the selection.



Select **“Group”** from the **“Object”** menu.



Locking and unlocking objects

Locked objects cannot be resized, repositioned, rotated, flipped, or deleted. But you can do any other action that does not affect its size or position.

Locked objects can be copied and duplicated, but the resulting objects will be locked as well. When locking a text block or a picture block, you are not locking the contents, hence you can still edit the text or the picture as usual.

You can lock an object, a number of selected objects or a group:

1. Select the object (s) or group to be locked.
2. Select “Lock” from the “Object” menu. The “Locked” checkbox in the objects specification dialog indicates whether this object is locked or not and it gives you the ability to change its locking state as well.

* To unlock an object or a group of objects select the object or the group, then select “Unlock” from the object menu.

The unlock command does not ungroup the group.

Resizing an object using the mouse

You can resize an object (even if it is part of a group) by dragging one of its resizing grips using the “arrow” tool (unless the object is locked, rotated, or flipped). If you don't want for the object being resized to get snapped to a grid or a guide, make sure that they are

deactivated before you resize.

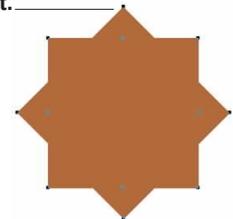
When resizing a picture block, you can also resize the contained picture as well (refer to “resizing pictures” later in this chapter).

* To undo the resizing operation, select “Undo” from the “Edit” menu before making any other action.

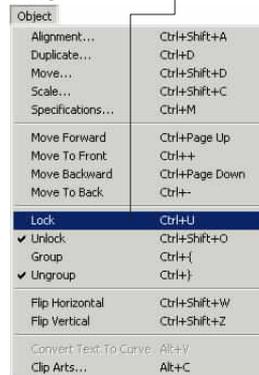
Use the “Arrow” tool To select the object .



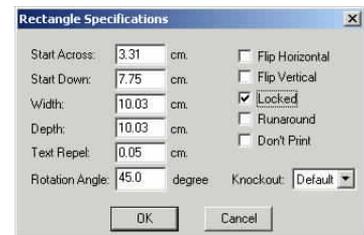
Select the object.



Select “Lock” from the “Object” menu.



The objects specification dialog indicates whether this object is locked or not and it gives you the ability to change it.



Rotating objects

You can rotate an object by using its “Specifications” dialog box. The rotation precision is up to 1 tenths of a degree, and the rotation is done around the object’s center point. To rotate a number objects around their common center, you must either use the rotation tool, or use the “Move” command from the “Object” menu:

1. Select the object or group of objects to rotate.

2. Select “Move...”, “Duplicate...”, or “Specification...” from the object menu.

3. Enter the angle in degrees (0 to 359.9). Positive values rotate objects clockwise, while negative values rotate objects counter clockwise.

4. Click “OK”.

* When a group of objects are rotated using the “Specifications”

command, then an object specification dialog box will appear for each object and each object will rotate around its center point; while the other commands rotate all the group in one go and around their common center point.

* To rotate an object around its center using the rotation tool, select

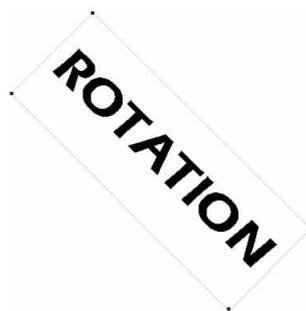
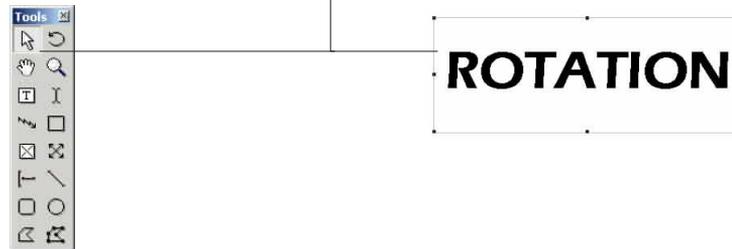
the object then rotate it while the “Ctrl” key is held down.

* To rotate objects around a specific point on page, then you must use the rotation tool. So, after selecting the objects and choosing the rotation tool, press the mouse button on the desired center point and hold the button down while

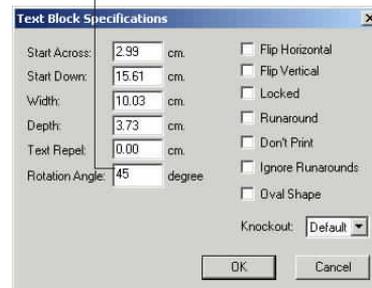
moving the mouse till you get the desired angle.

* To rotate an object by 45 degrees or one of its multiples using the rotation tool, select the object to rotate, choose the rotation tool, hold the “Shift” key down when you click on the desired center point, and then drag to rotate.

Select the object to rotate by the “Arrow” tool



Writ the rotation angle.



Flipping objects Horizontally and Vertically

You can flip an object or a group of objects horizontally, vertically or both. The flipping is done around the object(s) horizontal and vertical centrelines:

1. Select the object or group of objects to flip.
2. Select the “**Flip Horizontal**” or “**Flip Vertical**” command from the “**Object**” menu. The object will flip around the corresponding axis.

* To restore the objects original state, flip it again around the same axis.

Stacking objects and re-arranging their order

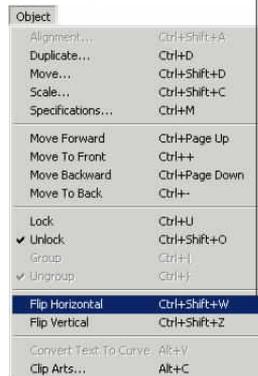
You can overlap objects entirely or partially simply by moving them one over the other. When objects are overlapped, you can rearrange their order to get the desired overall shape:

1. Click on the object (s) to move.
2. Select “**Move Forward**”, “**Move To Front**”, “**Move Backward**”, or “**Move To Back**” from the “**Object**” menu. Select “**Move To Front**” or “**Move To Back**” to move the object on top of or behind all the

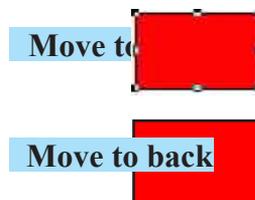
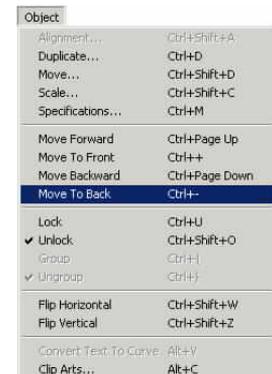
other objects. Select “**Move Forward**” or “**Move Backward**” to move the object one level up or one level down relative the next, unselected, object.

* To select an object which is behind another object, hold down the “**Ctrl**” key when you click with the pointer tool.

Select the “**Flip Horizontal**” or “**Flip Vertical**” command from the “**Object**” menu.



Select “**Move To Back**” from the “**Object**” menu.



Setting an object size and position accurately

After creating an object, you can set its size and position more accurately than by using the mouse and as follows:

1. Select the object to move or resize.
2. Select **"Specifications..."** from the **"Object"** menu. The objects specification dialog box appears showing the objects position, size and other specifications using the units specified by the document preferences. Different objects have different specifications dialog boxes.
3. Set the **"Start Across"** to the exact position relative to the page's left edge and **"Start Down"** to the exact position relative to the page's top edge.
4. Set the objects exact **"Width"** and **"Depth"**.

5. Click **"OK"**.

The object will get modified to reflect the new position and size without being affected by the grid or guides.

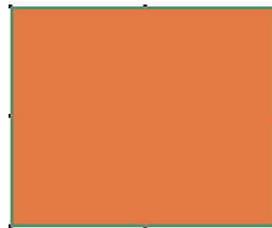
- * Negative values represent positions to the left of the page's left edge, or to the top of the page's top edge.
- * To set the position

and size of a group of objects, select them, and then select **"Specifications..."** from the **"Object"** menu. A specifications dialog box will appear for each object individually and in their corresponding order.

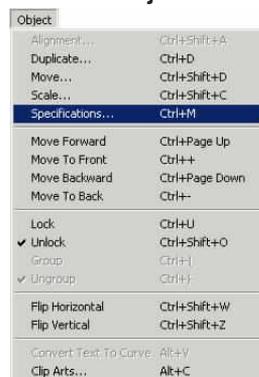
Click **"OK"** to move to

the next specifications dialog box or cancel to go back to the page

Set the **"Start Across"** to the exact position relative to the page's left edge and **"Start Down"** to the exact position relative to the page's top edge.



Select **"Specifications..."** from the **"Object"** menu.



Aligning objects

You can align objects horizontally or vertically with respect to their edges, or centers:

1. Select the objects to align.
2. Select “**Alignment...**” from the “**Object**” menu.
3. Select the desired alignment.
4. Click “**OK**”.

When aligning objects with respect to their edges, they will all move to the farthest edge. For example, if you align a group of objects to the top they will all move to align to top of the object having the upper most edge.

Duplicating objects

1. Select the object(s) to duplicate.
2. Select “**Duplicate...**” from the object menu.
3. Enter the number of duplicates required.
4. To move duplicates horizontally, enter the

desired horizontal offset from the right edge of the original object to the right edge of the first duplicate. For duplicating objects vertically, enter 0 in the “**Horizontal Offset**” field.

5. The same rule applies for vertical movement.

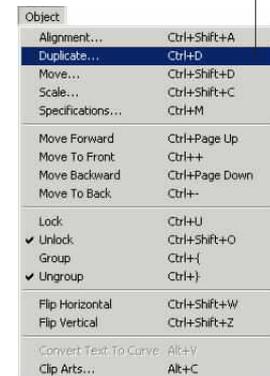
6. If you want duplicates to be rotated relative to each other, enter the amount of rotation to be applied to each duplicate relative to the preceding one.

7. Click “**OK**”. Duplicates will show on page, and the last one will be selected.

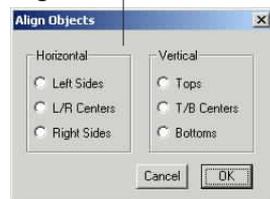
Select “Alignment...” from the “Object” menu.



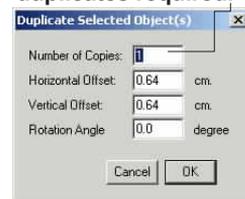
Select “Duplicate...” from the object menu.



Select the desired alignment.



Enter the number of duplicates required.



Scaling an object or a group of objects.

If you want to scale an object or a group of objects by the same amount so that they occupy a larger, or a smaller area on the page, you should use the “Scale...” command from the “Object” menu:

1. Select the object(s) to scale.

2. Select “Scale...” from the “Object” menu.

3. Enter the scale value. Values larger than 100 will enlarge the size while values less than 100 will reduce the size.

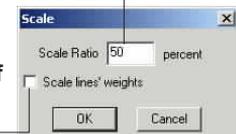
If you check “Scale lines’ weights”, the lines’ (pen) weights of the selected object(s) will be scaled accordingly; while leaving it unchecked, means that objects will be scaled but the lines’ weights will remain unaffected.

Select “Scale...” from the “Object” menu.



Enter the scale value.

If you check “Scale lines’ weights”, the lines’ (pen) weights of the selected object(s) will be scaled.



Creating objects glossary

You can create a glossary of objects, and that is a named list of objects that you have previously created and you think that you might frequently need while working on the current document or on other documents:

1. Select the desired object(s) to add to the glossary.

2. Select “**Glossary**” from the “Document” menu, and then select “**Object...**” from the submenu.

The “**Blocks Glossary**” dialog box appears.

3. Click “**Define**”. A dialog box prompts you to name the object(s) selected.

4. Enter the glossary name, and then click “**OK**”.

5. Click “**Done**”.

* To assign a shortcut key to a glossary, define the glossary as usual but when naming it, add “/” then

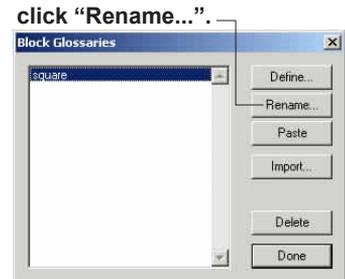
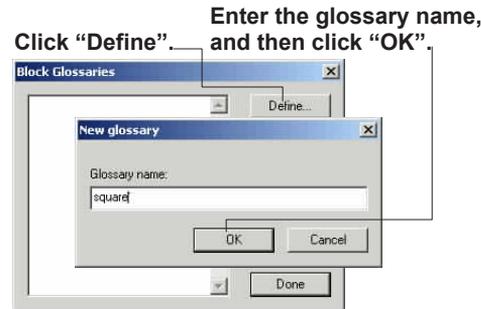
a single character (the shortcut key) at the end of the name. Now, whenever you want to paste this glossary item, press Ctrl + B + the shortcut character.

* You can rename a glossary by selecting it from the “**Blocks Glossary**” dialog box, clicking “**Rename...**”, then entering the new name.

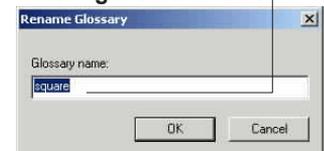
* You can delete a glossary by selecting it from the “**Blocks Glossary**” dialog box then clicking “**Delete**”.

* You have to select the “**Arrow**” tool to be able to work with object glossary.

Select “**Glossary**” from the “**Document**” menu, and then select “**Object...**” from the submenu.



Entering the new name.



Pasting an object glossary

You can paste any entry from the objects glossary into your document:

1. Select **“Glossary”** from the **“Document”** menu, and then select **“Object...”**.

2. From the **“Blocks Glossary”** dialog box select the name of the glossary to paste.

3. Click **“Paste”**. The object will be pasted at the same position on page as it was when added to the glossary.

4. Click **“Done”**. To paste an object quickly you can use its shortcut key (if one is assigned) as described in the previous section.

Importing object glossaries from other documents

You can use a glossary from another documents in your current document, but to do so, you have to first add this other document's glossary to the current one.

1. Select **“Glossary”** from the **“Document”** menu, and then select **“Object...”**

2. At the **“Blocks Glossary”** dialog box, click **“Import...”**.

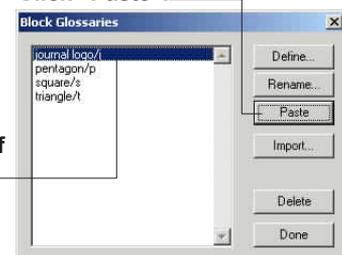
3. Select the RSG document whose glossary is to be imported. The glossary list will now show the glossary elements of both documents.

4. Click **“Done”**.

Select **“Glossary”** from the **“Document”** menu, and then select **“Object...”**.

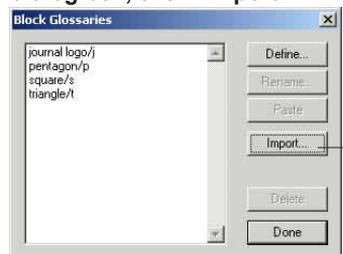


Click **“Paste”**.



From the **“Blocks Glossary”** dialog box select the name of the glossary to paste.

At the **“Blocks Glossary”** dialog box, click **“Import...”**.



Changing the weight of the drawing pen

The pen weight represents the weight of lines for lines and rules, and the weight of the outlines for other graphic objects.

1. Select the objects whose pen weight, you want to change.

2. Select “Lines” from the draw menu, then select a suitable value or select “Other...”.

* The default pen weight for all objects is 1 point.

* Text block outlines show dimmed on screen and do not print. To print them, assign them a suitable color and tint.

* Pen weight less than one point, might show as one point on screen (because of the low screen resolution), but prints correctly on paper.

Changing the color and tint of the drawing pen

The pen color affects the color of lines, and the color of the outlines for other graphic objects.

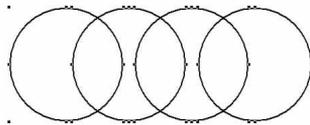
1. Select the objects

whose pen color or tint you want to change.

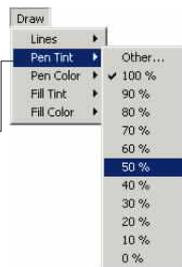
2. Select “Pen Color” from the “Draw” menu, and then select the desired color. If the desired color is not showing in the list, then you have to select it from the colors toolbar.

* Select “Pen Tint” from the “Draw” menu, then select the desired tint from the submenu. If the desired tint is not showing in the list, then select “Other...” and enter the tint with an accuracy up to 1%. Outlines with tints of 0% will be fully transparent regardless of their colors.

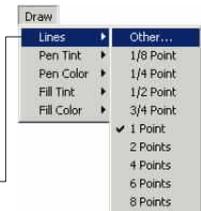
Select the objects whose pen weight, you want to change.



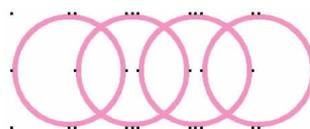
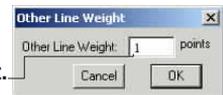
Select “Pen Tint” from the “Draw” menu, then select the desired tint from the submenu.



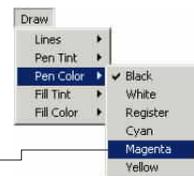
Select “Lines” from the draw menu, then from the submenu, select a suitable value or select “Other...”.



The default pen weight for all objects is 1. point.



Select “Pen Color” from the “Draw” menu, and then select the desired color.



Changing the internal fill color and tint

1. Select the objects whose internal fill color and tint, you want to change.

2. Select “Fill Color” from the “Draw” menu, and then select the desired color. If the desired color is not showing in the list, then you have to select it from the colors toolbar.

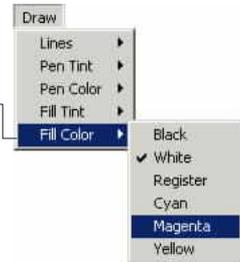
3. Select “Fill Tint” from the draw menu, then select the desired tint. If the desired tint is not in the list, select “Other...” and enter the

tint with an accuracy up to 1%. Fills with tints of 0% will be fully transparent regardless of their colors.

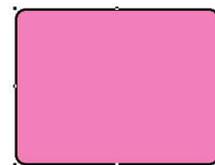
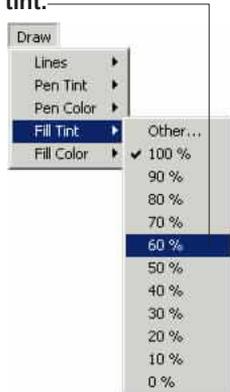
Select the objects whose internal fill color and tint, you want to change.



Select “Fill Tint” from the draw menu, then select the desired tint.



Select “Fill Tint” from the draw menu, then select the desired tint.



Mixing colors

You can define new colors to use in your document. You can define a color in either the RGB model, the CMYK model, or pick one from the PANTONE Solid Coated or Uncoated series.

1. Select “Colors...” from the “Document” menu.

A dialog box appears listing the colors already defined for the document. By default, each new document comes with black, white, register, cyan, magenta, yellow, red, green, and blue.

2. Click “New”. The “New Color” dialog box appears.

3. Type in a name for the color. You can give any name to colors defined as RGB or CMYK. PANTONE colors have their own special names.

4. Click Spot or Process to specify how the color should be treated when color separations are

printed. Colors marked as Process will be separated in C, M, Y and K components when color separations are printed. Colors marked as Spot will appear on their own spot plate when color separations are printed.

5. Select a color model.

6. Specify the color. RGB and CMYK colors may be defined using absolute values

(0 to 255) or as percentages from 0% to 100% . For PANTONE colors select the color from the list.

7. Click “OK” to return to the “Colors” dialog box, and click “Done” to return to your document.

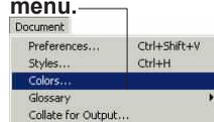
* To quickly locate a PANTONE color, type in its number followed by a period (.)

An alternative method of displaying the “New

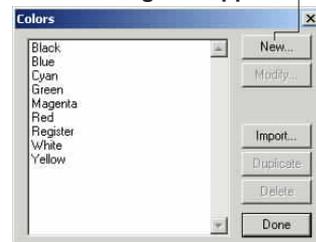
Color” dialog box is to click the “+” icon in the “Colors” toolbar.

* You can import colors from other documents to avoid having to redefine your colors pallet every time. To do so, click “Import...” from the “Colors” dialog box, then select the document whose colors you want to import.

Select “Colors...” from the “Document” menu.



Click “New”. The “New Color” dialog box appears.

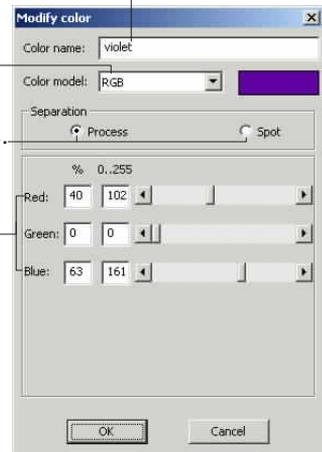


Type in a name for the color.

Select a color model.

Click Spot or Process.

Specify the color range.



Working with text

RSG provides you with a very powerful word processor that gives you great freedom when working with text whether it is just a few words of an advertisement, or hundreds of pages of a book.

RSG also gives you complete control on how the text should appear and how it should be distributed on blocks and pages.

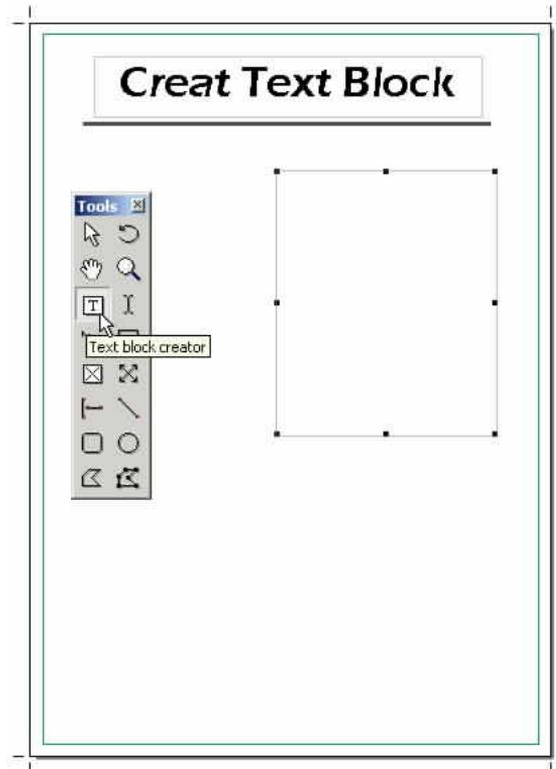
Creating a text block

Before you can start with entering text, you must create a text block:

1. Select the “**Text Block**” tool from the “**Tools**” toolbar.
2. Draw a text block by placing the pointer on one corner then

dragging to the other, just like you would draw any other object. If the grid or guides are activated, the text block will resize according to the grid or guides. To draw a square shaped text block, hold down the “**Shift**” key while you click and drag.

* To create a text block and start typing text immediately, hold down the “**Ctrl**” key when drawing, then upon releasing the mouse button, the “**I beam**” tool will get automatically selected and the text insertion cursor appears inside the text block indicating that you can now start typing.



Changing the text block shape

RSG gives you the ability to change the text block shape into an oval shape and as follows:

1. Select the text block to turn into an oval shape.
2. Select “Specifications...” from the “Object” menu to show the “Text Block Specifications” dialog box.

You can also double click on the text block using the “Arrow” tool to show its specification dialog box.

3. Check the “Oval Shape” field.

4. Click “OK”.

5. The block outline will change into an oval shape with the same bounds as the original rectangle. The text will also reformat to fit the new shape.

* To force the text to extend to the oval edges giving a better oval shape, select the text by pressing Ctrl + A , select “Alignment” from the format menu, then select “Full Justify”.

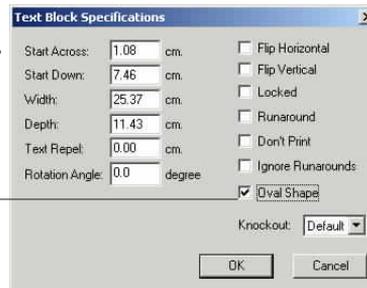
Select the text block to turn into an oval shape.

RSG provides you with a very powerful word processor that gives you great freedom when working with text whether it is just a few words of an advertisement, or hundreds of pages of a book.

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Select “Specifications...” from the “Object” menu.

Check the “Oval Shape” field.



The block outline will change into an oval shape with the same bounds as the original rectangle.

RSG provides you with a very powerful word processor that gives you great freedom when working with text whether it is just a few words of an advertisement, or hundreds of pages of a book. RSG also gives you complete control on how the text should appear and how it should be distributed on blocks and pages.

Getting text

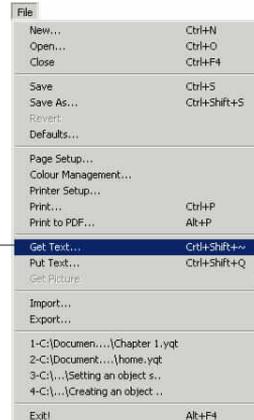
You can get text from plain text files (*.txt) and insert it into a text block. This is very useful in getting text from applications not compatible with RSG. The inserted text will have the same format as that of the insertion point:

1. Select the “I beam” tool from the “Tools” toolbar.
2. Click on the text block at the point where you want the text to be inserted.
3. Select “Get Text...” from the “File” menu.

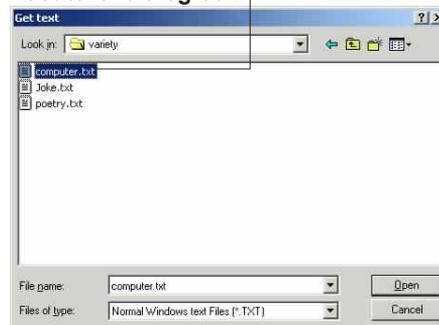
4. Select the document whose text to be inserted from the “Get text” dialog box. The text file contents will be inserted at the specified point in the specified text block.

* If the inserted text is too large to fit in the text block, the text block will display the excess text mark at its bottom right corner. You can resize the text block or link it to another text block to show the excess text.

Select “Get Text...” from the “File” menu.



Select the document whose text to be inserted from the “Get text” dialog box.



Saving text

You can export the text of a text block or text chain as plain (ASCII) text that can be opened by all applications that accept plain text documents:

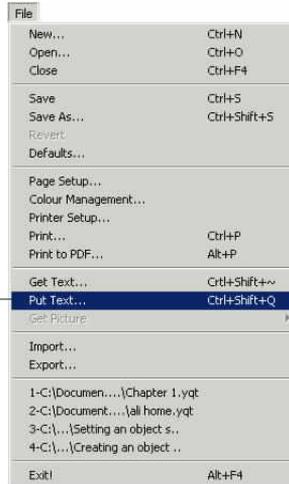
1. Select a text block whose text you want to save using the “I beam” tool.

2. Select “Put Text...” from the “File” menu.

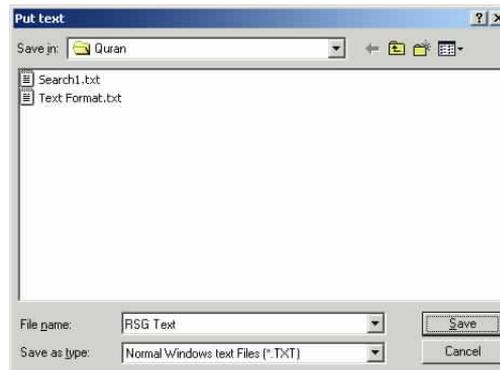
* The command is disabled if no text block is active.

3. Select a folder to save into, and enter a file name, then click “Save”.

Select “Put Text...” from the “File” menu.



Select a folder to save into, and enter a file name, then click “Save”.



Copying, moving, replacing or deleting text

RSG gives the ability to copy text, move it to another position, replace it with other text, or delete it.

* To copy text or move it, select the text, then select **“Copy”** or **“Cut”** from the **“Edit”** menu. (Selecting **“cut”** will remove the selected text). Select the desired insertion point, and then select **“Paste”** from the **“Edit”** menu. The pasted text keeps its original formatting.

* To copy text or move it from another document to the current one, switch to that document, cut or copy the text as indicated above, then switch back to your original document and paste the text at the desired insertion point.

If the pasted text is cut or copied from another RSG document, it keeps its original format but if it was from another type of application, then it will

take the same format as that at the insertion point.

- * To replace text, select the text then either paste another text instead, or just type new text.
- * Selecting cut

Select the text.

To copy text or move it from another document to the current one, switch to that document, cut or copy the text as indicated above, then switch back to your original document and paste the text at the desired insertion point.

If the pasted text is cut or copied from another RSG document, it keeps its original format but if it was from another type of application, then it will take the same format as that at the insertion point.

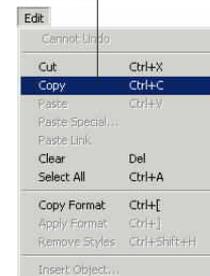
removes the selected text but keeps it in the clipboard so as to be pasted later.

- * Selecting **“Clear”** from the **“Edit”** menu, completely remove the text and it cannot be restored unless you

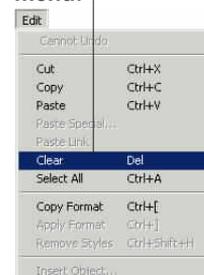
select **“Undo”** from the **“Edit”** menu directly after the delete operation.

You can also delete text by selecting it then pressing the **“Delete”** key.

Select “Copy” from the “Edit” menu.



Select “Clear” from the “Edit” menu.



Forcing text to runaround other objects

You can make the text in a text block runaround other objects (including other text blocks) that overlap it:

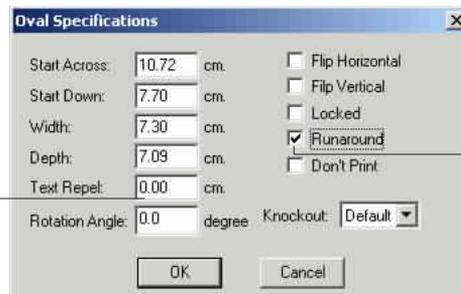
1. Select the object(s) that you want the text to runaround.
2. Select "Specifications..." from the "Object" menu then check "Runaround".
3. Enter the desired distance between the text and the object in the "Text Repel" field (The allowable distance is from 0 to 1 inch). The distance is measured from the object itself and not its bounding box.

* If the selected block is a picture block, then you will see a combo list instead of the checkbox for the "Runaround" field. In this combo list select "Off" to disable

runaround, or select "Shape" to enable it.

Moving any of the objects overlapping the text will reformat the text automatically.

Here, Enter the desired distance between the text and the object.



check "Runaround".

You can make the text in a text block runaround other objects (including other text blocks) that overlap it: 1. Select the object(s) that you want the text to runaround. 2. Select "Specifications..." from the "Object" menu then check "Runaround". 3. Enter the desired distance between the text and the object in the "Text Repel" field (The allowable distance is from 0 to 1 inch). The distance is measured from the object itself and not its bounding box.* If the selected block is a picture block, then you will see a combolist instead of the checkbox for the "Runaround" field. In this combolist select "Off" to disable runaround, or select "Shape" to enable it. Moving any of the objects overlapping the text will reformat the text automatically.



Creating text glossary

A text glossary is a piece of formatted text that is used frequently such as a copyright notice or a company address.

You can create text glossary to be used and saved with your current document, or you can import text glossaries from other documents:

1. Write and format the text you want to make into a glossary, then select it. Alternatively, you can select any piece of already existing text.
2. Select **“Glossary”**, then **“Text...”** from the **“Document”** menu. The **“Text Glossary”** dialog box appear.
3. Click **“Define”**. You will be prompted to name the new glossary.
4. After entering the new name, it will show in the glossary list.
5. Click **“Done”**.

* To assign a shortcut key to a glossary, define the glossary as usual, but when naming it add **“/”** then a single character (the shortcut key) at the end of the name. Now whenever you want to paste this glossary,

click **Ctrl + G** + the shortcut key.

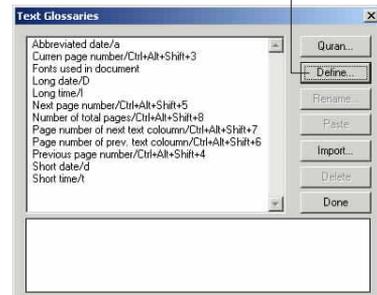
* You can rename a glossary by selecting it from the **“Text Glossary”** dialog box, clicking **rename**, then entering the new name.

* You can delete a glossary by selecting it from the **“Text Glossary”** dialog box then clicking **“Delete”**.

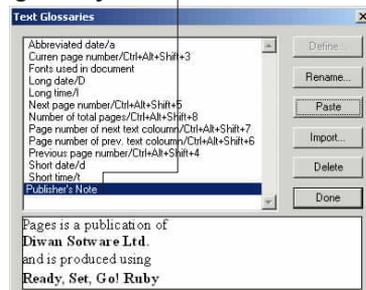
Select **“Glossary”**, then **“Text...”** from the **“Document”** menu.



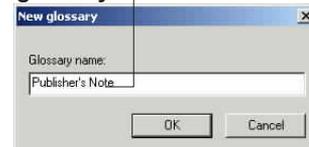
Click **“Define”**.



The new name, it will show in the glossary list.



Enter the name of the new glossary.



Pasting text glossary

You can paste a text glossary in any text block in your document:

1. Select an insertion point where you want the text glossary to be pasted.

2. Select **“Glossary”** then **“Text...”** from the **“Document”** menu. The **“Text Glossary”** dialog box appears.

3. Select the desired glossary then click **“Paste”**.

4. Select **“Done”**.

* To use the keyboard shortcut to paste a text glossary (if one assigned), select the insertion point then press **Ctrl + G +** the glossary shortcut key.

Getting text glossaries from another document

* To use text glossaries from other documents, select **“Glossary”** then **“Text”** from the **“Document”**

Select **“Glossary”** then **“Text...”** from the **“Document”** menu.

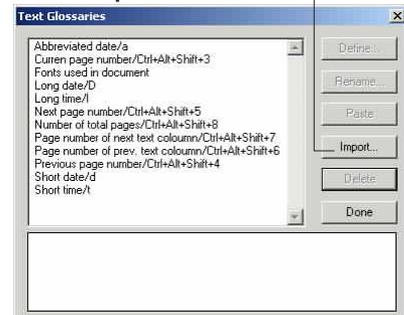


menu, and then click **“Import”** from the **“Text Glossary”** dialog box. Browse then select the document whose text glossary you want. All the document’s glossary will be added to the current one. Paste the desired text

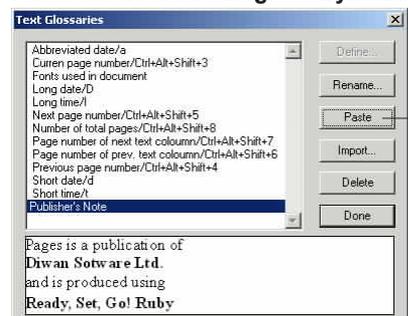
glossary as usual.

* A set of predefined glossaries are provided by RSG for inserting some useful information like the current date and time and in different formats.

Click **“Import”**.



Paste the desired text glossary.



Linking text blocks

When an article spans multiple columns or pages, it would be useful to link the corresponding text blocks in a chain so that text will automatically flow and readjust as changes are made to these blocks:

1. Select the “**Linker**” tool from the “**Tools**” toolbar.
2. Click on the text blocks in the order desired starting with the first in the chain. Upon clicking on a text block, it will flicker and text will flow inside it. When clicking on a text block that already contains text, its text will be moved to the end of the chain.
3. Double click on the last block to end the chain. RSG will end the chain automatically if you select another tool before double clicking on a block.

Unlinking blocks from a chain

You can unlink a block or more from a chain, which stops text from flowing into them, and hence they become empty:

1. Select the “**Linker**” tool from the “**Tools**” toolbar.
2. Hold down the “**Ctrl**” key and click on each block that you want to unlink. Upon each click, the text disappears from the block and flows to the next in the chain.

Adding text blocks to a chain

You can add text block(s) anywhere in a chain: beginning, middle, or end:

1. Select the “**Linker**” tool from the “**Tools**” toolbar.
2. Click on the chain block preceding the block(s) to add to the chain.
3. Click on the new block(s) to add in the desired order and double click on the last block to add. If the blocks to add are on other pages, use the pages toolbar to switch to those pages, then click on the desired block(s).

* To add a text block to the beginning of a chain, click on the first block in the chain then click on the block(s) to add (in the reverse order) while holding down the “**Shift**” key. Double click on the block which to become the first.

* If you select “**Insert Page(s)...**” from the “**Page**” menu, and select “**Duplicate Current Page**” with the “**Global**” link option, excess text will automatically flow to the new pages’ blocks.

Adding or removing column breaks in a chain

To fix the text in a block within a chain and force any extra text to flow to the next block in the chain, you must use column breaks:

1. Specify the insertion point for the column break.

2. Select **"Insert Column Break"** from the **"Text"** menu. Any text after the column break will flow to the next block in the chain.

* To remove the column break, click with the **"I beam"** tool inside the block containing the column break, then select **"Remove Column Break(s)"** from the **"Text"** menu. Text from the following block will replace the column break and the text will readjust in the whole chain.

Removing linked blocks from a chain

You can remove linked blocks that are part of a chain or you can just remove the link and keep the blocks.

* To remove a block, select it then select **"Cut"** or **"Delete"** from the **"Edit"** menu or press the **"Delete"** key.

The text block itself gets removed, but the text it contained will be redistributed to other blocks in the chain.

* To unlink a block from a chain without removing it, select the **"Linker"** tool from the **"Tools"** toolbar, then hold down the **"Ctrl"** key and click on the block to unlink. The text disappears from the block and flows to the next block in the chain.

* To restore a block that you have just deleted, select **"Undo"** from the edit menu before taking any other action.

Moving or copying a linked block

You can move or copy linked blocks from one page in the document to another. Then you must use the linking tool to relink them after you paste them.

1. Select the text blocks you want to move or copy.

2. Select **"Cut"** or **"Copy"** from the **"Edit"** menu.

The blocks and their text are stored on the Clipboard but are no longer linked.

If you select **"Cut"**, the blocks are removed and the remaining blocks in the chain are relinked. The original text is adjusted to fit the new chain.

3. Go to the page to which you want to copy or move the blocks.

You can use the **"Pages"** toolbar, to go to a new page in the document, or you can open another document and go to a

new page in it.

4. Select **"Paste"** from the **"Edit"** menu.

The blocks are pasted, with their text in their original position, on the new page. If you want to link them, refer to **"Adding text blocks to a chain"** earlier in this chapter.

Creating a style sheet

You can create one or more style sheets for your document. Style sheets are used to quickly format a piece of text and to keep text formatting consistent through all the document. This is because when modifying a style sheet, all text following this style sheet will get automatically reformatted:

1. Select an insertion point, or select a range of text whose format you want to make into a style sheet.

2. Select **"Styles..."** from the **"Document"** menu. A dialog box appears showing a list of the available styles.

3. Click **"New..."**. A new dialog box appears showing all the possible text formatting options. The current options are set to match the formatting of the selected text.

4. Name the style, make any modification

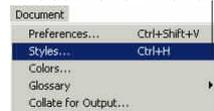
you want, then click **"OK"**.

The new style appears as the selected one in the **"Styles"** dialog box.

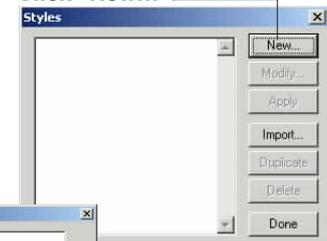
5. Click **"Done"**.

The style sheets get saved with the document and can be used to quickly format any piece of text in the document.

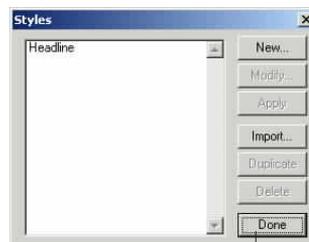
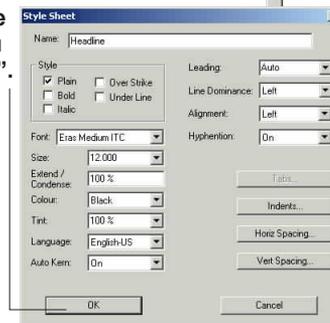
Select **"Styles..."** from the **"Document"** menu.



Click **"New..."**.



Name the style, make any modification you want, then click **"OK"**.



Click **"Done"**.

Using Styles

Styles can be used to format new text or to format already existing text:

1. Select the text to format, or select an insertion point if you want to format text yet to be typed.

2. Select **“Styles”** from the **“Document”** menu. A dialog box will show all the available styles.

3. Select the one to use then click **“Apply”** to see the results.

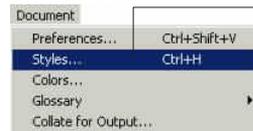
4. Click **“Done”** to hide the dialog box.

* To remove the style sheet format from a selected text or an insertion point, select **“Remove Styles”** from the **“Edit”** menu.

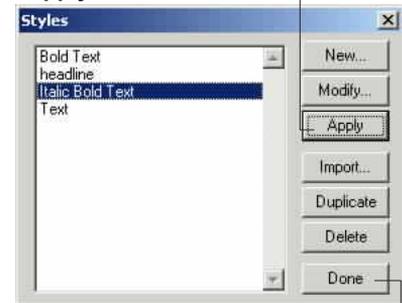
* To get style sheets from another RSG document, select **“Styles”** from the

“Document” menu, then click **“Import”** from the **“Styles”** dialog box, and double click the document containing the desired style sheets from the **“Import Styles”** dialog box to add its styles to the current document.

Select **“Styles”** from the **“Document”** menu.

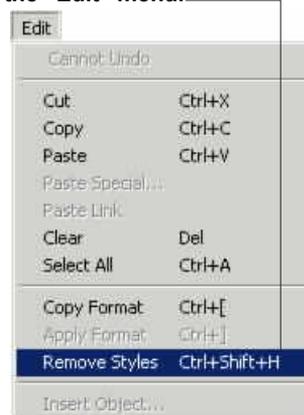


Select the one to use then click **“Apply”** to see the results.

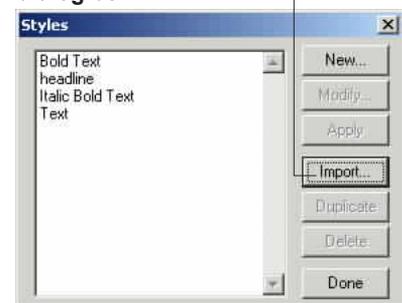


Click **“Done”** to hide the dialog box.

Select **“Remove Styles”** from the **“Edit”** menu.



Click **“Import”** from the **“Styles”** dialog box.



Modifying a style sheet

You can rename or change the settings of a style sheet. All text formatted using this style sheet gets reformatted automatically. You can also delete or duplicate a style sheet if required.

To modify a style sheet:

1. Select **“Styles”** from the **“Document”** menu.

2. From the **“Styles”** dialog box and select the style to modify.

3. Click **“Modify”**. Another dialog box appears showing the settings for this style.

4. Modify the name or the settings as desired, then click **“OK”**.

If you have changed the name, the new name will immediately replace the old one in the **“Styles”** toolbar.

If you have changed the format, all text formatted using this

style will get automatically reformatted.

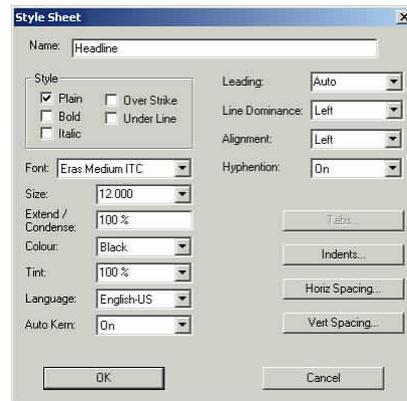
* Reformatting will not take place for text you have chosen to remove the styles from by selecting **“Remove Styles”**

5. Click **“Done”**.

Select **“Styles”** from the **“Document”** menu.



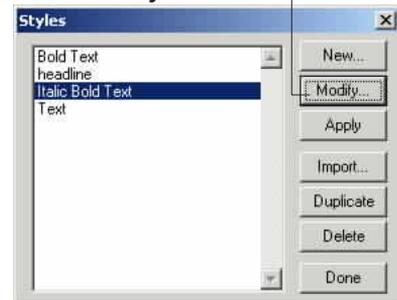
Modify the name or the settings as desired, then click **“OK”**.



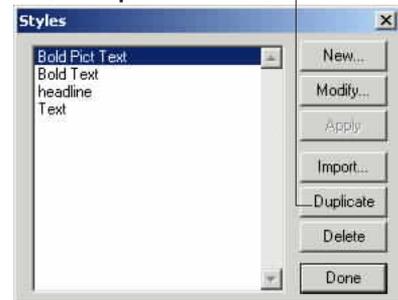
* To make a duplicate of a style, select it from the **“Style”** dialog box, and then click **“Duplicate”**. A new style will be added having the same settings as the original one and the same name with number **“1”** added to it.

* To delete a style, select it from the **“Style”** dialog box, the click **“Delete”**. Confirm the deletion, and then click **“Done”**.

Click **“Modify”**.



Click **“Duplicate”**.



Formatting text using copy and paste format

RSG allows you to copy the format of an insertion point or a selection and apply it to another insertion point or selection:

1. Specify the insertion point or the range of text whose format you want to copy.
2. Select **“Copy Format”** from the **“Edit”** menu.
3. Select another insertion point or a range of text.
4. Select **“Apply Format”** from the **“Edit”** menu.

If the text is already formatted using a style sheet, a dialog box will prompt you to remove the style sheet before applying the new format.

Setting the font or font size

When entering new text, it will be formatted using the font and size currently selected at the insertion point. However, you can change the font and size as you go on typing, or you can continue typing then select the text and set a new font and size:

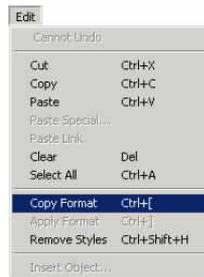
1. Select an insertion point where you want

to start entering text using the new font and size (or select the range of text to modify).

2. Select **“Font”** from the **“Format”** menu then select one of the fonts in the list. If the desired font is not showing, select **“More Fonts”**.
If the selection range uses only one font, it will be marked in the font list, but if multiple fonts are used, none of the fonts will be marked.

3. Select **“Size”** from the **“Format”** menu then specify one. If the desired size is not in the list, select **“Other...”**. A dialog box will prompt you to enter the new size, which must be within the range (1 to 320 point).

* You can also change the font and size using the **“Type Specs...”** command or from the **“Format”** toolbar.

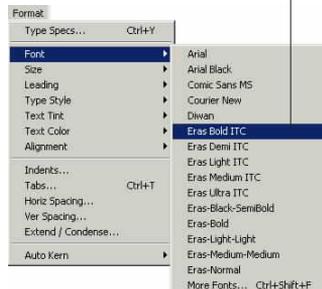


Select **“Copy Format”** from the **“Edit”** menu.

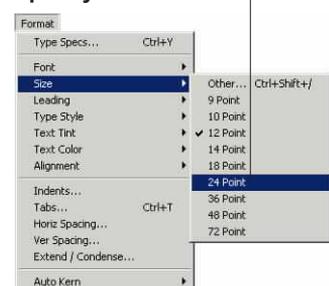
Select **“Apply Format”** from the **“Edit”** menu.



Select **“Font”** from the **“Format”** menu then select one of the fonts in the list.



Select **“Size”** from the **“Format”** menu then specify one.



Changing the color and tint

The default color for text is black, 100% tinted. You can change the color and tint for the new text, or for a selection of text:

1. Select an insertion point or a range of text.
2. To change the color, select **“Text Color”** from the format menu. A submenu showing the six basic colors appears. If the desired color is not in the list, select **“Colors”** from the **“Document”** menu and pick up the desired color. Again, if it is not in the list, don't give up there is still a chance! Click **“New”** and define the color you desire.

* You can select colors or create new ones more quickly using the **“Colors”** toolbar. If the **“Colors”** toolbar is not showing, go to the **“View”** menu then select **“Toolbars/Colors”**.

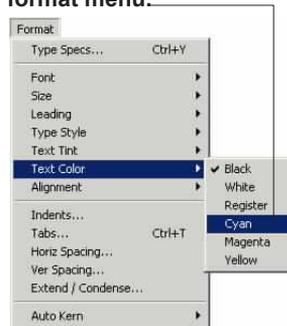
To use the **“Colors”** toolbar with text, you

have to first select an insertion point or a range of text, you must also select the text color icon (the one marked with **“T”**) from the **“Colors”** toolbar, only then you can choose the color for your text.

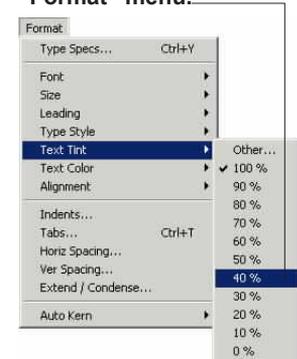
3. To change the color tint, select **“Tint”** from the **“Format”** menu then select the desired tint. If it is not in the list, select **“Other...”** then specifies any value from 0% to 100%. Giving 0% tint to text makes it transparent.

You can also use the **“Colors”** toolbar to change the text tint in a manner similar to that of changing the color described above.

Select **“Text Color”** from the format menu.



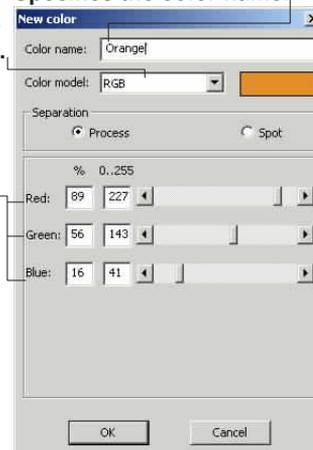
Select **“Tint”** from the **“Format”** menu.



Specifies the color name.

Choose the color mode.

Specifies any value from 0% to 100%.



Kerning character pairs manually

Sometimes, the gap between some character pairs, like “AV” and “Ta”, appears noticeable wide. This shows more clearly for large font sizes like those used for large headings or signs. RSG gives you the ability to reduce this gap.

This operation is known as a “**Kerning**” and the pair involved is known as a “**Kerning pair**”:

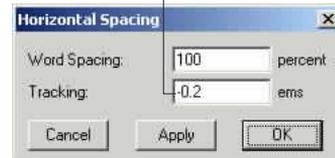
1. Select the first character in the pair.
2. Select “**Horizontal Spacing...**” from the “**Format**” menu. The “**Horizontal Spacing**” dialog box appears having a field named “**Tracking**”.
3. Enter a value from -5.0 to 5.0 em.
4. Click apply to preview the result.
5. Click “**OK**” when done.

* To remove kerning, select the first letter and enter 0 as the kerning value, or you can select “**Auto kern**” then “**Off**” which disables all kerning effects.

Select “**Horizontal Spacing...**” from the “**Format**” menu.



Enter a value.



Moving characters above or below the baseline

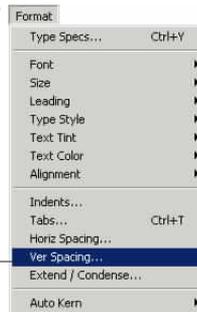
You can raise characters above the baseline, or lower them below it. The baseline is the virtual line that all characters are written on:

1. Select the text to move, or select an insertion point.
2. Select **“Ver Spacing...”** from the **“Format”** menu.
3. Select **“Shift Up”** or **“Shift Down”**.
4. Enter the number of points to move in the **“Value”** field. You can either enter an Amount or a Percentage.
5. Click apply to preview the result.
6. Click **“OK”** when done.

* To move the text using the keyboard, select it then hold down the **“Alt”** key and press the **“Up”** or **“Down”** arrow keys to move text one point up or down for each click.

* To move text back to the baseline, enter 0 in the value field of the **“Vertical Spacing”** dialog box.

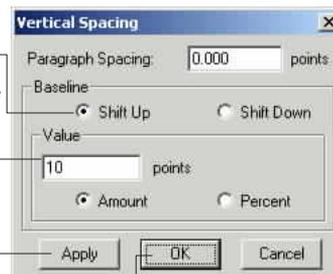
Select **“Ver Spacing...”** from the **“Format”** menu.



Select **“Shift Up”** or **“Shift Down”**.

Enter the number of points to move in the **“Value”** field.

Click apply to preview the result.



Click **“OK”** when done.

Changing the spacing between words

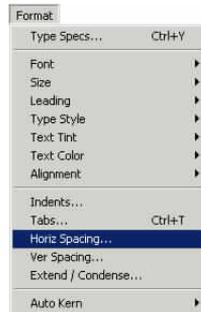
1. Select a range of text or an insertion point.
2. Select **“Horiz Spacing..”** from the **“Format”** menu.
3. Enter the desired percentage, 0% to 500% in the **“Word Spacing”** field.
4. Click **“Apply”** to preview the result.
5. Click **“OK”** when done.

Activating auto kern

1. Select a range of text or an insertion point.
2. To activate auto kerning, select **“Auto Kern”** from the **“Format”** menu then select **“On”**.

All character pairs that have defined kern values in the font will be kerned. If certain pairs are not kerned then the font does not have a defined kern value for them.

Select **“Horiz Spacing..”** from the **“Format”** menu.



Enter the desired percentage, 0% to 500% in the **“Word Spacing”** field.



Click **“OK”** when done.

Select **“Auto Kern”** from the **“Format”** menu then select **“On”**.



Setting the line spacing (Leading)

Leading is defined as the vertical distance between two consecutive lines measured from the bottom of one to the bottom of the other.

RSG, by default, uses automatic line spacing that changes according to the font size, but it allows you to enter this value yourself when you require more or less spacing, or when you want the distance between lines to remain fixed regardless of the font size used:

1. Select the range of lines whose line spacing is to be modified.

2. Select “Leading” from the format menu. A submenu showing different line spacings appears with the current setting marked. If none of the choices is marked then your selection range contains multiple values for line

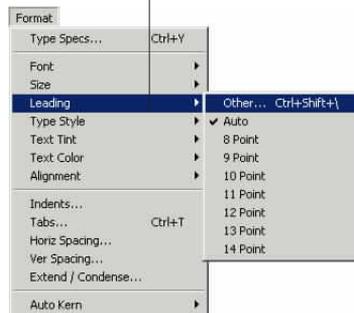
spacing. Select one of the available choices, or select “Other” if the desired value is not showing. The acceptable range is 0 to 320 with an accuracy of 0.001

* Select “Auto” to let RSG calculate the leading automatically.

3. Click “Apply” to preview the result.

4. Click “OK” when done.

Select “Leading” from the format menu.



The acceptable range is 0 to 320 with an accuracy of 0.001.



Indenting lines and paragraphs

RSG lets you define indents for the first line and other lines except the first independently:

1. Select the paragraph to adjust.

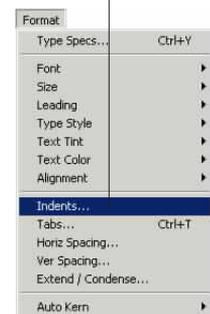
2. Select “Indents...” from the “Format” menu.

3. Enter values for the first line of each paragraph in the “Paragraph Indent” field. The field named “Left Indent” works with the rest of the lines (i.e., all except the first), and the field named “Right Indent” defines the right indent for all the lines.

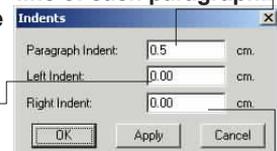
4. Click “Apply” to preview the results.

5. Click “OK” when done.

Select “Indents...” from the “Format” menu.



Enter values for the first line of each paragraph.



This field defines the left indent for all the lines except the first line.

This field defines the right indent for all the lines.

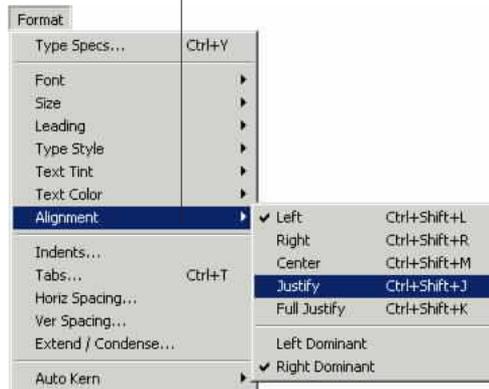
Horizontal Alignment

You can align your text with the right or left side of the text block. You can center the text horizontally in a block or justify it. You can also force the last line of a paragraph to be justified.

1. Select the lines whose alignment you want to change. Each line is aligned according to the alignment you specify for its first character. To keep the same alignment as you edit, select entire lines, paragraphs, an entire block, or a chain of linked blocks.

2. Select “**Alignment**” from the “**Format**” menu, and then select the alignment you want. If you choose “**Full Justify**”, every selected line is justified, including the last line in a paragraph (or any line ending with a Return).

Select “**Alignment**” from the “**Format**” menu.



Working with tabs

You can set up to 15 tab columns on a ruler for any text you select. Or you can specify tabs for the text you type after an insertion point.

Each tab column includes a tab indent (or tab stop) which marks the position of the tab and the left edge of the tab column, a tab alignment which determines the justification of text in the tab column, and a tab measure which specifies the width of the tab column.

If you do not set up your own tabs and you press “Tab”, a 1-em space is inserted at the insertion point.

1. Select the text or insertion point where you want to set up tab columns.

2. Choose “**Tabs...**” from the “**Format**” menu.

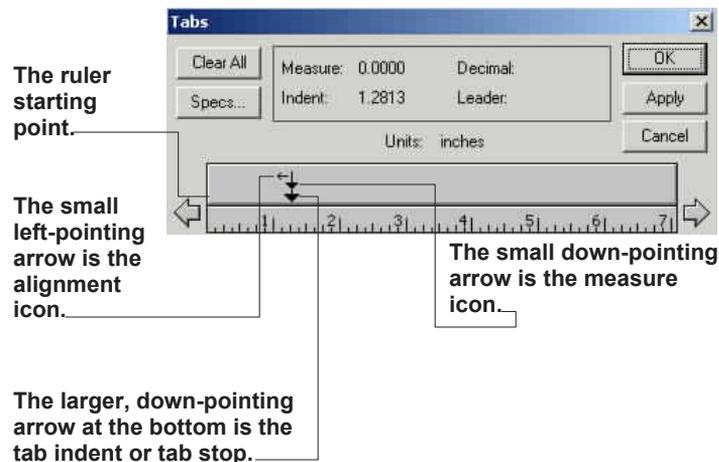
A dialog box displays a ruler for setting up

the tab columns. The ruler starting point is the left edge of the current text block. The ruler displays the horizontal units of measure selected in the “**Preferences**” dialog box.

3. To set up a tab, click the ruler where you want to set up the left edge of the tab column.

A tab composed of three arrows appears: the small left-pointing arrow at the top of the tab is the alignment

icon; the small down-pointing arrow in the middle is the measure icon; the larger, down-pointing arrow at the bottom is the tab indent or tab stop.



4. To set the tab indent, drag it to the required position. Or see the instruction at the end of this procedure on specifying tab columns precisely. If you make a mistake and want to remove the tab, drag the tab indent icon above the ruler. When you release the mouse button, the tab disappears. Or to start over, click “Clear All” to remove all the tab columns you set up.

5. To set the tab alignment, click the alignment icon until you see the one you want. If you specify decimal alignment (a decimal tab), RSG sets up a tab measure of .5 inches (or its equivalent). A small triangle appears halfway across the measure to indicate the position of the decimal point. Drag the triangle to change the position of the decimal point. If you go past the alignment icon you want, keep clicking until you see it again. However, after you click the decimal-tab icon, the tab measure

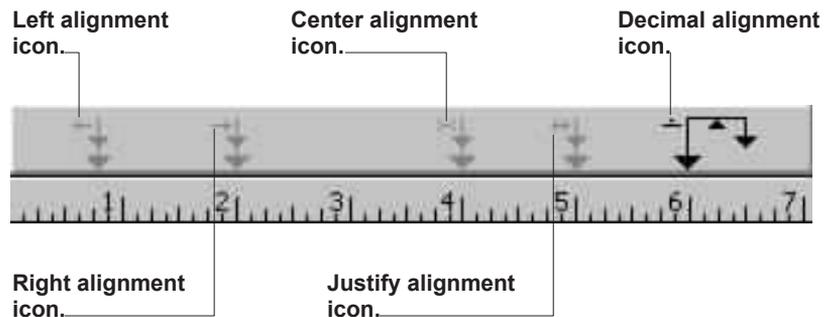
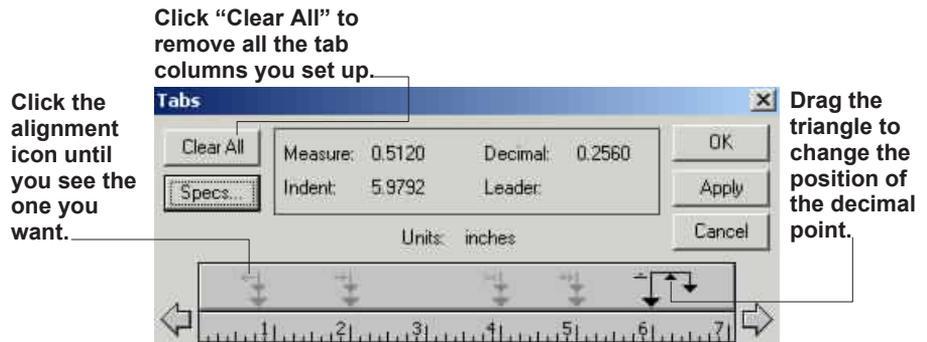
remains at .5 inches until you change it.

6. To specify the tab measure, drag the measure icon or keep it above the indent icon to specify the preset measure. The measure icon marks the end of the tab measure for text. If you leave it above the

indent icon, the tab measure will be the distance from the tab indent icon to the right edge of the text block. The precise positions of the tab indent and the tab measure are shown above the ruler in the Measure text box. A measure of 0 means the preset measure is being

used. If you specify a decimal tab, the position of the decimal point is displayed in the Decimal text box.

7. Create up to 15 tab columns for the selected text or at the insertion point. Follow steps 3 to 6 to set up each tab column.



8. Click **OK** when you're finished.

9. Press **Tab** to move the insertion point to the beginning of the first tab column, and type your text. If the text doesn't fit in the tab measure, it automatically wraps to the next line within the same tab column.

10. Press **Tab** each time you want to move the insertion point to the next tab column where you can type more text. If the text in the previous column wrapped to the next line, the insertion point moves to the next tab column in the current line. If there is not another tab column, the insertion point moves to the first tab column on the next line.

To create tab columns with multi-line entries, type each entry a line at a time as you move the insertion point from tab column to tab column across the text block. If the text wraps and you want to return to the previous line, press **Backspace** to move back the insertion point. Then

Tab to the next tab column on the same line.

11. Press **Enter** to end the tab columns and start the next paragraph.

To specify a leader character from one tab to the next

select the text and choose **Tabs** from the **Format** menu. In the **Tabs** dialog box, select the tab column to which you want the leader to run, and click **Specs...** In the Tab Specifications dialog box, type a character in the Leader text box, click **OK**, and then click **OK** again. When you **Tab** to the column you selected, RSG automatically fills the space between the end of the text in the previous column and the start of the text in this column with the specified leader character.

To specify a tab column precisely:

select the text and choose **Tabs** from the **Format** menu. In the **Tabs** dialog box, select the tab column and click **Specs...** In the **Tab Specifications** dialog box, type the tab indent in the **Indent** box and the tab measure in the **Measure** box. For a decimal tab, type the position of the decimal point in the **Decimal** box. Then click **OK**.

To make changes to the tab columns set up in a text block, first select the text. Then choose **Tabs** from the **Format** menu, and modify the tabs as described in steps 4 to 6 above.

To remove tab columns from text:

first select the text whose tab columns you want to remove. Then choose **Tabs** from the **Format** menu, and in the **Tabs** dialog box drag the tab indent icon of any tab column you want to remove above the ruler. Or click **Clear All** to remove all tab columns from the selected text. Click **Apply** or **OK**.

To drag the tab ruler to a new position, hold down the **Ctrl** key, press the mouse anywhere in the ruler and drag.

Activating and deactivating hyphenation

With hyphenation activated, RSG hyphenates words at the ends of the lines when necessary. Making any modification to the text or the text block that leads to changing the ends of the lines will reposition hyphens automatically:

1. To deactivate hyphens, select an insertion point or a range of text. If you want the same setting for all the chain, click anywhere in the block then select **“Select All”** from the **“Edit”** menu.

2. Select **“Hyphenation”** then **“Off”** from the **“Text”** menu.

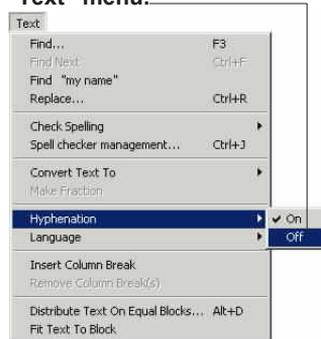
Specifying text language

If you have installed more than one language then you can select the language to use for hyphenation and spell checking as follows:

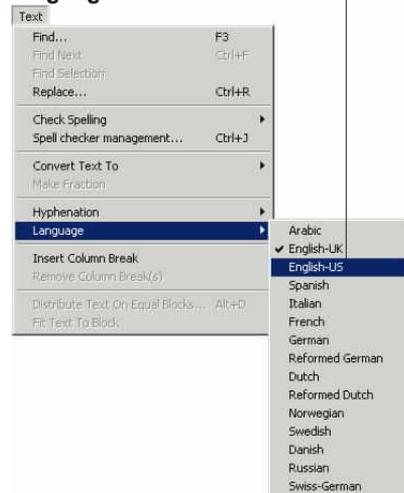
1. Select an insertion point or a range of text.

2. Select **“Language”** from the **“Text”** menu then select the desired language.

Select **“Hyphenation”** then **“Off”** from the **“Text”** menu.



Select **“Language”** from the **“Text”** menu then select the desired language.



Automatic page numbering

You can number the pages of the document automatically by using the left and right master pages:

1. Click on the master page icon that you are using.
2. Create a text block where you want the number to appear, and select an insertion point.
3. Hold down **Ctrl**, **Alt** and **Shift** keys and press number 3. The text block will show the automatic page number mark which is "13".

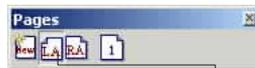
Now if you go to any page that follows this master page, you will see its number at the same position and using the same text format as that on the master page.

You can add any text in the page number block like writing the word "Page" before the "13" mark.

4. Repeat the steps 1 to 3 for all the master pages that the document uses.

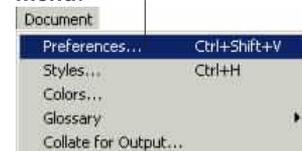
* To insert the page number at any individual page, go to the page, select an insertion point then follow step 3 above.

* To start from a page number other than 1, select "Preferences..." from the "Document" menu, and enter the desired starting number in the "Starting Page Number" field.

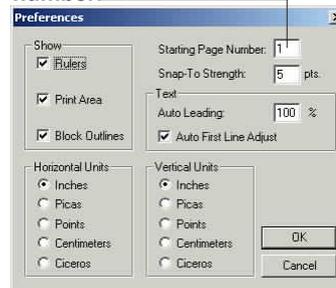


Click on the master page icon that you are using.

Select "Preferences..." from the "Document" menu.



Enter the desired starting number.



Finding text

1. Select an insertion point where you want to start searching.

2. Select “Find...” from the “Text” menu.

3. Enter the text to find in the “Find What” field. You can enter up to 255 characters and you can also use the “?” character to indicate any letters. For example entering “?ext” will find “Text”, “Next”, etc...

* If the text entered represents a whole word and not part of a word then check “Look for whole word”.

* To match the case, check “Match upper/lower case”.

4. To find a specific format or style sheet rather than text, leave the “Find What” field empty and check “Use Format” or specify a stylesheet. Upon clicking “Use Format”, enter only the specific formats that you want to search for and leave other fields empty.

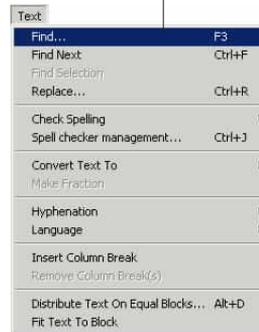
5. Specify the search range: Selection, Block, Chain, or Document.

6. Click “Start Search”.

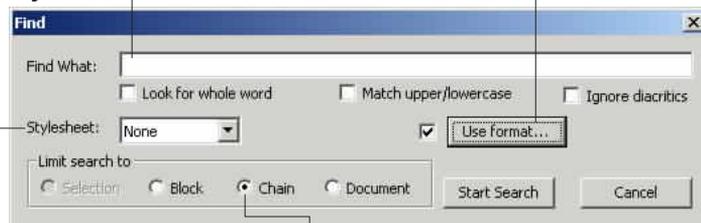
7. To search for the next occurrence, select “Find Next” from the “Text” menu.

* To find a specific text regardless of its format quickly, select the text to search for then select “Find (selection)” from the “Text” menu.

Select “Find...” from the “Text” menu.



To find a specific format or style sheet rather than text, leave the “Find What” field empty and check “Use Format” or specify a stylesheet.



Specify the search range: Selection, Block, Chain, or Document.

Replacing text

You can replace text or a format in a selection, block, chain, or all the document:

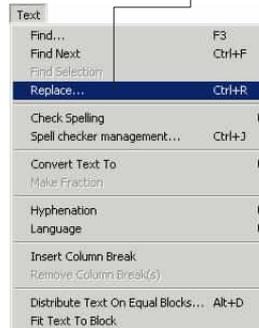
1. Select an insertion point where you want to start replacing.
2. Select **“Replace...”** from the **“Text”** menu. The **“Replace”** dialog box appears. It is very similar to the **“Find”** dialog box but added to it the **“Change To”** with its options.
3. Specify the text or format to search for.
4. Specify the text or format to replace with.

* Checking **“Use Clipboard”** will use the text (and its format if it is RSG text) from the clipboard as the **“Change To”** text.

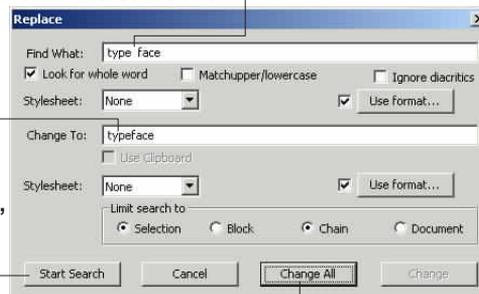
5. Click **“Start Search”** to find the first occurrence then you can either:
 - Click **“Change”** to replace this specific occurrence.
 - Click **“Change All”** to replace all occurrences.

- Click **“Start Search”** again to skip this occurrence and find the next one, or
- Click **“Cancel”** to cancel the replace operation.

Select **“Replace...”** from the **“Text”** menu.



Specify the text or format to search for.



Specify the text or format to replace with.

Click **“Start Search”** to find the first occurrence.

Click **“Change All”** to replace all occurrences.

Spell checking

RSG lets you spell check a selection, a block, a chain, or a whole document. For spell checking, RSG uses the standard dictionary for the selected language, and the custom dictionary, which is like a supplement to the dictionary that is specific to the user:

1. Select an insertion point to start checking from.

2. Select **“Check Spelling”** from the **“Text”** menu then select the desired range: Selection, Block, Chain, or Document.

RSG will start checking and stops at the first unknown word.

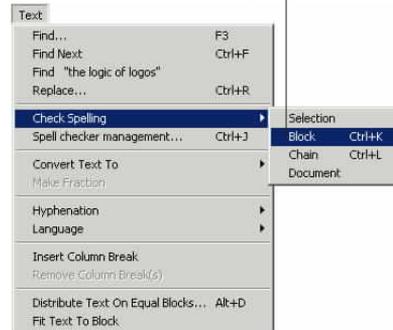
From the **“Spell checking”** dialog, choose one of the following options:

- **“Ignore”**: Ignores this word for this time only.
- **“Ignore all”**: Ignores all occurrences of this word.
- **“Add to dictionary”**: Adds this word to the user dictionary.

- **“Suggestions”**: Gives the expected correct spellings for the word.
- **“Replace”**: Replaces this occurrence of the word with the selected suggestion.

- **“Replace all”**: Replaces all occurrences of this word with the selected suggestion.
- **“Cancel”**: stops the spell checking operation.

Select **“Check Spelling”** from the **“Text”** menu then select the desired range.

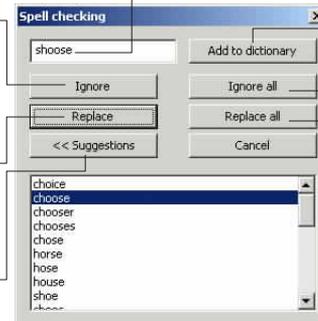


To Ignore the word for this time only.

To Replaces the occurrence of the word with the selected suggestion.

To Give the expected correct spellings for the word.

The word.



To Add the word to the user dictionary.

To Ignore all occurrences of the word.

To Replaces all occurrences of the word with the selected suggestion.

Managing the spell checker

1. Click using the I beam inside any text block to activate the “Text” menu.

2. Select “**Spell checker management...**” from the “Text” menu.

3. Select a language, to specify to which user dictionary you want to add or delete words.

4. Enter the word to add or delete and select “**Add Word**” or “**Delete Word**” accordingly.

5. Click “**OK**”.

The modification will be stored in the user dictionary for the specified language.

Fitting text to block

If you want the text in a block to fill the entire block, the “**Fit Text To Block**” command does just that.

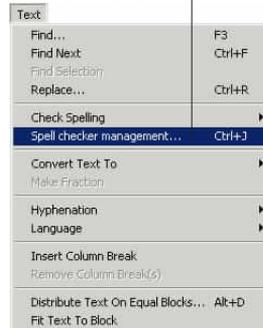
It does that by changing the font size and the horizontal condense ratio:

1. Click using the I beam tool anywhere inside the desired block.

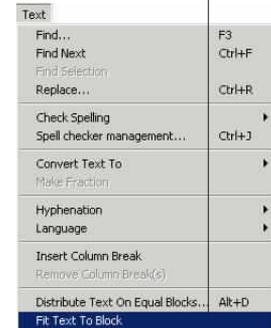
2. Select “Fit Text To Block” from the “Text” menu.

* You can select “**Extend/Condense**” command from the “**Format**” menu, to scale selected text horizontally without changing its font size.

Select “Spell checker management...” from the “Text” menu.



Select “Fit Text To Block” from the “Text” menu.



Enter the word to add or delete and select “Add Word” or “Delete Word” accordingly.



Working with shapes

Drawing lines

You can draw horizontal, vertical, or diagonal lines with any weight, color and tint:

1. Select the **“Rule”** tool to draw horizontal and vertical lines, and the **“Line”** tool to draw lines with any angle.

2. Specify the desired weight, color, and tint from the **“Draw”** menu using the **“Lines”**, **“Pen Color”** and **“Pent tint”** commands respectively.

* You can specify these settings before drawing the line, or after drawing and selecting it.

* The settings you specify from the **“Draw”** menu will affect all lines (and outlines) of all other objects to be drawn later till they are changed again.

3. Click on where you want to start drawing and drag to the other end. The status bar will give you the starting point and length for lines being drawn using the **“Rule”**

tool, and the starting and end points for lines being drawn using the **“Line”** tool.

* All drawn lines will be selected, till you select another tool.

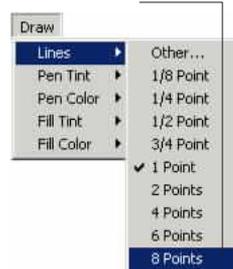
* If the grids or guides are activated, they will attract the drawn lines.

Select the **“Rule”** tool to draw horizontal and vertical lines.

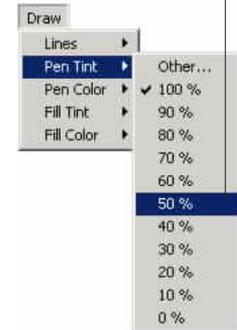


Select the **“Line”** tool to draw lines with any angle.

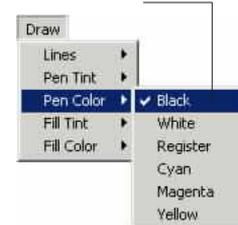
Specify the desired weight from the **“Draw”** menu using the **“Lines”** commands.



Specify the desired tint from the **“Draw”** menu using the **“Pent tint”** commands.



Specify the desired color from the **“Draw”** menu using the **“Pen Color”** commands.



Drawing rectangles, round rectangles and ovals

You can draw rectangles, round rectangles and ovals with different outline widths, fills and outlines colors and tints:

1. Select the tool for the desired shape from the “Tools” toolbar.
2. Specify the desired pen weight, pen color, pen tint, fill color, and fill tint from the corresponding commands in the “Draw” menu. You can specify these settings before drawing or after drawing and selecting the objects.
3. Click at one corner then drag to the opposite corner. If the grids or guides are activated, the objects sides resize to snap to the nearby attraction points.

* All objects you draw using the same tool remain selected, till

you select another tool.

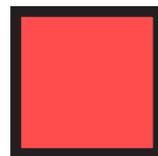
* To change the roundness of a round rectangle, select it then select “Specifications...” from the “Object” menu and enter the desired angle width and angle height in points.

Drawing squares and circles

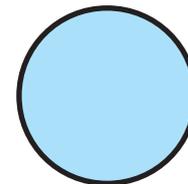
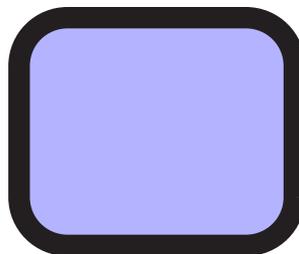
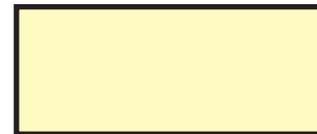
If you hold down the “Shift” key while drawing rectangles, round rectangles, and ovals, you will get uniform shapes, that is, squares, round squares, and circles respectively.

When “Shift” is pressed it will disable the grid and guides temporarily and the shape will not get snapped to them unless you resize it later.

Select the tool for the desired shape.



Specify the desired pen weight, pen color, pen tint, fill color, and fill tint from the corresponding commands in the “Draw” menu.



Drawing Polygons

RSG gives you great flexibility in drawing polygons, editing their points and converting their segments to curves, which enables you to draw considerably complicated shapes:

1. Select the polygon drawing tool from the “Tools” toolbar.
2. Click at the desired starting point, then each other click will add a new segment. Finally double click at the desired end point to end the polygon. A line will automatically draw from the end point to the starting point making the shape a closed one. To convert it to an open shape, select the “Edit polygon” tool then right click on any point and select “Open” from the appearing popup menu.

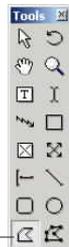
* When drawing a polygon with grid or guides activated, then upon ending the polygon, its sides will get snapped to the attraction points

Editing polygons

To edit a polygon, first select the “Edit Polygon” tool:

- * You can add a point to the polygon by double clicking on the desired new point position on any segment. To give the point an exact position, right click on it, then select “Edit point...” and enter the exact desired position.

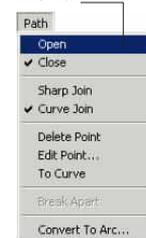
Select the polygon drawing tool from the “Tools” toolbar.



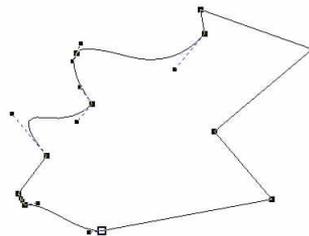
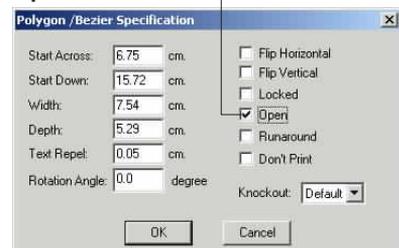
Select the “Edit Polygon” tool.



Select “Open” from the “Path” menu.



Select “Open” from the Polygon Specification.



Writing text around a polygon or curve

To write text on any polygon or curve:

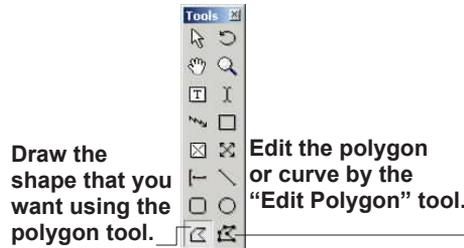
1. Draw the shape that you want using the polygon tool.
2. Select the “I-beam” tool from the “Tools” toolbar then click on the polygon (or curve).
3. Type the desired text and it will flow smoothly on the selected shape.

* You can still edit the polygon or curve using the “Edit Polygon” tool.

Editing text on a curve

When working with text on a curve you will get a special “Format” toolbar that gives you the options of changing the text flow direction instead of the

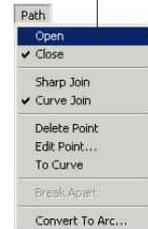
alignment options. You can format the text normally from the “Format” toolbar to get the desired appearance.



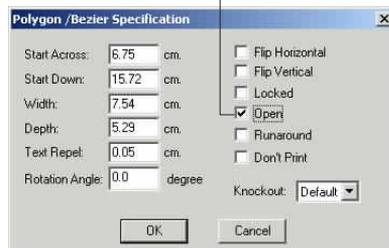
Type the desired text and it will flow smoothly on the selected shape.



Select “Open” from the “Path” menu.

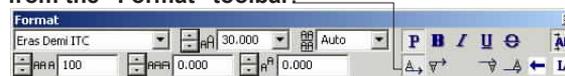


Select “Open” from the Polygon Specification.



Discover the Power of Ready, Set, Go! Ruby

You can format the text normally from the “Format” toolbar.



Using the Clip Arts

RSG provides you with a versatile group of clipart that you may find useful when designing your pages.

These cliparts are drawn using RSG so they can be fully edited to give the desired effect like changing the colors, sizes, or some of their other details. You can even ungroup a clipart to make use of certain parts of it:

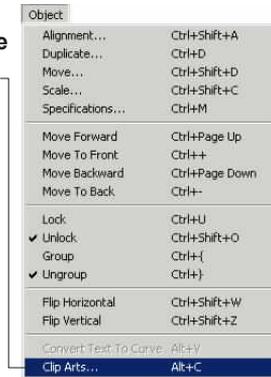
1. From the object menu, select **"Clip Art..."**. The **"Clip Art"** dialog box appears showing the clipart group names on the left, and the contents of the selected group on the right. Select the desired clipart then click **"Paste"** or just double click on it. The clipart will be pasted on the middle of page.

* You can download more cliparts from Diwan site by clicking on the **"More Cliparts"** hyperlink.

After pasting the

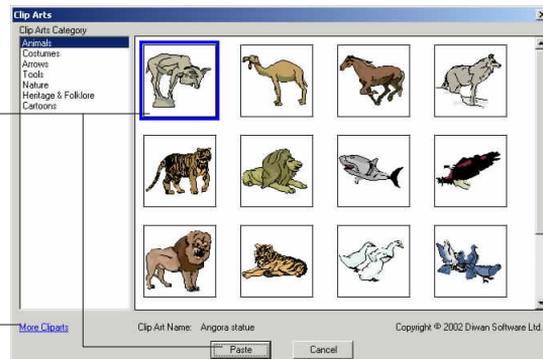
clipart, you can move it, scale it, or transform it in any way you like. You can also ungroup the clipart and work on its parts individually.

Select **"Clip Art..."** from the object menu .



Select the desired clipart then click **"Paste"** or just double click on it.

Click here to download more cliparts.



Working with pictures

RSG supports a wide range of picture formats like (TIFF, EPSF, JPG, WMF, BMP, etc...).

The quality of the printed image is usually better than what is shown on screen because of the low screen resolution.

Creating a picture block

1. Select the “Picture block creator” tool from the “Tools” toolbar.

2. Draw a rectangle where you want the picture to be placed. The empty picture block will draw as a rectangle with two crossed black lines (X).

Changing the picture block shape

You can change the picture block shape into an oval as follows:

1. Select the picture block with the “Arrow” tool.

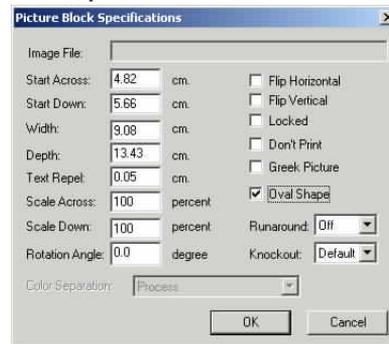
2. Select “Specifications...” from the “Object” menu or just double click on the picture block.

3. Check the “Oval Shape” checkbook then click “OK”.

Select the “Picture block creator” tool from the “Tools” toolbar.

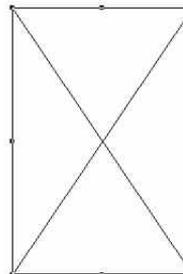


Select “Specifications...” from the “Object” menu or just double click on the picture block.



Check the “Oval Shape” checkbook then click “OK”.

The empty picture block will draw as a rectangle with two crossed black lines (X).



Getting a picture

1. Select the “**Picture block creator**” tool (the crop tool) from the “**Tools**” toolbar.
2. Click inside the picture block you have just created.
3. Select “**Get picture...**” from the “**File**” menu. A submenu appears with three different options as follows:

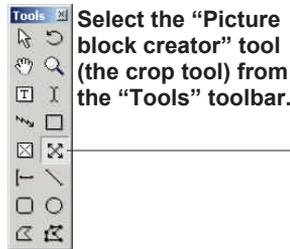
- Link Picture File to Document stores a reference to where the picture is, and hence keeps the document file size small. It is always better to have the picture stored in the same folder as the document to avoid forgetting it when transferring the document.

- Embed Picture Inside Document stores the actual image data with the document and hence the document file size will increase according to the picture size. The original picture file will not be needed any more.

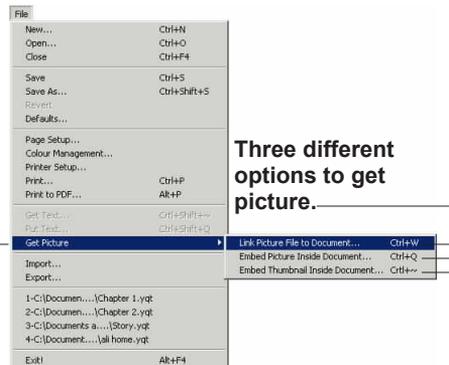
- Embed Thumbnail Inside Document creates a low resolution preview of the image (that adds very little to the document file size) to be used when viewing the picture on screen; and at the same time stores a reference to the original image to refer to when printing. Remember that what is showing on screen is a low quality

preview of the image and not the image itself. If the original image gets deleted, or you move your document elsewhere without the image, RSG will still show the preview image, and upon printing, will print the preview image.

* With the first and last options, you can modify the picture outside RSG using other software, and if you did that while you have the document containing the picture opened, then it will get updated on screen whenever the page is redisplayed (like when going to another page then back to the one with the picture).



Select “**Get picture...**” from the “**File**” menu.



Scaling pictures

You can scale the picture inside its containing picture block to the desired size and as follows:

1. Select the picture block with the **“Arrow”** tool, then select **“Specifications...”** from the **“Object”** menu.

2. In the **“Specifications”** dialog box enter the desired horizontal and vertical scales in the **“Scale Across”** and **“Scale Down”** fields respectively.

* For uniform scaling, enter the same value in both fields.

3. Click **“OK”**. The size of the picture block remains the same, but the picture inside it gets scaled.

* To scale the picture while you resize its picture block, hold down the **“Ctrl”** key while resizing the block. The horizontal and vertical scales of the picture will change automatically in correspondence with its new block size.

* To scale the picture automatically to fit its picture block, select the picture using the crop tool then select **“Scale Graphic to Block”** from the **“Graphic”** menu.

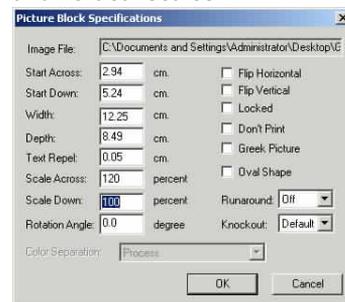
* To scale the picture block to match the size

of its contained picture, select the picture using the crop tool then select **“Scale Block to Graphic”** from the **“Graphic”** menu.

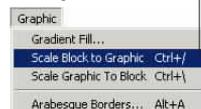
Select the picture block.



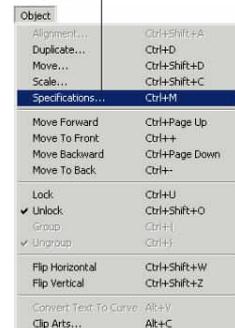
Enter the desired horizontal and vertical scales.



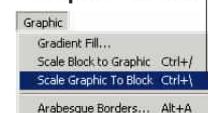
select **“Scale Block to Graphic”** from the **“Graphic”** menu.



select **“Specifications...”** from the **“Object”** menu.



Select **“Scale Graphic to Block”** from the **“Graphic”** menu.



Creating a gradient fill

You can fill a picture block with a gradient fill that transforms smoothly from a starting color and tint to an ending color and tint.

You can set the gradient to be linear or radial. With linear gradient, you can also specify the angle for the gradient fill:

1. Create a picture block then activate it by clicking it using the crop tool.

2. Select **"Gradient Fill..."** from the **"Graphic"** menu.

3. Setup the gradient as desired then click **"OK"**.

* Linear gradient fills can take any angle from 0 to 90.

* Gradient fills cannot be moved inside their picture blocks.

* A picture block containing a gradient fill, cannot contain another picture.

Copying or deleting pictures

* To copy or move a picture from RSG, select its picture block using the **"Arrow"** tool then select **"Copy"** or **"Cut"** from the **"Edit"** menu. Now go to the destination page in the same document or in another document and select **"Paste"** from the **"Edit"** menu.

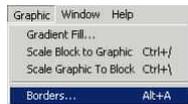
*To copy a picture to another application, select it using the crop tool, then select **"Copy"** from the **"Edit"** menu. Now switch the the destination application and paste the picture.

* To delete a picture block, select it with the **"Arrow"** tool then select **"Delete"** from the **"Edit"** menu or press the **"Delete"** key on your keyboard.

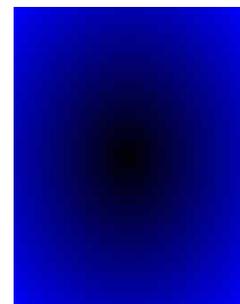
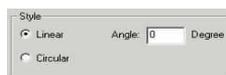
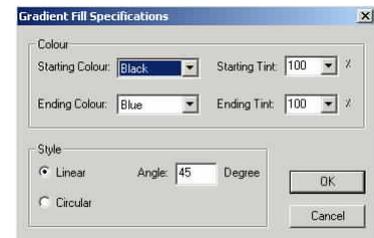
* To retrieve the picture you have just deleted, select **"Undo"** from the **"Edit"** menu before taking any other action.

* To delete the picture inside the picture block and keep the picture block, select the picture using the crop tool then press **"Delete"** on your keyboard.

Select **"Gradient Fill..."** from the **"Graphic"** menu.



Setup the gradient as desired then click **"OK"**.



Borders

RSG provides you with a library of high quality borders with multiple color schemes for each. The borders are stored in RSG as curves, they maintain their quality even at very large scales:

1. Create a picture block then activate it by clicking on it using the “Picture block selector” tool (the crop tool).

2. Select “Borders” from the “Graphic” menu. The “Borders” dialog box appears.

3. Select the desired border from the list.

4. Specify a suitable width, color scheme, and tint for the border.

5. For the number of horizontal and vertical units section, either select “Auto” and let RSG calculate the maximum number of units possible, or specify the number yourself.

6. You can check the “Right Cut” and/or “Left Cut” check boxes to force vertical cuts on left and/or right sides.

7. Click “OK”. The border will draw inside the selected picture block with the given settings.

* To modify any setting select “Borders” again from the “Graphic” menu.

* You can still use the “Scale Graphic to Block” or “Scale Block to Graphic” commands with borders.

* For more information on borders and for downloading more borders visit the internet site:

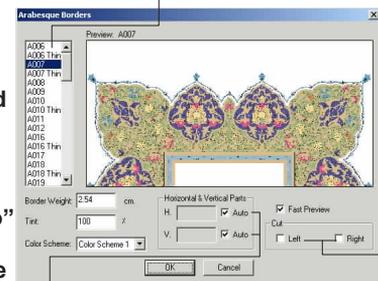
www.diwan.com/borders

Select “Borders” from the “Graphic” menu.



Specify a suitable width, color scheme, and tint for the border.

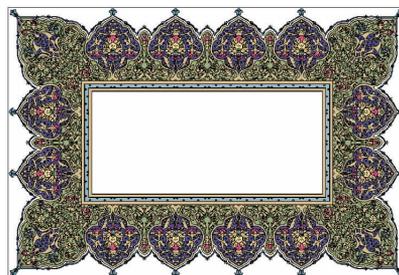
Select the desired border from the list.



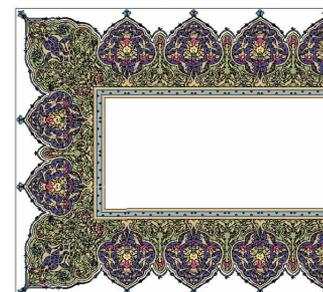
select “Auto” and let RSG calculate the maximum number of units possible.

Check the “Right Cut” and/or “Left Cut” to force vertical cuts on left and/or right sides.

Full Arabesque Border.



Arabesque Border with Check the “Right Cut” option.



Exporting and Importing documents

Exporting a document as HTML

RSG allows you to export your document as HTML to publish it directly on the web or to edit it using any HTML editor:

1. After finishing your document, select “**export...**” from the “**File**” menu.

2. From the “**Export**” dialog box, specify “**HTML**” as the output file type in the file type field.

3. Select the desired location for the document, give it a suitable name then click “**Save**”. RSG will create a folder having the same name you specified containing the HTML document and all the images used in it.

Now you can open this document and view it using any internet browser.

Importing HTML documents

1. Select “**Import...**” from the “**File**” menu.

2. From the “**Import**” dialog box specify HTML as the file type to import in the “**File type**” field.

3. Select the desired HTML file then click “**Open**”.

The HTML document will be opened and converted into an RSG document.

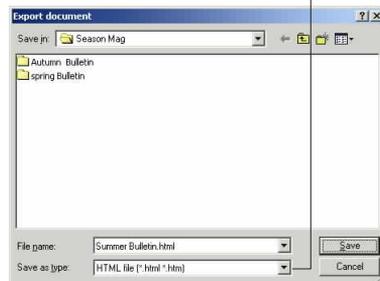
Due to the conversion

operation, the RSG document may not match exactly the original HTML document and it may need a little formatting.

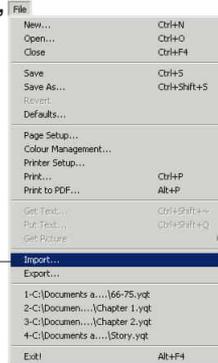
Select “**export...**” from the “**File**” menu.



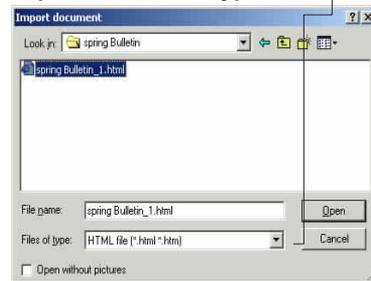
Specify “**HTML**” as the output file type in the file type field.



Select “**Import...**” from the “**File**” menu.



Specify HTML as the file type to import in the “**File type**” field.



Exporting as PDF

In addition to the ability of printing to PDF, RSG provides the ability to export the document as PDF.

PDF format has become a widely accepted format for transferring and viewing documents. When a document is saved as PDF, it can be viewed by anyone who has a PDF reader such as Adobe Acrobat Reader:

1. After finishing with your document, select **“Export”** from the **“File”** menu.

2. From the **“Export”** dialog box, specify PDF as the output file type.

3. In the PDF options dialog box specify the resolution for your PDF output. Also specify the image format to use and if you select JPG Format, you have to specify the quality 1-100% (higher quality leads to larger file size).

You can also decide which fonts you want to embed into the document (If the fonts

allow embedding) so that the document will open correctly on systems not having these fonts. There is also the option of converting the fonts to curves, which may be used if the fonts desired do not allow embedding.

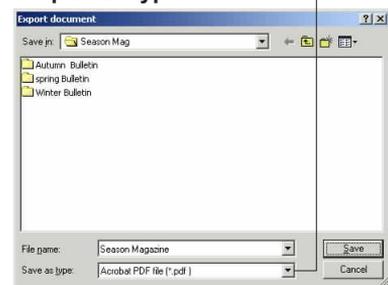
4. Click **“OK”** to show the **“Page Setup”** dialog. In this dialog, specify the page setup for the PDF output.

5. Click **“OK”**.

select **“Export”** from the **“File”** menu.



Specify PDF as the output file type.

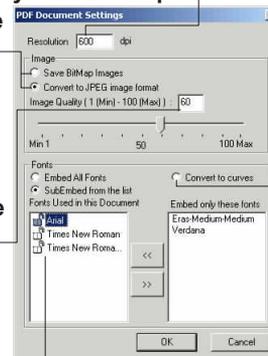


Specify the image format to use.

Specify the quality 1-100% (higher quality leads to larger file size).

Select which fonts you want to embed into the document.

Specify the resolution for your PDF output.



To convert the fonts to curves.

Exporting as RTF and RSG Mac

You can export the document into RTF format, to be able to open it with other applications, or you can export it into several RSG formats for the Macintosh version of RSG.

1. Select “Export” from the “File” menu.

2. Specify the desired output file format.

3. Specify the destination folder and the output file name.

4. Click Save

* For RTF you will be prompted whether you want to keep the text flow or the layout:

- Selecting “Keep text flow”, will save all text block contents as a continuous run of text and disregards text blocks sizes and positions.
- Selecting “Keep layout”, will keep the text blocks layout.

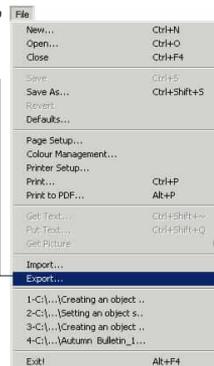
Importing RTF and RSG Mac documents

1. Select “Import” from the “File” menu.

2. Select the type of the file to import in the file format field.

3. Select the desired file then click “Open”.

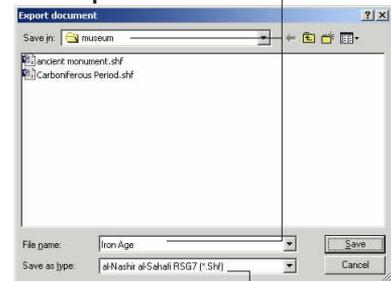
Select “Export” from the “File” menu.



Select “Import” from the “File” menu.

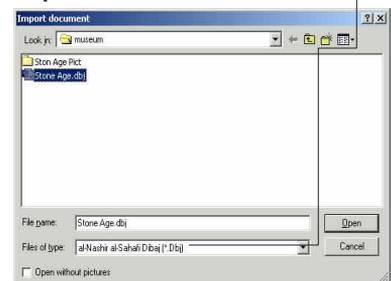


Specify the destination folder and the output file name.



Specify the desired output file format.

Select the type of the file to import in the file format field.



Inserting OLE objects

If you have prepared certain documents like spreadsheet tables and charts using other applications like spreadsheets and you don't want to create these again in RSG, you can use the OLE technology to insert objects from their original applications inside RSG:

1. Create a picture block and activate it using the crop tool.

2. Select “Insert Object...” from the edit menu. The “Insert Object” dialog box appears showing two main options.

- Create new Inserts a new document of the selected application type inside your document. By double clicking with the crop tool on the picture block, that application will start inside RSG and when you finish creating the document, just click anywhere outside the picture block to return to RSG.

- Create from file opens a file created using another application and inserts

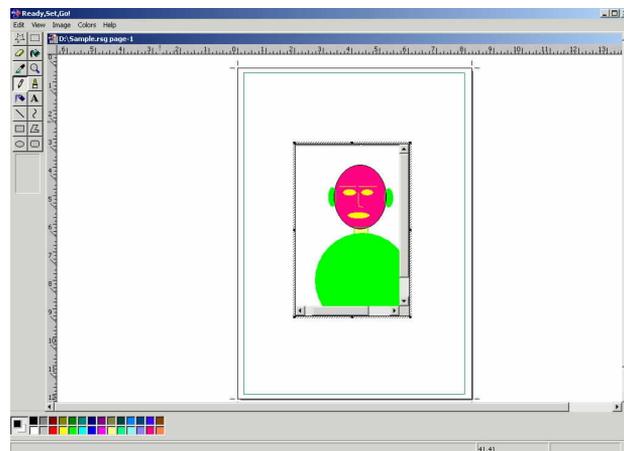
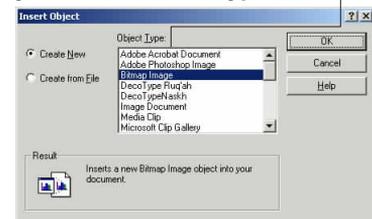
it inside your document. The inserted file will be stored as an image inside your document, but you can still edit it using its originating application by double clicking on it. When finished with editing, just click outside the picture block to go back to RSG.

* An alternative for inserting objects is to copy them from their applications then in RSG select “Paste Special...” from the “Edit” menu, and select the desired format, which is OLE.

Select “Insert Object...” from the edit menu.



From “Insert Object” dialog box, you can select the type of file.



Printing

RSG provides you with a number of options for printing your document whether for preview or as a final form to send to the press.

A number of factors must be considered when taking a document to the press, like the type of design, the type of printer, and the fonts used.

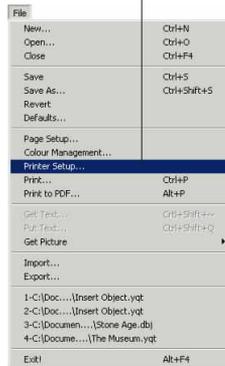
Setting up RSG to use the printer

Before starting to print, there are several things to setup and check about your printer.

* Refer to the user's guide of your printer for its operational procedure and then make sure that it is on and ready for printing.

1. Select **"Printer Setup..."** from the **"File"** menu.

Select **"Printer Setup..."** from the **"File"** menu.



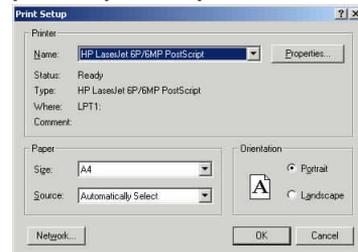
2. The **"Printer Setup"** dialog box appears where you can setup the paper size, paper source, orientation and other printer specific options.

* Refer to the user's guide of your printer

for information on its specific settings

3. Click **"OK"**.

Specify the paper size, paper source, orientation and other printer specific options.



Printing a document

1. Select **"Print..."** from the **"File"** menu. The **"Print"** dialog box appears showing many options from which you can specify the number of copies to print, and for multiple copies you can choose to collate the output or not. You can print all the pages of your document, or a certain range, odd only or even only, and whether to print in reverse order or not.

You can also specify whether you want crop marks or not.

If the page size of your document is larger than the printer paper size, you can select **"Tile"** printing and each document page will print on a number of papers that can be arranged to reproduce the complete page. For tile printing it is better to print the crop marks to help you in arranging papers correctly.

2. Click **"OK"**.

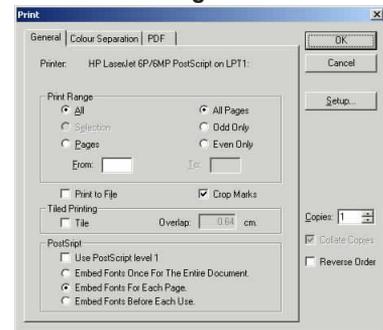
The dialog box disappears and your document is sent to the print manager. A message box appears to inform you that printing is in progress. When the printing is finished, the message box disappears and you can go back to your document again.

If you use a color printer, the output will almost match what you have on screen, but if you use a black and white printer, RSG will replace colors with shades of grey to reproduce the design.

Select **"Print..."** from the **"File"** menu.



The **"Print"** dialog box.



Creating a PostScript file

You can print your document to a PostScript file instead of an attached printer. A PostScript file is a text-only file that includes the complete text and graphs as PostScript instructions for printing the document to a PostScript printer.

You should finalize everything in your document, including all the options in the “Printer Setup” and the separation options (refer to printing with color separation), before you create the PostScript file:

1. Select “Print...” from the “File” menu.
2. In the “Print” dialog box select “Print to File”.
3. If you are printing to a PostScript level 1 printer, check “Use Post Script Level 1”.
4. Click “OK”.
5. A “Print to File” dialog box appears. Select a drive and a folder to save your Post Script file to, and type a name for the

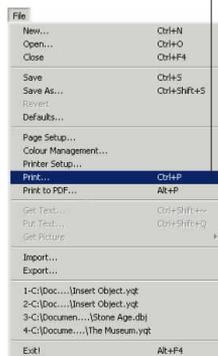
PostScript file (its better to give the file the extension .PS to identify it as a PostScript file).

6. Click “Save”. A message appears notifying you that printing is in progress.

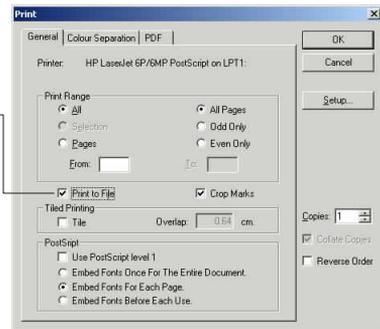
* You can create PostScript file without having the actual PostScript printer attached to your computer. All that you need is for the printer driver to be installed on your system.

* RSG cannot open a document saved as PostScript, so be sure to save your document as an RSG file.

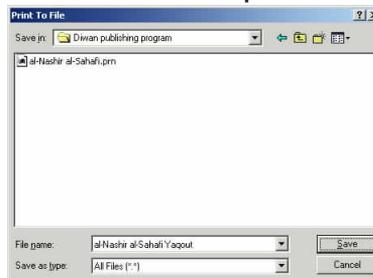
Select “Print...” from the “File” menu.



Select “Print to File”.



Select a drive and a folder to save your Post Script file to, and type a name for the PostScript file.



Printing color separations

You can use RSG to print color separations. The output produced in the form of color separation plates may be reproduced on a printing press with color inks.

Colors used in an RSG document may be specified as spot or process.

When you print separations of a page containing spot colors, RSG produces a separate plate for each spot color used on the page.

When you print separations of a page containing colors specified as process colors, RSG separates the colors into cyan, magenta, yellow and black.

You can process color separate anything you place on an RSG page including color graphs:

1. finalize your document and save it.
2. Select **"Print..."** from the **"File"** menu. The **"Print"** dialog box appears. Select the color separation pane

and specify the desired options.

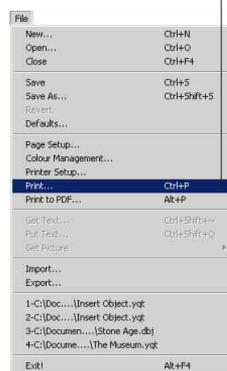
- Colors separation turns on color separation and activate other separation options like PostScript, Knockouts, etc...

- Knockouts specifies whether colors will or will not knockout colors underneath them. Overprint Black means that knockout is turned on except for black.
- All Plates means that all color plates should be printed.

- Selected Plates means you can specify which colors to print by checking desired colors.

* To print the registration marks, name and position of the document, plate name, and crop marks; select the **"Crop Marks"** field from the **"General"** options pane.

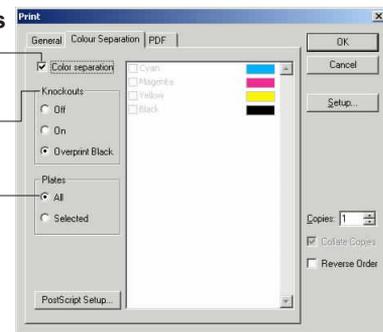
Select **"Print..."** from the **"File"** menu.



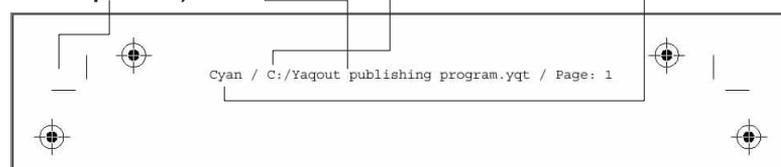
Select colors separation.

Knockouts option.

All Plates.



Registration marks (name and position of the document, plate name and crop marks).



PostScript Setup...

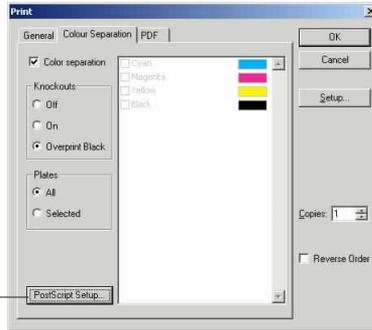
To do color separation the right way, some specific settings, that require good experience, need to be set. Also you need to know enough information about the image setter that will be using:

1. Click “PostScript...”. The “Postscript setup” dialog box appears, having the following option:

- PPD File (PostScript Printer Description) file contains all the information needed to deal correctly with the printer, like printing quality DPI and the lines per inch LPI, dot type, angle, and frequency.
- Initially you will find the PPD field set to “Default Setting” which is RSG’s general setting that suits most printers. To choose a specific PPD, click “Browse...”.
- Printing quality DPI sets the dots per inch, which changes according to the selected PPD and may be up to several thousands.

- Lines Per Inch (LPI) this is usually related to the desired output quality, for examples whether printing on the cheap newspapers paper or on the magazines glossy paper.
- Dot type lets you choose among Round, Line, or Elliptical
- Advanced Settings activates the table at the bottom of the dialog box which lets

you change the values of frequency, angle, and dot type for each of the Cyan, Magenta, Yellow, Black and the spot colors separately. Click “OK” to go back to the separation dialog box.

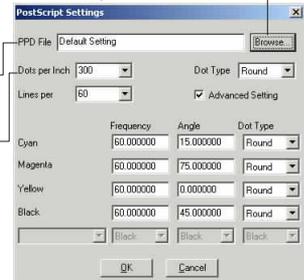


Click “PostScript Setup...”.

Browse to select the PPD File.

PPD File (PostScript Printer Description) file.

Printing quality DPI.



Printing to PDF

In addition to having the ability of exporting the document as PDF, you can print to PDF. PDF is a very widely used format for exchanging documents where they can be opened with any PDF reader like Acrobat Reader without the need for RSG.

Printing to PDF differs from exporting to PDF because it gives you more options like specifying a page range and specifying separation options:

1. Finalize your document and save it.

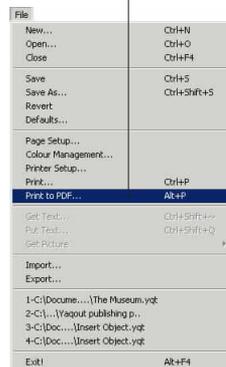
2. Select **“Print to PDF”** from the **“File”** menu. The **“Print to PDF”** dialog box appears.

3. Select the **“General”** page, which is very similar to that for printing, and specify the desired options.

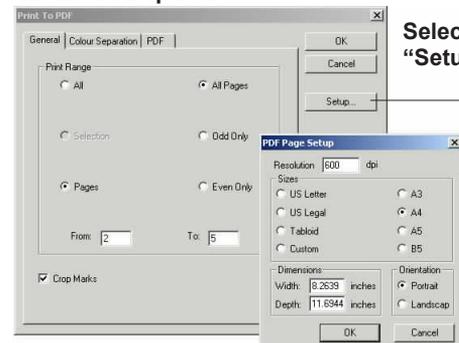
4. Select **“Setup..”** and specify the desired resolution and output paper size and orientation.

5. Click **“OK”**.

Select **“Print to PDF”** from the **“File”** menu.



Select the **“General”** page and specify the desired options.



Specify the desired resolution and output paper size and orientation.

6. Select “PDF” pane. This pane has the following options:

- Generate separate file for each color plate causes each plate to be saved as a separate file (activated only with color separation)

- File Name/ Browse lets you specify the name and destination folder for the output PDF file.

- Image specifies the image format to use inside the PDF file

- Save BitMap Images, saves images without compression which leads to large file sizes

- Convert to JPEG image format, converts all images to JPEG and allows you to set the Image Quality (and hence the compression ratio) for the images. The higher the quality, the larger the PDF file size.

Font gives you the options of embedding all fonts, certain fonts from a list, or converting fonts to curves.

7. Select separation plate if you need to color separate and select the options as explained earlier in the printing section.

8. Click “OK”.

A PDF document gets created according to your settings.

Saves images without compression.

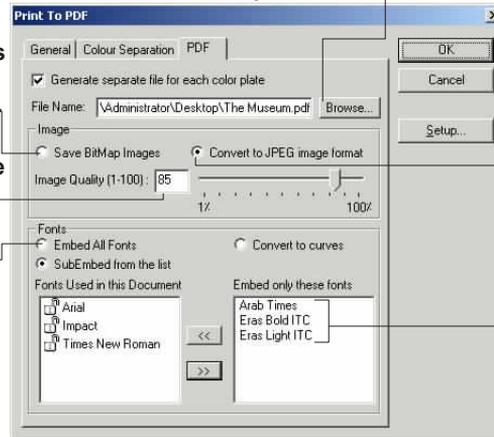
Set the Image Quality.

Embedding all fonts.

Specify the name and destination folder for the output PDF file.

Convert to JPEG image format.

Embed fonts.



Transparencies

With Ready, Set, Go! can now add transparency to any kind of object on the page.

Transparency can be added to pictures, objects, and to text. This feature enables the user to produce professional designs without the need to use specialized graphical applications.

Transparency for Pictures

To add a transparency effect to a picture:

1. Select the picture block
2. Go to menu **Draw** > **Fill Transparency** and select the desired transparency value. If the desired value is not found in the list, select **'Other'** and enter the desired value in the **'Transparency level'** dialog box.

Transparency for Objects

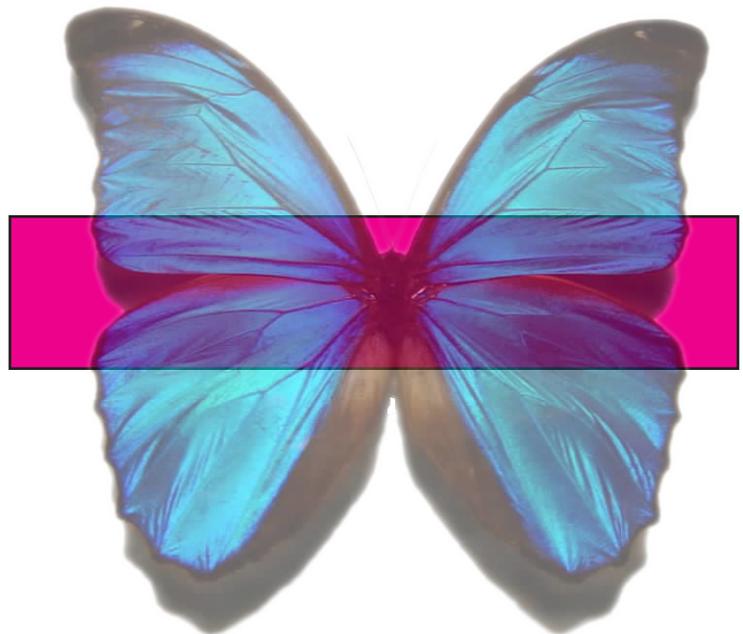
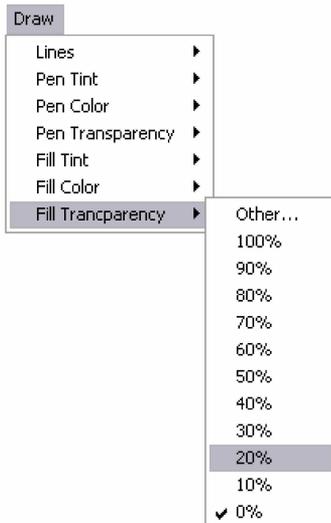
RSG enables applying different transparency values for an object's fill and pen.

To change the transparency for the object's fill:

1. Select the object.
2. Go to menu **Draw** > **Fill Transparency** and select the desired transparency value.

To change the transparency for the object's pen:

1. Select the object.
2. Go to menu **Draw** > **Pen Transparency** and select the desired transparency value.



Transparency for Text

RSG allows transparency to be applied to a single character or range of characters.

To apply a transparency effect to text:

1. Select the range of text to be transparent.
2. Go to menu **Format > Transparency** and select the desired transparency value.

If the desired value is not found in the list, select **'Other'** and enter the desired value in the **'Transparency level'** dialog box.

Transparency can be given to the fill and pen of the text block using the same method as for other objects (see previous page)

Modifying Transparency from the colors palette

The user can change the transparency level using the **'Transparency'** combo-list in the **Colors** palette. To determine what should be affected by this

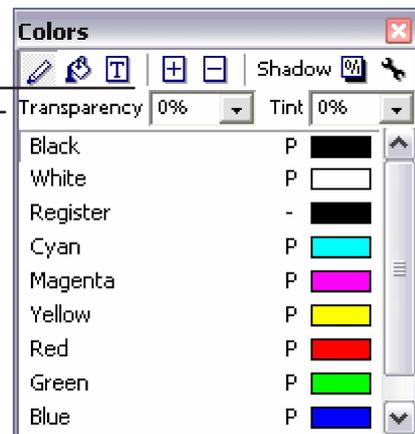
setting, the user must first click the **'Pen'**, **'Fill'**, or **'Text'** icons in the same palette .

If no objects are selected when changing the transparency level, this change will be considered as the new default value for transparency and will

only affect any new objects.

1. Click the **'Pen'**, **'Fill'**, or **'Text'** icons

2. change the transparency level using the **'Transparency'** combo-list



Shadows

To activate the shadow effect for an object:

1. Select an object.
2. Go to menu **Object > Shadow...** to display the 'Object Shadow' dialog box.

This dialog box contains the following:

- **On** checkbox to activate or deactivate the shadow effect.
- **Size**: a percentage value to determine the degree of the blur to be applied to the shadow. The smaller the value, the sharper the edges of the shadow.
- **Transparency Level**: A percentage value to determine the darkness of the shadow. Smaller is darker.
- **Horizontal Distance**: A percentage value to determine the horizontal offset of the shadow.
- **Vertical Distance** field: A percentage value to determine the vertical offset of the shadow.

If the shadows command is selected with no objects selected, the settings entered by the user will be considered as the new default values and will affect all new objects.

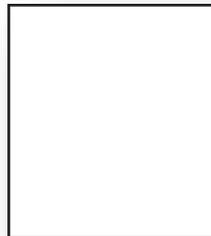
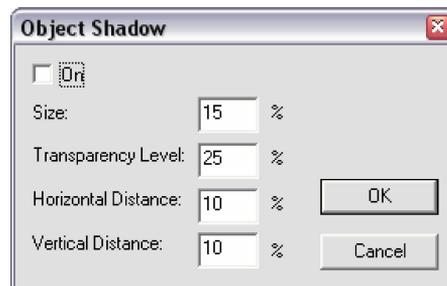
The user can also switch the shadow on

and off and change the shadow settings from the colors palette.

Clicking the icon beside the word 'Shadow' in the palette will switch the shadow on/off using the defined settings.

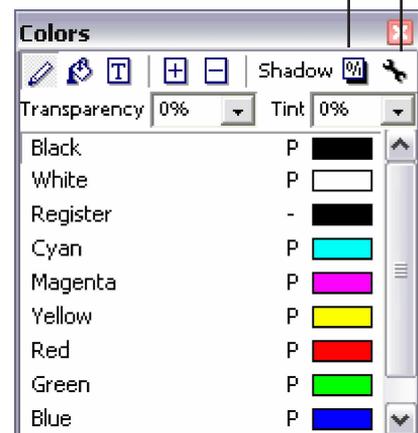
Clicking the **Spanner**

icon, will display the 'Object Shadow' dialog box to change the settings of the shadow.



Display the 'Object Shadow' dialog box to change the settings of the shadow

Switch shadows on and off



Footnotes

You can apply footnotes to any piece of text in RSG¹.

Where there are no predefined page blocks, but text blocks placed according to a specific design, footnotes are placed at the bottom of its related text block.

Inserting footnotes

To insert a footnote:
1. Place the I-beam at the position where you want the footnote to be inserted.

2. Go to menu **Text > Insert footnote**.

A footnote will be inserted with a suitable number and the I-beam will be placed at the bottom of the text block to enable you to type the footnote text.

***1 A footnote is a small piece of text citing a particular source or making a brief explanatory comment and placed at the bottom of a page.**

Editing footnotes

To edit a footnote:
Click on its text at the bottom of the text block and edit it.

Example of text box with footnotes

Deleting footnotes

To delete a footnote:
Select its mark in the main text block and delete it.

This will automatically delete its associated text at the bottom of the text block.

Lorem ipsum⁽¹⁾ dolor sit amet, consectetur adipiscing elit. Nunc id sapien id arcu accumsan laoreet⁽²⁾. Cras vitae mi. Maecenas ultrices augue eu arcu.⁽³⁾ Aenean dolor. Vestibulum id mi in ligula aliquam pulvinar.⁽⁴⁾ Morbi gravida viverra dui. Suspendisse lacinia dapibus est. Vivamus justo nisl, feugiat faucibus, tempus vitae, molestie ut, est. Proin at massa. Nam urna leo, mollis et, bibendum et, aliquet et, arcu. Morbi feugiat urna eget nisi. Donec commodo pharetra sem. Donec nunc tellus, sagittis vel, ullamcorper at, ullamcorper in, risus. Cras semper. Donec lacus.⁽⁵⁾

(1) Mauris ornare neque quis urna.

(2) Suspendisse feugiat, turpis vitae fringilla vehicula, urna libero scelerisque ipsum, in eleifend orci nunc ut erat.

(3) Etiam nec quam.

(4) Curabitur quis nulla. Mauris nec felis eget nunc volutpat dapibus.

(5) Etiam erat.

Footnote options

To show the footnote options dialog box go to menu **Text > Footnote Options...**

The footnote options dialog box enables the user to set the following options:

- The relative size of the footnote mark in the main text block and in the footnote text block as a percentage relative to the text size. This value can range from 50% to 100%.

- The characters before and after the footnote mark

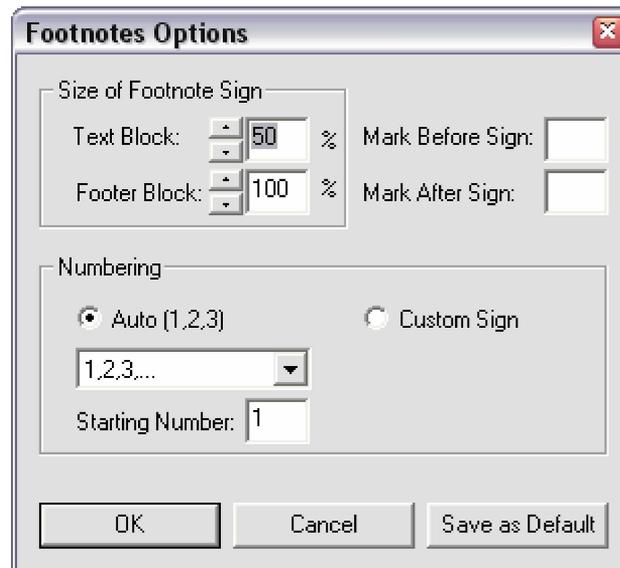
- Numbering options:
 - **Auto numbering**
 - **Numbering format** (1,2,3... , a,b,c,... , A,B,C,...)
 - **Custom Sign**
 - **Starting number**

Selecting **Auto numbering** means that the application will automatically increase the footnote number using the numbering format selected.

While selecting **custom sign**, means that the application will ask the user for the mark to use each time he inserts a new footnote.

The user has the ability to specify characters to be inserted before and after the footnote number/mark like brackets, curly brackets, etc. Eg (1), [1], {1}, ...

From the preferences dialog box (menu **Document > Preferences**), the user is given the option to specify whether the footnote numbering should restart with each text block, or with the beginning of each chain of text blocks.



Working with Articles

Newspapers and magazine designs can become fairly complex documents that contain many graphical elements that are related but appear in different parts of a page and on different pages in a document.

To facilitate the use of RSG for such complex documents, the concept of articles has been added.

An article provides the means for logically grouping related text blocks and images into a single entity.

One of the main reasons for the use of articles, in addition to organizing the document, is to help in publishing a document's contents to the Internet. This will be explained in a later section.

Methods for Creating Articles

There are two basic methods for working with articles:

- Through the "Articles" dialog box (menu **Documents > Articles**)

- Through the "Articles" palette (menu **View > Toolbars > Articles**).

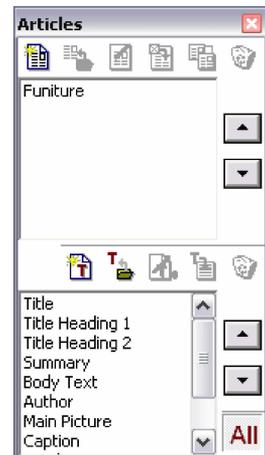
All article related commands can be carried out using either of the above methods.

There is a third method to create articles by the use of the "Article Designer". But this method gives much less control over the article and will not be discussed in this section.



the "Articles" dialog box (menu **Documents > Articles**)

The "Articles" palette (menu **View > Toolbars > Articles**)



Creating a new article

To create a new article:

1. Select “**New...**” from the “**Articles**” dialog box, or click the “**Create New Article**” button on the “**Articles**” palette.
2. The “**New Article**” dialog will show.

In this dialog you can apply the following information to a new article:

- **Article Name:** this should be a short descriptive name to distinguish it from other articles.
- **Category:** the user can select from one of six predefined categories, or “**none**”.
- **Order:** this is the order of priority of each article and is used when exporting to HTML. It is incremented automatically upon the creation of a new article.

If the user enters a value for the order that is already used by another article, he will be asked to select whether the new

article should be inserted before or after the original article of the same order value.

If any blocks were selected before a new article is created, a dialog box will ask the user if he wants to assign the selected blocks to the new article.

Assigning blocks to articles

Using the “Articles” dialog box

1. Select the blocks to be assigned to the article
2. Go to menu **Document > Articles...**, select the desired article, then press “**Apply**”.

Using the “Articles” palette

- With the Articles palette showing:
1. Selecting the blocks to be assigned to the

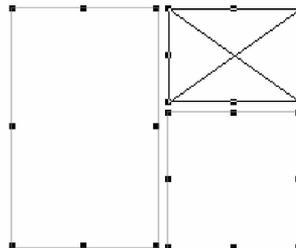
article

2. Select the desired article from the palette, then press the “**Apply**” button.

Using the Block Properties dialog box

Every block has an article list in its properties dialog box. (double clicking on the block displays properties). You can select the desired article from the menu.

1. Selecting the blocks to be assigned to the article

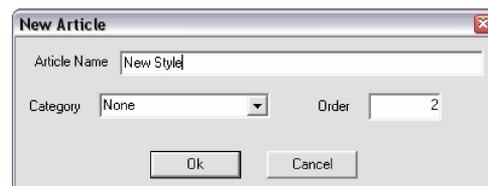


2. Select the desired article from the palette



3. Press the Apply button.

The “New Article” dialog



Working with Articles

Content Types

An article can be made up of several elements, for example its title, picture and body text. These are called, in RSG, “types”.

A number of types have been predefined and can be assigned to text and picture blocks.

The predefined types for text blocks are:

- Title
- Sub heading 1
- Sub heading 2
- Summary
- Author
- Caption
- Body text

The predefined types for the picture blocks are:

- Main picture
- Article picture 1
- Article picture 2
- More pictures

The user can define new text or picture types as needed.

Those types are used in specifying the order of the text and picture blocks when exporting to HTML.

Assigning types to article blocks

Using the articles palette

1. Selecting the block
2. Select the desired type in the palette
3. Clicking on the apply button.

Using the block properties dialog box

1. Double clicking on the block to bring up the properties dialog.

2. Select the desired type from the Type menu.

Specifying the order of types in an article

The order of the types is used when exporting to HTML to define where text and picture blocks appear.

The order can be specified in two ways:

Using the articles palette

1. Selecting the article
2. changing the order of its types at the bottom of the palette.

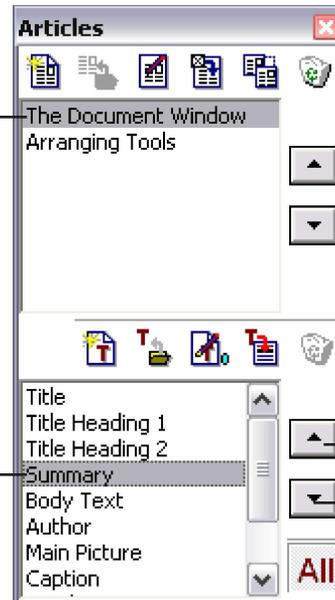
Using the articles dialog box

1. Selecting the desired article
2. Press “Types...” which will show the “Types” dialog box.
3. Use this dialog box to change the order.

1. Select an article

2. Select the type to be reordered

3. Use the up and down arrows to change the order



Adding captions to picture blocks

It is possible to define a text block as a caption to an image. The **caption type** has been added to mark those types of blocks.

To make a text block a caption to an image:

1. Select the “**Link tool**”.
2. Click on the picture
3. Click on the text block to be considered as the caption.

This will automatically switch the text block type to “**caption**”.

In the “**Picture properties**” dialog box, a new option has been added to enable the user to specify the position of the caption relative to the picture.

The available options are:

- **None**: No caption for this picture.
- **Top**: The caption is placed at the top of the picture
- **Bottom**: The caption is placed at the bottom of the picture.

- **Custom**: The user sets the position of the caption manually.

Deleting an article

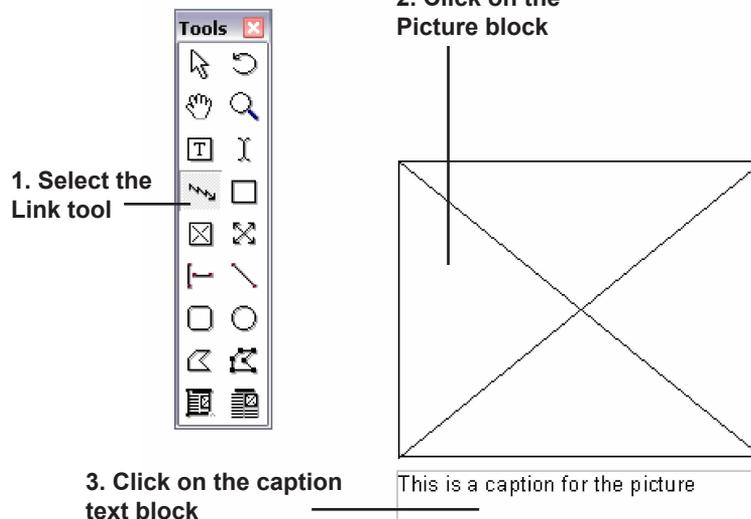
It is possible to delete an article either by using the articles palette or the articles

dialog box, by selecting the article then pressing the “**Delete**” button.

Editing the article properties

To modify the article properties you can either select the

Modify Article button from the articles palette or from the article dialog box after selecting the article to modify.



Working with Articles

More about types

In the articles palette you can view all the blocks of an article or just the blocks used in a specific article by pressing the “All” button.

You are able to add new types when needed by selecting “Create new type” from the articles palette or by selecting “New” from the “Types” dialog box (go to menu **Document > Articles...** Then press **Types**).

In both cases, the “New Type” dialog box will show.

Using this dialog box, the user can specify:

- **Type name.** This is the displayed name of the type.
- **Block type.** Whether the new type belongs to text or picture blocks.
- **Default type position.** This lets you specify the order of the type in the types list.

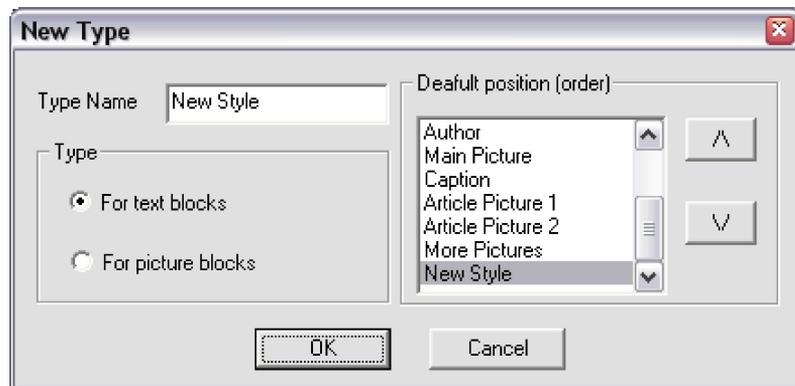
Note: all types whether pre-defined or defined by the user, belong to the document as a

whole and not to a specific article.

One of the reasons to create a new type is for HTML publishing. If an article has, for example, more than one body text block to be displayed in HTML and those blocks

should be displayed in a specific order. You can add more text types, assign those types to the text blocks, and specify their order. The same case applies for articles which have several picture blocks. You can add an

“Article Picture 3” type, for example, and then assign it to the new picture.



The Article Designer

To simplify and speed the process of designing articles, the program provides a tool which will format an article design automatically with headlines, columns, pictures and captions.

To use the article design tool:

1. Select the '**Article design creator**' tool from the "Tools" toolbar. This tool is used to create the article bounding box.
2. With this tool use the mouse to create a rectangle on the page. This rectangle will be the bounding box of the article.
3. Select the '**Article edit tool**' from the "Tools" toolbar.
4. Click inside the article bounding box. This will show the '**Article design**' dialog.
5. The dialog shows a list of predefined article templates, a preview area for the selected template, and a set of tabbed panes with options to control the

design of the article.

Double click on a template to select one.

Article Design Options

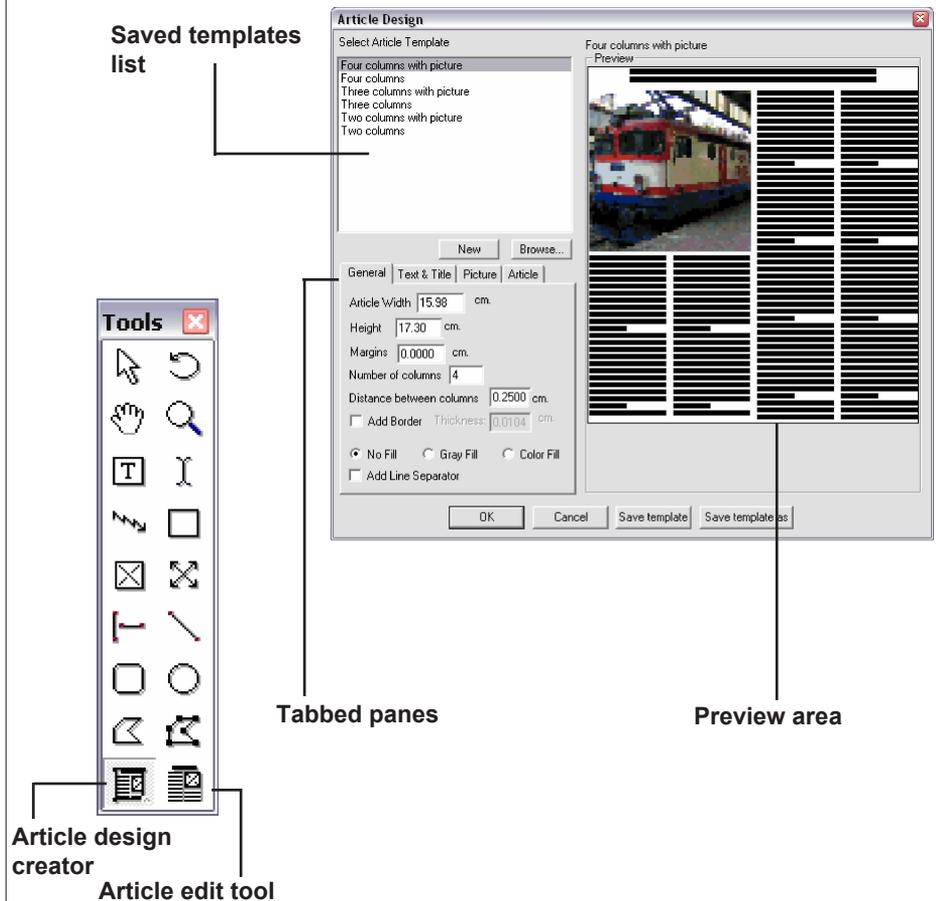
The 'General' tab pane

Here you can specify the following:

- Exact article width
- Exact article height
- Margins between article bounding box and inner text blocks
- Number of columns
- Distance between columns
- Whether a border

should be added around the article or not, and the thickness of that border

- Whether the article background should be color-filled, gray-filled or without fill
- Whether to add a line separator between text blocks or not.



The 'Text and Title' pane

This allows you to specify the number of lines for the article title, and to specify the style sheets for the article title and the article body text.

The 'Picture' pane

This pane allows you to specify whether the article has a picture or not and if it has a picture you can specify:

- Picture position in columns
- Picture width in column
- An estimate of the picture height/width ratio to allow for a proximate drawing of the picture bounding box
- Whether a caption is associated with the picture
- The style sheet for the caption text

The 'Article' pane allows for associating this design with one of the created articles. If the article has not been created yet, it is possible to create it by clicking on the 'New...' button. The dialog also

shows the type of the selected/created article and its priority.

Save Templates and Creating Articles

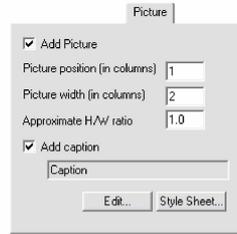
To save your

modifications to the selected template press **'Save Template'** or choose **'Save Template As'** to create your own new templates with the options that you have specified.

Upon pressing **'OK'** the text blocks and image block will be created using the specified parameters and you can now fill in the contents of the article.



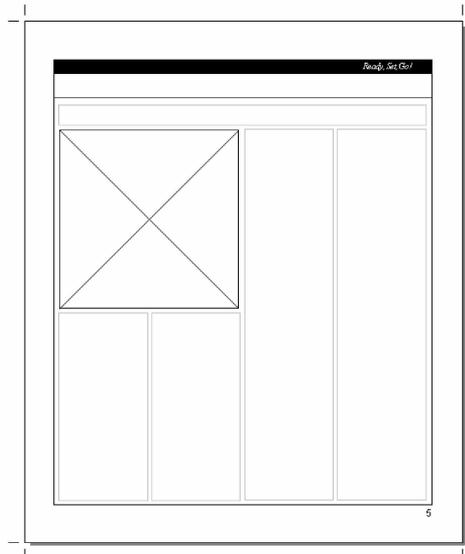
The Text and Title pane



The 'Picture' pane



The 'Article' pane



An example of an article created using the Article tool

Publishing to HTML

RSG provides three main methods for exporting documents to HTML:

- **Keeping block flow.** Blocks are exported sequentially to the HTML file in the order of their visual position in the document. Text blocks that are linked are kept as a single flow of text.
- **Keeping document layout.** Blocks are positioned where they appear on a page.
- **Using articles and templates.** Articles are exported in the order of the Articles in the Article list. And blocks are exported in the order of the article types. Each article is exported to its own HTML page and an index page is created linking to all the articles.

Exporting a document to HTML

To export a document to HTML:

1. Go to menu **File > Export...** to bring up

the **Export** dialog box.

2. From the Export dialog box select **"HTML File"** from the **"Save As Type:"** list.

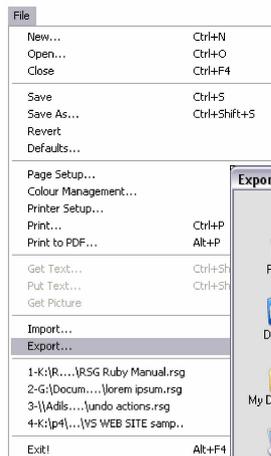
3. Enter a name for

your HTML file and press **Save**. This will bring up the **HTML Export** dialog box.

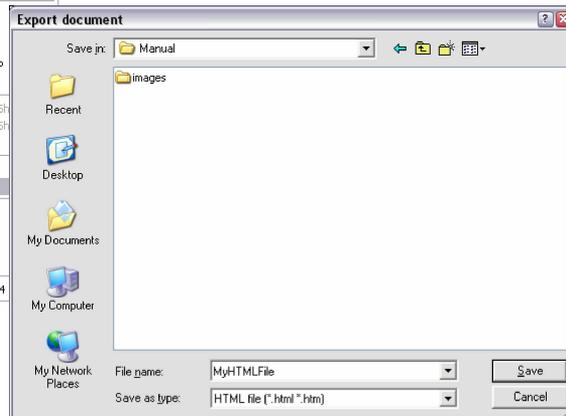
4. Select the from the three types of export you want to use and

press the **Export** button.

This will bring up the HTML publishing dialog box. The options are explained in the next section.



1. Go to menu **File > Export...**



2. From the Export dialog box select **"HTML File"** from the **"Save As Type:"** list



3. Select the from the three types of export you want to use and press the **Export** button.

Publishing to HTML

HTML Publishing Options

Each publishing option has its own options dialog box but certain options are common to all the three methods. These are:

General options

Picture exporting options - Allows the user to set the type of the exported image, its resolution, and compression ratio.

Shape blocks exporting options

- Give the user the options to ignore or convert them to GIF, or PNG images.
Adding Previous and Next page hyperlink option

Fonts options

This dialog pane gives the user the options to select alternative web-safe fonts instead of the special fonts used in the document. It also allows the user to select two alternatives for each font in case the first alternative is not available.

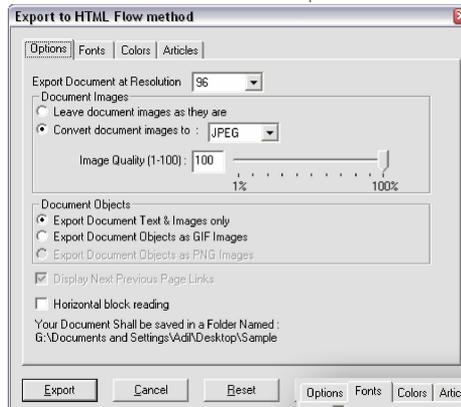
There is also the option to **'Convert document text block to images'** which allows for exporting text block contents as gif images

instead of text to keep its exact appearance.

Color options

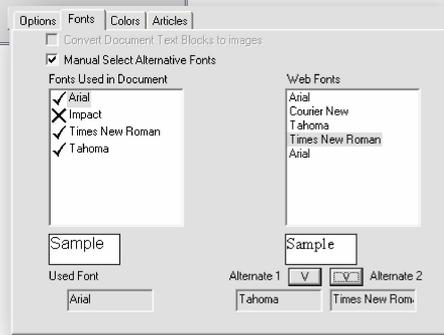
As in the fonts option

dialog pane, this pane gives the user the ability to select web-safe alternative colors for the ones used in the document.

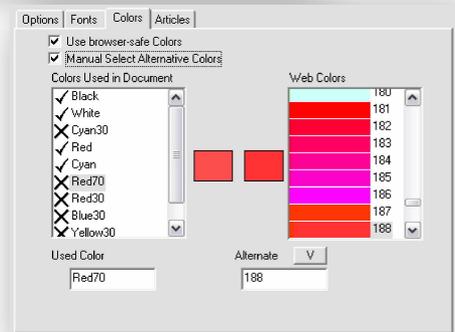


General options

Fonts options



Color options



HTML Publishing Keeping Document Layout

This methods generates an HTML page for each RSG page. The layout for the generated HTML will be as similar to the original page as possible.

When the user selects this option he will get a dialog with only the three main panes: -

General Options

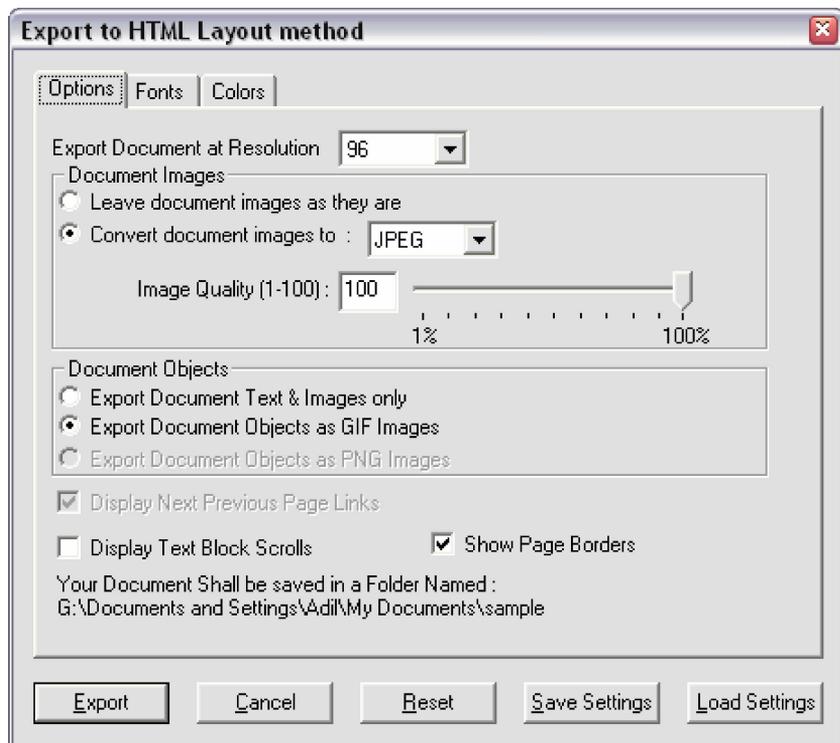
- **Font Options**, and
- **Color Options**.

The General Options pane will contain two extra options:

- **Display text block scrolls**. Since text blocks in HTML will maintain their original size as in RSG page, the text within the block may not fit and this options asks the user if he likes scroll bars to show in such blocks.

- **Show page border**.

This option draws a border around the HTML page outlining the original page border.



Publishing to HTML

HTML Publishing Keeping Block Flow

This method also generates an HTML page for each RSG page but the layout inside each page is different from that of RSG. The contents of the page will display in sequential order.

The order in which the contents will show is determined by scanning the page top to bottom, and left to right. The user can change the scanning order to be horizontal then vertical by selecting the '**Horizontal block order**' option in the general options pane.

If the document to be exported contains articles, then the '**Use Articles**' checkbox in the Articles pane will be enabled. Upon selecting this checkbox, the following options will be enabled:

- **Add hyperlinks to articles** at beginning of page. By selecting this option, the additional options will be enabled

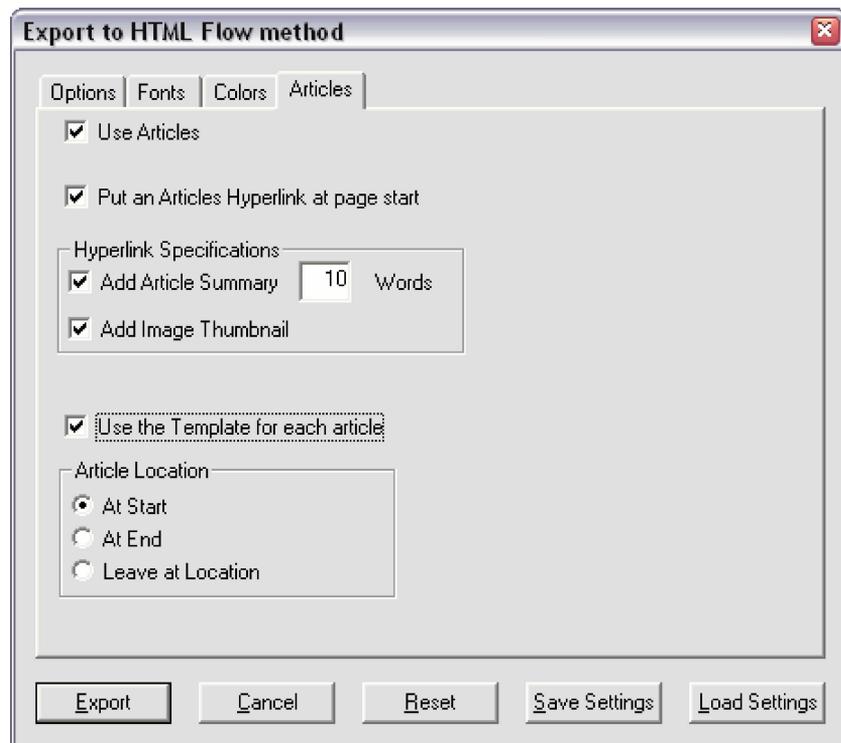
- o Add summary for the article using the first x words.
- o Add picture thumbnail
- **Articles position**, to specify where should the articles be placed in the exported page relative to other text not belonging to articles.

When an article is exported, the order of its blocks will be taken from the information stored in the article and not depending on the physical position. This gives the user more control over the layout of the article content in the HTML page.

The format of text is

taken from the HTML style sheet of the text if assigned. If no HTML style sheet is specified for the text, then the current printing format for the text will be used.

When an item in the HTML style sheet is specified as 'none' then the printing text format will be used.



Article Based HTML Export

This method relies solely on the articles defined in the document to generate the HTML output. The generated output will follow the following structure.

Top level:

Home page

Second level:

Pages

Third level:

Articles

This methods uses HTML templates to define the layout of the output. A number of predefined templates are provided. The user can modify the existing templates or create new ones as desired. The user must follow the rules stated in “**RSG Tags for HTML Templates**” section.

Three template types are used to publish any document:

- Home page template.
- Pages template.
- Articles template.

A home page will be

generated using the selected home page template. The home page may contain links to important articles depending on their priority. It will also contain a link to all the pages in the document.

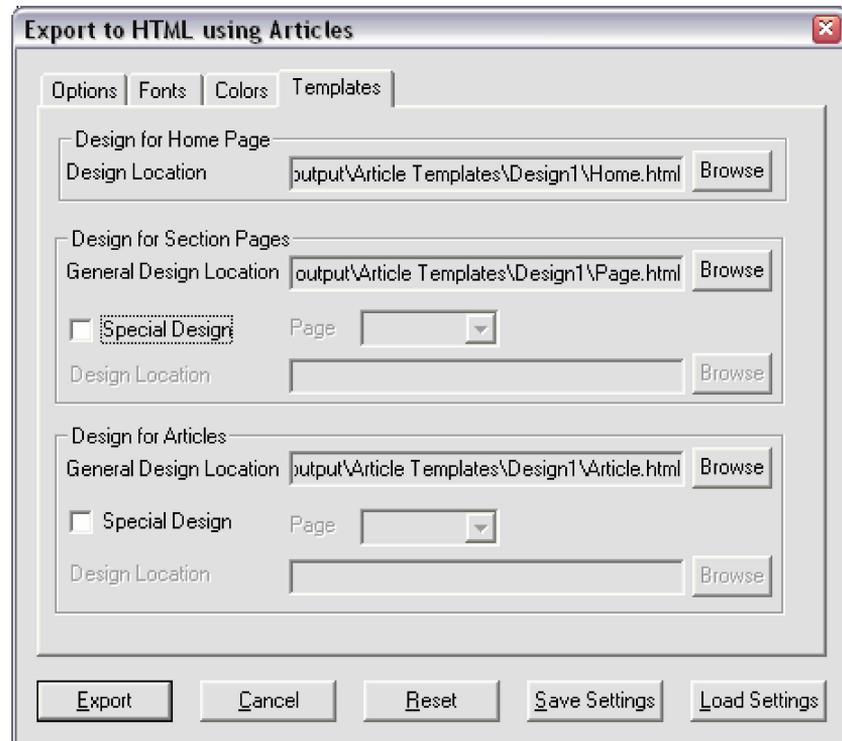
An HTML page will be created for each document page using the selected template or templates. The page will contain links

to all the articles in that page. The links layout (Whether to include title, headings, summary, and/or thumbnails) are defined in the template.

An HTML page will be created for each article in the document following the articles template/s. The user can either select the same template for all pages

or he can assign different templates for certain pages. The same applies for articles.

The templates offer great freedom in how to control the generated output. The user can control the layout of each element of the article (Title, Headings, Summary, Body text, Author, and Images).



RSG Tags for HTML Templates

General tags

```
<d1_forcetemplatestyles/>
```

This tag should be placed in the `<head>` section of the template. It informs the application to use the styles set by the template and ignore any formatting information in the RSG document.

The absence of this tag informs RSG to use the formatting information in the document to override those found in the template.

Article level tags

The title of the output file will be the same as the article title.

1. Article tag

```
<d1_artarticle>
</d1_artarticle>
```

Contents between the opening and closing article tags are not deleted.

2. Sub tags

```
<d1_arttitle>
<d1_arttitle heading 1>
<d1_arttitle heading 2>
<d1_artsummary maxwords=x>
<d1_artbody text>
<d1_artauthor>
<d1_artcaption>
<d1_artmain picture>
<d1_artarticle picture 1>
<d1_artarticle picture 2>
<d1_artmore pictures>
```

All tags must be closed by an ending

tag.

Contents between the opening and closing article tags are deleted.

For user defined type 'x' the tag will be `<d1_artx>`. For example, if the user adds an 'article picture 3' type, the tag will be

```
<d1_artarticle picture 3>
```

the **MaxWords** attribute in the ArtSummary tag is relevant only in page level and home page level templates (irrelevant in article templates) determines the maximum words to use from the body text if a summary block is not present.

There is one more tag and this is the:

```
<d1_ArtPictureSize w="x"
h="w" align="z"/>
```

(where z = l | r | t | b | m)

This tag specifies the size in pixels of all pictures following it. It actually specifies a bounding box, and the picture will be resized to fit into this bounding box without affecting its aspect ratio. The align attribute is useful for wrapping text around images when left or right are selected

This tag must be placed before the `<d1_artlistentry>` tag

Page level tags

```
<d1_artlist>
  <d1_arttypes
  [category="categoryname"]
  [priority=x]/>
  .....
</d1_artlist>
```

Only articles of the specified category and priority less than or equal to x are listed. If no category is specified, then all articles are listed. If not priority is specified, then all priorities are listed. The D1_ArtTypes tag must appear within a D1_ArtList tag:

```
<d1_artlistentry>
</d1_artlistentry>
```

The D1_ArtList indicates that links to all the articles in this page will be placed between those tags. The D1_ArtList tag must contain D1_ArtListEntry tag.

The D1_ArtListEntry tag states the format for each article in the list. The tag encloses a number of Article-Level tags specifying what to be placed for each article. See the example below:

```
<d1_artlist>
  <d1_artlistentry>
    <d1_arttitle>
    </d1_arttitle>
    <d1_artmain picture>
    </d1_artmain picture>
    <d1_artsummary>
    </d1_artsummary>
  </d1_artlistentry>
</d1_artlist>
```

This means that the articles list will contain the title, a picture, and the summary of each article in the page.

RSG Tags for HTML Templates

Document level tags

```
<d1_pageslisth>  
</d1_pageslisth>
```

or

```
<d1_pageslistv>  
</d1_pageslistv>
```

The D1_PagesList indicates that links to all the pages in the document will be placed between those tags.

The document can also contain the `<d1_artlist>` this will place links to all articles belonging to the given category or priority in all the document pages.

The tag ending with H means that the links to the pages will be placed side by side (i.e., generating horizontal links for the pages). While the prefix V means that the pages links will be vertical.

Example

```
<d1_pageslistv>  
</d1_pageslistv>  
  
<d1_artlist priority=1>  
<ul>  
<d1_artlistentry>  
<li><d1_arttitle>  
  article title  
</d1_arttitle></li>  
</d1_artlistentry>  
</ul>  
</d1_artlist>
```

General notes

- Tags referring to objects that do not exist in the article, will be ignored.
- Objects existing in an article, but not referred to in the template will be ignored.
- The D1_PagesList tag should not appear inside a D1_ArtArticle tag pair.

Reference

Chapter

2

This chapter is your reference guide to *Ready, Set, Go!*. It describes, in detail, every tool and menu on the desktop and all the program's commands, their functions, default settings, and the menus in which these commands are located.

Once you have completed chapter one of this manual, you may use this chapter as a quick reference, to refresh your memory on forgotten details or simply to learn more about the program.

You may use this chapter to explore *Ready, Set, Go!* capabilities rather than read the whole user's manual.

If you need help while performing specific tasks such as starting *Ready, Set, Go!*, importing text from another document or creating a picture block, then you can find what you need in the first chapter of this manual.

The Desktop

Equipment And Software

To run *Ready, Set, Go!*, you need a PC with a **Pentiumone** or higher processor, a minimum of **32MB RAM**, a **CD ROM** drive and a **USB** port. You also need a **windows 98, 2000, ME** or **XP** operating system, with a printer driver installed.

The Desktop

The desktop is the work space that appears on screen when you open *Ready, Set, Go!* and it contains all the menus and open document's windows.

The Document Window

An “**untitled**” document window appears every time a new document is created on *Ready, Set, Go!*. The document window is made up of a standard window, a title bar, a close button, a maximize/restore button, a minimize button, two scroll bars, and a status bar. For more information on standard windows items please refer to the Windows manual.

A number of document windows may be opened at the same time as long as there is enough free memory. These windows can be used to copy graphical shapes and text from one document to another. To activate a window simply click anywhere inside it. Arrange your windows on screen by choosing “**Tile/Cascade**” from the program's “**Window**” menu. The rest of the window contains the page and the pasteboard. The pasteboard is the area surrounding the page where you can place objects temporarily, just like you would do in a traditional design studio.

The Menu Bar

The menu bar is located at the top of the desktop and it contains the names of the menus from which you are able to select the required commands. *Ready, Set, Go!* has nine standard menus. The “**Text**” and “**Format**” menus only appear when a text is selected (a text block is drawn then selected with the “**I Beam**” tool). The “**Graphic**” menu appears when a picture block is selected by using the picture block selector. The “**Path**” menu appears when a graphical shape is selected by using the “**Edit polygon tool**”. For more information about the menus commands refer to Menus at the end of this section.

The Standard Toolbar

The standard toolbar is located directly beneath the menus bar and it contains buttons for commands that are used frequently such as creating, opening, saving, and printing documents; tools for cutting, copying and pasting parts of a document; tools for showing and hiding grid and guides, tools for text and object glossaries; clipart and borders insertion tool; and and a tool to present help about *Ready, Set, Go!*.

The Tools Toolbar

The Tools toolbar may be defined as the toolbar which contains the necessary tools that are used for creating and using objects on the active page in the active document. You can hide or view this toolbar by choosing “**Toolbars**” from the “**View**” menu then “**Tools**” from the “**Toolbars**” submenu. By clicking on any tool, the pointer changes its shape once it is over the pasteboard depending on the selected tool.

Each tool has a “**hot spot**” where things happen. For example, the tip of the object pointer must be touching an object to select it. The center of a crosshair pointer is where an object appears when you start to drag. When a tool is selected its icon appears to be pressed on the “**Tools**” toolbar.

Note : When you use any of the Drawing tools. Any drawn shape takes the Draw menu’s selected options (i.e., line weight, line color, etc...).

The Pages Toolbar

This toolbar contains page icons, which display the number and order of pages in the document. At the far left of the toolbar, is the Insert new page icon, to the right of it are two icons which represent the current left and right master pages. The icon for the current page appears to be pressed on the pages toolbar.

The document does not have a set limit for the number of pages it can have as long as there is enough free memory for them. You can display two facing pages at a time by selecting “**Facing Pages**” from the “**View**” menu. If you are working with facing pages then both their icons will appear to be pressed on the “**Pages**” toolbar.

When the document has too many pages for the “**Pages**” toolbar to show, then an arrow or two will appear on the toolbar’s sides. These arrows are used to scroll left or right to view all the pages’ icons. The length of the toolbar can be increased or decreased by placing the mouse pointer on the toolbar’s right edge, the pointer will change to a double headed arrow indicating that it is in the right position; click and drag to the desired length.

Clicking the “**New**” icon on the “**Pages**” toolbar will add a new page after the current page whereas clicking the “**New**” icon while holding down the “**Ctrl**” key will add a new page before the current one.

Master pages

Each document has twenty-six left master pages (labelled **L:A** through **L:Z**) and twenty-six right master pages (labelled **R:A** through **R:Z**). The left master pages apply to the left, or even-numbered, pages in the document. The right master pages apply to the right, or odd-numbered, pages in the document.

Master pages are used for creating objects that should appear on all your document’s pages or most of them such as a repeated title or page numbers. Whatever is created on your master pages will appear on all your

The Desktop

Block Specifications Toolbar

document's pages if **"Use Master"** is selected from the **"Page"** menu. You cannot remove any object that was created on a master page unless from the master page itself, but you can disable the use of master pages for your current page by unselecting **"Use Master"** from the **"Page"** menu.

You can view or hide this toolbar by selecting **"Toolbar"** from the **"View"** menu then **"Pages"** from the **"Toolbars"** submenu.

This toolbar is made up of five edit boxes which enable the user to view and edit a selected object's rotation angle and dimensions. It uses the units that were set by using the **"Preferences"** dialog box. Use the arrows next to the edit boxes to increase or decrease the displayed values or simply double click the edit box and type in the new dimensions, then press enter to view the changes on the selected object. At the bottom right corner there are the horizontal and vertical flip buttons.

Note: This toolbar can only be used when there is only one block selected.

The Colors Toolbar

This toolbar contains all the documents colors, a vertical scroll box and five icons. Three of the icons are for the pen, fill, and text color. The other two are for adding and deleting colors. Finally, to the right most, there is the tint gradient list box.

When **"Pen Color"** is selected, the toolbar will show the same color and tint as specified in the **"Pen Color"**, and **"Pen Tint"** submenus in the **"Draw"** menu.

When **"Fill Color"** is selected, the toolbar will show the same color and tint as specified in the **"Fill Color"**, and **"Fill Tint"** submenus in the **"Draw"** menu.

When **"Text Color"** is selected, the toolbar will show the same color and tint as specified in the **"Text Color"**, and **"Text Tint"** submenus in the **"Format"** menu.

When (+) is selected, a dialog box appears enabling the user to add a new color to the document, whereas clicking (-) will delete the selected color, unless that color is used in the current document or that color is one of the basic colors (Black, White, Register, Cyan, Magenta, and Yellow).

The **"Colors"** toolbar enables the user to edit non basic colors by double clicking them.

You can resize the **"Colors"** toolbar by placing the mouse pointer over the toolbar's lower edge and when a double headed arrow appears, click and drag to the desired size.

The Styles Toolbar

This toolbar lists the names of all the stylesheets defined in the current document and allows the direct implementation of a specific stylesheet on a selected text by simply clicking the stylesheet's name on the toolbar. This toolbar provides all the necessary means for creating, importing, modifying,

<p>The Format Toolbar</p> <p>The Ruler bar</p> <p>The Status Bar</p> <p>The Pasteboard</p>	<p>duplicating, and deleting stylesheets directly without having to resort to the “Styles” dialog box from the “Document” menu (for more information on stylesheets refer to chapter one). You can resize the toolbar by positioning the mouse pointer over the toolbar’s lower edge then click and drag to the appropriate size.</p> <p>Note : To modify, duplicate, or delete a stylesheet select the stylesheet’s name, then click the icon for the desired command. Since clicking a stylesheet’s name will implement the stylesheet on the text, it is preferred to select the name by using the “Arrow” tool rather than the “I Beam” tool in order to avoid any implementation.</p> <p>This toolbar contains a number of icons and edit boxes which enable the user to format a text without having to resort to the “Format” menu’s commands such as font, size, leading, type style, alignment, and indents.</p> <p>Note : the “Format” toolbar contains the most frequently used commands from the “Format” and not all of them; therefore it can not compensate for the menu completely. For more information about this toolbar refer to the “Format” menu at a latter part of this chapter.</p> <p>Each document window has two rulers one across the top and one along the left side. Rulers are very useful when positioning objects on the page. When the mouse pointer is moved over the workspace, two lines follow this movement across and along the rulers indicating the pointers hot spot coordinates. You can view or hide the rulers or change their graduations by changing the measuring units from the “Preferences” dialog box. <i>Ready, Set, Go!</i> default units are in Inches, but if you want to use other units such as Centimeters, Picas, Points, and Ciceros; your first step would be to specify the measuring units by choosing “Preferences” from the “Document” menu (refer to the previous chapter for more information).</p> <p>The status bar is located at the bottom of the application window. It gives additional information about the object(s) you are working with. When you draw or move an object, the status bar displays the position of the pointer’s hot spot in the current unit of measurement in terms of its length (x), height (y), width (w), and depth (d). When entering or editing text , the status bar displays the font type, size, style, and leading (line spacing).</p> <p>The pasteboard is considered to be a temporary workspace that lets you apply the final touches to the created objects before using them in your document. The pasteboard may also be used for creating and storing objects which reoccur in a document.</p>
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The Desktop

The Page

Objects that are left on the pasteboard remain there and are available for all the document's pages. You can simply drag any of these objects and place them on your pages when they are needed. When a document is saved, these objects are also saved but they do not appear when a document is printed.

The document page is placed at the middle of the pasteboard, shown by a rectangle with a drop shadow and crop marks. The size and orientation of the page depend on settings of the **"Page Setup"** command in the **"File"** menu.

Depending upon the options you have selected in the **"Preferences"** dialog box from the **"Document"** menu and the **"Grid"** or **"Guide"** settings (Page menu), your page may show colored lines representing the maximum print area and your document's margins and grids or guides.

Print Area

Most printers cannot print to the edge of the paper. If you choose to show the **"Print Area"** by selecting it from the **"Preferences"** dialog box, the print area will appear as a green rectangle within the page border. Any part of the created objects that lie outside the print area will not be printed. The print area is affected by many factors as well as the type of printer used and the **"Printer Setup"** dialog box selection. For more information about the print area refer to **Setting A Print Area** later in this chapter.

Margins

Margins are created by using the **"Guides"** and **"Guides Setup"** commands from the **"Page"** menu. Margins are used as a guide while designing your pages. Any objects that lie outside the print area will not be printed even if they lie within the page margins. When designing a page, guidelines are usually placed inside the print area in order to obtain a larger white area along the page's margins. When a new document is created *Ready, Set, Go!* creates, by default, half an inch wide margins.

Grids And Guides

Grids and guides are used to help you organize the design of your document. You can use any of them while creating your document. You can create a grid made up of rows and columns to represent the page structure of the document, you can use individual guides by dragging them from the ruler bar. If you place your guides on the master pages, then these guides will appear on the rest of your document's pages. You can prepare one page by setting guides, and the other by setting a grid. You can work without guides and grids by deactivating them from the **"Page"** menu. When **"Snap To"** is selected from the **"Page"** menu, the text blocks, picture blocks and the other graphic objects are spontaneously aligned with the grid and guides boundaries. You can control the force of attraction between the guides and the objects by specifying the **"Snap To Strength"** from the **"Preferences"** dialog box.

Dialog Boxes

Refer to the “**Document**” menu later in this chapter for more information on preferences. For more information on how to use guides and grids refer to setting up a grid and setting up guides in the previous chapter.

One of the main methods used in *Ready, Set, Go!* for providing and acquiring information is using dialog boxes. *Ready, Set, Go!* dialog boxes are standard windows dialog boxes. These dialog boxes contain: list boxes which enable the user to select from a list of choices, buttons such as “**OK**”, “**Cancel**” and “**Close**”, check boxes and edit boxes. More information is available on individual dialog box later in this chapter.

Menus

Ready, Set, Go! has nine menus. You cannot use any of the menu's commands if that menu is grayed, and you can not use a certain command if that command is grayed within its containing menu. The “**Format**” and “**Text**” menus appear only when you are working with text.

When you select a menu command whose name is followed by (...), a window or dialog box appears prompting you for extra information; while when you place the mouse pointer over a menu command which has an arrow head next to it, a submenu will appear providing extra choices.

Use *Ready, Set, Go!* shortcut keys to speed up your work. Next to some menu commands you'll find a combination of keys indicating the shortcut keys for those commands. Open a file by pressing **Ctrl+O** and *Ready, Set, Go!* will open the file just as it would when you select “**Open...**” from the “**File**” menu. You'll find more information on shortcut keys under the heading “**Shortcuts**” later in this chapter along with a table of the commands and their relative shortcut keys combinations.

The Application Icon Menu

As in any window's application this menu provides functions that enable the user to minimize the application to be replaced by a small icon on the desktop, maximize it, restore its original size, or close it.

The File Menu

The File menu contains commands that you use to work with the documents stored on your disks. You use some of these commands to open, save, print, and close RSG documents. You use others to import text or graphics from other kinds of documents or to set up the printed page. You also exit RSG from the “**File**” menu.

New...

Opens a new unnamed document. *Ready, Set, Go!* lets you open as many documents as you like, limited only by the free memory and hard disk space you have. Each document appears in its own individual window.

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Open...

Displays the standard file dialog so that you can select a document to open. If you open a document that contains certain types of high-resolution graphic files, RSG attempts to locate them in the current folder. If they are not there, a dialog box appears to help you locate the files. See the **“Save”** and **“Get Picture”** commands, for information about how RSG manages imported graphics.

RSG also gives you the ability to open the document without its picture by checking the **“Open without pictures”** checkbox in the open dialog. This allows you to quickly browse a document that is loaded with pictures without the pictures.

Note : You cannot access text, pictures and documents that were created by using other applications directly by means of the **“Open”** commands. In order to access these text, pictures and documents you will need to use the **“Get Text”**, **“Get Picture”**, and **“Import”** commands.

Close

Closes the active document window. If you have made changes to the document, RSG asks whether you want to save the document first. This command will be grayed if no documents are open.

Save

Saves the current version of the document in the active window and replaces the version on the disk with the same name. To keep the original and updated copies as two separate documents, use the **“Save As”** command.

You can collect all the images and files related to your document in a single folder by checking the **“Collate for Output”** field in the **“Save”** dialog box.

Save As...

Saves your document with the name you specify. You can also use **“Save As”** to save your document with a different name, to a different folder, or to a different disk. For example, if you want to experiment with alternate designs for your document, design the document and save it. Then revise your design and use **“Save As”** to save it with a new name.

Revert

Restores the last-saved version of the active document window. **“Revert”** erases all the changes you have made since you last saved. **“Revert”** is like a **“super-undo”** command. When you are about to make dramatic changes to your document that you aren't sure you'll like, save the document and then make the changes. If you don't like them, use **“Revert”** to restore the original.

Defaults...

Saves, loads, and deletes the settings you specify in the page setup and preferences dialogs. You can specify the setting you usually use once and save them as your custom settings for later use.

If you want to load a certain setting each time you start the application, select it and click **“Set Startup”**. The setting named **“Diwan Defaults”** represents the initial default settings specified by the application.

Page Setup...

Specifies the size and orientation of the pages in your document.

A dialog box lists seven standard page sizes.

Click **“Custom”** to specify any other page width and depth. The maximum size is 99 by 99 inches (251.46 by 251.46cm). To create a page larger than the actual paper size your printer can print, specify the page size with **“Custom”**. You can choose **“Tiling”** in the **“Print”** dialog box to print the document in tiles, and then paste them together by hand.

You can choose one of two orientations for your document: upright (**Portrait**) or sideways (**Landscape**). Make sure the orientation in the **“Page Setup”** dialog box and in the **“Printer Setup”** dialog box are the same, or your document may not print properly.

Color Management...

Manages colors while working with colored printers or working on color separation. The **“Color Management”** command displays a dialog box which enables the user to, **“Activate”** or **“Deactivate”** color management. When a profile is activated, some colors on screen may change to match as close as possible their printed equivalents. By default, RSG starts with color management activated.

Printer Setup...

Specifies paper size, source, orientation, and special printing effects such as reduction, enlargement, font substitution, smoothing, and treatment of bitmaps. The options that appear depend on the printer you are using.

Print...

Prints the current document according to the selected options. The **“Print”** command generates a dialog box that allows you to select the number of copies to print, specify a page range, select tile printing, select printing destination, and crop marks. It also shows other tabs for specifying color separation options and for **“PDF”** printing. For more information on printer choices refer to printing using *Ready, Set, Go!* later in this chapter.

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Print to PDF...

Prints the current document to “PDF”. This command displays a dialog box similar to the print dialog box, but with the added options of selecting output picture type and quality, and whether to embed all fonts, selected fonts, or convert fonts to curves.

Get Text...

Inserts all the text from another document at the insertion point in a text block. If you select text by highlighting it and then choose “**Import Text**”, the imported text replaces the selected text.

This command works only with plain text files. For importing from other formats refer to the “**Import**” command.

Put Text...

Export text saves the text in the block or chain in your document. The output file is a plain text file that can be opened in any word-processing application. This command is only activated if there is an insertion point or a selection in a text block.

Get Picture

Imports a picture document into the picture block you have selected with the “**Picture block selector**” tool (the cropping tool). The picture is attached to the upper-left corner of the picture block. If you don't see the picture, use the cropping tool to drag the area in the picture block until you do, or temporarily enlarge the picture block. See “**Working With Pictures**” in chapter one, for more information on how to get pictures from other files. This command is grayed if no picture block is activated with the cropping tool.

You can get pictures in one of three ways:

- **Link picture file to document:** stores a reference to where the picture is and hence keeps the document file size small. You must always remember to copy the picture with the document when you give it to others or move it; thus, it is always better to have the picture stored in the same folder as the document.

- **Embed picture inside document:** stores the actual image data with the document, and hence the document file size will increase relative to the picture size. The original picture file will not be needed any more.

- **Embed thumbnail inside document:** stores a low resolution preview of the image (that adds very little to the document file size) to be used when viewing the picture on screen; and at same time stores a reference to the original image to refer to when printing. Remember that what you see on

screen is a low quality preview of the image and not the image itself. If the original image gets deleted, or you move it or the document to another location, RSG will use the preview instead of the original image even when printing.

Import...

Imports **RTF**, **HTML**, and **RSG for Macintosh** documents and converts them to RSG documents.

For **RTF** and **HTML**, the converted RSG document may not match the original one due differences in formats and capabilities.

Export...

Exports documents as **PDF**, **RTF**, **HTML**, or **RSG for Macintosh** documents to allow their use other applications. The exported **RTF** and **HTML** documents may not match the original document due to differences in formats and capabilities. **PDF** documents on the other hand are exact duplicates of the original document.

Last Opened Files

Lists the names of the last four opened or created documents, thereby allowing their direct use without having to resort to the “**Open**” command.

Exit

Ends your session with *Ready, Set, Go!* and exits the application. If you have made any changes to the document since you last saved, a dialog box appears asking you whether to save these changes or not.

The Edit Menu

You use some of the commands in the edit menu to cut, copy, and paste selected objects, text, and pictures. You use other commands to undo some operations; to select all the text in a text block or chain of blocks or to select all the objects on a page; to copy and apply formats; or to insert **OLE** objects.

Undo

Restores text, pictures and graphic objects that were deleted by using cut or delete . It also enables you to undo one or more performed steps such as resizing, or moving an object. Use the undo command directly after the step you want to undo for it may no longer be available. You may undo more than one step depending on the used functions. If you can not restore what you have deleted, use the “**Revert**” command from the “**File**” menu to restore the last saved version of the document.

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Cut :

Removes the selected object, group of objects, text, or picture, and places it on the clipboard, replacing anything already on the clipboard. You can cut a range of selected text or a picture, open another document, and paste it. After you cut an object, you can use the “**Paste**” command to restore objects to your document.

The clipboard stores only one selection at a time. The selection can be one object or a group of objects, a selection range of text, or the contents of a picture block. To create a collection of individual objects for later use, paste them into the pasteboard, or use the text and object glossaries.

Copy

Copies the selected object, group of objects, text, or picture, and places it on the clipboard, replacing anything already on the clipboard.

Paste

Places a copy of the contents of the clipboard in the active window. The contents of the clipboard can be text, a picture, or one or more objects. You can paste items you cut or copy into the same document, into another RSG document, or into a different application's document.

If the clipboard contains text, select an insertion point or a range of text. You can do this with an entire text block, selected with the object pointer.

If the clipboard contains a picture, use the cropping tool to select the picture block (with or without a picture) where you want to paste it. If the clipboard contains one or more objects, select the object pointer before you paste. You can paste objects on any page. Objects are pasted onto the current page in the same relative position (relative to the upper-left corner) as on the page from which they were copied. If you copy and paste an object on the same page, the new copy appears on top of the original. You can drag to move it. Objects are automatically selected when pasted.

Paste Special...

Works like “**Paste**” but gives you the ability of selecting the format to use for the pasted object (this works only if the application you copied from, places more than one format for the object in the clipboard).

Delete

Removes the selected objects, group of objects, text, or picture from the document without placing the selection on the clipboard. If you choose the “**Clear**” command by accident, immediately choose “**Undo**”.

The View Menu

Select All

Selects all the current, pages objects apart from those that were created on the master page. This command selects all the objects of two facing pages if you had previously selected “Facing Pages”. If you have specified an insertion point or selected part of a text, then the text blocks or group of linked text blocks's text gets selected.

Copy Format

Copies the type specifications of a selected range of text. If the selected text has a variety of type specifications, only those of the first character are copied.

Apply Format

Applies the type specifications copied with “Copy Format” to selected text. See the “Copy Format” command, above, for more information

Remove Styles

Removes any applied styles from the selected text. To change the type specifications of selected text formatted with a stylesheet, first remove the stylesheet with the “Remove Styles” command. See the discussion of the “Styles” command in the “Document” menu section for more information.

Insert Object...

If you have prepared certain documents like spreadsheet tables or charts using other applications and you don't want to create these again using RSG, you can use the **OLE** technology to insert objects from their original application inside RSG. To do so, draw and activate a picture block, then select this command to view the “Insert Object” dialog box. Refer to “Inserting OLE objects” in chapter one for more details.

Contains commands that you can use to change your view of the document, or the way it displays on the screen. The first time you open a document, you get an **A4** page (8.26 by 11.69 inches) at “Size To Fit” view. If you save a document with a different view selected, the next time you open the document it's displayed at the new view.

The “Views” commands do not affect the way your document prints. To change the magnification of the printed document, use the options in the “Printer Setup” dialog box under the “File” menu.

Facing Pages

displays both the current page and its facing page in the active window. You can work with “Facing Pages” exactly as you do with single pages and

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display them at any size you choose in the “**View**” menu. The “**Facing Pages**” option is useful if you are creating pages by the spread, as is done with many books and magazines. You can position an object so that it crosses from one page to the other and run text around it on both pages.

Size To Fit

reduces or enlarges a page or facing pages so that all of the page or spread fits in the active window, no matter what size the window is.

Half Size

displays the page or facing pages at 50% of actual size.

75% Size

displays the page or facing pages at 75% of actual size.

Actual Size

displays a page or facing pages at the same size as they print, as determined by the “**Page Setup**” and “**Printer Setup**” options.

Double Size

displays the page or facing pages at 200% of actual size.

300% Size

displays the page or facing pages at 300% of actual size.

400% Size

displays the page or facing pages at 400% of actual size.

Toolbars

Presents a submenu which lets you show/hide any toolbar (a part from the standard toolbar) by selecting/unselecting it from the “**Toolbars**” submenu.

Refresh

Redraws all objects showing on screen.

The Document Menu

The Document menu contains commands that affect your entire document. You can customize RSG with commands in the “**Document**” menu. You can create and edit text styles and glossaries using the “**Document**” menu.

Preferences...

Lets you preset a variety of options for a number of features. These include the starting page number; the measurement units for rulers and guides; whether to show the rulers, print area, or block outlines.

- **Show Rulers** displays or hides the rulers on the documents window.
- **Show Print Area** displays or hides the print area rectangle on your page.
- **Show Block Outlines** displays or hides the outlines of text blocks and pictures on your document window.
- **Horizontal Units** can be in inches, centimeters, picas, ciceros, or points. The units of measure you choose are used for the horizontal ruler and all dialog boxes that display horizontal measurements.
- **Vertical Units** can be in inches, centimeters, picas, points, or ciceros. The units of measure you choose are used for the vertical ruler and all dialog boxes that display vertical measurements.

The options which control different text specifications are located at the upper right corner of the “**Preferences**” dialog box. These options are:

- **Starting Page Number** sets the starting page number of your document, normally set to 1. If you are working on a long publication that is broken into several documents, change the value of “**Starting Page Number**” so that each document starts on the correct page.
- **Snap To Strength** determines how close to a guide an object must be to snap to the guide. You must choose “**Snap To**” in the “**Page**” menu for this option to be meaningful. The larger the number of pixels, the stronger the attraction to the guides. Default strength is 5 pixels.
- **Auto Leading** sets the amount of leading between lines for any text in the document formatted with leading set to “**Automatic**”. You can choose automatic leading with the “**Leading**” command in the “**Format**” menu. The default value is 100%. Leading is calculated using the full leading of the largest type on a line. Lowering the percentage tightens the leading, or brings lines closer together; raising the percentage loosens the leading. You can specify “**Auto Leading**” from 50% to 500%.
- **Auto First Line Adjust** determines how the baseline of the first line of a text block is positioned relative to the top of the text block. If it is “**On**” the baseline is moved so that the largest upper-case letter in the first line just fits in the text block. If it is “**Off**” the baseline is set to the value of the leading applied to the first character in the line.

Style Sheets...

Lets you set up, add, modify, use and delete stylesheets for your current document. Stylesheets are preset type and formatting specifications that you can apply to selected text or text typed after an insertion point. You can create several stylesheets to handle the different elements in your design-different levels of heads, footers, body text, or display type. Stylesheets speed up formatting-you can apply a stylesheet to the entire document at once and ensure type specifications consistency throughout. You can modify stylesheets if your design specifications change, and you can also import stylesheets created in another document.

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Whenever you manually apply type specifications to selected text with a style applied, you must remove the stylesheet first. You can get around this, when first creating the stylesheet, by defining the elements of the style you think you might want to modify as “None” in the “Style Specifications” dialog box. That way you can use the speed and accuracy of stylesheets, but keep the flexibility of manually applying type specifications as needed. When you choose “Styles”, the “Styles” dialog box appears with a scrolling list of the stylesheets you have defined in the current document.

- **New** creates a new stylesheet. The “Style Specifications” dialog box appears. If any text was selected, its type specifications are displayed, where consistent. With an insertion point in a text block, the dialog box shows the type specifications of the preceding text character. Type the name for the new stylesheet in the “Name” box and select the options you want for the stylesheet. For **Tabs**, **Indents**, **Horizontal Spacing**, and **Vertical Spacing** press the appropriate button for an additional dialog box. Some style options show the option “None”. This can be useful when you want to use a stylesheet to format many characteristics of the text in your document, but keeping the ability to change one or two characteristics without removing the stylesheet. When you click “OK” to save the stylesheet its name is added to the list in the “Styles” window.
- **Modify** changes an existing stylesheet from the list in the “Styles” dialog box. The “Style Specifications” dialog box displays the current stylesheet and type and format specifications of the stylesheet. Change the stylesheet name, type and format specifications, and click “OK”. Any text you formatted with the stylesheet is automatically updated with the new options. Click “Cancel” to restore the original stylesheet.
- **Apply** formats selected text or text typed after an insertion point with the selected style.
- **Import** lets you import a stylesheet from another RSG document. Click “Import” a directory dialog box appears. Double-click the document which contains the stylesheet you want. Its stylesheets are added to the list in the “Styles” dialog box. Imported stylesheets with the same name as existing stylesheets have “.1” appended to their name. You can modify, apply, duplicate, or delete imported stylesheets just as you would with created stylesheets.
- **Duplicate** makes a copy of a stylesheet. It is often easier to modify an existing stylesheet than to create one from scratch. Select the stylesheet to be modified and click “Duplicate”. This creates a duplicate stylesheet with “.1” added to the original name. You can now select the copy and modify it.
- **Delete** removes a stylesheet from the document. Select the stylesheet from the list in the “Styles” dialog box and click “Delete”. Any text you formatted with the deleted stylesheet retains its formatting.
- **Done** closes the “Styles” dialog box.

Colors

Displays the “**Colors**” dialog box which allows adding, modifying, duplicating, and deleting document color. It also allows Importing colors from another document.

Ready, Set, Go! functions in either “**RGB**” color model or “**CMYK**” color model. Each new document contains nine colors (Black, White, Register, Cyan, Magenta, Yellow, Red, Green, and Blue) the first six are basic “**CMYK**” colors therefore cannot be modified or deleted, the other three are editable “**RGB**” colors.

- **New** displays a dialog box that enables you to add a new color to the document, name it, specify its color model, and its color separation method.
- **Modify** displays a dialog box that enables you to modify one of the non-basic colors.
- **Import** enables you to import colors from another *Ready, Set, Go!* document.
- **Duplicate** creates a copy of one of the current document colors.
- **Delete** deletes an unused non-basic color.
- **Done** ends the “**Colors**” dialog box session and returns to the document’s workspace.

Glossaries

Allows you to create both text and object glossaries to store frequently-used text and objects as glossary entries. You can name, rename, paste, import, and delete text and object glossary entries, and import text and object glossaries from other RSG documents. Paste a text glossary entry at the insertion point in any text block. Paste an object glossary entry on the same page or a different page in your document.

Choose “**Text**” from the “**Glossary**” sub-menu to see the “**Text Glossary**” dialog box. It helps you define, rename, paste, import, and delete text glossary entries. Predefined text glossary entries include useful information such as: the Fonts used in the document, Current page number, Short Time, Long Time, Short Date, Long Date, and Abbreviated Date. Choose “**Object**” from the “**Glossary**” sub-menu to see the “**Object Glossary**” dialog box. Both dialog boxes have the same buttons, and work the same way.

- **Define** creates a new glossary entry. For text glossaries, you define the text and type styles of a glossary entry by typing in a text block, selecting it, choosing “**Glossary**” and “**Text**”, then pressing “**Define**”. Name the glossary entry and click “**OK**”. The new name is selected in the list of glossary entries, and the beginning of its contents is displayed at the bottom of the dialog box.

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To use keyboard shortcuts when using glossaries, append a slash and a single letter to the name. For example, if you name your entry “**Address/a**”, you can insert the glossary entry by typing **Ctrl + G + a**.

For object glossaries, create the object(s) to be saved as a glossary entry and select them with the object pointer. Choose “**Glossary**” and “**Object**” then click “**Define**”; the rest of the process is the same as for creating a text glossary entries, except that the object is not displayed in the dialog box.

- **Rename** lets you change the name of an existing glossary entry. Choose the “**Text**” or “**Object**” glossary and select a glossary entry. Click “**Rename**”, type a new name and click “**OK**”.
- **Paste** allows you paste the text or object glossary entry on the page. To paste a text glossary entry, place an insertion point in a text block, choose “**Glossary**” and then “**Text**”, select a glossary name, and click “**Paste**”. To paste an object glossary entry, select the “**Object**” pointer, choose “**Glossary**” and then “**Object**”, select a glossary name, and click “**Paste**”. The object(s) appear in the same position on the page as on the page from which you created the glossary entry. An object glossary entry pasted in its page of origin appears directly on top of the existing object(s). Linked text blocks stored as object glossary entries do not retain their linking.
- **Import** lets you import copies of glossaries from another (closed) RSG document. Click “**Import**”, a directory dialog box appears. Double-click the document whose text or object glossaries you want. Its glossary entries are added to the list. Imported glossary entries with the same name as existing items in the list have “.1” added to their name. You can rename, paste, or delete imported glossary entries just as you would with created entries.
- **Delete** lets you remove an item from a glossary. You select the name you want to delete from the list and click “**Delete**”.
- **Done** closes the “**Glossary**” dialog box and returns back to the document.

Collate for Output

Collect all the images and files related to your document in a single folder.

The Page Menu

The Page menu commands let you manipulate your document’s pages. They enable you to insert or delete pages, as well as moving around the pages. They allow you to create and customize grids or guidelines. They also allow you to decide which of the master pages’ objects you would like to print, on each individual page.

Insert Pages Or Spreads

Displays the “**Insert Page(s)**” or “**Insert Spread(s)**” dialog box to let you add pages or spreads to your document. If you are working with facing pages, the “**Insert Page(s)**” command reads “**Insert Spread(s)**” for all but the first and last pages of a multi-paged document.

- **Insert After Current Page (Spread)** adds a new page or spread after the current page, the default option. If you insert an odd number of pages into a document which has inside gutters to accommodate binding or hole punching, left pages are converted to right pages and vice versa. You must reposition the objects so that they align with the grids or guides.

- **Insert Before Current Page (Spread)** adds a page or spread before the current page.

- **Insert Blank Page (Spread)** adds a blank page or spread, including the grid or guides you've set up and any left or right master page items.

- **Duplicate Current Page (Spread)** adds an exact copy of the current page, including any picture or text blocks and graphic objects. Text inside text blocks is not duplicated. Pictures inside picture blocks are duplicated. You can choose whether to link the new page's text blocks to a chain of text blocks by selecting "**Local**" or "**Global**" in the "**Links**" option.

- **Links: None, Local, Global** control whether and how the new page's text blocks are linked. With "**None**", duplicated text blocks are not linked to any other text blocks. With "**Local**", links set up within a page or spread are maintained on the new page or spread but not linked to text blocks on any other page. With "**Global**", text blocks on the new page are linked to the text blocks on the previous page. If the text blocks on the original page are linked, RSG maintains these links on the new page as well. If your original page contains several unlinked text blocks, RSG links each text block on the original page with the duplicated text block on the new page.

Use the links option to facilitate text flow through your document. For example, if you are designing a hundred-page book, you only need to design the first page. Then choose "**Insert Page(s)**" and select "**Duplicate Current Page**". Select "**Global Links**", and type 99 for "**Number of Pages**". Choose "**Get Text**" with the first page active, and the text flows automatically through the entire hundred pages.

- **Number of Pages (Spreads)** sets the number of pages (spreads) you want to add.

Delete Pages

Removes a page or a range of pages that you specify. Type the numbers of the first and last pages to be deleted, as shown in the pages toolbar. To delete one page, type its number in both boxes.

The page before the deleted page becomes the current page in the window. If the first page is deleted, the following page becomes the current page. Page numbers are reassigned, if necessary, in the pages toolbar. Master page objects on an existing page may change if the page changes from an even- to an odd-numbered page (or vice versa) because you deleted pages.

Menus

Go To Page

Lets you navigate quickly through a multi-paged document by entering the number of the page you want to go to, offering an alternative to the pages toolbar.

Show Master

Activates and deactivates the master page elements on the current page. If “**Show Master**” is checked, the items on the master page referenced by the current page or spread are shown on the current page or spread. You can turn “**Show Master**” off or on for one page of a two-page spread. Just disable “**Facing Pages**” and go to the page on which you do not want the master page items to appear. Be sure that “**Show Master**” is not checked. Now go back to a “**Facing Pages**” view.

Select Master

Allows you to choose which of the master pages to use with the current page using a submenu containing all the available master pages.

Snap To

Activates or deactivates the guides or grid. When “**Snap To**” is checked, RSG aligns objects with the grid or guides. If you are using guides, objects align when you create, resize, or move them. If you are using a grid, objects align when you create or resize them. The “**Snap To Strength**” option in the “**Preferences**” dialog box determines the strength of the pull to a guide.

With a grid, you can move an object anywhere on the page regardless of whether “**Snap To**” is turned on or off. “**Snap To**” works only when you are creating or resizing objects.

Grid

Displays the current grid when selected. When you select “**Guides**”, “**Grid**” is automatically deactivated.

The default *Ready, Set, Go!* grid is made up of two rows and two columns. Select “**Custom**” from the “**Grid Setup**” dialog box to create a custom grid that suit your documents needs.

Grid setup

Lets you customize the grid. RSG offers eight preset grids in the “**Grid Setup**” dialog box. To create a new grid layout, click “**Custom Grid**”. The “**Custom Grid**” dialog box appears. Units in the dialog box are determined by the settings in the “**Preferences**” dialog box.

The Object Menu

- **Margins** sets the top, bottom, left, and right margins. If you click “**Double Sided**” at the bottom of the “**Custom Grid**” dialog box, “**Left**” and “**Right**” change to “**Inside**” and “**Outside**” respectively. RSG lets you create margins outside the maximum printing area for the currently selected printer.
- **Row Spacing** sets the space between horizontal rows grid elements.
- **Column Spacing** sets the space between vertical columns grid elements.
- **Number of Rows** sets the number of horizontal rows in the grid.
- **Number of Columns** sets the number of vertical columns in the grid.

Guides

Allows you to specify your document's margins and column setup. It automatically creates guides properly positioned on the master page.

- **Margins** sets the top, bottom, left, and right margins if you click “**Double Sided**” at the bottom of the “**Guides Setup**” dialog box, “**Left**” and “**Right**” change to “**Inside**” and “**Outside**”, respectively. RSG allows you to create margins that lie outside the maximum printing area for the currently selected printer.
- **Number of Columns** sets the number of columns on your page. You can create from 1 to 10 columns in your document.
- **Column Spacing** sets the amount of space between columns.

Lock Guides

Determines whether you can move the guides on your page. When you check “**Lock Guides**”, you can't move the guides on the page or use “**Guides Setup**”, but you can create new guides by pulling them out of the rulers.

The Object menu commands are used to manage the documents different objects such as text blocks, picture blocks and other graphical objects.

Alignment

Aligns the objects you select horizontally, vertically, or both, along their sides or center axes, according to your specifications-whether they are text blocks, picture blocks, or graphic objects. You must select at least two objects to be aligned. “**Alignment**” does not align objects to your grid or guides, but to each other.

When you choose “**Alignment**”, the “**Align Objects**” dialog box appears. Options in the left column change horizontal alignment: those in the right column change vertical alignment. You can choose one option from each column. Clicking a second time on an activated option deactivates that option. After you align objects, you may want to group and/or lock the objects to keep them in alignment.

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Duplicate

Creates multiple copies of any selected object or group of objects and allows you to specify how many and how far apart they are placed, it also allows you to specify an angle by which each duplicate is rotated relative to the previous one.

You can specify up to 99 duplicates. The measurement units are the same as the units on your rulers. Duplicates of text and picture blocks contain the same text or graphics as the originals. If you duplicate a linked text block, the link is not duplicated, and the duplicate contains only the text that fits into the block.

Move

Allows you to rotate and/or move an object or group of objects from one position to another.

You specify the distance to be moved as the horizontal and vertical distance from the current position. Measurement units are the same as the units on your ruler. Positive numbers move an object down and to the right on a page. Negative numbers move an object up and to the left.

To position an object at precise horizontal and vertical coordinates, see the discussion of the “**Specifications**” command in this section.

When you rotate a group of objects, they will all rotate around the center of their bounding box.

Scale

Allows you to scale the selected object(s) as a percentage of its current size while maintaining a fixed center.

You can choose whether you want the outline weight to be scaled or not by selecting or unselecting the “**Scale line’s weights**” field.

Specifications

Displays the “**Specifications**” dialog box for selected object(s) to let you view and change specifications. Double-clicking an object also displays the dialog box.

When you are creating objects, the specification sheet for the most recently-created object appears. If you select more than one object or select grouped objects, the specification sheets for the objects appear, one after the other.

- **Common Specifications** are those that appear in the “**Specifications**” dialog box for every option.

- **Start Across** controls where the object appears on the page, relative to the left edge of the page. You can use “**Start Across**” to place or align object(s) precisely. The value of “**Start Across**” for an object appears in the status bar as **x=** when you create the object (x1 for diagonal lines).

- **Start Down** controls where the object appears on the page, relative to the top of the page. You can use “**Start Down**” to place or align object(s) precisely. The value of “**Start Down**” for an object appears in the status bar as **y=** when you create the object (y1 for diagonal lines).
 - **Width** specifies the width of the object. Note that you can't specify width for vertical and diagonal lines. The value for “**Width**” appears in the status bar as **w=** when you create the object.
 - **Depth** specifies the depth of the object. Note that you can't specify depth for horizontal and diagonal lines. The value of “**Depth**” appears in the status bar as **d=** when you create the object.
 - **Text Repel** determines how much space is maintained between the object and text that you flow around it. The “**Runaround**” option -see below- must be checked for “**Text Repel**” to work.
 - **Rotation** specifies the angle of rotation about an axis through the center of the object. If you have not rotated the object, RSG shows a value of 0.0 degrees.
 - **Locked** specifies whether an object can be moved or resized. “**Locked**” is checked when you choose “**Lock**” from the “**Object**” menu. When locked, the object cannot be moved, resized, or deleted although you can still place text, place graphics, or change the fill and pen characteristics of the object.
 - **Runaround** indicates whether text runs around the selected object or flows over it. All objects have “**Runaround**” turned off when created. You must check “**Runaround**” to have text run around an object.
 - **Don't Print** specifies whether the selected object will print. When this option is checked, the object appears on the screen but doesn't print.
 - **Flip Horizontal** specifies whether an object is flipped horizontally or not. Flipping can also be changed by means of the “**Block Specification**” toolbar or through the “**Object**” menu.
 - **Flip Vertical** specifies whether an object is flipped vertically or not. Flipping can also be changed by means of the “**Block Specification**” toolbar or through the “**Object**” menu.
 - **Knockout** determines whether this object should Knockout other object on other plates or not. This option only affects printing with color separation.
- * **Text Block Specification** includes options specific to text blocks.
- **Oval Shape** changes the text block shape to oval.
 - **Ignore Runarounds** overrides the runaround setting of any text and picture blocks or graphic objects.
- * **Picture Block Specifications** include options specific to picture blocks.
- **Scale Across** sets the percentage reduction or enlargement for the horizontal aspect of the graphic in a picture block.
 - **Scale Down** sets the percentage reduction or enlargement for the vertical aspect of the graphic in a picture block.

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- **Greek Picture** shows an “x” mark instead of showing the actual picture. This option is usually used to speed-up processing, where having a lot of picture usually slows down the program.
- **Oval Shape** changes the picture block shape to oval.

* **Diagonal Line Specifications** include options for the end point coordinates for diagonal lines, “**End Across**” and “**End Down**”.

- **End Across and End Down** specify the end points of a diagonal line. The “**End Across**” and “**End Down**” units appear in the status bar as **x2** and **y2** when you are creating a diagonal line.

* **Rounded Rectangle Specifications** include options for the depth and width of the corners of the rectangle.

- **Corner Width** specifies the width of the corner of the rounded rectangle.
- **Corner Depth** specifies the depth of the corner of the rounded rectangle.

* **Polygon / Bezier Specifications** Include one special option.

- **Open** determines whether this shape should be left open or it should be closed by connecting the two end points.

Move Forward, Move To Front, Move Backward, and Move To Back

“**Move Forward**” and “**Move Backward**” move selected object(s) one layer higher or one layer lower on the page, respectively. “**Move To Front**” and “**Move To Back**” move selected object(s) to the top or bottom layer of the page, respectively. Newly created objects appear on top of other objects on the page. If you do not change their position, objects are layered in the order of their creation.

Object overlapping does not affect runaround. Text runs around graphics no matter which is on top (assuming the “**Specifications**” dialog box for both the picture and text block enable runaround). However, if a picture block is underneath a text block you must send the text block to the back to be able to select the picture block with the object pointer.

Object overlapping affects how your document prints. Objects on top will cover those underneath.

Lock

Locks selected objects into place. Locked objects cannot be moved, resized, or deleted. A check in the menu and the object’s specifications dialog box indicate whether an object is locked.

Unlock

Unlocks locked objects so that you can move, resize, or delete them. A check in the menu shows the selected object’s current state.

Group

Lets you group objects so that they are treated as a unit. Any command you choose acts on all of the objects in the group. Grouped objects move and rotate together. “**Draw**” menu options also affect every member of the group. Individual objects in a group can be resized independently. Objects are not grouped hierarchically-if you add an object to an existing group, choosing “**Ungroup**” releases all objects rather than only the new member.

Ungroup

Lets you release grouped objects so they can be acted upon individually.

Flip Horizontal

Reflects the selected object across the vertical axis through its center producing a mirrored image.

Flip Vertical

Reflects the selected object across the horizontal axis through its center producing a mirrored image.

Convert Text To Curve

Converts the text, in the selected text block, to polygons and polybeziers that can be treated just like those drawn using the application.

ClipArts

Opens the cliparts dialog box, where you can select among a wide collection of useful cliparts. Cliparts are inserted as RSG objects that can be edited if desired.

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The Draw Menu

The Draw menu provides you with options for changing the lines and outlines thicknesses, colors, and tints; as well as fill colors and tints for all RSG graphical objects.

Lines

Lets you change the line weight of outlines of objects. The change applies to selected objects, if any, and to the next ones you draw. A check mark appears next to the currently selected line weight (the default is one point). You can specify a line weight ranging from 1/8 of a point to 8 points through the “**Lines**” submenu or specify a custom line weight by selecting “**Other**”.

Pen Tint

Lets you apply a tint to the outlines of objects. Tints apply to selected objects, if any, and to the next ones you draw. Select a percentage from the menu, or choose “**Other**” and type a percentage in increments of .01 percent. Zero percent is opaque.

Pen Color

Lets you apply one of the standard colors to borders of objects. If the desired color is not in the list, you can use the colors toolbar instead.

Fill Tint

Lets you apply a tint to the interiors of text blocks and graphic objects. Tints apply to selected objects, if any, and to the next ones you draw. Select a percentage from the menu, or choose “**Other**” and type a percentage in increments of .01 percent. Zero percent is opaque.

Fill Color

Lets you apply fill color to the interior of graphical objects and text blocks with any of the eight available colors. If the desired color is not in the list, you can use the colors toolbar instead.

The Format Menu

The Format menu commands enable you to format document’s text. The “**Format**” menu only appears when there is a selected text or a specified insertion point. You can determine the specifications for a yet to be typed text by specifying an insertion point then selecting a “**Format**” menu option. Or you can select part of a text then format it by selecting a “**Format**” menu option.

Ready, Set, Go! provides you with four ways of specifying the typography specifications. You can create “**Specification Style Sheets**”, use the “**Type Specifications**” dialog box, use the “**Format toolbar**”, or you can use the “**Format**” menu options.

Type specifications

Displays the “**Type Specifications**” dialog box to let you set up type and formatting specifications for selected text or text typed or inserted after the insertion point.

You can choose most of the type and formatting specifications that appear in the “**Format**” and “**Text**” menus. If no settings are displayed for an option or you see “**None**”, the selected text has different specifications for the option. (If you don’t change the value, the text retains the different specifications). Or the text may have been formatted with a stylesheet-to change the specification, choose “**Remove Styles**” first.

Font

Lists installed screen fonts, to let you choose a font for selected text or the text typed at the insertion point.

Size

Allows you to specify a font size for the selected text or the text that is about to be typed at a specified insertion point. *Ready, Set, Go!* provides a “**Size**” submenu listing the range of available font sizes (9 to 72 points) and allows you to specify additional font sizes ranging from 1 to 320 points by selecting “**Other**”.

Leading

Specifies the amount of space, in points, from the baseline of the selected line to the baseline of the line above it. Choose one of the commonly-used values from the submenu or enter a value from 0.01 to 327.00 points, in hundredths of a point, in the “**Leading**” dialog box. With “**Auto leading**”, leading is based on the largest font size in the line.

Type Style

Lets you specify a style for the selected text or the text that is about to be typed at a specified insertion point. Choose “**Plain**”, “**Bold**”, “**Italic**”, “**Underline**”, or “**Overstrike**”. You can apply more than one style on a text. The styles you choose are checked in the submenu.

Text Tint

Lets you lighten or darken the color of the selected text or the text typed at the insertion point. You can choose a value from those available or choose “**Other**” to enter another value. RSG accepts only whole numbers. Tint works in conjunction with color, allowing you to produce pink, for example, by coloring your text red and choosing a low value for tint.

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Text Color

Allows you to assign a color to the selected text or the text typed at the insertion point.

Alignment

Specifies the way selected text aligns to a text block - left aligned (the default), right aligned or centered. Full Justify pads the last line of a paragraph to fill the line. Justify left-justifies the last line of a paragraph. These options are affected by the current setting of the “**Hyphenation**” and the “**Horizontal Spacing**” commands.

Indents

Specifies line indents-“**Paragraph**”, “**Left**”, or “**Right**” indentation. Paragraph indents the first line of a paragraph from the left side of the text block. Left indents every selected line, except the first line in a paragraph, from the left side of the text block. Right indents every selected line from the right side of a text block.

Units used in the indent dialog boxes are those on the horizontal ruler.

Tabs

Displays the “**Tab**” ruler to let you specify the number and kind of tab stops for selected or typed text. Pressing “**Tab**” without setting tabs inserts a fixed space. Use the ruler to position tab stops. The ruler measures the distance from the left edge of the text block: units of measure are as in the “**Preferences**” dialog box.

Any tab stops already set for the selected text appear in gray. Click on an existing tab to select it-it turns black and its measure, leader character (if any), and the position of the decimal point (if it is a decimal tab) appear at the top of the window. To set a tab stop, click in the ruler where required. The small left-pointing arrow at the top of the tab is called the alignment icon. The small, down- pointing arrow at the top of the tab is called the measure icon. The larger, down-pointing arrow at the bottom (the tab indent or tab stop) marks the position of the tab on the tab ruler and the left edge of the tab column.

The alignment icon indicates whether it is a left, right, centered, justified, or decimal tab stop. New tab stops are left aligning with no measure. Click on the alignment icon to change the tab type: decimal tabs have an upward-pointing arrow showing the position of the decimal point. Or click the specifications button to display a dialog box where you can specify precisely the indent, measure, and decimal alignment in the current units of measure. You can also specify any character to be repeated as a leader from where you type a tab character to the tab stop's position.

- **Left** tabs align text to the tab stop at the left. If “**Measure**” is set to 0, text

continues to the edge of the text block and wraps to the next line, remaining left aligned with the tab stop. If “**Measure**” has any value other than 0, the text is left justified within the tab column.

- **Right** tabs right justify text within the tab column, and text wraps to the next line when “**Measure**” is set to 0. If “**Measure**” has any value other than 0, the text is right justified within the tab column.

- **Center** tabs align text to the centre of the current measure. If “**Measure**” is set to 0, text is centered between the tab setting and the right edge of the text block.

- **Left-Right** tabs fully justify text within the current measure. If “**Measure**” is set to 0, text justifies between the tab setting and the right edge of the text block.

- **Decimal** tabs align the decimal points of numbers to the small triangle on the Measure indicator line. Decimal tabs require a “**Measure**” setting. If the text has no decimal points, the right most character of each set of tabbed text is aligned.

Horizontal Spacing

Allows you to specify the fixed space, word spacing, and character spacing, including tracking and letterspacing, in your document.

- **Word Spacing** specifies the amount of space between words of the selected text, as a percentage (10-255) of the standard specifications between words for the current font. RSG's default setting is 100%. If your text is justified or fully justified, RSG approximates your request, but varies the word spacing to accomplish the justification.

- **Tracking** increases or decreases the spacing between characters of the selected text, or text to be typed after the insertion point. Acceptable values are in the range of -5.0 to 5.0 em, in thousands of an em.

Vertical Spacing

Allows you to specify the space between paragraphs and the selected texts base line or that of a text that is about to be typed at a specified insertion point.

- **Paragraph Spacing** specifies the space between paragraphs (value in points). You can enter a value between 0.01 and 320.000 points in one hundredth of a point.

- **Base Line** allows you to shift text above or below the base line by selecting “**Shift Up**” or “**Shift Down**”. The value must be between 0.01 to 320.000 points in one hundredth of a points. If percentage value is used the base line shift value would be a percentage of the used font size. In this case the change in front size retains the proportion between the vertical distance and font size.

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The Text Menu

Note: If “**Auto**” is selected from the “**Leading**” submenu on the “**Format**” menu. *Ready, Set, Go!* changes the leading distance in order to contain the baseline movement. If you want to retain a fixed leading distance throughout the paragraph, enter a constant leading value in the “**Leading**” dialog box.

Auto Kern

This command affects the selected text or text that is about to be typed at a specified insertion point *Ready, Set, Go!* uses windows kerning tables to kern character pairs.

The Text menu contains commands that act on selected text or on text you type at the current insertion point.

Find

Lets you search for a specified character, word, phrase, style, or type characteristic in the current selection, the current text block, a chain of linked text blocks, or your entire document. You can type any text, up to 255 characters. Type the text, including punctuation, exactly as you want to search for it. If you select text before you choose the “**Find**” command, the selected text appears in the “**Find What**” text box. If RSG finds what you specified, the appropriate page appears, with the found item selected.

- **Look For Whole Word** restricts the search to words that are surrounded by spaces or punctuation. If you don't check this option, RSG finds your item even if it is embedded in other words.
- **Match Upper/Lowercase** restricts the search to words that match the capitalization of the word in the “**Find What**” text area. If you don't check this option, RSG finds any occurrences, capitalized or not.
- **Stylesheet** restricts the search to words formatted with a stylesheet. Choose the stylesheet from the choices that appear. Search with “**Stylesheet**” set to “**None**” to find the text regardless of the stylesheet applied to it. To search for a stylesheet without specifying a particular word or phrase, leave the “**Find What**” text area blank and choose the required stylesheet.
- **Use Format** lets you search for words with the specified type characteristics. Specify the required type style, font, and type size in the dialog box. Unspecified options are not used in the search. To find occurrences of a type format without specifying a particular word or phrase, leave “**Find What**” blank and specify the required format.
- **Limit Search To** restricts the search to words in the current selection, block, chain, or document. You must have selected text.

Find Next

Searches for the next occurrence of text, font, style, size of type, and other options you last specified in the “**Find**” dialog box, starting after the current insertion point or text selection.

Find Selection

Searches for a selected word or phrase-up to 20 characters of the word or phrase appear on the menu, replacing the word “**Selection**”. “**Find Selection**” does not consider the typographic features of the selection in the search. Use the “**Find**” command to search for formatted text.

Replace

Searches for specified text in a text block, a chain of linked blocks, or the entire document, and replaces it with text that you type. It begins searching after the insertion point or text you select. You can also find and replace a font, style, or size of type you specify.

The upper part of the “**Replace**” dialog box is the same as the “**Find**” dialog box. See the “**Find**” command for information. The lower portion of the “**Replace**” dialog box contains replacement options.

- **Change To** lets you type the replacement text.
- **Use Clipboard** lets you designate the clipboard as the source of the replacement text.
- **Stylesheet** allows you to specify a stylesheet for formatting the replacement text. If set to None, the replacement text is not formatted. You can replace only the stylesheet for the found item by leaving the “**Change To**” text area blank. You can also search for one stylesheet and replace it with another, without specifying any text to find at all.
- **Use Format** lets you specify the type style, font, and type size of the replacement text. You can format found text with the type specifications you enter here without changing the text itself by leaving the “**Change To**” text box blank. You can search for one set of type specifications and replace the specifications with those you specify here by leaving both “**Find What**” and “**Change To**” blank.

Check Spelling

Ready, Set, Go! helps you in checking the spelling of your documents by finding the misspelled words and suggesting the correct spellings. Upon selecting this menu command, a submenu appears showing four options:

- **Selection** checks spelling for the selected text only. If there is no selection, then this option will be grayed.
- **Block** checks spelling for the current text block only.

Menus

- **Chain** checks spelling for the current text chain.
- **Document** checks spelling for the entire document.

After selecting one of the above options, *Ready, Set, Go!* starts spell checking, and when a misspelled word is found, a dialog box appears to help you in choosing the right spelling.

The “**Spell Checking**” dialog box shows the word under question with the following options:

- **Add To Dictionary** adds the word to the dictionary to avoid asking about it in the future. Choose this only if you are absolutely sure of the word spelling.
- **Ignore** ignores this word for now (i.e., just for this occurrence).
- **Ignore all** ignores this word for now and for any other occurrence during this check.
- **Suggestions** shows a list of all the words that might be the right replacement for this one.
- **Replace** replaces this word with the one selected from the suggestions list. The replacement is only for this occurrence of the word.
- **Replace all** replaces this word and any other occurrence of it with the one selected from the suggestions list.
- **Cancel** cancels the spell checking operation.

Spell Check Management

This menu command gives you more control over the dictionaries. It shows a “**Spell Check Management**” dialog box where you can add or remove any word from any of the available dictionaries.

Select the language whose dictionary you want to modify, enter the word to be added or deleted, check “**Add Word**” or “**Delete Word**”, then press “**OK**”. If you want to cancel the operation, just press “**Cancel**”.

Convert Text To

Allows you to choose the characters case type by selecting them from the options in the submenu.

- **Sentence Caps** changes the first character of the first word sentence to upper case. *Ready, Set, Go!* knows it has reached an end of a sentence when it reaches a full stop, exclamation mark, or a question mark followed by a space.
- **All Caps** changes all the selected characters to uppercase.
- **All Lower** changes all the selected characters to lowercase.
- **Word Caps** changes the selected words’ first character to uppercase.

The Graphic menu

Hyphenation

Activates / deactivates hyphenation for a selected text or a text that is about to be typed in after a specified insertion option.

Language

Lets you apply a language to selected text or text typed at the insertion point. RSG checks the language you've applied to the first character of a word and uses that specification for hyphenation or spell-checking.

Insert Column Break

Places a column break at the insertion point. The text breaks at this point and flows into the next block of the chain of text blocks. If you have a range of text selected, the range is replaced by the column break character.

Remove Column Breaks

Deletes column breaks in selected text, replacing them with returns.

Distribute Text On Equal Blocks

Distributes the text in the current block among equally sized columns. You can specify the number of columns, distance between columns, and the direction of columns to be added (left or right relative to the current one).

Fit Text To Block

Modifies the size, and horizontal scaling of the text in the text block that contains the insertion point or selection range so that the text exactly fits in the text block.

This menu only appears when you click inside a picture block using the “**Picture Block Selector**” tool (the crop tool). This menu enables the user to manipulate the graphical shapes inside the picture blocks.

Gradient Fill

Fills a picture block with synthetic gradient data according to the values you enter in the dialog box. The gradient may be linear or circular, going from a start color and tint to an end color and tint in smooth increments. A linear gradient at zero degrees goes from top to bottom. One at ninety degrees goes from left to right. You may enter any angle between 0 and 90 in 1 degree increments. Circular gradients and linear gradients at angles other than 0 degrees and 90 degrees take a bit longer to build.

Cropping and scaling are ignored by gradients. Gradients always scale to exactly fill the picture block. The gradient completely replaces the previous graphic, if any, the picture block contained.

Menus

The Path Menu

Scale Block To Graphic

Changes the dimensions of the picture block so that it exactly fits the picture it contains. Any cropping you may have applied is removed. Any scaling you have applied to the graphic is taken into account.

Scale Graphic To Block

Scales the graphic so that it exactly fits in the picture block. Any cropping you may have applied is removed. In most cases scaling will be different in the horizontal and vertical dimensions.

Borders

RSG provides you with a library of borders that are represented as curves and not images, hence maintaining their high quality even at very large scales. For any border, you can change its weight; tint; number of horizontal and vertical units to use or select “**Auto**” to let RSG use the maximum possible; select among different color schemes for the border; and if desired, apply left and right cutting edges to it.

This menu only appears when you click a polygon using the “**Edit Polygon**” tool. It contains the commands that control the polygon nodes and their paths.

Note: this menu may be displayed as a pop up menu when right clicking a polygon node.

Open

Breaks the connection between a polygon start and end points.

Close

Joins the polygons start and end points.

Sharp Join

Draws the polygon’s corners with sharp joins.

Curve Join

Draws the polygon's corners with curved joins.

Note: You can notice the polygon's sharp / curve joined corners when drawing with thick lines.

Delete point

When you select a polygon using the “**Edit Polygon**” tool you will find that one of the nodes is selected. You can simply click a different node to change the selection. Click “**Delete**” on the “**Path**” menu to delete a selected point, or press “**Delete**” on your keyboard.

Printing Using RSG

Choosing A Printer

Before printing you must select a printer.

Page Dimensions

Use the “**Page Setup**” dialog box to specify the page dimensions and its orientation. These specifications are independent from the used printer and describe RSG page dimensions.

Following is a list of the available page sizes in RSG and their dimensions.

Name	Size
American Dimensions	
US letter	8.5 x 11 inch.
US legal	8.5 x 14 inch.
Tabloid	11 x 17 inch.
European Dimensions	
A3	29.70 x 42 cm.
A4	21 x 29.70 cm.
A5	14.85 x 21 cm.
B5	17.6 x 25 cm.

Custom Dimensions

This options lets you enter custom page dimensions. You must provide horizontal and vertical page dimensions that do not exceed 99 x 99 inch (251.46 x 251.46 cm).

Print Area

Print area is the printable area of your document page. It is represented onscreen by a green rectangle that lies within the document page (or outside it if you are using small page sizes relative to the printer). However, this rectangle does not appear onscreen unless you select “**Show Print Area**” from the “**Preferences**” dialog box.

There are many factors that constrain the print area such as the type of used printer and page dimensions.

The type of printer affects the print area since most printers cannot print to the page edges. While others use up part of the paper just to fix it in place and few printers do not have enough memory to contain a full page contents.

The print area’s rectangle orientation depends on what you select on the “**Printer Setup**” dialog box. Make sure that you specify the same orientation on both the “**Printer Setup**” and “**Page Setup**” dialog boxes in order to print your page correctly.

Standard Printing Options

The print area size depends on the type of printer and some of the “**Printer Setup**” dialog box options. Any object that lies outside the print area will not be printed.

Use “**Tiled Printing**” when you are using paper dimensions larger than the print area then you can assemble the printed papers using the conventional cut and paste methods. When you select “**Tiled Printing**” the print area will not show on screen.

Printer Setup

Ready, Set, Go! uses the “**Printer Setup**” dialog box settings to specify the way the document gets printed. The dialog box contains some standard options provided by the printer’s driver and Windows. Refer to the printers manual for more information on these options.

Note: the standard settings that appear on the “**Printer Setup**” dialog box depend on the loaded printer driver version.

Printing

When you choose “**Print**” from the “**File**” menu, the “**Print**” dialog box appears. It lets you control a number of printing options. Some of these options are standard and depend on the used printer while others are *Ready, Set, Go!* specific.

Refer to the printer’s manual for more information on the standard printing options. Some printers allow you to select color, gradient, or black and white as standard printing options. In most cases selecting black and white speeds up the printing process.

Production lets you determine the way the document gets printed. When neither of “**Collate Copies**” or “**Reverse Order**” are selected, then the document gets printed normally with the specified number of copies starting from page one.

- Selecting “**Reverse Order**” will start printing in reverse order from the last page to the first.

- The “**Collate Copies**” option is only enabled when the number of copies is more than one. The normal case for printing multiple copies is to print multiple copies of each page then proceed to the next. Selecting “**Collate Copies**” will produce multiple, separated copies of the document.

* **Collate Copies** will increase the printing time considerably for complicated documents.

Printing Using RSG

RSG Printing Options

Print Range allows you to specify the document pages you want to print. *Ready, Set, Go!* default option is “**All Pages**”. Select “**Odd Only**” or “**Even Only**” to print odd numbered pages or even numbered pages respectively. Use these two options to print your document's pages back to back by printing the odd numbered pages first then place the printed paper in the printer's paper bin to print the even numbered pages on the other side.

General Options

Tiled Printing allows you to print RSG pages larger than the printer maximum paper size by dividing them into tiles. Each tile is printing separately and later assembled using the conventional cut and paste methods to obtain the final page. “**Overlap**” allows you to specify the desired amount of overlap using the units specified at the “**Preferences**” dialog box.

Crop Marks prints the pages crop marks. If the marks lie outside the printing area, they will not get printed. If you are using tiled printing, crop marks will lead to the appearance of guides on the page which will aid you in aligning the printed tiles; it will also lend to the appearance of the pages crop marks.

Setup lets you choose the printer to use among the installed printers.

Color Separation

Color separation activates / deactivates color separation while printing.

Knockout cuts out portions of objects that lie underneath other objects for separation, so that the overlapping objects can print clearly. “**Overprint Black**” means that knockout is turned on except for black.

All Plates prints all color plates, each individual color separately.

Selected Plates lets you print the required color plates only.

PostScript Setup displays the “**PostScript**” settings dialog box that lets you choose the **PPD (PostScript Printer Description)** file to use for separation. For the selected **PPD** file, the dialog box lets you choose the “**Dots per Inch**”, the “**Lines per Inch**”, and the “**Dot Type**” to use. A table at the bottom will show the “**Frequency**”, “**Angle**”, and “**Dot Type**” for each color plate as specified in the selected **PPD** for the selected **DPI** and **LPI**. Checking the “**Advanced Settings**” option, will give you the ability to change the “**Frequency**”, “**Angle**” and “**Dot Type**” for each plate as desired.

PDF

Checking the “**Print a PDF file**” field will cause the printing to be directed to a file as **PDF** and will enable the other **PDF** options in the dialog box.

Generate separate file for each color plate causes each plate to be saved as a separate file (activated only with color separation).

File Name/ Browse lets you specify the name and destination folder for the output **PDF** file.

Image specifies the image format to use inside the **PDF** file.

- **Save BitMap Images** saves images without compression which leads to large file sizes

- **Convert to JPEG** image format converts all images to **JPEG** and allows you to set the **Image Quality** (and hence the compression ratio) for the images. The higher the quality, the larger the **PDF** file size.

Font gives you the options of embedding all fonts, certain fonts from a list, or converting fonts to curves.

Shortcut keys

The File Menu

As in any windows application *Ready, Set, Go!* provides you with shortcut keys through which you may issue commands more quickly.

Ctrl + N

Opens a new *Ready, Set, Go!* document.

Ctrl + O

Opens the “Open” dialog box through which you can select an existing *Ready, Set, Go!* document to open.

Ctrl + F4

Closes the active window.

Ctrl + S

Saves the active document.

Ctrl + Shift + S

Saves the active document with a new name.

Ctrl + P

Opens the “Print” dialog box. You can then send the active document version to the printer.

Alt + P

Opens the “Print To PDF” dialog box.

Ctrl + Shift + ~

Gets text from a plain text file.

Ctrl + Shift + Q

Puts text into a plain text file.

Ctrl + W

Gets a picture and links it to the document.

Ctrl + Q

Gets a picture and embeds it into the document.

Ctrl + ~

Gets a picture and embeds its thumbnail into the document.

Alt + F4

Exits *Ready, Set, Go!*.

The Edit Menu

Ctrl + Z

Undoes the previous command.

Ctrl + X

Cuts and places on the clipboard text, graphic or picture objects selected with the object pointer, or text from a text block or chain selected with the I-beam tool, or the contents of a picture block selected with the cropping tool.

Ctrl + C

Copies and places on the clipboard text, graphic or picture objects selected with the object pointer, or text from a text block or chain selected with the I-beam tool, or the contents of a picture block selected with the cropping tool.

The View Menu

Ctrl + V

Pastes text, graphic or picture objects from the clipboard onto the page with the object pointer selected; pastes text at the insertion point in a text block or replaces selected text with the text on the clipboard; pastes a picture from the clipboard into a picture block selected with the cropping tool.

Del

Deletes the selected objects.

Ctrl + A

Selects all the text in a text block or chain of text blocks if there is an insertion point in a text block; it selects all the objects on a page (spread) except for master page objects, if the object pointer is selected.

Ctrl + [

Copies the selected text or insertion point format.

Ctrl +]

Pastes the copied format to the selected text or insertion point.

Ctrl + shift + H

Removes the applied style sheet from the selected text.

Ctrl + E

displays facing pages in the currently selected view.

Ctrl + 1

displays the current page, sized to fit in the window.

Ctrl + 2

displays the current page at half its actual size.

Ctrl + 3

displays the current page at 75% of its actual size.

Ctrl + 4

displays the current page at its actual size.

Ctrl + 5

displays the current page at double its actual size.

Ctrl + 6

displays the current page at 300% of its actual size.

Ctrl + 7

displays the current page at 400% of its actual size.

Shift + F5

Redraws the page on screen.

The Document Menu

Ctrl + shift + V

opens the “**Preferences**” dialog box.

Ctrl + H

opens the “**Styles**” dialog box.

Ctrl + G

opens the “**Text Glossaries**” dialog box. If you type a text glossary character immediately after the key combination, the selected text will be replaced by the text glossary or the text glossary will be inserted at the insertion point.

Shortcut keys

The Page Menu

Ctrl + B

opens the “**Object Glossaries**” dialog box. If you type an object glossary character immediately after the key combination, the object glossary will be placed onto the page at its original location.

Ctrl + Shift + T

opens the “**Go To Page**” dialog box.

Ctrl + Shift + N

activates / deactivates “**Snap To**”.

Ctrl + Shift + G

activates / deactivates “**Grid**”.

Ctrl + Shift + y

activates / deactivates “**Guides**”.

The Object Menu

Ctrl + Shift + A

opens the “**Align Objects**” dialog box.

Ctrl + D

opens the “**Duplicate Selected Objects**” dialog box.

Ctrl + Shift + D

opens the “**Move Selected Objects**” dialog box.

Ctrl + Shift + C

opens the “**Scale Selected Objects**” dialog box.

Ctrl + M

opens the “**Specifications**” dialog box for each selected object.

Ctrl + Page Up

moves the selected object one step (layer) forward.

Ctrl + +

moves the selected object to the front of overlaying objects.

Ctrl + Page Down

moves the selected object one step (layer) backward.

Ctrl + -

moves the selected object to the back of overlapping objects.

Ctrl + U

locks the selected objects into place.

Ctrl + Shift + O

unlocks the selected objects.

Ctrl + {

groups the selected objects.

Ctrl + }

ungroups the selected objects.

Ctrl + Shift + W

flips the selected objects horizontally.

Ctrl + Shift + Z

flips the selected objects vertically.

The Format Menu

Alt + V

Converts text in the selected text block to curves.

Alt + C

Opens the “**Clip Arts**” dialog box.

Ctrl + Y

opens the “**Type Specifications**” dialog box when there is a selected text or a specified insertion point.

Ctrl + shift + F

opens the “**Fonts**” dialog box through which you can change the font for the selected piece of text or a text that is about to be typed at a specified insertion point.

Ctrl + shift + /

opens the “**Other Type Size**” dialog box through which you can change the point size of a selected text or a text that is about to be typed at a specified insertion point.

Ctrl + shift + P

displays the selected text or a text that is about to be typed at a specified insertion point in “**Plain**” style (using the current font). If the text is already in plain style then this key combination has no effect.

Ctrl + shift + B

displays the selected text or a text that is about to be typed at a specified insertion point in “**Bold**” style (using the current font). If the text is already in bold style then this key combination cancels bold style and returns to plain style.

Ctrl + shift + I

display the selected text or a text that is about to be typed at a specified insertion point in “**Italic**” style (using the current font). If the text is already in Italic style then this key combination cancels the italic style and returns to plain style.

Ctrl + shift + U

displays the selected text or a text that is a bout to be typed at a specified insertion point in “**Underlined**” style (using the current font). If the text is already in underlined style then this key combination cancels the underlined style and returns to plain style.

Ctrl + shift + X

displays the selected text or a text that is about to be typed at a specified insertion point in “**Overstrike**” style (using the current font). If the text is already in overstrike style then this key combination cancels the overstrike style and returns to plain style.

Ctrl + shift + L

aligns the selected text to the text blocks left side leaving the right edge ragged.

Shortcut keys

The Text Menu

Ctrl + shift + R

aligns the selected text to the text blocks right side leaving the left edge ragged.

Ctrl + shift + M

centers the selected text within the text block leaving both edges (right and left) ragged.

Ctrl + shift + J

fully Justifies a selected paragraphs except the last line.

Ctrl + shift + K

fully Justifies a selected paragraph and pads the last line of a paragraph to fill the line.

Ctrl + T

opens the “**Tabs**” dialog box if text or an insertion point is selected.

F3

opens the “**Find**” dialog box.

Ctrl + F

finds the next occurrence of the text you last specified in the “**Find**” dialog box.

Ctrl + R

finds the next occurrence of the search text you last specified in the “**Replace**” window and replaces it with the replacement text.

Ctrl + K

checks the spelling of the text for the current text block.

Ctrl + L

checks the spelling of the text for the current chain.

Ctrl + J

Opens the “**Spell Checker Management**” dialog box.

Alt + D

Opens the “**Distribute Text On Equal Blocks**” dialog box.

The Graphic Menu

Ctrl + /

scales the block to snugly fit the picture.

**Ctrl + **

scales the picture to snugly fit the block.

Alt + A

opens the “**Borders**” dialog box.

The Window Menu

Shift + F5

arranges the documents’ windows in cascade.

Shift + F4

arranges the documents’ windows in tiles.

Space Size Specifications Shortcuts

Ctrl + Shift + Alt + F
inserts a fixed space.
Ctrl + Shift + Alt + M
inserts an em space.
Ctrl + Shift + Alt + N
inserts an en space.
Ctrl + Shift + Alt + T
inserts a thin space.

Navigation shortcut keys

PageUp
moves to the previous page.
PageDown
moves to the next page.
PageUp + Shift
moves to the first page of the document.
PageDown + Shift
moves to the last page of the document.

When a text block is activated:

Home
moves the I beam to the beginning of the line.
End
moves the I beam to the beginning of the following line.
Home + Shift
selects from the current I beam position to the beginning of the line.
End + Shift
selects from the current I beam position to the end of the line.
Ctrl + left arrow
moves the I beam one word to the left.
Ctrl + left arrow + Shift
selects from the current I beam position to the next white space.
Ctrl + right arrow
moves the I beam one word to the right.
Ctrl + right arrow + Shift
selects from the current I beam position to the previous white space.

Special Functions

These functions automatically insert a value where the key presses occur. Place the insertion pointer where the value should go and press the appropriate key sequence. If you type these key combinations on a master page, RSG puts a placeholder in position. The correct value is inserted on the actual pages.

Ctrl + shift + Alt + 3
inserts the page number of the current page at the insertion point. On a master page, the placeholder is (!3).

Shortcut keys

Ctrl + shift + Alt + 4

inserts the page number of the page preceding the current page at the insertion point. On a master page, the placeholder is **{!4}**.

Ctrl + Shift + Alt + 5

inserts the page number of the page after the current page at the insertion point. On a master page, the placeholder is **{!5}**.

Ctrl + Shift + Alt + 6

inserts at the insertion point the page number of the page on which the text block before the current text block in a chain occurs. On a master page, the placeholder is **{!6}**.

Ctrl + Shift + Alt + 7

inserts at the insertion point the page number of the page on which the text block after the current text block in a chain occurs. On a master page, the placeholder is **{!7}**.

Ctrl + Shift +Alt + 8

inserts the total number of pages in the current document at the insertion point.

Problems and Solutions

General Problems

You may face, from time to time, some problems while issuing *Ready, Set, Go!* commands or may face some unexpected printing problems. This section provides you with the necessary advice to help you overcome such problems.

RSG cannot find pictures when opening:

This problem occurs when you move the picture file (that were inserted as links or thumbnails) to another folder, or when you copy the *Ready, Set, Go!* document to another computer without the images. Picture files are not necessarily incorporated into your *Ready, Set, Go!* documents, rather, they depend on how they were originally inserted into it. Therefore you are advised to store these files with the document in a separate folder. When *Ready, Set, Go!* can not locate a picture file, a “**Directory**” dialog box appears through which you can locate the file by using the standard “**Open**” dialog box procedures.

Typography Problems

The baselines on adjacent columns don't match:

You are probably using auto line spacing and have mixed sizes of fonts in the columns. Use fixed leading rather than “**Auto**”.

Words that are tabbed jump to the next line:

The tab column spacing is set too narrow. If the distance between a tab stop and the next tab stop in the line or the edge of the text block is too narrow for the word, words push to the next line. Reset the tab stops.

Selection Problems

Cannot select an object:

The object is probably behind another object. Use the “**Move Backward**” or “**Move To Back**” command to send the top object behind. If several objects overlap, you may have to choose this command more than once until the desired object is on top and selectable. You can also hold down the “**Ctrl**” key while clicking on the overlapped objects, the selection moves to the next object with each click. Continue until you select the desired objects.

Object Problems

Cannot type text into a text block:

The text block may be on top of another object that has “**Runaround**” enabled. Select the text block with the pointer tool, then choose “**Specifications**” from the “**Object**” menu. Click “**Ignore Runarounds**”. The text block may also be too small to contain a single line of text. In this case, make the text block larger. In either case, RSG saves any text you may have typed, and it appears when the problem is solved.

Problems and Solutions

Printing Problems

Text blocks lose their linking:

Linking is not maintained when text blocks are cut, copied, and pasted at the pointer tool level, or when they are stored as object glossary items. You must re-link them.

Text does not run around both sides of a graphic:

RSG can't run around both sides of a graphic. You can try creating two columns of text to create a similar effect.

Cannot make an object to the desired size:

You may have "Snap To" enabled, which makes the object automatically align to the current grid or guides. Turn "Snap To" off. Now you can choose "Snap To" without accidentally altering the object. You can also use the object's "Specifications" dialog box to enter exact values for its size and position. When the object is sized and positioned correctly, lock it.

Text or graphics are cropped at the edges of the page:

These objects extend beyond the maximum print area. If possible choose a larger print area from the "Printer Setup" options, or tile print the document.

Text Justification Appears Different From:

The Original Onscreen Version Perhaps you have filled a line by adding spaces. The difference in resolution between the printer and display device produce minute differences which get magnified when printed. Therefore fill the lines with fixed spaces or by using tabs.

Graphics have odd stripes or holes in the printout:

You are probably reducing a paint-type graphic that contains dithered patterns. If you can, try other reduction percentages. You may find one that looks better. If you can, resize your graphic in a paint program and use that program's tools to clean it up.

Warning Messages

Start up warnings	<p>No printer driver is installed Please setup a driver from “Print Manager”. then restart this application RSG cannot start without a printer driver installed. Refer to your printer user’s manual to install its printer driver.</p>
Document warnings	<p>Cannot build a grid with these parameters The values entered are either too big or too small. Enter more suitable values.</p> <p>Cannot build a set of guides with these parameters The values entered are either too big or too small. Enter more suitable values.</p>
Word processor warnings	<p>Object must be unlocked first! You cannot move, copy, resize, or delete locked objects. You must unlock the objects first from the “Object” menu, then retry the operation.</p> <p>The names and/or shortcuts of the glossaries you wish to import will have to be modified to guarantee uniqueness Some names and/or shortcuts from the imported glossaries already exist in the current document. A suffix number will be added to each to guarantee uniqueness.</p> <p>Style name(s) already exist(s), name(s) will be changed to avoid conflicts Some style names from the imported styles already exist in the current document. A suffix number will be added to each to guarantee uniqueness.</p>
File system warnings	<p>Most file system warnings are caused by your hard disk being full or locked, hence RSG will not have enough space to store your document or its temporary files. The best way to overcome such problems, is to use “Save As” from the “File” menu and store your document in another location, then make more space in your hard disk or remove its locking.</p>
Memory warnings	<p>When the available memory goes below 30%, some operations cannot be applied and will cause various memory warning messages. Quit the application and some other applications then restart RSG.</p> <p>Low on memory. Save file and quit application.</p> <p>Low on memory. Image will be greeked.</p> <p>Memory is too low to perform this operation.</p>

Warning Messages

No enough memory to convert OLE object to picture.

Out of memory, cannot continue print operation.

Your system memory has gone too low. Save the file and quit the application. Try closing some other applications then restart RSG.

Low on memory. Application cannot be loaded

Your system memory has gone too low. Close some of the other applications then restart RSG.

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