

# PageMaker Supplement

Before using PageMaker, please read this supplement for information about:

- the updated printer drivers supplied with PageMaker, which you must install if your printer uses the PostScript page description language by Adobe Systems or the Printer Command Language (PCL) by Hewlett-Packard
- engineering features added since publication of the *PageMaker User Manual* and the *PageMaker Reference Manual*
- engineering changes and text corrections that update the information in your manuals

If you have any questions, contact your customer support representative.

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## Of special note

If you have a PostScript or PCL printer, you must install the updated printer drivers included on the Driver disk in your PageMaker package.

In addition, you *must* use version 1.03 of the Windows operating environment. Using an earlier version will interfere with text justification and kerning, and it may cause other problems.

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## Reading README.TXT

If you will be printing with an Apple LaserWriter or LaserWriter Plus, be sure you review the README.TXT file that is on the PageMaker Driver disk. It includes the latest information about:

- setting up the printer settings in your system so you can use the Apple LaserWriter or LaserWriter Plus

- speeding print times with the Apple LaserWriter or LaserWriter Plus
- tiling with the Apple LaserWriter or LaserWriter Plus

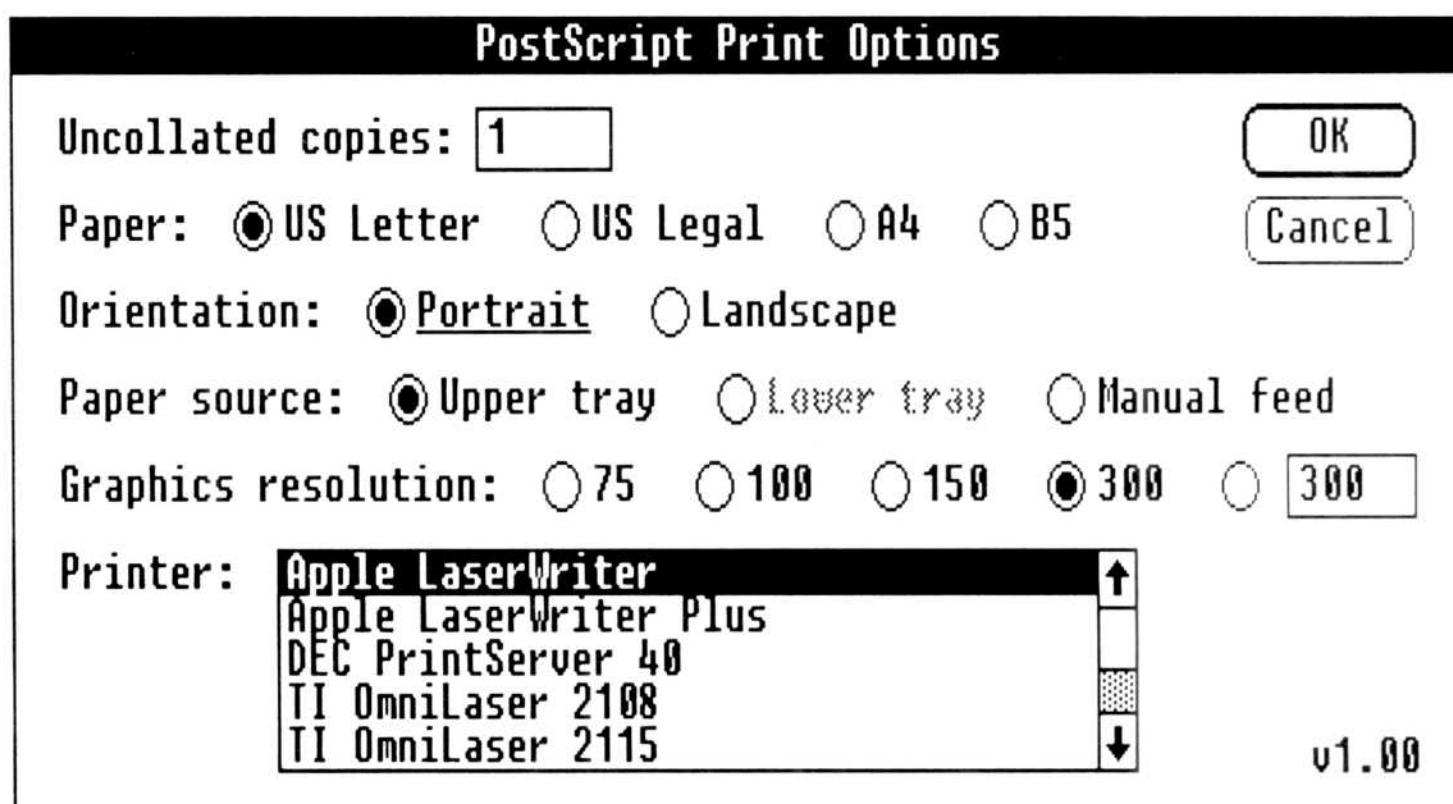
In addition, it includes information about other printer drivers you may want to install.

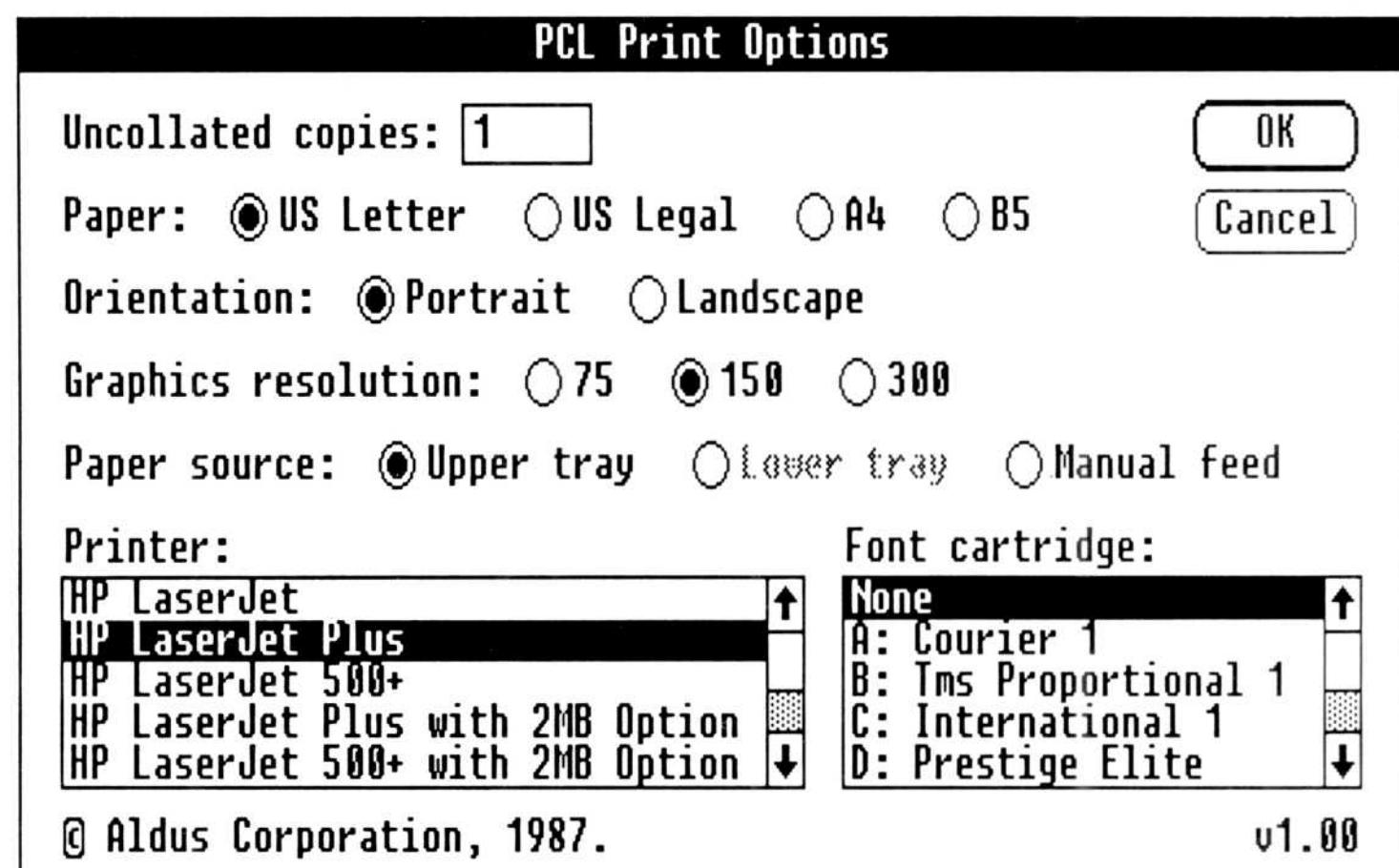
To review README.TXT, use DOS commands to type the file to your screen or print it. Alternatively, you can open that text-only file with your word-processing application or place it with PageMaker, then print the file.

## Using updated printer drivers

Windows needs the updated PCL and PostScript printer drivers to use the font information for your printer. The updated drivers provided with PageMaker replace any that you may have previously installed for these printers. The *Installation Guide* explains the advantages of these printer drivers.

To add these new printer drivers to your system, you must use the “Add New Printer...” command from Windows’ Control Panel.





To get to that command, you must open Windows' Control Panel, and select the Installation menu. If you are unfamiliar with drop-down menus and mouse techniques, you may want to refer to "Using Microsoft Windows" in the *PageMaker Reference Manual*.

#### To add the updated printer drivers to your system:

##### 1. Start Windows.

If you installed the retail version of Windows, type *WIN*, then press the Enter key to go to the MS-DOS Executive. The MS-DOS Executive is a window that gives you access to DOS commands, as well as applications and files, from the Windows operating system.

If you installed PageMaker with the run-time version of Windows, type *WIN PM*, then press the Enter key to start Windows *and* PageMaker.

##### 2. Choose the "Control Panel" command from PageMaker's System menu. OR start the application CONTROL.EXE from the MS-DOS Executive.

The System menu is the square with horizontal lines in the upper-left corner of your screen. Position the mouse pointer

on the box, hold down the mouse button, then drag the mouse down until you have highlighted the command “Control Panel.” When you release the mouse button, Windows displays the Control Panel.

From the MS-DOS Executive, position the mouse pointer on the program, CONTROL.EXE, and double-click the mouse (press the mouse button twice in rapid succession). Windows displays the Control Panel.

3. **Follow the instructions for the “Delete Printer...” command on pages 69 and 70 of the *PageMaker Reference Manual*.**

Delete the existing PostScript and PCL printer drivers (copied when you installed PageMaker and Windows), particularly HPLASER.DRV and HPLASERP.DRV.

4. **Follow the instructions for the “Add New Printer...” command on pages 68 and 69 of the *PageMaker Reference Manual*.**

Add either or both of the printer drivers called HPPCL.DRV and PSCRIPT.DRV to your system.

5. **Follow the instructions for the “Connections...” command on pages 66 through 68 of the *PageMaker Reference Manual*.**

You must specify the port connections for each driver you added in Step 5. For any printer connected to a serial port, also use the “Communications Port...” command to specify those settings.

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## New features

Your PageMaker manuals reflect information current and correct at the time the manuals went to press. However, to give you the most value with PageMaker, we have continued to enhance the program.

This section describes new features not described in the *PageMaker User Manual* and *PageMaker Reference Manual*.

This section does not duplicate information already in the manuals. As necessary, refer to them for explanations of other terms, commands, and features mentioned here.

## **Applications that work with PageMaker**

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If you're using an application or version not described in the manuals, remember that the manuals are limited to applications available and tested at the time of publication. For the latest information about applications you can use with PageMaker, contact your customer service representative.

### **The “drag-place” feature**

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“Place” is the PageMaker term for putting text and graphics on the page. As you add text and graphics, the drag-place feature lets you control:

- the size of graphics you initially place from files created with other applications
- the size of a text block you initially place from files created with other applications
- the size of a text block you place by continuing or adjusting text already on the page
- the line length of text you paste or type at an insertion point you create on the page

Otherwise, a graphic goes on the page the size it was created with the other application (except for the unusual case where the application does not store size information that PageMaker can use). The line length of text depends on the width of the column where you add it or — if you don't place the text between column guides — the view and size of the page.

#### **To drag-place text or graphics:**

1. **Position the icon where you want the upper-left corner of the graphic or text to start.**

You can drag-place a graphic when you read it from the file with PageMaker's “Place...” command. PageMaker displays

an icon that looks like a paintbrush, pencil, **PS**, or **X**, depending on the type of graphic you are placing. You drag-place the icon.

To drag-place text, you should have the text icon. You get the text icon when you read text from the file with Page-Maker's "Place..." command and when you continue or adjust text already on the page.

Or, as you create an insertion point, drag-place the I-beam icon to create a box. Make the box as wide as you want the line length for text you type or paste at the insertion point.

- 2. Hold down the main mouse button.**
- 3. Drag to mark the diagonal of a box the size you want the graphic or text.**

As you drag, you see the outline of a box marked by the diagonal. The width and height of the box determines the size of the graphic or text block you place there. Only the width of the box applies to text you type or paste.

- 4. When the box is the size you want, release the mouse button.**
  - 5. If you used the text tool to drag-place an insertion point, paste or type your text now.**
- The box disappears. If you placed a graphic or placed text with the text icon, the graphic or text fills the now-invisible box. If you created an insertion point, it returns to the upper-left corner of the now-invisible box.
- Text you type or paste with the text tool will have a line length the width of the box.

## **Typing special characters**

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Page 206 of the *PageMaker User Manual* includes a table of special characters you can type with PageMaker's text tool. Many of these characters give your text a "typeset" look.

Because you cannot create these characters in most word-processing applications, PageMaker does it for you as you place your word-processed file with the "Place..." command.

Here is how PageMaker converts typewriter characters into typographic characters. Assume that W is a white space (space, tab,

or paragraph break); 9 represents any digit (0 through 9); and A represents any letter:

- W" becomes W"
- A" becomes A"
- A' becomes A'
- " " becomes " "
- ' " usually becomes ' "
- " ' usually becomes " "
- W' usually becomes W'
- 9' usually stays 9'
- 9" usually stays 9"

So, PageMaker correctly translates ordinary quotation marks, nested quotation marks, most contractions and all possessives, and foot and inch measurements not contained in a quotation.

As you proofread after placing, you may find a few ambiguous cases where PageMaker could not translate correctly — just use the special key combinations on page 206 to correct them.

PageMaker also translates double hyphens like -- into an em dash like —. A series of hyphens will be translated into about half as many em dashes, creating a line that looks much like a rule.

You can type these special characters in addition to those in the table on page 206:

Special character	What it looks like	Key combination
Copyright mark	©	Ctrl+Shift+c
Registered trademark	®	Ctrl+Shift+r
Paragraph mark	¶	Ctrl+Shift+7
Section mark	§	Ctrl+Shift+6

Keep in mind that not all printers can produce the complete Windows ANSI character set. Even if your printer can, the particular font cartridge you are using may not include all characters. For example, the USASCII and ROMAN8 symbol sets used on most Hewlett-Packard font cartridges cannot produce the ©, ®, or ¶ .

In addition, you can create other characters using ANSI and IBM PC character codes:

- Type characters from Windows' ANSI character set. Hold down the Alt key as you use the numeric keypad to type a 0, then the ANSI code.
- Type special language characters with IBM PC character codes. Hold down the Alt key, then type a 3-digit code — 128 through 157, 160 through 168, 173 through 175, or 225.

Always check your printer manual to see which special characters your printer and font can produce.

## **Viewing the entire pasteboard**

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Surrounding your page is the pasteboard where you can set text and graphics that you move off the page.

### **To see the complete pasteboard:**

1. **Hold down the Shift key.**
2. **Choose the “Fit in window” command from the Page menu.**

PageMaker reduces the page(s) you are working on to a size that will fit in the publication window, as well as display the entire pasteboard surrounding the page(s).

## **Reverting to the last mini-save**

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PageMaker does a “mini-save” each time you move to another page, click the icon of the current page, add or delete a page, or change the page setup. As a result, you never lose more than a page of work if your equipment or PageMaker malfunctions.

You can use the “Revert” command to go back to that last mini-save, ignoring all changes made since then.

### **To revert to the last mini-save:**

1. **Hold down the Shift key.**

Without the Shift key, the “Revert” command restores the last-saved version of your publication.

- 2. Choose the “Revert” command from the File menu.**
- 3. When PageMaker asks if you want to revert, click “OK.”**  
PageMaker returns you to the page you were working on when you last saved the publication or — if you used the Shift key — to the last mini-save.

## More about selecting

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Page 127 of the *PageMaker User Manual* tells how to use the text tool to select text. You also can select paragraphs, as well as items in the layers below the top item.

### To select a paragraph:

- 1. Select the text tool.**
- 2. Triple-click anywhere in the paragraph.**

### To select layers below the top item:

- 1. Hold down the Ctrl key.**
- 2. Use the pointer tool to select the item in the top layer.**
- 3. Continue clicking to go down layer by layer until you select the item you want.**

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## Engineering and text changes

This section describes engineering changes, as well as minor text corrections, that update the information in your manuals.

This section cites specific pages affected in the *PageMaker User Manual* and *PageMaker Reference Manual*. To assure that you have the most current information, we recommend that you mark the changes on those pages or add cross-references to this supplement.

Unless stated otherwise, the page references are to the *PageMaker User Manual*.

## When doing the tutorial

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On **page 10** and throughout the tutorial, note that units of measure shown as *m* should read *mm* for millimeters.

An hourglass icon means you should wait while Windows or PageMaker responds to your last action.

On **page 14**, note that ^ in a menu identifies the Ctrl key. In addition, make this text change:

**3. Release the mouse button.**

PageMaker returns you to the DOS prompt or, if you installed Windows separately, to the MS-DOS Executive.

On **page 16**, the callout, “Drag box to move through list,” should point to the white box in the scroll bar.

On **page 17**, the dialog box shown may not match the one for your printer — even if you are using a PCL printer.

Also on **page 17**, be sure to select the font cartridge you will be using to print if you have a Hewlett-Packard LaserJet+ printer. If you have an F cartridge, select it so your screen matches the tutorial samples.

On **page 22**, Step 2 should say, “Make sure you’re in the subdirectory, PMTUTOR.”

**Pages 28 and 29** describe how to draw rules in your tutorial publication. You can, but the publication will take longer to print on PCL printers. If you want, don’t bother drawing rules on the left and right master pages.

On **pages 33 and 34**, the icon for the file LOGO.PCX will display as a paintbrush, instead of the X indicated. That’s because the scanner used to create the graphic worked in conjunction with a paint-type application, instead of an application that produces files according to the Tag Image File Format (TIFF).

On **page 59**, make this text change:

**2. Choose “Close” from the System menu.**

PageMaker returns you to the DOS prompt or, if you installed PageMaker separately, to the MS-DOS Executive.

## Setting defaults

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At the top of **page 101**, note that the “Type specs...” command to set application defaults is on the Type menu, not the Options menu. In addition, you can set an application default for type size but not type *font*.

## Adding graphics

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On **page 176**, add another pointer icon — the **PS** for files in the Encapsulated PostScript (EPS) format — to the explanation for Step 5.

## Adding text

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On **pages 202 and 205**, the paragraphs explaining line length when the insertion point is on the pasteboard or outside the column guides should say that the line length and the number of lines displayed depends on the view of the publication window.

## Changing type specifications

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On **page 240**, change the words “*Position:*” *value* in the explanation of Step 6 to *value below the “Clear” command*.

## Using automatic and prompted hyphenation

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On **page 242**, add the words — *if you are using automatic hyphenation* — to the second-to-last paragraph so it reads, *If you use prompted hyphenation, PageMaker prompts you when it encounters a word that will not fit at the end of a line and — if you are using automatic hyphenation — that is not in either the built-in or supplementary dictionary.*

On **page 244**, the dialog box will look slightly different, with the “Following text” on the line below the word displayed for hyphenation and the check box labeled “Add word to dictionary.”

The word displayed for hyphenation will include any discretionary hyphens:

- that you previously inserted
- that PageMaker supplied from the built-in and supplementary dictionaries because you placed the text with automatic hyphenation turned on

A vertical bar initially appears after the last character that PageMaker can fit on the line. To divide the word, click to insert at least one hyphen to the left of the vertical bar. Click other discretionary hyphens you want available.

If the word is misspelled, click to the right of the incorrect characters, backspace to erase (including the hyphen you inserted by clicking), then type the correct characters.

If you don't want PageMaker to hyphenate the word, click to insert a hyphen before the first character. You don't have to erase other hyphens displayed in the text box.

Note that double-clicking to insert a hyphen is the same as inserting the hyphen, then clicking the "Next" command button.

## Supplementing the built-in dictionary

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On **pages 244 and 245**, note these changes:

- The built-in dictionary now contains 110,000 words.
- The supplementary dictionary is included with PageMaker as PMUSUSER.TXT (or, in the United Kingdom, PMUKUSER.TXT). You can update the supplementary dictionary, but you should not create another one.
- If you want PageMaker to never divide a word, add it to the supplementary dictionary *without* any hyphens.

## Printing

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On **page 255**, change the printer *IBM 3815* to *IBM 3812*.

On **page 257**, the printer-specific dialog box is replaced by the PCL dialog box explained in this supplement.

Boxes that have rounded corners print slowly with PostScript printers. Rounded-corner boxes that are filled with a shade pattern print even more slowly. Either plan for slow print times, or change the corner style of the boxes.

In addition, vertical lines (such as rules between columns) slow printing with PCL printers.

## Creating special effects

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On **page 274**, add to Step 2 that you must insert one space after the last word in the headline.

On **pages 280 and 281**, change *Guides menu* in Steps 1 and 5 to *Options menu*.

## Using scanners

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On **pages 44 and 45** of the *PageMaker Reference Manual*, ignore the information that BigPaint is used with scanners. On **page 45**, substitute Scan-Do (also by Hammerlab Corporation) for BigPaint.

## Using AutoCAD

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On **page 50** of the *PageMaker Reference Manual*, the last sentence of the second paragraph should read, *Or, plot portions of the graphic separately, and place the separate portions as individual graphics.*

## Choosing options for PCL printers

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On **pages 54 and 59** of the *PageMaker Reference Manual*, change the references to Hewlett-Packard LaserJet+ (and LaserJet) to *printers that use Hewlett-Packard's Printer Command Language (PCL), including the LaserJet and LaserJet+.*

The enhanced printer driver PageMaker includes for PCL printers replaces the Hewlett-Packard LaserJet+ dialog box on **pages 60 through 62** of the *PageMaker Reference Manual*.

The options on the new PCL printer-specific dialog box are much like those on the Hewlett-Packard LaserJet+ dialog box shown in the *PageMaker Reference Manual* with these exceptions:

- A new list box lists the devices you can use with this printer driver. If you don't see your printer listed, choose the Hewlett-Packard LaserJet+ so that you have the option of using downloadable fonts (described in the *Installation Guide*).
- On **page 60** of the *PageMaker Reference Manual*, delete the third paragraph that begins *To print uncollated copies fast...* for the option "Uncollated copies."
- For the "Font Cartridge:" option on **page 61** of the *PageMaker Reference Manual*, note that PageMaker also may display these fonts: Roman, Modern, and Script. These generally are plotter fonts, not intended for the typeset-look of laser printing.
- The "Resolution:" option on **page 62** of the *PageMaker Reference Manual* now is called "Graphics resolution:" because, in general, changing resolution affects the appearance of graphics more than it affects text. The lower the resolution, the faster the publication will print. However, graphics will be coarser, and hairlines may not print.

## Choosing options for PostScript printers

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The enhanced printer driver PageMaker includes for PCL printers replaces the PostScript dialog box on **pages 62 and 63** of the *PageMaker Reference Manual*.

The options on the new PostScript printer-specific dialog box are much like those on the dialog box currently shown in the *PageMaker Reference Manual* with these exceptions:

- The "Copies:" option on **page 63** of the *PageMaker Reference Manual* now is called "Uncollated copies:." Add the information that you should leave "Uncollated copies:" set to 1 unless you want several uncollated copies of a publication.
- The "Resolution:" option on **page 63** of the *PageMaker Reference Manual* now is called "Graphics resolution:" because, in general, changing resolution affects the appearance of graphics more than it affects text. The lower the resolution,

the coarser the graphics appear. If your printer does not use one of the standard resolutions you can choose, type its resolution in the text box.

- Now you can identify “Paper source:” by clicking the correct paper tray. Or, if you want to manually feed paper to the printer, click “Manual feed.”

## Recovering from emergencies

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On **page 82** of the *PageMaker Reference Manual*, change the second paragraph of Step 4 to read:

If you have not used the “Save” or “Save as...” command to name and save the file, your publication will have a temporary name. Look for it in the directory (for example: C:\PM) specified in the SET TEMP statement in your AUTOEXEC.BAT file (for details, read the *Installation Guide*).

## Problems and solutions

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On **page 86** of the *PageMaker Reference Manual*, change the last solution to read:

**Solution:** If you are using temporarily downloaded fonts, make sure the .PFM files and the files you downloaded following instructions from the font vendor(s) are on your hard disk. That’s necessary so the printer driver can download them during printing.

On **page 87** of the *PageMaker Reference Manual*, change the second solution to say *Ctrl key* instead of *Shift key*.

## Menus and commands

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On **page 126 and 127** of the *PageMaker Reference Manual*, note that the built-in dictionary has 110,000 words and the supplementary user dictionary is included with PageMaker. For additional changes, refer to “Using automatic and prompted hyphenation” and “Supplementing the built-in dictionary” earlier in this supplement.

On **page 140** of the *PageMaker Reference Manual*, the cross-reference to “*Changing screen settings*” should be “*Changing printer settings*.”