



version

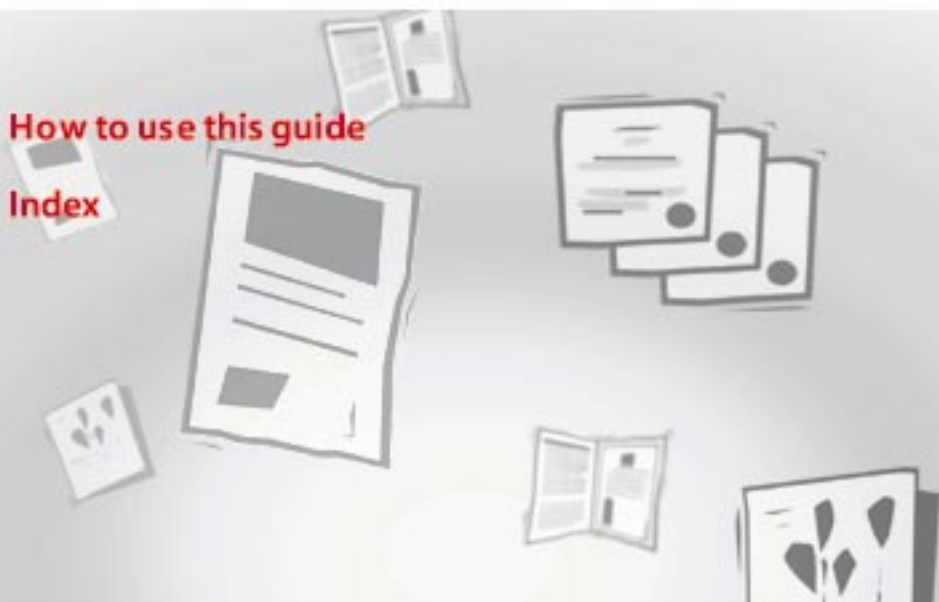
Adobe Home Publisher Online Guide 2.1



How to use this guide



Index



HOW TO USE THIS ONLINE GUIDE

Use the following procedures to navigate through this guide:

Press *Return* or *PageDown* to scroll one screenful at a time.

- ▶ Click the Next Page button in the tool bar or press the Down Arrow key to go to the next page of the guide.
- ◀ Click the First Page button in the tool bar to return to the opening screen of this guide.

Topic Click red text to jump to the topic indicated. Red text indicates text that is “linked” to another part of the guide.

- ◀ Click the Go Back button in the tool bar to return to your previous location.



Click the arrow button to jump to the next page of any continued topic.





Double-click the page icon to the left of a bookmark name to jump to the topic marked by that bookmark. Click the triangle to the left of a bookmark to show and hide subtopic bookmarks.

See the Acrobat Reader Online Guide for more information on using the Acrobat Reader program.

TUTORIAL

This chapter is a tutorial that guides you through the creation of a two-page newsletter from scratch. The purpose of this tutorial is to teach you how to use some of the features in Adobe HomePublisher that help you work quickly and efficiently. In this tutorial, you'll learn how to do the following:

- Create a newsletter from scratch.
- Set up page format and position ruler guides.
- Create, resize, and link text objects.
- Place, format, type, and copy fit text.
- Place, align, and resize graphics.
- Wrap text around objects and graphic shapes.
- Print a publication.

These basic techniques will give you the skills you need to begin creating your own publications in Adobe HomePublisher.



This tutorial assumes that you have a working knowledge of your computer hardware and the Macintosh operating system, and that you have successfully installed Adobe HomePublisher 2.1. For instructions on installing Adobe HomePublisher, see the Installation Instructions card provided in the box.

As you do the tutorial, Adobe HomePublisher may prompt you with a Save Reminder alert box. When it appears, click OK to save the publication. For more information on this alert box and changing its settings, see [Using the Automatic Reminder to Save](#).



Starting a new publication

Every publication must first have a structure that is defined by such elements as the size of the page and the margins, the number and spacing of the columns the number and orientation of the pages, whether they're printed on one side or two (single- or double-sided), mirror or nonmirror pages. The page preview in the Publication Setup dialog box reflects the changes that you make.

1 Start the Adobe HomePublisher program. If this is the first time you've used Adobe HomePublisher, you will be asked to personalize your copy of the program. Type your name and additional information in the text boxes, and click OK.

2 Choose File > New.

3 In the New/Open Publication dialog box, click the New icon and click OK.



4 Select options in the Publication Setup dialog box as follows:

- Type 2 for Number of Pages.
- Select Double-sided Pages.
- Make sure Create Text Objects and Linked are selected. Adobe HomePublisher will automatically create linked text objects to match the columns.
- In the Margins section, type 1 for the Left value and .75 for the Right value. Make sure that Top is set to .5, and that Bottom is set to .75, and then select Mirror.
- In the Columns section, type 3 for Number.
- Select Show Column Guides.



- Make sure that US Letter is selected for Page Size and that Portrait is selected for Page Orientation.

Page size

US Letter	
Width:	8.500
Height:	11.000

Page Orientation

Portrait	☒	
Landscape	☐	

- 5** Click OK. Adobe HomePublisher displays a new, untitled publication.
- 6** To see the full-page publication, choose Page > View > Size to Fit.
- 7** Now that you've created the structure for your publication, you should save your work. To save the publication, choose File > Save.



8 In the Save As dialog box type the name **Family Tree**, make sure that the Format Type is Adobe HomePublisher, and then click Save.

Save publication as:

Family Tree

Save

Cancel

For information on all the options available in the Save As dialog box, see [Saving a Publication the First Time](#).



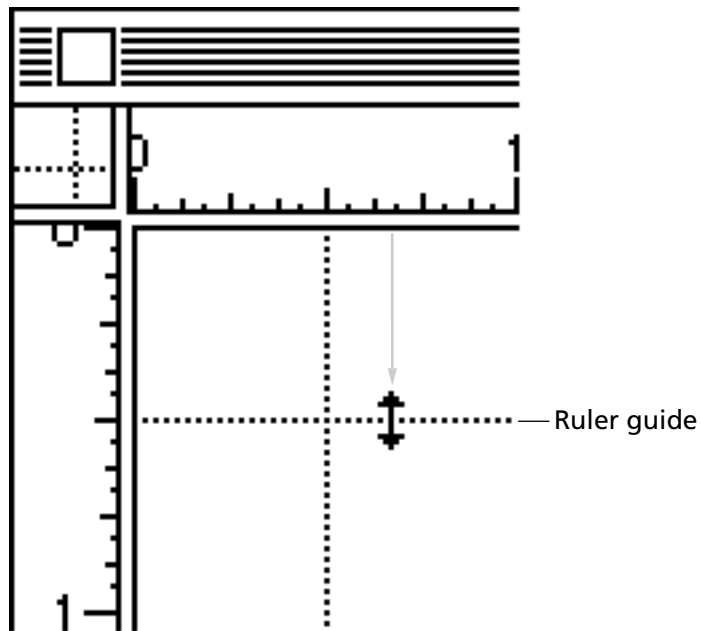
Positioning ruler guides and resizing text objects

To place or enter text in a publication, you first create a text object. When you defined the publication layout, Adobe HomePublisher automatically created text objects to match the number and size of the columns. In this section, you'll resize the existing text objects to make room for a masthead. To do that, you'll use *ruler guides* to measure precisely the text objects. Ruler guides are nonprinting, dark blue dotted lines that you can drag from the vertical and horizontal rulers to help you position and align elements of the publication.

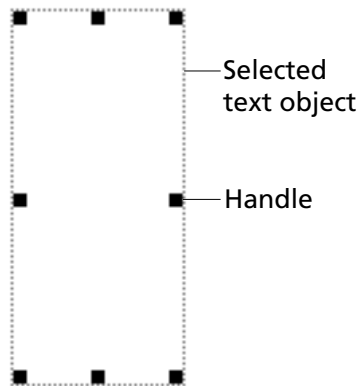
1 Choose 75% Size from the page-view pop-up menu at the lower-left corner of the page, and then scroll to the top of the page. This level of magnification lets you precisely align objects and lines while viewing the overall page layout.



2 Place the pointer tool on the horizontal ruler, and drag ruler guides down to the $1\frac{3}{4}$ -inch, the 2-inch, and the $2\frac{1}{2}$ -inch marks on the vertical ruler guide. As you drag the pointer into the publication window, the ruler guide appears as a dotted line.



3 Use the pointer tool and click anywhere within the farthest left text object to select it. When an object is selected, it displays eight handles, one at each corner and one in the middle of each side.



4 Select the top, center handle of the selected text object. Using the center handle constrains the resizing to the vertical.



5 Drag the center handle down until the top of the text object overlaps the 2¹/₂-inch ruler guide. Note that the pointer changes to a two-headed arrow with a crossbar in the middle, and tracking lines appear in the horizontal and vertical rulers. These lines mark the position of the cursor and can be used to help position or resize objects.

6 Resize the text objects in the other two columns in the same manner. When you need to position or resize objects more precisely than this, use the precision options in the Object Information dialog box.



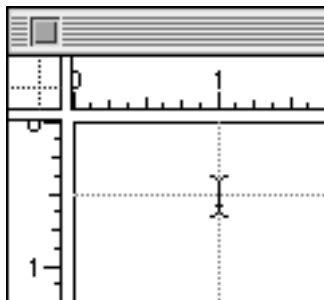
Creating text for the masthead

You can create text objects manually using the rectangle tool, the text tool, or the link tool. In this section, you'll use the text tool to create a masthead that extends across the width of the page, between the margins.

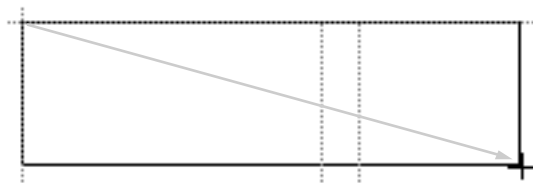
1 Select the text tool in the Main Tools palette.

When the pointer moves onto the page in the publication window, it changes to an I-beam; this is the text cursor. The intersection of the horizontal line and the I-beam indicates the starting point for drawing the text object.

2 Place the I-beam at the junction of the top and left margins.



3 Drag down and to the right to create a text object that extends from the left to the right margins, and down to the 1 ³/₄-inch ruler guide. If you can't see both margins at the same time, the publication scrolls automatically as you drag the cursor.



4 The text object is created and an insertion point—a flashing, vertical bar—appears in the top left corner of the object indicating where text will appear when you type.

5 Choose Text > Text Settings to set the font, size, and style of the text.

6 In the Text Settings dialog box, type 64 for point size, choose Helvetica from the Font pop-up menu, and then click OK.



7 Type **The Family Tree** in the text box at the top of the page. If the text doesn't appear in the text object as you type, the text object may be too small for the font size. To expand the text object and display the text, select the pointer tool, hold down Option and click the text object.

The Family Tree

8 While the cursor is still in the text object, choose Text > Alignment > Forced Justify. This aligns the masthead to the left and right margins.

The Family Tree

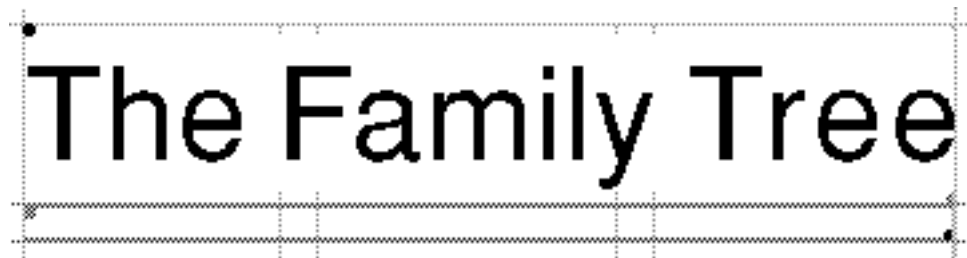
Force-justified text



Typing and formatting the ID line

In this section, you'll create another text object for the identification line. The identification line contains the volume number and publication date and usually appears just below the masthead.

1 With the text tool selected, position the I-beam where the left margin intersects the horizontal ruler guide set at the 1³/₄-inch mark. Drag diagonally down and to the right, to where the right margin intersects the ruler guide at the 2-inch mark. This creates the text object for the ID line.



Note: If the I-beam doesn't change to a cross hair when you press the mouse button, the new text object you're trying to create may be on top of the text object you created for the masthead. To create a text object on top of another text object, press the Command key and drag to create the new text object.



2 To change the text style, choose Text > Text Settings.

3 In the Text Settings dialog box , type 10 for Point Size, select Helvetica from the Font pop-up menu, and select Bold for Style. Then click OK.

4 For a closer view of the text as you type, choose Page > View > Actual Size. Type **VOLUME 1, NUMBER 1**, press the Tab key, and type **AUTUMN 1995**. If the text doesn't appear as you type, select the text object with the pointer tool and then drag the center handle at the bottom edge of the object down slightly. Do this in small increments until the text appears.

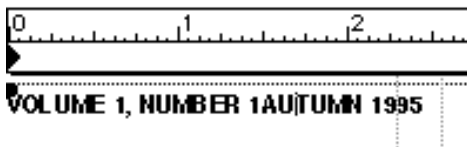
5 Choose Page > View > 75% and scroll until you can see the top half of the page.



6 To display the text ruler, choose Text > Show Text Ruler. From here, you can align the text with the right margin.

7 Click the clear tabs icon to clear all tab settings. To align the ruler with the text, click the align icon. If the Text Ruler covers the text, drag the ruler up or down by its title bar until the text is visible, and then click the align icon.

8 To create a right-justified tab, click an insertion point in the ID text object, and then click the right-tab icon on the Text Ruler. Click in the tab field below the ruler to set the right tab so that AUTUMN 1995 aligns with the right margin.



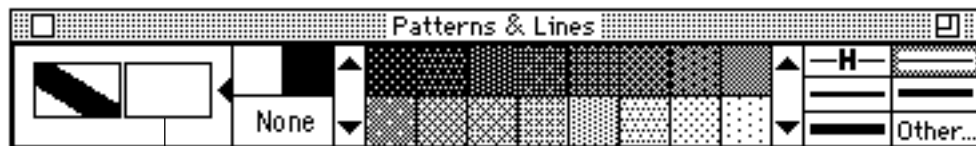
9 Close the Text Ruler.



Adding a fill pattern to objects

Any object can have a fill pattern, line pattern, and line style assigned to it. There are four sets of patterns available from the Patterns & Lines palette. Use the scroll arrowheads to the immediate left of the patterns to see them all. As you select different patterns, they're displayed in the line pattern indicator.

1 Choose Tools > Show Patterns & Lines or double-click any drawing tool to display the Patterns & Lines palette.



Fill pattern indicator



2 Use the pointer tool to select the ID text object, click the Fill pattern indicator in the Patterns & Lines palette, and select one of the last two gray patterns.



3 Click the zoom box in its title bar to collapse the palette and move it out of the way; you'll use the palette later.



Placing text

The three text objects that match the columns on page 1 were linked to each other automatically when the page was created. In addition to typing text in these objects, you can place existing text created in a word-processing program. Adobe HomePublisher recognizes formatted files from many word-processing programs, so you can place text without losing any of the original formatting.

In this newsletter, you'll place one of the sample files included in the Tutorial folder that was installed with Adobe HomePublisher on your hard drive.

- 1** Choose Size to Fit from the Zoom pop-up menu so you can see the entire page at once.
- 2** Use the pointer tool to select the text object in the first column.
- 3** Choose File > Place Text.



4 In the Place Text dialog box, locate and select Restoration in the Stories folder inside the Tutorial folder.

5 Click the Text Preview option to preview the file. The first few lines of text are displayed in the Preview section.

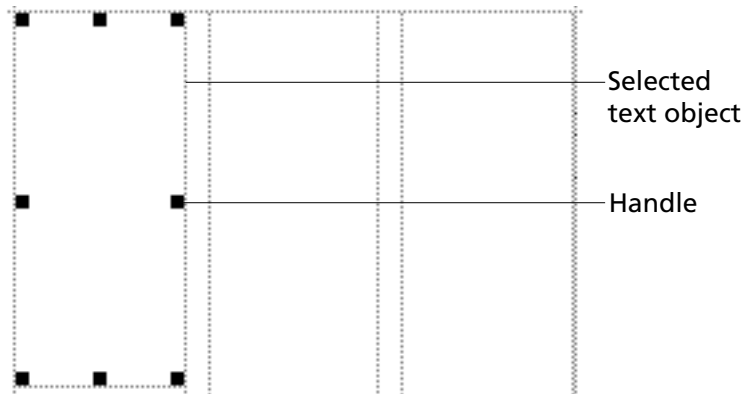
Preview

Restoring Old Photographs
—by Gillian Newson
While you may never want
to alter that original
1870's photograph of your
great great Aunt Barbara,
you can (and should) have a
negative and an extra print
made of it just for safe
keeping. Photographs can

☒ **Text Preview**



6 Click Open to place the text file into the selected text object in your publication. The story automatically flows into the three linked objects.



Creating a headline

Having placed the story, you can see that the headline “Restoring Old Photographs” is too large for the narrow column in which it was placed. It would look better if it were spread across the top of two or three columns. To do this, you’ll create another text object (like the text object for the masthead) that spans three columns just above this lead story.

- 1 Make sure you’re at 75% view, then scroll the page so the left margin and the headline of the lead story are visible on the left side of your screen.
- 2 Select the text tool, place the I-beam on the left margin at the 2¹/₂-inch mark, then drag up and to the right until the cross hair is on the margin at the right and the tracking line is at the 2-inch mark on the vertical ruler.



3 Triple-click the headline “Restoring Old Photographs” to select it, and choose Edit > Cut (Command+X) from the menu.

4 Click the I-beam in the new text object, then choose Edit > Paste (Command+V). The text is now cut from the story and placed in the new object.



Placing graphics

Placing graphics in a publication is very much like placing text. Adobe HomePublisher can place graphics in the following formats used by most Macintosh graphics programs: PICT, TIFF, EPS, and MacPaint.

- 1** To see the whole page, choose Size to Fit from the pop-up Zoom Indicator.
- 2** Select the pointer tool in the Main Tools palette.
- 3** Choose File > Place Graphic.



4 In the Place Graphic dialog box, locate and select the graphic named “Restoration art” in the Graphics folder in the Tutorial folder. Select Graphic Preview to see the image before you open it.



5 Click Open to place the graphic in the publication. Adobe HomePublisher centers the graphic in the publication window.



Aligning objects

In this section, you'll move the graphic so the top is aligned with the ruler guide at the 2½-inch mark, and the right edge of the graphic is aligned with the right margin. You can do this quickly and precisely even from the Size to Fit view by using the Align Objects dialog box. When aligning multiple objects, Adobe HomePublisher aligns all objects relative to the first object selected.

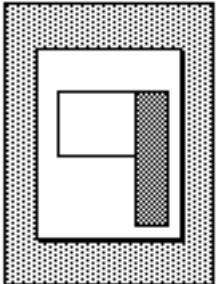
- 1 Using the pointer tool, select the text object on the right, and then hold down Shift as you select the graphic.
- 2 Choose Objects > Align Objects.



3 In the Align Objects dialog box, select To Each Other. In the Horizontal section, select Right Sides; in the Vertical section select Tops. The Preview displays a sample of the selected objects and how they will align based on the options you select.

☒ **To each other** ☐ **To page margins**

.....

Horizontal	Preview	Vertical
☐ No change ☐ Left sides ☐ Centers ☒ Right sides ☐ Edges		☐ No change ☒ Tops ☐ Centers ☐ Bottoms ☐ Edges

4 Click OK to apply the selected alignment options. The graphic is moved to the right to align with the right side of the text object, and up to align to the top of the text object.



Wrapping text around an object boundary

The graphic is now on top of the text. In this section, you'll wrap the text around the graphic. Wrapping the text around a graphic gives you additional control over the flow of text. If the graphic has text wrapped around it, you can reposition the graphic, or even resize it, and the text automatically reflows around the graphic to fill the text object.

- 1 Use the pointer tool to select the graphic you just placed.
- 2 Choose Objects > Text Wrap.
- 3 In the Text Wrap dialog box type .25 for Text Standoff from Object. Select Rectangular Boundary of Object, and then click OK. Adobe HomePublisher automatically wraps the text around the graphic.

Text standoff from object:

.25

Wrap Around

☐ None



**Actual shape
of object**



**Rectangular
boundary of object**



4 Change the view to Actual size and scroll to the lower-right corner of the last text object. The link indicator is a black triangle indicating that this object is linked to another text object and that there is additional text that doesn't appear in this object. You'll fix that later.

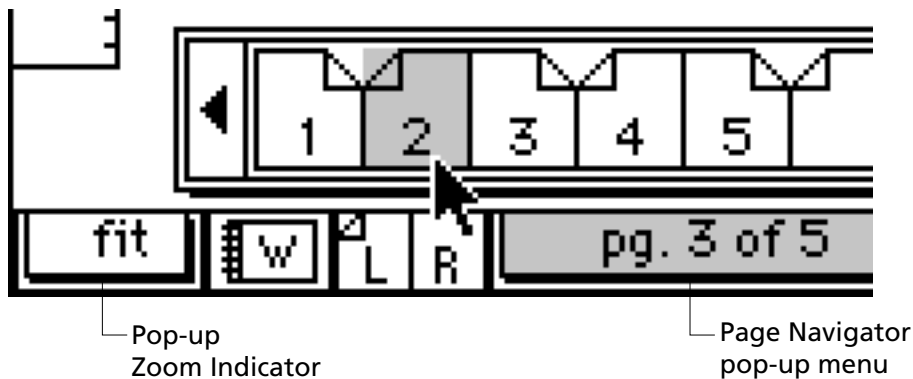
5 Choose File > Save.



Unlinking and linking text objects

The story on page 2 should start in the first column and cover the top half of the page. By confining the text to the top half of the page, the newsletter can be folded across the middle, and the bottom half can be used for the return address and a mailing label. In this section, you'll break the links between the three text objects on this page and then relink them to create a new chain for the second story. When you unlink a text object, text moves to the next linked object. If there is no linked object, the text disappears from the page until you create a text object for it.

- 1 Select page 2 from the Page Navigator pop-up menu.



2 Choose Size to Fit from the pop-up Zoom Indicator. Note that there are about 2 inches of text left on this page.

3 Select the unlink tool in the Main Tools palette and click anywhere in the first, second, and third text objects. Each text object remaining on page 2 is a separate, unlinked story. To hold the text for the second story, they must be linked into one story chain.

4 Select the link tool in the Main Tools palette and select the first text object, the second text object, and finally the third text object. The three objects are now linked together. Adobe HomePublisher adds link indicators at the upper-left and bottom-right corners of the text objects to show how the text will flow through the linked objects.

5 Use the pointer tool to select the first text object, place the pointer on the bottom, center handle, and then drag the center handle up until the tracking line in the vertical ruler reaches the $4\frac{3}{4}$ -inch mark.

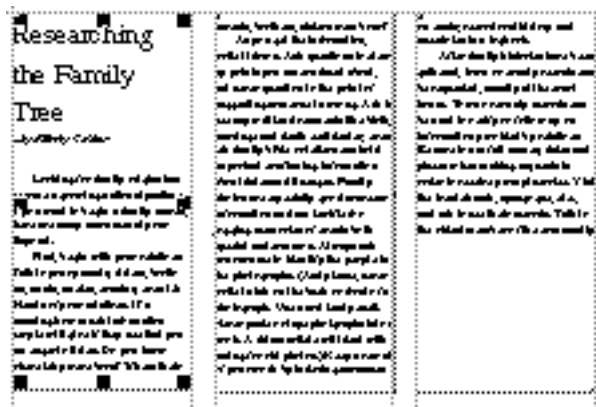
Resizing text blocks and laying out the second page

In this section, you'll resize the text blocks and place the text and graphic for the second story. The equals tool lets you resize objects quickly and precisely.

- 1** Choose the equals tool in the Main Tools palette. The pointer changes to a hollow equal sign.
- 2** Click anywhere in the first text object. The pointer changes to a filled equal sign to indicate it has been "loaded" with the dimensions of the first object. Now any object that you click with this loaded pointer will be resized to match the size of the first object.
- 3** Use the loaded pointer to select the second and third text objects. Both of these objects are resized automatically to match the first object.



4 Use the pointer tool to select the first text object, choose File > Place Text, and then open the text file called Resources. Adobe HomePublisher places the story into the linked text objects.

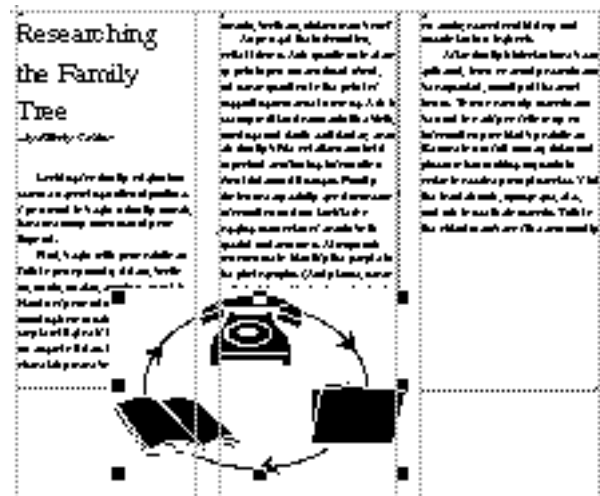


5 Deselect objects by clicking the pointer anywhere outside the page, and then choose File > Place Graphic.

6 In the Place Graphic dialog box, locate and select the graphic called Resources art, which is located in the Tutorial folder, and then click Open.



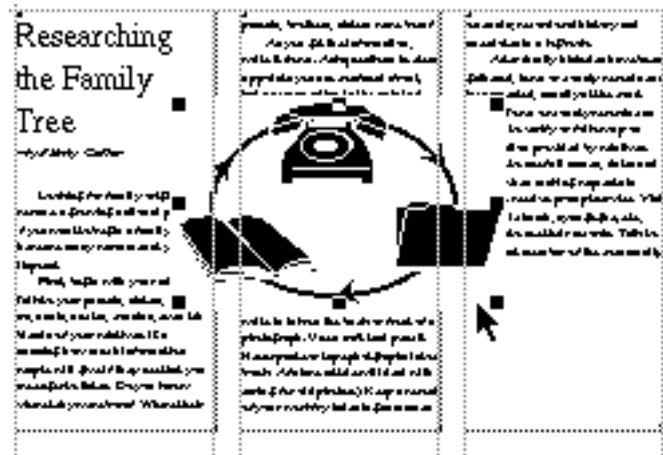
Adobe HomePublisher places the graphic at the original size in the center of the publication window.



7 Choose 50% size from the Zoom pop-up menu to see the top half of the page in more detail.



8 Use the pointer tool to drag the graphic over the middle text object.

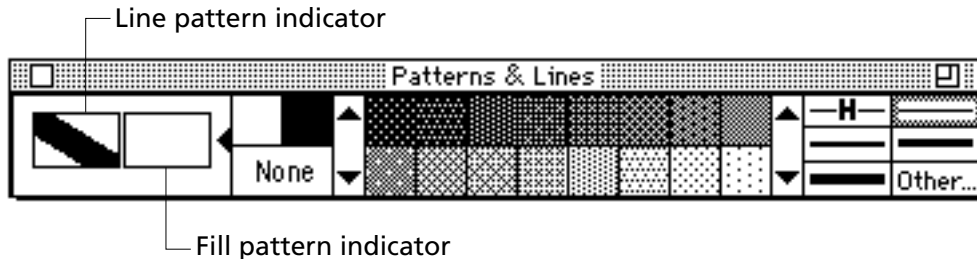


Wrapping text around an object's shape

Since the graphic object now hides the text, you should wrap the text around the shape of the object. This time you'll wrap the text around the shape of the object, giving the text wrap an interesting twist. To wrap text around an object's shape, the selected object must have a Line and a Fill pattern of None.

1 Make sure the graphic is still selected; if the Patterns & Lines palette is not displayed, choose Tools > Show Patterns & Lines.

2 Click the Fill pattern indicator and click None. Click the Line pattern indicator and click None.



Creating and formatting text

In this section, you'll format a title to span two columns and create a return address on the bottom half of the page.

- 1** Select 75% view from the Zoom pop-up menu.
- 2** Using the pointer tool, drag a ruler guide from the horizontal ruler to the 1-inch mark in the vertical ruler.
- 3** Select the first text object and drag the center handle until the top of the text object overlaps the ruler guide you just set.
- 4** Resize the second text object in the same manner.



5 Select the text tool, position the I-beam at the junction of the top and left margins (the $\frac{3}{4}$ -inch mark on the horizontal ruler and the $\frac{1}{2}$ -inch mark on the vertical ruler), and drag down and to the right until the cursor reaches the ruler guide set at the 1-inch mark and the right margin of the second text object.



6 Still using the text tool, select the text “Researching the Family Tree,” and choose Edit > Cut (Command+X).

7 Click the I-beam in the new text object and choose Edit > Paste (Command+V). The text is placed in the new object.



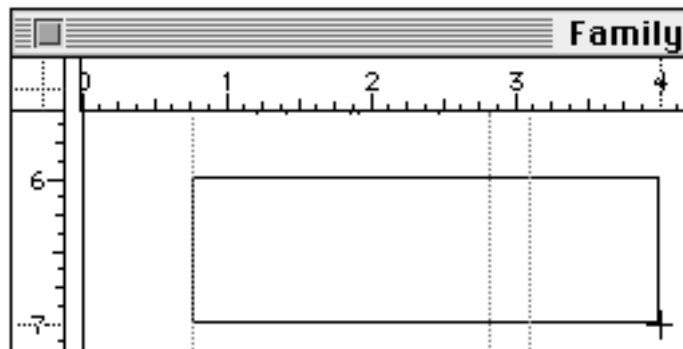
8 Use the text tool to select the space above the name, and then press the Delete key.



9 Scroll to the left margin near the middle of the page. Select the text tool and position the I-beam on the left margin at the 6-inch mark in the vertical ruler.



10 Drag down and to the right until the tracking line in the horizontal ruler is at the 4-inch mark and the tracking line in the vertical ruler is at the 7-inch mark.

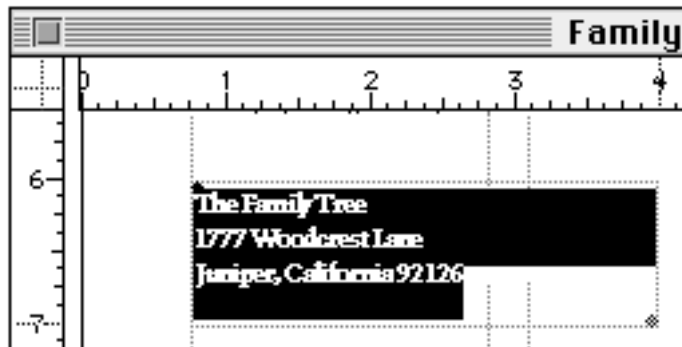


11 Type the following address:

The Family Tree
1777 Woodcrest Lane
Juniper, California 92126



12 Leave the insertion point in the object and choose Edit > Select All (Command+A).



13 Choose Text > Font > Times. Choose Text > Size > 12. Choose Text> Style > Bold.



Copy fitting text

All the text for the lead story didn't fit into the space allotted to it. *Copy fitting* is the process by which you make text fit in the space allotted to it. It can be done by editing the text and by changing the font size, the space between words, and the space between lines or paragraphs. Adobe HomePublisher makes copy fitting easy.

- 1** Go to page 1 of your publication.
- 2** Choose Size to Fit for the view size so you can see the entire page.
- 3** Click the text tool anywhere in the text in the three columns and choose Text > Copy Fit. Adobe HomePublisher automatically adjusts the copy to fit the three columns.



Printing the publication

The sample files you've used to set up this news-letter were designed for best printing to a PostScript LaserWriter. The pages in this publication are designed to be output to standard U.S. Letter-size paper at portrait orientation.

1 Make sure you've selected the correct printer in the Chooser, and choose File > Page Setup.

2 In the Page Setup dialog box, make the appropriate selections for your printer and click OK.

Note: If you're printing to an Apple LaserWriter, click Options and make sure that Precision Bitmap Alignment is off.

3 Choose File > Print. Select the options you want, and then click OK.

4 Choose File > Quit to quit Adobe HomePublisher.



BASIC CONCEPTS

This chapter explains some fundamental concepts about working with Adobe HomePublisher. It covers the basic tools, including tool palettes, getting online Help, and the publication window. You'll also learn how to customize the program to suit your individual taste by setting defaults and preferences.

Setting default palette positions

You can use the Capture Defaults command to set which palettes display and where to position them on-screen. The palettes will stay in this position each time you start Adobe HomePublisher.

Using online Help

Anytime you need help while using Adobe HomePublisher, you can easily access three kinds of online Help. Online Help contains information on a variety of topics. Inactive Menu Help give you information about commands that are inactive, or dimmed. You can also access Balloon Help, which displays information about tools, menus, and dialog box options. You can turn off Inactive Menu Help and Balloon Help.

To use online Help:

- 1** Choose Help from the Apple menu, or hold down the Command key and press ? (question mark).
- 2** In the Help dialog box, scroll to find the topic you want.
- 3** Choose the topic and click Help to see information about that topic.
- 4** Click Done to return to your publication.

To use Inactive Menu Help:

- 1** Choose an inactive, or dimmed, command from an Adobe HomePublisher menu.
- 2** Follow the instructions in the dialog box to activate the command.



To turn off Inactive Menu Help:

1 Choose Options > Preferences.

2 In the Preferences dialog box, deselect Help with Inactive Menus, and then click OK.

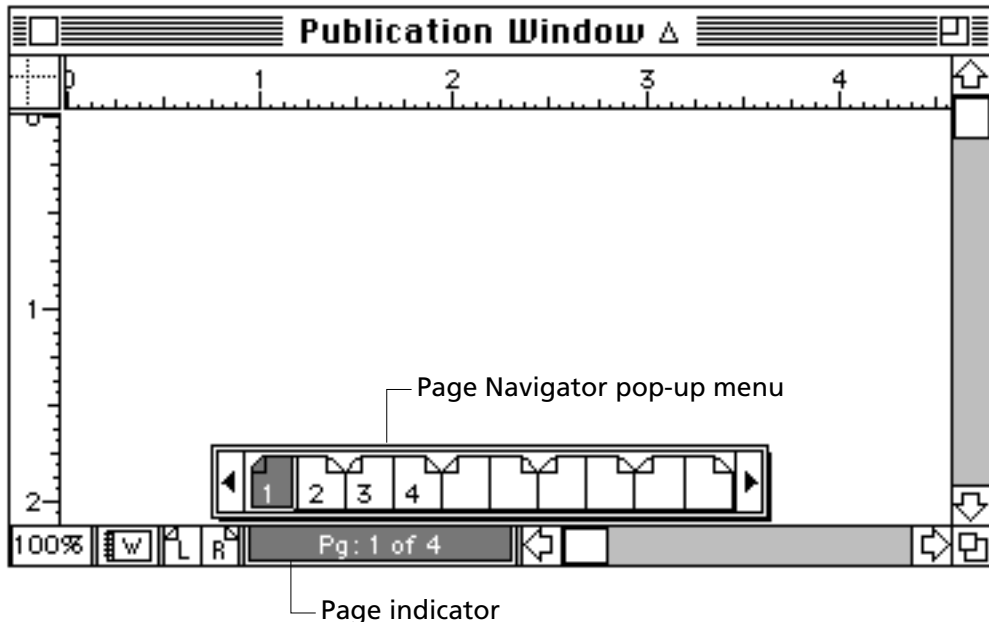
To activate Balloon Help:

1 Choose Show Balloons from the menu under the Balloon icon in the upper-right corner of your screen.

Working in the publication window

When you start Adobe HomePublisher and create a publication from scratch, the publication window is displayed. This window displays one or two pages from your publication at a time. You work with this window as you would any other standard Macintosh window. Use the horizontal and vertical scroll bars (or the grabber hand from the Main Tools palette) to scroll within the page. Use the size box to size the window, the close box to close the window (and the publication), and drag the title bar to move the window on the screen.





Note: The delta symbol (Δ) in the title bar indicates that changes have been made to the publication that haven't been saved. Use the Save command from the File menu to save changes.

Changing pages

The Page Indicator at the bottom of the window indicates the current page, but it also can be used to move to the other pages.

To change pages:

Choose one of the following techniques:

- Choose the page you want from the Page Navigator pop-up menu.
- Choose Page > Go to Page from the Page menu.
- Hold down the Command key and press Tab.

Changing measurement units

Horizontal and vertical rulers make it easy to position objects precisely on the page. You can change the unit of measurement for the rulers in the Preferences dialog box.

To change the unit of measurement:

- 1** Choose Options > Preferences.
- 2** Choose a new unit from the Measurements pop-up menu, and then click OK.

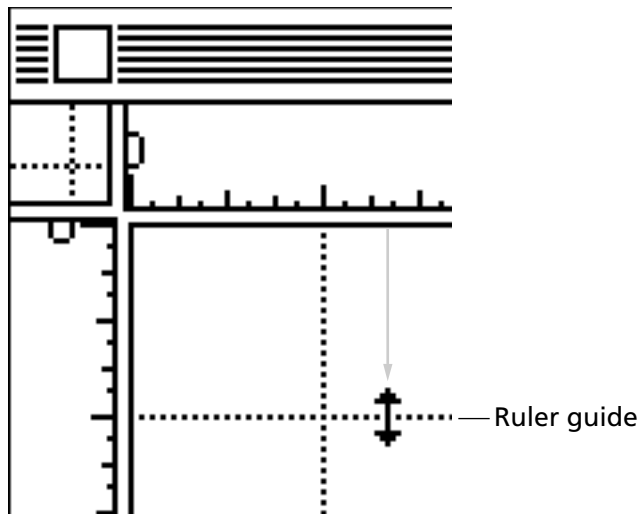
Using ruler guides

Ruler guides help you precisely position items in your publication. For example, if you need to create an object at exactly 1 inch from the left edge of the page, you can put a ruler guide at exactly that point and align the object to the ruler guide. You can have up to 20 ruler guides.



To position a ruler guide:

Move the pointer over a ruler, and then drag a ruler guide from the ruler to a position in the publication.



To remove a ruler guide:

Select the guide you want and drag it back into the ruler.

Using the zero point

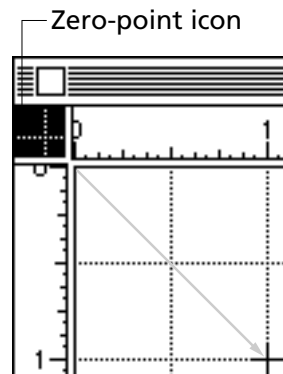
The zero point is the position at which the zeros on the vertical and horizontal rulers intersect. The zero point is initially set to the top and left edge of the paper. You can change the position of the zero point at any time and then quickly reset it.

To move the zero point:

- 1 Position the pointer tool on the zero point icon.
- 2 Drag to the new location.

To reset the zero point:

Click the zero-point icon.



Reducing or enlarging the page view

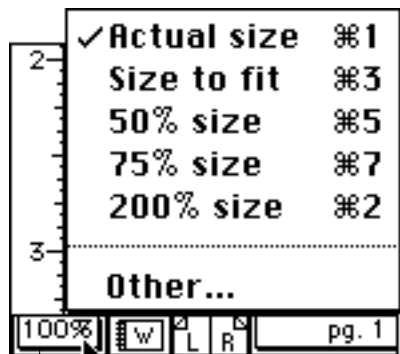
As you design your page layout, you'll find it helpful to reduce and enlarge the page view, depending on the task at hand. Reducing the page view so that the page fits on the screen lets you view the effectiveness of the entire layout and how elements work together. By enlarging the page view, you can examine objects in detail. Adobe HomePublisher gives you five preset magnification levels and the ability to specify your own magnification level.



To change the view of the publication:

Use one of the following techniques:

- Choose the magnification level from the Zoom Indicator pop-up menu at the lower left of your screen, or use the keyboard shortcut for a specific size.



Zoom indicator

- Choose Page > View and select a magnification level or choose Other and enter a percentage from 10 to 400. The view you choose applies to all pages of the publication.

Using double-sided or facing pages

When you view left and right pages simultaneously, you view *facing pages*, also called a *spread*. The left page is an even-numbered page beginning with page 2. The right page is an odd-numbered page beginning with page 3. Page 1 is a right page typically reserved as the title page of the publication. When you're displaying facing pages, you can work on either of the pages.

To view double-sided, facing pages:

- 1** Choose File > Publication Setup.
- 2** In the Publication Setup dialog box, click Double-sided Pages, and then click OK.
- 3** Choose Page > Display Facing Pages.

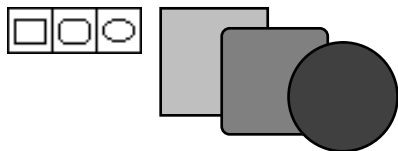
Working with objects

In Adobe HomePublisher, an object can contain either text or graphics. An object's type changes depending upon what's in it at any given time. An object containing a graphic is a graphic object; an object containing text is a text object.

There are several ways to create text objects. When you create a publication or add pages, selecting the Create Text Objects option in the Publication Setup dialog box causes Adobe HomePublisher to automatically create text objects in the publication.

You can create text and graphic objects using the following tools:

- Use the drawing tools to create simple shapes.



- Use the text tool to draw a text object. Adobe HomePublisher displays the text cursor at the insertion point and you can begin typing in the object immediately. Or you can select it and use the Place Text command to place text from a text document.

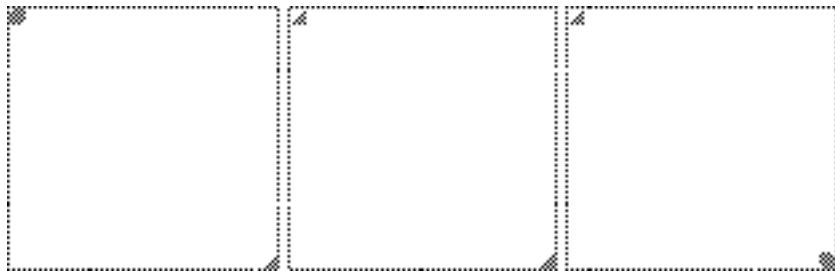


To create a block of text with a rounded rectangle border, draw a rounded rectangle around the text object.

You can also create a text object by drawing a rectangle first. Then select the text tool, click the object, and type the text you want. Or you can use the Place Text command or the Place Graphic command to insert text or graphics from another document.

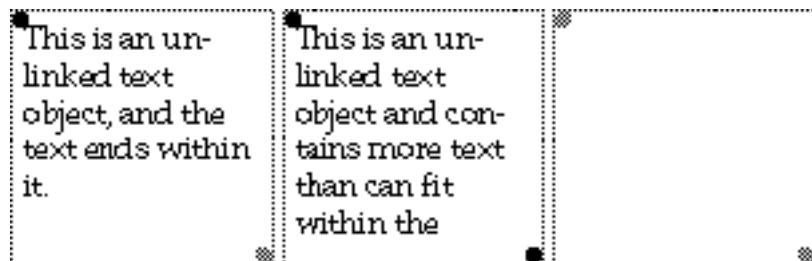
Working with story chains

In Adobe HomePublisher, you create and link text objects, and flow text into them. Each group of linked text objects is called a *story chain*. Each time you create a text object, Adobe HomePublisher considers it a separate story chain. You can name story chains to keep track of them easily. Naming a story is particularly useful when you're using the Link Navigator. For more information, see [Using the Link Navigator](#).

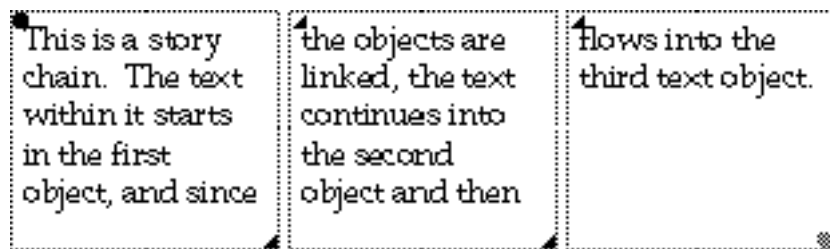


Linked text objects make up a story chain





Unlinked text objects



Linked text objects

Link symbols

Symbols in the upper-left and lower-right corners of each text object indicate how text flows throughout a story chain. For more information, see [Unlinking and Linking Text Objects](#).



Indicates the beginning or end of the story chain and that there is text in the object.



Indicates the beginning or the end of the story chain and that there is no more text to flow.



Indicates the object is linked to another text object and that there is more text to flow.



Indicates the object is linked to another text object and there is no more text to flow.

If you want, you can use the Name Story command from the Options menu to give each story chain a name. So, when you're using your "Monthly Newsletter" AutoCreate template to lay out the January issue, you can easily see which story chain is for the "Lead Story," the "Editor's Column," or the "Calendar of Events."

Using a grid

Many professional graphic designers use a system of evenly spaced squares—a grid—for creating page layouts. You can use a grid to help determine where to place objects and how to align them.

Grid Settings

Measurements in: **Points**

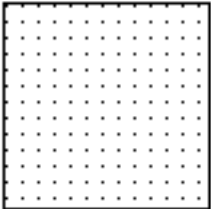
Grid Spacing

Vertical:

Horizontal:

☐ **Display Grid**
(⌘ - Shift G)

Example



Cancel

OK



If you design your publication according to a grid, you can work with Adobe HomePublisher in two different ways. You can have all objects snap to the grid as you create them, or create objects first and have them snap to a grid.

To set up a grid:

- 1** Choose Page > Grid Settings.
- 2** Type grid settings between 6 points and 2 inches. Click OK.

To create objects on a grid:

Choose Page > Grid Snap On. Adobe HomePublisher restricts the creation of new objects to the grid system you've set up with the Grid Settings command.

To align existing objects to a grid:

- 1** Make sure Grid Snap On is selected. Choose Page > Grid Snap On.
- 2** Select the objects that you want to align to the grid.
- 3** Choose Options > Align to Grid from the Options menu. Adobe HomePublisher moves the objects to the nearest grid position above and to the left of each object.

Setting preferences and defaults

Adobe HomePublisher lets you configure the program to suit your needs by using the Preferences and Capture Defaults commands. You can also save settings for text and options in other dialog boxes by using the Keep Settings button in the Publication Setup and Text Settings dialog boxes.

Setting preferences

The Preferences command in the Options menu opens the Preferences dialog boxes, which allow you to set a number of options for startup and work sessions. There are two dialog boxes with options for Preferences; use the Next and Previous buttons to move between them.



Preferences

1 of 2

Measurements in: **Inches**

When resizing graphic object with Option key pressed, restrict sizes for: **LaserWriter (300dpi)**

☒ Save Publication reminder every: **15** minutes

☒ Display color separation cut-outs

☒ Help with inactive menus

☒ Use "Smart" quotes when typing

Dialog sample update delay: ☒ Short ☐ Normal ☐ Long

☒ Show graphics

Cancel

Restore Defaults

Previous

Next

OK



Preferences

2 of 2

Start up dialog

- ☒ **New/Open Publication**
- ☐ **Publication Setup**
- ☐ **AutoCreate**
- ☐ **Open Publication**
- ☐ **None**

After using a Drawing tool

- ☒ **Tool remains selected**
- ☐ **Arrow becomes selected**

Guides drawn

- ☒ **In front**
- ☐ **In back**

Resize object when dragging handles and:

☒ **Boundary of object**

Bring floating palette to front by clicking

- ☒ **Anywhere on palette**
- ☐ **On title bar only**

Cancel

Restore Defaults

Previous

Next

OK



- Measurements In—Choose a default unit of measurement from the pop-up menu.
- When Resizing Graphic Object with Option Key Pressed, Restrict Sizes for—Choose the printer type you are using from the pop-up menu. When you press the Option key and resize a graphic object, scaling is restricted to those sizes which will produce the best results on the selected printer.
- Save Publication Reminder Every—Select this option to have Adobe HomePublisher prompt you to save your publication. Type a number to set how frequently the prompt appears.
- Display Color Separation Cut-outs—Select this to display color-separation cut-outs on the screen.
- Help with Inactive Menus—Select this option to get help when you choose a dimmed command. For more information, see [Using Online Help](#).
- Use “Smart” Quotes When Typing—Select this to substitute typographer’s quotation marks whenever you type normal quotation marks.
- Dialog Sample Update Delay—Select the length of the delay before the preview in the dialog box is updated.



- **Show Graphics**—Select to display graphics on-screen. Deselect this option to display graphics as gray rectangles with X's through them. This speeds up scrolling. Graphics print whether or not this option is selected.
- **Start Up Dialog**—Select the dialog box you want to see when you first start the program.
- **After Using a Drawing Tool**—Select an option to keep the same tool selected or to have the pointer tool automatically selected after using a drawing tool.
- **Guides Drawn**—Select an option to have ruler guides and column guides drawn in front of objects or in back of objects.
- **Boundary of Object**—Select to resize the bounding rectangle by dragging.
- **Bring Floating Palette to Front by Clicking**—Select an option to bring palettes to the front by clicking anywhere in the palette or by clicking only their title bars.

To return all the Preferences settings to what they were when you purchased Adobe HomePublisher, click **Restore Defaults**.

Setting defaults

The Capture Defaults command saves the settings of certain palettes, commands, and dialog boxes as default settings that are used each time you start Adobe HomePublisher.

The following settings are captured when you choose Options > Capture Defaults:

- Tool palettes—the position for each tool palette and whether or not the palette displays.
- Page menu—the settings for the current View, Display All Background Items, Grid Snap On, Magnetic Guides, and Display Guides.
- Options menu—the Display Posted Notes setting.

Note: The ruler settings are stored for individual documents and override any publication defaults.

Using Keep Settings to save defaults

In the Publication Setup dialog box and in the Text Settings dialog box, you can choose the options you want and click Keep Settings to ensure that these options will be the defaults for any new publications you create.

Where preferences are stored

The options you choose in the Preferences dialog box, the defaults you save with the Capture Defaults command, and the Keep Settings button are stored in the AHP Prefs 2.1 file. This file is stored in the AHP Pouch folder.

CREATING, CHANGING, AND SAVING PUBLICATIONS

The starting point for every project is to set up a publication. As a project evolves, you can modify the publication. This chapter shows you how to set up, modify, and save a publication in Adobe HomePublisher.

Options for creating and opening publications

You can choose to create a new publication or open an existing publication from the New/Open Publication dialog box.

Choose from the following options:

- **New:** Create a New Publication from Scratch. Select this option to manually set the page and paper size, margins, number of pages and columns, and then lay out the text and graphics.
- **AutoCreate:** Create a New Publication from a Template. Select this option to have Adobe HomePublisher assist you in assembling text and graphics in a professionally designed layout or a layout you've previously created.
- **Open:** Open an Existing Adobe HomePublisher publication. Select this option to open previously created Adobe HomePublisher publications.

Creating a publication from scratch

In Adobe HomePublisher, you can design your own layouts or create new publications that meet your specific needs. For example, if you're creating special forms or working with custom page sizes, you may want to create a new publication from scratch.

To create a new publication from scratch:

- 1** Close any open publications, and then choose File > New. Adobe HomePublisher works with one open publication at a time.
- 2** Select New: Create a New Publication from Scratch, and click OK.
- 3** In the Publication Setup dialog box, select the options you want, and click OK. For more information, see [Setting Up a New Publication Layout](#).

Creating a publication with AutoCreate

AutoCreate offers a quick and easy way to create a new document automatically. AutoCreate lets you choose a template from a list, and presents you with a series of design options for the template you select. AutoCreate then shows you miniature versions of the pages, and allows you to place text into predefined text objects, and graphics into predefined objects on those pages.

Once you've placed your text and graphics, AutoCreate may display more dialog boxes with options for fine-tuning the details of your document. Your publication is then complete and ready to print.

If you re-create the same type of publication on a regular basis, AutoCreate lets you take advantage of the time invested in your carefully designed publication by letting you save it as an AutoCreate template. You can then use it again and again. For more information, see [Using AutoCreate Templates](#).

You can alter existing AutoCreate templates by opening them as publications and saving them to another name using the Save As command. Templates are located in the AutoCreate folder in the PP Pouch folder installed with Adobe HomePublisher. For additional information, see [Altering or Personalizing Templates](#).



To create a new publication from a template:

- 1** Choose File > New.
- 2** Select AutoCreate: Create a New Publication from a Template, and click OK.
- 3** Choose from the options offered in the AutoCreate dialog box.

Opening an existing publication

You can open files saved as Adobe HomePublisher publications.

To open an Adobe HomePublisher publication:

- 1** Close any open publications, and then choose File > New. Adobe HomePublisher works with one open publication at a time.
- 2** Select Open: Open an existing Adobe HomePublisher publication, and click OK.
- 3** Choose the publication you want to open. It may help to click Publication Preview to see the first page of the chosen publication.

You have several options for locating your publication:

- Use the vertical scroll bar to scroll through the list.
- Click Drive to see files on another drive.
- Click Eject to eject a disk and insert another disk that contains the file.

Adobe HomePublisher only displays the names of the files it has previously created as publications.

- 4** Click Open.

Setting up a new publication layout

When you create a new publication from scratch, Adobe HomePublisher needs some basic information, such as the number of pages in the publication, the margins for the pages, and the number of columns on each page. Adobe HomePublisher uses this information to set up the structure of the publication. You can change most of these settings using the File > Publication Setup command.

Publication Setup dialog box options

As you select the following options, Adobe HomePublisher displays your new settings in the Preview area.

- **Measurements In**—Select inches, points, millimeters, or picas as the unit of measure for the publication. The unit of measure can be changed at any time while you're working with your publication without altering the actual size of anything.
- **Page Size**—Select the page size from the pop-up menu, or type a custom size for Width and Height. The maximum page size is 240 inches x 240 inches.

Page size is different from paper size. Page size is the size of the publication page. Paper size is the size of the paper in your printer. When you print, Adobe HomePublisher always centers the page on the paper.

- **Page Orientation**—Click Portrait to create a page that is taller than it is wide, or click Landscape to create a page that is wider than it is tall. Portrait is the default.

Note: This is not the same setting as the Orientation option in the Page Setup dialog box, but it should match that option.



- **Margins**—Type a custom margin for the Left, Right, Top, and Bottom of the page. The margin is the amount of space from the edge of the paper to your layout.

Not all printers allow you to print to the edge of the paper. If you're printing to the LaserWriter on 8.5 x 11-inch paper, allow for margins. Printers may also have different minimum margins for different paper sizes; check your printer manual for more information.

- **Double-sided Pages**—Click Double-Sided Pages if you will be reproducing your publication on both sides of the paper. The default is double-sided off, which results in a single, right background page; in this case, only the Right Background Page Indicator appears in the publication window.

When you choose Double-sided Pages, you'll have a left page and a right page, and a left background page and a right background page. The left page will be an even-numbered page, the right page will be an odd-numbered page. Elements on left and right background pages can be placed independently. You can see the background pages by choosing the Left and Right Background Page Indicators in the publication window.



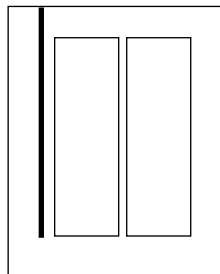
If you choose to have double-sided pages, you can also display two facing pages on the screen at the same time. To do this, choose Page > Display Facing Pages once you've set up your publication.

- Mirror—When you select Double-sided pages, you have the option of Mirror margins. The default is Non-mirror. Click Mirror so that the margins of even-numbered pages become the mirror image of the margins of their facing odd-numbered pages.

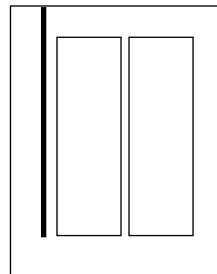
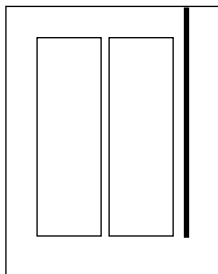
When you click Mirror, the Left and Right margin indicators switch to Inside and Outside. Inside refers to the side of the page toward the binding, while Outside refers to the side of the page away from the binding. In other words, the Inside option determines the right margin of even-numbered pages and the left margin of odd-numbered pages. The Outside option determines the left margin of even-numbered pages and the right margin of odd-numbered pages.



Click Non-mirror to have the Inside option determine the right margin of any page and the Outside option determine the left margin of any page. If you choose Non-mirror, the Inside and Outside labels revert back to Left and Right.



Double-sided "mirror pages"



Double-sided "non-mirror pages"

- Create Text Objects—Click Create Text Objects if you want to automatically create text objects when you create pages. Adobe HomePublisher uses the settings in Columns and Margins to determine the width and height of the columns, and, therefore, the width and height of the text objects it creates automatically. Once created, any text object can be resized, moved, or deleted.



If you choose Create Text Objects you also have the option of choosing Linked or Unlinked. Choose Linked, the default, if you want the automatically created text objects to be linked to each other. Choose Unlinked if you don't want text objects to be linked to each other. In this case, the new text objects will be independent rectangles.

- Number of Pages—Type the number of pages you want in the publication in the Number of Pages option. The default is 1 page.

The Number of Pages option appears in the Publication Setup dialog box only when you're creating a new publication. You can add or delete pages later by choosing Page > Add Pages or Delete Pages.

- Columns—You can specify the number of columns and the spacing between columns. Type the number of columns you want on each page in the Number option, or accept the default of 2 columns. Type the amount of space to leave between columns in the Spacing option, or accept the default spacing of .25 inches.



Column width is determined by the left and right margin settings and the column spacing. The Column height is determined by the top and bottom margin settings. All columns on a page are the same size. When you click Create Text Objects, text objects fill the column spaces.

- **Show Column Guides**—Select this option if you want to display column guides in the publication window. Column guides indicate the position of columns on each page, and are displayed as light blue vertical dotted lines.
- **Keep Settings**—Select this option if you change the Publication Setup settings and want to use these new settings every time you create a publication. The next time you create a publication with Adobe HomePublisher, these settings will be the defaults in the Publication Setup dialog box.
- **Preview**—As you change options, Adobe HomePublisher displays the results of your new settings in the Preview area.

Changing the publication setup

You can change any element of your layout at any time. For example, you might decide you want wider columns, or a different number of columns, or a different margin. Choose the Publication Setup command from the File menu and make appropriate changes.

Changing the Publication Setup settings for your current publication affects both existing pages and all pages added after the change. It doesn't alter the contents of the page.

Changing existing pages

When you change the layout by changing settings in the Publication Setup dialog box, Adobe HomePublisher adjusts these elements of the layout for all existing pages. You may have to resize existing text or graphic objects on these pages, depending upon the effect of these new settings. For example, if you change the page orientation from portrait to landscape after completing the layout for four pages, you may have to resize the length and width of some of the text objects to adjust for the new orientation.

Sometimes an existing object is larger than the page, with some of its selection handles actually off the page. To resize such an object, select it, choose Objects > Object Info, and then scale the object using the available options.

If you've changed the number or size of columns, and you need to resize many text objects to a new size, resize one first, then use the equals tool in the Main Tools palette to resize the rest.

Changing setup defaults for new pages

All changes made in the Publication Setup dialog box will be reflected in any new pages added to the publication. For example, if you change the page orientation from portrait to landscape after completing the layout for four pages, and then create a fifth page, Adobe HomePublisher will create shorter text objects on the new page to fit the new orientation.

To change the publication setup:

1 Choose File > Publication Setup.

2 Change any of the options described in [Setting Up a New Publication Layout](#), and click OK.

Note: To add pages, choose Page > Add Pages.

Adding and deleting pages

When you start Adobe HomePublisher and create a publication from scratch, you set the number of pages in the Publication Setup dialog box. But you can add or delete pages from your publication at any time, and you can manually add pages either at the end of your publication or after the current page.

You can also select AutoFlow in the Add Pages dialog box to automatically add enough pages to flow a selected text object. Selecting AutoFlow will temporarily override the Create Text Objects and Link options, and will create linked text objects.

Adding pages

You can quickly add pages that will have the same layout (margins, number of columns, and so on) as the current pages.

To add pages:

1 Choose Page > Add Pages.

2 Type the number of pages you want to add, and then click At End of Publication or After Current Page to add the pages at the end of the publication or after the current page.

Note: The current page is the last page chosen.

3 Click Publication Setup to choose publication options for the new pages. Click OK when you are finished to return to the Add Pages dialog box.

4 Click OK in the Add Pages dialog box.

If you add pages between pages that have linked text objects, Adobe HomePublisher adjusts the current links and rennumbers the existing pages. For example, you might have a text object on page 3 linked to a text object on page 4. If you add a page after page 3, or between the pages, Adobe HomePublisher flows the text from page 3 to page 5 (old page 4). The text blocks on the new page are not linked to existing story chains.



To add pages so that new text objects are linked to a current story and form one story chain:

1 With the pointer tool, select a text object that is part of the story chain you want to link new text objects to.

2 Choose Page > Add Pages.

3 Click Publication Setup to choose publication options for the new pages. Make sure to click the Create Text Objects and Linked options. Click OK when you are finished to return to the Add Pages dialog box.

4 Type the number of pages you want to add, and then click At End of Publication or After Current Page to add the pages at the end of the publication or after the current page.

Note: The current page is the last page chosen.

5 Click Link Page(s) to Selected Story, and then click OK.

Deleting pages

When you delete pages that contain linked text objects, Adobe HomePublisher deletes only the text objects, not the text, and reflows the text into the existing parts of the story chain. For example, if you have a story chain of text objects across pages 1, 2, and 3, and you delete page 2, Adobe HomePublisher reflows the text from the deleted page 2 onto the new page 2 (old page 3). The Link Indicators will show you if the text requires additional text objects to be displayed completely.

Note: To delete text itself, you need to select it with the text tool and press the Backspace or Delete key, or choose Edit > Clear.

To delete pages:

- 1** Choose Page > Delete Pages.
- 2** Type a page number at which to start and to stop deleting. For example, to delete pages 3, 4, 5, and 6, type 3 and 6. If you only want to delete one page, type the page number in both text boxes.
- 3** Click Delete.

Closing a publication

Adobe HomePublisher lets you work with only one publication at a time. If you're working on one publication and want to open another one, you must close the current publication first. You can copy elements from one publication to another using the Clipboard. Simply select the elements in the first publication and copy them to the Clipboard by using the Copy or Cut command. Then close the first publication and open the other publication. Use the Paste command to copy the elements onto the page.

To close a previously saved publication:

Choose File > Close or click the close box in the upper-left corner of the publication's title bar. If you've made changes since the publication was last saved, a dialog box appears, asking if you want to save the changes before closing. You have the following options:

- To save the changes, click Yes.
- To close the publication without saving the changes, click No.
- To cancel the close operation and to return to your publication, click Cancel.



To close a new, unsaved publication:

Choose File > Close or click the close box in the upper-left corner of the publication's title bar, and then follow the procedure for saving a publication.



Saving a publication

You can save changes to a publication at any time by choosing File > Save or Save As. Adobe HomePublisher adds a Δ (delta symbol) after the publication's name in the title bar as soon as you make changes. The Δ indicates that you have made changes to the document that have not yet been saved.



Publication unchanged



Publication changed, changes not yet saved

It's wise to save frequently to ensure that your changes aren't lost. See [Using the Automatic Reminder to Save](#) for information about a special Adobe HomePublisher saving feature.

Comparing the Save As and Save commands

Use the Save As command to save a different version of the publication with a new name or to a new location.

Use the Save command to save the most recent changes to a publication you've already named. If you choose File > Save and your publication does not have a name (because it is a new publication or because you've used AutoCreate to create the publication), the Save As dialog box appears.

Saving a publication the first time

When you create a new publication it is always untitled. If you want to save it, you must give it a name.

To save a new publication:

- 1** Choose File > Save or Save As.
- 2** Type the name you want to give your publication.
- 3** Click Adobe HomePublisher Publication, and then click Save.

Saving a publication using the current name

If you've already named your publication (the name of the publication appears in the center of the title bar), choosing Save automatically saves the changes you've made to the publication.

If you've made changes to the original publication (noted by a Δ after the publication's name in the title bar) and want to keep your original publication as well as save these changes, choose File > Save As and give the publication a new name.

Saving a publication to a different name or location

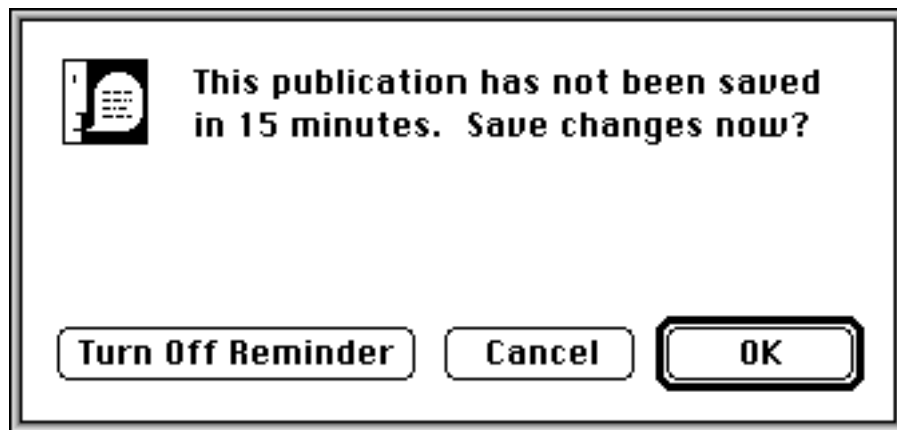
While you can use the Revert to Last Saved command to erase changes you've made since the last time you saved your file, you may also want to keep earlier versions as backups. To save the current publication under a different name, choose Save As from the File menu.

The Save As command gives you the opportunity to save your publication under a different name, in another location, and in other formats.

Note: Remember, unless you type a new name or specify a location in a different folder or disk, this changed publication will overwrite the original.

Using the automatic reminder to save

In the normal course of working on a publication, it's a good idea to save your work regularly. But if you're really involved with the layout of your publication, you can easily forget. Adobe HomePublisher has a feature called the Save Publication Reminder that reminds you if you've made changes but haven't saved your publication recently.



The Save Publication Reminder dialog box prompt



When this feature is turned on, a dialog box appears if you haven't saved your publication in a specified amount of time. It advises you that your publication hasn't been saved, and allows you to do one of the following:

- To save the publication at that time, click OK.

If your publication doesn't have a name yet, the Save As dialog box appears.

- To turn off the Save Publication Reminder, click Turn Off Reminder.
- To postpone saving the publication, click Cancel.

After you've selected an option, Adobe HomePublisher returns you to the same point you were before the reminder.

Note: By default, the Save Publication Reminder is turned on and the time between reminders is 15 minutes.

The Save Publication Reminder is set from the Preferences dialog box.



To set the time between reminders:

- 1** Choose Options > Preferences.
- 2** In the Minutes option, type the number of minutes you want between reminders, and click OK. The default is 15 minutes.

To turn the reminder on or off:

- 1** Choose Options > Preferences.
- 2** Click Save Publications Reminder to select or deselect it, and click OK. The default is to have the reminder on.

Exporting stories

In Adobe HomePublisher, you can save stories as separate files for use in other publications or to give back to your writers. The process of saving a story separately from the publication itself is called exporting a story.

You can export a story in Text format or Rich Text Format (RTF). When you export a story in Text format, it's saved as an ASCII file without any formatting. This is a format that many word-processing programs recognize. Rich Text Format, also known as Interchange format, is a word-processing format that translates formatting into ASCII codes. This means that other programs that can read RTF can easily interpret the formatting.

To export stories from a publication:

- 1 With the pointer tool, select any text object in the story chain you want to export.
- 2 Choose File > Save As.



3 Click Export Story and choose Text or RTF from the pop-up menu.

4 Type a name for this new file in the Save Document As option, and then click Save.

If you want to save your exported story to a different location from that in the scroll box, use standard Macintosh procedures to change drives or open folders.

Saving a page as a PICT file

You can save each page of your publication as a separate PICT file. PICT is a file format created by graphics applications such as Adobe SuperPaint and Adobe Photoshop. You can use these PICT files as graphics in other applications and even place them as graphics back into your Adobe HomePublisher publication.

To save a page as a PICT file:

- 1** From within an Adobe HomePublisher publication, go to the page you want to save as a PICT file.
- 2** If you are displaying facing pages, click one of the pages once with the pointer tool to select that page to save as a PICT file.
If you're displaying only a single page, that is the page that will be saved.
- 3** Choose File > Save As.
- 4** Click PICT (Graphic).
- 5** Type a name for this new file in the Save Document As option, and click Save.

If you want to save your PICT file to a different location from that in the list, use the standard Macintosh procedures to change drives or open folders.

Saving as an AutoCreate template

While Adobe HomePublisher provides many templates, your own needs can be unique, so Adobe HomePublisher gives you the opportunity to make your own set of specialized AutoCreate templates. You can create an AutoCreate template simply by saving your publication as one.

The templates you create by building and then saving your own Adobe HomePublisher documents as AutoCreate templates will not have all the intelligent features of the AutoCreate templates provided with Adobe HomePublisher. However, if the document you save as an AutoCreate template includes copy fitting and locked-object attributes, the new template will apply those attributes to the corresponding objects. You can also apply the AutoFlow feature to documents you save as AutoCreate templates.

When you use a template in AutoCreate, you open an untitled copy of the template, never the original template itself. This allows you to work with the same template over and over without worrying about changing the original.



To be used with the AutoCreate feature of Adobe HomePublisher, a template must be located in a folder within the AutoCreate folder, which in turn is placed within the AHP Pouch folder. The AHP Pouch folder should be in the same location as the Adobe HomePublisher program. Files are saved in the proper place when you save as an AutoCreate template.

To save a publication as an AutoCreate template:

- 1** Open the publication you want to save as an AutoCreate template.
- 2** Choose File > Save As.
- 3** Click AutoCreate Template.
- 4** Type a name for this new template, and click Save.

The Save As AutoCreate Template dialog box appears asking you how you want to save this new template.



Templates are grouped in folders by publication types, including Letters, Newsletters, Envelopes, Memos, etc. Use the horizontal scroll bar to locate the specific publication type with which you want your template to be grouped.

Save as AutoCreate Template

Note: Choose a publication type below to save your publication as an AutoCreate template.

Publication Type


Brochures


Business ID


Calendars


Certificates



Cancel

Save



5 Click an icon in the Publication Type option, and then click Save.

Adobe HomePublisher automatically saves this new AutoCreate template in the specific Publication Type folder you specified, located in the AutoCreate folder, and then returns you to the point in your publication where you were before saving it.

Note: If you change your mind, and don't want to save the publication as an AutoCreate template, click Cancel to return to your publication without saving a template.

Your new template is now available to you whenever you select AutoCreate in the New/Open Publication dialog box.

Reverting to the last save

You may decide you don't want to keep the changes you've made to a publication; you want the publication the way it was before it was changed. The File > Revert to Last Saved command enables you to return to the version of the publication as it was when it was last saved.

This cancels any and all editing you've done since the last save. If you've made changes to the publication since you opened it, and have saved those changes under the same publication name, Revert to Last Saved will include those changes.

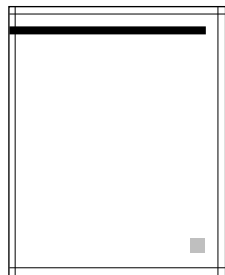
Before reverting to the last saved version, make sure that's what you want to do, because you can't undo a Revert to Last Saved command.

If you make changes to a publication and aren't sure you want those changes to be permanent, use Save As to save the changed publication under a different name.

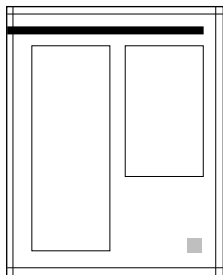
ABOUT BACKGROUND PAGES

If your publication will have elements that appear in the same position on many pages, you can create a set of background pages. Background pages can contain items such as headers, footers, borders, page numbers, logos, and other design elements. You create these elements once on the background page and Adobe HomePublisher automatically includes them on every page of your publication. Later, if you add pages to your publication, Adobe HomePublisher also adds the background-page elements to the new pages.

You can create anything on a background page that you can create on a regular page. For example, if you want to repeat a graphic in the upper-right corner of every page, place the graphic on a background page. You can even assign spot color to background items.



Left background
page



Right background
page

Adobe HomePublisher displays two background pages:

- A left background page for left, even-numbered pages, and
- A right background page for right, odd-numbered pages.

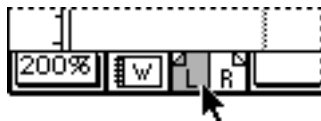


When you view a background page, the page indicator in the lower left of the publication window displays L Background or R Background.

If Double-Sided Pages is not selected in the Publication Setup dialog box, only the right background page and right background page indicator are displayed.

To go to a background page:

Click the left or right background-page indicator.



To create objects on a background page:

- 1** Go to a background page.
- 2** Create the objects you want on the background page as you would on any other page.
- 3** Check your changes by viewing a nonbackground page in the publication. View the appropriate page; if you created objects on a left background page, check a left publication page.

Adding headers and footers

In word-processing programs, you can add headers and footers to your document in the margins, above, or below the main body of text. In Adobe HomePublisher, you can place header or footer text throughout your publication by adding a text object to one or both background pages. You format header or footer text as you would any other text you add to a text object.

If you're using double-sided pages, the pages where headers and footers appear depend on whether you added a text object to the left or right background page:

- If you add a text object to the left background page, text appears on the left, even-numbered pages of the publication.
- If you add a text object to the right background page, text appears on the right, odd-numbered pages of the publication.

If you want headers and footers on all pages, add them to both background pages. As with any text object, you drag the header or footer anywhere on the page.



To add a header or footer:

- 1** Display the background page you want.
- 2** Choose Tools > Show Main Tools.
- 3** Select the text tool.
- 4** Drag to create a text object large enough for the header or footer text.
- 5** In the text object, type the text you want for the header or footer.

Adding automatic page numbers

Adobe HomePublisher can automatically number all pages in the publication consecutively. You can add a page number to any page, but adding a page number to a nonbackground page adds a page number to that page only. If you want to number all pages automatically, add a page number to both the left and right background pages.

To add page numbers:

- 1** Display a background page.
- 2** If the Main Tools palette is not visible, choose Tools > Show Main Tools.
- 3** Select the page-number tool.
- 4** Drag to create a page-number object.

Changing the page number format

You can customize the page number format at any time. Changes you make affect all page numbers whether you added them to background or non-background pages.

You control the page number format from the Page Numbering dialog box. As you specify options, Adobe HomePublisher displays a sample of how your page numbers will appear.

To change the page number format:

1 Choose Options > Page Numbering.

2 Select options as follows:

- Starting Page Number sets the number of the first page of your publication.
- Numbering Style sets the method used to number pages.



- Text specifies additional text that you want to come before or after the page number. Use the symbol # to represent the current page number and \$ to represent the total number of pages in the publication. For example, type **Page # of \$** for Page 3 of 5. Make sure you type any spaces you want to include.

Note: The # symbol represents the page number. You must leave the # symbol in the page number text object even if you do not add text to your page number. If you accidentally delete the # symbol, type it back in.

3 Click Text Settings to specify text attributes for the page-number object, such as size, font, and style, and then click OK to close the Text Settings dialog box.

4 Click OK to close the Page Numbering dialog box.

Aligning page numbers

You can align a page number within its text object. If you're working with double-sided pages you can align the page numbers on the left and right background pages separately.

To align a page number:

- 1** Go to the page or background page containing the page-number text object.
- 2** Select the page-number object with the pointer tool.
- 3** Choose Text > Alignment and choose an alignment option from the hierarchical menu.

Adding automatic dates and times

Adobe HomePublisher can automatically display and update the date and time on any page in your publication. If you want to include the date or time on all pages, add them to the background pages.

To add an automatic date or time:

- 1** Select the date tool or time tool on the Main Tools palette.
- 2** Drag on the page where you want the date or time to appear.

Changing the date and time format

You can customize the date and time format. Changes you make affect all instances where you added the date or time on background or nonbackground pages.

You control the page number format from the Date & Time Settings dialog box. Changing the date and time format changes all date and time objects.

As you specify options, Adobe HomePublisher displays a sample of how the date and time will appear.

To change the date or time format:

1 Choose Options > Date & Time.

2 Specify Date Options as follows:

- Include Day adds the name of the day to the date (for example, Friday, May 5, 1995).
- Leading Zeros adds zeros to single-digit dates (for example, 09/07/95).



3 Specify Time Options as follows:

- 12-hour displays time using a.m. and p.m.
- 24-hour displays time using the 24-hour clock which is standard for some countries and organizations, such as the military. The a.m. hours are represented from 1 to 12, and p.m. hours start at 13 for 1 p.m. up to 24 for midnight.
- Leading Zeros adds zeros to single-digit times (for example, 05:09 a.m.).

4 Click Text Settings to specify text attributes for the time, such as size, font, and style.

5 Click OK to close the Text Settings dialog box.

6 Click OK to close the Date & Time Settings dialog box.

Displaying and hiding background items

You can use the Display All Background Items command to control whether background items throughout your publication are displayed on the screen. When Display All Background Items is selected, all background items are displayed on all pages. When the command is not selected, background items are hidden on all pages. Display All Background Items is selected by default.

Note: This command affects only screen display. Adobe HomePublisher still prints all background items regardless of the Display All Background Items setting.

To display or hide background items:

Choose Page > Display All Background Items.

Hiding background items on one page

For some pages in your publication, you may not want the background items to be displayed or printed. For example, you may want one page to use a different design than the rest of the publication.

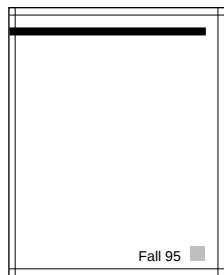
You can use the Display Page Background Items command to control whether background items on one page are displayed on the screen. When Display Page Background Items is selected, all background items on the current page display and print. When the command is not selected, background items on the current page are hidden and do not print. Display Page Background Items is selected by default.

To show or hide background items on one page:

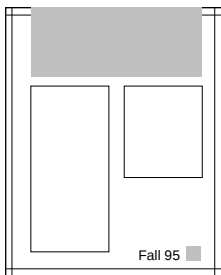
- 1** Go to the page of your publication (such as a title page) where you want to remove background items.
- 2** Choose Page > Display Page Background Items.

Moving background items to a regular page

Sometimes, one page in your publication requires some, but not all, of the background items. For example, you may not want to have a page number on your title page, but you may want to include a graphic that's on every other page. You can hide all the background items for that page and then copy only the individual background page items you want and paste them on another page.



Background
page



Regular publication
page with only two
background items



To copy some, but not all, background page items to a regular page:

- 1** Go to the page where you want to add background items.
- 2** If the background items are visible, choose the Page > Display Page Background Items command to deselect it.
- 3** Go to the background page that contains the items you want on the regular page.
- 4** Select the items you want to copy.
- 5** Choose Edit > Copy.
- 6** Go back to the regular page.
- 7** Choose Edit > Paste.

Adobe HomePublisher pastes the background page items onto the regular page in the same location as they were on the background page.

WORKING WITH OBJECTS

In Adobe HomePublisher, objects are the building blocks for page layout. There are two kinds of objects: text objects and graphics objects. You combine text and graphics objects to create the page layouts in your publication.

The same rules for moving, sizing, rotating, and so on apply whether the object contains text or is a graphic. Objects can be moved, sized, duplicated, copied, and assigned special attributes, such as locked, visible, or printable. If you're not happy with an object's location, you can position it on the page by dragging it or by using precise measurements. If you want to work with more than one object at a time, you can select and move a group of objects.

Adding and deleting objects

You create most objects using the tools in the Main Tools palette. You can also place text or graphics from another program into any rectangle you've drawn.

Creating a text object

Adobe HomePublisher can automatically create one text object in each column in your publication. You can also specify that columns be linked to create a story chain, so text automatically flows from one column to the next. Or in one step, you can specify that Adobe HomePublisher automatically create linked text objects and add as many pages as necessary to fit the selected text into your publication.

There are several ways to create a text object:

- Draw an object with the text tool.
- Convert a rectangle into a text object.
- Create a series of linked text objects with the link tool.



To create a text object with the text tool:

1 Select the text tool in the Main Tools palette. The pointer changes to an I-beam.

2 Drag to draw the text object. Adobe HomePublisher places the text cursor in the upper-left corner of the object and you can immediately type text.

Note: To create a text object on top of another text object, press the Command key as you drag a text object with the text tool.

To convert a rectangle into a text object by typing text:

Select the text tool and click inside the rectangle.

To convert a rectangle into a text object by importing text:

1 Select the rectangle.

2 Choose File > Place Text.

3 Select a text file, and then click OK.



To delete an object:

- 1** Select one or more objects with the pointer tool.
- 2** Press the Backspace or Delete key, or choose Edit > Cut or Edit > Clear.

If the object you deleted contained text, the text reflows into any subsequent linked objects in the story chain.

Tip: To quickly make the text object larger to contain more text, press Option to temporarily activate the pointer tool, then resize the object and continue typing. You can also press Command-= while typing to resize the text object to fit all the text.

Selecting objects

You can select any object by clicking it with the pointer tool. You can also select more than one object using standard Macintosh selection techniques: press the Shift key as you click on a series of objects or drag a selection rectangle around a group of objects.

To select all objects on a page:

Select the pointer tool in the Main Tools palette, and then choose Edit > Select All.

To select all the text in one story chain:

- 1** Select the text tool in the Main Tools palette.
- 2** Click within any text object in the chain.
- 3** Choose Edit > Select All.

Linking text objects into a story chain

With Adobe HomePublisher, you can link several text objects together so that text you type or place flows through them. This series of linked text objects is called a *story chain*. The text objects that make up a story chain may be all on one page or across several pages.

To create a series of linked text objects (a story chain):

- 1** Select the link tool in the Main Tools palette.
- 2** Drag to create a text object.
- 3** Continue drawing as many text objects as you want in the story chain.

Adobe HomePublisher automatically links all the objects you draw with the link tool into the same story chain. The objects are linked in the order they were created.

Changing an object's line style

You can add a frame or border to an object by choosing from a variety of line styles. Choosing a line style to frame a text object is like picking a frame for a photograph.

When you create an object with the rectangle tool, Adobe HomePublisher applies the currently selected line style on the Patterns & Lines palette.

When you create an object with the text tool, Adobe HomePublisher applies a line style of None, which is represented by a thin dotted gray line.

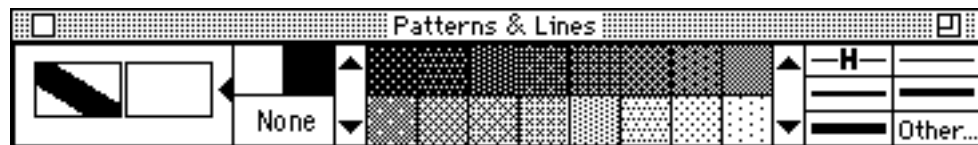


Text objects with different line styles and fill patterns

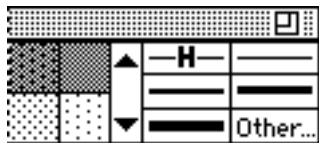


To change the line style:

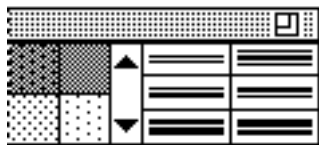
- 1 Select an object.
- 2 If the Patterns & Lines palette is not open, choose Tools > Show Patterns & Lines.



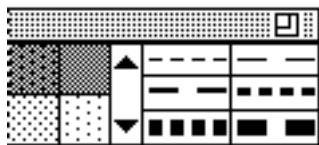
3 Click a line style on the far right of the Patterns & Lines palette. To view another of the three groups of line styles, click a scroll arrow to the left of the line styles.



Single lines



Double lines



Dashed lines



4 If you choose one of the single line styles and you want to specify its width, click Other, choose a line width from the Measurements pop-up menu, and then click OK.

Other Line Width

Measurements in: **Inches**
Points
Millimeters
Picas

Width: 8

Example

Cancel

OK

Changing an object's pattern

You can apply a pattern to an object's line or fill. When you use the text tool or the link tool to draw text objects, the line pattern defaults to a line style of None, represented by a thin dotted line which does not print. If you use the Rectangle tool to draw an object and then convert it to a text object, the new text object retains the line style and pattern of the original rectangle. You can assign a spot color to the solid areas of a pattern by using the Spot Colors palette.



This text object has a fill pattern of None and a line width of 30 pixels with a diagonal line pattern.

Note: You can apply a pattern to a double or dashed line, but the pattern may not be completely visible if solid or dashed areas of the line fall on the gaps in the line pattern.



To apply a pattern to an object line or fill:

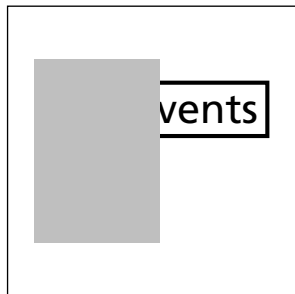
- 1** Select an object.
- 2** If the Patterns & Lines palette is not open, choose Tools > Show Patterns & Lines.
- 3** Click the line-pattern or fill-pattern indicator at the far left of the palette.
Note: The Line and Fill pattern indicators in the Patterns & Lines palette always display the last line or fill pattern you selected, regardless of the object currently selected.
- 4** Click a pattern. To view another of the four groups of patterns, click a scroll arrow to the left of the patterns.

Applying no pattern

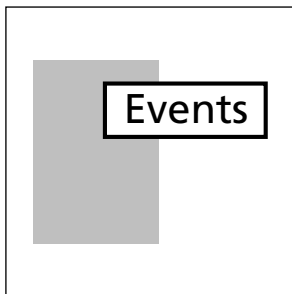
If you choose None for the line pattern, the object won't print an outline, but it will display a dotted line on the screen. A fill of None means the object is transparent. A fill pattern of white means that the object is opaque white.

Stacking objects

Each object you create on a page lies on a plane stacked on top of any other objects on that page. Objects maintain a stacking order even when they do not overlap.



The gray rectangle overlaps the text object.



The text object overlaps the gray rectangle.

You can change an object's level in the stack by:

- Sending the object to the back or to the front of all other objects.
- Shuffling the object past the next object in front of or behind it in the stack.



To move an object to the front or back of the stack:

- 1 Select an object.
- 2 Choose Objects > Bring to Front or Objects > Send to Back.

To shuffle an object up or down through the stack:

- 1 Select the object.
- 2 Choose Objects > Shuffle Forward or Objects > Shuffle Back.

Note: When shuffling objects that do not overlap, you won't see any difference even though the stacking order has actually changed.

Selecting the next object behind

It can be difficult to select an object that is partially or totally overlapped by another object. The Select Next command solves this problem.

To select the next object in the stack:

- 1** Select an object with the pointer tool.
- 2** Choose Objects > Select Next.

Adding text to a text object

You can add text to your publication by:

- Typing directly into a text object.
- Placing text into a text object from a word-processing document.

In many cases, you will use your favorite word-processing program for composing text such as newsletter articles or brochure body copy. Then, you'll use the Place Text command in Adobe HomePublisher to place the text exactly where you want it in your publication's layout.

At other times, you may use the word processor built into Adobe HomePublisher to type text directly into your publication. When you want to create small sections of text such as specialized paragraphs, headlines, or picture captions, you can use Adobe HomePublisher instead of going back to your word processor.

Typing text into a text object

You can type text into any text object you created with the text tool or into a rectangle you created with the Rectangle tool.

If you type to the end of a text object and the next linked object is on the next page, Adobe HomePublisher automatically takes you to that object.

To type text into a text object:

- 1** Select the text tool in the Main Tools palette.
- 2** Click inside the object where you want to type text.

If there is no text in the story chain, a vertical bar begins blinking at the top-left corner of that text object. If there is text in the object, the insertion point will be wherever you clicked.

- 3** Type text.

Pasting text into a text object

You can also paste text from the Clipboard into any text object by using the standard Cut, Copy, and Paste commands or the appropriate keyboard shortcuts.

- 1** Select the text tool in the Main Tools palette, and then select the text.
- 2** Choose Edit > Cut or Edit > Copy.
- 3** In Adobe HomePublisher, do one of the following:
 - If you want to add text to existing text, position the text cursor in the text object you want to contain the text.
 - If you want to replace existing text, select the text you want to replace.
- 4** Choose Edit > Paste.

Placing text into a text object

The text for your publication may already exist as a word-processing document. You can include these documents in your Adobe HomePublisher publication without losing the original formatting. Adobe HomePublisher can import formatted documents from Microsoft Word, Microsoft Works, MacWrite and MacWrite II, and WriteNow 3.0. Adobe HomePublisher can also read files formatted in RTF (Interchange or Rich Text Format) and ASCII (text-only files).

Adobe HomePublisher preserves most text and paragraph formats when you place a word-processing file from disk. Formats such as font, size, style, color, word spacing, line spacing, paragraph spacing, alignment, indents, and tabs (up to 16 per ruler) are all preserved when you use the Place Text command. Less common formats, such as double-underlines or word underlines, are converted to the nearest equivalent (for example, to a regular underline).

Since you'll most likely be using Adobe HomePublisher to create or change a text document's page layout, the program does not read in the number of columns, headers and footers, or hidden text.



If the word-processing document contains graphics, Adobe HomePublisher places them in the Workbook so you can copy or move them into your publication at any time.

Adobe HomePublisher converts styles from programs such as MacWrite II and Microsoft Word into custom styles.

With the Place Text command, you can place text in an empty story chain (one text object or a series of linked objects) or you can add text to or replace all the text in an existing story chain.

Adobe HomePublisher adds text from the document to your publication starting at the upper-left corner of the object you selected, then flows all the text from the document into the selected text object and any text objects that are linked to it. If there aren't enough text objects to hold the entire story, you can add additional linked objects to the story chain. You can also make a text object larger by selecting it and dragging one of the selection handles. Adobe HomePublisher then flows the rest of the text accordingly.



Adobe HomePublisher always flows text to fit the size of the existing text objects. If you change the size of the object, the text reflows.

If you have not already created a text object, you may want to do so before you can add text. If you don't select a text object first, Adobe HomePublisher places the text in a 3-inch-high text object in the top of the publication window. Depending upon the amount of text you're placing, you may have to resize this text object or link more objects to the story chain to flow all the text. For more information see [Creating a Text Object](#).

To place text in an empty text object or story chain:

- 1** With the pointer tool, select the text object where you want to start the story.
- 2** Choose File > Place Text.



3 In the Place Text dialog box, specify options as follows:

- Text Preview displays the first characters of a story in the Preview area.
- Autoflow flows the new text through the entire structure of the story chain, adding pages to the document if necessary until all the text has been placed.
- Retain ¶ Indents keeps the paragraph indents included with the original text.

Note: This option only retains indents created with true indent markers. Indents created using tabs are converted as tabs.

4 Select the document you want to add to your publication and click the Open button (or you can double-click the document name).

Adding new text to an existing story chain

If a text object or story chain already contains text and you want to insert new text from a document, you can replace all the text in the entire story with the new text, add the new text to the end of the existing story, or start a new story chain with the text.

To add text to an existing story chain:

- 1** Use the pointer tool to select the object in the chain where you want to add text.
- 2** Choose File > Place Text.
- 3** Double-click the name of the document you want to add.
- 4** A dialog box appears asking you how to import the new text. Click an option as follows:
 - Replace Existing Text in the Story Chain with the New Text deletes the existing text and imports the new text into the text object.
 - Begin a New Story Chain Starting with the Selected Text Object starts a – new story chain from scratch.
 - Add New Text to End of Existing Text inserts the new text at the end of the existing text, which is retained.

Linking and unlinking text objects

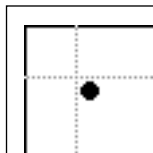
When text spans several columns or pages, you can link text objects into a story chain so that any text that overflows a text object automatically flows into the next linked object in that story chain.

When you first create an Adobe HomePublisher publication from scratch, you can have the program create linked text objects for you by making sure the Create Text Objects box is checked and choosing Linked in the Publication Setup dialog box. Adobe HomePublisher creates linked objects for pages based on the number and size of the columns and the number of pages you specify.

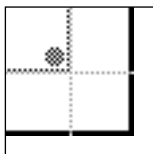
As you click each object to add it to the chain, Adobe HomePublisher adds link indicators to display how the text will flow. Any overflow text automatically flows into the following links in the story chain. The link tool remains active until you choose another tool.



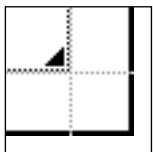
Linked text objects contain link indicators that show where the text for that story chain flows.



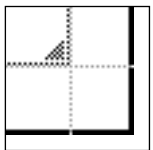
Indicates the beginning or end of the story chain and that there is text in the object. When this indicator is at the end of an object it means there is more text to flow. To flow the rest of the text, either make the object larger or link the object to another text object.



Indicates the beginning or the end of the story chain and that there is no more text to flow.



Indicates the object is linked to another text object and that there is more text to flow.



Indicates the object is linked to another text object and there is no more text to flow.

Linking text objects

If you haven't chosen Create Text Object and Linked in the Publication Setup dialog box, you can create linked text objects with the link tool. You may also want to create a new chain of linked objects in addition to the ones you had Adobe HomePublisher create automatically.

The objects you link can be separate text objects or rectangles. When you link rectangles, they will be converted to text objects. You can link objects on the same page in any order; for example, a story that begins on page 3 can be linked to a text object on page 2.

To link empty text objects or rectangles:

- 1** Select the link tool in the Main Tools palette.
- 2** Click the text object where you want to add or insert links.

The object flashes quickly to indicate that you've clicked it. One of the links in the link cursor turns black to indicate you have selected the target object.

- 3** Click other objects in the order you want them linked.



To link an object to an existing story chain:

- 1 Select the link tool in the Main Tools palette.
- 2 Click the last text object in the existing story chain.
- 3 Click the object you want to add to the story chain.

To flow extra text into a new linked object:

- 1 Select the link tool in the Main Tools palette.
- 2 Click the last text object in the existing story chain.
- 3 Drag the link tool to draw a new text object.

Creating linked text objects automatically with new pages

When you're creating a publication, you may not always know how many pages you'll need to place all the text. For instance, while you may have planned your layout with a 2,000-word article in mind, the writer may have given you 3,000. When you want to add more pages with linked text blocks, you have two options:

- You can add new, empty pages containing automatically linked text objects.
- You can place a story using the *autoflow* option, which automatically adds pages with linked text objects until all the text is placed.

To create new pages with linked text objects:

- 1 Select a text object in the story chain to which you want to add linked text objects.
- 2 Choose Page > Add Pages.
- 3 Type the number of pages you want to add.



4 Select an option as follows:

- At End of Publication adds new pages after the last page of the publication.
- After Current Page adds pages after the page currently displayed.

5 Click Publication Setup and make sure the options Create Text Objects and Linked are selected. If you want, you may also specify the number or spacing of columns for the pages you're adding.

6 Click OK to close the Publication Setup dialog box.

7 In the Add Pages dialog box, click Link Page(s) to Selected Story.

8 Click OK.

Unlinking text objects

When you unlink a text object from a story chain, Adobe HomePublisher unlinks the text object from the story chain and reflows text into the other remaining objects in the chain. The text object you unlinked becomes a rectangle.

As long as at least one text object of the original story chain exists, you won't lose any text by unlinking text objects. The text will be contained by the remaining text objects. However, if the story chain consists of only one text object, deleting this last object will delete the text you placed in that story chain.

To unlink an object from a story chain:

- 1** Select the unlink tool in the Main Tools palette.
- 2** Click the text object you want to unlink.

Naming a story

You can name any story chain in your publication so that it is easier to identify and track. For example, if a story chain has a name, the name shows up in the Link Navigator so that you can quickly scan or select links to see on which page text continues.

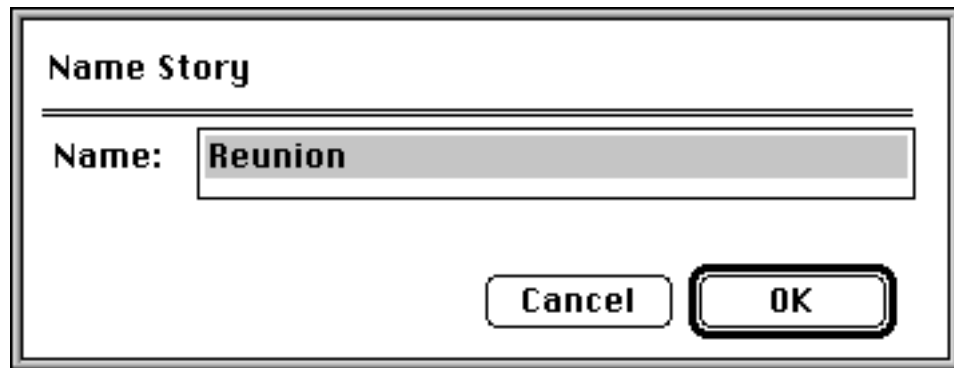
Naming stories also helps to identify text objects in a selected AutoCreate template in the AutoCreate dialog box. For example, if you name a story “Weekly Column” when creating a template, you’ll easily be able to spot where the weekly column should be placed when you’re building a new publication using AutoCreate.

If you don’t name a story, Adobe HomePublisher names it using the Owner Name in the Sharing Setup control panel.



To name a story:

- 1** Select the pointer tool in the Main Tools palette.
- 2** Select a text object in the story chain.
- 3** Choose Options > Name Story.
- 4** Type a name for the story.

A screenshot of a 'Name Story' dialog box. The dialog has a title bar that says 'Name Story'. Below the title bar is a horizontal line. Underneath the line, the word 'Name:' is followed by a text input field containing the word 'Reunion'. At the bottom right of the dialog are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a double border.

Name Story

Name:

- 5** Click OK.

Tracing the path of a story chain

As you create a publication with many story chains that span more than one page, it can be difficult to keep track of how text objects are linked. For example, in newsletters, an article that begins on page 1 may continue on page 4. With Adobe HomePublisher, you can use the Link Navigator to see how text objects in a story chain are linked and to quickly find the next linked object.

Using the Link Navigator

The Link Navigator can be used with either the Selection Arrow or with the text tool. If you use the Link Navigator with the Selection Arrow selected, Adobe HomePublisher finds the object you want and selects it. If you use the Link Navigator with the text tool selected, Adobe HomePublisher positions the text cursor in the object.

You can leave the Link Navigator on your screen as long as you like. If the Link Navigator is covering something on your page, click the zoom box in the upper-right corner of the title bar to collapse the palette. Click the zoom box again to return the palette to its original size.

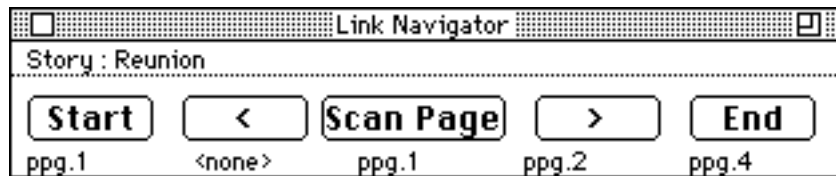
To navigate through a story chain:

1 Do one of the following:

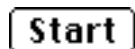
- Select the pointer tool in the Main Tool palette, and select a text object.
- Select the text tool in the Main Tools palette and click within a text object.



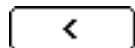
2 Choose Tools > Show Link Navigator.



3 Click one of the following buttons:



selects the first text object in the story chain when the pointer tool is selected. When the text tool is selected, Start positions the text cursor at the beginning of the first text object in the story chain.



selects the previous linked object in the story chain when the pointer tool is selected. When the text tool is chosen, < positions the text cursor in the previous linked object in the story chain.



scans through the text objects, first to last, in the story chain on the current page. If you hold this button down, the scan cycles through linked objects continuously.



>

selects the next linked object in the story chain when the pointer tool is selected. > positions the text cursor in the next object when the text tool is selected. If the object contains the last text in the story, > positions the text cursor at the end of the text.

End

selects the last linked object in the story chain when the pointer tool is selected. When the text tool is selected, End positions the text cursor at the end of the text in the story chain.

Moving objects

You can move an object on a page by dragging it or by specifying an exact location in the Object Information dialog box. You can move or copy an object from one page to another by copying it and pasting it in the new location on the new page. You cannot position any portion of an object outside the page boundary.

You can also move nonlinked text objects or graphic objects that you want to use later (such as headlines, captions, or logos) into the Adobe HomePublisher Workbook.

Dragging an object

You can use the mouse to drag an object within a page. If you drag the object past the edge of the publication window and your page is larger than the window, Adobe HomePublisher automatically scrolls the page. As you drag, you can view a filled object filled or as an outline.

To drag an object on a page:

1 Select the pointer tool in the Main Tools palette.

2 Do one of the following:

- To view the object as an outline as you move, drag the object immediately.
- To view the object with its fill (if applied), click and hold the mouse on the object for a second or two until its fill appears, then drag it.

Nudging an object

You can move an object in one-pixel ($1/72$ of an inch) increments.

To move an object one pixel:

1 Select the pointer tool in the Main Tools palette, and then select the object.

2 Do one of the following:

- Choose Objects > Nudge > Up, Down, Left, or Right.
- Press the Up, Down, Left, or Right arrow keys on the keyboard.

Specifying a new position numerically

You can specify a new location for an object on the current page using the Object Info dialog box.

To specify a new location numerically:

- 1 Select the pointer tool in the Main Tools palette, and then select the object.
- 2 Choose Objects > Object Info, or hold down the Command key as you click the object.

Position On Page
From Top:
From Left:



3 In the Object Info dialog box, specify a new Position on Page, as follows:

- From Top specifies the distance from the top of the page (not the margin).
- From Left specifies the distance from the left edge of the page.

4 Click OK.



Moving an object to another page

When you want to move an object to a page that isn't currently displayed, you must use the standard Macintosh Cut or Copy commands. Dragging or using the Object Info dialog box can move an object only to a page that is currently displayed. Adobe HomePublisher places the object on the new page in the same location it was on the previous page.

You can move or copy linked text objects using the same procedure you would use to move any other object, using the Cut or Copy commands. With linked text, each command works differently:

- If you choose Cut, any remaining objects in the story chain are still linked and text reflows accordingly.
- If you choose Copy, Adobe HomePublisher places a copy of the text objects on the Clipboard and leaves the original objects in place, still linked to each other.

To move an object to another page:

- 1** Select the pointer tool in the Main Tools palette, and then select the object.
- 2** Choose Edit > Cut, or Edit > Copy.

3 Click the Page Navigator pop-up menu and choose a page, or choose Page > Go to Page and type a page number to go to the page where you want to move the objects.

4 Choose Edit > Paste.



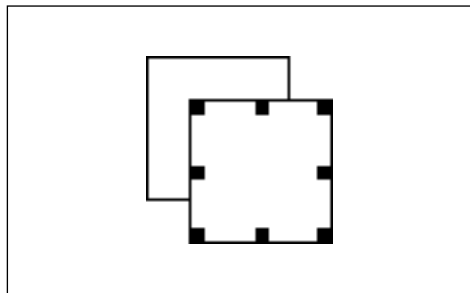
Using the Workbook to copy or move objects

You can use Adobe HomePublisher's Workbook as a temporary holding place for nonlinked text or graphics objects such as headlines or captions, or to copy or move unlinked text objects. Adobe HomePublisher saves items in the Workbook along with your publication.

Duplicating objects

When you want to duplicate an unlinked text object or graphic object one or more times on the same page, choose from two methods:

- Duplication creates one copy of the object slightly offset down and to the right of the original. If the object is close to the right or bottom edge of a page, the duplicate appears to the left or above the original, respectively.



A duplicate object offset from the original

- Replication copies selected objects as many times as you specify. You can also specify the size of the copies and the distance of the copies from each other. Replication is a quick way to design forms or other pages where you want a series of evenly spaced objects or lines.



Adobe HomePublisher replicates copies only to the edge of the page. If the number of copies requested is greater than the number that can be replicated in that space, Adobe HomePublisher stops at the edge of the page, even if that produces fewer copies than you specified.

To duplicate an object once:

1 Select the pointer tool in the Main Tools palette, and then select the object.

2 Choose Edit > Duplicate.

To replicate many copies of an object:

1 Select the pointer tool in the Main Tools palette, and then select the object.



2 Choose Edit > Replicate.

3 Select a Replication Type as follows:

- Horizontal replicates the object horizontally across the page.
- Vertical replicates the object vertically down the page.
- Fill the Page replicates the object from its current position, horizontally and vertically.
- Custom Sizes replicates the object and varies the amount of space between copies and/or changes the size of each copy.
- Frame the Page replicates the object inside the margin completely around the page. This option is not available if more than one object is selected.

4 Choose a unit of measure from the Measurements In pop-up menu.

5 If you selected the Horizontal, Vertical, or Fill the Page replication type, specify the number of Horizontal and Vertical copies to duplicate.



6 If you selected the Horizontal, Vertical, or Fill the Page replication type, specify the amount of Horizontal and Vertical space to leave between copies. To replicate above or to the left of the current object, type a negative number in the Space Between Copies box.



A negative vertical-space value creates a replica above the original.



A small amount of space can make objects overlap.



7 If you selected Custom Sizes, specify custom options as follows:

- Move Each Copy specifies a unit of measure for horizontal and vertical replication. Type 0 to keep copies in the same position as the original.
- Scale Each Copy specifies the height and width of each copy relative to the previous copy. Type 100% to keep all copies the same size as the original.
- Number of Copies specifies the number of new replicated objects.

8 Click OK.

Scaling objects

You can *scale*, or resize, an object using the mouse, or numerically by using the Object Info dialog box.

When you size a text object, you reduce or increase the amount of text displayed. If the object is linked to another text object, Adobe HomePublisher flows any remaining text accordingly through that story chain.

To scale an object by dragging:

- 1** Select the pointer tool in the Main Tools palette, and then select the object.
- 2** Drag any of the handles at the edge of the object.



To scale an object numerically:

- 1 Select the pointer tool in the Main Tools palette, and then select the object.
- 2 Choose Objects > Object Info.
- 3 In the Size section of the Object Info dialog box, type a Width and Height.

Size

Width:

Height:

☐ Don't resize graphic within object

4 If you selected a graphic on the page, click Don't Resize Graphic Within Object if you want the graphic to stay the same size as you resize the graphic object that contains it.

5 Click OK.

To make objects the same size:

1 Select the equals tool in the Main Tools palette. The cursor changes to a hollow equals sign.

2 Click the object that is the size you want the other object to be. The cursor changes to a solid equals sign to indicate that it's "loaded" with the dimensions of the original object.

3 Click the object that you want to match the size of the original object.

Adobe HomePublisher maintains the upper-left corner of the objects and resizes from the bottom right of the object.

Locking, hiding, or suppressing printing of an object

You can control whether or not certain objects can be moved, resized, displayed, or printed.

You can suppress printing when, for example, you want to wrap text around a nonprinting object, or to use a graphic as a nonprinting placeholder when your commercial printer will be manually inserting a photo or graphic.

Locking an object is useful when you don't want to accidentally move or resize it. You can change the contents of a locked object (such as typing new text or changing a fill pattern).

Locking an object is handy when you are creating AutoCreate templates. You can specify that certain parts of your layout (a masthead, for example) remain constant and cannot be moved or changed. Locked objects can't be selected in the AutoCreate process, and, therefore, can't be replaced by accident.



You can make an object invisible. You can use this feature in conjunction with the Printable option, when you want to hide objects that you specified not to print. Hiding an object is also useful when you create a complicated page and you want to speed up screen display by viewing fewer objects at once.

Note: You must select both the Visible and Printable options to print an object.

To lock, hide, or suppress printing of an object:

- 1** Select the object.
- 2** Choose Objects > Object Info.
- 3** Specify options as follows:
 - Printable allows the selected object to print when selected. Deselecting this option suppresses printing.
 - Locked prevents moving or resizing the selected object. Deselecting this option unlocks the selected object.
 - Visible displays the object on the screen. Deselecting this option makes an object invisible.



4 Click OK.

To display invisible objects on the screen:

Choose Page > Display Invisible Objects.

Temporarily overriding a locked object

If you want to move a locked object, you can do so without opening the Object Info dialog box, and it will stay locked afterward.

To move a locked object:

Press Option as you drag the object with the pointer tool.

To delete a locked object:

Press Option as you choose Edit > Clear or as you press the Delete or Back-space keys.

Aligning objects

You can align objects either in relation to each other, to the page margins, to a grid you have set up, or in relation to ruler guides you create on the page.

Using the grid

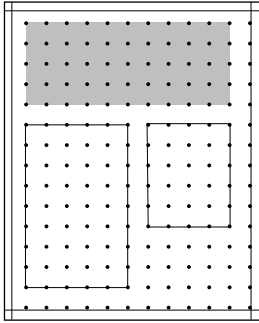
Many professional graphic designers use a system of evenly spaced squares—a grid—for creating page layouts. With Adobe HomePublisher, you can use a grid to help you determine where to place objects and how to align them.

When you first start Adobe HomePublisher, a grid is set for you at .25 inches for the horizontal measurement and .25 inches for the vertical measurement.

You can change the grid size and set up strict alignment rules for designing your publication. For example, with the Grid Settings command, you can change the grid size to 1 inch horizontal by 1 inch vertical. Then choose the Grid Snap On command. Any objects you create will be positioned within 1-inch increments on the page.



The maximum size for the grid is 2 inches by 2 inches. The minimum size is 6 points by 6 points (.083 by .083 inches).



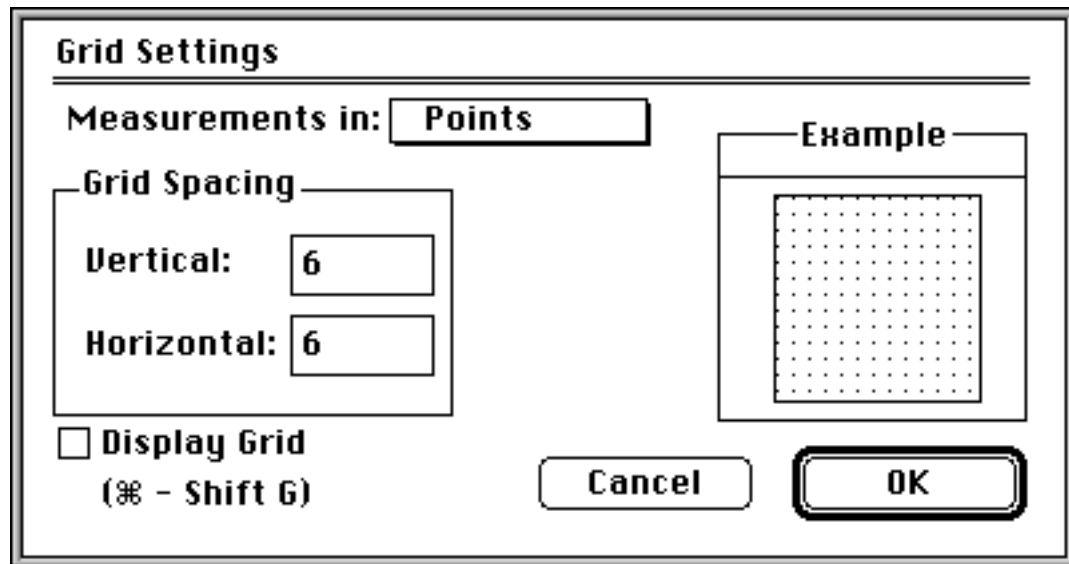
Grid with objects aligned to it

When you align objects to the grid, the objects move to the nearest grid point.



To change the grid size:

1 Choose Page > Grid Settings.



The screenshot shows a 'Grid Settings' dialog box. At the top, the title 'Grid Settings' is followed by a horizontal line. Below this, the text 'Measurements in:' is followed by a text box containing the word 'Points'. To the right of this is a section titled 'Example' which contains a rectangular grid of small dots. Below the 'Measurements in:' section, there is a section titled 'Grid Spacing' which contains two text boxes: 'Vertical:' with the number '6' and 'Horizontal:' with the number '6'. Below these text boxes is a checkbox labeled 'Display Grid' with the text '(⌘ - Shift G)' underneath it. At the bottom right of the dialog box are two buttons: 'Cancel' and 'OK'.

Grid Settings

Measurements in:

Grid Spacing

Vertical:

Horizontal:

☐ Display Grid
(⌘ - Shift G)

Example

2 Type a number for Vertical grid spacing and press Tab.

3 Type a number for Horizontal grid spacing.

4 Click OK.



To display the grid:

- 1** Choose Page > Grid Settings.
- 2** Select the Display Grid option.
- 3** Click OK.

To snap an object to the grid as you drag it:

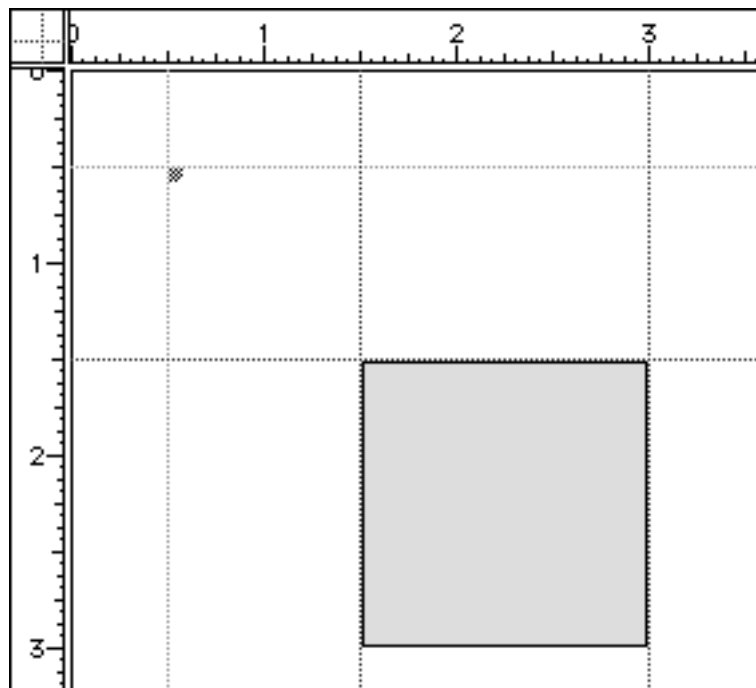
- 1** If Page > Grid Snap On is not selected, choose it to select it.
- 2** Create or move the objects you want.

To align objects to the grid:

- 1** Choose Page > Grid Settings.
- 2** Select the Display Grid option, and then click OK.
- 3** If Page > Grid Snap On is not selected, choose it to select it.
- 4** Select the objects you want to align.
- 5** Choose Objects > Align to Grid.

Using ruler guides

Another way to align objects on a page is using ruler guides. Ruler guides are handy when you don't need to set up a grid over the entire page.



You can drag up to 20 ruler guides per spread from the rulers. In addition, you can:

- Position ruler guides on any page, including background pages.
- Display or hide guides, margins, and text object frames. By default, these items are displayed.
- Lock guides.
- Make guides and margins magnetic (similar to Grid Snap On) so that objects you create or move within 4 points of a guide or margin will snap to them.
- Reset the zero point on the horizontal or vertical ruler, so that you can measure position, distance, or size from anywhere on the page.

A ruler guide appears only on the page where it was created. If you want a ruler guide to appear on every page, create it on a background page.



To create ruler guides:

- 1** Select the pointer tool in the Main Tools palette.
- 2** For a horizontal ruler guide, position the cursor inside the ruler at the top of the page. For a vertical ruler guide, position the cursor inside the ruler at the left of the page.
- 3** Drag from within the ruler onto the page and position the ruler guide.

To snap objects to ruler guides or page margins:

- 1** If the Page > Magnetic Guides command is not selected, choose it.
- 2** Create an object at a ruler guide, or move an object to a ruler guide or page margin.

To lock or unlock the ruler guides:

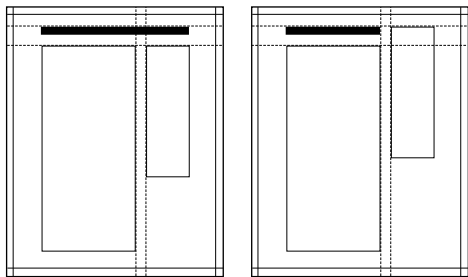
Choose Page > Lock Guides to select or deselect it.

To display or hide ruler guides:

Choose Page > Display Guides.

Aligning objects to each other or to page margins

You can quickly align existing objects to one another or to the page margins, without dragging.



Examples of object alignment

To align objects in relation to one another:

- 1** Using the pointer tool, select the object with which you want other objects to line up. Adobe HomePublisher uses the first selected object as its reference for aligning other objects.
- 2** Press Shift and select the other objects you want to align.
- 3** Choose Objects > Align Objects.



4 In the Align Objects dialog box, click To Each Other.

5 Click Horizontal and Vertical alignment options.

6 Click OK.

To align an object to the page margins:

1 Select the object.

2 Choose Objects > Align Objects.

3 Choose To Page Margins.

4 Click Horizontal and Vertical alignment options.

5 Click OK.

Note: If you select more than one object at a time to align to margins, depending upon the size of the objects and the options you choose, the objects may overlap.

Rotating objects

You can rotate an object by dragging or by specifying an exact angle. In addition, you can quickly turn an object upside down, or tilt it onto its left or right side.

All rotations are based on the position as it was placed. You cannot rotate linked objects, pasted objects from other programs, PICT files, or QuickTime movies.



Normal



Upside down



Left side



Right side



At an angle



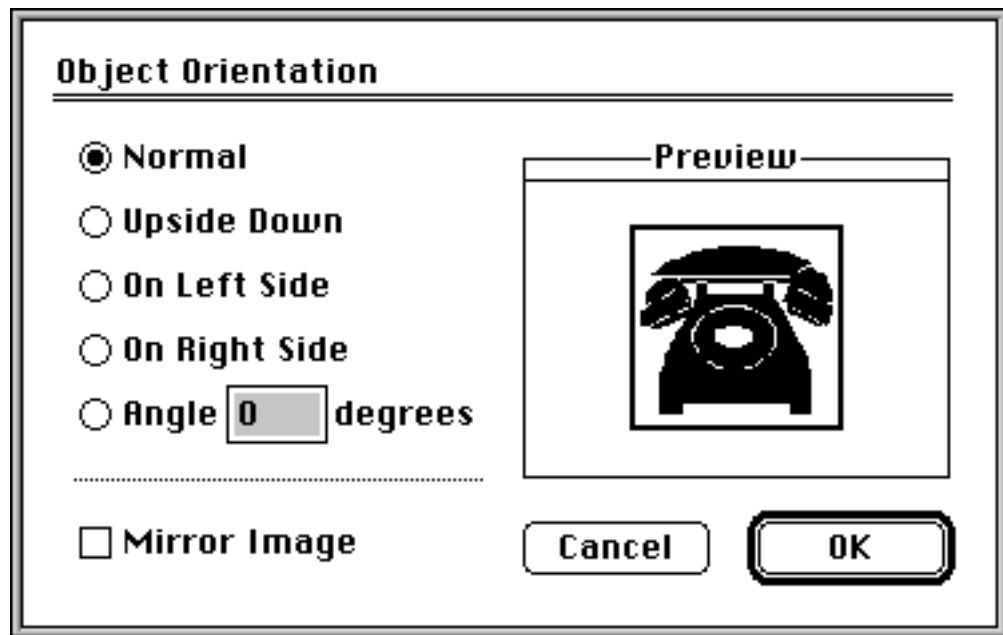
To rotate an object by dragging:

- 1** Select the object you want to rotate.
- 2** Choose Objects > Free Rotate. The cursor changes to a dashed crosshair.
- 3** Drag any corner handle to rotate the object to the desired orientation. To rotate in 45-degree increments, press the Shift key while you rotate the object.



To specify rotation numerically:

- 1 Select the object.
- 2 Choose Object > Object Orientation.



3 Click an orientation option, or type an angle of rotation.

Note: The Mirror Image option is available only when a graphic object is selected.

4 Click OK.

To return to the original orientation:

1 Select the object using the pointer tool.

2 Choose Object > Object Orientation.

3 Click Normal, and then click OK.

Creating shadows

You can direct the attention of your readers to a particular story or graphic on a page by giving that object a *shadow*—an offset box with a fill pattern. For instance, if you are creating a newsletter, you can add a shadow to a text object containing the table of contents.

Objects can have a shadow applied to the bottom and right edges. This style is often called a *drop shadow*.

To add a shadow to an object:

- 1** Select the object.
- 2** Choose Objects > Shadows.



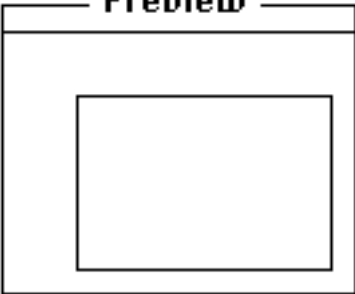
3 Choose a unit of measure from the Measurements In pop-up menu.

Shadows

Measurements in: Inches

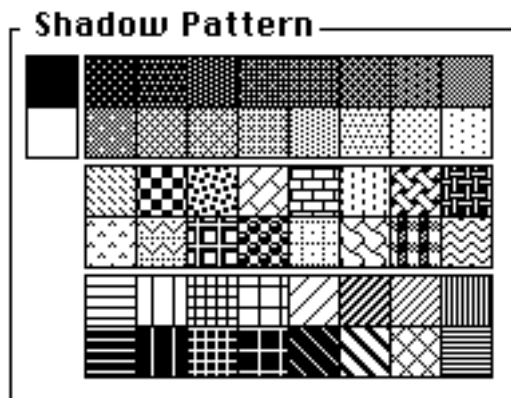
Shadow Offset: 0.000

Preview





4 Click a Shadow Pattern.



5 Type a Shadow Offset.

Shadow Offset:

0.000

6 Click OK.



To remove a shadow from an object:

- 1** Select the object.
- 2** Choose Objects > Shadows.
- 3** Click None.

WORKING WITH TEXT

In Adobe HomePublisher, you can control the appearance of text at the character level and at the paragraph level. At the character level you can set attributes such as font, size, letter spacing, and word spacing. At the paragraph level you can set attributes such as alignment, tabs, and indents. You can save frequently used sets of attributes as custom styles. In addition, you can check spelling, check word usage with the built-in thesaurus, and hyphenate words automatically.

Before you can edit text, you must know how to create a text object and add text to it. For more information, see [Adding and Deleting Objects](#) and [Adding Text to a Text Object](#).

Selecting text

Before you edit text , you must first select it by dragging the text tool over the text. You can also use shortcuts to select certain ranges of text.

To select a word, a line, a paragraph, or all the text in an object or story chain:

- 1** Select the text tool in the Main Tools palette.
- 2** Do one of the following:
 - To select a word, double-click the word.
 - To select a paragraph, triple-click the paragraph.
 - To select all text in a text object, quadruple-click the text object.
 - To select all text in a story chain, click within the text object and choose Edit > Select All.



To extend a selection:

- 1** Select the text tool in the Main Tools palette.
- 2** Click in a text object where you want the selection to begin.
- 3** Press Shift as you click in a text object where you want the selection to end. You can select text that spans more than one page if the text is part of a single story chain.

Copying, cutting, and deleting text

You can cut, copy, delete, and insert text in Adobe HomePublisher using the standard Macintosh Cut, Copy, Clear, and Paste commands from the Edit menu. You can also use icons on the Text Ruler to copy and paste text. For more information see [Formatting Text](#).

To copy and paste text:

- 1 Select the text tool in the Main Tools palette.
- 2 Select the text you want to copy.
- 3 Choose Edit > Copy.
- 4 Click where you want to paste the text.
- 5 Choose Edit > Paste.

To cut and paste text:

- 1 Select the text tool in the Main Tools palette.
- 2 Select the text you want to cut.
- 3 Choose Edit > Cut. Text reflows to fill the gap left by the cut text. The text you cut is moved to the Clipboard.



4 Click where you want to paste the text.

5 Choose Edit > Paste.

To delete text:

1 Click the text tool in the Main Tools palette.

2 Select the text you want to delete.

3 Press Delete or choose Edit > Clear.

Clearing text does not place it on the Clipboard, so be certain you want to delete it permanently.

If you want to move or copy text to other publications, choose Edit > Cut or Edit > Copy to place the text on the Clipboard, then close the current publication and open the other publication. Click the text cursor where you want to place the text, and then choose Edit > Paste.

Formatting text

You can format text (font, text size, and text style) using the Text Ruler or using commands from the Text menu. You can also combine formats to create custom styles.

Changing the font and size

The fonts available in Adobe HomePublisher are the fonts installed on your computer. You can use PostScript or TrueType fonts.

To change the font:

- 1** Select the text tool in the Main Tools palette.
- 2** Select the text using the text tool.
- 3** Choose Text > Font and choose a font.

To change font size:

- 1** Select the text using the text tool.
- 2** Choose Text > Size and choose a size.

Changing the text style

Adobe HomePublisher offers standard style options such as bold, italic, and underlining. You can choose these styles directly from the menu or you can use the Text Settings command to choose from more styles.

To change the text style:

- 1** Select the text using the text tool.
- 2** Choose Text > Style and choose a style.

Formatting superscript or subscript text

You can also make your text superscript, like the trademark symbol after Adobe HomePublisher™, or subscript, as in H₂O.

In the Superscript or Subscript dialog box, a value of zero represents the baseline for a font. Higher values move the text away from the baseline. You cannot type a negative value. For example, you cannot move a character below the baseline in the Superscript dialog box—you must type a positive value in the Subscript dialog box instead.

To format superscript or subscript text:

- 1 Select the text using the text tool.
- 2 Choose Text > Style > Superscript or Text > Style > Subscript.
- 3 Type the number of points or drag the slider control to move the text away from the baseline.
- 4 Click OK.

Changing many text settings at once

If you want to change several text settings for one instance of selected text, you don't have to choose each command separately. You can control many character-based attributes simultaneously from the Text Settings dialog box.

To change multiple text settings:

- 1** Select the text using the text tool.
- 2** Choose Text > Text Settings.
- 3** Select a setting for each attribute. If the selected text contains mixed attributes, such as more than one kind of font, and you want to preserve the different attributes, select No Change. For example, if selected text includes both Plain and Bold text, selecting Plain will change the Bold text to Plain. If you select No Change for the Style attribute, both the plain and bold text are preserved.
- 4** If you want to use the current settings as the default Text Settings, click Keep Settings.
- 5** Click OK.

Aligning text

You can change the alignment of text within the boundaries of its text object. Alignment is a paragraph-level attribute, so every paragraph can be aligned independently.

The actual alignment of text can be affected by indents set in the Text Ruler. For more information, see [Working with Tabs and Indents](#).

To align text:

- 1** Select one or more paragraphs using the text tool.
- 2** Choose Alignment > Text and choose an alignment type as follows:
 - Left aligns a paragraph along the left edge of a text object.
 - Right aligns a paragraph along the right edge of a text object.
 - Center aligns a paragraph along the horizontal center of a text object.
 - Full Justify aligns both left and right edges of all the text except the last line of a paragraph, and adjusts the space between words as necessary.
 - Force Justify aligns both left and right edges of all the text including the last line of a paragraph, and adjusts the amount of space between words as necessary. Force-justified alignment is useful for headlines, for example, that you want to stretch across the entire width of a text object.

Changing text spacing

You can close up space between letters, expand the space between words, or change the space between the lines or paragraphs of text.

Changing space between characters

Depending upon the font and text size you're using, you may want to adjust spacing between characters. In typesetting terminology, changing the space between characters is called *Kerning*.

A character spacing value of zero represents that font's built-in character spacing. A positive value increases space between letters, and a negative value reduces space between letters.

To change the space between two characters:

- 1** Click the text tool between two characters.
- 2** Choose Text > Spacing > Character Spacing.
- 3** Type the number of points you want in the Spacing Between Characters text box, or drag the slider control, and then click OK.

Changing word spacing

When working with large type, you may want to add extra space between words for special effects.

A word spacing value of zero represents that font's built-in word spacing. A positive value increases space between letters, and a negative value reduces space between letters.

To change spacing between words:

- 1** Select a range of text that includes the words between which you want to change spacing.
- 2** Choose Text > Spacing > Word Spacing.
- 3** Type the number of points you want for Spacing Between Words or drag the slider control, and then click OK.

Changing line spacing

Line spacing (leading) is determined on a per-paragraph basis. You can change the amount of space between lines for individual paragraphs in your publication.

A line spacing value of zero represents that font's built-in line spacing. A positive value increases space between lines, and a negative value reduces space between lines.

To change line spacing:

- 1** With the text tool, click in a paragraph or select the paragraphs containing the lines between which you want to change spacing.
- 2** Choose Text > Spacing > Line Spacing.
- 3** Type the number of points you want in the Spacing Between Lines text box, or drag the slider control, and then click OK.

Changing paragraph spacing

You can change not only the space between individual lines in a paragraph, but also the space before and after each paragraph as well. For example, you can use paragraph spacing to set a certain amount of space between headlines and subsequent body copy.

A paragraph spacing value of zero represents no additional paragraph spacing. A positive value increases space between paragraphs, and a negative value reduces space between paragraphs.

To set paragraph spacing:

- 1** Click the text tool in a paragraph, or select the paragraphs between which you want to change the spacing.
- 2** Choose Text > Spacing > Paragraph Spacing.
- 3** Type the number of points you want in the spacing Before or After text boxes, and then click OK.

Comparing custom styles and style sheets

You can speed text formatting by saving and naming a group of frequently used text settings, and apply them instantly. In Adobe HomePublisher, a group of text settings is called a *style*.

By creating custom styles, you save time by eliminating the extra key-strokes and mouse actions needed when you apply multiple settings to text. For example, to format all the headings in a brochure in Helvetica, 24 point, bold and italic, you would have to set four text attributes at each heading, a tedious and error-prone method. However, if you create a style that contains all these formats, you only need to choose one style to apply all four attributes correctly to each heading.

Adobe HomePublisher provides two kinds of styles:

- Custom styles save character attributes. Use custom styles to quickly apply attributes to a few selected characters or words without changing an entire paragraph.
- Style sheets can save both paragraph and character attributes. Use style sheets when you want to quickly apply attributes to entire paragraphs, or to reuse paragraph-level attributes such as tabs, indents, or paragraph spacing.



If you change a custom style definition, you must reapply the new style to the text that has that style. Adobe HomePublisher does not automatically reformat text in your publication when you edit a style.

You can create styles in Adobe HomePublisher, or you can import styles from the word-processing formats Adobe HomePublisher supports.

Using custom styles

To create a new custom style:

- 1** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 2** Select the text tool on the Main Tools palette.
- 3** Choose Custom Style Settings from the custom style pop-up menu on the Text Ruler.
- 4** Click New Style.
- 5** Type a name for the style, and then click OK. The style is added to:
 - The Style Name pop-up menu in the Custom Style Settings dialog box, and
 - The custom styles pop-up menu on the Text Ruler.
- 6** In the Custom Style Settings dialog box, make sure the new style name appears in the Style Name pop-up menu, and then change the settings that you want to make up the style.
- 7** Click OK.



To apply a custom style to text:

- 1** Select the text tool, and then select the text you want to format.
- 2** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 3** Choose a custom style from the custom style pop-up menu on the Text Ruler.

To edit an existing custom style:

- 1** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 2** Select the text tool on the Main Tools palette.
- 3** Choose Custom Style Settings from the custom style pop-up menu on the Text Ruler.
- 4** In the Custom Style Settings dialog box, choose the style you want to edit from the Style Name pop-up menu.
- 5** Change the settings that you want to make up the style.
- 6** Click OK.



To remove a custom style from text:

- 1** Select the text tool, and then select the text you want to change.
- 2** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 3** Choose Remove Custom Style from the custom style pop-up menu on the Text Ruler.

To delete a custom style:

- 1** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 2** Select the text tool on the Main Tools palette.
- 3** Choose Custom Style Settings from the custom style pop-up menu on the Text Ruler.
- 4** In the Custom Style Settings dialog box, choose the style you want to edit from the Style Name pop-up menu.
- 5** Click Delete Style, and then click OK.



To create a new style sheet:

- 1** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 2** Select the text tool on the Main Tools palette.
- 3** Set the paragraph settings that you want to make up the style. If you want the style sheet to include a custom style, select the entire paragraph and apply a custom style.

Note: When including a custom style in a style sheet definition, you must apply only one custom style to the entire paragraph or else Adobe HomePublisher will not know which custom style to remember.

- 4** Choose New Style Sheet from the style sheet pop-up menu on the Text Ruler.
- 5** In the Style Sheet Name dialog box, type a name for the new style, and then click OK.
- 6** Type a name for the style, and then click OK. The style is added to the style sheets pop-up menu on the Text Ruler.
- 7** Click OK.



To apply a style sheet to a paragraph:

- 1** Select the text tool, and then select the paragraph you want to format.
- 2** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 3** Choose a style sheet from the style sheet pop-up menu on the Text Ruler.

To edit an existing style sheet:

- 1** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 2** Select the text tool on the Main Tools palette.
- 3** Choose Change Style Sheet from the style sheet pop-up menu on the Text Ruler.
- 4** In the Style sheet Settings dialog box, choose the style you want to edit from the Style Name pop-up menu.
- 5** Click OK.



To remove a style sheet from a paragraph:

- 1** Select the text tool, and then select the paragraph you want to change.
- 2** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 3** Choose Remove Style sheet from the style sheet pop-up menu on the Text Ruler.

To delete a style sheet:

- 1** If the Text Ruler is not visible, choose Text > Show Text Ruler.
- 2** Select the text tool on the Main Tools palette.
- 3** Choose Style sheet Settings from the style sheet pop-up menu on the Text Ruler.
- 4** In the Style sheet Settings dialog box, choose the style you want to edit from the Style Name pop-up menu.
- 5** Click Delete Style.
- 6** Click OK.

Importing styles

You can place text from many word-processing programs that use paragraph-level style sheets. Character-level information in named styles is imported as custom styles and paragraph-level information in named styles is imported as style sheets. For more information on placing text from word processors, see [Placing Text into a Text Object](#).

If you want to use styles that exist in another Adobe HomePublisher publication, you can import them as well. The styles are added to the Style Name pop-up menu and in the Custom Styles submenu in the Text menu for use in the current publication.

To import styles from another publication:

- 1 Choose Text > Custom Style Settings.
- 2 Click Load Styles.
- 3 Select a publication from which to load styles.
- 4 Click Style Preview if you want to see how the style will look. Adobe HomePublisher will display text in the font (if installed), style, and color they represent. Because the preview area is limited in size, the font size shown will always be 12 point.
- 5 Click Open.

Working with tabs and indents

You can use the Text Ruler to set tabs, indents, and spacing for paragraphs, as well as to copy a paragraph's formatting and apply it to another paragraph.



Setting tabs and indents

You set tabs and indents for paragraphs of text by clicking icons on the Text Ruler, which you can position on-screen as you set tabs and indents for paragraphs throughout your publication.

By default, the unit of measurement for the ruler matches the Preferences dialog box.

To align the Text Ruler with selected text:

Choose Text > Show Text Ruler, and then click the align icon.

To change paragraph indents:

- 1** Select the text tool in the Main Tools palette.
- 2** Click in a paragraph, or select the paragraphs for which you want to change the indents.
- 3** Choose Text > Show Text Ruler.



4 Drag the triangles on the Text Ruler as follows:

- To indent the left side of the selected paragraphs, press Option as you drag the left triangles toward the center of the ruler.
- To indent the right side of the selected paragraphs, drag the right triangles toward the center of the ruler.
- To set a first-line indent, drag the top half of the left triangle to the right of the bottom half.
- To set a hanging indent, drag the bottom half of the left triangle to the right of the top half.

To set a tab:

1 Select the text tool in the Main Tools Palette.

2 Click an insertion point in a paragraph, or select the paragraphs in which you want the tab.

3 Choose Text > Show Text Ruler.

4 On the Text Ruler, click a tab icon and then click in the tab field below the ruler at the position where you want to set the tab.



To clear all tab and indent settings:

Click the clear tabs icon on the Text Ruler.

To remove one tab:

Drag a tab downward, away from the Text Ruler.

Changing tab alignment

You can change how tabbed text is anchored to a tab. For example, in a price list, you may want a product name to align by its left side, and the following price to align at its tab by the decimal point in the price text.

Price	Units	Age
\$2.50	1,000	1-4
\$103.98	450	5-10
\$1.04	1,200	11-20

To change the alignment of a tab:

- 1 On the Text Ruler, click a tab icon to select it. A rectangle encloses a selected tab.
- 2 On the Text Ruler, choose a tab icon.

Changing paragraph alignment

You can change the alignment of a paragraph from the Text Ruler or from the Text > Alignment menu.

To change paragraph alignment from the Text Ruler:

- 1** Select the text tool in the Main Tools palette.
- 2** Click in a paragraph, or select the paragraphs for which you want to change the alignment.
- 3** Choose Text > Show Text Ruler.
- 4** On the Text Ruler, click the appropriate alignment icon.

Setting a leader for a tab

When you want to repeat a character between tabs, such as a period, add a leader to a tab. You can use any character available in the font you are using.

To set a leader tab:

- 1** On the Text Ruler, select a tab.
- 2** Click the appropriate leader icon, or click the question mark icon to specify a custom leader character.

Copying paragraph settings to another paragraph

If you want to format another paragraph with settings you've already applied to a different paragraph, you can copy the settings from one paragraph to another using the Text Ruler.

To copy paragraph settings to another paragraph:

- 1** Click the text tool in a paragraph that uses the formatting you want to copy.
- 2** Choose Text > Show Text Ruler.
- 3** On the Text Ruler, click the copy icon.
- 4** Click the text tool in a paragraph, or select the paragraphs for which you want to change the spacing.
- 5** On the Text Ruler, click the paste icon.

Copy fitting

In the course of laying out the pages of your documents, you may run into situations where your text doesn't quite fit into the space you've designated—it may be too long or too short, and adjustments must be made to the text to accommodate your layout. These adjustments are known as *copy fitting*.

Traditionally, copy fitting can include tedious manual adjustments to text settings. In Adobe HomePublisher, you can do the job quickly and automatically using the Copy Fit command. Adobe HomePublisher will copy fit all text in all linked text objects of a story chain by altering a combination of character size, line spacing, and paragraph spacing. You can alter the combination of attributes Adobe HomePublisher changes, for example, if you do not want the character size to change.

To copyfit text automatically:

- 1 Click the text tool in the story you want to copy fit.
- 2 Choose Text > Copy Fit.

Your text is adjusted according to which text attributes are checked in the Copy Fit Settings dialog box.



To control the attributes Adobe HomePublisher adjusts when copy fitting:

1 Choose Text > Copy Fit Settings.

2 Select the options you want, as follows:

- Adjust Character Size changes the size of text when copy fitting.
- Adjust Line Spacing changes the spacing between lines of text when copy fitting.
- Adjust Paragraph Spacing changes the spacing between paragraphs when copy fitting.

3 Click OK.

Finding and replacing text

In the course of creating a publication you may want to change text, such as a name or a term, throughout a story or publication. Adobe HomePublisher can find and replace text quickly. In addition, Adobe HomePublisher can also find and replace words by their attributes, or find and replace attributes without changing text.

Finding text

You can search for text or replace text in one object, one story chain, or throughout all story chains in the publication.

The Find window can appear collapsed or expanded. When collapsed, you can only search for text. When expanded, additional search options let you increase the precision of the search. For example, if you type “Vincent van Gogh” as the text to find and then choose *Italic*, Adobe HomePublisher finds only those instances of Vincent van Gogh that are italic.

To find text:

- 1 Select the text tool in the Main Tools palette.
- 2 Click to place the text cursor at the beginning of the text you want to search.
- 3 Choose Edit > Find.
- 4 In the Find window, type the text you want to locate.
- 5 Click OK.



To find text that uses specific text settings:

- 1** Select the text tool in the Main Tools palette.
- 2** Click to place the text cursor at the beginning of the text you want to search.
- 3** Choose Edit > Find.
- 4** In the Find window, type the text you want to locate. If you want to find any text that uses particular text settings, leave the Find text box empty.
- 5** In the Find window, click the zoom box to expand the window.
- 6** Specify Text Settings. The Font, Size, and Style Name options limit the search to the settings you specify.



7 Select Search Options as follows:

- The Search In option specifies whether to search in the current story, all stories, or in the current object.
- The Words Only option finds entire words. For example, if you type “cat” in the Find text box, and select Words Only, Adobe HomePublisher will find “cat” but not “catastrophe.”
- The Match Case option finds the exact combination of upper- and lower-case characters you specify.
- The Start from Beginning option begins the search from the beginning of the range you specified in the Search In option.

8 Click Find.

9 When you're finished, click the close box.

To find the next instance of the same settings without opening the Find window:

Choose Edit > Find Again.

Finding and replacing text and styles

In addition to finding text, you can find and automatically replace text with different text, or with any text with a particular style.

As it searches, Adobe HomePublisher will scroll your publication to display the text it is finding and replacing. Adobe HomePublisher will find and replace text only if it is displayed in a text object. Any text that has not yet been completely flowed will not be searched.

To find and replace text:

- 1** Select the text tool in the Main Tools palette.
- 2** Click to place the text cursor at the beginning of the text you want to search.
- 3** Choose Edit > Find & Replace.
- 4** In the Find & Replace window, type the text you want to locate.
- 5** Click OK.

To find and replace text that uses specific text settings:

- 1** Select the text tool in the Main Tools palette.
- 2** Click to place the text cursor at the beginning of the text you want to search.
- 3** Choose Edit > Find & Replace.
- 4** In the Find & Replace window, do one of the following:
 - If you want to find and replace text, type the text you want to locate in the Find text box, and type the text you want to substitute in the Replace text box.
 - If you want to find text that uses particular text settings, leave the Find text box empty.
 - If you want to replace only the settings and not the text, leave the Replace text box empty.
- 5** In the Find & Replace window, click the zoom box to expand the window.
- 6** Click Find.
- 7** Specify Text Settings. The Font, Size, and Style Name options limit the search to the settings you specify.



8 Select Search Options as follows:

- The Search In option specifies whether to search in the current story, all stories, or in the current object.
- The Words Only option finds only entire words. For example, if you type “cat” in the Find text box, and select Words only, Adobe HomePublisher will find “cat” but not “catastrophe.”
- The Match Case option finds the exact combination of upper- and lower-case characters you specify.
- The Start from Beginning option begins the search from the beginning of the range you specified in the Search In option.

9 Click Replace, and repeat steps 7 and 8 if you want to set attributes for the text in the Replace With text box.



10 Click a button as follows:

- Click Find Next to find the next instance.
- Click Replace, then Find, to replace the found text and find the next occurrence.
- Click Replace All to replace all instances of the text within the searched text.
- Click Replace to replace the found text.
- Click Cancel to stop and close the dialog box.

11 When you're finished, click the close box.

Checking spelling

You can check spelling in your publication at any time. A spell checker can only tell if a word is spelled correctly; it can't tell you if that's the word you meant to use. For instance, the words "there," "their," and "they're" are all spelled correctly, but are often used inappropriately.



Using the spelling checker

Once you've placed or typed text in your publication, you can use the Check Spelling command to check spelling in any or all stories of your publication.

Adobe HomePublisher comes with a dictionary that it uses to check the spelling in your publication. When you check spelling, Adobe HomePublisher will probably not recognize words such as your name or your company's name since they may not be in the dictionary. So, you can add these special words and others to your own user dictionaries. Adobe HomePublisher always keeps the main dictionary and one user dictionary open as it checks spelling for your publication.

To check spelling:

- 1** Click the text tool in the story you want to check.
- 2** Choose Options > Check Spelling. If you want, drag the window's title bar to reposition the window.



3 Select one of the following options:

- Check This Story limits the spelling check to the story chain within which you clicked the text tool.
- Check All Stories checks the spelling in every story chain or text object in the publication.

Note: If you selected a range of text, Adobe HomePublisher checks the spelling only in the selected text.

4 Click to select the following options, if desired:

- Pause Between Stories pauses the spelling check if you clicked Check All Stories and it reaches a new story to check.

5 Ignore All-Uppercase Words prevents the spelling checker from suspecting words made up of all uppercase characters. This can be useful if you use a lot of acronyms, such as NASA.

6 Check for Repeated Words causes the spelling checker to suspect two consecutive instances of a word, such as *the the*.

7 Click Start.

Note: Adobe HomePublisher checks spelling only in text that has been flowed and is displayed.

Correcting a suspected misspelling

When the Adobe HomePublisher spelling checker finds a word that isn't in the main Spelling dictionary or the active User Dictionary, the *suspect word* is displayed at the top left corner of the Check Spelling window, and the word is highlighted in the story so you can see the context.

Adobe HomePublisher also displays the name of the story in which the word appears. If you're checking more than one story, this can help you keep track of where the suspect word is in your publication.

When a suspect word is found, the best suggestion for the correct spelling is shown in the box below the suspect word. If there are other suggestions for the correct spelling, they appear in the scroll list in the bottom left of the Check Spelling window.

After finishing the Check Spelling process, you'll see a report of the results within the scroll list.



To correct a suspected misspelling:

1 In the Check Spelling window, select one of the suggested alternatives or type your own.

2 In the Check Spelling window, click one of the following options:

- Change replaces all occurrences of the suspect word with the selected alternative.
- Learn adds the suspect word to the current user dictionary.
- Delete removes the suspect word from this particular occurrence in the story. Any other instances of this suspect word will remain in the story until Adobe HomePublisher finds them and you either delete them or correct them.



To allow a suspect word to remain:

In the Check Spelling window, select one of the following options:

- The Skip All option leaves the word as it is and skips any future occurrences of this word during this spell-checking session. This is useful when Adobe HomePublisher finds proper names such as *Peterson*. If you often refer to *Peterson* in other publications, you'll want to add this name to a user dictionary so Adobe HomePublisher will always recognize it.
- The Skip option leaves the word as it is and continues the spell checking process. If the word you skipped appears again, the spelling checker will suspect it again.

To stop the spelling checker:

Click Stop.

To restart the spelling checker:

Click Start. Adobe HomePublisher will start the checking spelling from the original position of the text cursor.

Creating a user dictionary

When you first start Adobe HomePublisher, you have a main dictionary named AHPSpelling (which cannot be changed) and a dictionary named “User Dictionary” to which you can add, change, or remove words. You can also create an unlimited number of user dictionaries, any one of which you can use during spelling checking. For example, if you use Adobe HomePublisher for two distinct projects, you might create one user dictionary called “medical” that you use while laying out “Pediatrician’s Monthly,” and one called “parishioners’ names” that you use for your church’s weekly bulletin.

To create a new user dictionary:

- 1** Select the text tool.
- 2** Choose Options > Check Spelling.
- 3** Click the User button.

The Edit User Dictionary dialog box appears and displays the name of the current user dictionary.

- 4** Click New. The Name New User Dictionary dialog box appears.



5 Type a name for the new dictionary.

6 Click OK or press Return or Enter.

Choosing OK with nothing in the text box will set the default name for the dictionary to User Dictionary.

Adobe HomePublisher creates a new dictionary with this name and returns you to the Edit User Dictionary dialog box. You can now add words to this dictionary.

7 Click Done.

Using a different user dictionary

Adobe HomePublisher uses the AHPSpelling dictionary with only one user dictionary at a time. However, you can create any number of user dictionaries, limited only by the amount of disk space you have.

To change user dictionaries:

- 1** Select the text tool in the Main Tools Palette.
- 2** Choose Options > Check Spelling.
- 3** Click User. In the Edit User Dictionary dialog box, Adobe HomePublisher displays the name of the current user dictionary at the top of the dialog box.
- 4** Click Open.
- 5** In the Open Dictionary dialog box, choose the dictionary you want.
- 6** Click Open. The name of the new current user dictionary appears at the top of the dialog box.
- 7** Click Done.

Editing a user dictionary

You'll want to add frequently used names such as your name, your company's name, and other proper names to a user dictionary so that when Adobe HomePublisher checks spelling, it doesn't suspect them of being misspellings.

When you click Learn in the Check Spelling window, you add words to the dictionary one at a time. However, you can also edit, add, remove, or change many words at once.

To edit a user dictionary:

- 1** Select the Text tool in the Main Tools Palette.
- 2** Choose Options > Check Spelling.
- 3** Click User.
- 4** Confirm that the name of the current dictionary at the top of the Edit User Dictionary dialog box is the one you want to edit. If you want to edit a different dictionary, change the user dictionaries first.
- 5** Type a word to add to the user dictionary.



6 Select one of the following options:

- Add inserts the word you typed into the user dictionary as a new word.
- Replace removes the selected word from the list and adds the word you typed. Use this option to correct a word that is misspelled in the user dictionary.
- Delete removes the selected word from the dictionary.

7 When you're finished editing, click Done.

Using the thesaurus

You can give variety to your writing by finding synonyms in Adobe HomePublisher's built-in thesaurus. When you're writing or editing a story or trying to come up with clever headlines for your newsletter, you can look up alternative words on your screen.

To find a synonym in the thesaurus:

1 Select the word (or just click the cursor in the word) for which you want to find a synonym.

2 Choose Options > Thesaurus.

The Thesaurus window appears. The word you selected is displayed in the Find option and a list of suggested synonyms is displayed in the scroll box.



3 If you want, look up additional synonyms as follows:

- Find displays the word for which the Lookup button will find synonyms. Click a suggested synonym to type it into the Find option, or type a word by typing.
- Lookup finds synonyms, if available, for the word in the Find option.
- Last Word presents a dialog box listing the most recent words you've looked up in the thesaurus. To view the synonyms for one of these words, click a word and then click Lookup.

4 Do one of the following:

- If you find a synonym you like, click it to type it into the Find text box, and then click Replace.
- If you could not find a suitable synonym and want to close the thesaurus, click Cancel.

Hyphenating text

When you add text to a text object and hyphenation is on, Adobe HomePublisher automatically hyphenates words for you. Hyphenation is the process of evaluating a word at the end of a line, and, if it is too long, breaking it into syllables and pushing one or more syllables to the beginning of the next line. Hyphenation is one method people use to make lines of text more consistent in length, and can be especially helpful for text that is justified or is set in narrow columns.

Hyphenation can have unwanted side effects. For example, short words are less readable when hyphenated, and too many consecutive hyphenated lines can be distracting. Adobe HomePublisher lets you adjust settings which help ensure that hyphenated text is readable.

While the process of hyphenating is paragraph-based, hyphenation settings apply to the entire publication, not just the current paragraph.

Hyphenation is turned on by default. (If you choose Text > Hyphenation On and see a check mark to the left of the command, hyphenation is on.) You can turn hyphenation off for individual paragraphs. You'll probably want to turn hyphenation off for paragraphs that contain headlines and captions since these design elements do not look good with hyphenated words.



To turn hyphenation off for a paragraph:

- 1 Click the text tool within a paragraph or select a range of paragraphs for which you want to turn off hyphenation.
- 2 Choose Text > Hyphenation On to deselect it.

To turn hyphenation off or on for an entire story:

- 1 Click the text tool inside the story.
- 2 Choose Edit > Select All.
- 3 Choose Text > Hyphenation On to deselect it.

To prevent hyphenating new text objects by default:

- 1 Make sure no text objects are selected.
- 2 Choose Text > Show Text Ruler.
- 3 Click Hyphenation to deselect it.

To prevent hyphenating new publications by default:

- 1 Make sure no publications are open.
- 2 Choose Text > Hyphenation On to deselect it.



To change hyphenation settings:

1 Choose Text > Hyphenation Settings.

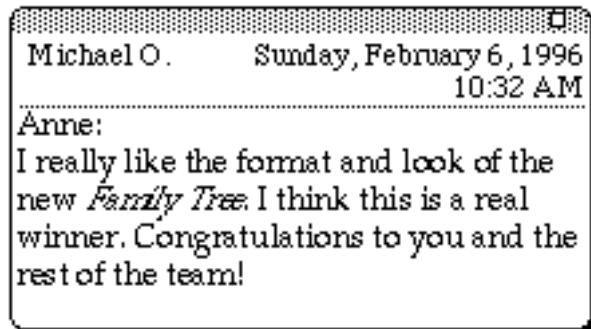
2 Set the following options:

- Smallest Word to Hyphenate determines the minimum number of characters a word must contain before Adobe HomePublisher will hyphenate it.
- Minimum Number of Characters Before Hyphen specifies how many characters must appear on the word's original line before Adobe HomePublisher will hyphenate it. In many cases, this is also the minimum number of characters the word's first syllable must contain.
- OK to Hyphenate Capitalized Words hyphenates proper nouns, such as a person's name, and other capitalized words.

3 Click OK.

Using posted notes

You can use posted notes to write yourself notes about the publication you are creating, or to supply reviewers with an on-screen method for commenting on a draft of the publication. In Adobe HomePublisher, posted notes are similar to the “yellow stickies” you attach to paper drafts. They are also similar to the Stickies in Macintosh System 7.5, but they work exclusively in Adobe HomePublisher on any operating system Adobe HomePublisher supports. They also stay with the publication if you copy it to a disk or another computer. You can “stick” them next to any item on your screen and choose to display or hide them at any time.



Posted notes can be sized, moved, cut, or copied just like text objects. The text in posted notes can be edited and formatted using the text tool as you would any other text.

To add a posted note to your publication:

- 1 Select the posted-note tool in the Main Tools palette.
- 2 Drag the posted-note tool anywhere in the publication.
- 3 Type the text you want in the note.

To delete a posted note from a publication:

- 1 Select the posted note.
- 2 Press Delete.

Changing the header for posted notes

By default, posted-note headers have the user name that is set in the Sharing Setup control panel. You can change the header for the posted Notes in your publication, but changes you make with the Posted Notes command affect only subsequent notes that you add to your publication. Old notes will still have the header that was set when they were created. Once a posted note has a header, you cannot change the text in the header.

If you plan to pass a publication through several reviewers, have each of them change the posted-notes header so that all notes have the correct header.

To change the header for posted notes:

1 Choose Options > Posted Notes.

2 Select from the following options

- Header Options—Initially, Adobe HomePublisher displays all options in the header: text, date, and time. If you don't want them displayed, click the appropriate check box to remove the check mark.



The sample date-and-time format is displayed in the lower left of the dialog box. To set a different format, click the Date & Time Settings button. Adobe HomePublisher displays the Date & Time Settings dialog box where you can specify formats for date and time.

- **Header Text**—Type information that you want displayed in the heading of posted notes.

Adobe HomePublisher defaults to display the name you typed for a user name in the Sharing Setup control panel. If you want a different font for the header text, click the Header Text Settings button and select options in the Text Settings dialog box.

3 Click OK.

Displaying or hiding posted notes

Adobe HomePublisher normally displays all posted notes. If you want, you can hide them:

To hide or display posted notes as you work:

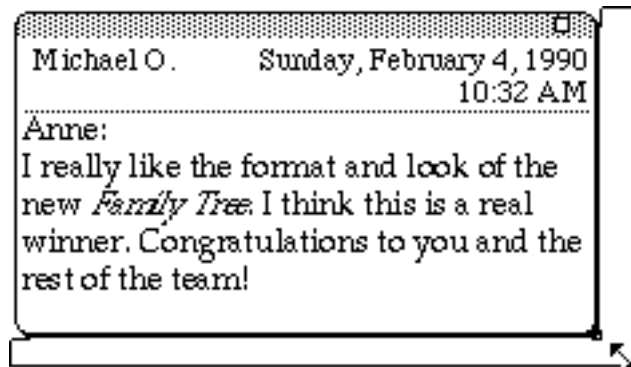
Choose Options > Display Posted Notes to deselect it.

Resizing a posted note

You can shrink the notes in a publication so they don't interfere with the publication's contents. Then, when you're ready to read those review comments, you can enlarge the notes.

To resize a posted note:

- 1 Using the pointer tool, select a posted note.
- 2 Drag a handle on the posted note.



To zoom a posted note:

Click the zoom box.



Printing a posted note

You can print posted notes along with the rest of your publication, or you can print only the posted notes.

To print posted notes along with your publication:

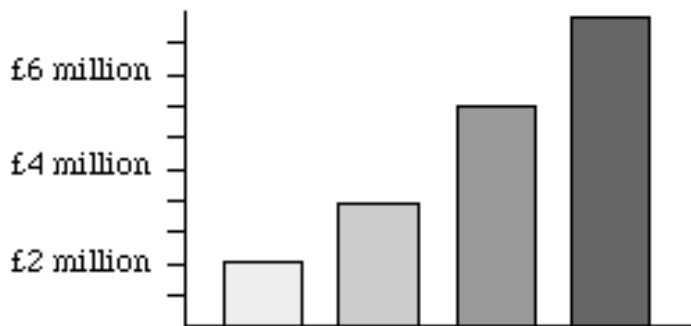
- 1** Choose Options > Display Posted Notes to select it.
- 2** Choose File > Print.
- 3** Choose from the options available for your printer.
- 4** Click Print.

To print only the posted notes for a publication:

- 1** Choose File > Print Options.
- 2** Click Only Posted Notes to select it.
- 3** Click OK.
- 4** Choose File > Print.
- 5** Choose from the options available for your printer.
- 6** Click Print.

WORKING WITH GRAPHICS

Adobe HomePublisher can work with a number of different graphic formats, and you can create your own graphics right in the program. You can draw simple graphics—combining rectangles, rounded rectangles, ovals, and lines—using the Adobe HomePublisher drawing tools. For example, with the rectangle tool and various fill patterns you can create a simple bar chart. By drawing lines and using various line widths, you can place a text label to describe a column on the bar chart.

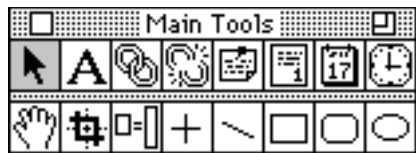


If you want to create more complex bitmap graphics or illustrations, use a graphic program such as Adobe SuperPaint. You can then place these graphics into an Adobe HomePublisher publication.

To adjust grayscale images such as photographs, you can use the brightness and contrast adjustments on individual images, or redraw the grayscale value map, or use the Standard Halftone and Advanced Halftone options.

Using the drawing tools

The five drawing tools are on the bottom row of the Main Tools palette. Use these tools to draw and combine simple shapes and patterns to create more complex objects. You can also use the drawing tools to create lines to separate and enhance columns of text.



Oval tool

Rounded rectangle tool

Rectangle tool

Line tool

Perpendicular line tool



To draw an object:

- 1** Choose Tools > Show Main Tools.
- 2** Select the tool for the shape you want to draw.
- 3** Press the mouse button and drag to draw the object.

Note: To draw a square, press Shift while dragging with the rectangle tool. To draw a circle, press Shift while dragging with the oval tool. To draw lines at 45°, press Shift while dragging with the line tool.

Adobe HomePublisher draws the object with the line and fill patterns currently selected in the Patterns & Lines palette.

Importing graphics from other programs

You can insert graphics you have created in Adobe SuperPaint or other graphics programs into your publication. You can place the following graphic formats:

- PICT
- TIFF (grayscale only)
- EPS (Encapsulated PostScript)
- MacPaint
- QuickTime movies

Placing graphics

You can place a graphic in your publication full size (as created in the original application) or scaled or cropped to the dimensions of any object you create.

Place a graphic in one of two ways: Select a graphic object to contain the placed graphic, or place the graphic on the page and drag it to position it. If you don't select an object first, Adobe HomePublisher centers the graphic in the publication window. Adobe HomePublisher places the graphic in its exact size—the size in which it was created and saved in the original graphics program.

To place a graphic:

- 1** Turn to the page on which you want to place the graphic.
- 2** Select or draw a graphic object to contain the graphic.
- 3** Choose File > Place Graphic.
- 4** In the Place Graphic dialog box, select the graphic filename you want to place in your publication.

Note: Adobe HomePublisher only displays the names of the files it can place as graphics.



- 5** To view the graphic before placing, click the Graphic Preview option.
- 6** Click Open, and then click OK to close the Place Graphic dialog box.
- 7** Press Return to place the graphic.

Cropping a graphic when placing

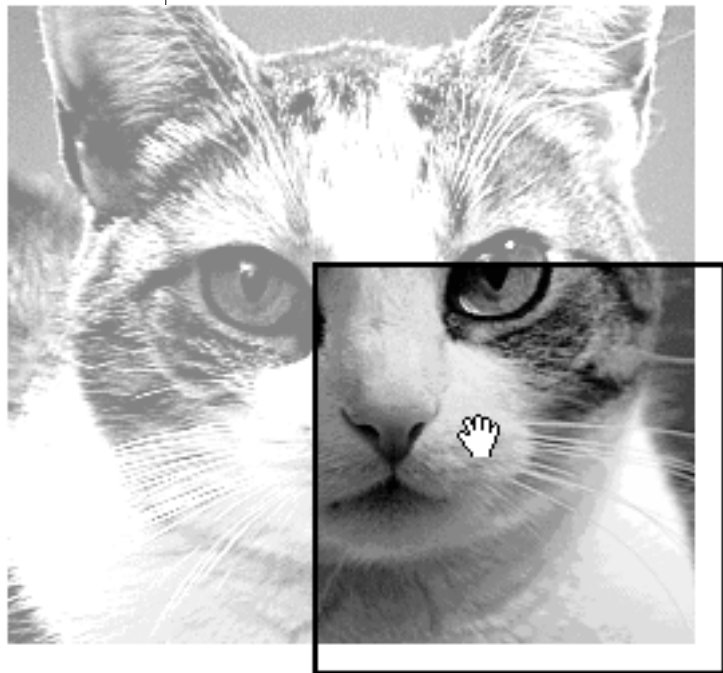
If you select a graphic that's smaller than the graphic object you selected in the publication layout, a cropping rectangle appears over the graphic in the Preview area. The frame represents the size and proportions of the graphic object you want to place this graphic in.

When placing PICT, TIFF, or MacPaint graphics, this cropping rectangle defines the portion of the original graphic that will be placed. Adobe HomePublisher trims the graphic and places only that part of the graphic that is within the cropping rectangle.

When placing EPS files and PICT graphics, Adobe HomePublisher places the entire graphic into your publication. The graphic is automatically cropped to the size of the cropping rectangle, but the entire graphic remains “beneath” the rectangle. You can use the cropping tool to drag the graphic around within the object's border until the portion you want is displayed.



Hidden (cropped) part of graphic



You can also resize the cropping rectangle to choose more or less of the graphic to place in your publication. Drag one of the handles of the selection frame in the Preview window to make this rectangle larger or smaller.

The proportions of the graphic chosen in this way may not match the proportions of the graphic object. You can specify how the graphic will be scaled to fit that object. *Scaling* is the process of adjusting the height and/or width of a graphic to change its size (and possibly its proportion).

To crop a graphic:

- 1** Turn to the page on which you want to place the graphic.
- 2** Select or draw a graphic object to contain the graphic.
- 3** Choose File > Place Graphic.
- 4** In the Preview area, drag the cropping rectangle across the graphic to choose the part of the graphic you want to place.
- 5** To scale the graphic now, click Scaling.



6 Select a scaling option as follows:

- **Actual Size**—the graphic selection is placed at the original size, without any scaling. If the original graphic selection is larger than the object in which it is being placed, the graphic will be placed within the object, with the object border cropping the graphic.



- Fill Graphic Object—the graphic selection is resized to fill the object. If the proportions of the object are different from the proportions of the original graphic, the graphic will be distorted from the original.

Preview

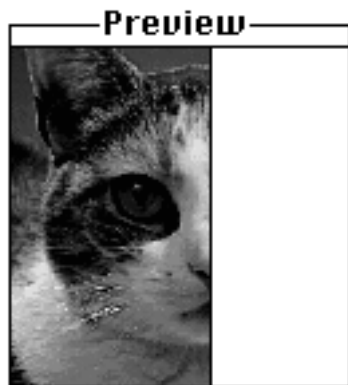


- Fit Proportionally—the graphic selection is resized to fit the object without distortion. If the proportions of the graphic are different from the proportions of the object, the graphic may not fill the entire object, but the graphic will look the same as the original.

Preview



- Fill/Overfill Proportionally—the graphic is resized so that its smallest dimension (height or width) fits the object. Its largest dimension will also be resized without distortion, but the graphic is automatically cropped to the size of the cropping rectangle.



7 Click OK to close the Graphic Scaling dialog box, and then press Return to place the graphic.

Inserting a graphic using Paste

Sometimes, the program you're using to create a graphic might not be able to save the graphic in a format that Adobe HomePublisher can recognize. Using standard Macintosh Cut, Copy, and Paste commands, you can transfer any information such as the rows and columns of a spreadsheet or a chart into your Adobe HomePublisher publication as a graphic.

Inserting a graphic using the Paste command:

- 1** In the originating program, select what you want to add to your Adobe HomePublisher publication.
- 2** To copy the selected item, choose Edit > Copy. To remove the selected item, choose Edit > Cut. The item or its copy is placed on the Clipboard.
- 3** Open your Adobe HomePublisher publication and turn to the page where you want to place the graphic.
- 4** Choose Edit > Paste.

Note: If you copy text from a word-processing program and choose Paste while the Selection Arrow is active, Adobe HomePublisher pastes the text as a new text object and story chain. However, if the Text tool is active and the text insertion point is within an object, choosing Paste pastes the text into a text object.

Scaling placed graphics

When you place a graphic, Adobe HomePublisher gives you the option to resize an image without distorting the image—a process called *scaling*. Once the graphic is placed, you can resize and scale any graphic at any time by dragging the object's handles or by using the Object Info or Graphic Scaling commands.

There are two factors to keep in mind when you scale a graphic manually: proportion and printer resolution. As the graphic object is resized, the proportions of the image can change, distorting the appearance. You may want this distortion for a special effect, but most often, you'll want to maintain the object's proportions.

When a bitmap graphic is scaled, interference patterns can occur in the printout. To prevent this distortion of bitmap graphics during rescaling, and to ensure that the graphic is scaled to the optimum size for best printing, press the Option key as you drag a handle. As you drag, the graphic “jumps” to the sizes that will produce the best printout. As a result, you may not be able to size the graphic to the exact dimensions you want, but you will get the best printed image.



To resize a graphic:

- 1** Select the object.
- 2** Drag any one of the handles to make it larger or smaller.



To maintain a graphic's proportions:

Press Shift as you drag a handle.



To scale a graphic for best printing:

Press the Option key as you drag a handle. The graphic “jumps” to the sizes that will produce the best printout. As a result, you may not be able to size the graphic to the exact dimensions you want, but you will get the best printed image.

Note: You can use both the Shift and the Option keys together to maintain the proportions and to ensure best printing.

To scale a graphic object to an exact size:

1 Select the graphic object.

2 Choose Object > Object Info.

Note: To change the unit of measurement, choose a unit from the Measurements pop-up.

3 Type a new value for Width.

4 Press Tab, and then type a new value for Height.

Note: Select the Don't Resize Graphic Within Object option if you want to keep the graphic the current size regardless of the new size of the object in which it is contained.

5 Click OK.



To scale a graphic:

- 1** Select the graphic object.
- 2** Choose Objects > Graphic Scaling.
- 3** Select a scaling option. See **Cropping placed graphics** for more information.
- 4** Click OK.

Matching sizes

You can scale several graphics at once so that they are the same size in your publication.

To scale a group of objects to the same size:

1 Select the equals tool in the Main Tools palette. The cursor becomes a hollow equals sign.

2 Click the object that is the size you want the other objects to be.

The equals cursor changes to a solid equals sign to indicate it is “loaded” with the dimensions of the original object.

3 With the loaded Equals cursor, click the other objects that you want to match the size of the original object.

Adobe HomePublisher maintains the upper-left corner of the objects and resizes from the bottom right.

If you want to give the other objects the same attributes (line style, line pattern, fill pattern, shadow, color, and text wrap) as the original object, as well as make them equal in size, press the Option key as you click the other objects with the “loaded” Equals cursor.

Cropping placed graphics

In traditional publishing, *cropping* is the process of trimming and removing edges from a graphic. Cropping in Adobe HomePublisher is a matter of changing the size of the graphic object to display only a portion of the graphic inside without altering the size of the graphic itself.

In Adobe HomePublisher you use the cropping tool to crop graphics. Cropped graphics in your publication can also be “uncropped” and restored. Cropping does not alter the size or scale of an image.

To crop a graphic:

- 1 Select the cropping tool in the Main Tools palette.
- 2 Click the graphic object.
- 3 Place the cursor on any handle of the graphic object you want to crop.
- 4 Drag the handle until either the object displays the part of the graphic you want or the object frame is the size you want.

The entire graphic is still there even after you've cropped a graphic object, beneath the object's frame. You can move the image around within the frame to display and emphasize different parts of the graphic. This is sometimes called *pan cropping*.



To move a graphic within a graphic object:

- 1** Select the cropping tool in the Main Tools palette.
- 2** Position the cursor within the graphic object and press the mouse button. The cursor changes to a grabber hand.
- 3** Drag the graphic within the graphic object until the portion you want is displayed.

Wrapping text around an object

If you are combining text and graphics in your publication, you may want to wrap text around the graphic for visual interest. For instance, you may want a graphic to sit in the middle of a text object.

You can automatically wrap text around a graphic in Adobe HomePublisher. You can wrap text around the rectangular boundary of an object, or around the shape of the image in the object. In addition, you can wrap text around text for special effects.

The text wrap options are associated with the object which is wrapped by the text. When you move the wrapped object, the text will reflow to fill the area previously occupied by the wrapped object. If you move the wrapped object to overlay another text object, the text will automatically reflow around the wrapped object.

In order to wrap text around the shape of the image, the fill pattern of the object must be set to None.



To wrap text around an object:

1 Move the text or graphic object so that it overlaps the text to be wrapped around it.

2 Choose Objects > Text Wrap.

3 Select a unit of measurement from the Measurements In pop-up menu.

4 Type the distance you want text from the object in Text Standoff from Object.

Note: You can wrap the text on either the left or right side (not both) of the graphic object, depending on its placement.

5 Select a wraparound option:

- Click None for no text wrap.
- Click Actual Shape of Object to wrap the text around the graphic inside the selected graphic object.
- Click Rectangular Boundary of Object to wrap the text around the graphic object's frame.

6 Click OK.

Using the Workbook

When working with graphics and nonlinked text objects such as headlines, you may want to save certain items to use from page to page in your publication. Use HomePublisher's Workbook as a temporary holding place for any graphic or nonlinked text object in your publication. Each Workbook page can hold one object.

Note: When you create your own AutoCreate templates, objects in the Workbook remain there for future use of the template.

The Workbook works much like the Macintosh Scrapbook. You can move objects from the main publication window into or out of the Workbook using either commands in the Edit menu or by using buttons on the Workbook palette.

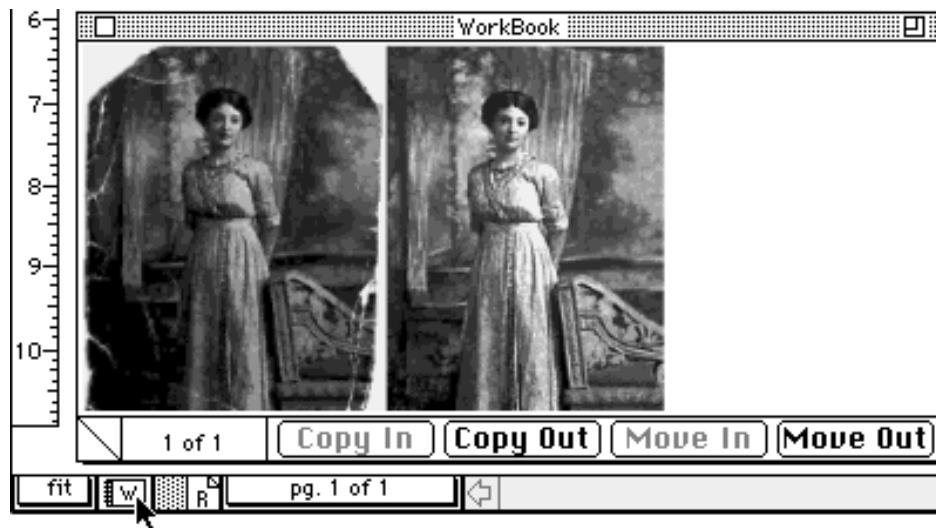
Unlike the Scrapbook, the Workbook stays with your publication. When you close a publication with items in the Workbook, Adobe HomePublisher saves the Workbook along with the publication.



When you place a story that contains graphics (such as a word-processing document that already contains a logo and a few illustrations), Adobe HomePublisher automatically loads all the graphics into the Workbook (one on each page). These are then ready for you to add anywhere in your publication.

To display the Workbook:

Choose Tools > Show Workbook or click the Workbook icon on the bottom horizontal scroll bar on the publication window.



To hide the Workbook:

Click the close box at the top left of the Workbook palette.

To shrink the Workbook:

Click the zoom box at the top right of the Workbook palette. Click the zoom box again to display the Workbook in full size.

To move an object from the publication to the Workbook:

1 Choose Tools > Show Workbook.

2 Select a graphic (or an unlinked text object).

3 Click the Move In button on the Workbook palette, or choose Edit > Move to Workbook.

Note: The Workbook does not need to be displayed when using the Move to Workbook command.



To copy an object to the Workbook:

- 1** Choose Tools > Show Workbook.
- 2** Select the graphic (or an unlinked text object).
- 3** Click the Copy In button, or press the Option key and choose Edit > Copy to Workbook (pressing Option changes the command's name and function).

Note: The Workbook does not need to be displayed when using the menu command.

To turn Workbook pages:

Click the right half of the dog-ear icon to display the next page, or click the left half of the dog-ear icon to turn to the previous page.

The horizontal bar at the bottom of the Workbook displays the current page number and the total number of pages in the Workbook.

Note: Pressing the Option key while clicking the left dog-ear icon will take you directly to the first page of the Workbook; pressing the Option key while clicking the right dog-ear icon will take you directly to the last page.



To move an object from the Workbook to your publication:

- 1** Choose Tools > Show Workbook.
- 2** Turn to the Workbook page that contains the object you want to move.
- 3** Click the Move Out button, or choose Edit > Move from Workbook.

To copy an object from the Workbook to your publication:

- 1** Choose Tools > Show Workbook.
- 2** Turn to the Workbook page that contains the object you want to copy.
- 3** Click the Copy Out button, or press Option and choose Edit > Copy from Workbook.

Using Smart Paste

When an object is copied from one page of a publication and pasted onto another page, it appears in the same location on the new page. If you move or copy an object into the Workbook and then move or copy it onto a page of your publication, the object appears in the same location.

PRINTING

This chapter discusses how to print your publication on desktop printers such as the Apple LaserWriter.

About printer settings

Four commands in the File menu control printing: Publication Setup, Page Setup, Print Options, and Print. Understanding how to set the options for each of these commands will help you achieve the best results.

The relationship between paper size and the size of your publication is a very important concept and deserves close attention. Page size is the size of the publication's page. (Page size is set in the Publication Setup dialog box; see [Setting Up a New Publication Layout](#). Paper size is the size of the paper you will be printing on. Adobe HomePublisher always centers the publication's page on the paper.



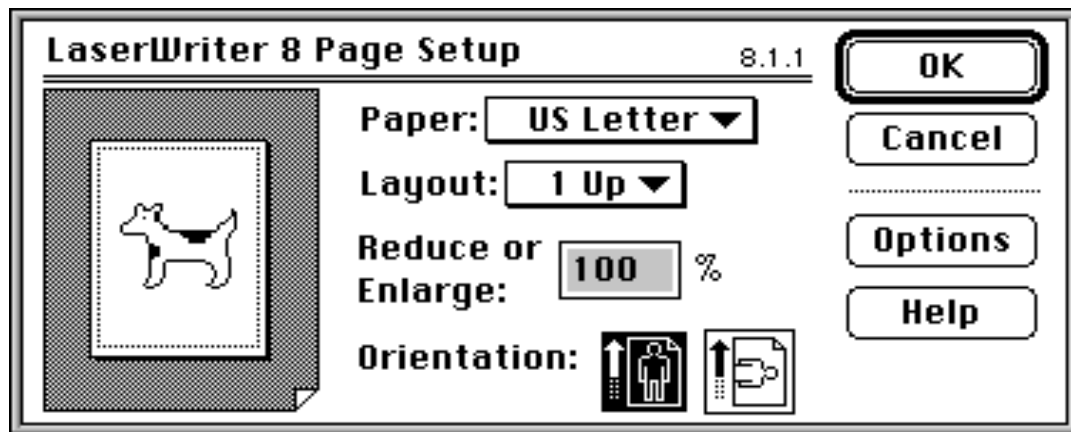
8.5 x 11-inch page on different paper sizes. Left to right: tabloid, legal, and letter.



For example, if you're designing a small brochure, you might set up a custom page size of 5 x 7 inches in the Publication Setup dialog box; this is the total area on which you lay out your design. However, you could choose to print it on the larger paper size of U.S. Letter (8.5 x 11).

Using the Page Setup command

You control paper size, page orientation, and specific printer options with the File > Page Setup command. The contents of the Page Setup dialog box vary, depending on which printer is selected in the Chooser. You can either change the options or accept the default settings.



LaserWriter Page Setup dialog box (PostScript printer)



Just as paper size is independent of the publication's page size, choosing a printing orientation does not affect the orientation of the publication on the screen. So, if you choose landscape (horizontal) orientation but your publication's pages have a portrait (vertical) orientation, you'll still be working on a vertical publication.

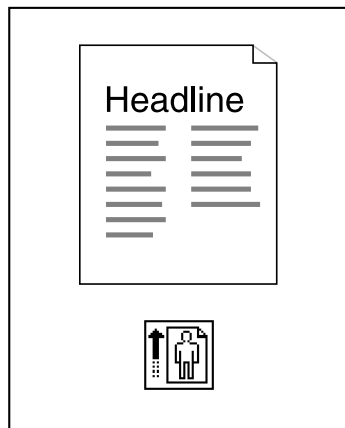
Adobe HomePublisher saves Page Setup settings with each publication individually. When you change settings in the Page Setup dialog box, the new settings apply only to the open publication.

The Page Setup dialog box usually contains the following options:

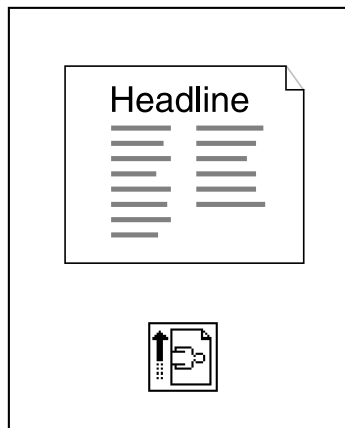
- The Paper option specifies the size of paper in your printer. If your printer has several paper sizes, select the size you want to print on.
- The Reduce or Enlarge option scales the page by whatever percentage you type. Type 50 to scale the page down to half its size; type 150 to increase the scale of the page by half. (The default setting is 100%—actual size.)



- The Orientation option specifies whether the document is printed vertically or horizontally. Click the Portrait icon to print vertically. Click the Landscape icon to print horizontally. (The default setting is Portrait).



Portrait orientation



The same page in landscape

Note: Depending on its size, if your publication is designed vertically and you print it on the paper horizontally, some elements on the top and bottom of your page may not fit on the paper.

Other Page Setup options

Many printers support additional options, including visual effects and printer settings, that can be set by clicking Options in the Page Setup dialog box. The exact options vary with the brand and model of printer you use. For options available on a QuickDraw (non-PostScript) printer, such as an Apple StyleWriter, see the documentation for the printer.

For a PostScript desktop printer such as an Apple LaserWriter, the Page Setup options may include the following, depending on the version of the driver you are using:

Visual Effects:

- ☐ Flip Horizontal
- ☐ Flip Vertical
- ☐ Invert Image

Printer Options:

- ☒ Substitute Fonts
- ☒ Smooth Text
- ☒ Smooth Graphics
- ☐ Precision Bitmap Alignment
- ☐ Larger Print Area (Fewer Downloadable Fonts)
- ☐ Unlimited Downloadable Fonts in a Document



- Flip Horizontal flips your printed page around an axis down the length of your page so that your page is printed as a mirror image. (The default setting is off.)
- Flip Vertical flips your printed page upside down. (The default setting is off.)
- Invert Image prints a negative image of your publication. This prints the white areas of your publication as black, and the black areas as white.
- Substitute Fonts replaces any bitmap or TrueType system font (such as Chicago, Geneva, Monaco, or New York) in your publication with a PostScript font. (The default setting is on.)

The Substitute Fonts option is intended to improve print quality when you print a publication that uses bitmap fonts. This type of font is no longer common, so you might only need to use it when you want to replace a True Type system font with its PostScript equivalent.

Each font has different built-in spacing between letters. If you turn on Substitute Fonts, the change in fonts and spacing may cause the text in your publication to take up more or less space on the printed page than on your screen.

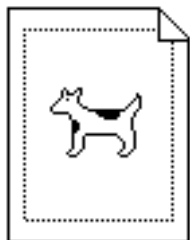


If you use bitmap fonts and turn Substitute Fonts off, the Macintosh creates a bitmap version of your font and sends it to the LaserWriter. Under these conditions your publication prints slower and the quality of the printed type may not be as good. However, the text in your publication takes up exactly the same space in the printed publication as on your screen.

- Smooth Text improves the appearance of bitmap fonts when printed to a printer when Font Substitution is off. The publication may take longer to print. (The default setting is on.)
- Smooth Graphics improves a bitmap graphic's appearance, but the graphic will not exactly match what's on your screen and will take longer to print. (The default setting is on.)
- Precision Bitmap Alignment determines which method is used to keep bitmap graphics aligned correctly with other elements of your publication. This option is mainly relevant to 1-bit bitmap images. (The default setting is off.)



With the Precision Bitmap Alignment option on, the printer automatically shrinks bitmaps (and the rest of your publication) by 4% to prevent the distortion that occurs when 72-dots-per-inch (dpi) images are printed on a 300-dpi LaserWriter. Because 72:300 is not an even ratio, 72-dpi bitmaps always show stripes in a LaserWriter printout unless Precision Bitmap Alignment is on.



Precision Bitmap
Alignment on



Precision Bitmap
Alignment off



To maintain the size of the publication and still ensure that a graphic brought into your publication is scaled to the optimum size for printing, turn Precision Bitmap Alignment off and press the Option key as you manually scale graphic objects in your publication.

Note: For best results when scaling, make sure you've selected Graphics Scaling Matches Printer in the Preferences dialog box, and that you've chosen the proper resolution from the pop-up menu.

- Larger Print Area gives you the largest print area available for the amount of memory in your printer, by reducing the amount of printer memory set aside for downloaded fonts, if you are using them. (The default setting is off.)
- Unlimited Downloadable Fonts sends downloadable fonts to the printer in a way that lets you use more downloadable fonts than would normally fit in the printer's memory. If you're using a large number of fonts that are not built into the printer, you may want to turn this on, although the document will take longer to print. (The default setting is off.)

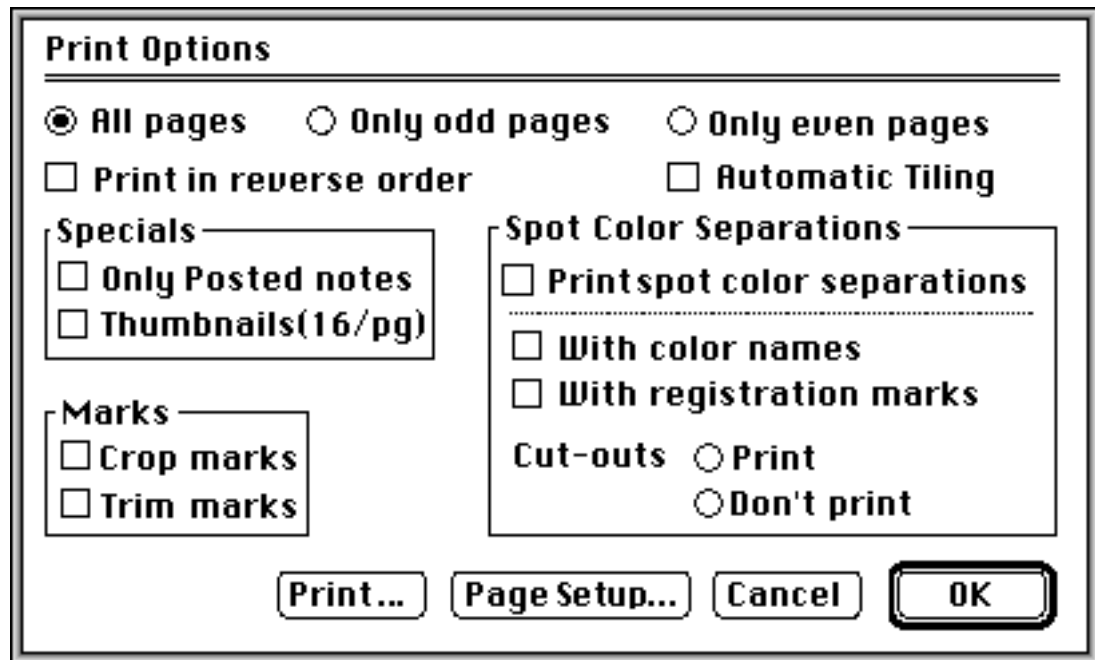
Setting print options

Print options are a group of settings that let you control which pages of your publication print, how the pages print, the order of printing, the printing of special trim and registration marks, and the printing of spot-color separations. Unlike Page Setup options, Print options are the same regardless of the printer you use.



To change print options:

1 Choose File > Print Options. The Print Options dialog box appears.



The image shows a 'Print Options' dialog box with a title bar and a double-line border. It contains several sections of options:

- Print Options** (Section Header)
- ☒ **All pages** ☐ **Only odd pages** ☐ **Only even pages**
- ☐ **Print in reverse order** ☐ **Automatic Tiling**
- Specials** (Section Header)
 - ☐ **Only Posted notes**
 - ☐ **Thumbnails(16/pg)**
- Marks** (Section Header)
 - ☐ **Crop marks**
 - ☐ **Trim marks**
- Spot Color Separations** (Section Header)
 - ☐ **Printspot color separations**
 -
 - ☐ **With color names**
 - ☐ **With registration marks**
- Cut-outs** ☐ **Print**
 ☐ **Don't print**
- Buttons at the bottom: **Print...**, **Page Setup...**, **Cancel**, and **OK** (which is highlighted with a thick border).



2 Select the options you want.

3 Click OK.

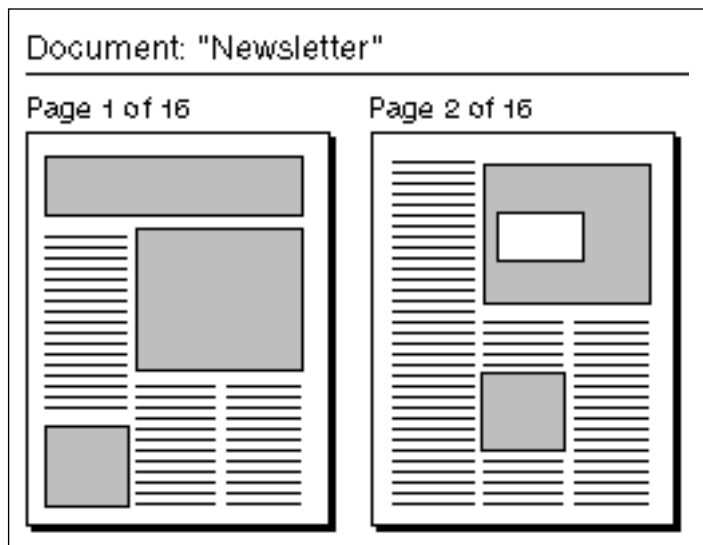
The main options in the Print Options dialog box include the following:

- All Pages prints every page in your publication (this is the default setting).
- Only Odd Pages prints only the odd-numbered pages.
- Only Even Pages prints only the even-numbered pages.
- Print in Reverse Order prints the last page first, and all pages in reverse order.

Note: When you want to print double-sided pages on your LaserWriter, you can first print the odd-numbered pages, place these back in the paper tray face-down and head-first, and then print the even-numbered pages in reverse order. If you are printing a publication with an odd number of pages, make sure that you take out the last odd-numbered page before printing the even-numbered pages.

Printing posted notes and thumbnails

Adobe HomePublisher can print thumbnails—miniature copies of each page of your publication—as well as posted notes for each page.



Thumbnails



If you select the Thumbnails (16/pg) option, Adobe HomePublisher prints up to 16 thumbnails, or miniatures of your pages, on a single piece of paper. Thumbnails are useful for getting an overall impression of the design of your publication.

When you select the Only Posted Notes option, Adobe HomePublisher prints only the posted notes in your publication. The posted notes from each page are printed sequentially, with header and footer information. Posted notes are printed even if they are not displayed in the publication. If there are no posted notes in the publication, then the page is blank.

If you want to print the posted notes with the text and graphics on the page too, turn Print Only Posted Notes off, choose Show Posted Notes from the Options menu, then print the sequence and range of pages you want. Adobe HomePublisher prints both the posted notes and the text and graphic objects on the selected pages, just as they appear on the screen.

Printing printer and crop marks

If you're printing on paper that is larger than the actual page size, Adobe HomePublisher can print marks on the paper to help trim your pages. If you're printing on paper that is the same size (or smaller) than your actual page size, none of these marks will print, because there won't be room on the paper.

Crop marks are 5-inch-long lines printed at the corners of a page to show where the page should be trimmed when it has been printed. To print crop marks, make sure the paper is at least 1 inch larger than your page in both the width and the height. Also, keep in mind that most printers do not print all the way to the edge of the paper.

Trim marks are a line, 1 point in width, printed around the edge of your page to show where the page should be trimmed when it has been printed. To print trim marks, make sure the paper is at least .5 inch larger than your page in both the width and the height.

To print trim or crop marks, select the option in the Print Options dialog box.

Note: You can choose to print either crop marks or trim marks. You can't print both at the same time.

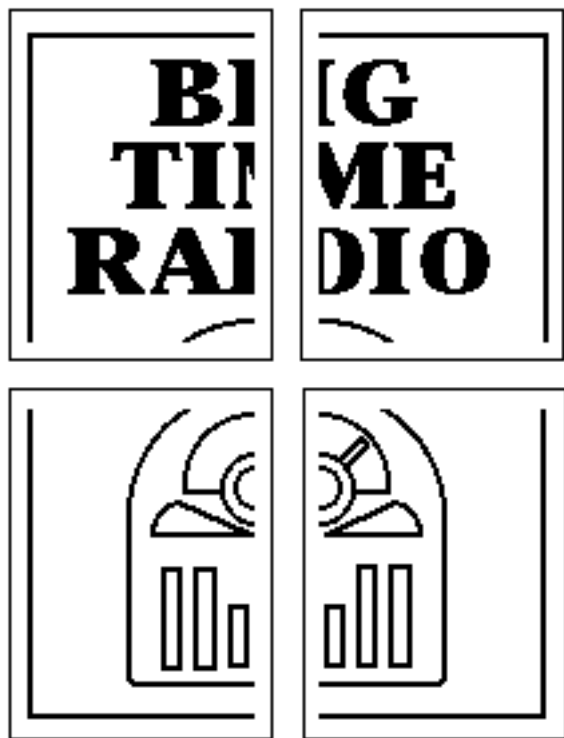
Tiling a document

If you choose a paper size that's smaller than the page size of your publication, you can automatically tile the page(s) by selecting Automatic Tiling in the Print Options dialog box. In the tiling process, Adobe HomePublisher divides each page of your publication into smaller pieces that will fit and print on several pieces of paper.





Oversize document



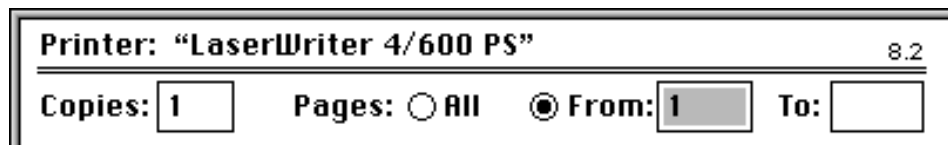
Document tiled on four printed pages

Using the Print command

The actual process of sending your publication to a printer takes place when you choose File > Print, or when you choose Print from the Print Options dialog box. The Print dialog box that appears varies depending on the printer you've chosen. Regardless of the printer, however, the Print dialog box allows you to set the number of copies you want, the range of pages to print, and how the paper will enter the printer.

To print a range of pages:

1 Click in the box labeled From, and type the beginning page number.



Printer: "LaserWriter 4/600 PS" 8.2

Copies: Pages: ☐ All ☒ From: To:

2 Press Tab to move the cursor to the box labeled To, and type the ending page number.

If you enter a number in the From text box and leave the To text box blank, Adobe HomePublisher prints from the chosen page to the end of your publication.



If you enter a number in the To text box and leave the From text box blank Adobe HomePublisher prints from page 1 through that page.

Note: The Only Odd Pages and Only Even Pages settings in the Print Options dialog box work in conjunction with the range setting in the Print dialog box. If you select one of these options, Adobe HomePublisher prints only the odd or even pages that fit between your chosen range. For example, if you've chosen the Only Even Pages option and enter a page range of From 1 To 7, Adobe HomePublisher prints pages 2, 4, and 6.

To print a publication

1 Choose File > Print.

2 Double-click in the box labeled Copies, and type the number of copies you want to print. You can print up to 99 copies at a time.

3 Choose the range of pages you want to print. To print every page of your publication click the All button.

4 Select how the paper will enter the printer. For a LaserWriter the options include:

- Paper Cassette to feed paper automatically from the paper tray.
- Manual Feed to feed paper by hand, one sheet at a time. If you select Manual Feed you will be prompted for each sheet.



5 Some printers allow you to choose print qualities options such as the following:

- Best provides the darkest output with the best possible detail and should be the setting used for printing out your master.
- Faster prints more quickly, but the detail is less than Best.
- Draft prints only text, not graphics; draft quality should be used only for proofing since spacing can be affected.

6 Click OK to print the publication.

When Adobe HomePublisher is finished printing, it returns you to the page you were on when you chose Print from the File menu.

USING AUTOCREATE TEMPLATES

An AutoCreate template is an Adobe HomePublisher publication that contains a predesigned page layout that you can use to create new documents quickly and easily. The AutoCreate template designs include type and font information, as well as other specifications, such as line spacing, paragraph margins, and graphics placement.

The AutoCreate templates included with Adobe HomePublisher are a good starting point for creating publications. As you become more familiar with Adobe HomePublisher, you can modify the templates to suit your needs, or you can design your own publication and save it as an AutoCreate template.

When you save your own publication as an AutoCreate template, it is included in the AutoCreate template list. Depending on how you set up your publication, AutoCreate can even incorporate several of its intelligent features into a user-designed AutoCreate template.

Working with AutoCreate templates

To use the AutoCreate templates, you can prepare your text and graphic files in advance, then place them into the template. Refer to the catalog of templates at the end of this chapter for the requirements and design features for each AutoCreate template.

About the AutoCreate process

To begin, you'll select AutoCreate and then select an AutoCreate template from a predefined list (you can also create and add your own templates to this list). Depending on which template you select, AutoCreate displays a series of template-specific dialog boxes. Each dialog box allows you to choose options that help you design the look of your publication.

Next, you'll place your text and graphics files into the publication template at the appropriate locations.

After the text and graphics are placed, and depending on the template type, AutoCreate may then present a second series of template-specific dialog boxes. The selections you make in this series of dialog boxes add the necessary finishing touches to the look of your document, such as adding captions to pictures, or copy fitting headline text that is too large or too small.

When you're finished selecting design options, Adobe HomePublisher automatically assembles the stories and the graphics in the locations you selected and presents you with the completed publication, ready to be saved and printed.

Getting help when using AutoCreate

There are three types of online Help available when you use AutoCreate:

- If you click Help in the New or Open Publication dialog box, or in the AutoCreate dialog box before you perform any template operations, the standard Adobe HomePublisher AutoCreate Help window appears.
- If you click Help after you begin to create a publication, or from any of the template-design dialog boxes, the Help window displays information that is specific to that template and the design stage.

Opening an AutoCreate template

All new publications are created by choosing File > New. When you select the AutoCreate option, a dialog box opens where you can choose a publication type and a template.

When you select a publication type, the list of AutoCreate templates available appears in the Template area. For example, if you select Newsletters, all the AutoCreate Newsletter templates are listed.

Depending on the template you select, a series of template-specific dialog boxes are displayed. In each dialog box, you make choices that set up the final appearance of your publication. For example, if you are creating a newsletter, specify how many columns and how many stories you want in your publication.

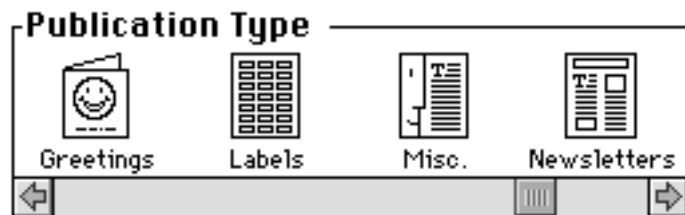
To open an AutoCreate template:

- 1** Choose File > New.
- 2** Select AutoCreate: Create a new publication from a template.



3 Click OK. The main AutoCreate dialog box appears.

4 Select a Publication Type by clicking one of the icons. To view all the Publication Types available, use the horizontal scroll bar.



5 Select a template from the Template list by double-clicking a template name.

6 If necessary, click Next to continue working through the dialog boxes available for your template.

7 After making all of your selections, click Done to return to the AutoCreate dialog box. You are now ready to begin placing text and graphics into your template.

Placing text into an AutoCreate template

You use the main AutoCreate dialog box to select and place text objects in a template. When you select a text object, each link in the story chain is highlighted with black selection handles in the Preview & Select area so you can see how placing text affects all links in the chain. Although the selection handles are the same as in the actual publication, you cannot move or resize an object in the Preview & Select area.

When you select a text object, both the name of the story chain and the actual file name of the text you are placing are displayed at the top of the dialog box. This helps you identify the relationship between specific text objects and documents in the template.



If you don't see the name of the document you want in the list, use the pop-up menu from the parent folder to see other available folders and documents. You can also click Desktop to view the publications available or eject a floppy disk and insert another disk that contains the document you want. Select Text Preview to display the first few lines of the document in the Preview area before placing it in your publication.

Note: The text document you choose is not immediately opened and placed in the publication. Adobe HomePublisher adds this text document to the list of documents (and their locations) that you want to place in your new publication, then adds it to the publication after you've placed all the text and graphics and clicked Done.

Adding more pages to a template

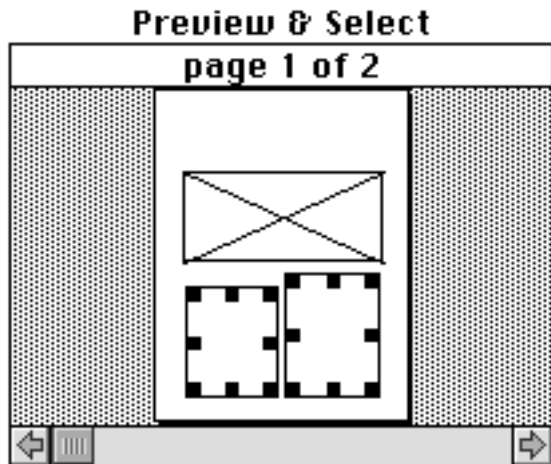
If any of your stories to be placed require more pages than are currently in the template, select Automatically Add Pages in the AutoCreate dialog box before you place your text. Pages will be added to the publication as necessary to display the text. The additional pages will contain linked text objects so that the entire story chain is automatically flowed into the template.

If you are placing a long document and you do not select Automatically Add Pages, all the text will be placed, but it may be too long to fit in the text object. You'll have to add more pages and text objects after your publication is created.



To place text in a template:

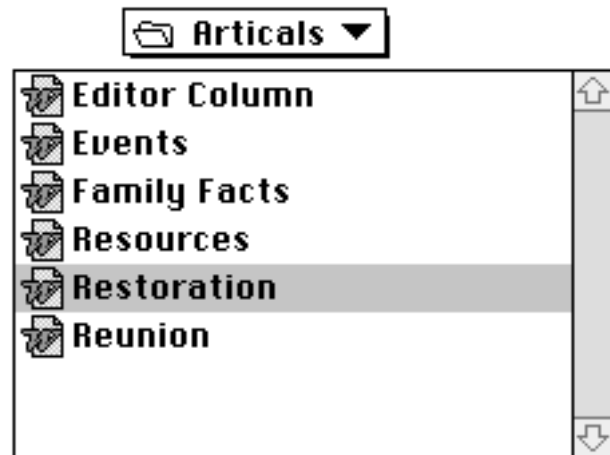
1 Select a story chain in the Preview & Select area by clicking one of the text objects. The Place Text button becomes active; the Place Graphic button remains dimmed.



2 Click Place Text (or double-click a text object in the Preview & Select area). The Place Text dialog box appears.



3 Select the text document you want to place in your publication.



4 Click Open. The name of the document you selected to place in the story chain is shown at the top of the dialog box.

A screenshot of a software dialog box titled "AutoCreate". The title bar is at the top. Below it, the text "Text Object: Main Story" is displayed. Below that, the text "Document Selected: Restoration" is displayed. The dialog box has a standard Windows-style border with a title bar and a close button in the top right corner.

AutoCreate

Text Object: Main Story

Document Selected: Restoration

5 Select Automatically Add Pages if necessary, depending on the type of AutoCreate template you are using and the text you are placing.

To place other text documents, click a text object in another story chain and follow steps 1-4 until you have placed all your stories. Use the horizontal scroll bar or the scroll arrows in the Preview & Select area to display the objects on other pages of the template as necessary.

Placing graphics in a template

In the AutoCreate dialog box, all graphic objects in the template are indicated with an “X” in the Preview & Select area as boxes. If you select Template Preview, the graphic objects display any sample graphics that are in the template.

When you select a graphic object, it is highlighted in the Preview & Select area with black selection handles. Although the selection handles are the same as in the actual publication, you cannot move or resize an object in the Preview & Select area. When you select a graphic object, the Place Graphic button is active and the Place Text button is dimmed.



Using the selection frame

When placing bitmap graphics like PICT, TIFF, or MacPaint graphics, the selection frame defines the portion of the original graphic that will be placed into the graphic object selected. Adobe HomePublisher automatically trims or crops the graphic so that only the area within the selection frame is placed. This feature keeps your publication as small as possible, which saves memory and disk space.

When placing EPS, SuperPaint, and other PICT graphics, Adobe HomePublisher places the entire graphic in your publication (this is necessary because of the nature of these files). The graphic is automatically cropped to the size of the selection frame, but the entire graphic remains “beneath” the frame.

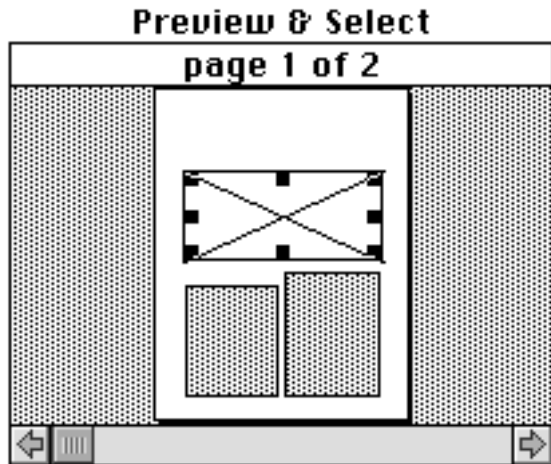
You can also resize the selection frame to choose more or less of the graphic to place in your publication. Drag one of the handles of the selection frame in Preview & Crop to make the frame larger or smaller.

If the dimensions of the selected area do not match the proportions of the graphic object you want to fill, you can scale the graphic to fit the object. Scaling is the process of adjusting the height and/or width of a graphic to change its size (and possibly its proportions). Scaling can be done at any time during the Place Graphic procedure.



To place graphics in a template:

1 Make sure that Template Preview is not selected.



☐ Template preview

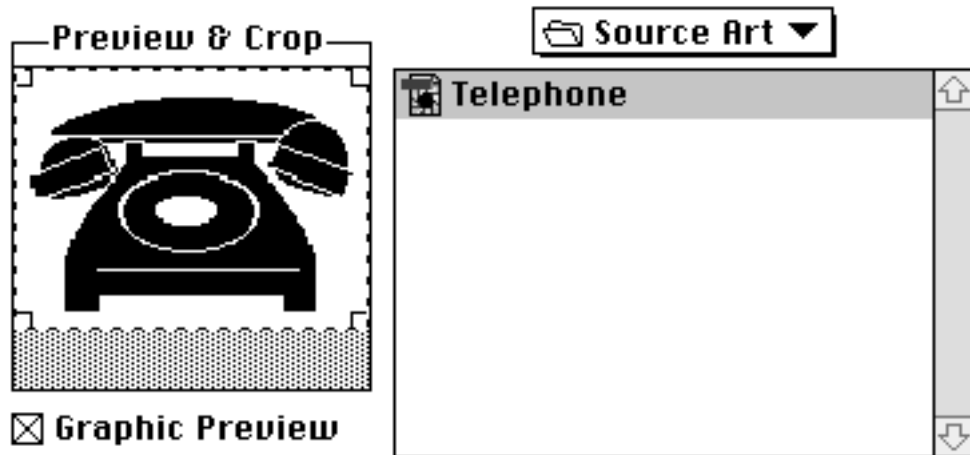
2 Select a graphic object in the Preview & Select field.



3 Click Place Graphic (or double-click a graphic object in Preview & Select). In the Place Graphic dialog box, Adobe HomePublisher displays the names of the graphic documents available.

4 Select the graphic document you want to place from the list displayed.

Select a graphic file to place in your publication...



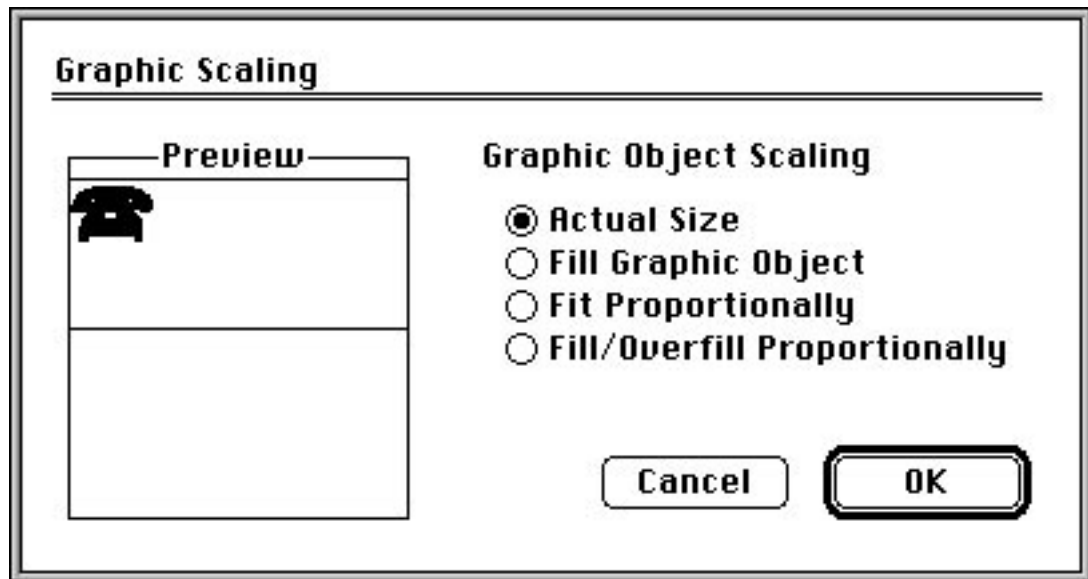
5 Select Graphic Preview to view the graphic before placing it in your publication.

- The Size box displays the size and the resolution in dots-per-inch of the selected graphic.
- The graphic in the Preview & Crop area is overlaid with a selection frame. The frame represents the size and proportion of the object in which you want to place this graphic.

6 Drag the selection frame across the graphic to select the part of the image you want to place.



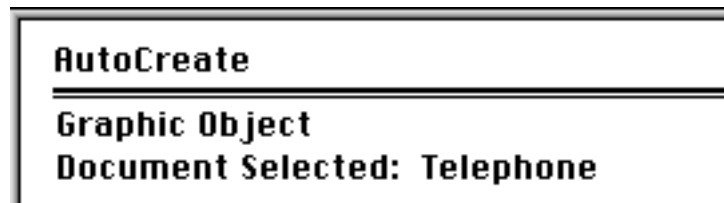
7 To scale the graphic, click **Scaling** and select one of the options.
For more information on scaling, see [Cropping placed graphics](#).



8 Click **OK**.



9 Click Open to place the graphic into the template. The main AutoCreate dialog box appears. The name of the graphic you selected to place in the graphic object is shown at the top of the dialog box, next to “Document Selected.”



To fill remaining graphic objects, click another graphic object in the Preview & Select area and repeat steps 1-9.

Even after text and graphic documents are placed in the template, you can replace them with different documents at any time by selecting the object again and repeating the process for placing text and graphics.

Assembling a publication

Once you have placed text and graphics, you can assemble your new publication. Depending on the template and the documents you placed, a series of dialog boxes may appear, requesting the information needed to finish the design of your publication.

After you make your selections, click Update to reflect these choices in the Preview area.

When AutoCreate has enough information to assemble your publication, the Done button replaces the Next button, indicating that there are no more design dialog boxes for this template.

To assemble your publication:

- 1** In the AutoCreate dialog box, click Done.
- 2** Click Next to continue working through the remaining dialog boxes necessary for AutoCreate to assemble your template.
- 3** Click Done after making all your selections.

When you click Done, Adobe HomePublisher opens an untitled copy of the template, assembles all the documents you selected, and places them in the objects you specified. When the process is finished, the new untitled publication is opened on page 1.

Saving a publication

Before doing anything else, it's a good idea to name and save your publication.

To save your publication:

- 1** Choose File > Save.
- 2** Type a name and specify a location for your publication.
- 3** Click Save.

You can now go to any page of the publication and edit the text and graphics, add additional design elements, and print the publication.

Adding templates you create

You can create your own AutoCreate templates, and then save these templates in any of the Publication Type folders. For example, you may want to design specific publications that you can reuse, such as standard company forms and letters, or the page design of a periodic newsletter. You can create a custom AutoCreate template either from a document created in Adobe HomePublisher or from a document created using one of the AutoCreate templates.

Note: You can also create your own Publication Type categories, add these to the list of Publication Types that appear in the AutoCreate dialog box, and then save your templates to these new Publication Type folders. See [Creating Your Own Publication Type Categories](#).

Any publication or document you save as an AutoCreate template will be available in the AutoCreate dialog box along with the rest of the AutoCreate templates provided. However, your custom template will not prompt you with design-specific options as do the AutoCreate templates that come with Adobe HomePublisher.

Preparing your publication to be an AutoCreate template

If you want to create your template with specific attributes, consider the following as you create your publication:

- When you create the template, if you apply the Copy Fit command to a story chain in the publication, AutoCreate will fit your text into the space provided by the design. AutoCreate will examine character size, line spacing, paragraph spacing, and other parameters and adjust your text automatically every time you use the template.
- If, during AutoCreate, you select AutoFlow from the Place Text dialog box, AutoCreate will automatically add the correct number of pages for the selected story chain.
- If, during AutoCreate, you select Automatically Add Pages, AutoCreate will automatically add as many new pages as necessary for all the stories in the publication.
- When you create the template, if you lock an object, AutoCreate retains this attribute every time you use the template. For example, objects in the supplied templates, such as logos and publication titles, have been locked.



These objects are always displayed in the Preview & Select area when you click Template Preview. When using AutoCreate, you cannot replace locked objects with other text and graphics. After you close AutoCreate, you can select locked objects, but you cannot move or resize them.

To lock text or graphics into an object:

- 1** Select the object you want to lock.
- 2** Choose Objects > Object Info. The Object Information dialog box appears.
- 3** Click the Locked checkbox in the Options area.
- 4** Click OK.

The object you selected will have gray selection handles instead of black. This means that you can select the object, but you cannot move it or resize it. Since locked objects can't be altered, they will not appear in the Preview & Select area of the AutoCreate dialog box unless Template Preview is selected.

To move or resize a locked object:

Unlock the object by choosing Objects > Object Info, and deselecting the Locked checkbox.



Saving a publication as an AutoCreate template

Once you have created your publication, you can save it with the existing AutoCreate templates in any of the current Publication Type folders so that it is easy to locate each time you want to use it.

If there are standard elements in your new template that you don't want to accidentally replace while using AutoCreate, such as the logo, mast-head, or title of a regular newsletter feature, you can lock these items into an object. Locking prevents the contents of any object from being replaced.

Note: You can make any Adobe HomePublisher publication (or a copy of a publication) into a template directly from the desktop. Simply drag the publication into a Publication Type folder in the AutoCreate folder within the AHP Pouch. The new template is available when you choose that Publication Type in the AutoCreate dialog box.

To add a template to the AutoCreate list:

- 1** Create a new publication or open the publication that you want to save as a template.
- 2** Choose File > Save As. The Save As dialog box appears.



3 Type a name for the new template.

4 Under Format Type, click AutoCreate Template.

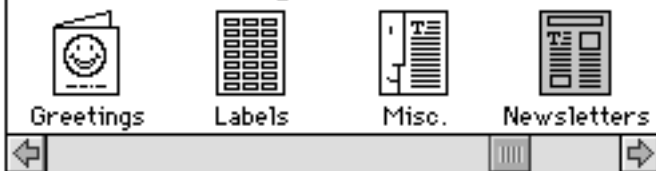
5 Click Save. The Save as AutoCreate Template dialog box appears.

The templates are grouped in folders by publication type; each icon represents a Publication Type folder. Use the horizontal scroll bar to locate the specific folder in which you want to store your template.

Save as AutoCreate Template

Note: Choose a publication type below to save your publication as an AutoCreate template.

Publication Type



6 Click an icon to select a Publication Type.

7 Click Save.

Adobe HomePublisher automatically saves this new template and places it with the other AutoCreate templates in the folder for that Publication Type.



Note: The file format of the publication is the same whether it is saved as a publication or as a user-created template. A template created by a user is simply a publication that has been saved or placed in one of the folders within the AutoCreate folder of the AHP Pouch.

When you use a template in AutoCreate, you are actually opening an untitled copy of the template, not the original template itself. This lets you work with the same template over and over without changing the original.

Creating your own Publication Type categories

You aren't limited to saving your own templates in the Publication Type folders that come with Adobe HomePublisher. It's simple and easy to create custom publication types that appear in the AutoCreate and the Save as AutoCreate Template dialog boxes. You can use these custom publication types to help you organize the templates you create for yourself.

To add a publication type to the Publication Type list:

- 1** From the Finder, locate and open the AHP Pouch folder. The AutoCreate folder is located inside the AHP Pouch folder.
- 2** Open the AutoCreate folder.
- 3** While in the Finder, choose New Folder from the File menu. A new, untitled folder is created in the AutoCreate folder window.
- 4** Name the folder. The name of the folder will become the new publication type. For example, if the template you're going to be saving is for your company's monthly newsletters, you could name the folder, "My Newsletter."
- 5** Close the AutoCreate folder, then close the AHP Pouch.



The next time you start Adobe HomePublisher and open the AutoCreate dialog box, a publication type icon with the name of the folder you just created will appear, in alphabetical order, in the list of publication types.

Note: In addition to using a generic icon for your new publication type, Adobe HomePublisher also has the ability to display some custom publication type icons. To make use of these icons you must give the folder you created one of the following names (exactly as typed here): Autoflow, Books, Bus. Cards, Envelopes, Invoices, Letters, Memos, Miscellany, Overheads, P.O.'s, Price Lists, Reports, Schedules, To Do Lists.

Altering or personalizing templates

Even though the AutoCreate templates provided with Adobe HomePublisher are designed by professionals to meet a wide variety of needs, you may want to alter a template slightly to better match your own requirements. You can easily add special design elements (like a logo) to a template or even change the layout of one or all of the template pages.

Note: If you modify an AutoCreate template, the template loses some level of intelligence. That is, AutoCreate no longer displays dialog boxes that allow you to set design options for the modified template. The template now functions in AutoCreate as a user-created template.



To alter an AutoCreate template:

- 1** Choose File > New. The New/Open Publication dialog box appears.
- 2** Click AutoCreate: Create a new publication from a template.
- 3** Click OK. The AutoCreate dialog box appears.
- 4** Select the Publication Type that contains the template you want to alter.
The templates included in that group of publication types are listed in the Template area.
- 5** From the list, select the template you want to alter.
- 6** Make sure Template Preview is selected. Since you only want to alter the template and not put together a publication, you do not have to place stories or graphics.



7 Click Done.

Adobe HomePublisher opens the template as a publication. The design and layout of this new, untitled publication matches the template exactly. You can now make changes to the publication. For example, depending on your needs and the design of the template you chose, you could add lines between the columns, add page numbers, or change the page size or page orientation.

After making changes, save them, then save the new publication as a new AutoCreate template.



The templates

The general designs are shown on the following pages. There are several styles of each template available. That is, you could choose one of a number of different newsletter template styles, letter styles, etc. Each template style is illustrated and described in this section.

- Brochures
- Business ID
- Calendars
- Certificates
- Flyers
- Greetings
- Labels
- Newsletters



Brochures

When you select the template for brochures, AutoCreate presents a series of dialog boxes with options for the look and style of your brochure. Based on the choices you make, you can create a number of brochure designs.

Modern 4-page brochure

This style is an 8.5 x 11-inch page, which is good for portraying a simple, but clean corporate message with minimal graphics and room for the corporate tag, logo, and address, and a map on the back.

Modern 6-panel, 2-fold brochure

This is a more complex 8.5 x 11-inch page brochure, ideal for detailed corporate marketing purposes, which may include graphics and bulleted selling points on the outer panels and detailed, descriptive paragraphs inside.



Business ID

Business forms with shared visual elements provide a consistent appearance, helping to establish and maintain a business identity.

When you select the AutoCreate template for business forms, AutoCreate presents a series of dialog boxes with options for the look and style of your forms. Based on the choices you make, you can create letterhead, invoices, fax or memo cover sheets, business cards and envelopes in a variety of designs.

Traditional, with logo

This is a standard business ID design; with the company logo and information placed flush left, it is a simple and professional layout.

Modern, with logo

This is a more contemporary business ID design; with the company logo on the left and information placed flush right, it is a professional, well-organized layout.



Elegant, no logo

Using a single typeface, this style is widely used by legal or accounting business practices; it portrays a no-nonsense approach to business.

New Wave, with logo

This style is a variation on the Traditional with logo style; by stacking the company logo and information in the top left corner, it is professional, yet modern. This style is ideal for less traditional businesses, such as advertising or consulting firms.

Business Cards

This template is for a standard 2 x 3.5-inch business card, using one graphic file. For a professional look, you might have the master printed on the card stock of your choice. You might also consider embossing the type or the logo.



Envelopes

This template is for a standard business envelope.

Printing Notes:

- Select Manual Feed in the Print dialog box.
- LaserWriters—feed face up, left side first.

Facsimile Forms

This template can be customized for each message, or printed blank for photocopying. It is an 8.5 x 11-inch portrait page with one text file and one graphic file.

Invoices

This template can be customized for each billing, or printed blank for photocopying.



Letters

We have provided a business (8.5 x 11 inch) letter template. The graphic placeholder is approximately 0.5 x 0.5 inch and the text is 10-point type.

Memos

We have provided a memo (8.5 x 11 inch) template, which uses one graphic file. The text is 10-point type.

Calendars

This template can create a calendar for any month and any year.

When you select the calendars template, AutoCreate presents a series of dialog boxes with options for the look and style of your calendar. Based on the choices you make, you can create a variety of calendar designs.

Traditional, landscape

This is an uncomplicated calendar that has a simple layout and no graphics; it is ideal for most environments and needs.

Contemporary, landscape

This calendar is landscape orientation and uses contemporary office typeface and layout; perfect for interoffice distribution and desktop use.



Modern, landscape

This is a variation on the traditional style; with its graphic shaded month text and simple font, it offers a slightly artistic flair.

Contemporary, portrait

This portrait calendar uses traditional fonts, but has subtle graphic features for a more personal effect.

Certificates

This template is for an 11 x 8.5-inch certificate, composed of linked text objects and one graphics object.

When you select the template for certificates, AutoCreate presents a series of dialog boxes with options for the look and style of your certificate. Based on the choices you make, you can create one of several certificate designs.

Traditional, landscape

This is a traditional landscape certificate style; the typeface and borders suggest formality; perfect for high-level certification.



Traditional portrait

This is a semi-traditional portrait certificate style; the typeface and borders suggest formality; perfect for most levels of certification.

Contemporary, landscape

A traditional landscape certificate style, this version is less formal because of the lack of borders; this style is ideal for sporting accomplishments or other important, but less informal, types of certification.

Modern, landscape

This style is a variation on the classic landscape certificate style; its typeface suggests an important but smaller milestone, such as the completion of an informal project-related training course.

Flyers

When you select the AutoCreate template for product flyers, AutoCreate presents a series of dialog boxes with options for the look and style of your flyer. Based on the choices you make, you can create one of several product flyer designs.



Traditional

This flyer has a traditional header, product picture, and bulleted product selling points; it is ideal for most products and business-types.

Contemporary

This style incorporates the basic components for a successful product flyer—advertising header, product picture, and advertising copy; ideal for any type of product.

New Wave

This style is a variation on the contemporary flyer style, including more graphics and a subhead to modify the ad text in the header.

Modern

This style is ideal for a complex product; you can include more graphics and highlight product selling points using the bulleted list.



Greetings

This template is designed for a two-fold 4.25 x 5.5-inch greeting card. Try printing your card on heavy, colored paper stock, then fold in quarters.

As an alternative to placing a text document to replace the sample sentiments, you can type new text directly into the Greetings template design dialog box.

When you select the intelligent template for greeting cards, AutoCreate presents a series of dialog boxes with options for the look and style of your greeting card. Based on the choices you make, you can create one of several greeting card designs.

Traditional

This basic greeting card layout is ideal for most greetings, with standard typography that can accompany most graphic styles.

New Wave

This card style has simple, textured art on the outside and typography inside that is bold and expressive; it is a good card for a note or short message.



Contemporary

This card style has geometric art on the outside and typography inside that has a friendly, storybook feel; it makes a good greeting card for a young person.

Fun

This card style has a simple artistic graphic accent on the outside and typography inside that has an artistic, casual flair; it is modern and appropriate for most occasions.

Labels

When you select the template for labels, AutoCreate presents a series of dialog boxes with options for the look and style of your label. Based on the choices you make, you can create a number of label designs.

As an alternative to placing a text document to replace the label text, you can type new text directly into the Labels template design dialog box.

We have provided four label templates which correspond to standard Avery label sizes: 5160 (2.625 x 1 inch), 5161 (4 x 1 inch), 5162 (4 x 1.33 inch), and 5163 (4 x 2 inch). Use the following chart for reference when creating labels:

Label number	Horizontal offset	Vertical offset	Number of copies per page
5160	2.75	1.00	30
5161	4.125	1.00	20
5162	4.13	1.333	14
5163	4.125	2.00	10

Newsletters

When you select the template for newsletters, AutoCreate presents a series of dialog boxes with options for the look and style of your newsletter. Based on the choices you make, you can create newsletters with the following standard features: cover story, second-page story, and two-page spread, in several designs.

Classic Times

This style allows for a varied number of stories, with heavy justified text and limited graphics; it is ideal for those who have to include a lot of information in a newsletter.

Corporate News

This style combines a conservative corporate style (single-subject cover, two-column, limited graphics) with the light, artistic flair of text attributes such as pull quotes and large type; it will work successfully in most corporate environments.

New Wave

This style is modern and energetic, using a three-column layout, light text, and large graphics and visuals; it is ideal for those who want to emphasize large graphics.

ADVANCED FEATURES

Color publishing is easy with Adobe HomePublisher. You can place full-color graphics created in other applications and display them with all their colors in Adobe HomePublisher. You can then print the images in a HomePublisher document. If you are using a color Macintosh with an expanded video card, Adobe HomePublisher displays 256 colors or shades of gray. If you have 32-bit QuickDraw and a 24-bit video card, Adobe HomePublisher displays millions of colors.

You can use spot colors to enhance the visual appeal of your publication. On both black-and-white and color Macintosh systems you can print the publication to a color printer, or you can print color separations for use by a commercial printer.

Using spot colors

You can assign spot colors—from a palette of eight colors—to any object, text, border, or background, or even to individual text characters within a publication. The palette of eight spot colors can be customized (if you have a color system) and defined from a range of available colors. If you define a custom palette for one publication, you can load it into another publication to match colors exactly.

Assigning spot colors to placed graphics

If a graphic is created in a graphics program and then placed in an Adobe HomePublisher publication, the graphic becomes a graphic object with a frame and a fill area.

When you assign a color to a placed graphic, the line and fill pattern (if not set to white or None) displays the color; the original graphic image retains the display color in which it was created (this is true if the object was created in black and white or in full color). Like colored graphics displayed on a black-and-white Macintosh, Adobe HomePublisher still keeps track of which color has been assigned to which graphic object, and prints these graphic objects correctly.

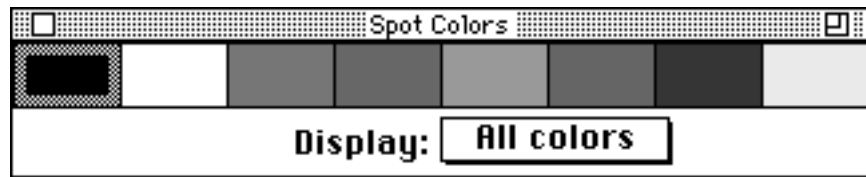
For instance, when a black-and-white bitmap image is placed into your publication, you can assign a color (for example, red) to the graphic object. The line and fill pattern of the graphic object is displayed in the assigned color (red); the original black-and-white image is still displayed in black and white. However, when you print spot-color separations, the image is printed with the other red objects. When you print to a color printer, the full colors of the graphic object are printed.



This is true for a full-color graphic. If you place a full-color graphic and assign a color to it, only the line and fill pattern of the graphic object change color; the graphic inside the graphic object still shows the original colors. If the assigned color doesn't appear, assign a line or fill pattern of black to the selected object.

To assign spot colors:

- 1** Select one or more objects. Adobe HomePublisher assigns the specified spot color to all selected objects or text.
- 2** Choose Tools > Show Spot Colors. The Spot Colors palette is displayed. The default colors include black, white, red, green, blue, orange, purple, and yellow.



- 3** Click a color to assign it to the selected object. The currently selected color is outlined with a gray box.
- 4** Close the Spot Colors palette by clicking the close box.

Printing spot colors to a color or a black-and-white printer

Objects you import or create which are assigned spot colors in Adobe HomePublisher print in color on a color printer. On a color monitor, the color you see on the screen is a close approximation of the color that will print on a color printer. For example, you may have a full-color image in a graphic object. If you assign the color purple to that object, the line and fill pattern shows in purple on the screen, but the placed image retains its full-color display.

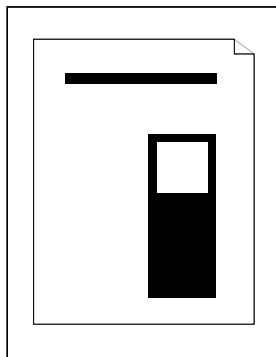
Objects assigned spot colors in Adobe HomePublisher or assigned colors in another application and then placed in Adobe HomePublisher are printed in black and white on a black-and-white printer. When spot-color separations are printed, each page of your publication is printed one time in black and white for each spot color you assigned.



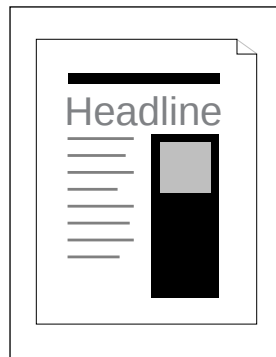
Objects assigned spot colors in Adobe HomePublisher or assigned colors in another application and then placed in Adobe HomePublisher are printed in black and white on a laser printer or imagesetter. If you're printing to a color printer, however, colored objects will print in color. When printing to a color printer make sure Print spot-color separations is not selected.



Black spot color



Red spot color



Printed together

Setting color separations options

You can use the Print Options dialog box to create color separations if you have assigned colors to objects or text characters in your publication and want your publication printed in color by a commercial printer.

When you print spot-color separations, Adobe HomePublisher prints a separate black-and-white page for each of the spot colors you have assigned.

To set printing options:

- 1** Choose File > Print Options.
- 2** Select Printing Spot Color Separations.



3 Select additional options as follows:

- With Color Names prints the color name at the top center of the paper, just outside the layout “page area,” on each spot color separation.
- With Registration Marks prints registration marks—an alignment pattern used to accurately position color separations—just outside of the page area. This option should always be selected for spot-color separation work so the commercial printer can align the colors on the paper when printing.

Note: If there is no room outside of the page area (if the publication's page is the same size or larger than the paper size), color names and registration marks will not be printed.

- Cut-outs determine how colored, overlapping objects are printed when you print spot-color separations.

Using the Cut-outs option

Overlapping colors can print in two ways: The colors can be printed on top of each other (called overprinting), or the bottom color can be cut out (also referred to as knocked out) so the other color prints only on the paper and not on the first color.

When you print cut-outs, Adobe HomePublisher prints the spot-color separation of the overlapped object with the shape of the overlapping object cut out. Print with cut-outs when you want the color of the overlapping object to maintain its clarity. To see how the cut-outs will look on screen, select Display Color Separation Cut-outs in the Preferences dialog box.

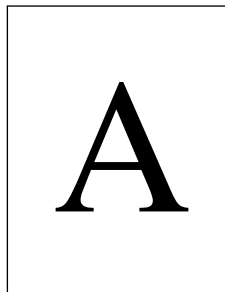
Note: When printing with cut-outs set to Print, always print registration marks to make it easier to align pages.

When you don't print cut-outs, Adobe HomePublisher prints each overlapping, different-colored object in its entirety, with nothing removed from the overlapped object.

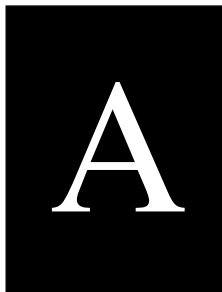


For example, let's say you're printing spot-color separations of a red letter "A" that overlaps a black rectangle (such effects for the first letter of a story are common).

If you print spot-color separations with cut-outs, one page is printed for the color red and shows the "A." Another page is printed for the color black, and shows the black rectangle with the shape of the letter "A" cutout.



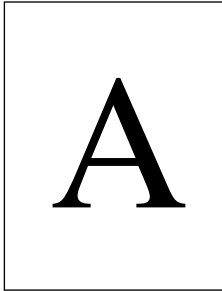
Red



Black



If you print spot-color separations without cut-outs, one page is printed for the color red and shows the “A,” but the other page for the color black now shows a solid black rectangle without any cut-outs.



Red



Black

Retaining print option settings

When you return to your publication, Adobe HomePublisher keeps the settings you selected in this Print Options dialog box, and you don't have to come back to it unless you want to change the settings.

To cancel any changes you made to the Print Options and to return to your publication, click Cancel. Any changes you made to the Print Options are canceled.

Setting colors on the spot color palette

The colors on the default spot color palette represent just eight of the 16.8 million colors that are available to you using the Apple color picker. For some of your own publications you may want to use colors other than these eight. For instance, you may want a palette with eight different shades of blue, or only a combination of blue and green. It's simple to replace any one or all of the default colors with any other color.

Naming colors

On a black-and-white Macintosh, the color names are shortened to nine characters so they can be displayed inside the color rectangles. You type in a longer name if you wish, and it will be printed on the spot-color separation.

The ability to name colors is a valuable feature. Besides giving users of black-and-white systems the ability to distinguish colors, you can also use color names to convey information to a commercial printer. For example, you can name the color red, PMS 133 or 30%C 40%M 10%K, or anything that identifies it as a specific color. When the spot-color separation is printed, the color name appears on it, and the commercial printer can easily identify which separation is for which color.

Once you've changed a color, you can also change the name of the color. If you've changed the color green into a shade of red, you may want to change the name on the color palette from "green" to "darker red" to avoid confusion.

Note: If you're working on a Macintosh with a black-and-white monitor, the Set Color button is dimmed, and you won't be able to define colors.

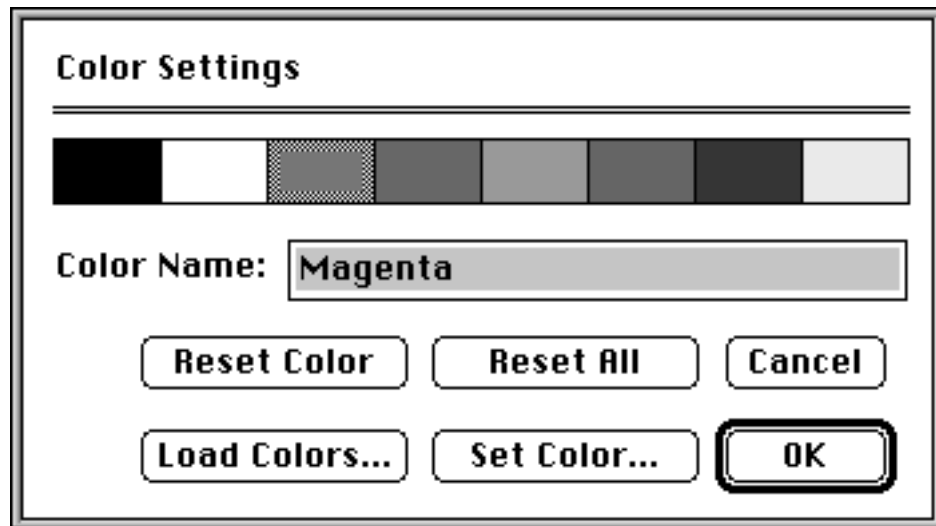
Using the Apple color picker

The Apple color picker has two sets of values that define a color: Hue, Saturation, and Brightness (HSB); Red, Green, and Blue (RGB). Both sets show values that define the same color, but in different ways. The RGB values define colors in relation to the amounts of red, green, and blue in a color. The HSB values define a color in terms of its hue (purity), its saturation (the intensity of the color), and its brightness (the amount of black or white in it).



To set colors on the spot color palette using the Apple color picker:

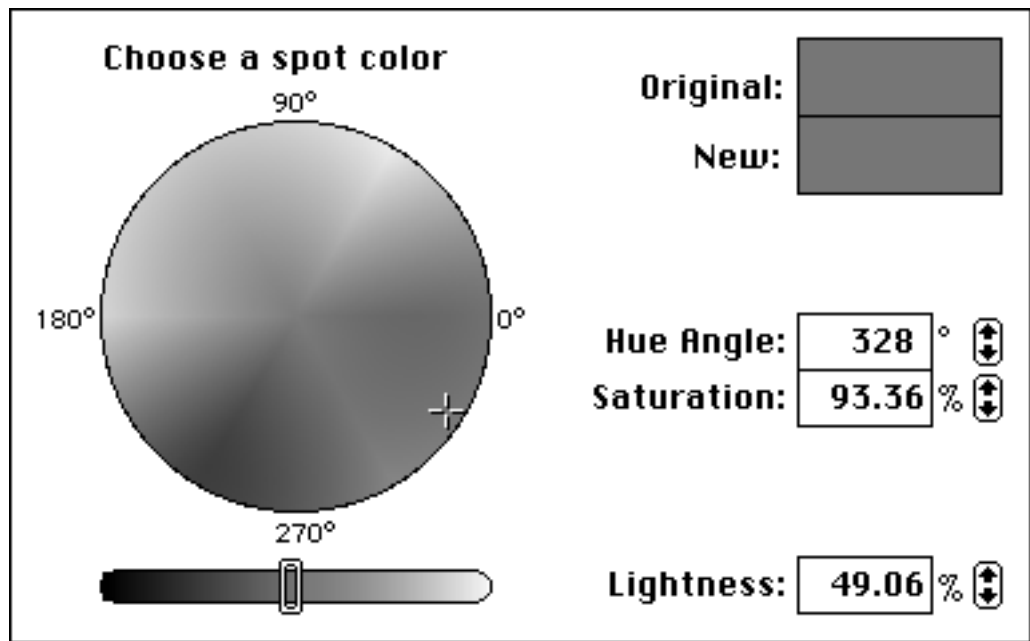
1 Choose Options > Color Settings. The Color Settings dialog box appears.



2 Click the color you want to replace.



3 Click Set Color to open the Apple color picker.



4 Click anywhere on the color wheel to select another color. The new color is displayed on the top half of the display box, while the bottom half continues to display the original color. As you click or drag the cursor anywhere in the color wheel, these values will change.

5 Use the scroll bar on the right to change the brightness of the selected color (brightest is at the top, darkest is at the bottom).



6 Click OK to return to the Color Settings dialog box. The original color you selected is now replaced with the new color.

7 Type the name of the color in the Color Name text box.

8 Click OK.

Note: The colors in the floating Spot Colors palette will not be updated until after you close the Color Settings dialog box. When this update takes place, the new color will replace the original color wherever it was assigned in your publication.

Resetting colors

Sometimes you may change the color settings and then decide you want one or more of the original colors back in the Spot Colors palette. You can easily reset the colors back to the original colors.

To reset a color:

- 1** Choose Options > Color Settings.
- 2** Click the color in the color row that you want to change back to its original color.
- 3** Click Reset Color.
- 4** Click OK.

To reset all the colors at once:

- 1** Choose Options > Color Settings.
- 2** Click the Reset All button.
- 3** Click OK.

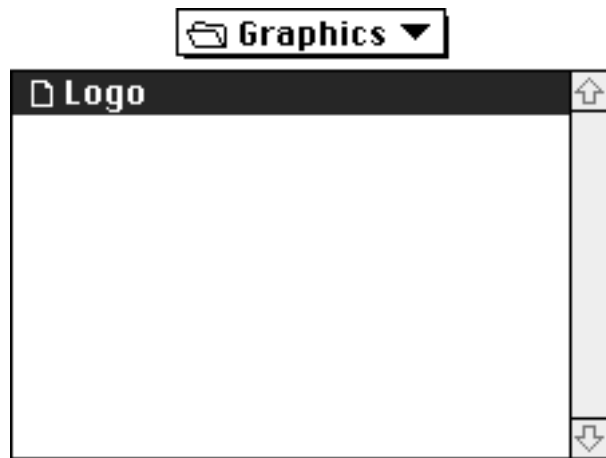
Loading color palettes

You may develop a color palette for one publication that you especially like and want to use in another publication. For instance, you may have a set of spot colors that you always use in your newsletter for drop caps, borders, lines, and so forth. Adobe HomePublisher makes it easy for you to use the same colors in any publication.



To load other color palettes:

- 1 Choose Options > Color Settings.
- 2 Click Load colors. The Open dialog box appears.
- 3 Select the Adobe HomePublisher publication that contains the Spot Colors palette you want to use in the current publication.



4 Select File Preview. With File Preview on, Adobe HomePublisher displays the color palette from the selected publication before it is loaded.



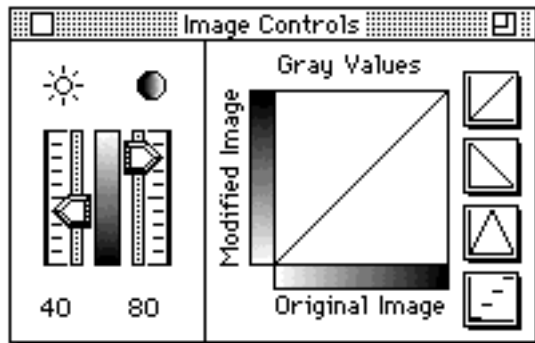
☒ **File Preview**

5 Click Open. The Color Settings dialog box appears. The colors used in the spot color palette from the selected publication have replaced the original colors on the Spot Color palette.

6 Click OK.

Using grayscale image controls

You can use the Image Controls palette to make changes to the grayscale values of the 4- and 8-bit TIFF graphics that you place in your publication. Four-bit and 8-bit TIFF files are images that carry information for either 16 (4-bit) or 256 grays/colors (8-bit).



Change grayscale values using the brightness and contrast settings and the Gray Values map on the Image Controls palette.

Regular PICT grayscale graphics cannot be manipulated with the Image Controls palette. PICT and TIFF grayscale graphics can be assigned halftone properties with the Halftone Setting dialog box. For more information, [Halftoning an Image](#).

Working with gray values

You can change the gray values of pixels to obtain the best image possible for your publication. For example, if your image is too light, you can darken it. If your image is too dark, you can lighten it.



Lightened



Normal



Darkened

When a 4-bit or 8-bit TIFF graphic is placed, each pixel has a gray value associated with it. The lower the number, the lighter the gray (1 is absolute white), while the higher the number, the darker the gray (256 is absolute black).



Use caution when changing gray values, brightness, or contrast on a monitor set to black-and-white (1-bit). On a black-and-white monitor, the appearance of a grayscale image in your publication is much less precise than from a printer. Therefore, a change to gray values that appears minor on the screen may have a more drastic effect on the printed image.



High contrast



Normal



High brightness

Using the brightness and contrast slider

The brightness and contrast slider controls let you alter the brightness and contrast of the overall image. They work much like the brightness and contrast controls on a television set. Increasing the brightness makes the entire image lighter; decreasing it makes the image darker. Increasing contrast makes the dark grays blacker and the light grays whiter; decreasing the contrast makes the entire image more evenly gray.

When you change image brightness, you equally decrease or increase the gray value of every pixel in the image. The greatest brightness (100%) lightens the image as much as possible for the current contrast setting.

When you change image contrast, you increase or decrease the displayed difference between gray values. Maximum contrast (100%) produces the widest separation of black, white, and the gray values in between. Minimum contrast (0%) reduces all grays to a single median gray.

As you adjust the brightness and contrast controls, the selected graphic changes at the same time. As you drag the slider, the percentage of brightness or contrast is displayed below the respective slider.

Note: Press the Shift key while dragging the sliders to constrain the movements to increments of 10.



To change the brightness or contrast of an image:

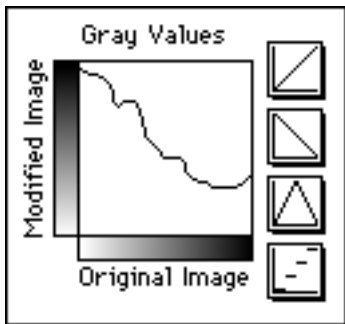
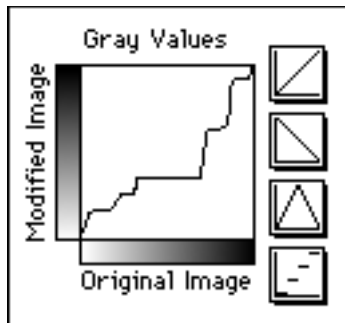
- 1** Select the TIFF graphic object in your publication.
- 2** Choose Tool > Show Image Controls. The Image Controls palette appears.
- 3** Drag the slider on the left to increase or decrease the brightness of the selected image. (Up is brighter, down is darker.)
- 4** Drag the slider on the right to increase or decrease the contrast of the selected image. (Up increases the contrast, down decreases the contrast.)
- 5** Click the close box to close the Image Controls palette.

Using the Gray Values map

The sliders adjust the gray values of the entire image. However, sometimes you may not want to adjust the gray values this way. You may need only to adjust parts of the gray map, for instance, the grays in the shadows (at the left end of the map) or in the highlighted areas (at the right end of the map). You can adjust these by using the Gray Values map.

As you change the graph of the gray values, you are adjusting the gray values for your image. The gray values of the selected image will change as soon as you release the mouse button.



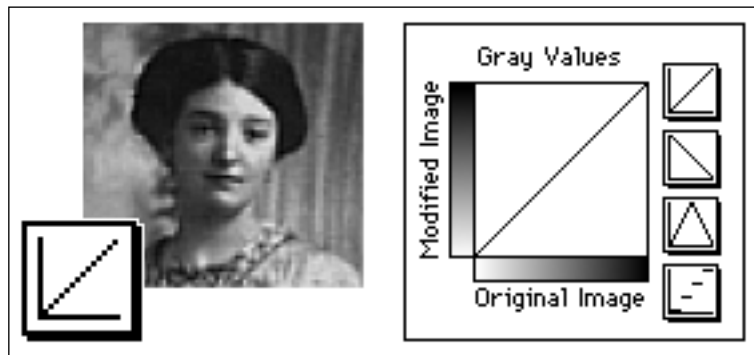


Modified gray values (left) and effects on an image (right)

Changing gray values automatically

You can automatically change the grayscale map of your selected image by clicking one of the icons to the right of the Gray Values map. Select from the following:

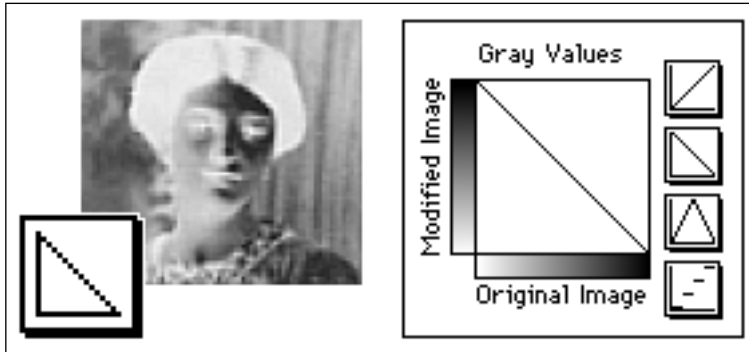
- Normal returns the gray values to the original settings.



Normal



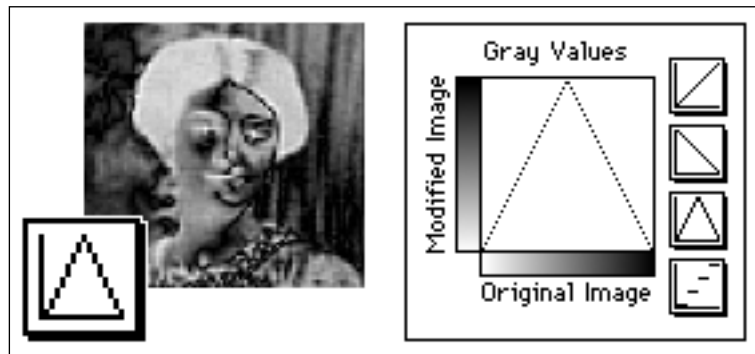
- Invert reverses the gray values, with highlights made dark and shadows made light. All gray values with a value of 255 (black) are converted to a value of 1 (white). Light grays are converted to dark grays, and so on. As a result, the image appears much like a photographic negative.



Invert



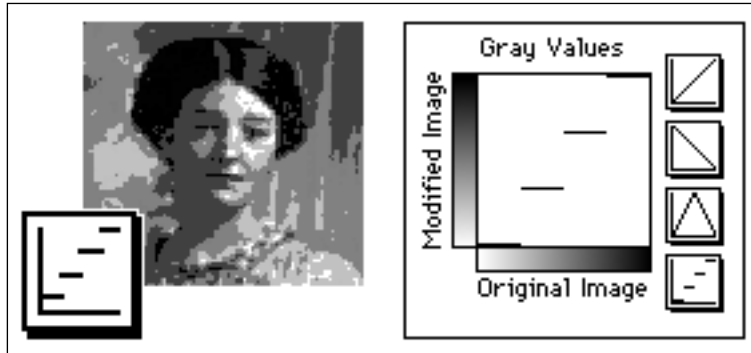
- Special Effect darkens the gray values in the white to mid-gray range; and lightens the gray values in the mid-gray to black range.



Special Effect



- Posterize reduces the grays to just four shades of gray. Fine details of shading disappear after posterization, since the number of gray shades (or steps) between black and white are reduced.



Posterize

Changing gray values manually

You can also draw a gray-values curve directly on the Gray Values map to adjust your image.

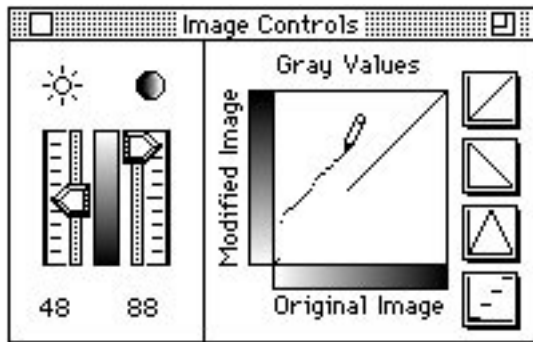
Note: To reset the image to its original appearance, set the brightness and contrast sliders to 50% and click Normal.

To manually adjust gray values:

- 1** Choose Tools > Show Image Controls.
- 2** Place the cursor in the Gray Values map area. The cursor changes to a pencil.



3 Drag the pencil within this area to draw a new gray-value curve.



Note: Press the Shift key as you drag the pencil to constrain the movement to the horizontal position. Press Option-Shift as you drag the pencil to constrain the movement to 30°.

4 When you're finished, click the close box to close the Image Controls palette.

Halftoning an image

Halftones provide a way to print different shades of gray without using different shades of ink. In traditional printing, each new ink requires a separate run through the printing press. To get around this problem, printers developed the traditional halftoning process.

A halftone print is composed of tiny black dots of different sizes, which the eye perceives as shades of gray. Only a single ink color is needed to create a halftone. Pick up any newspaper, look closely at a photo, and you can actually see the dots that make it up. All newspaper, magazine, and other mass-produced printed images are halftones.

Digital halftoning

When you display a grayscale image on a color or grayscale monitor (in 256-color mode), the smallest picture elements you can see (pixels) are actually different shades of gray. But when you print these pixels on a black-and-white printer, you encounter the same publishing problem described above: all your printing device has is one color of ink.

The solution is digital halftoning, and Adobe HomePublisher offers two halftoning options: standard digital halftoning and advanced digital halftoning.



Halftone print



Close-up of halftone print
showing the dots

Halftone settings

When you are printing grayscale images to a black-and-white printer you will want to control the quality of the graphic printout.

The Halftone Settings dialog box gives you control over exactly how the graphic prints on a printer. With the knowledge of what printer you are going to use, the Halftone Settings command allows you to establish the settings that will optimize the graphic printout, as well as give you the ability to create special graphic effects.



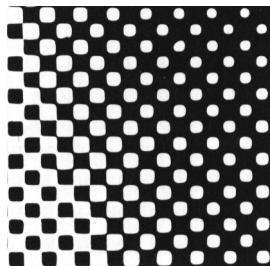
Standard halftone



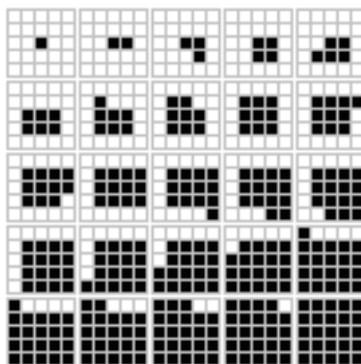
Advanced halftone

Standard halftones

The Standard Halftone option can be used only with PostScript printers. Advanced halftoning can be used with any printer. If you use standard halftoning, the printed image has less detail than that produced by Advanced Halftone printing, but may take less time to print. Advanced Halftone printouts also photocopy better than Standard Halftones.



Halftone dots



Digital cells

If you use the Standard Halftone option you need to know something about the settings for screen angle, screen frequency, and the dot shape.

Screens

Standard halftoning converts a grayscale image into a group of black dots. The image is converted to a cluster of fixed-size cells composed of a number of fixed-size dots (the smallest dot an individual printer can make). Each cell is assigned an average gray value taken from the corresponding area on the original image.

The number of dots in each cell is related to the average gray value of that area of the image. If the average gray value is white, no dots are printed in that cell; if the average gray value is black, the cell is completely filled with dots when it is printed. Darker average gray values produce cells with more dots, while lighter average grays produce cells with less dots.

Screen frequency

Screen frequency (also called *screen ruling*) is the number of halftone cells per inch. Newspapers and other publications printed on uncoated paper use halftones screened with frequencies between 65 and 85.

The screen frequency should be set according to the screen angle and the type of printer you are using. The following table suggests screen frequencies for a 45° screen angle at certain ranges of printer resolution.

Suggested halftone screen frequencies for grayscale images

Output device	Screen frequency
Desktop printer (300-600 dpi)	53-106 lpi
High-quality desktop printer (600-1200 dpi)	75-120 lpi
Low-end imagesetter (1200-2400 dpi)	90-133
High-end imagesetter (2400 dpi and above)	133-150

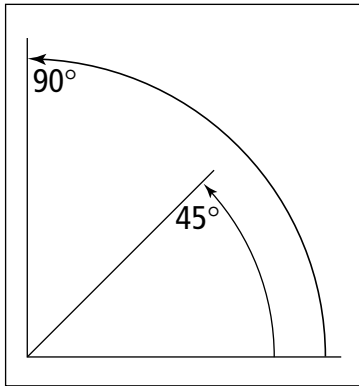


If you will be reproducing your publication on a press, consult with your commercial printer to determine the screen frequency that produces the best results on their equipment.

If you are preparing a high-quality publication such as an art reproduction or an annual report, it may require screen frequencies of 150 or higher. In such a case, be sure to use a printer capable of achieving that screen frequency. Applying a screen frequency higher than a printer can handle may not produce a better printout of your graphic.

Screen angle

Just as a halftone screen is made up of cells (or mathematical holes), the cells are arranged in a grid, which can be applied to the image at any angle counter-clockwise from the horizontal.



The default screen angle for one color is 45°.

Some screen angles generally produce better images than others. For all laser printers, the default standard halftone screen angle is 45°. This angle is generally considered most visually pleasing. Other angles are sometimes used to reduce distracting patterns (moiré patterns) or to produce special effects.

Dot shape

In addition to the screen frequency and angle, the screen is also identified by the shape and spacing of the cells it produces. The most common types of dot shape are round, square, and line.

The default standard halftone dot shape for all laser printers is round. This shape is generally considered most visually pleasing. The square dot is almost equally effective at a 45° screen angle, while the line type creates a dramatic, woodcut pattern in the final image.

Round dot screens are the most commonly used, but square dot screens can produce very similar results. Line screens are generally used for special effects.

To change the standard halftone settings:

1 Select a TIFF image. If you select a graphic object and the Halftone Settings command in the Objects menu is dimmed, the selected object is not a TIFF image.

If you need to check a graphic's file type once it has been placed, select it and then choose Objects > Object Info.



2 Choose Objects > Halftone Settings. The Halftone Settings dialog box appears.

Halftone Settings

☒ **Standard Halftone** ☐ **Advanced Halftone**

Screen —

Angle **degrees** **Frequency** **cells/in**

Dot Shape —

☒ **Round** ☐ **Square** ☐ **Line**

Cancel **OK**

3 Click Standard Halftone.



4 In the Angle text box, type the angle value you want for the screen.

Screen _____

Angle	45	degrees	Frequency	53	cells/in
--------------	---------------------------------	----------------	------------------	---------------------------------	-----------------

5 Double-click the Frequency text box to select its contents. Type the number of cells per inch you want to set for the screen.

6 Click either Round, Square, or Line to set the shape of the dots.

Dot Shape _____

☒ Round	☐ Square	☐ Line
---	-------------------------------------	-----------------------------------

7 Click OK.

Until you change these settings, Adobe HomePublisher uses them for the selected graphic whenever you print this publication to a PostScript printer.

Advanced halftones

Advanced Halftone printing supports both PostScript and non-PostScript devices, and provides improved tonal range and detail. By using advanced halftoning you do not have to worry about screen angles, frequency, or dot shapes. However, grayscale graphics that are assigned advanced halftoning can take longer to print than those assigned standard halftoning.

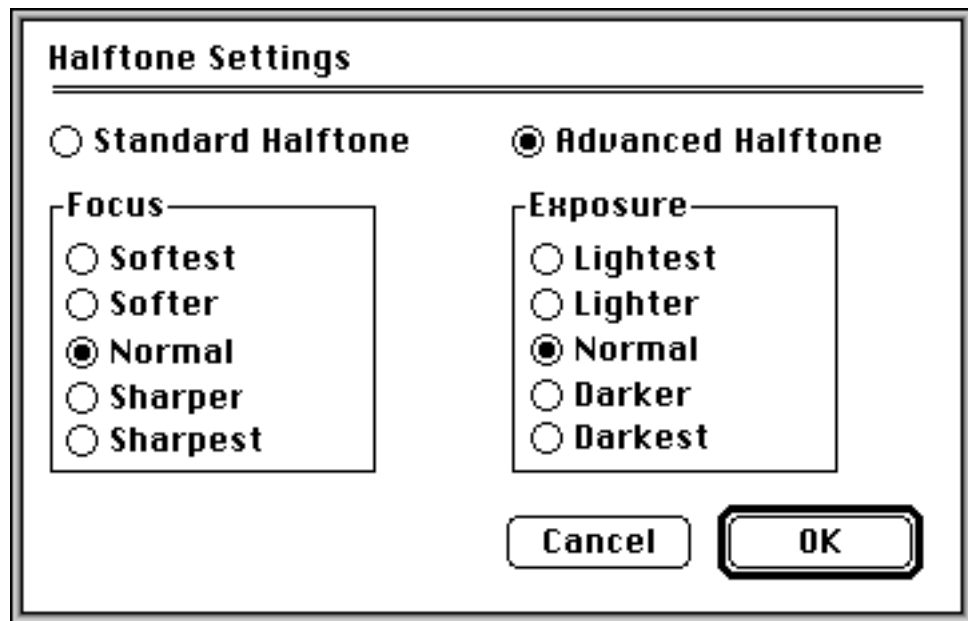
For advanced halftone printing, Adobe HomePublisher lets you set the degree of image sharpness (Focus) and compensate for output variations (Exposure). You may want to increase the sharpness if your image is going to be photocopied, or decrease it if the original has very strong textures.

Different laser printer models usually produce different-looking output from the same image. You can use the Exposure settings to correct for these differences, so that the printed image most closely resembles the screen image. The Normal setting works best for the Apple LaserWriter II series, while the Darker setting corrects for the lighter images produced by the Apple LaserWriter and LaserWriter Plus. The Darkest setting works well with imagesetters like the Agfa series that produce extremely fine printer dots.



To change Advanced Halftone settings:

- 1 Select a TIFF image.
- 2 Choose Objects > Halftone Settings. The Halftone Settings dialog box appears.



3 Click Advanced Halftone.

Note: Make sure you turn Graphic Smoothing off in the Print dialog box.

4 Click an option in the Focus section to set the degree of sharpness.

5 Click an option in the Exposure section to compensate for the differences in laser printers.

6 Click OK.

Note: Adobe HomePublisher automatically adjusts the way it prints advanced halftones based on the resolution of the printer being used to give you the best results.

Working with scanners

You can place scanned black-and-white, grayscale, or color graphics into your publications. With Adobe HomePublisher you can also capture graphics directly from a scanner or video digitizer device. To do this, you must have a plug-in module from the hardware manufacturer that works with Adobe HomePublisher and supports your imaging device.

Whether you scan your graphics directly from within Adobe HomePublisher or from within your scanner's software, there are some basic issues that you should be aware of in order to get the best results.

Grayscale scanners often provide several options for scanning a graphic. They let you specify the mode of scanning (such as line art, halftone/photograph, or grayscale), the sampling or scanning resolution, and the file format in which to save the scanned graphic.

Scanning black-and-white graphics

When scanning black-and-white graphics or line art, you should scan your graphic in the black-and-white or line art mode at the same resolution as that of your intended printer. For example, scan your line art graphics at 300 dots-per-inch (dpi) if you plan on printing to a 300-dpi laser printer.

The scanned graphic should be saved in the TIFF (1-bit) or line art format. To edit your scanned black-and-white graphics, use a program such as Adobe Photoshop, then export the edited graphic as a TIFF (1-bit) file. Place the graphic into your HomePublisher publications using the Place Graphic command in the File menu.

Scanning grayscale graphics

When scanning grayscale graphics, such as a black-and-white photograph, scan your graphic in the grayscale (not halftone) mode.

The resolution at which you scan your grayscale graphics depends primarily on the resolution of your printer. The following chart suggests resolutions at which you can scan grayscale graphics for various printers.

Suggested scanning resolutions for grayscale images

Output device	Scanning resolution
Desktop printer (300-600 dpi)	64-106 dpi
High-quality desktop printer (600-1200 dpi)	85-142 dpi
Low-end imagesetter (1200-2400 dpi)	144-240 dpi
High-end imagesetter (2400 dpi and above)	180-300 dpi



For instance, if you're printing to a LaserWriter, you should scan your grayscale graphics between 64 and 106 dpi. Scanning your graphics at a resolution above the recommended range creates larger files without improving print quality.

If your scanned graphics show visually distracting moiré patterns, try scanning the graphic at a slightly different resolution. Also, you should not scan halftone pictures (such as photographs from a magazine). To avoid moiré patterns, scan the original photograph instead.

Your scanned grayscale graphics should be saved in the TIFF gray (4- or 8-bit) format. To edit your grayscale graphics, use an image-editing program such as Adobe Photoshop to edit it in grayscale mode, then save the file as a TIFF image. Place the graphic into your Adobe HomePublisher publications using the File > Place Graphic command.

Scanning color graphics

Scan color graphics using the color options in your scanner's software.

Again, set the scanning resolution according to the resolution of your printer.

After you scan the graphic, save it as a PICT file. You can then place it into a publication.

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Adobe HomePublisher Version 2.1 User Guide

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