

UP AND RUNNING WITH PAGETOOLS 2.0

PageAlign quickly aligns and distributes multiple objects.

PageBars puts hundreds of commands just a single click away.

PageCaps changes the case of text to ALL CAPS, Title Caps, Sentence caps, lowercase, or RaNdOmCaPS.

PageColors changes the colors of lines, ovals, polygons, rectangles and text, selectively or all at once.

PageCounter quickly counts the number of characters, words, and paragraphs in selected text, a text block, an entire story, or an entire publication.

PageGlossary (Mac only) automatically enters commonly used bits of text and graphics into your document.

PageGuides instantly adds, deletes, or duplicates all types of object and column guides.

PageMarks allows you to draw crop marks and registration marks at any location on your page.

PageMover relocates objects to the master or any other page without leaving your current page.

PagePreview displays previews of the first five pages of publications in the Open dialog box.

PagePrinter previews thumbnails of all pages and automatically prints recently edited pages.

PageRulers (Mac only) places up to 40 floating horizontal and vertical rulers that snap to selected objects.

PageScaler automatically resizes multiple selected objects in one step.

PageScripts (Win only) PageScripts allows you to turn scripts that automate repetitive tasks into buttons on a toolbar.

PageTabs (Mac only) allows you to quickly record and apply tab settings to selected paragraphs, without affecting your paragraph style.

PageThumb allows you to preview and navigate other pages without leaving your current page.

PageTips displays a “tip-of-the-day” each time you launch PageMaker.

PageType quickly applies character styles to selected text, without affecting the entire paragraph.

PageZoom (Mac only) magnifies a portion of any page up to 800% in a resizable floating window.

WELCOME TO EXTENSIS PAGETOOLS

EXTENSIS PAGETOOLS

Extensis PageTools 2.0 for Macintosh and Windows provides a fantastic array of plug-in components that will make you more productive in PageMaker than ever before. From Extensis' patented integrated toolbars to unique and powerful functions like PageType, PageTools makes PageMaker work for you. All components are listed to the left.

HOW CAN THIS QUICKSTART GUIDE HELP ME?

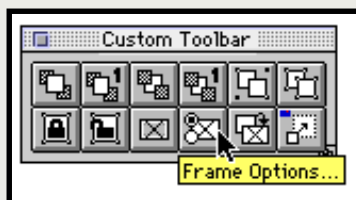
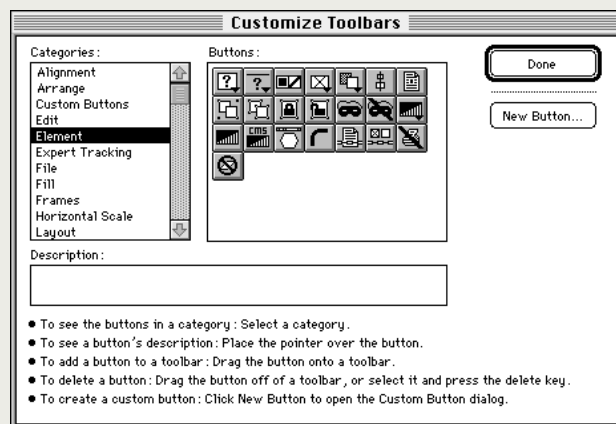
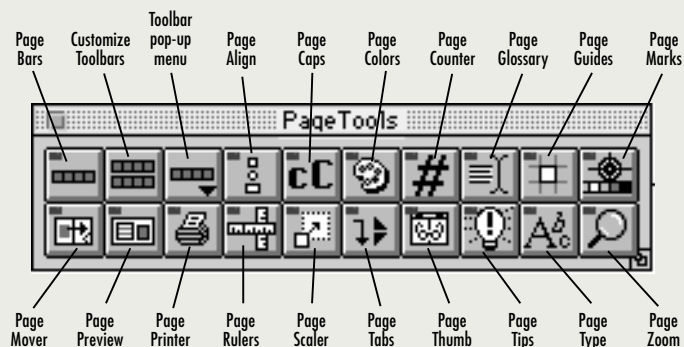
Use this guide as a quick way to get “up and running.” View each of the pages in this guide. When you're finished, you'll know enough about PageTools to use many of its components to make your work in PageMaker easier and more productive. To learn more about PageTools and more in-depth features available, refer to your PageTools User Manual and the ReadMe files found in your PageTools application folder.

INSTALLING PAGETOOLS

To install PageTools follow these five steps:

1. Insert the Extensis CD-ROM into your computer.
2. Double-click on the PageTools installer icon located in the PageTools folder under the Installers Folder.
3. Click the continue button.
4. Select the version of Adobe PageMaker that you want to use with PageTools.
5. Exit the installer.

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USING PAGEBARS

THE PAGETOOLS TOOLBARS

When you first install PageTools, you'll notice a button bar along the top of your screen, under the menubar. You'll also notice a floating palette with buttons on it.

The bar along the top of the screen is the Standard bar, which contains buttons for such common activities as creating a new document, saving, spell checking, grouping and ungrouping, and others.

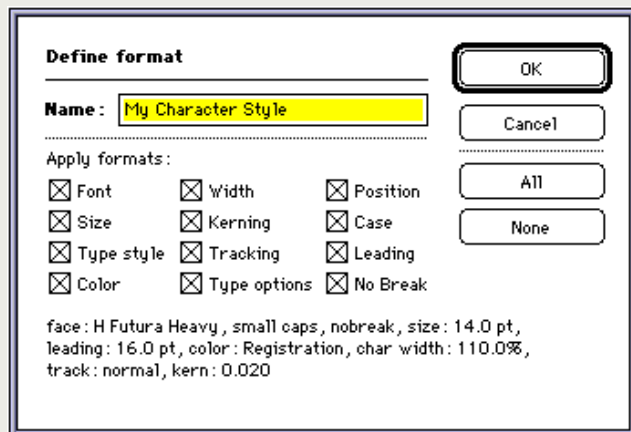
The floating toolbar, entitled PageTools and shown to the left, contains buttons for each of the PageTools components. You can also access the PageTools components by choosing a PageTool from the Plug-ins submenu in the Utilities menu.

There are many premade toolbars to choose from, or you can quickly create a toolbar full of buttons that correspond to functions you use in your everyday workflow.

TO CREATE A CUSTOM TOOLBAR:

1. Click the Customize toolbars button on the PageTools toolbar.
The Customize Toolbars dialog box will appear.
2. Select a category from which you'd like to create a button.
I've selected the Element category for this example.
3. Drag a button out of the dialog box onto your document.
The button will become a tiny floating palette with one button on it.
4. Repeat steps 2 and 3, dragging the additional buttons on top of the existing palette until you have a toolbar full of buttons you want to use.
You can resize the toolbar and rearrange the buttons to your liking.
5. Click the Done button when you are finished.

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USING PAGETYPE

PageType is a way to style text in all sorts of ways with just a click, without affecting an entire paragraph. PageMaker's built-in styles are wonderful, but they affect an entire paragraph at a time. If you need to change one or two words in a paragraph to a different font, and maybe add some basic character attribute styling such as baseline shift, horizontal scale, and underline, you would have to select the words you want to change and apply each of these attributes individually.

PageType takes this drudgery away by allowing you to change multiple attributes with a single click (or a single keystroke, which can be pressed, even when the palette isn't visible).

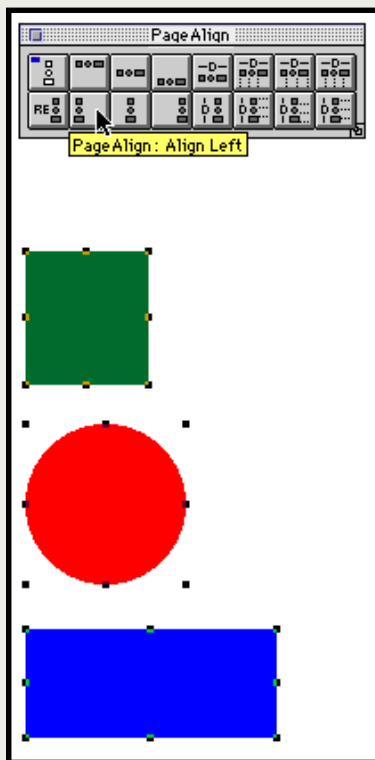
TO CREATE A PAGETYPE FORMAT:

1. Click the PageType button on the PageTools palette.
The PageType palette appears.
2. Select the formatted text style you wish to reproduce elsewhere in your document.
3. Click the + button on the PageType palette.
The Define Format dialog box will appear.
4. Enter the name of the format.
5. Choose which attributes to include with the format and click the OK button.
A new format will be added to the list in the PageType palette.

TO APPLY A PAGETYPE FORMAT:

1. Select the text you would like to format with your PageType style.
2. Double-click the PageType style you wish to apply.
The selected text will instantly change to match the formatting of the PageType style.

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USING PAGEALIGN

PageAlign is a component that's been part of PageTools since before PageMaker had an Align function. For the most part, the align and distribution functions in PageAlign match those in PageMaker except they're more easily accessible. What PageTools has that PageMaker doesn't is one-click alignment through the use of buttons on toolbars. Using the built-in PageAlign toolbar can save you loads of time, especially if you only use one or two of the alignment functions all the time.

TO DISPLAY THE PAGEALIGN TOOLBAR:

1. Choose PageBars from the Plug-ins submenu of the Utilities menu.

The PageBars dialog box appears.

2. Click to the left of the Page Align toolbar.

The Page Align toolbar will appear in the PageMaker window.

3. Click the Done button.

You can now use the PageAlign features simply by clicking on the appropriate buttons.

TO USE THE PAGEALIGN FUNCTIONS

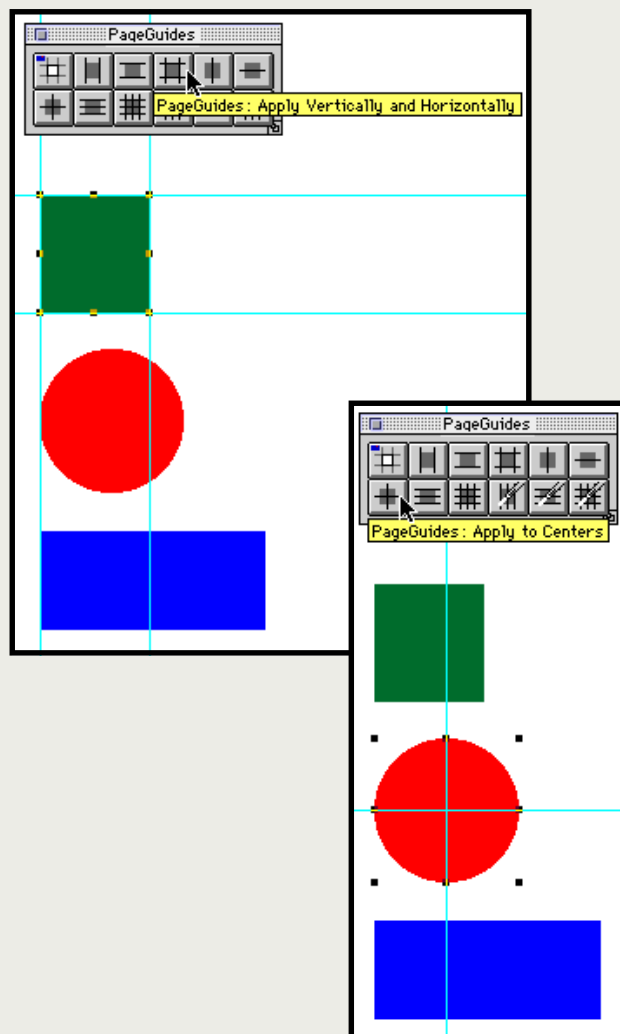
1. Select the objects you wish to align or distribute

You must select at least two objects.

2. Find the appropriate align/distribute button on the PageAlign toolbar and click it.

The objects will be aligned or distributed automatically.

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USING PAGEGUIDES

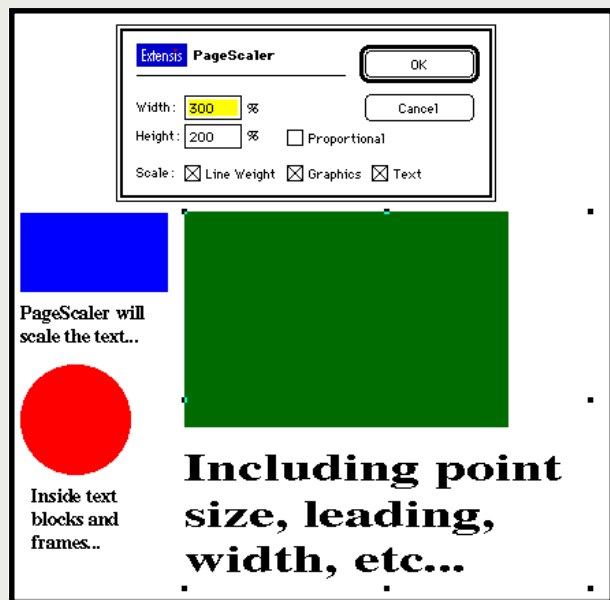
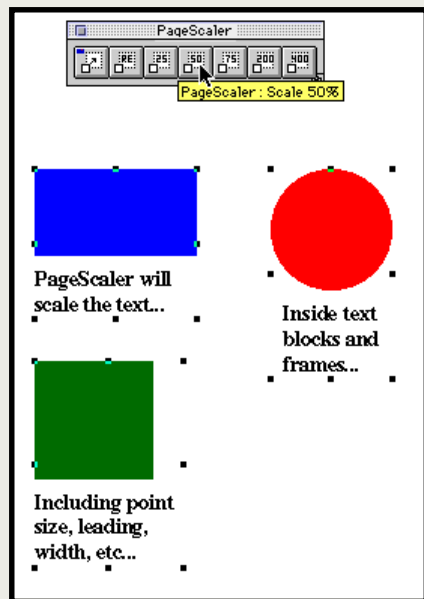
If you don't like the fuss of having to drag guides from your rulers onto a page, usually zoomed in fairly high so you can position each guide along an existing object, you'll love PageGuides. PageGuides automatically creates guides in PageMaker documents that are aligned to selected objects. Guides can be centered on select objects, or be created on multiple edges of an object at one time. When you create guides this way, you're creating a method that allows you to align objects to the one used to create the guides, without moving that object. PageGuides is handy for creating guides to align captions to images, heading text blocks to body copy text blocks, and more.

You can quickly clear all guides from the current page by clicking the Clear Guides button on the PageGuides toolbar.

TO USE PAGEGUIDES

1. Select the object you wish to create guides from.
Any object or group may be selected.
2. Display the PageGuides toolbar by selecting it from the Window menu.
2. Click the appropriate button on the PageGuides toolbar.
A guide (or multiple guides) will appear at the selected object.

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USING PAGEScaler

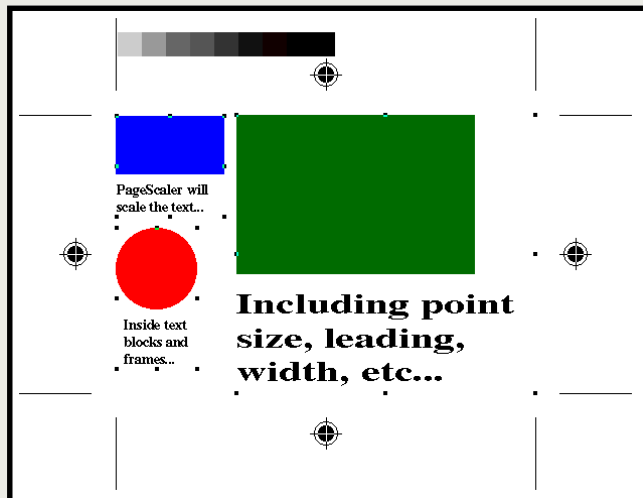
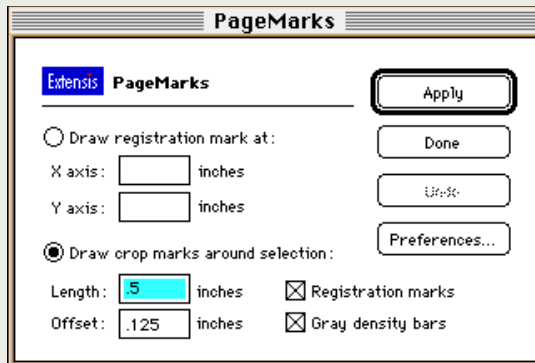
One of the biggest drawbacks to PageMaker's sizing capabilities is that you can't scale text at the same time you're scaling text blocks and frames; it's always at least a two-step process. PageScaler allows you to scale several selected items at once, including text and graphics together, as if they were a single placed image. After scaling, the objects can still be edited in PageMaker in all the usual ways.

PageScaler doesn't require objects to be grouped, and it doesn't change any groups you've created in PageMaker.

TO SCALE OBJECTS WITH PAGEScaler

1. Select the objects you wish to scale.
2. Either click a predefined scale percentage from the PageScaler toolbar or choose PageScaler from the Plug-ins submenu of the Utilities menu.
3. Choose Proportional or non-proportional scaling.
4. Enter the amount you wish to scale the selected objects and click OK.
The objects will be scaled to the amount you entered.

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USING PAGEMARKS

PageMaker allows you to place crop marks at the edges of your document page, but what happens if you need trim marks or crop marks within the page? PageMarks automatically creates trim marks around any selected object or objects. You can create as many PageMarks on a page as you'd like to. This works perfectly for when you create several items on a single page that need to be cut, such as a set of business cards.

TO CREATE TRIM MARKS WITH PAGEMARKS

1. Select the object(s) you wish to create trim marks around

If you select more than one object, trim marks will be created around the bounding box of the selected objects.

2. Choose PageMarks from the Plug-in submenu of the Utilities submenu.

PageMarks will create trim marks around the selected objects automatically.

3. Choose the Draw crop marks around selection button.

4. Enter the length and offset.

5. Click the Apply button.

The crop marks appear around the selected object. If you are done, click the Done button. If you want to place them in a different location, click the Undo button, change your settings, and click Apply again.