

A decorative horizontal band consisting of a series of parallel diagonal lines.

DESKSET™ II

**A professional page design
and desktop publishing program
for MEGA2™ and MEGA4™ computers**

User's Manual

This manual was designed, written, and created with DeskSet II on an Atari MEGA4™ computer. The text was set in CG Triumvirate. All screen captures were saved as image files and imported directly into DeskSet II, eliminating costly photographs and hours of paste-up work. Proof copies were printed on an Atari SLM804™ laser printer at 300 dots per inch for review and layout purposes. All final camera-ready pages were printed on a Compugraphic 8400™ Digital Imagesetter, controlled by a MEGA4 computer and DeskSet II software.

Every effort has been made to ensure the accuracy of the product documentation in this manual. However, because Atari Corporation is constantly improving and updating its computer hardware and software, we are unable to guarantee the accuracy of printed material after the date of publication and disclaim liability for changes, errors, or omissions.

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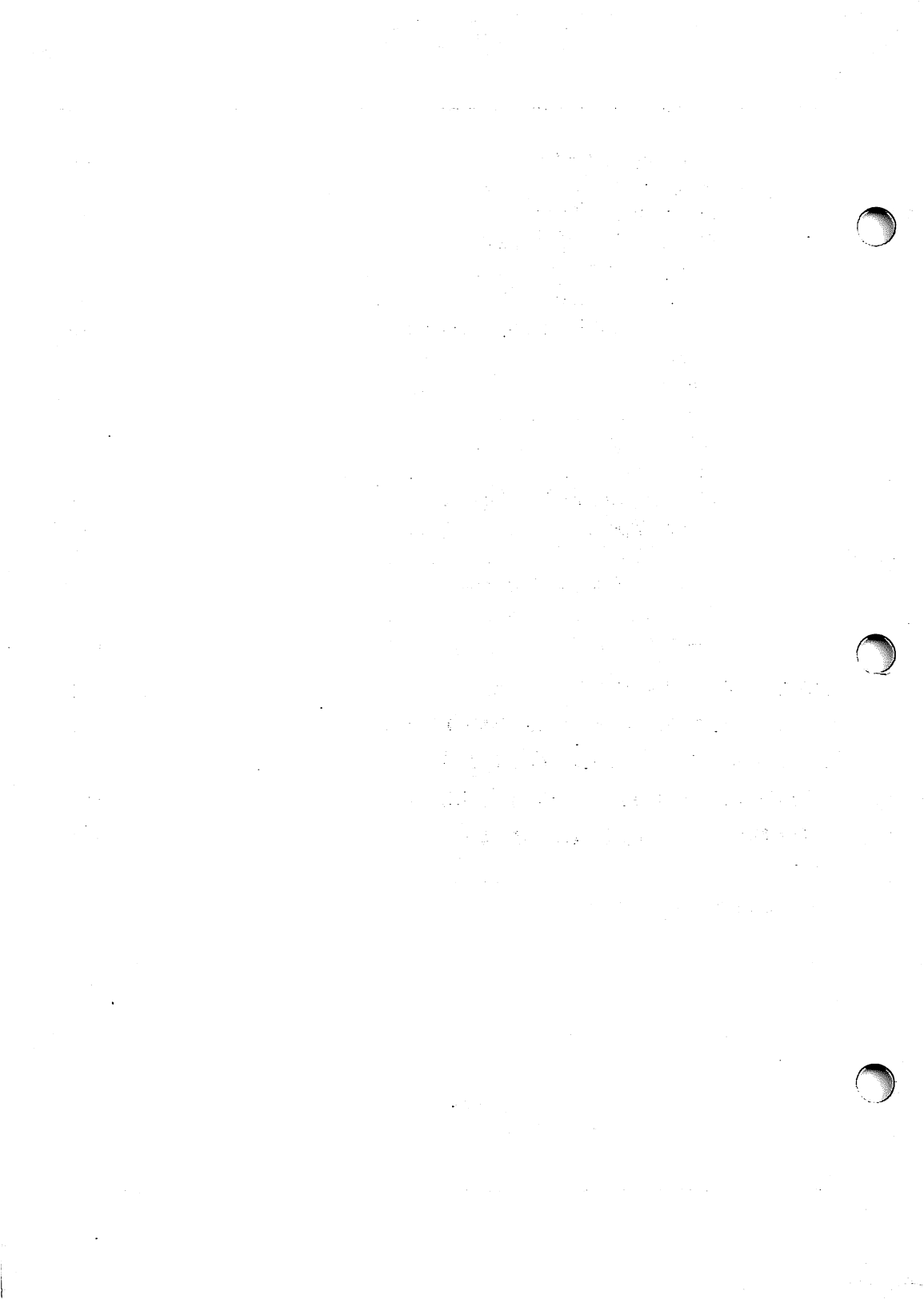
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CHAPTER 1

INTRODUCTION

Atari's DeskSet II offers you the same mechanical freedom and flexibility to produce imaginative work that you used to get at a print shop and more. You can print text in shapes, flow text through or around pictures, and perform other feats of layout magic that were not previously available in desktop publishing.

Your finished publication will look professionally typeset because you created that publication with DeskSet II. DeskSet II is the professional software solution for every publishing job.

DeskSet II is not just another enhanced word processing program—it is a whole new concept in personal computer publishing that puts you in the same league as professional publishers.

CONVENTIONS USED IN THIS MANUAL

Key characters printed in reverse type indicate keys to press on the keyboard. Sometimes a procedure requires you to use two keys at the same time. In that case, the keys are listed in order. For example:

Control P means to press and hold **Control** and **P** to perform the function.

Warnings alert you to potential problems and suggest ways to avoid them. For example:



Warning: If you have stored a page on the Clipboard, selecting the **Load Clipboard** option from the Page menu will load the saved Clipboard file and delete the current Clipboard data.

Notes contain useful hints and other information relevant to the topic being discussed. For example:



Note: Select **Defer H & J** to save time during this step.

Commands appear in boldface type. If you see the phrase, “**Select Open Text Region,**” you should select that command from the appropriate menu or the Icon bar.

Unless otherwise specified, any reference to “clicking the mouse button” in this manual refers to clicking the left mouse button.

USING THIS MANUAL

Learning to use Atari Desk**Set** II is easy. This manual describes the program’s features in clear, nontechnical language that computer novices as well as experienced users can understand.

This entire manual was created with Desk**Set** II. You will notice that each chapter’s layout is slightly different, giving you some examples of the program’s versatility.

This manual assumes that you already know how to use the MEGA computer and that you have read the owner’s manual. You should know how to:

- Open, copy, and delete files using the desktop.
- Point, select, drag, and click with the mouse.
- Scroll a GEM window using the scroll bars and the scroll arrow.
- Manipulate the size and position of windows using the size box and move bar.
- Pull down menus and choose commands.

Getting Around in the Manual

After you read each chapter of the manual in sequence, keep it near your work area for easy reference. Use the **Index** and the **Table of Contents** to find the section of the manual you need. In addition, the following table should help you find specific locations.

IF YOU:	THEN READ:
Are new to the MEGA computer...	MEGA computer owner's manual
Have not installed DeskSet II on your hard disk...	Chapter 2: Getting Started
Have used another desktop publishing system and want an overview of DeskSet II... Have used another desktop publishing system and want to plunge right in...	Chapter 3: Tutorials
Are new to desktop publishing... Want an introduction to publication concepts...	Chapter 3: Tutorials and Chapter 4: Planning Your Publication
Need specific information about regions and primitives... Want to learn some advanced graphics tricks... Want to use the Clipboard... Want to use Base Pages...	Chapter 5: Primitives and Regions

IF YOU:	THEN READ:
<p>Want to learn some advanced tricks for working with text...</p> <p>Want to change dress files and styles...</p> <p>Want to edit an existing publication...</p>	<p>Chapter 6: Text Features</p>
<p>Need information about a specific command...</p>	<p>Chapter 7: DeskSet II Commands</p>
<p>Want advanced information and tips...</p>	<p>Chapter 8: Advanced Features</p>
<p>Are unfamiliar with a term...</p>	<p>Appendix A: Glossary</p>
<p>Need a quick overview of DeskSet II commands...</p>	<p>Appendix B: Summary of Commands</p>
<p>Want to create a translation table...</p>	<p>Appendix C: Translation Tables</p>
<p>Need information on DeskSet II defaults...</p>	<p>Appendix D: DeskSet II's Defaults</p>
<p>Need information regarding DeskSet II error messages...</p>	<p>Appendix E: Error Messages</p>

Chapter Summaries

Following is a brief explanation of the contents of each chapter in this manual. If you are an experienced user, use this list to find the sections that will be the most helpful to you. New users should read the entire manual.

Chapter 2 Getting Started

Tells what DeskSet II's system requirements are; explains how to make a backup copy of your DeskSet II program disks and how to load DeskSet II onto your hard disk; includes instructions on starting the program and setting up the Preview window, as well as information on the initial system defaults.

Chapter 3 Tutorials

Provides two tutorials designed to quickly guide you through the basic steps of creating a simple document.

Chapter 4 Planning Your Publication

Provides helpful hints on how to layout a publication. Also gives basic information on text styles and typesetting terminology.

Chapter 5 Primitives and Regions

Provides advanced information on how to use primitives to create regions, how to format regions, and how to use the Clipboard and Base Page features.

Chapter 6 Text Features

Takes you through DeskSet II's advanced typesetting features. Includes information on creating and changing dress files, and using the Text Editor and the Translation Utility.

Chapter 7 DeskSet II Commands

Gives you a command by command explanation of every menu and Icon bar command. Also provides details of keystroke commands not accessed by the menus.

Chapter 8 Advanced Features

Gives tips on using Base Pages to create page guides, speeding up the program for long documents, ruling tables, and other useful hints.

**Appendix A
Glossary**

Contains computer, desktop publishing, and typesetting terms and their definitions.

**Appendix B
Summary of
Commands**

Gives a tabular summary of DeskSet II commands and their keyboard equivalents.

**Appendix C
Translation Tables**

Tells you how to import files from other word processing programs into DeskSet II.

**Appendix D
DeskSet II Defaults**

Lists all of DeskSet II's initial default settings.

**Appendix E
Error Messages**

Lists DeskSet II's error messages and warnings and explains what to do about them.

Customer Support

Tells you where to find more information about Atari DeskSet II and other Atari products.

Index

Helps you locate terms and procedures used or explained in this manual.

CHAPTER 2

GETTING STARTED

This chapter introduces the following concepts:

- System requirements
- DeskSet II files
- Installing DeskSet II on a hard disk
- Starting DeskSet II
- Initial default settings

SYSTEM REQUIREMENTS

To use the Atari DeskSet II program, your Atari system must include the following equipment:

- Atari MEGA computer
- Atari hard disk drive
- Atari SLM804 laser printer
- Atari monitor (monochrome recommended)

DeskSet II Files

The DeskSet II Program disk contains the following files:

DESK2.PRG	The DeskSet II program file
DESKSET2.RSC	DeskSet II resource file
DSU1.PRG	Utility file accessed by DeskSet II
DSU1.RSC	Resource file used by DSU1.PRG
DSU2.PRG	Utility file accessed by DeskSet II
DSU2.RSC	Resource file used by DSU2.PRG

Along with the system programs, the following filename extensions are associated with DeskSet II:

.DRS file	Contains dress file font and kern pair information
.IDX file	Lists the fonts in the dress file
.DIC file	Contains DeskSet II's exception dictionary
.LYT files	Define different keyboard layouts
.RUL files	Contain language-specific hyphenation rules
.WID files	Contain specific font information used to create dress files
.SCC files	Contain font character definitions
.SET files	Contain internal information for the program
.TBL files	Contain translation tables

When you use DeskSet II, the program creates these files:

.DFT file	Contains defaults saved from within DeskSet II
.PTH file	Contains the pathways DeskSet II uses when searching for files. Defined from within DeskSet II

HARD DISK INSTALLATION

Before using DeskSet II, you will need to install the DeskSet II files on your hard disk. This is easy with the DeskSet II installation program. The three files required to run the installation program are:

- DINSTALL.PRG
- DINSTALL.RSC
- DINSTALL.DAT

Installing DeskSet II

Before installing DeskSet II, make sure you have at least two megabytes of free space on the hard disk partition you want to use. From GEM Desktop, select the drive icon for the desired partition, then select the **Show Info** option under the File menu. There must be at least 2000000 bytes available in order for you to use that partition.

Next, insert the disk containing the installation program into drive A. Rapidly click twice on the drive A disk icon. The directory window for that disk appears onscreen.

Click twice on **DINSTALL.PRG**. The installation program loads.

After the program loads, move the mouse pointer to the Options menu at the top of the desktop. A menu showing three options appears.

ABOUT DINSTALL	Tells about the program and displays the version date.
INSTALL	Begins the installation procedure.
QUIT	Exits DINSTALL.PRG

Click on the **Install** option. A dialog box appears, showing the active hard disk partitions and the default directory paths for the DeskSet II program files, GDOS files, font files, and data files.

Select a partition and complete the directory paths. Valid paths are:

\ DESKSET	Begins with a backslash.
C:\DESKSET	Begins with a drive designator. The designator, shown here as drive C, should match the partition on which you wish to install DeskSet II.
DESKSET	Begins with the name of a directory folder.
(Blank)	Uses the following path: C: \, where C represents the partition selected in the dialog box.

If you do not enter a drive designator in the path field, the installation program installs the files on the selected drive partition. If you enter an incorrect drive designator, that path will redisplay in the dialog box.



Note: You can only enter valid drive designators between C and P. No floppy disk drive designators are valid.

If you enter paths that do not exist, DINSTALL will create the necessary directories.

Click on OK to begin the installation procedure. Click on Cancel to return to the main menu.

If the error message **Please Install a Hard Disk Auto Boot Program** appears, it means that the installation program could not locate the files SH204.SYS or SHDRIVER.SYS on the hard disk. These files are created when you run the Atari Hard Disk Autoboot software. Because the installation program adjusts files in the hard disk root directory (drive C), you must autoboot from your hard disk. Stop the DeskSet II installation procedure and install the hard disk drivers from the disk which came with your hard disk.

Next, the program requests that you insert the proper disk and click on OK. Click on Cancel to exit the installation program and return to the main menu. Any directories or files already transferred will remain on your hard disk.

The installation program copies several files to the hard disk. These files include:

GDOS.PRG. DINSTALL checks to see if a version of GDOS is already installed. If GDOS is not installed, DINSTALL will create the C:\AUTO directory and copy GDOS.PRG into the C:\AUTO directory.

ASSIGN.SYS. If the ASSIGN.SYS file does not exist in the root directory of drive C, DINSTALL creates it and copies the GDOS files to the GDOS path specified in the dialog box.

If the ASSIGN.SYS file already exists, DINSTALL checks the first line of the ASSIGN.SYS file for the GDOS path. If a valid GDOS path exists, DINSTALL copies the GDOS files to that path. If a valid path does not exist, DINSTALL will copy the GDOS files to the root directory of drive C. In either case, DINSTALL adds the line **61 MEMORY.SYS** and a font to the old ASSIGN.SYS file. DINSTALL renames the old file to ASSIGN.OLD before making any changes.

An alert box appears when installation is complete.

Since the ASSIGN.SYS file was modified, you should reboot the system.

Error Messages

You should not have trouble installing DeskSet II on your hard disk. However, if an error occurs, locate the error message in the list below.

Unable to Locate Resource. DINSTALL could not locate the DINSTALL.RSC file. Check your disk directory and make sure that file exists. If it does not exist, contact your dealer for assistance.

DINSTALL will not run in this resolution. DINSTALL does not run in low resolution. Change your screen resolution to medium resolution. This error will not occur if you use a high resolution monochrome monitor.

Unable to locate DINSTALL.DAT. DINSTALL did not locate its data file. Make sure the file is on your disk. If it is not, contact your Atari dealer.

Unable to locate an active hard disk. DINSTALL did not detect an active hard disk partition. Check all connections on your hard disk drive.

Invalid Path Name. The currently entered pathname is invalid. Enter a new pathname.

Error Creating Directory. An error occurred when DINSTALL tried to create a directory. Check your pathname. Enter a new pathname if necessary.

Fatal Error: Out of Memory. The system ran out of memory. DeskSet II requires at least two megabytes to operate. Deactivate some of your desk accessories and reboot.

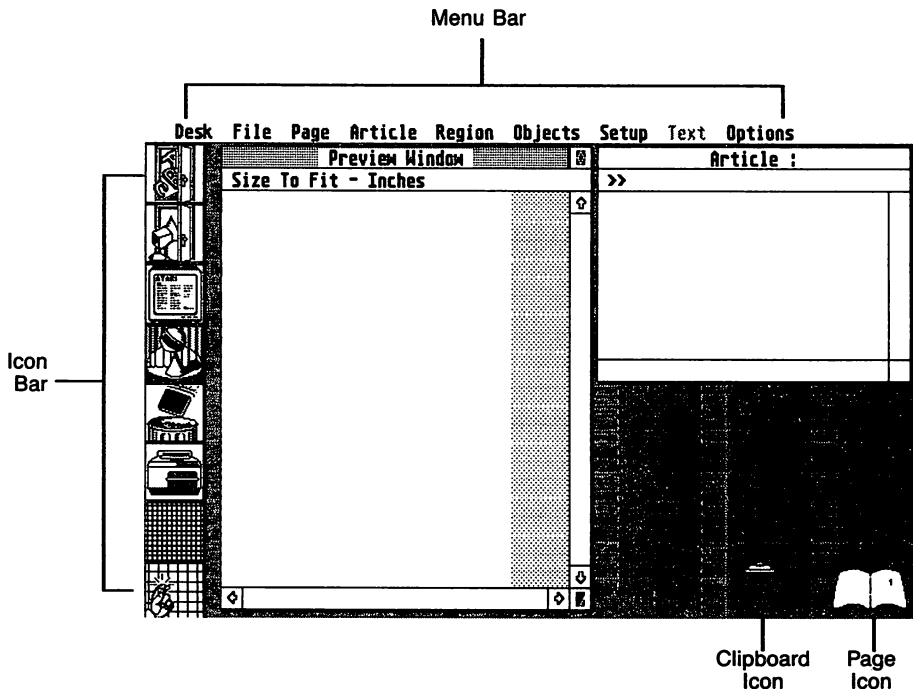
Write Error: Aborting. A write error occurred. Check your hard disk and make sure there is enough free disk space. (See **Installing DeskSet II** in this chapter.)

Read Error: Aborting. A read error occurred. Make sure your floppy disk is inserted correctly in the disk drive.

Warning...Please Install Auto-Boot Hard Disk Software. DINSTALL did not locate the hard disk autoboot files. Install the hard disk autoboot program supplied in your hard disk drive package.

STARTING DESKSET II

If you have not already started DeskSet II, you should do so now. With GEM Desktop displayed on the screen, click twice on the DESK2.PRG file. DeskSet II starts with the following screen display:



Become familiar with this screen. This is your home base when you create your documents.

Initial Default Settings

When you first start DeskSet II, the program comes up with the following default settings. You can change all of these default settings within the DeskSet II program. You will find out how to change font settings in **Chapter 5** and the other settings in **Chapter 6**.

**Document Default
Files**

Font Dress = DRESS1.DRS
Exception Dictionary = BASIC.DIC
Keyboard Layout = 501.LYT

Default Path Settings

Text (.TXT files) = As installed
Clipboard (.CLP, .BPL, .TAG files)
= As installed
Graphics (.IMG, .GEM, .NEO, .PI1 files)
= As installed
Documents (.DS2 files) = As installed

**Hyphenation
Language**

Hyphenation rules = English

Paper Definition

Letter size paper

Justification Mode

Justify

Set Font Info

Font Number = 1
Point Size = 24
Set Size = 24
Line Space = 26
Kerning: Off
Reverse Type: Off

SETTING UP THE PREVIEW WINDOW

The Preview window is your main work area. Here you will combine text and graphics to create a publication. Before you begin identifying where you want text and graphic regions, you can prepare your work area by using such optional features as the grid and the ruler.


The Grid

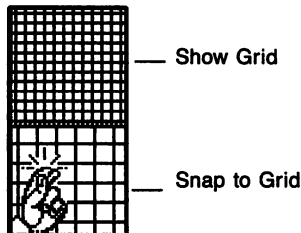
The grid is like a sheet of graph paper. The small dots on the grid help you to better visualize the text and graphic block areas of your layout.



Note: Although the grid is a helpful design tool, it also slows the program slightly. Use the grid when designing a page, then turn the grid off to enhance editing speed.

To add the grid to your work area:

Action	Description
1. Select Set Units from the Options menu or press Control U .	Brings up the Units of Measurement dialog box to let you select the units your grid and ruler will display.
2. Click on the desired unit of measurement, then click on OK.	The selected unit of measurement appears above the Preview window.
 Note: If you planned your layout on graph paper, select the unit of measurement which matches your graph paper.	
3. Select Grid Spacing from the Options menu or press Control M .	Displays the Grid Spacing dialog box in which you select the grid spacing for the Preview window.
4. Click on the desired grid space. Click on OK.	Spaces grid lines the selected distance apart.
5. Click on the Show Grid icon on the Icon bar.	Displays a dot grid pattern in the Preview window.
6. Click on the Snap to Grid icon on the Icon bar (optional).	DeskSet II aligns your work to the nearest grid dot.



 **Note:** You can access many DeskSet II commands with both menu choices and hot-key combinations. Use whichever is more comfortable for you.

The Ruler

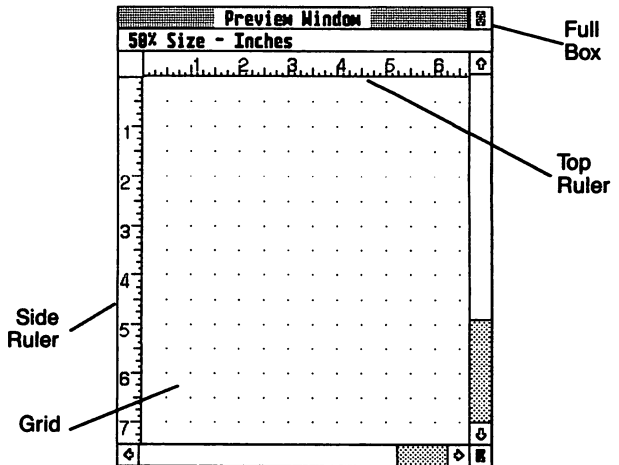
The ruler adds incremental lines across the top and left side of the Preview window. Ruler lines help you better align text and graphic regions on a layout or draw column rules. Notice as you move your mouse pointer around the work area that cross hairs move along the rulers to give you the exact location of the pointer.

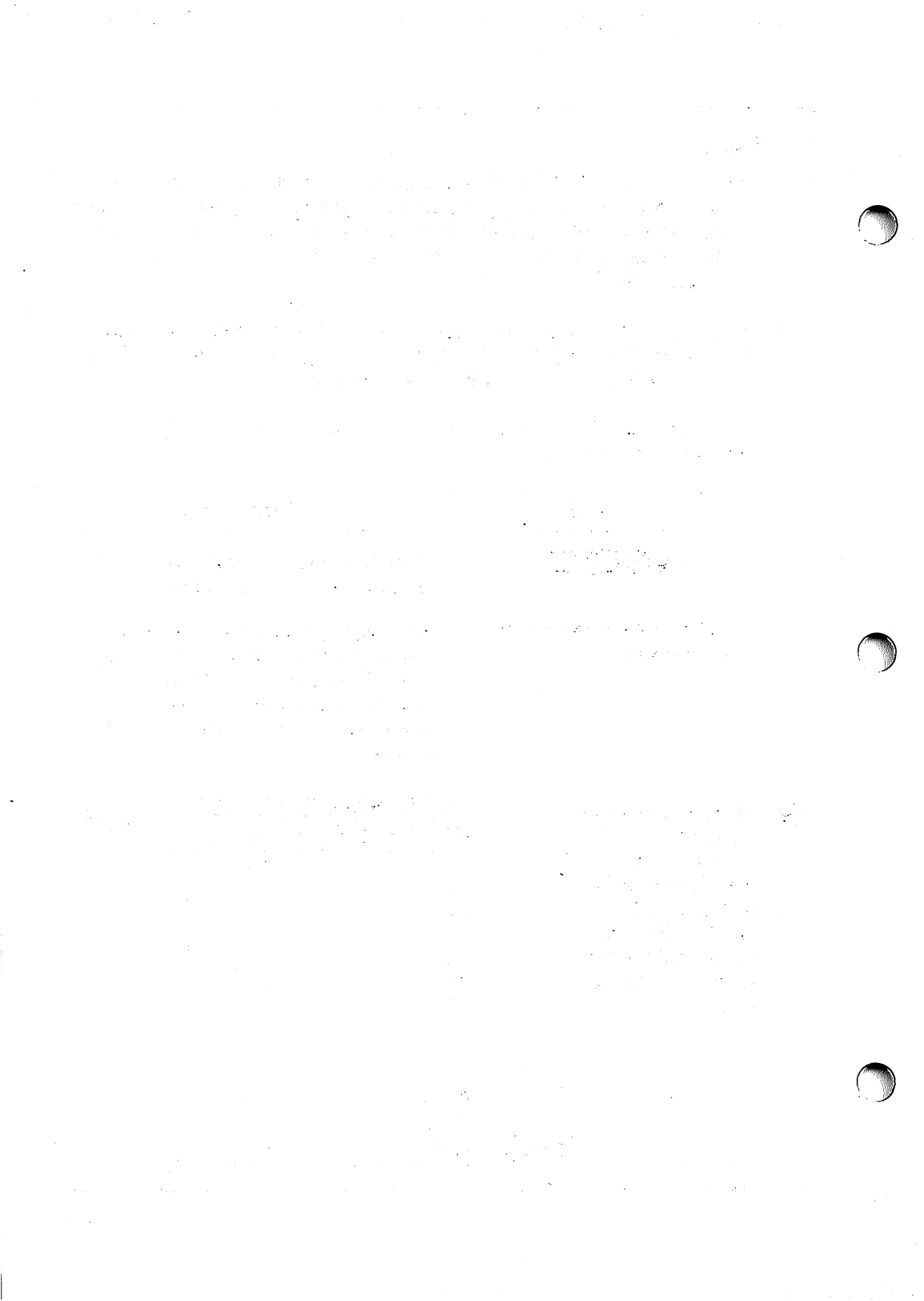
When you select a page size (**Size To Fit**, **50% Size**, **75% Size**, **Actual Size**, **200% Size**, **Adjacent Pages**) from the Page menu, the ruler and its division markings adjust to fit the new page size.

To add the ruler to your work area, then change the page sizing, follow the steps shown below.

Action	Description
1. Press Control R .	Displays the ruler across the top and left side of the Preview window.
2. Select 50% Size from the Page menu.	DeskSet II scales the Preview window contents to half the size of the finished publication. Scroll to see other parts of the page. Use the Full box to expand the window to fill the screen.

Note: This manual refers to the ruler across the top of the Preview window as the top ruler, and the ruler on the left side of the window as the side ruler.





CHAPTER 3

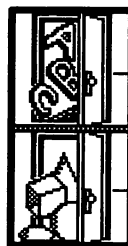
TUTORIALS

DeskSet II is easy to use. This chapter shows you how to create a basic document in very little time. Before you begin your document, you need to understand a few simple concepts. Everything you create with DeskSet II—a business card, a poster, or a 200 page book—consists of the same building blocks. Once you understand these building blocks, you can do just about anything.

PRIMITIVES

Primitives are the most basic design element used in DeskSet II. Primitives provide the foundation on which you build all aspects of your document. A primitive is nothing more than a graphic area which you draw on your computer screen. This graphic area corresponds to the blocks you draw on graph paper when you design a page. Arrange the primitives on your screen to create the desired design. For something so important, primitives are incredibly easy to use.

1. Start DeskSet II as instructed in **Chapter 2**. When the program finishes loading, the DeskSet II work screen appears.
2. Move the mouse pointer onto one of the open doors at the top of the icon bar. The top icon is the **Open Text Region** icon. The second icon is the **Open Graphic Region** icon.

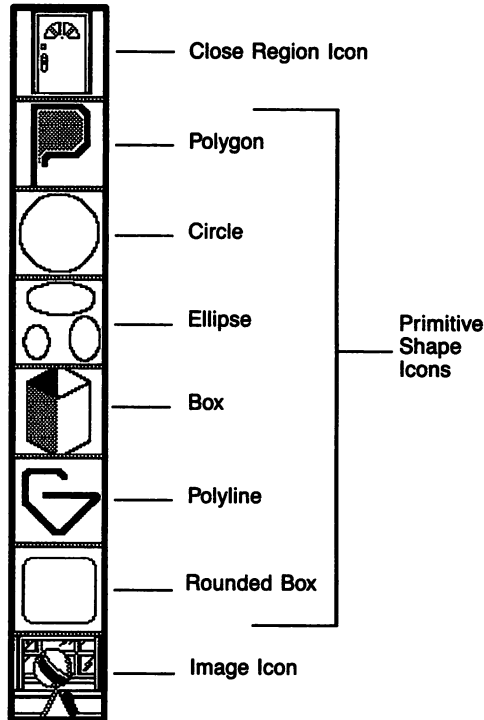


Open Text Region Icon

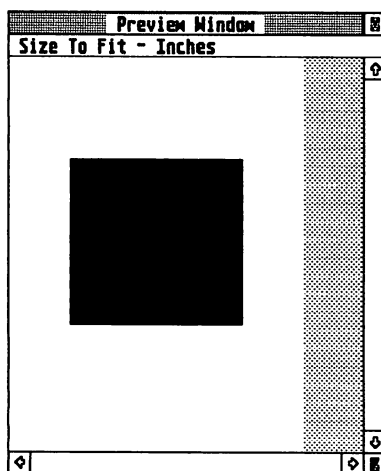
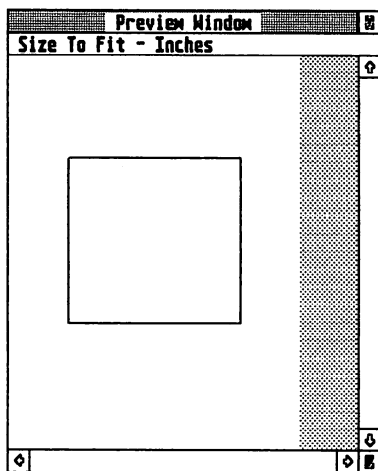
Open Graphic Region Icon

For now, it doesn't matter which icon you select. When the pointer is on one of the doors, click the left mouse button. Notice that the icon bar changed.

The top icon is the **Close Region** icon. The next six are **Primitive Shape** icons. The bottom icon is the **Image** icon. The last three icons cannot be used in a text region, so they appear slightly shaded if you opened a text region.



3. Notice that DeskSet II selects the Box icon by default. That shape highlights and the cross cursor appears.
4. Move the cross cursor into the Preview window; it does not matter where. Press and hold the left mouse button. The cross cursor disappears. While holding down the left mouse button, move the mouse. Dragging the mouse draws a box in the Preview window. When you like the size and shape of the box, release the button.



5. Now move the mouse until the box is where you want it on the page. Click the mouse button once. The box fills, either with a black text mask if you are in a text region or a fill pattern if you are in a graphic region. That box is a primitive.
6. Now move the cross cursor onto the **Close Region** icon and click the left mouse button.

REGIONS

Once you click on the **Close Region** icon, your primitive becomes a region. A region consists of one or more primitives. There are two types of regions: graphic regions and text regions.

Graphic Regions

A graphic region is a set of one or more primitives used to contain artwork for your publication. A DeskSet II graphic region consists of one or more of the following primitive shapes:

- Polygon
- Circle
- Ellipse
- Box
- Polyline
- Rounded box

In addition, a graphic region can contain an image. An image region can consist of one of the following types of graphic files:

- Image (.IMG extension)
- NEOchrome (.NEO extension)
- Metafile (.GEM extension)
- Degas Low (.PI1 extension)

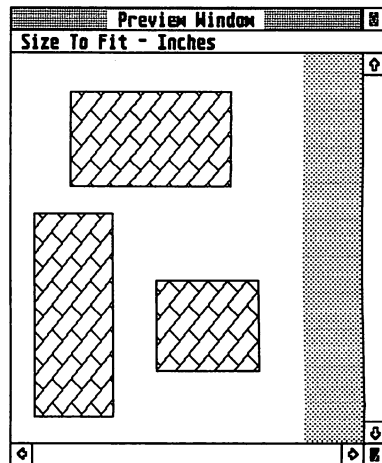
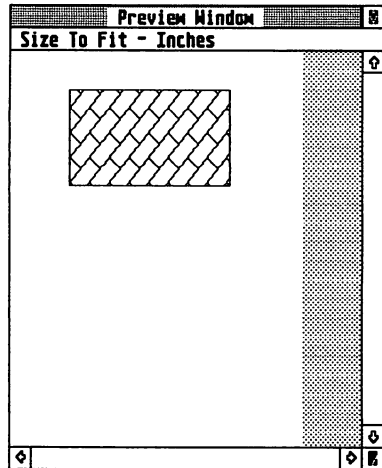
Let's create two simple graphic regions on the same page, using the same box shape you used in the primitive example. First, if the earlier sample still shows in the Preview window, click on the **New** option from the File menu. A message box appears, asking if you want to



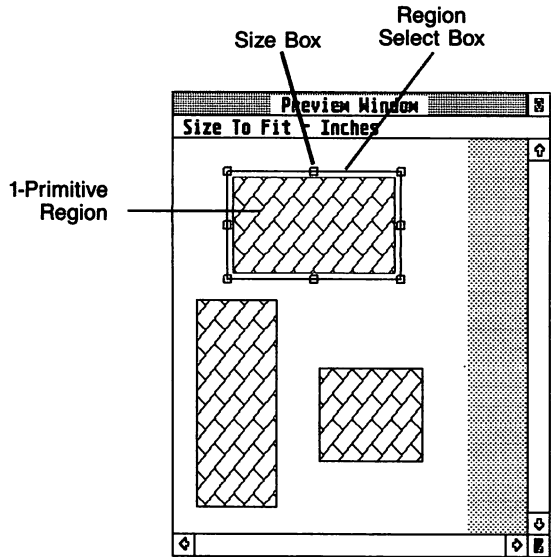
Answer OK either by clicking on the OK box, or (since the OK box has a heavier border than the Cancel box) by pressing **Return**. After a brief pause, the Preview window clears.

Click on the **Open Graphic Region** icon. Select the Box icon, then draw a box-shaped primitive anywhere in the top half of the Preview window. Click on the **Close Region** icon.

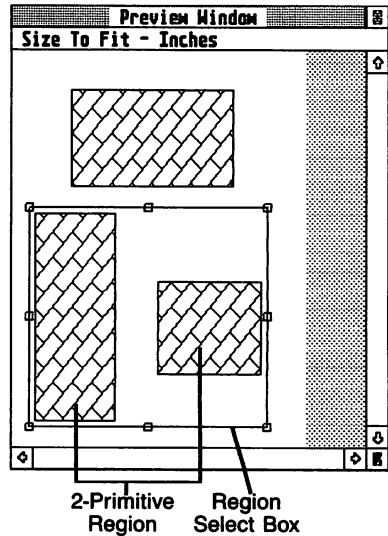
Now open another graphic region by clicking on the **Open Graphic Region** icon again. Draw a box on the left side of the Preview window. It doesn't matter whether the new box touches the old box or not. Now move the cross cursor to the right and draw another box. Click on the **Close Region** icon.



The Preview window displays three primitives. Click on the upper primitive. A select box surrounds the region which contains that primitive.



Now click on one of the other primitives. The select box surrounds the second region, which consists of two primitives.



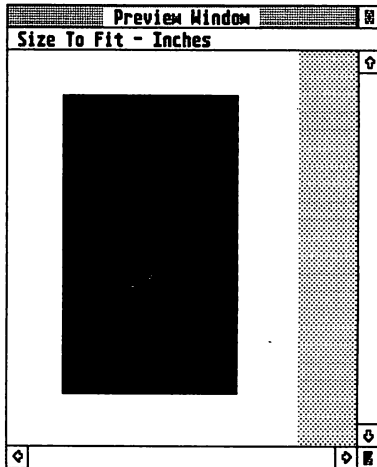
You can select each primitive within a region. Scroll through the primitives by repeatedly clicking the right mouse button after selecting the region. Notice that the size boxes change to diamonds on the primitive select box.

Text Regions

A text region consists of one or more primitives designed to hold words. The most important thing to remember when creating a text region is that text flows into the region from left to right, top to bottom, whether there is a break in the region or not.

Let's use three examples to demonstrate.

First, clear the Preview window by clicking on the **New** icon (the trash can). Now, open a text region by clicking on the **Open Text Region** icon on the icon bar, then select the box shape. Draw a large primitive in the Preview window. Close the region.



Move the pointer to the **Article** menu and select **Create Article** (more information on articles appears later in this chapter). We provide a sample text file called **SAMPLE.TXT** for you. Click on the filename in the Item Selector window, then click on **OK**. The link pointer appears. This means you can now link an article to a text region.

Link Pointer



Successful
Link Box

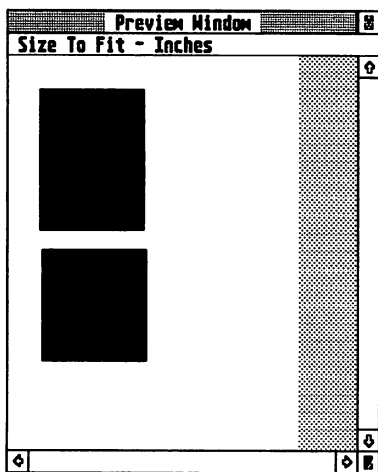
Move the link pointer onto the black text region mask. Click the left mouse button. Notice that a white box surrounds the link pointer. This box indicates that the link was successful. Now move the link pointer onto the **Article** menu and select **Close Article**. The mouse pointer turns into a busy bee while DeskSet II formats the text to flow into the region.

Next, click on the **Show Text** icon on the Icon bar.

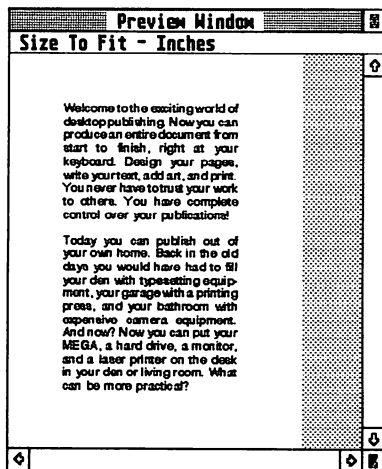


The icon highlights in reverse video when **Show Text** mode is enabled. Text replaces the black text mask. The text flows from left to right, top to bottom, exactly as you would expect.

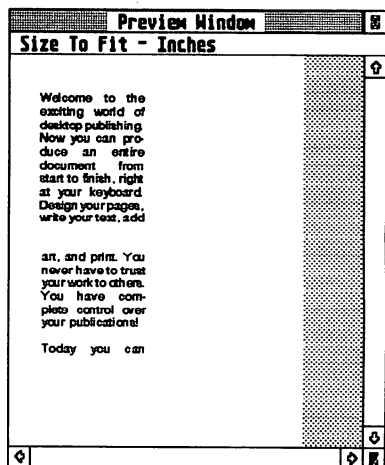
You cannot draw a text region while text displays, so click again on the **Show Text** icon. The icon returns to normal video and the text mask appears. Now clear the Preview window by selecting **New** from the File menu or clicking on the **New** icon.

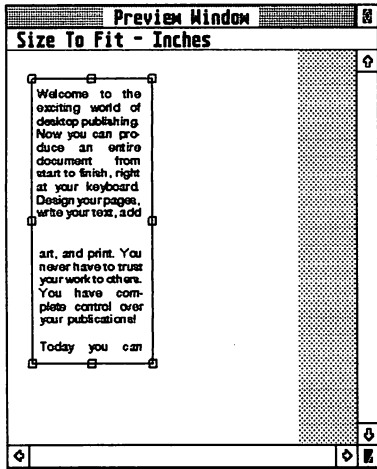


Select **Create Article** again and select **SAMPLE.TXT**. Click on either of the primitives. It does not matter where you click, as long as you click within the region. Then select **Close Article**. Now click on the **Show Text** icon. Notice that text flows from left to right, top to bottom through the first primitive, then skips the space between primitives. The text in the second primitive begins where the first primitive left off.



Open another text region, then draw a box-shaped primitive. Do not close the region yet. Draw another box-shaped primitive directly below the first. For the purpose of this demonstration leave a little space between the primitives. Close the region after you draw the second primitive.

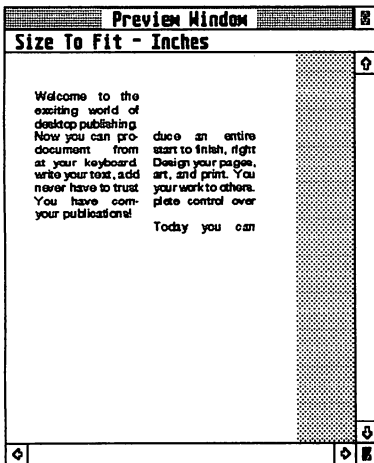
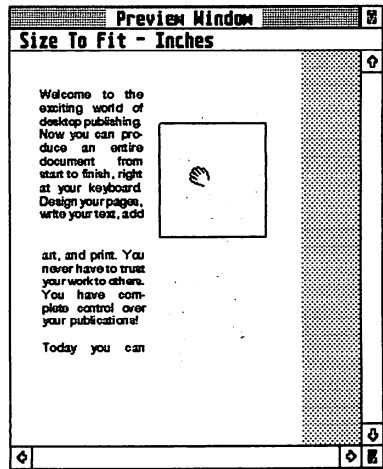




Now click the left mouse button somewhere inside the text region. The select box surrounds the entire region.

Click the right mouse button. Each time you click the right button, a select box surrounds a single primitive. Click the right button until the lower primitive is selected. Notice that the size boxes change to diamonds when the select box surrounds a primitive.

Move the pointer inside the selected primitive, then press and hold the left mouse button. The pointer changes to a hand. While the hand displays, move the primitive to the right of the first primitive. Position the right primitive so the top is slightly lower than the top of the left primitive.



Notice that text flows from left to right, top to bottom through the first primitive, until it reaches the line next to the top of the second primitive. Then the text skips over the space between the primitives and begins flowing through both primitives.

If two or more primitives from the same region are next to each other, text will continue to flow left to right, top to bottom through all primitives.

ARTICLES

When a text file links to a text region, the file becomes an article.

To create an article, select **Create Article** from the Article menu. If you want to use an existing text file, as you do in this example, click on that file's filename. Next, click on OK. The link pointer appears. Link a text file to one or more text regions by clicking on the desired regions with the link pointer. Then select **Close Article** from the Article menu. The text file is now an article. (See **Creating a New Text File** in **Chapter 6** for instructions on opening a new article.)



Note: When linking a text file to multiple regions, always link the file to the regions in the order that you want text to flow into those regions.

DOCUMENTS

A document consists of all primitives, regions, articles, and graphics on one or more connected pages.

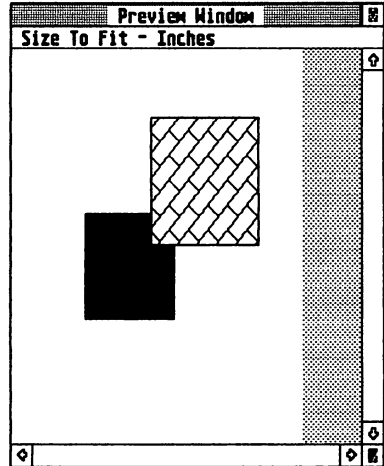
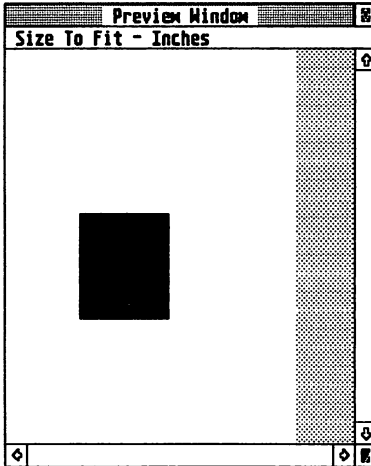
To save a document, select **Save Document** from the File menu. Unless you specify a different extension, DeskSet II automatically assigns the .DS2 extension to a document file. If you try to load the document again later, DeskSet II will search for the .DS2 extension.

Tutorial A: Your First Document

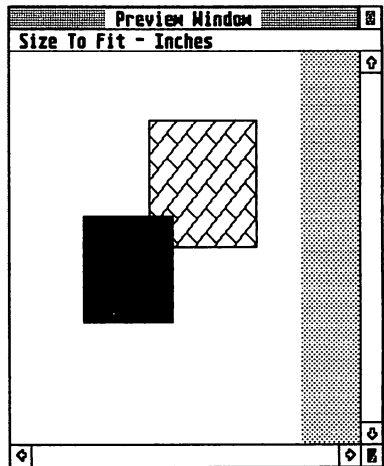
A document is nothing more than a group of text and graphic regions collected on one or more pages. Let's create a very basic document.

1. Delete all regions from the Preview window.
2. Deactivate **Show Text** if that icon is highlighted.

-
3. Open a text region, then draw a box primitive somewhere on the page. Close the region.



4. Open a graphic region, then draw a box primitive somewhere on the page. Let the graphic overlap the text region slightly. Close the region.



5. Since the graphic region covers part of the text region, you will need to move the graphic behind the text so text will show. To do this, click on the graphic region. When the select box surrounds the graphic region, select **Move Region to Back** from the Region menu. The graphic region is now beneath the text region.

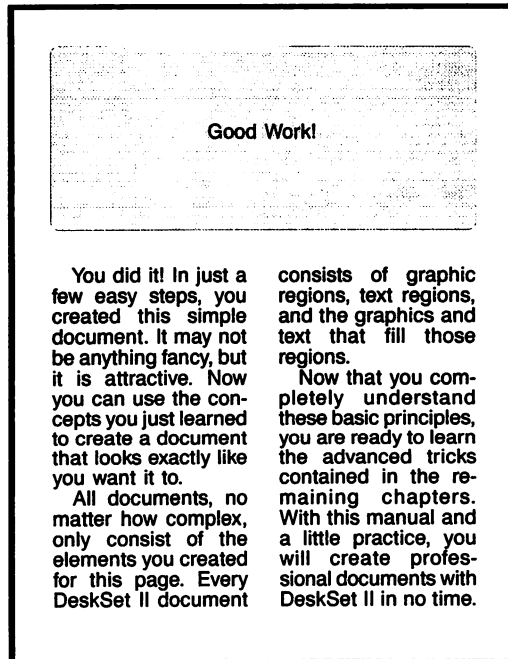
6. Create an article to flow into the text region. Select the **Create Article** option from the Article menu. Select a text file. Link the article to the text region. Close the article.

-
7. Save the document by selecting the **Save Document** option from the File menu. When the Item Selector box appears, enter a filename for your new document. Use a filename like FIRSTDOC or some other meaningful name so you will recognize the filename. Click on OK.

Congratulations. You just created your first document. To see exactly what it looks like, select the **Show Text** icon. The document may not look like much, but hey, it's only your first time.

Tutorial B: Your First Real Document

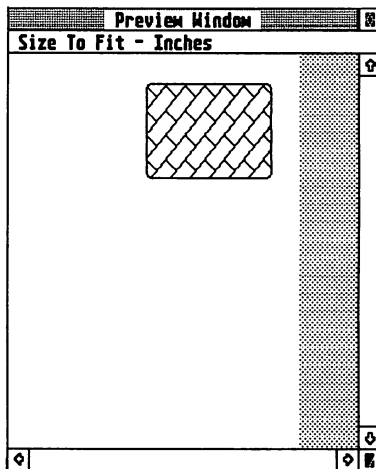
Now that you understand the basic concepts, it's time to create a more attractive document. As you work through the following tutorial, you will find that, although there are a few more steps involved, there is nothing difficult about creating a document with DeskSet II. When you have finished this tutorial, you will have produced the simple but attractive document shown below:



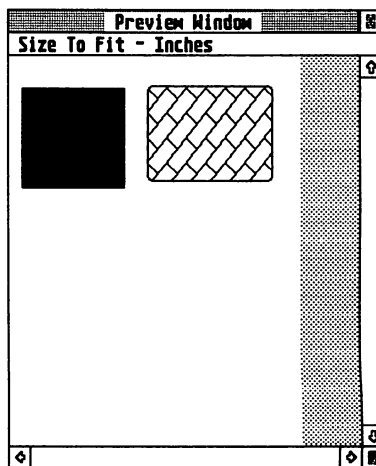
The Basics

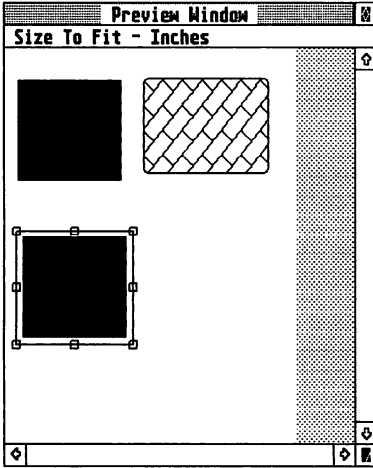
Begin by creating the regions for your publication. For now, don't worry about the size or exact location. You will make everything exact later.

1. Clear the Preview window.
2. Open a graphic region. Select the rounded box shape. Draw a rounded box primitive somewhere in the top half of the Preview window. Close the region.



3. Open a text region. Select the box shape. Draw a box primitive in the top half of the Preview window. Make the primitive no more than $\frac{1}{4}$ the size of the Preview window. Close the region.

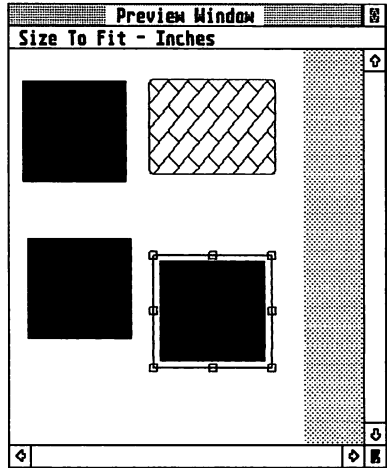




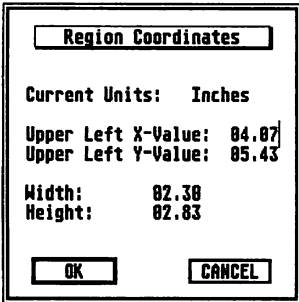
4. Move the pointer to the text region and click. Then, press **Control** and **Click** the left button. Do not release the mouse button. The hand icon appears. With the mouse button held down, drag the hand icon to a position somewhere in the lower half of the Preview window. Release the mouse button. **Control Click** copies a region.

5. Select one of the text regions. Use **Control Click** to copy it to another location in the lower half of the Preview window.

You should see a graphic region and three text regions in the Preview window. These are the blocks you will manipulate to create your document.



Defining Precise Locations



Now that you have the basic blocks for your document, you need to move them to their exact locations. To do this, use the **Region Coordinates** option. To select **Region Coordinates**, you must first click on a region. With the select box surrounding a region, select **Region Coordinates** from the Region menu.

The Region Coordinates dialog box contains five values.

Current Units	Displays the current units of measurement. The default value, Inches, should appear. If the Current Units value shows anything other than Inches, click on Cancel. Next, set the units to inches in the Set Units option under the Options menu. Then reselect Region Coordinates .
Upper Left X-Value	Displays the location, measured in the current units, of the upper left corner of the selected region. The X-Value is measured horizontally. If the X-Value is 1, then the upper left corner of the region is one inch from the left margin. If the value is 4, the corner is 4 inches from the left margin.
Upper Left Y-Value	Like the X-Value, except measured vertically. If the Y-Value is 3, then the corner is three inches from the top margin of the page. If the X-Value is 1 and the Y-Value is 3, then the top left corner is one inch from the left margin and three inches from the top.
Width	Displays the width of the region, measured in current units. If the Width is 3, then the region is three inches wide. If the X-Value is 1, then the upper right corner is four inches from the left.
Height	Displays the height of the region. If the height is 6, then the region is six inches high. If the Y-Value is 3, then the lower left corner is nine inches below the top.



Note: DeskSet II's page size corresponds to the image area of the Atari SLM804 laser printer. A letter size DeskSet II page is 8 inches wide and 10.6 inches high.

Now that you understand each of the values, click on OK. You are ready to begin placing your regions in their final positions. To do this, follow the easy steps listed below.

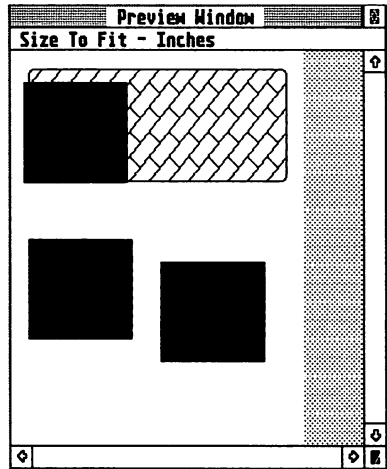
1. Click on the graphic region, then select **Region Coordinates** from the Region menu. You want your graphic to be seven inches wide and three inches high, with the upper left corner exactly $\frac{1}{2}$ inch from the left and $\frac{1}{2}$ inch from the top. Enter the following coordinates in the Region Coordinates dialog box, then press **Return** or click on OK.



Note: The zero before the decimal point in the example below is optional. We show the zero to make reading the numbers easier.

Upper Left X-Value: 0.5
Upper Left Y-Value: 0.5

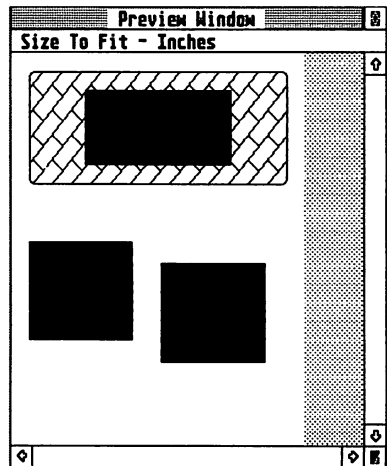
Width: 7
Height: 3



2. Click on the upper text region, then select **Region Coordinates**. You want this region to be four inches wide and two inches high, with the upper left corner two inches from the side and one inch from the top. Enter the coordinates shown below, then press **Return** or click on OK.

Upper Left X-Value: 2
Upper Left Y-Value: 1

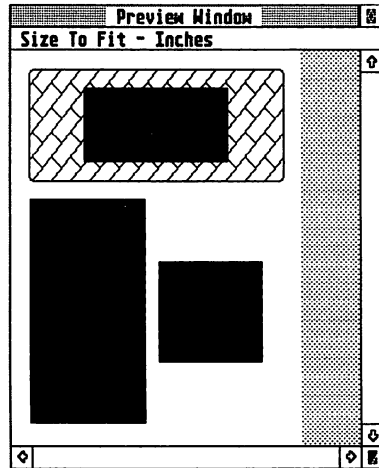
Width: 4
Height: 2



-
3. Now set the coordinates for each of the lower text regions. Each region should be 3.25 inches wide and six inches high. Of course, the upper left corner is different for each region. Click on the left text region and bring up the Region Coordinates dialog box. Enter the following values, then press **Return** or click on OK.

Upper Left X-Value: 0.5
Upper Left Y-Value: 4

Width: 3.25
Height: 6

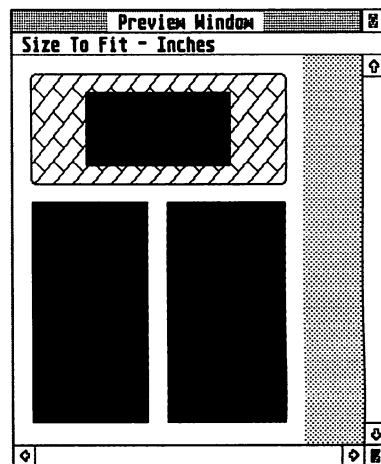


4. Repeat the above procedure for the remaining text region, but enter these values before pressing **Return** or clicking on OK:

Upper Left X-Value: 4.25
Upper Left Y-Value: 4

Width: 3.25
Height: 6

This completes your page design. All that remains is to flow an article into the text regions.



Adding Text

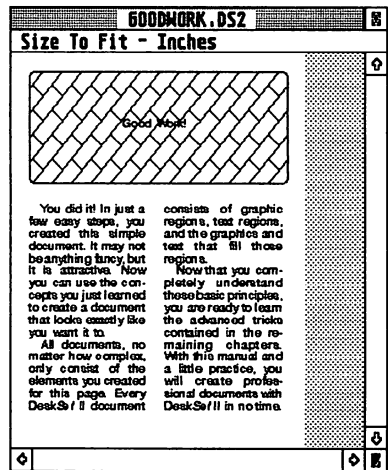
Follow the steps listed below to create an article and flow text into the text regions on your page.

1. Select **Create Article** from the Article menu.
2. Click on the filename FIRST.TXT, then click on OK. The link pointer appears.
3. Place the link pointer on the upper text region and click.
4. Place the link pointer on the left text region and click.
5. Place the link pointer on the remaining text region and click.
6. Select **Close Article** from the article window.

To see the text, click on the **Show Text** icon on the Icon bar. What you now see on your screen is a finished, attractive, and simple document.

Save your document by selecting **Save Document** from the File menu. Enter a filename such as GOODWORK and press **Return**.

If you want to print your newly created masterpiece, press **Control P** or click on the **Print** icon. A dialog box appears. Enter the number of copies and the desired page range, if different from the numbers in the dialog box. Then select **Printer** and click on OK. The document prints.



Note: The Output File dialog box includes an option labeled TDO. This feature is for users who use the optional Typesetter Driver interface which allows you to use DeskSet II files on an AGFA Compugraphic MCS typesetter. Users who do not need this interface should ignore the TDO option.

[The page contains extremely faint and illegible text, likely bleed-through from the reverse side of the document. The text is too light to transcribe accurately.]

CHAPTER 4

PLANNING YOUR PUBLICATION

In this section we will introduce the following concepts:

- The six publication steps
- Planning your publication
- Layout tips
- How DeskSet II can help liven up layouts

THE PUBLISHING PROCESS

Back when you had to send your publications out to get them typeset and printed, what did you have to do?

First: You thought about the way you wanted your publication to look. You considered the content and the appearance of the final product, taking into account all text and graphics. Then you transferred those thoughts into a rough thumbnail sketch on a sheet of paper.

Second: You used graph paper to layout and design the publication. You drew blocks for text and art, then arranged the blocks on graph paper so the planned product matched the idea you had in your mind.

Third: You typed the text and headlines of your publication, and made notes about which sections you wanted typeset in what type style.

Fourth: You sent the typewritten pages to the typesetter who used a typesetting system to interpret your notes and set the publication in the type styles and fonts that you specified. Then, the typesetter sent galleys back to you for proofreading (once or twice if you were lucky, several times, more often than not).

Fifth: You cut up the galleys and pasted them onto a mechanical, measuring carefully to make sure that all the elements fit according to your layout plan.

Sixth: You sent the camera-ready copy to the printer who shot negatives, stripped them, and printed them on a press.

Good publications still require all of these elements: 1. Planning; 2. Designing; 3. Writing and editing; 4. Typesetting; 5. Cutting and pasting; and 6. Printing. DeskSet II provides all six professional operations in-house.

Not only do you write the text, but you actually create the camera-ready copy to make the publication exactly what you want it to be. No more trusting your creations to a typesetter and waiting. YOU are the typesetter. YOU layout the document and do the final cut and paste job yourself, right on your MEGA. And finally, with the Atari SLM804 laser printer, you print the camera-ready results.

PLANNING YOUR PUBLICATION

To create a publication, you need to think about how you want the finished product to look. Where will the headlines be? What text do you want and where do you want it? Are pictures, lines or boxes involved?

You should also consider the kind of type you should use, how tall the type will be, how wide, and how much space there will be between lines. Then there is justification—that is, will the text always start at the left margin? Will it be centered? Or will it flow evenly from margin to margin—like in a newspaper?

Page Design

The way a document looks is equally as important as what the document says. In some cases the appearance can be more important.

A haphazard page design can easily destine your document for a premature burial in the “Round File.” At best, an ugly document will end up at the bottom of the reader’s stack of reading materials. Nobody wants to read something that assaults the eyes and insults the brain.

Creating an attractive document in which the form is worthy of the content is easy if you follow a few guidelines.

Every page consists of four elements:

- **Display Type** Headlines, kickers, subheads, and any other large text
- **Graphics** Half tones, boxes, shading, lines, and column rules
- **Text** Articles, captions, and all other written materials, except headlines
- **White Space** Any area that does not contain anything

The appearance of a page depends totally on the way you place these elements.

One of DeskSet II's advantages is that it allows you to plan your publication right on your computer screen. However, it is always a good idea to draw a rough thumbnail sketch on paper before you begin.

When designing your page, start by drawing blocks on graph paper. Draw a different kind of block for each element. Headlines and graphics will appear more prominently on your final product, so you should draw head and graphic blocks darker than text blocks. This gives a more realistic look to your graph paper layout and allows you to quickly glance at the page and see how it will look.

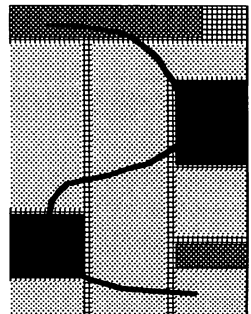
The location of each element depends on the way you want the page to look.

The Backward S Rule

Begin with the "Backward S" rule. To understand this rule, pick up the front page of a newspaper or a magazine ad. Pay attention to the way your eyes scan the page. You will probably notice that you begin at the top left corner, go to the right, then back to the left in a curving motion. If your eyes drew a line over the page, that line would resemble a backward S.

Graphic designers often use this concept when they design a page or a piece of art. The reason is simple: a backward S design provides an easy, natural path for the eye. If you look at a newspaper or a full page magazine ad, and it does not look good to you, chances are the page does not follow this pattern.

At times, you may want to force the reader to follow a less natural pattern. This can create a little bit of shock value or make the eyes pay attention to something they might normally skip over. This is easy



to do: just break the backward S rule. Breaking the rule may achieve the desired effect, but it could result in a less aesthetically pleasing page. Be sure the content of your page makes this sacrifice worthwhile.

To create a backward S pattern on your page, arrange the most prominent elements of the page in that pattern. The elements that attract the eye first are the dark areas, such as headlines and graphics. Use your headlines and graphics to draw attention to your most important text areas.

Gray Matter

The text areas are the “gray matter” of a publication. Not only does the text contain the message your document was created to deliver, text looks gray compared to the darker heads and graphics and the lighter white space. Unfortunately, text is also the easiest part of the page to overlook.

Design all the other elements of your page to draw the eye and attract attention to the actual words on the page.

White Space

Use white space to offset the dark areas. Too much dark space or too much gray space are visually unappealing, much like a face with too much make-up. When used properly, white space creates a natural, refreshing break.

Designing an attractive, easy-to-read page may take a little practice. However, there are examples all around you. If you see a page, an ad, a sign, or a form that appeals to you, look at it carefully and decide what it is you like. Then use the same principles in your own work.

TEXT BASICS

Once you design the general appearance of your document, you need to think about the specifics. The appearance of your text is just as important as the way your page looks.

You should consider the following items when considering the appearance of your text areas:

- The Font
- Justification
- Kerning
- Line Space
- Reverse Type

Fonts

The first text attribute to consider is the font. The DeskSet II disks include a variety of fonts to choose from. Each font gives a particular look to your text. You will want to choose the font that most closely fits the style of the document. There are several things to consider when selecting a font:

- Serif/Sans Serif
- Ascenders and Descenders
- Typeface Family
- Point Size/Set Size
- Weight
- Italics

Serif/Sans Serif

You have undoubtedly noticed that letters in some typefaces have lines sticking out from them, while others do not. For example, f and f. Those little embellishments are serifs. Serifs tend to give the letters in a word a joined appearance. This makes serif typefaces especially popular for the main text area of a document.

Typefaces without serifs (sans serif) are simpler characters best suited for condensed print, display type, and technical manuals.

Of the main DeskSet II font families, CG Triumvirate is a sans serif font. CG Times is a serif font.

CG Triumvirate	CG Times
----------------	----------

Ascenders and Descenders

The part of a printed character which extends above the main body of the character is called the ascender. The letters b, d, f, h, k, l, and t all have ascenders. A descender is the portion of a character which extends below the baseline, as in the letters g, j, p, q, and y.

You should consider ascenders and descenders when calculating linespace. Always leave enough space between lines so descenders from one line will not touch the ascenders on the line below.

Typeface Families and Fonts

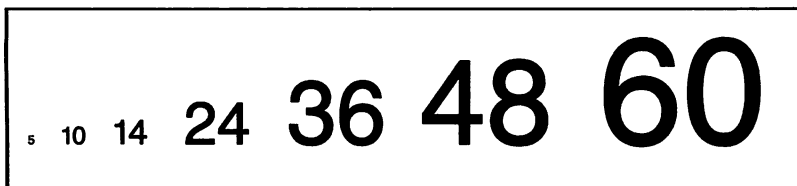
Text characters are generally arranged by family. A typeface family is a group of fonts with the same basic design, such as CG Triumvirate or CG Times.

A font is more specific. Traditionally, the word “font” refers to the typeface family, the weight, the point size, and other characteristics. For example, you may want to use 12 point CG Triumvirate Bold Italics as the font for a particular piece of text.

Point Size/Set Size

The height of typed characters is usually measured in points. A point is about 1/72 of an inch. There are 12 points to a pica. Point size was established to measure the size of a character block (the entire block of wood or lead containing the character). DeskSet II automatically scales characters to a specific size from 5 to 144 points in half-point measurements. Characters larger than 14 points high are referred to as display type. Use display type for banners and headlines. Use point sizes of 14 points and smaller for text.

Set Size measures the width of type. If your set size is larger than your point size, you will have expanded type. Condense type by using a smaller set size than the point size.



Sometimes, especially in Europe, text is measured in ciceros instead of points. 1 cicero equals 15/14 of a pica. A cicero breaks down further into 12 didots.

Weight

DeskSet II character weights range from light to bold. Bold type draws attention and is useful for highlighting. Text is usually printed in medium weight. Use light type for large text that you do not want too dark.

Italics

Italicized characters slant forward. Italics are most often used for book titles, magazine names, foreign phrases, and emphasis.

Justification

Justification refers to the alignment of text in a region. DeskSet II uses four different justification modes:

- **Justified** stretches text from one margin to the other, as in most newspapers.
- **Centered** centers each line of text between the margins.
- **Left** aligns all text evenly on the left margin, but keeps it ragged on the right.
- **Right** aligns all text evenly on the right margin but keeps it ragged on the left.

When designing a page, you may want to center the text in one place and justify the text in another place. You may want to use left or right justification to add white space or create special effects.

Certain function keys override a region's justification mode on a line-by-line basis within the Article window. This feature can be very important.

For example, if the last line of a fully justified paragraph contains only two words, the first word will print on the left side of the column and the second word will print on the right side. A **Quad Left** (**F10**) overrides the justification and forces the second word to print immediately following the first word, not like in the line above.

The function keys that override justification mode are:

- F6** **Quad Right** aligns a line of text on the right margin with minimum spacing between words.

Justified Line
Justified Line
Right
Justified Line

- F8** **Quad Center** centers the line.

Justified Line
Justified Line
Center
Justified Line

- F10** **Quad Left** aligns a line of text on the left margin with minimum spacing between words.

Justified Line
Justified Line
Left
Justified Line

 **Note:** The function key must be followed by a **Return** for the function to take effect. Minimum spacing for justified text is determined in the Setup menu.

Kerning

Specific character pairs have extra space between them. Kerning eliminates that extra space by pulling the characters closer together. Look at the following example.

WAVE
WAVE

Turn kerning on for most text. Disable kerning to align numbers or print reverse type.

Line Space

Line space (leading) is the amount of space between lines of text, measured from baseline to baseline. In DeskSet II, you can adjust leading per region.

If for example, you want to double-space lines of 12-point type, set the line spacing at 24 points.

Reverse Type

Normally, black type prints on a white background. Use reverse type to print white text on a black background.



Normal Type Reverse Type



Note: Disable kerning before using reverse type. Otherwise, you may lose parts of some characters.

LAYOUT HINTS

Keep the following suggestions in mind when laying out a publication:

1. Don't use too many different kinds or sizes of type on the same page. Too many fonts create an air of *eRra*tic confusion.
2. Put rules and art in your publication to break up the text. Pictures and graphics make your publication pleasant to look at and interesting to read.
3. Use white space to break up the page. That is, don't cover the entire page with text. It overwhelms your reader and makes the document difficult to read.
4. Turn on the grid when laying out your page. Set the grid spacing to correspond with the spacing on your graph paper. That way, DeskSet II's grid dots match the squares on the graph paper.

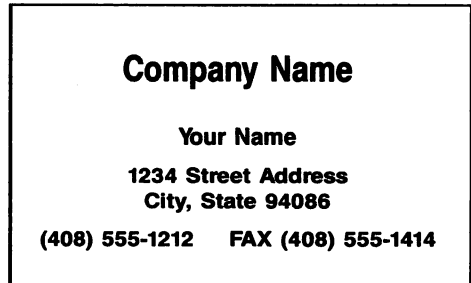
Some Samples

DeskSet II enables you to make your layout interesting to the eye with a myriad of text and graphic solutions to boring layouts.

Lay out your text in unique shapes.



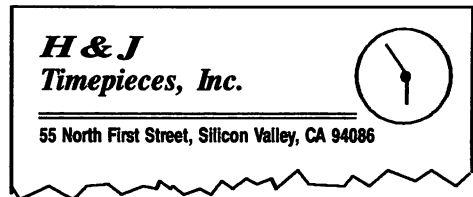
Make a business card.



Put text on a shaded background.

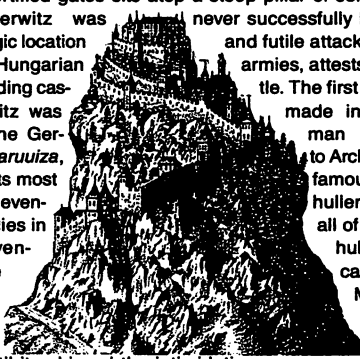


Create your own letterhead.



Wrap text around shapes or images.

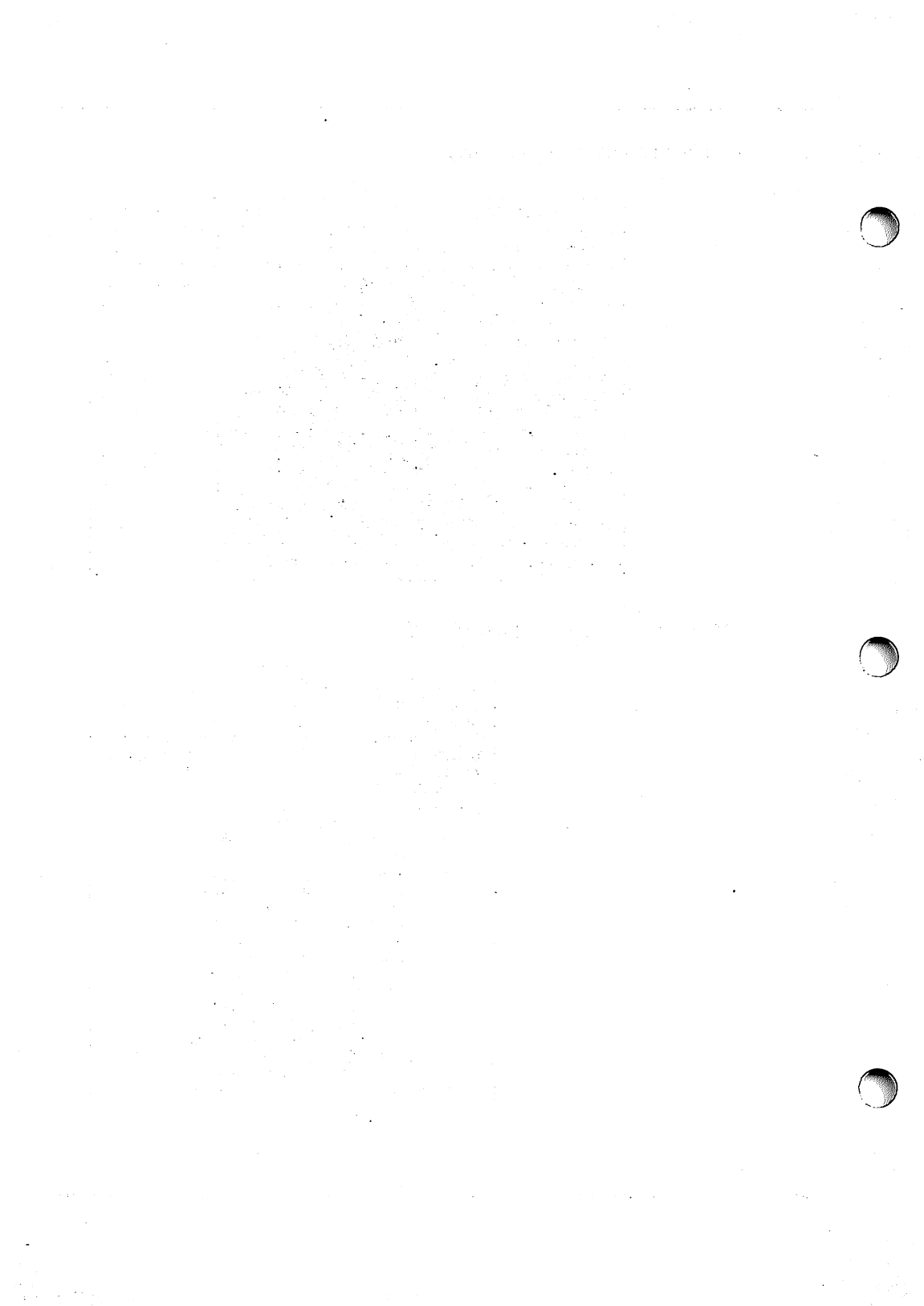
In the southern Austrian province of Carinthia reigns one of Europe's most romantic castles: Hochosterwitz. This mighty fortress protected by massive walls and 14 fortified gates sits atop a steep pillar of solid stone. The fact that Hochosterwitz was never successfully besieged, despite its highly strategic location and futile attacks by the fearsome Turkish and Hungarian armies, attests to the strength of this most forbidding castle. The first recorded mention of Hochosterwitz was made in 860 a.d., when King Ludwig the German man gave the castle, then called *Astaruuiza*, to Archbishop Adalwin of Salzburg. But its most famous residents were the powerful Khevenhullers, one of the most influential families in all of medieval Austria. Christof Khevenhuller von Aichelberg received the castle after the death of Archbishop Mattaus Lang in 1540. Then the Khevenhullers strengthened and expanded their castle until it achieved the intimidating appearance one sees to this day, towering majestically above the valley near the scenic little city of St. Veit.



Flow text into simple or complex shapes.

If you want to flow text into shapes like the one shown here, DeskSet II is the perfect solution. Just draw your shape on the screen, then link a text file to the shape. Your words will flow into the shape quickly, smoothly, and easily. It does not matter what shape you draw: simple circles or the outline of a praying mantis. Either

way, your text will automatically mold itself to fit within the shape you created. Imagine the possibilities: a heart-shaped Valentine's Day card, a weather forecast shaped like a cloud. The possibilities are as endless as the furthest reaches of your creative imagination. Why settle for those old-fashioned squares. Bring your fine documents to life with Atari DeskSet II, the perfect solution to all of your home or office publishing needs.



CHAPTER 5

PRIMITIVES AND REGIONS

This chapter introduces the following concepts:

- Using primitive shapes
- Correcting mistakes when making primitives
- Adding to an existing region
- Linking a new region to previously linked regions
- Using **Autoflow**
- Region design tricks

USING PRIMITIVE SHAPES

Primitives are the basic design element used by DeskSet II. They are the foundation on which you build your graphic and text regions. The program provides seven primitives you can use.

- Polygon
- Circle
- Ellipse
- Box
- Polyline
- Rounded Box
- Image

The first four shapes can be used for graphic and text regions. The final three choices are available only for graphic regions.

All graphic primitives fill with a pattern selected in the Set Graphics dialog box. (See **Formatting Graphic Regions** in this chapter.) The only exception is the image primitive, which contains the Atari fuji pattern.

All text primitives fill with text files which you link to each individual region. When you disable **Show Text**, text regions display a black text mask.



Polygon

The polygon shape makes it possible to design a primitive of just about any shape. To a computer, all shapes are a series of points connected by lines.

To make a polygonal primitive, follow the steps listed below.

1. Select **Open Text Region** or **Open Graphic Region** from the Icon bar or the Region menu. The Icon bar changes to display the available primitive shapes.
2. Click on the Polygon icon on the Icon bar. The icon highlights and the cross cursor appears.
3. Move the cross cursor into the Preview window. Place the cross cursor where you want to set the first point.
4. Press the left mouse button to set the point. The cross cursor disappears.
5. Move the mouse in any direction. A line follows the movement of the mouse.
6. Press the left mouse button to set the next point.
7. Repeat steps 5 and 6 until all points are set.
8. When the shape is complete, press the right mouse button. If you did not close the polygon, DeskSet II draws an invisible line from the final point to the first, then fills the primitive with the black text mask or a design selected in the Set Graphics dialog box.
9. Click on the **Close Region** icon.



Circle

Use the circle shape to create round primitives. DeskSet II interprets the circle as a complex polygon made of points that are so close together that the eye sees the shape as a circle.

To draw a circle, follow this procedure:

1. Select **Open Graphic Region** or **Open Text Region** from the Icon bar or the Region menu. The Icon bar changes to display the shape icons.
2. Click on the Circle icon. The icon highlights and the cross cursor appears.
3. Position the cursor in the Preview window, approximately where you want the center of the circle to be.
4. Press and hold the left mouse button. The cross cursor disappears.
5. Without releasing the left mouse button, drag the mouse in any direction until the circle reaches the desired size.
6. Release the mouse button. Reposition the circle by moving the mouse.
7. When the circle is where you want it, press the mouse button. The circle fills with either the selected fill pattern or the black text mask.
8. Click on the **Close Region** icon.



Ellipse

An ellipse is a flattened circle. To draw an ellipse, follow the procedure outlined in the **Circle** section above. Instead of selecting the Circle icon in step 2, choose the Ellipse icon.

When dragging the ellipse, notice that the shape changes depending on the direction in which you move the mouse.



Box

The box is the shape you will probably use most often. Use box-shaped primitives to define columns, headlines, and most other elements of your document. To create a box-shaped primitive, follow these steps:

1. Select **Open Text Region** or **Open Graphics Region** from the Icon bar or the Region menu. The Icon bar changes to display the Shape icons.
2. DeskSet II automatically selects the Box icon. The icon highlights and the cross cursor appears.
3. Position the cross cursor in the Preview window, approximately where you want one of the corners.
4. Press and hold the left mouse button while dragging the mouse. The box drags from corner to corner.
5. When the box-shaped primitive reaches the desired size and shape, release the mouse button. The box is now ready for positioning.
6. Move the mouse until the box is in the desired position.
7. Set the box by pressing the left mouse button. The primitive fills with either the selected fill pattern or the black text mask.
8. Close the region by clicking on the **Close Region** icon.



Polyline

The polyline is the first of the shapes available only for graphic regions. Use polylines for column rules and any other DeskSet II lines. Polyline works exactly like Polygon, except the primitive does not fill with a pattern.

Use the **Set Graphics** option in the Region menu to determine line width and style. (See **Formatting Graphic Regions** in this chapter.)



Rounded Box

Use the rounded box shape to create background for text regions, like you did in **Tutorial B** in **Chapter 3**. Rounded Box works exactly like Box, except that the corners are rounded slightly. Follow the instructions for box-shaped primitives to create a rounded box-shaped primitive. Remember that rounded boxes are unavailable for text regions.



Image Graphics

Image graphics differ from the other shapes in that they are not actually shapes at all. This feature allows you to use images from popular MEGA and ST graphics programs in your documents. You can even use digitized art and photographs, if created in the right format. DeskSet II supports the following image types:

- NEOchrome (.NEO extension)
- Degas Low (.PI1 extension)
- Metafile (.GEM extension)
- Image (.IMG extension)

Although image graphic regions are always rectangular, DeskSet II offers some interesting effects for interaction between images and text. Using commands in the Set Graphics dialog box (see **Formatting Graphic Regions** in this chapter), you can place text over, around, and through your image. You can even make text wrap around an image, thus creating line endings that follow the image's shape.

Images loaded with DeskSet II automatically scale to fit the size of the region.



Note: Because of DeskSet II's ability to scale images, make certain your image region has the same proportions as the original image. For example, you should not put a vertical picture of a tree in a horizontal region. Otherwise, some distortion will occur when DeskSet II makes the picture fit.

DeskSet II's ability to accurately reproduce graphics, especially digitized graphics, places it a cut above similar programs.

To create an image graphic primitive, follow the steps listed below.

1. Select **Open Graphic Region** from the Icon bar or the Region menu. The Icon bar changes to display the shape icons.
2. Click on the Image icon. The Image Format dialog box appears.
3. Click on the extension of the image type you want to use, then click on OK or press **Return**. An Item Selector dialog box appears, displaying all images with the selected extension.
4. Select the filename of the image you want to load or type the filename in the Selection field. Then click on OK or press **Return**. The cross cursor appears.
5. Position the cursor in the Preview window where you want to set a corner of the image.
6. With the left button held down, move the mouse until the image rectangle obtains its proper size and shape. Then, release the button.
7. Use the mouse to position the image. When the image is in its proper location, press the left mouse button. The primitive fills with the image mask.
8. Close the region by clicking on the the **Close Region** icon. If you want, you can display the image by selecting the Image icon on the Icon bar. Or, speed things up by leaving the mask displayed.

CORRECTING MISTAKES

You will most likely make occasional mistakes when drawing primitives. There are three basic methods for correcting your mistakes, each described in this section.

Resizing Primitives and Regions

You may have drawn your primitive too large or too small. Or you may have drawn your box too square or not square enough. These mistakes, and others like them, are easy to fix.

When you click on a region in the Preview window, a select box surrounds that region. Notice the little boxes on the sides and corners of the select box. Those are the size boxes.

If you select a region then click the right mouse button, the select box surrounds each primitive. Move from one primitive to the next by repeatedly pressing the right button. Primitive size boxes are diamond-shaped.

Size boxes allow you to drag the borders of the region. The size boxes on the sides let you drag the borders horizontally. The top and bottom size boxes let you resize the region vertically. Use the corner size boxes to resize your primitive horizontally and vertically at the same time.

When you resize a region, the contents of that region change to fit the new size. For example, if you shorten a text region, less text will fit in that region. If you change a circular region, the circle changes to fit the new region. So, if you resize a circle vertically or horizontally, but not both, the circle stretches or flattens into an ellipse.

To maintain the circular shape, use the corner size boxes. The same is true of square regions.

Follow these steps to resize a region:

1. Select a region or primitive in the Preview window. The select box appears.
2. Place the tip of the pointer on one of the size boxes.
3. Press and hold the left mouse button. The pointer turns into a finger icon.
4. Drag the size box. The border of the select box follows the finger icon.
5. When the border is in the desired location, release the mouse button. DeskSet II redraws the region or primitive.
6. Repeat steps 2–5 until the region or primitive is the desired size and shape.

Moving Primitives and Regions

DeskSet II lets you move any regions and primitives that are in the wrong places. Just follow the procedure outlined below.

1. Select the primitive or region you want to move.
2. Move the mouse pointer inside the select box.
3. Press and hold the left mouse button. The pointer turns into a hand icon.
4. With the mouse button held down, move the mouse until the region or primitive takes its proper place.
5. Release the mouse button.

Using Region/Primitive Coordinates

You can perform both of the above procedures simultaneously with the **Region Coordinates** and **Primitive Coordinates** commands. These commands let you set the upper left corner, height, and width of each selected region or primitive. The result is an accurately placed region or primitive with exactly the right dimensions.

To use a Coordinates option, follow these steps:

1. Select a region by clicking on it. If you want to change a primitive in that region, but not the entire region, press the right mouse button until the select box surrounds that primitive. Primitive select boxes are distinguishable by their diamond-shaped size boxes.
2. Select **Region Coordinates** from the Region menu or **Primitive Coordinates** from the Objects menu.
3. Set the correct values in the Region/Primitive Coordinates dialog box. (See **Defining Precise Locations** in Chapter 3.)
4. Click on OK or press **Return**.
5. Repeat all steps for each region or primitive as needed.

The Coordinates commands work on Region Rectangles. A Region Rectangle is a rectangle that surrounds the entire region.

Deleting Regions and Primitives

Sometimes you may make mistakes that a mere change in location or size will not fix. In such cases, you might wish to delete the primitive or region and start again from scratch. This is especially true of misdrawn polygons, because the **Region Coordinates** commands will not affect one side without changing all other sides as well.

To delete a region or primitive, follow these steps:

1. Click on the region or primitive you want to delete.
2. Select **Delete Region** from the Region menu or **Delete Primitive** from the Objects menu.
3. An alert box appears, asking if you really want to delete the region or primitive. Click on Cancel if you do not want to delete, OK to delete. The region or primitive vanishes from the Preview window.

It is also possible to delete multiple regions at once. **Shift Click** on each region or lasso a group of regions. (See your MEGA manual for more details on lassoing.) A box surrounds the selected regions. Then select **Delete Region** from the Region menu. DeskSet II deletes the selected regions.

ADDING TO AN EXISTING REGION

DeskSet II allows you to add a primitive to an existing region. This feature is useful if, for instance, your article is too long for its text region or you want to add a new column to a table. Or you might just think your page design would look better with another primitive.

When you add a primitive to a text region, text still flows left to right, top to bottom.

To add a primitive to an existing region, follow the procedure outlined below.

1. Click on the region to which you wish to add a primitive. The select box surrounds the region.
2. Select **Add Primitive** from the Objects menu. The Icon bar changes to display the shapes.
3. Select a shape and draw the primitive in the usual manner.
4. Click on the **Close Region** icon. The primitive becomes part of the selected region.
5. Click on the region, then click the right mouse button until the select box surrounds the new primitive.
6. Make any necessary adjustments to the primitive by using the **Primitive Coordinates** option in the Objects menu. The size and location of the primitive change to match the values you enter in the Primitive Coordinates dialog box.

There is an alternative way to perform this procedure. Compare the steps listed above with those shown below and decide which method is most comfortable for you.

1. Click on the region to which you want to add a primitive. The select box surrounds the region.
2. Click the right mouse button so the primitive select box surrounds a primitive in the region. The primitive select box is distinguishable by its diamond-shaped size boxes.
3. Next, press **Control** and hold down the left mouse button at the same time. A hand pointer appears on the selected primitive.
4. Drag the hand pointer to a new location. This copies the primitive to the new spot. The primitive select box surrounds the new primitive.
5. Select **Primitive Coordinates** from the Objects menu and enter the appropriate values. The primitive changes to reflect the values you entered.

LINKING TEXT TO A PREVIOUSLY LINKED REGION

There may be times when you would like to link a text region to the same article as a previously linked region. DeskSet II makes this easy. Just follow these steps:

1. Select the previously linked region. A select box surrounds the region.
2. Select **Open Article** from the Article menu. Since you selected a linked region before opening the article, DeskSet II automatically opens the article linked to the selected region. The Link pointer appears.
3. Place the Link pointer on the unlinked region and click. The white Successful Link box appears behind the Link pointer. The newly linked region will link in *right after the selected region*. If no region was selected when you opened the article, a dialog box appears allowing you to choose an article to open. Newly linked regions append to the last region in the list.
4. Select **Close Article** from the Article menu. The Link pointer turns into the usual mouse pointer.

When an article links to more than one region, text flows into each region according to the order in which the regions were created, regardless of the locations of the regions on the page.

AUTOFLOW

The **Autoflow** command provides a quick way to link a single article to multiple regions. Without **Autoflow**, it would be necessary to click the Link pointer on each region. Since it is possible to link an article to regions on multiple pages, **Autoflow** can save time.

To use **Autoflow**, follow the procedure outlined below.

1. Make sure there is at least one unlinked text region in your document. Create new text regions if needed.
2. Select **Create Article** from the Article menu. Click on the name of the file you want to use, or enter a new name in the Selection field. Then click on OK. The Link pointer appears.

-
3. Select **Autoflow** from the Article menu. The Automatic Text Flow dialog box appears.
 4. Enter the desired page range in the value boxes. This tells DeskSet II which pages the selected article will flow onto. Remember, the article can only flow into unlinked text regions.
 5. Click on OK. The busy bee appears as the text automatically flows into all unlinked text regions on the specified pages.

It is important to remember that **Autoflow** flows text to regions in the order in which you created the regions. However, the text will flow into all regions on the first page before flowing into the regions on the second, even if the regions on the second page were created first. Also, if you moved a region to the back (using **Move Region to Back** in the Region menu), or if regions overlap, the regions in the back fill before the regions in the front.

REGION DESIGN TRICKS

By now, you should have a pretty good idea how primitives and regions work. With these basics in mind, let's look at some of the interesting design tricks you can perform.

Creating Free-Form Regions

Because DeskSet II is a shape-oriented design tool, you can manipulate primitives to create regions that go beyond the basic shapes. By combining primitives, you can create regions that take on just about any shape.

This capability allows you to flow text into your shape. For example, you can design a Christmas document with the lyrics to "Frosty the Snowman" printed in the shape of a snowman. Or you can create a Valentine's Day greeting in the shape of a heart.

You can also use free-form graphic regions to create interesting backgrounds.

To make a free-form text region:

1. Open a text region.
2. Use the primitive shapes to draw the desired shape. Use as many primitives as necessary.
3. Close the region.
4. Create an article and link it to the region.

Punching Holes in Regions

DeskSet II allows you to subtract primitives. Subtracting primitives makes it possible to punch holes in your text and graphics.

To create a hole in a region, follow these steps:

1. Create a text or graphic region. Do not close the region.
2. Select the primitive shape which you want to use for your hole.
3. Select **Subtract Obj** from the Region menu. This tells **DeskSet II** that the next primitive will be a negative primitive.
4. Draw the primitive and set it in its final location. Subtracted primitives fill with a white mask.
5. Repeat steps 2–4 for each hole.
6. Close the region.

You can also put holes in existing regions. Just click on the region and select **Add Primitive** from the Objects menu. Then create the primitives in the same manner as in the above procedure.

FORMATTING GRAPHIC REGIONS

DeskSet II's **Set Graphics** command, found in the Region menu, allows you to determine the attributes of your graphic regions. Use this command to set the following attributes:

Fill pattern: The pattern which fills graphic regions. There are 25 fill patterns to choose from. In addition, you can select from 12 different hatch patterns.

Line style: Choose one of six line styles, from a solid line to dotted lines with different size dots.

Line width: Determine the thickness of your lines. Make your lines one pixel thick or define a point size from 1 to 99 points.



Note: To use any line style other than the solid line, line width cannot be more than one pixel.

Perimeter visibility: With perimeter visibility on, the borders of your graphic regions display. If you turn perimeter visibility off, the borders do not display.

Repel mode: Determine whether text will flow through, over, or around your graphic regions.

Repel bounds: Select the way text interacts with images. Text can either flow around the entire region or the image itself.

Boundary offset: Defines the amount of space between text and the graphic region it repels around.

The values you enter in the Set Graphics dialog box affect all graphic regions created from the time you set the values until you change the values. You can also change the attributes of an existing region by following the steps shown below.

1. Select the region you want to change. The select box surrounds the region.
2. Choose **Set Graphics** from the Region menu. The Set Graphics dialog box appears.

-
3. Enter the desired values in the Set Graphics dialog box. Click on boxes and arrows to set most attributes. Enter numbers to define line width and boundary offset.
 4. Click on OK when all attributes are correct. The graphic region immediately assumes the new characteristics.

FORMATTING TEXT REGIONS

You must tell DeskSet II what formatting characteristics you want to assign to your text regions. These attributes include the following:

- Font
- Point size
- Set size
- Line space
- Kerning
- Reverse type
- Justification mode

Of these attributes, all but justification are set by selecting the **Set Font Info** option from the Setup menu. Set the justification mode by choosing **Justification** from the Setup menu and clicking on the desired mode.

Set the formatting attributes for each region. If you want more than one region to have the same attributes, **Shift Click** on each similar region before setting these attributes. To lasso multiple regions, place the mouse pointer to the left of the upper left region. Then hold down the left mouse button and drag the mouse until the lasso box surrounds all regions.

Set Font Info Option

When you select the **Set Font Info** option from the Setup menu, the Set Font Info dialog box appears.

Set Font Info	
◊ CG TRIMMIRATE ◊	
Font Number	1
Point Size	24 POINTS
Set Size	24 POINTS
Line Space	26 POINTS
KERNING:	<input checked="" type="radio"/> ON <input type="radio"/> OFF
REVERSE TYPE:	<input checked="" type="radio"/> ON <input type="radio"/> OFF
OK Cancel	

Choose a font by scrolling through the list of available fonts with the scroll arrows or by entering the font number in the Font Number value box. The available fonts depend on the current typeface dress file. Each dress file can hold up to 16 fonts. (See **Using Typeface Dress Files** in **Chapter 6**.)

Enter the point size, set size, and line space in the value boxes. Point size is the height of the type. Set size modifies the width of the type. If the point and set sizes are the same, type is normal. A smaller set size condenses the type. A larger set size expands the type.

Line space is the amount of space measured from the baseline of one line of text to the baseline of the next.



Note: You can set point and set size in half-point increments. 10.5 is 10 1/2 points. You can set the line space in 1/4 point increments. 12.1 is 12 1/4, 12.2 is 12 1/2 (12 2/4), and 12.3 is 12 3/4.

Next, determine whether kerning and reverse type will be on or off and click on the corresponding boxes. Remember that kerning must be off for reverse type to function properly. Kerning must also be off for numbers to line up in a table.

When all information in the Set Font Info dialog box is correct, click on OK or press **Return**.

Justification Mode

DeskSet II offers four standard justification modes: Justify, Center, Right, and Left. (See **Fonts** in **Chapter 4** for a description of each mode.)

To set the justification mode for a text region, select the region. The select box surrounds the region. Then, select **Justification** from the **Setup** menu and click on the desired mode. Finally, click on OK or press **Return** and the region automatically accepts that justification mode.

You can override the justification mode on a line-by-line basis with the following function keys while editing text in the Article window:

F10 Quad left

F8 Center

F6 Quad right

CLIPBOARD

DeskSet II contains a method for storing layout information about a region or series of regions on a page. This is the Clipboard. The Clipboard records the following information:

- Size and placement of all regions
- All graphic files on a page
- Text region formatting attributes


The Clipboard offers a way to store a boilerplate of a page layout. Once you store a page on the Clipboard, you can copy that page layout to other pages. The Clipboard merges with the document pages without destroying existing regions.

 **Note:** The File menu offers an option which saves the Clipboard to disk. This allows you to use the same layout for several publications.

Storing a Page on the Clipboard

Display the page you wish to store in the Preview window, then press **Control X** or select the **Page to Clipboard** option from the Page menu. DeskSet II places the region information from the current page onto the Clipboard.

When you move a page to the Clipboard, DeskSet II changes the Clipboard icon to show a blank page on the icon. Any page stored on the Clipboard remains there until you delete the Clipboard information.

 **Note:** You cannot delete current Clipboard information by trying to move another page to the Clipboard. If you try, a dialog box appears, reminding you that the Clipboard is already full.

Clipboard to Page

Once you store a page on the Clipboard, you can use that same layout on other pages. This feature eliminates the need to lay out every page separately. With a blank page displayed in the Preview window and a page stored on the Clipboard, proceed as directed on the next page.

1. Press **Control V** or select **Clipboard to Page** from the Page menu. The Clipboard to Page(s) dialog box appears.

2. Select from the following options.

Current Page Only Places the contents of the Clipboard on the single page currently in the Preview window. Ignores any page range request.

All Pages Places the contents of the Clipboard on all pages. Select a beginning page (From:) and an ending page (To:). Use this option to create multiple page layouts.

Odd Pages Only Places the contents of the Clipboard on all odd numbered pages. Specify a beginning (From:) and ending (To:) page range.

Even Pages Only Places the contents of the Clipboard on all even numbered pages. Specify a beginning (From:) and ending (To:) page range.

3. Click on OK. DeskSet II moves the Clipboard format and layout region information onto the pages specified.

Once you copy the Clipboard to your document, the Clipboard becomes a part of the document file.

Deleting the Clipboard

You must delete the current contents of the Clipboard before storing a new page layout and format to the Clipboard. To delete the Clipboard's current contents, press **Control K** or select the **Delete Clipboard** option from the Page menu. DeskSet II deletes the Clipboard's contents. The Clipboard icon no longer shows a blank page.



Warning: DeskSet II does not warn you about losing data when you delete the Clipboard. If you wish to permanently save the Clipboard's contents, you must save the Clipboard by pressing **Control J**, or by selecting the **Save Clipboard** command on the File menu, before you delete the Clipboard.

Saving the Clipboard

You may wish to permanently save a specific Clipboard layout and format for later use. Use the following procedure to save a Clipboard to disk:

1. Press **Control J** or select **Save Clipboard** from the File menu. Displays the Save Clipboard dialog box.
2. Choose an existing Clipboard file or enter a new filename. The filename appears in the Selection field. DeskSet II adds the .CLP extension.
3. Click on OK. DeskSet II saves the Clipboard's contents to disk.



Note: DeskSet II stores Clipboard files under a directory defined by the **Set Default Paths** option of the Setup menu. If you want to keep Clipboard files in a different directory, you must change the directory path.

Loading a Clipboard File

You can use a previously saved Clipboard file with its region information. Use the following procedure to load a saved Clipboard file:

1. Press **Control I** or select **Load Clipboard** from the File menu. Displays the Item Selector dialog box.
2. Select a Clipboard file. The filename highlights and appears in the Selection field.
3. Click on OK. DeskSet II loads the saved file into the Clipboard. The Clipboard icon shows a blank page.
4. Press **Control V** or select **Clipboard to Page** from the Page menu. The Clipboard to Page(s) dialog box appears. Assign the Clipboard to the proper pages, then click on OK. The Clipboard information loads to the assigned pages.



Warning: If you have stored a page on the Clipboard, selecting the **Load Clipboard** option from the Page menu will load the saved Clipboard file and delete the current Clipboard data.

BASE PAGES

DeskSet II uses the Base Page feature to store text, and region formatting information. You can use a Base Page to produce running heads and footers, page frames, and other information you may or may not wish to print with your document. Base Page data does not merge with your document. You can save a Base Page for use in future documents.

A DeskSet II Base Page contains the following information:

- Size and placement of regions
- Text and justification formatting of all text regions
- Graphic region formatting
- Text files attached to all regions
- All image graphic files contained on a page

Unlike Clipboard files, Base Page files include the articles linked to the text regions. Think of the Base Page file as a text boilerplate for running heads, letterheads, or other text which will appear on all pages of your publication.

A Base Page file includes a right page and a left page. DeskSet II uses information from the right Base Page on odd numbered pages and information from the left Base Page on even numbered pages.

The Page icon in the lower right corner of the DeskSet II desktop indicates which Base Page is shown in the Base Page window. The Page icon displays an **R** on the right page to indicate a right Base Page, or an **L** on the left page to designate the left Base Page.

Creating a Base Page

Use the following procedure to create a Base Page. This Base Page may include text headers and footers, or graphics (for example, a company logo or letterhead) you want on each page.

With DeskSet II started, proceed as follows:

1. Select **Edit Base Page** from the Options menu. The Preview window becomes the Base Page window.
2. Click on the right or left Page icon to select the Base Page you wish to create. The Page icon displays an R or L on the appropriate page.
3. Create regions and link text in the Base Page window. Create the Base Page the same way you would create a publication. Include all regions, graphics and linked text.
4. If desired, repeat steps 2 and 3 to create the other Base Page in the pair. Base Pages consist of two parts, left and right. You can create either part or both.
5. Select **Edit Preview** from the Options menu. Changes the Base Page window to the Preview window, returning you to your publication.

Setting a Base Page

When you create a Base Page that page shows in the Preview window, unless you hide or delete the Base Page. If you only created a right Base Page your Base Page will only appear on odd-numbered pages. DeskSet II includes a feature which allows you to set one Base Page on all pages.

The **Set Base Pages** option lets you create one Base Page, then set that Base Page on both the odd and even (or right and left) pages of your document. Of course, you can also create two Base Pages and set them in the Preview window. You can also determine whether the Base Pages will display behind or in front of the page in the Preview window.

Follow this procedure to use the **Set Base Pages** option.

1. Create a Base Page or Base Page pair as instructed earlier in this chapter.
2. Select **Set Base Pages** from the Options menu. The Set Base Page Options dialog box appears.

-
3. Choose whether to use the left, right, or both sides of the Base Page pair. If you select the left or right Base Page only, that Base Page will appear on all pages in the Preview window. If you select both the left and right Base Pages, each side of the Base Page pair will appear only on the pages on that side. In other words, left Base Pages will appear on even-numbered pages and right Base Pages will appear on odd-numbered pages.
 4. Select whether you want your Base Pages to appear behind or in front of the regions in the Preview window. You will usually want to display your Base Page behind the document. However, in cases where the document regions hide the Base Page regions, you may want to display your Base Pages in front of the document.
 5. Click on OK or press **Return**. The options you selected take effect.

Saving a Base Page

You may wish to save your Base Page for use with other publications. If you created a Base Page for the first chapter of a book, save that Base Page for use with the book's other chapters. You might even wish to save a newsletter Base Page for use with all future issues.

Save your newly created Base Page by following the steps shown below.

1. Select **Save Base Page** from the File menu. Displays an Item Selector dialog box.
2. Type in a filename. Saves both left and right Base Pages under the same Base Page name. Automatically adds the Base Page (.BPL) filename extension.



Note: Base Pages are always stored in pairs. When you create and save a left Base Page, the right page saves as well, even if the right page is blank. You cannot load each page separately.

Loading a Base Page

When you create a publication with DeskSet II, you might wish to use a previously saved Base Page. If so, proceed as follows:

1. Select **Load Base Page** from the File menu. Displays the Item Selector dialog box. All Base Page files (with the .BPL filename extension) appear.
2. Select a Base Page file. Highlights the Base Page file you select, with the name of that Base Page appearing in the Selection field of the dialog box.
3. Click on OK. DeskSet II displays the Base Page you selected in the Preview window. DeskSet II displays the Base Page along with your publication in the Preview window.



Note: You can display Base Pages either behind or in front of document regions.

Using a Base Page


Use a Base Page to create a layout you can use on multiple documents. Practical uses include company letterheads, forms, and standard newsletter features, such as the title. You can also use Base Pages to create guides to help you with your page layout. After you finish the layout, just delete the Base Pages.

It is sometimes helpful to have two Base Page files for each document. The first file should include guides to help you design your page. The second file could include any lines, headers, footers, or anything else you want to print on every page.

Use the first Base Page file when designing the document. Load the second file when you are ready to print.

Displaying/Hiding the Base Page

When DeskSet II loads a Base Page, the Base Page displays in the Preview window along with the current publication. You can either hide or display the Base Page by using the commands under the Options menu.

 **Note:** Once you set a Base Page, DeskSet II always prints the Base Page along with your publication. The Base Page prints even if hidden in the Preview window. If you do not want to print the Base Page, delete it before printing.

Erasing and Deleting Base Pages

Choosing the **Erase Base Page** command from the Options menu erases the Base Page from the page displayed in the Base Page window. This command does not erase the other page (left or right) of the Base Page pair.

When you erase a Base Page, all information contained in the Base Page disappears from your page.

A warning box displays, asking if you want to **Delete the current Base Page**. Click on OK. That Base Page disappears, but the opposite Base Page remains.

 **Note:** The **Erase Base Page** command only works in Edit Base Page mode.

Choosing **Delete Base Pages** from the Options menu deletes both the left and right Base Pages. Those Base Pages no longer appear in the Preview window.

A warning box displays asking if you want to **Delete Both Base Pages**. Click on OK. The Base Pages disappear from your page.

 **Note:** The **Delete Base Page** command works in both Edit Base Page and Edit Preview modes.

CHAPTER 6

TEXT FEATURES

The best designed document is of very little use if it does not convey the information it was created to convey. Although DeskSet II cannot make you a professional writer, it can make your publication look professional. This chapter shows you how to create professional-looking text by discussing the following:

- Typeface dress files
- Using DeskSet II's Translation Utility
- Using the Text Editor
- Handling text

USING TYPEFACE DRESS FILES

A typeface dress file (filename extension .DRS) contains the information about DeskSet II's fonts. These files contain information identifying the typefaces included in that font dress file.

DeskSet II allows you to include 16 fonts in each dress file. The program also lets you modify a dress file to fit the font and kerning requirements of each publication. The default typeface dress file is DRESS1.DRS. To view the contents of a .DRS file, select the **Display Typeface Dress** option from the Setup menu.

UFID	COMP#	FACE#	TYPEFACE NAME	AVCC	AUTO KERNING	USER KERN
0001	888581882244	C6	TRIUMVIRATE	Yes	Standard	No
0002	888581882245	C6	TRIUMVIRATE IT	Yes	Standard	No
0003	888581882248	C6	TRIUMVIRATE BD	Yes	Standard	No
0004	888581882249	C6	TRIUMVIRATE BDI	Yes	Standard	No
0005	888581882253	C6	TRIUMVIRATE HV	Yes	Standard	No
0006	888581882254	C6	TRIUMV HV IT	Yes	Standard	No
0007	888581882588	C6	TINES	Yes	Standard	No
0008	888581882581	C6	TINES IT	Yes	Standard	No
0009	888581882584	C6	TINES BD	Yes	Standard	No
0010	888581882585	C6	TINES BD IT	Yes	Standard	No
0011	888581882586	C6	OMEGA	Yes	Standard	No
0012	888581882587	C6	OMEGA IT	Yes	Standard	No
0013	888581882518	C6	OMEGA BD	Yes	Standard	No
0014	888581882511	C6	OMEGA BD IT	Yes	Standard	No
0015	888581888326		BRUSH	No	No	No
0016	881753887127		MCS PI NO 1 USA	No	No	No

FONT

ADD
REMOVE
NEW PATH
NEW UFID

KERN PAIRS

COPY
MODIFY
REMOVE

OK

Each typeface dress file contains the following information:

UFID
(User Font
ID Number)

The number you assign to this particular typeface name. Refer to the UFID when setting a typeface in the Set Font Info and Tag dialog boxes.

COMP#

The six digit Complement number identifies the keyboard layout used by that font.

FACE#

The manufacturer's number of the typeface.



Note: The last four digits of the Complement number and the last four digits of the Typeface number make up the filename of the font. In addition, DeskSet II identifies fonts by the extension .SCC.

TYPEFACE NAME

The manufacturer's name of the typeface.

AVCC

Identifies whether Automatic Variable Character Compensation is used with a font. Lists either "yes" or "no."

**AUTO
KERNING**

Identifies whether DeskSet II automatically spaces between letters. Lists either "standard" or "no." If no, you may want to define kern pairs. See **Kern Pair Options** later in this chapter for more details.

USER KERN

Indicates that the user manually selects kerning. If you have not defined any kern pairs, the word "no" appears in this column. After you define kern pairs, the number of defined pairs appears.

DeskSet II offers seven commands which allow you to modify typeface dress files. The first four commands let you change the actual dress file by adding or deleting fonts, changing paths, or assigning new UFID numbers. The last three commands let you change the kern pairs information. Access these commands by selecting **Modify Typeface Dress** from the Setup menu.

A description of each of these commands follows:

Font Commands

ADD



Adds a new font to the typeface dress file.

Note: You cannot have more than 16 fonts in a typeface dress file at any one time. If you wish to add a font, and the **ADD** command is dimmed, you must remove a font before adding a new one.

REMOVE

Removes a font from the typeface dress file.

NEW PATH

Defines a new directory path DeskSet II will use to load this font file. Use this command if your font is in a different disk folder.

NEW UFID



Assigns a new User Font Identification number to the selected font.

Note: You cannot use a currently used UFID number. If you wish to use an existing number, you must first redefine the existing number, or remove that font. You may use any number from 1 to 9999.

Kern Pairs Commands

COPY

Copies kern pair specifications from one font of a typeface dress file to another font in that dress file.

MODIFY


Changes existing kern pair specifications for the selected font.

REMOVE

Erases all current kern pair specifications for the selected font.

Adding a Font

You can add fonts to any typeface dress file containing fewer than 16 fonts. To add a font, follow the steps listed below.

Action	Description
1. Select Modify Typeface Dress from the Setup menu.	The current dress file displays.
2. Click on ADD under the FONT heading.	Brings up the Item Selector listing available fonts.
 Note: The fonts are listed by 8-digit number filenames. The first four digits of the number refer to the Complement number; the last four digits refer to the Face number.	
3. Select a font and click on OK .	Brings up the Add Font dialog box.
4. Change the directory path, if necessary. If no change is needed, skip to the next step.	Determines the directory path DeskSet II will use to load the font file.
5. Click on the User Font ID value box. Enter a number from 1 to 9999.	Assigns the UFID by which you will identify the font in the Modify Typeface Dress dialog box.
6. Click on Add Font .	Adds the new font to the Typeface Dress File, and returns you to the Typeface Dress dialog box. The dialog box changes to reflect the addition of the new font.
7. Click on OK .	The Save Dress File Change(s) dialog box appears. Click on OK to save the changes. Click on Cancel to cancel the changes. Click on New Dress File and follow the onscreen instructions to create a new dress file containing your changes.

8. The Save Font Path Changes dialog box appears. Click on OK to save the changes. Click on Cancel if you do not want to save the path changes.

Saves any changes to the directory paths you might have made. This dialog box appears whether you changed the path or not.

Removing a Font

You may need to remove a font from a dress file so you can add a new font in its place. Removing a font from a dress file does not delete the font from the disk. You can add the font again later, or add it to a different dress file.

Follow the steps listed below to remove a font.

Action	Description
1. Select Modify Typeface Dress from the Setup menu.	The Typeface Dress dialog box displays.
2. Click on the UFID value box of the font you wish to remove.	Tells DeskSet II which font you want to effect.
3. Click on REMOVE under the FONT heading.	Removes the font and returns you to the Typeface Dress dialog box. The dialog box reflects the change.

Changing a Font Directory Path

You will want to change a font directory path if you moved your fonts or renamed your font folder. To change a font directory path, follow the steps shown below.

Action	Description
1. Select Modify Typeface Dress file from the Setup menu.	The Typeface Dress dialog box displays.
2. Click on the UFID number of the font whose path you wish to change.	Tells DeskSet II which font to effect.
3. Click on NEW PATH under the FONT heading.	Brings up the New Directory Path dialog box. The dialog box displays the UFID and the current directory path for the font file including the font filename (an 8 digit number).
4. Enter the new directory path for the font file.	Changes the font directory path.
5. Click on OK.	Returns you to the Typeface Dress dialog box.

Changing a Font UFID Number

The following procedure explains how to change a UFID number.

Action	Description
1. Select Modify Typeface Dress from the Setup menu.	Displays the Typeface Dress dialog box.
2. Click on the UFID value box of the font you want to change.	Selects the font to effect.
3. Click on NEW UFID under the FONT heading.	Brings up the NEW UFID dialog box. The box displays the current UFID.

4. Enter the new identification number.

You cannot use a number currently assigned to another typeface name in this dress file. You can use numbers from 1 to 9999.

5. Click on OK.

Returns you to the Typeface Dress dialog box. The dialog box changes to reflect the new UFID.

Kern Pair Options

Kerning refers to the removal or addition of space between specific character pairs. DeskSet II allows you to define a maximum of 256 kern pairs per font. Whenever a font with defined kern pairs is used, those characters are positioned according to the kerning values you define. User-defined kern pairs override the default standard kerning tables.

DeskSet II's standard font library contains two types of sectored kerning for most fonts: Standard and Designer. Standard and Designer kerning are based on character shapes. Designer kerning is tighter.

When you use **Add Font** in the Modify Typeface Dress dialog box, you choose which type of kerning information to copy from the DeskSet II font library. You may specify user-defined kern pairs in addition to the sectored kerning. The Typeface Dress dialog box reflects whether the font uses user-defined kern pairs. The Set Font Info dialog box allows you to turn kerning on and off for a particular font.

Copying Kern Pairs

Use this option to copy the kerning information from one font in the dress file to another font in the same dress file. This allows you to use the same set of kern pairs without reentering the list.

Action	Description
1. Select Modify Typeface Dress from the Setup menu.	The Typeface Dress dialog box appears.
2. Select the UFID of the file you want to copy kerning information from.	Tells DeskSet II which font to effect.

3. Click on **COPY** under the **KERN PAIRS** heading.

Brings up the Copy Kern Pairs dialog box. The From UFID box shows the UFID from which you will copy the kerning information.

4. Enter the UFID of the font you wish to copy to.

Identifies the destination file.

5. Click on **OK**.

Returns you to the Typeface Dress dialog box. The To UFID font will now have the same kern pairs as the From UFID font.

Modifying a Kern Pair

The **Modify Kern Pair** option allows you to modify as well as create and delete individual kern pairs.

CG TRIUMVIRATE IT		UFID	8882	Auto Kerning	Standard
001		017	033	049	
002		018	034	050	
003		019	035	051	
004		020	036	052	
005		021	037	053	
006		022	038	054	
007		023	039	055	
008		024	040	056	
009		025	041	057	
010		026	042	058	
011		027	043	059	
012		028	044	060	
013		029	045	061	
014		030	046	062	
015		031	047	063	
016		032	048	064	

Next 64 Pairs Previous 64 Pairs OK Cancel

Across the top of the box are the font name, UFID, and auto kerning setting. The main part of the box contains 256 fields (64 fields per page) where you enter or modify kerning information. Each field has three sets of dashes. The first and second sets hold the characters of the kern pair. The third holds the kerning value. There are boxes at the bottom of the screen which allow you to move forward or back one page, as well as the usual OK and Cancel boxes.

You can kern keyboard characters by pressing the key for that character.

To enter a kern pair, follow these steps:

1. Select **Modify Typeface Dress** from the Setup menu. The Typeface Dress dialog box appears.
2. Select the **UFID** of the font whose kern pairs you wish to modify, then click on **Modify**. The Kern Pairs dialog box appears.
3. Position the cursor in the first field. Enter the first character of the pair you want to kern.



Note: When entering characters, you can either type the character or its Flash Position Number (listed in **Appendix C**). In most cases, it is easier to enter the character. However, since some special characters, such as Pi characters, are not directly accessible from the keyboard, you may occasionally need to enter the Flash Position Number.

4. Press **Space Bar** twice to move the cursor to the next set of dashes. Enter the second letter of the kern pair.
5. Move to the third set of dashes and enter a unit value from -32 to $+32$. Include the minus or plus sign. If you do not specify a $-$ or $+$ sign, DeskSet II defaults to a minus sign.

A value of -32 is the loosest fit possible; $+32$ is the tightest. Values greater than $+32$ or less than -32 are not accepted.



Note: A value of one is equal to $1/54$ th of a relative unit based on a 54-unit em space.

6. Click on **OK** when finished defining kern pairs.

Removing Kern Pairs

The **Remove** option erases all kern pair information from a font.



Warning: The **Remove Kern Pair** option removes all kern pairs. If you wish to remove only a specific pair, use the **Modify Kern Pair** option.

Follow these steps to remove all kern pairs.

Action	Description
1. Select Modify Typeface Dress from the Setup menu.	The Typeface Dress dialog box appears.
2. Click on the UFID of the font whose kern pair information you want to remove.	Identifies the font you want to alter.
3. Click on Remove under the Kern Pairs heading.	All user defined-kern pair information for that font disappears.

Exiting the Typeface Dress Dialog Box

If you modified your dress file in any way, DeskSet II leads you through a series of dialog boxes before you can return to the Preview window. If you did not make any changes, you return automatically to the Preview window.

To exit the Typeface Dress dialog box after making changes, click on OK.

A dialog box appears, asking if you want to “save changes to disk.”

If you do not want to save the changes, click on Cancel. The Save Font Path Changes dialog box appears. Click on Cancel. DeskSet II returns you to the Preview window.

OR

If you want to save the changes, click on OK. The Save Font Path Changes dialog box appears. If you do not want to save the path changes, click on Cancel. If you want to save the changes, click on OK. DeskSet II saves the changes and returns you to the Preview window.

OR

If you want to save the changes as a new dress file, click on the box marked “New Dress File.” The Item Selector appears. Enter a filename for your new dress file, then click on OK. DeskSet II automatically

assigns the .DRS extension, unless you specify otherwise. Next, the Save Font Path Changes dialog box appears. Click on OK or Cancel, whichever applies. DeskSet II returns you to the Preview window.

USING THE TRANSLATION UTILITY

DeskSet II's Translation Utility enables you to convert text files to a format readable by DeskSet II. Conversion includes selecting a translation table (see **Creating a Translation Table in Appendix C**), up to five source text files you want converted, and a name (target) for each of those files. A translation table is a file designed to convert the embedded characters (the instruction codes such as closed quotes or paragraph spacing) for a specific word processor's files to DeskSet II's format.




Note: If you do not have a translation table for your word processor, save your word-processed file as ASCII. Saving a file as ASCII limits the types of embedded characters to carriage returns and tabs. DeskSet II can read straight ASCII files, but it saves time if you create a translation table to change quote marks, tabs, returns, and so on.

From the Setup menu, select the **Translation Utility** option. The following File Translation dialog box displays.

FILE TRANSLATION	
Source File(s)	Target File(s)
1 <input type="text"/>	-> <input type="text"/>
2 <input type="text"/>	-> <input type="text"/>
3 <input type="text"/>	-> <input type="text"/>
4 <input type="text"/>	-> <input type="text"/>
5 <input type="text"/>	-> <input type="text"/>
Current Table	<input type="text"/>
<input type="button" value="START"/>	<input type="button" value="Cancel"/>

Converting a File

From the File Translation dialog box, begin converting your word processor text files as follows:

Action	Description
1. Click on the Current Table field.	Displays the Item Selector dialog box, listing all translation table (.TBL) files.
2. Click on the translation table file you wish to select.	Highlights the selected translation table file.
3. Click on OK.	DeskSet II loads the translation table file. The File Translation dialog box appears, with the name of the translation table file you selected shown in the Current Table field.
4. Click on the Source File(s) field surrounded by a shadow.	The Item Selector dialog box appears. The files available for conversion display in the dialog box.
 Note: The Translation Utility assumes that the text files are in the same subdirectory as the conversion table. If the files are not in the same subdirectory, change the directory path to display the text files.	
5. Click on a text file you want converted.	The file you selected highlights.
6. Click on OK.	Displays the File Translation dialog box. The first Source File box contains the name (in light gray) of the file you want converted.
7. Click on the Target File(s) field surrounded by a shadow.	The Item Selector dialog box appears, listing the filenames in that directory. You should not use an existing filename. You must add the .TXT filename extension.

-
- | | |
|---|---|
| <p>8. Type a new filename in the Selection field.</p> | <p>The name of the target file appears in the Selection field.</p> |
| <p>9. If you wish to convert other text files, repeat steps 4–8 for each additional file.</p> | <p>Displays the File Translation dialog box. The Target File(s) box contains the name of the file (in light gray) you want converted.</p> |
| <p>10. Once you have selected the files you wish to convert, click on Start.</p> | <p>DeskSet II converts the text file(s). The source and target filenames highlight during translation.</p> |
| <p>11. If you have no other files you wish to convert, click on Cancel.</p> | <p>The Preview window displays. Your translated text files are now available for use in your publications.</p> |

USING THE DESKSET II TEXT EDITOR

The DeskSet II Text Editor is a powerful writing tool with many features. You can create everything from headlines to body copy with DeskSet II. However, since DeskSet II is predominantly design-oriented, you may find it more convenient to create your longer text files with your favorite word processor.

This is especially true if you use DeskSet II in a multi-person operation. Your writers can produce their copy on their own machines (including PC-compatible computers) and save their text files. Then you (or your typesetter) can use the Translation Utility to transfer your writers' files into DeskSet II.

In the meantime, you (or your designers) can layout the publication and create heads, kickers, captions, and so on with the DeskSet II Text Editor.

The Article Window

Access DeskSet II's Text Editor through the Article window. When you first start DeskSet II, the Article window appears on the right side of the screen. The top-right corner of the window contains a Full Box. The Size Box is in the lower-right corner. Scroll Bars stretch across the right side and the bottom of the window. The shaded area at the top of the window

is the Move bar. Use the boxes and bars to adjust the size and location of the Article window.

Activate the Article window by clicking on it. Notice that activating the Article window also activates the Text menu, while deactivating all other menus except the Desk menu.

Creating a New Text File

You must create an article before you can edit text in the Article window. To create a new text file, follow this procedure:

1. Open a text region and draw a primitive anywhere on the page.
2. Select **Create Article** from the Article menu. The Item Selector appears, showing all your existing text files (extension .TXT). Make sure that none of the existing files has the same filename as the file you want to create.



Note: If the Item Selector does not display the files you expect, check the default paths in the **Set Default Paths** option in the Setup menu. Make sure the Text Files field shows the correct path.

3. Type the filename of your new file in the Selection field. Click on OK or press **Return**. The following alert box appears:

File Not Found...
Create a new file in the editor?

Buffer Size: Thousands
(Max Size = 99 Min Size = 10)

-
4. Enter the desired buffer size in the box provided. To do this, you should have some idea of the length your article will be when finished.



Note: Each unit entered in the Buffer Size box equals one kilobyte, or approximately 1,000 characters (about 1/2 typewritten page). Leave extra space for the formatting information DeskSet II will include in the file. It is better to over estimate the size of your file than to under estimate the size. If your buffer is too small, you may run out of space to enter text.

5. Click on OK or press **Return**. The Link pointer appears.
6. Place the Link pointer on your text region and press the left mouse button. The Successful Link box appears behind the pointer.
7. Select **Close Article** from the Article menu. The normal mouse pointer reappears.
8. Click on the text region. The select box surrounds the region. This tells DeskSet II which article you want to edit.
9. With the select box showing, position the mouse pointer inside the Article window, then click. The Article window activates and the text cursor appears.

If you want your text file to show in the Article window beginning with a specific line, position the pointer on that line in the Preview window and **Alternate Click**.

10. Enter text. Fully enlarging the Article window by clicking on the Full Box speeds up text processing.

Editing Text Files

Once you open an article and the cursor appears in the Article window, you can begin editing text. DeskSet II's Text Editor offers a full range of editing commands.

Insert/Overwrite Modes

Insert

Insert mode allows you to add text at the cursor, inserting all additions between the cursor and the existing words to the right of the cursor. Overwrite mode places a block cursor over individual characters, allowing you to replace the existing character with a new character. Toggle between the two modes by pressing **Insert**.

Delete

Alternate D

or

Backspace

or

Delete

You can either delete an individual character or an entire block of text.

To delete an individual character, position the cursor to the right of the unwanted character and press **Backspace** or position the cursor to the left of the unwanted character and press **Delete**.

To delete a block of text, position the cursor to the left of the first character in the text block, then press **Alternate D**. The character dims and is underlined. Next position the cursor to the right of the last character in the block of text. The Text Editor boldfaces and underlines the entire block. Pressing **Alternate D** again deletes the block of text from the screen and places it in the text buffer.

Copy To Buffer

Alternate B

Works like **Delete**, except the text block is copied from the screen, not deleted. The Text Editor stores the copied text in the text buffer.



Warning: Storing text in the text buffer replaces all text previously stored in the buffer.

Copy From Buffer

Alternate C

Select Article

Alternate S

Get from File

Alternate G

Forward Find

Alternate F

To copy a block of text to the buffer, position the cursor to the left of the first character in the block, then press **Alternate B**. The Text Editor dims and underlines the first character. Next, place the cursor to the right of the final character in the block. The entire block of text highlights in boldface. Press **Alternate B** again and DeskSet II stores the text block in the text buffer.

Inserts the text stored in the buffer into your article. Just position the cursor where you want to insert the buffer text, then press **Alternate C**. DeskSet II copies the block of text from the buffer to the Article window.

Copy From Buffer, when used with **Delete** or **Copy To Buffer**, allows you to cut or copy a block of text from one place and paste it into another.

Provides a list of articles used in the document which you can load for editing in the Article window.

Merges a text file with the file in the Article window. Position the cursor where you want the new text to merge with the old text, then press **Alternate G**. The Item Selector appears with a list of all your .TXT files. Click on the desired filename or enter the filename in the Selection field, then click on OK or press **Return**. The selected text file merges with the file in the Article window at the cursor.

Allows you to locate a word, series of words, or specified punctuation located anywhere after the cursor. Press **Alternate F**. The Find Text dialog box appears. Enter the text you want to locate (up to 50 characters). If you want to ignore the differences between

Reverse Find

Alternate **V**

Replace

Alternate **R**

Again

Alternate **A**

upper and lower case characters when searching, then click on the Ignore Case box. After entering the desired information, click on OK or press **Return**. The Text Editor searches for the next occurrence of the entered text.

Works exactly like **Forward Find**, except it searches behind the cursor for the desired text.

Searches and replaces a specified text string anywhere after the cursor. To use the **Replace** option, press **Alternate R**. The Replace Text dialog box appears. On the first line, enter the existing text string which you want to replace. Enter the new text on the second line. Then, choose whether you want the Text Editor to match the upper and lower case characters. Next, decide whether to replace the first occurrence of the search string, or every occurrence.

Repeats the last **Find** or **Replace** command.

Markers

DeskSet II's Text Editor provides four markers you can use to jump to specific points in the text file. If you want to jump to a certain place in the article, set a marker. Then, use the **Jump To Marker** command to go straight to the marker. Markers are useful when editing text. If you need to stop, set a marker. When you start again, find where you left off by jumping to the marker.

To set a marker, place the cursor where you want the marker and press **Alternate M**. The Set dialog box appears. Click on Marker A, B, C, or D. DeskSet II marks the spot.



Note: Setting a marker resets any previous use of that same marker. DeskSet II assigns all unused markers to the end of the file.

To jump to a marker from any location in the text file, press **Alternate J**. The Jump To dialog box appears. Select the marker you want to jump to. The Text Editor immediately takes you to the specified marker.

Local and Global Tags

The most powerful feature of the DeskSet II Text Editor is its ability to tag text. Tags allow you to alter the formatting of specified blocks of text, overriding all previous formatting of that block (set in the Setup menu). This lets you perform such typesetting functions as changing font or font size, advancing or reversing leading, inserting a character, altering character compensation, and other useful formatting changes.




Note: You cannot change the line space assigned to the text region from the Setup menu with a tag. Also, you cannot tag nothing. However, you can tag an unwanted character, then delete the character. The tag stays in place.

Tag information is stored in the .DS2 file. The .TXT file stores the text, tag symbols, and tag numbers. In addition, you can save individual tags for repeated use by selecting the **Save Tag** option in the File menu.

There are two types of tags: Global and Local. Both types of tags use the same Tag dialog box and do the same things, with a few minor exceptions. For information on the differences between the two kinds of tags, see **Global Tags** and **Local Tags** later in this chapter.

TAG ◁ <input type="text" value="1"/> ▷	<input type="checkbox"/> Kerning <input type="checkbox"/> ON <input type="checkbox"/> OFF
<input type="checkbox"/> Flash Only <input type="checkbox"/> Flash Off	<input type="checkbox"/> Reverse Type <input type="checkbox"/> ON <input type="checkbox"/> OFF
<input type="checkbox"/> Point Size: _____	<input type="checkbox"/> Justification J L R C
<input type="checkbox"/> Set Size: _____	<input type="checkbox"/> LetterSpacing <input type="checkbox"/> ON
<input type="checkbox"/> Font: _____	Pos: ___ Neg: ___ <input type="checkbox"/> OFF
<input type="checkbox"/> Advance Leading: _____	<input type="checkbox"/> Space Band Pref: ___
<input type="checkbox"/> Reverse Leading: _____	Min : ___ Max: ___
<input type="checkbox"/> Hor. Move Right: _____	<input type="checkbox"/> Insert Character: ___
<input type="checkbox"/> Hor. Move Left : _____	<input type="checkbox"/> Hyphenation <input type="checkbox"/> ON <input type="checkbox"/> OFF
<input type="checkbox"/> Auto Compensation: ___ <input type="checkbox"/> ON <input type="checkbox"/> OFF	# successive hyphens: -
<input type="checkbox"/> Man. Compensation: ___ <input type="checkbox"/> ON <input type="checkbox"/> OFF	# chars before hyphen: -
	# chars after hyphen: -
	<input type="button" value="OK"/> <input type="button" value="CANCEL"/>

Below is a list of the options in the Tag dialog box, along with descriptions of each option.

TAG		The number or name of the particular tag. A global tag can have any name you assign to it, up to 13 characters. DeskSet II numbers local tags from 1 to 184.
Flash Only		Use Flash Only whenever you want one character printed over another. For example, you can use Flash Only to underline, put a check mark in a box, or to put an accent mark over a letter for foreign characters. Flash Only works on one character at a time.
		Note: Although you can underline with Flash Only , it is sometimes easier to draw a line graphic beneath the text you want to underline. (See Underlining later in this chapter.)
Flash Off		Turns off the character flash. The tagged text will not print, but the spaces the characters would normally occupy remain blank.
Point Size		Sets the font point size (height) within the block of tagged text. Overrides the region Set Font Info settings.
Set Size		Specifies the width of the tagged text. Overrides the region Set Font Info settings.
Font		Overrides the region Set Font Info settings. Use this command for bolds, italics, or to access another font in the typeface dress file. (See Formatting Text Regions in Chapter 5.)
Advance Leading		Enter the amount of space (in the current unit of measurement) you need above the tagged text. The tagged text prints lower on the line than the surrounding text. Use this feature to create subscripts or table heads.

Reverse Leading

Enter the amount of space (in the current unit) you need below the tagged text. The base of the tagged text is higher on the line than the surrounding text. Use this feature to create superscripts or table heads.

Hor. Move Right

Move the tagged text a specified amount of space to the right (in the current unit). Use this feature to create paragraph indents or squeeze words together.

Hor. Move Left

Move the tagged text a specified amount of space to the left (in the current unit). Use this feature for manual kerning.

Auto Compensation

Turn Automatic Variable Character Compensation (AVCC) on or off from the setting you chose in the Setup menu. The AVCC automatically adjusts to different point size, set size, and font. Enter 1 for Book Set, 2 for Ad Set, or 3 for Tight Set.

Manual Compensation

Turns manual character compensation on or off. This command can work with the AVCC on or off. Use to tighten display type or specific character combinations. You should also use this command when you are not in justified mode and need to tighten a line to make everything fit.

Kerning

Eliminates the extra space that may occur between certain characters. Turn kerning off for reverse type and to keep numbers lined up in a table.

Reverse Type

Turns **Reverse Type** on or off. With **Reverse Type** on, white text prints on a black background. Turn kerning off when using **Reverse Type**.

Justification

Override the text region justification mode. Select from Justify, Left, Right, and Centered modes. Tag the entire block of text. Make sure the **Return** following each line of tagged text is inside the tag. See **Function Keys** for one line justification overrides.

LetterSpacing

Turn letter spacing on or off. Controls the inter-character spacing range used by DeskSet II's justification mode. Overrides the information entered from the **Word Spacing** option in the Setup menu. A negative number adds space between letters. Only use this command when you are in Justified mode.

Space Band

Controls the amount of space between words on a justified line. Overrides the **Word Spacing** option in the Setup menu. Use this command when you are in Justified mode only.

Insert Character

Inserts dot leaders, baseline rules, spaces, or any other character. Use a **Return** at the end of the line to let DeskSet II know how much space you want filled. The inserted character will fill all the remaining space in the line.

Enter the desired character or its flash number on the line provided in the Tag dialog box. Access special Pi characters by entering their flash numbers.

To insert space, tag a space. When the Tag dialog box appears, select Insert Character, then press the space bar on the line provided in the dialog box. Click on OK. Delete the tagged space, but leave the tag dots in place.

Hyphenation

Turns hyphenation instructions on or off for the block of text. Overrides the Setup menu. Does not override hyphenation language or exception dictionary information.

If **Hyphenation** is on, enter values for the maximum number of consecutive hyphenated lines and the minimum number of characters before and after hyphens.

Global Tags

You can set a maximum of 16 global tags, each with its own name. Since you name the tags, it is easy to remember what each tag does. The Global Tag dialog box shows all 16 tag titles at one time, making global tags easy and fast to access.

To set a global tag, follow the instructions listed below.

1. Use the mouse to position the cursor to the left of the text you wish to modify, then press **Alternate T**.
2. Use the mouse to position the cursor to the right of the tagged text block. Press **Alternate T** again. The tagged text block underlines and turns bold. The Global Tags dialog box appears.
3. Click on a blank area in the dialog box. Click on OK.
4. The Tag dialog box appears. Enter the name (up to 13 characters).
5. Choose the attributes you want to assign to the text block. (See the list earlier in this section for detailed descriptions of each attribute.) Click on OK. This sets the tag.

Once you name the tag and assign the attributes, you need only perform the following steps to use that tag on additional text blocks.

1. Define the tagged area as in steps 1–3 above.
 2. When the Global Tag dialog box appears, highlight the name of the tag you want to use by clicking on that name.
-

-
3. Click on OK. The text block accepts the attributes assigned to the tag you chose.

To modify an existing global tag, click on a tag name. Then, click on Modify. The Tag dialog box appears. Make the changes, and click on OK.

Local Tags

Local tags are nearly identical to global tags, except that each local tag is identified by a number instead of a name. Use any number from 1 to 184 different local tags in a document. DeskSet II automatically numbers local tags, beginning with the number immediately following the last tag used. Use a local tag when setting a tag that will only affect a specific block of text. Use global tags for frequently used tags.

To use local tags, follow the steps listed below.

1. Click to the left of the block of text you wish to tag.
2. Press **Alternate L**. The first character dims and underlines.
3. Click to the right of the block you wish to tag. Press **Alternate L** again.
4. The Tag dialog box appears. Select the attributes you wish to assign the tagged block of text, then click on OK.
5. The Start and End Tag dots appear at each end of the tagged text block. The block of text appears normal in the Text Editor, but when printed or displayed in the Preview window, it will take on the new attributes.

Delete Text Tag

Deletes tags and formatting information associated with the tag. Move the cursor to the left of either tag dot. Press **Alternate X**. The Delete Tag alert box appears. Press **Return** or click on Yes to delete the tag.

Saving a Tag

The **Save Tags** option allows you to save the current set of tags for use in other documents. To save a set of tags, follow these steps:

1. Activate the Preview window.
2. Select **Save Tags** from the File menu. The Item Selector appears.
3. Enter a name on the Selection field then press **Return** or click on OK. All tags used in the current document save to the disk. DeskSet II assigns tag files the .TAG extension.



Note: Tags save to the pathway specified on the Clipboard line in the **Set Default Paths** option under the Setup menu. If you try to save to a nonexistent pathway, DeskSet II gives you a Disk Error alert box. Click on OK, then change the default path in the **Set Default Paths** option.

Load Tags

Allows you to load a set of tags saved with the **Save Tags** option. You must activate the Preview window before loading tags. Then select **Load Tags** from the File menu. Click on the filename with which you saved the desired tags. Click on OK or press **Return** to load the specified tags file.

USING TEXT WITH GRAPHICS

DeskSet II lets you determine the way text interacts with graphics. Text can print directly over the graphic region; skip over the region and begin again below the graphic; print above, below and on both sides of the graphic; or form itself around the actual image area.

Repel Modes

Determine the text repel mode by selecting the graphic region, then use the **Set Graphics** option in the Region menu to set repel modes.

Repel mode offers three choices:

- Through (the region)
- Over (the region)
- Around (the image or region)

Through Mode

Through mode causes text to print on top of the graphic region as in the example shown here, provided the text region is in front of the graphic region.



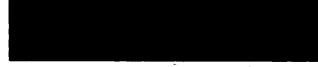
Note: Text will not show if covered by a graphic region. However, text shows if the text region is in front of the graphic region.

Move the text region to the front by selecting the text region, then choosing the **Move Region to Front** option in the Region menu. Or you can select the graphic region and move it to the back with the **Move Region to Back** option.

Over Mode

Over mode causes text to skip over the graphic region entirely. Text stops above the graphic region and continues below the region, as in this example.

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Around Mode

Around mode, when selected, causes text to print on all sides of the graphic region occupied by the text region.

DeskSet II offers two **Repel Bounds** modes to use with Around mode:

- Around Region
- Around Image

Around Region forces text to repel around the entire image region, as in the Around mode example above.

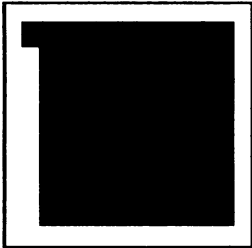
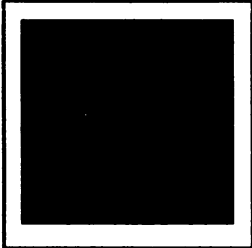
Around Image shapes the text to best fit around the actual image, as in this example.

For best results, use simple closed shapes when repelling around images.

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CREATING HANGING INDENTS



1. Mix flour, salt, baking powder, sugar, and spices until well blended. Then add milk, eggs, water, and vanilla extract.

When the first line of a paragraph extends to the left of the main body of the paragraph, that line is said to have a hanging indent.

To create a hanging indent, follow the steps listed below:

1. Create a rectangular text region.
2. Subtract a small primitive from the region by using the **Subtract Object** option.
3. Create an article and link it to the region.
4. Display text.
5. Select the subtracted primitive. Move that primitive and adjust its size with the size boxes until the indent is the desired size and shape.
6. Use **Control Click** to copy the subtracted primitive to any additional paragraphs, then use the size boxes to fine tune the size and shape for each paragraph.

When you create a numbered list, you will want your number to print to the left of the text. You will also want all text to line up. In that case, draw your positive and negative primitives as shown above. If you display text after creating the region and linking the text file, aligning the indents is easy.

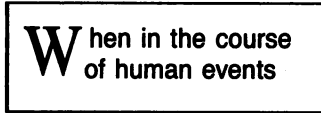


Note: When creating hanging indents in regions containing reversed or advanced leading tags, it may be necessary to place the negative areas a little higher or lower than you normally would. This compensates for the change in spacing caused by the reversed or advanced leading.

If you want to reuse this format, store these regions on the Clipboard.

CREATING DROP CAPS

Some publications use drop caps for the initial letter in each chapter. A drop cap is a large uppercase letter which takes up two or more lines. Normal text wraps around the letter, as in the example below:



To create the above example, follow the instructions listed below.



1. Create two text regions. One should be smaller and slightly higher than the second.
2. Create an article with the filename DROPCAP.TXT, and link it to each region in order.
3. Click on each region and assign the following text attributes:

Region 1	Region 2
Font: 5	Font: 1
Point Size: 58	Point Size: 24
Set Size: 54	Set Size: 24
Line Space: 54	Line Space: 24
Kerning: ON	Kerning: ON
Reverse: OFF	Reverse: OFF

-
4. Select the first region, then activate the Article window. The cursor appears. Type the following, exactly as shown below:

W hen in the course of human events

5. Subtract a polygonal primitive from the second, larger region. The negative area should be the same size as the W in the first region. Slant the right side of the polygon to fit the slope of the W.
6. Display text.
7. Adjust the size of the smaller region so only the W fits. The rest of the phrase should appear in the second region.
8. Move the region containing the W into the space cut out of the main region. Adjust the small region's location until the desired effect is achieved.
9. Save the document by selecting **Save Document** from the File menu. Give the file the name DROPCAPS.DS2.

It may be necessary to make minor adjustments to the regions. With a little practice and very little work, drop caps are simple to create.

SCAN OFFSET

DeskSet II flows text into a text region starting at the very top of the region. If you wish the text to start flowing into the region somewhere below the top, you must indicate how many points from the top you wish the text to start with the **Set Scan Offset** command.




Note: If you set a scan offset greater than the height of your text region, DeskSet II ignores the scan offset.

Use **Set Scan Offset** to correct bad hyphenation that may occur at the top of a polygonal, circular, or elliptical text region.

To use **Set Scan Offset**, follow this procedure:

Action	Description
1. Click on the desired region.	This selects the region.
2. Press Control \ .	Selects the Set Scan Offset command from the Options menu. The Scan Line Offset dialog box appears.
3. Enter the offset value.	This is in points, no matter which units you set under the options menu.
4. Click on OK.	The text in the selected region moves down the specified number of points.

 **Note:** If the hyphenation caused by the shape of your region is still unacceptable, reset the scan value. By entering a scan value of zero, you move the text back to its starting position at the top of the region.


UNDERLINING

Like many typesetting machines, DeskSet II does not have an underline command. However, because DeskSet II is a graphics program, underlining is possible. It is also very easy.

After all text is in its final location, select **Actual Size** from the Page menu. Activate **Show Text** by clicking on the icon on the Icon bar. Then find the words you wish to underline in the Preview window.

Open a graphic region and select either Polygon or Polyline. Draw the line slightly below the base line of the selected text.

Close the graphic region. Your underlines are in place.

 **Note:** Because DeskSet II keeps the lines in a separate region from the text, you should draw your underlines after you finish editing your text. However, if for some reason you change your text file, just move the line like you would any other primitive.

FUNCTION KEYS

DeskSet II assigns special typesetting options to each of the ten function keys located at the top of the keyboard. Use any of the following special options in your text:

F1
Discretionary Hyphen

This is a soft hyphen that only prints if it falls at the end of a line. Overrides the hyphenation rules and the hyphenation algorithm.

F2
Em Dash

Create a dash the same width as the point size used in the current font. Use the em dash inside text to break up a sentence.

F3
En Dash

Create a dash the width of a letter N in the current font. Use the en dash as a minus sign.

F4
Form Feed

Skip from one region to the next in the order you created the regions. This option lets you put heads and other secondary text in your main text file.

F5
Em Space

Create a space the width of the current point size. Use an em space to indent paragraphs.

F6
Quad Right

DeskSet II assigns right justification to the
selected line of text.

F7
En Space

Create a space the width of a letter N in the current font. This space is the same size as a single digit number.

F8
Quad Center

DeskSet II assigns center justification to the
selected line of text.

F9
Thin Space

Insert a space the size of a period or comma.

F10
Quad Left

DeskSet II assigns left justification to a line of text. This stops the words in the last line of a paragraph from spreading across the region like
this.

CURSOR KEYS

These cursor keys are always active in DeskSet II's Article window.



Move the cursor up one line.



Move the cursor down one line.



Move the cursor one character to the right.



Move the cursor one character to the left.



Move the cursor to the beginning of the current line. Pressing it twice positions the cursor on the first character at the top of the current visual screen.



Move the cursor to the end of the current line. Pressing it twice positions the cursor on the first character at the bottom of the current screen.



Scroll back one full screen from current cursor position.



Scroll forward one full screen from current cursor position.



Move the cursor one word to the right.



Move the cursor one word to the left.



Move the cursor to the beginning of the article.



Move the cursor to the end of the article.

Point and Click

Move the text cursor to the mouse pointer position.

SPECIAL KEYS

The following special keys give the described results when used in the Article window.

Alternate **A**

Alternate **P**

Repeat the last **Find** or **Replace** command.

Access Pi characters.

CHAPTER 7

DESKSET II COMMANDS

This chapter contains a detailed description of DeskSet II's menu and editing commands. For a chart of these commands, see **Appendix B: Summary of Commands**. The **Index** contains an alphabetical list of DeskSet II commands (look under **Commands**).

FILE MENU

Use these commands to create new files; load, save, and print publications, Clipboard files, and Base Pages; or quit the program.

New

Control N



Delete all document regions, tags, and articles and start a new .DS2 publication file. A warning box appears, asking if you want to **Delete all regions**. Select **OK** to start a new publication, **Cancel** to continue with the current publication. Does not delete Base Pages.

Load Document

Control L

Load a previously saved document that you identify from the Item Selector dialog box. The publication file contains all text, graphic, and formatting information. Included are region positioning, filenames of text and graphics used in the publication, and text formatting (fonts, justification, tags, and page number info).

Save Document

Control S

Save the document in the Preview window. After selecting **Save Document**, the Item Selector dialog box appears. To replace an existing publication, click on that publication's filename. To save your work as a new publication, type a new filename on the Selection line. Unless you specify otherwise, DeskSet II automatically adds the .DS2 extension. The saved file contains the information DeskSet II needs to reassemble the publication.

Load Clipboard

Control **[**

Load the Clipboard from a previously stored .CLP file. Clipboard information includes the size and placement of regions on a page and any image files contained on that page.

When you select **Load Clipboard**, the Item Selector dialog box appears. Click on the filename of the Clipboard you want to load, then click on OK. The Clipboard loads and a page appears on the Clipboard icon.

Think of the Clipboard as a boilerplate of a page layout. You can use the Clipboard's saved layout to create the same page format over many pages.

See **Clipboard To Page** under **Page Menu** in this chapter for information about loading a Clipboard to the page.



Note: The Clipboard does not include information about the text that flows through those regions.

Save Clipboard

Control **]**

Save the contents of the Clipboard to a file. Displays an Item Selector dialog box. You can choose to save the Clipboard under the name of an existing file or type in a new filename. DeskSet II automatically adds the extension .CLP, unless you specify a different extension.

See **Page To Clipboard** under **Page Menu** in this chapter for information about saving a page to the Clipboard.

Load Base Page

Load a Base Page (with a .BPL extension) from a previously stored file. There are two types of Base Pages: right and left.

You can also use these Base Pages for special headers and footers on opposite pages. Base Pages include region positioning, filenames of text used in a publication, and attributes associated with that text.

See **Options Menu** in this chapter for descriptions of the **Edit**, **Hide**, **Set**, **Erase**, and **Delete Base Pages** options.



Note: The Base Page loads onto the current page in the Preview window and all subsequent pages you may use.

Save Base Page

Save a Base Page to a file. Displays an Item Selector dialog box. Either save the Base Page under the name of an existing file or type in a new filename. DeskSet II automatically adds the extension .BPL, unless you specify a different extension.

See **Options Menu** in this chapter for descriptions of the **Edit**, **Hide**, **Set**, **Erase**, and **Delete Base Pages** options.

Load Tags

Load a saved tag file. Displays an Item Selector dialog box. Either click on the desired filename or enter the filename in the Selection field.

Save Tags

Save all current local and global tags with the extension .TAG. An Item Selector dialog box appears. Save the tags under an existing filename by clicking on the desired filename, then clicking on OK. Save the file under a new filename by entering the name in the Selection field, then clicking on OK.

Print

Control P



Print a publication, or selected pages from a publication, to an Atari laser printer or write a .TDO file to disk for use with the optional typesetter driver. A dialog box appears asking you to select which pages to print. You may also determine the number of copies you want printed.

Information

Display a dialog box listing all files (text, Clipboards, Base Pages, graphics, and documents) used in the publication. If you select a region before choosing the **Information** option, then the dialog box shows only the information for that region.

Quit

Control Q

Quit DeskSet II. Displays a dialog box asking you to confirm the request to quit.



Warning: If you select **Quit**, DeskSet II will not save the current publication. Make sure you save your work before quitting DeskSet II.

PAGE MENU

These commands let you control the page display in the Preview window. The Page menu also includes Clipboard and page numbering commands.

Size To Fit

Display the entire page in the Preview window by scaling the publication to the best fit in the window.

50% Size

Scale the publication in the Preview window to half the size of an actual printed page. To see different parts of the page, click on the Scroll bars.

75% Size

Scale the publication in the Preview window to 75 percent of the actual printed page. To see different parts of the page, click on the Scroll bars.

Actual Size

Display the publication in the Preview window at 100 percent of the actual printed page. This option gives you a true WYSIWYG (What You See Is What You Get) preview of your printed page. To move the viewing area, click on the Scroll bars.

200% Size

Enlarge the publication in the Preview window to twice the size of the actual printed page. To see different parts of the page, click on the Scroll bars.

Adjacent Pages

Display two pages in the Preview window at the same time. Scale two adjacent pages so both display. Sizes the pages to best fit in the window. Only one side of the screen is active at any given time. Activate one side or the other with the right and left arrow keys or by clicking on either side of the Page icon.

Go To Page

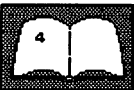
Control **G**

Select the page you want to appear in the Preview window.

Previous Page



Display the previous page in the Preview window.



Next Page



Display the next page in the Preview window.



Delete Page

Delete the page in the Preview window. That page disappears. Page numbers of the remaining pages automatically adjust to reflect the change.

Insert Page

Insert a page before the page shown in the Preview window. Renumbers all following pages.

Clipboard to Page

Control **V**

Merge Clipboard information (includes text regions and graphics) from the Clipboard to specified pages. Define only the regions, not the text.

This option offers you the following four choices:

Current Page Only Put Clipboard contents on the page shown in the Preview window.

All Pages Put Clipboard contents on all pages within the page number range you specify in the Clipboard to Page dialog box.

Odd Pages Only Put Clipboard contents on all odd-numbered pages within the page number range you specify in the dialog box.

Even Pages Only Put Clipboard contents on all even-numbered pages within the page number range you specify in the dialog box.

Page to Clipboard

Control **X**



Move the region formatting of a page to the Clipboard. (See **Save Clipboard** under **File Menu** in this chapter.)

Note: When you select **Page to Clipboard**, a page appears on the Clipboard icon in the lower right corner. The page indicates you have stored a page's region data on the Clipboard.

Delete Clipboard

Control **K**



Delete all information from the Clipboard. The page disappears from the Clipboard icon.

Note: The Clipboard icon is now empty. No page appears on the icon.

Page Numbering



Display a dialog box which allows you to position the page number at the left, right, center, top, or bottom of the page. Set the font, point size, and set size; define which pages to number; and instruct DeskSet II to display the page numbers. Type in a pound sign (#) where you want the number to print, as in **Page number #**. If you use two consecutive pound signs, the first will print as a pound sign and the second will print as the number. You can also type text which prints with page numbers for headers or footers. Use **Space Bar** to adjust the position.

Note: To place a page number on the bottom of a letter-size page, you must tell DeskSet II to move the number up the amount of space used by the font point size. If you do not allow for this space, then the number is not visible.

ARTICLE MENU

These commands let you create, open, close, save, and delete articles. Also permits automatic text flow into regions. Use these commands to create or select text files, and to link those text files to specific text regions.

Create Article

Select the text file you will use for your article. Use this option after you place text regions on a page.

To create a new article, enter the name you wish to give the file in the File Selector. A dialog box appears, telling you that DeskSet II

could not find the specified file and asking if you want to create a new article. Enter a buffer size in the Buffer Size box, then click on OK. If you select an existing file from the Item Selector dialog box and link the file to a region, DeskSet II moves the file into your publication.

Whether you select an existing file or begin a new file, when you close the Item Selector dialog box the pointer icon changes to a Link icon. Move the Link icon to each desired region and click once to link the text file to that region. A white box appears behind the icon to indicate a successful link. Select the **Close Article** option when finished linking text to regions.



Note: You can link text to multiple regions. The regions need not be on the same page.

See **Translation Utility** under **Setup Menu** to translate files imported from other programs.

Open Article

After closing an article, you can still link it to text regions by selecting **Open Article**. A Selection box appears with a list of all articles already in the document.

Select the filename you want and click on OK. The pointer changes into a link pointer, indicating that the article can link to text regions.

If a region was selected when you clicked on **Open Article**, the newly linked regions link in after the selected region. The article linked to the selected region automatically opens. If you did not select a region before you opened the article, the new regions append to the last region. Use **Close Article** to exit this option.

Close Article

Close a text file after you have linked all the desired text regions to the file.



Note: You must close an article after linking it to a region before you attempt any other option. Closing an article completes the **Create Article** and **Open Article** sequences.

Autoflow

Automatically flow text into all empty text regions on the pages you specify in the Autoflow dialog box. The text flows into the regions in the order you created them. For example, text flows into all regions on page one in the order in which the regions were created, then moves on to page two.

Delete Article

Unlink the text file you select. Unlinks all text regions now linked to that text file. This removes the article from the document.

Save Article

Save a text file (.TXT extension) without saving the entire publication.



Note: You cannot save a text file while typing in the Article window. You must leave the Article window before selecting this option to save a text file.

Defer H & J

Defer hyphenation and justification while you are working with text regions. Text formatting does not take place until you select either the **Defer H & J** option again, select **Show Text**, or print the document.



Note: Deferring hyphenation and justification lets you change the text attributes or the size and shape of the region without having to wait for the program to reformat the text. Use this option to speed up layout changes.

REGION MENU

These commands let you create, close, unlink, delete, and display regions.

DeskSet II places text and graphics within regions. You can display either the region mask or the text or graphics contained within the region. The options in this menu also permit you to move a region to the front or back.

Open Text Region



Create a text region using the primitive shapes from the Objects menu or the shape icons on the Icon bar: Polygon, Circle, Ellipse, and Box. Use these shapes to create primitives in the Preview window. Text will flow into the primitives. You must select the **Close Region** option to exit this mode.



Note: Set text attributes for each region with the commands listed under the Setup menu.

Open Graphic Region



Create a graphic region with the primitive shapes listed in the Objects menu or on the Icon bar at the left side of the screen. **Open Graphic Region** allows the use of all shapes available in the **Open Text Region** option, plus three additional shapes: Polyline, Rounded Rectangle, and Image. You must **Close Region** to exit this mode. Image region masks contain the Atari fuji pattern.



Note: Graphic regions take on the attributes you select in the Set Graphics dialog box. Image types include: .GEM, .NEO (NEO-chrome), .IMG, and .P11 (Degas Low) pictures.

Close Region



Close a text or graphic region.

Note: You can only select a shape while a region is open. When you select **Close Region**, you disable the shape selection icon bar and the shapes in the Objects menu.

Unlink Region

Unlink a selected text region from its associated article. The region is now free to link with another text file. Use this command to unlink one or more selected regions.

Delete Region

Delete a selected region, removing the region from the page, and unlinking all articles linked to the region. Use this command to delete one or more selected regions.

Show Text/Mask

Control T



Replace the masks in the Preview window with text. This option toggles between **Show Text** and **Show Mask**.

To save time while reformatting regions, turn **Show Mask** on and defer hyphenation and justification. (See **Defer H & J** under **Article Menu** in this chapter.) Using these options makes working with your publication faster.



Note: You can create graphic regions with the **Show Text** option enabled, but you must disable **Show Text** before creating new text regions.

Display Images

Control I



Show images in the graphic regions on the page. When **Display Images** is on, a check appears next to the menu option and the icon highlights.

To save time when you work with graphic regions, turn off **Display Images**. Showing a mask instead of the graphic image speeds up DeskSet II's operation.

Subtract Obj/ Add Object

Set Graphics

Control A



Define the next primitive you create as a subtracted primitive. A subtracted primitive is a hole within a region. Text flows around the hole, leaving an open area. Toggles between **Subtract Obj** and **Add Object**.

Display a dialog box that lets you select the characteristics of your graphic regions.

Note: The **Set Graphics** option is not available while a region is open. You must first close the region, select the region, then select **Set Graphics** in order to use the new formatting instructions in your new region.

Set Graphics gives you the following choices:

Fill Index Select the background fill pattern for a graphic region. The Fill Index offers a series of different patterns or hatched lines. Select Pattern or Hatch, then click on either the left or right Fill Index arrow to display different patterns or hatched lines.



Note: Fill and Hatch patterns print smaller than they appear on screen.

Perimeter Visibility Turn the graphic region boundary line on or off. If off, **DeskSet II** displays only the fill pattern. If on, **DeskSet II** shows both the fill pattern and the outside borders of the graphic region.

Line Style Choose from a selection of one solid line type and five broken line types. Click on the left or right Line Style arrows to display the six available line styles.

Line Width Change the thickness of lines and graphic region perimeters. Type in the thickness, in the number of points, of the solid line you wish to define. If **1 Pixel** is selected, your lines will only be one pixel thick.



Note: You can only change the width of a solid line. Other line styles change into solid lines if you try to change their width.

Repel Mode Determine how text will interact with graphic regions. Use this option when combining text and graphic regions. You can select one of the following modes:

Through Flow text directly through a graphic region or an image.

Over Skip text over the area containing the graphic region, continuing to flow text below the region. This option does not flow text along the side of a region.

Around Skip text over the area containing the graphic region, and flow text around the sides.

Repel Bounds Determine whether text will flow around a region or around an image.

Around Region Flow text around the entire graphic region containing the image.

Around Image Flow text around the image itself, inside the graphic region containing the image if necessary.

Boundary Offset Determine the amount of white space between text and graphic regions.

Set Scan Offset

Control 

Text begins on the first line on which it fits at the top of an irregularly shaped region. Force the text to begin farther down in the region by increasing the offset value in the dialog box. Enter the number of points you want to offset in the dialog box.

Region Coordinates

Display the units of measure (set from the Options menu). Define the upper left x and y coordinates of a selected region, and the region's width and height.

Create and select a region, then select the **Region Coordinates** option. This feature allows you to change the positioning (x, or horizontal, and y, or vertical, coordinates) and size of the selected region.

Move Region To Front

Place a selected region in front of any other regions.

Move Region To Back

Place the selected region behind any other regions that share similar coordinates.

OBJECTS MENU

These options let you select the shape of a region. To use the Objects menu options, open a new text or graphic region or select the **Add Primitive** option after selecting an existing region.

Polygon



Use this option to create a multisided text or graphic region. Set the line thickness and style using the **Set Graphics** option on the Region menu.

If you want a multisided region, position the cross icon where you want to start the first side of the polygon.

Circle



Ellipse



Box



Click once with the left mouse button to begin the polygon. Move the cross icon to each point of the polygon, dragging the side boundary line. Click at each point of the polygon. When creating the final side, click the right mouse button. DeskSet II fills and anchors the region.

Create a circular text or graphic region.

Place the cross icon at the center of the circle. Click and hold the left mouse button. Drag the mouse until the circle has the desired radius. Release the mouse button. Then click the mouse button to anchor the region.

Create an elliptical text or graphic region.

Position the cross icon where you want the center of the ellipse. Click and hold the left mouse button. Drag the mouse until the ellipse has the desired shape. Release the mouse button. Then click the mouse button again to anchor the region.

Create a rectangular text or graphic region. Use boxes to create columns of text placed side by side.

Position the cross icon at one corner of the box. Click and hold the left mouse button. Drag the mouse until the box outline you draw is the desired size and shape. Release the mouse button. Then click the mouse button again to anchor the region.



Note: You can use the above four shapes for either text or graphic regions. If you use these shapes for graphic regions, they fill with the pattern you selected from the **Set Graphics** option on the Region menu.

Polyline



Rounded Box



Image



Draw a line in a graphic region. Set the style and thickness of a line from the **Set Graphics** option. Position the cross icon where you want the line to begin. Click the left mouse button for each point, if the line changes direction. Click the right mouse button to end the line.

Create a box graphic region with rounded corners.

Position the cross icon where you want to set the first corner of the box. Click and hold the left mouse button. Drag the mouse until you draw the desired size and shape of the box. Release the mouse button. Click the mouse button again to anchor the region.

Note: To surround text with a rounded box, open a rounded box graphic region over the text region. Use a fill pattern to enhance text placed over the pattern, not to obstruct it. Select the rounded box region. Click on the **Move Region To Back** option to place the fill pattern under the text.

Place a picture file into a graphic region. Selecting this option displays a dialog box from which you choose the type of image file you want to use: NEOchrome (.NEO), Image (.IMG), Metafile (.GEM), or Degas Low (.PI1).

First, select the type of image file from the dialog box. Click on OK. Select the image file you wish to use. Position the cross icon at one corner of the image region. Click and hold the mouse button as you drag the mouse to draw the desired size and shape of the graphic region. Release the mouse button. Click the mouse button again to anchor the region. DeskSet II fills the region with the Atari fuji pattern if **Display Images** is off.

Add Primitive

Add a new primitive to an existing text or graphic region. When you select this option, the drawing shapes described above are available. Add the primitive to the selected text or graphic region, then select **Close Region**.

Delete Primitive

Delete a selected primitive from within a region.

To select a primitive, first select the region. Click the right mouse button to select the individual primitives. Each time you click the right mouse button, you select the next primitive in that region.



Note: When you select a primitive, the selection box around the primitive includes diamond shaped size boxes. With the pointer on a size box, click and hold the mouse button to change the primitive's shape.

When the select box surrounds the desired primitive, click on **Delete Primitive**.

Primitive Coordinates

Display a selected primitive's location. Define the units of measure (set from the Options menu), the upper left x, or horizontal, and y, or vertical, coordinates of a primitive, and the primitive's width and height. You can change the exact position (x and y coordinates) and size of the selected primitive.

Move Primitive To Front

Create multiple layers of primitives. Place the selected primitive in front of its region or other primitives.

Move Primitive To Back

Place the selected primitive behind its region or other primitives.

SETUP MENU

These options allow you to save DeskSet II's defaults. You can set text formatting instructions, create or change dictionary and typeface dress files, set defaults for DeskSet II's startup files, and change paper sizes and hyphenation languages.

Display Typeface Dress

Display the font information for one dress file. A typeface dress file identifies up to 16 fonts by UFID, typeface name, AVCC, and automatic or user kerning. Each dress file lists the 16 fonts you have available from that file for creating a publication. You cannot mix typeface dress files when creating a publication.

Modify Typeface Dress

Create customized typeface dress files. You can change font ID (UFID) numbers, typefaces and paths, and create special kerning tables, copy, insert, or remove a typeface. DeskSet II allows you to change or add to an existing file, or create completely new typeface dress files.

Exception Dictionary

Modify the current hyphenation exception dictionary and change that selected dictionary (or create a new one). You can create a special hyphenation exception dictionary for each publication.



Note: If you do not want certain words or names hyphenated in a publication, add those words or names to a dictionary. Then tie that dictionary to a publication. DeskSet II uses the dictionary list before it consults its own list of hyphenation rules.

Following is a list of each option listed in the exception dictionary.

Load Dictionary Select a different hyphenation dictionary (.DIC) file. Permits a special dictionary for each publication. You can include words you want hyphenated or words you do not want DeskSet II to hyphenate.

View Dictionary Show the words in the hyphenation dictionary you selected for a publication. Type in a single letter, part of a word, or the entire word (up to 10 characters). If you typed in a single letter, DeskSet II displays the words in the dictionary starting with the first word that begins with that letter. If the word, or partial word, is not in the dictionary, DeskSet II shows no dictionary entries.

Insert Word Add up to 450 words to the dictionary. DeskSet II allows any word to include up to 36 characters, including letters and hyphens. Type in the word you wish to add to a dictionary. Include the hyphens between the letters where hyphenation can occur, then click on OK.



Note: You can also tell DeskSet II not to hyphenate a particular word. Just enter the word in the dictionary without hyphens.

Load Hyphenation Rules Select the hyphenation rules for one of the 11 different languages DeskSet II supports. You can choose from English, French, Italian, Spanish, Finnish, Danish, Portuguese, German, Norwegian, Dutch, and Swedish. Click on the language you want. DeskSet II highlights your selection. Then click on OK.

Translation Utility

Hyphenate Word Check the hyphenation of a word. Type the word in the Hyphenate Word field, up to 36 characters, and click on OK or press **Return**.

If the hyphenation dictionary contains the word, DeskSet II displays that entry and shows the hyphenation. If the word is not in the dictionary, DeskSet II applies its hyphenation rules.

Delete Word Delete a word from the hyphenation dictionary. In the Delete Word field, type in the word (up to 36 characters) you wish to remove from the dictionary. Then press **Return** or click on OK. If you wish to delete another word from the dictionary, type in that word; otherwise, click on OK.

Convert your files to DeskSet II format. DeskSet II uses the translation table to convert your word processor's special characters and symbols to a keyboard and font file combination supported by DeskSet II. (See **Appendix C** for information about creating a translation table.)

When you select the **Translation Utility** option from the Setup menu, DeskSet II displays the File Translation dialog box. DeskSet II shadows the active box in the dialog box.

Click on the Current Table box. An Item Selector dialog box displays a list of your translation table (.TBL extension) files. Select the translation file which will translate your word processor's special characters to the keyboard layout and font file you will use in DeskSet II. That translation table filename displays in the Selection field. Click on OK.

Now DeskSet II shadows the first of the Source File boxes in the File Translation dialog box. Click on that box to display an Item Selector dialog box containing the text files available for conversion. Select a file. That filename highlights and displays in the Selection field. Click on OK.

DeskSet II displays the name of the file in the first of the Source File(s) boxes in the File Translation dialog box. Note that the text filename is gray, indicating that you cannot convert the file until you identify a name for the text file. DeskSet II also shadows the first of the Target File(s) boxes. Click on that shadowed Target File(s) box.

An Item Selector dialog box displays. Type the name you wish to use for the converted text file in the Selection field of the dialog box. Include the .TXT filename extension. Then click on OK. DeskSet II transfers that conversion text filename to the Target File(s) box in the File Translation dialog box.

If you have other text files you wish to convert, repeat the above source and target file selection process. When you have identified all the ASCII text files you wish to convert, click on Start in the File Translation dialog box. DeskSet II converts your word-processed files to DeskSet II files.

Set Font Info

Control F

Set the font attributes of a selected region. When you choose the **Set Font Info** option, the Set Font Info dialog box offers you the following choices:

Font Name Bar Scroll through the available fonts in the current typeface dress file. Click on the Font Name bar's arrows to scroll

through the list of fonts. Stop when the desired font name appears in the window.

Font Number Display the number that corresponds to the font name on the Font Name bar. If you know the number of the font you want to use, type that number in this field instead of scrolling through the Font Name bar's list of available fonts.

Point Size Set the height of the font. Sizes range from 5 points up to 144 points in half-point increments (10, 10.5, 11, and so on).

Set Size Identify the width of the font (condensed, normal, or expanded). For example, a point size of 12 on a 10 point set size provides a 12 point condensed font.



Note: Use the same set size as point size if you want the typeface to be normal, not expanded or condensed.

Line Space Set the space, in quarter point increments (10.1, 10.2, 10.3, 11, and so on), between baselines of type. You can use only one line space setting per text region.

To get readable text, your line space should be at least as large as the point size. Type without descenders (such as all capital letters) can have a line space smaller than the point size.

Kerning Turn automatic kerning on and off for a selected region. Kerning changes the variable spacing between letters for best readability. Turn kerning off for reverse type or lists of numbers.

Reverse Type Set the selected region's text in reverse type: white text on a black background.

Hyphenation Language

Document Default Files

Character Compensation

Control C

Hyphenation Parameters

Control H

Choose which of 11 languages DeskSet II uses to follow the rules of hyphenation.

Change the default settings for the font dress, exception dictionary, and keyboard layout. Click on the box next to the item you want to change. An Item Selector appears, showing the files available for loading. Select the desired file, then click on OK. The Default Files dialog box appears again. When you finish changing the defaults, click on OK.

Determine the spacing between characters in text. Select **Automatic Variable Character Compensation (AVCC)** to automatically compensate the characters in the selected region according to the following user-defined settings:

- **Book Set** a tight set (1)
- **Ad Set** a tighter set (2)
- **Tight Set** the tightest set (3)



Note: DeskSet II offers variable spacing, meaning that each character will have a different amount of space between it and the next character. Change the size of the font and DeskSet II still maintains the desired amount of space between characters.

Select **Manual Character Compensation** to set spacing between characters for the same amount. Pick from 1 to 99 units, where each unit is equal to one ninth of a point.

Turn hyphenation on or off. Indicates the maximum number of consecutive hyphenated lines DeskSet II allows, the number of characters that must appear before a hyphen, and the number of characters that must appear after a hyphen in a selected region.

Justification

Control J

Determine the text justification mode in a selected text region. This option gives you the following four choices:

Justify Align the text on both the left and right margins, as in a newspaper. Use a Quad Left (**F10**) at the end of each paragraph to prevent the last line from spreading across the column.

Left Align the text on the left margin with the right margin ragged.

Right Align the text on the right margin with the left margin ragged.

Center Center the lines of text between both margins.

Word Spacing

Control W

Word Spaceband Expansion and Letterspacing refer to the amount of space DeskSet II leaves between words and letters in Justify mode.

Word Spaceband Expansion Use the dialog box to set the minimum allowable space, the preferred amount of space, and the maximum amount of space between words. These values are in the currently selected unit of measurement.

Letter Spacing Set spacing between letters when the line needs to expand or squeeze to fit. Turn letter spacing off for a more professional appearing publication. Each unit equals 1/54 em.

Paper Definition

Select the paper size you use in the Atari SLM804 laser printer. You can select A4, B5 (European sizes), Letter, or Legal (USA sizes). Choose also between Portrait mode (normal vertical page orientation) and Landscape mode (horizontal page orientation).

Set Default Paths

Use this option to set the default paths that DeskSet II uses to find the following types of files.

- Text (.TXT)
- Clipboard (.CLP), Base Page Layout (.BPL), and Tags (.TAG)
- Graphic (.NEO, .GEM, .IMG, and .P11)
- Document (.DS2)



Note: Make separate folders for each type of file, or place all types of files loose within a specific publication folder. A document can only use one set of defaults. For example, a document cannot access text files from two different pathways.



Warning: If you reset the default paths, move the appropriate files to the correct locations before restarting DeskSet II. Otherwise, DeskSet II will not find the files.

Save Default Parameters

Save the program options set from the Setup menu. DeskSet II saves the program's defaults in a file named DESK2.DFT. You can alter all defaults which can be set in dialog boxes. (See **Appendix D** for a complete list of the defaults saved in the DESK2.DFT file.)

TEXT MENU

Use these options to edit text in the Article window. Either select the menu option, or press the hot-key sequence shown below for each option.



Note: You must display text in the Article window before you can work with a text file. (See the **Select Article** option below.)

Select Article

Alternate **S**

Choose a text file to edit. DeskSet II lists the text files from the active document in an Item Selector dialog box. Click on the filename on which you wish to work. DeskSet II displays that file in the Article window.

Get From File

Alternate G

Delete

Alternate D

Copy To Buffer

Alternate B

You can also select the text region which contains the desired article in the Preview window, then click on the Article window. The text from the selected region appears in the Article window. You can even **Alternate Click** on a specific spot in the Preview window. The line you clicked on appears at the top of the Article window.

Merge a selected text file into a file already displayed in the Article window. Inserts the new text file at the location of the cursor.

If there is no file in the Article window, DeskSet II brings a text file into the Article window.

Delete a block of text and copy it to the buffer.

To define the block of text, use the mouse to move the cursor to the beginning of the block, then press **Alternate D**. Next, position the cursor at the end of the block. DeskSet II underlines and boldfaces the text you wish to remove. Press **Alternate D** again to delete the selected text block.

Copy a block of text from the Article window to the buffer.

To define the block of text, use the mouse to move the cursor to the beginning of the block, then press **Alternate B**. Next, position the cursor at the end of the block. DeskSet II underlines and boldfaces the text you wish to duplicate. Press **Alternate B** again.

Copy From Buffer

Alternate C

Copy a block of text currently stored in the buffer to the location of the cursor.

Use the mouse and click the cursor at the point where you want to place the text stored in the buffer. Press **Alternate C**. The buffer text will merge into the Article.

Forward Find

Alternate F

Find a word, or a series of words, searching forward from the location of the cursor.

When you select **Forward Find**, the Find Text dialog box displays. Type in the word or series of words you wish to locate. If you do not wish to match all upper and lower case letters exactly, select **Ignore Case**. Then click on **Find** or press **Return**.

Reverse Find

Alternate V

Find a word, or a series of words, searching backward from the location of the cursor.

When you select **Reverse Find**, the Reverse Find Text dialog box displays. Type in the word or series of words you wish to locate. If you do not wish to match all upper and lower case letters exactly, select **Ignore Case**. Then click on **Find** or press **Return**.

Replace

Alternate R

Replace one specified word or string of characters with another. Allows you to replace the first occurrence of the string, or all occurrences. Replaces up to 50 characters.

Position the cursor at the location from which you want DeskSet II to begin searching and select the **Replace** function. The Replace Text dialog box displays. Type the word, or words, you want replaced on the first line. On the second line (the **With** field), type in the new word, or series of words. If you do not wish to match all upper and lower case letters exactly, select **Ignore Case**.

Set Marker

Alternate **M**

If you want DeskSet II to replace only the first occurrence of the word, or series of words, click on **Replace**.

If you want DeskSet II to replace all occurrences of the word, or series of words, click on **Replace All**.

Set up to four markers in your text. You can use a marker to locate a specific place in your text.

To set a marker, move the cursor to where you want the marker positioned. Select **Set Marker**. The Set Marker dialog box displays. Select the marker (A, B, C, or D) you wish to assign to the location. Markers default to the end of the file unless you move them.

Jump the cursor to a specified marker.

To jump to a previously marked position, select **Jump To Marker**. The Jump To dialog box displays. Click on the marker to which you want the cursor moved. DeskSet II jumps you to the end of the file when you specify an unused marker.

Jump To Marker

Alternate **J**

Tags

Below is a list of the options in the Tag dialog box, along with descriptions of each option.

TAG The number or name of the particular tag. A global tag can have any name you assign to it up to 13 characters. Local tags range from 1 to 184.

Flash Only Use **Flash Only** whenever you want one character printed over another. For example, you can use **Flash Only** to underline,

put a check mark in a box, or to put an accent mark over a letter for foreign characters. **Flash Only** works on one character at a time.

Flash Off Turn off the character flash to the tagged text block. The selected characters will not print, but the spaces the characters would normally occupy remain blank.

Point Size Set the font point size (height) within the block of tagged text. Overrides the region **Set Font Info** settings. You can use half-point increments (10, 10.5, 11, and so on).

Set Size Specify the set size (width) of the tagged text. Overrides the region **Set Font Info** settings. You can use half-point increments (10, 10.5, 11, and so on).

Font Override the region **Set Font Info** settings. Use for bolds, italics, or to access another font in the typeface dress file.

Advance Leading Enter the amount of space (in the current unit of measurement) you need above the tagged text. The tagged text prints lower on the line than the surrounding text. Use this feature to create a subscript or table heads.

Reverse Leading Enter the amount of space (in the current unit of measurement) you need below the tagged text. The base of the tagged text is higher on the line than the surrounding text. Use this feature to create superscripts, table heads, or force text beyond the top of the region.

Hor. Move Right Move the tagged text a specified amount of space (in the current unit of measurement) to the right. Use this feature to create line indents.

Hor. Move Left Move the tagged text a specified amount of space (in the current unit of measurement) to the left. Use this feature for manual kerning.

Auto Compensation Turn Automatic Variable Character Compensation (AVCC) on or off from the setting you chose in the Setup menu. The AVCC automatically adjusts to different point size, set size, and font.

Manual Compensation Turn manual character compensation on or off. This command can work with the AVCC on or off. Use to tighten display type or specific character combinations. You should also use this command when you are not in Justified mode and need to tighten a line to make everything fit.

Kerning Turn kerning off for reverse type and to keep numbers lined up in a table.

Reverse Type Turn reverse type on or off. With reverse type on, white text prints on a black background. Turn off kerning when using reverse type.

Justification Override the text region justification mode. Select **Justify**, **Left**, **Right**, or **Centered**. Tag the complete paragraph, including the return at the end of the paragraph. See **Function Keys** for one line justification overrides.

Letter Spacing Turn letter spacing on or off. Overrides the information entered from the **Word Spacing** option in the Setup menu. A negative number adds space between letters. Only use this command when you are in Justified mode.

Insert Global Tag

Alternate T

Insert Local Tag

Alternate L

Delete Text Tag

Alternate X

Space Band Override the **Word Spacing** option in the Setup menu. Use this command only when you are in Justified mode.

Insert Character Enter dot leaders, baseline rules, spaces, or any other character. The inserted character will fill all the remaining space in the line. Use a return to let DeskSet II know how much space you want filled. Enter the desired character or the character's flash number in the space provided in the dialog box.

Hyphenation Turn hyphenation instructions on or off for the block of text. Overrides the Setup menu. Does not override hyphenation language or exception dictionary information.

If **Hyphenation** is on, enter values for the maximum number of consecutive hyphenated lines and the minimum number of characters before and after hyphens.

You can set a maximum of 16 global tags, each with its own name. Since you name the tags, it is easy to remember what each tag does. The Global Tag dialog box shows all 16 tag titles at one time. This makes global tags easy and fast to access. Use global tags for frequently used tags.

Local tags are nearly identical to global tags, except that each local tag is identified by a number. Use anywhere from 1–184 local tags in a document. Local tags number themselves. Use a local tag when setting a tag that will only affect a specific block of text.

Delete tags and formatting information associated with the tag. Move the cursor to the left of a tag dot. Press **Alternate X**. The Delete Tag alert box appears. Click on Yes or press **Return** to delete the tag.

OPTIONS MENU

Use these commands to display the ruler; set units of measurement and spacing; edit, hide, set, erase, and delete Base Page layouts; add a grid to the Preview window; and offer snap-to-grid primitive placement.

Show/Hide Ruler

Control **R**

Display rulers on the top and left sides of the Preview window. Use the rulers for placement of primitives, text, and graphic elements of your publication. As you move your mouse pointer around the Preview window, cross hairs appear on the rulers to indicate the exact location of the pointer. This command toggles between displaying and hiding the ruler.



Note: If you select the **Size To Fit** command from the Page menu, DeskSet II does not display numbers on the rulers.

Set Units

Control **U**

Select the units of measurement which DeskSet II uses for region sizing and other sizing operations. Your choices are inches, picas, centimeters, or ciceros. The grid and ruler, if displayed, appear in the selected measurement.



Note: Pica mode measures horizontally in picas, vertically in points. Ciceros break down to didots. Fractions of picas and ciceros are points and didots, not decimals. If you change from one unit of measure to a different unit of measurement, DeskSet II automatically converts all existing measurements.

Grid Spacing

Control M

Show Grids

Control Z



Snap To Grid

Control O



Edit Base Pages/ Edit Preview



Set the grid spacing used in the Preview window. Your choices depend on the selected unit of measurement.

Display a grid in the Preview window. When you enable **Show Grids**, a checkmark appears next to the menu item and the grids show in the Preview window.

Use the grid when drawing lines or placing graphics and text on the page of a publication. The grid provides points you can use when laying out pages. Hide the grid for greater program speed.

When you create a primitive, **Snap To Grid** aligns the primitive to the nearest grid dot. When **Snap To Grid** is off, you can position primitives anywhere, including between grid dots.

Note: **Snap To Grid** works whether or not you enable **Show Grids**.

Display the active Base Page layout in the Preview window, renaming the window the Base Page window.

Edit the Base Page the same way you edit publications. Use this command to modify an existing Base Page, creating a new Base Page for a special page or publication.

This command toggles between the Base Page window and the Preview window.

Note: You cannot save a Base Page with a .DS2 file. You must load the Base Page and the .DS2 file before you print. This allows you to disable the Base Page before printing, if desired.

**Hide Base Pages/
Display Base Pages**

Hide the Base Page displayed in the Preview window from view. This allows you to view your completed page without the Base Page when you use a Base Page as a layout guide.

This option toggles between **Hide** and **Display**. To display a hidden Base Page, click on **Display Base Page**. To hide that Base Page, click on **Hide Base Page**.



Note: A hidden Base Page is still on the page. The hidden Base Page prints with your publication.

Set Base Pages

Select whether to use the Base Page for the right page, left page, or both. Determines whether the Base Page displays in the foreground or background.

Erase Base Page

Erase a Base Page from the Base Page window. Unlink all text files used on the Base Page.

Delete Base Pages

Delete both Base Pages from a publication. The Base Pages are no longer a part of the publication and cannot display through the Preview window.

Override DPI

Only available when you use DeskSet II on a nonstandard monitor. Click on **Override DPI**, then enter the desired number of Dots Per Inch.

Free Font Cache

DeskSet II stores all fonts for the current publication in the font cache. The more fonts you use in a publication, the more memory the font cache uses. **Free Font Cache** releases the memory stored in the font cache.

FUNCTION KEYS

DeskSet II assigns special typesetting options to each of the ten function keys located at the top of the keyboard. Use any of the following special options in your text:

F1

Discretionary Hyphen

This is a soft hyphen that only prints if it falls at the end of a line. Overrides the hyphenation rules and the hyphenation algorithm.

F2

Em Dash

Create a dash (—) the same width as the point size used in the current font. Use the em dash inside text to break up a sentence.

F3

En Dash

Create a dash (–) the width of a letter N in the current font. Use the en dash as a minus sign.

F4

Form Feed

Skip from one region to the next in the order you created the regions. This option lets you put heads and other secondary text in your main text file.

F5

Em Space

Create a space () the width of the current point size. Use an em space to indent paragraphs.

F6

Quad Right

DeskSet II assigns right justification to the selected line of text.

F7

En Space

Create a space () the width of a letter N in the current font. This space is the same size as a single digit number.

F8

Quad Center

DeskSet II assigns center justification to the selected line of text.

F9

Thin Space

Provide a space () the width of a period or comma.

F10

Quad Left

Assign left justification to a selected line of text. The quad left keeps the words in the last line of a paragraph from spreading across the text region like this.

CURSOR KEYS

The following cursor keys are always active in DeskSet II's Article window.



Move the cursor up one line.



Move the cursor down one line.



Move the cursor one character to the right.



Move the cursor one character to the left.



Move the cursor to the beginning of the current line. Press twice to position the cursor on the first character at the top of the current visual screen.



Move the cursor to the end of the current line. Press twice to position the cursor on the first character at the bottom of the current screen.



Scroll back one full screen from current cursor position.



Scroll forward one full screen from current cursor position.



Move the cursor one word to the right.



Move the cursor one word to the left.



Move the cursor to the beginning of the article.



Move the cursor to the end of the article.

Point and Click

Move the text cursor to the mouse pointer position.

SPECIAL KEYS

The following special keys give the described results. The first two commands work only in the Article window. Use the others in the Preview window.

Alternate A

Repeat the last **Find** or **Replace** command.

Alternate P

Access Pi characters. A dialog box appears. Enter the flash position number (listed in **Appendix C**) on the dotted line. A Pi symbol appears in the Text Editor, but the Pi character will show on the page and in the Preview window.

Alternate Click

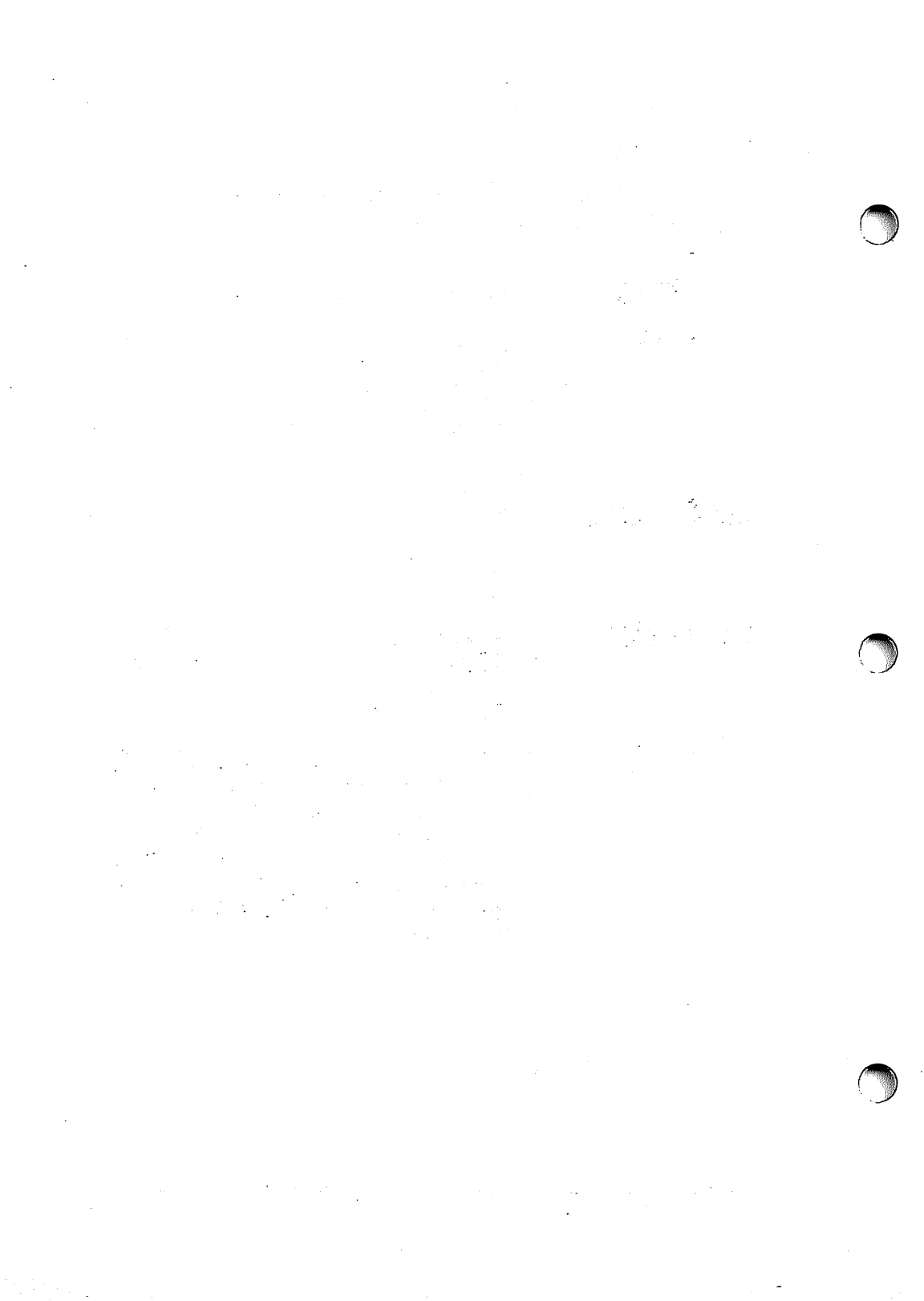
The point of text in the Preview window as you select the region and transfer the file to the Article window will be the first line in the Article window.

Control Click

Selecting a region, then pressing **Control Click** copies a region or primitive. Copying a text region does not copy the text contained in the original region.

Shift Click

Select more than one region. **Shift Click** on each desired region, then move, delete, or unlink the selected regions in the usual way. Serves as an alternative to lassoing multiple regions. (See your MEGA manual for information on lassoing.) Use the lasso feature to select several regions. **Shift Click** to select specific regions.



CHAPTER 8

ADVANCED FEATURES

This chapter discusses the following concepts:

- Nonstandard page sizes
- Using Base Pages as layout guides
- Making tables
- Using DeskSet II for long documents

CREATING NONSTANDARD PAGE SIZES

DeskSet II makes it possible to create pages of virtually any size within the capability of your printer. This ability allows you to create book-size pages without having to reduce your original work.

MAKING PAGE GUIDES

Use DeskSet II's Base Page feature to create page guides. These guides can include the following:

- Page size
- Print area
- Margins
- Lines and graphics which appear on every page
- Column guides
- Crop marks
- Running heads or footers

Page Size

The first thing you should do is decide the size of your page. For the purpose of this example, let's create a 5-by-7 inch page on letter-size paper.

1. Select the **Edit Base Pages** option.
2. Select the **Set Graphics** option and choose a dotted line style. Then, scroll through the fill patterns until the plain white (blank) pattern appears. Use a line width of 1 pixel. Click on OK.
3. Open a graphic region and create a box primitive. Close the region.
4. Click on the region, then select the **Region Coordinates** option. Size the region and center it on the page by entering the following values in the Region Coordinates dialog box.

X: 1.5
Y: 1.65
Width: 5
Height: 7

This centered region is your page frame.

Creating Margins

You will not want your printed area to extend clear to the edge of the page. For this example we will leave a 3/4 inch margin on the inside edge, and a 1/2 inch margin on the other three edges.

1. Create a box shaped primitive with dotted lines and no fill pattern.
2. Position the region with these coordinates:

X: 2.25
Y: 2.15
W: 3.75
H: 6

All of your printed material will appear inside this region.

Indent Guides (Tabs)

In our document, we will indent the main body of the copy 1/2 inch and extend the heads to the edge of the print area. Rather than calculate the indent for every region, we can draw a dotted line to use as a guide.

1. Select a different line pattern in the Set Graphics dialog box, such as a medium dashed line.
2. Open a graphic region and draw a straight vertical line.
3. Position the line with the following coordinates:

X: 2.75
Y: 2.15
W: 0
H: 6

Crop Marks

Crop marks show you where to cut the pages after printing. Position your crop marks at each corner of the page, about 1/8 inch (1 pica) outside your page frame.

1. Select a 1 point solid line in the Set Graphics dialog box.
2. Create four graphic regions, one at each corner of the page. Each region should consist of two line primitives, one vertical and one horizontal.
3. Use the **Primitive Coordinates** option to give each primitive the following coordinates:

Top Left Region			Top Right Region		
	Vertical	Horizontal		Vertical	Horizontal
X	1.5	0.88	X	6.5	6.63
Y	1.03	1.65	Y	1.03	1.65
W	0	0.5	W	0	0.5
H	0.5	0	H	0.5	0

Bottom Left Region

	Vertical	Horizontal
X	1.5	0.88
Y	8.78	8.65
W	0	0.5
H	0.5	0

Bottom Right Region

	Vertical	Horizontal
X	6.5	6.63
Y	8.78	8.65
W	0	0.5
H	0.5	0

Your crop marks should now be in place.

You can also create crop marks by selecting **200% Size**, turning the grid on, and connecting the grid dots. This works fine, but use the **Primitive Coordinates** option to provide greater precision.

Lines (Rules)

Now let's put lines across the top and bottom of the print area to make the page more attractive.

1. Select a 1 point solid line in the Set Graphics dialog box.
2. Open a graphic region and draw a line on the top dotted line of your print area (not the page frame). Close the region.
3. Open another graphic region and draw a line along the bottom dotted line of the print area. Close the region.
4. Use **Region Coordinates** to give each line the coordinates shown below.

	Lines	
	Top	Bottom
X	2.25	2.25
Y	2.15	8.15
W	3.75	3.75
H	0	0

Your right Base Page is complete. You could further customize the Base Page by providing guides for centering, columns, additional indents, and anything else you need for your page.

Making a Left Base Page

Now that you have finished the right Base Page you need to move everything over to the left Base Page. To do this, follow the steps shown below.

1. Select **Page To Clipboard**.
2. Click on the left side of the Page icon.
3. Select **Clipboard to Page**.

This copies your right Base Page to the left Base Page so you do not have to redraw everything. However, since you want your inside margin to be 1/4 inch larger than your outside margin, you need to change your page frame and crop marks. To do this select the page frame region, then use **Region Coordinates** to move the region 1/4 inch to the right. Then do the same for each of the four crop mark regions.

Your Base Pages are now complete. Select **Save Base Page** and give the Base Page pair a filename you will remember. Then select **Edit Preview** and start creating your regions. When you draw your regions use your Base Page guides to make your page design easier.

When you are ready to print your document, go back to your Base Pages and delete all regions you do not want printed. In this case, delete all but the two solid lines and the crop marks. Make sure you delete the unwanted regions from both Base Pages. Save this new Base Page pair with a different filename. Next time you use this page format, design the page with the first set of Base Pages, then load the second set when you are ready to print. Select **Print** to print a camera-ready publication.

USING LANDSCAPE MODE

Landscape mode is the powerful DeskSet II feature which allows you to literally print sideways on your page. As a result, you can create a variety of useful layouts. For example, you can print two 4½ by 7½ inch pages on a single sheet of paper, ready to fold into a booklet. Or, print a three-panel pamphlet on letter-size paper or a four-panel pamphlet on legal-size paper.



Note: One .DS2 file cannot contain pages designed with both Portrait (normal) and Landscape modes. If you wish to use both in a single publication, you must create two document files and collate the pages together.

The following example shows how to create the Base Page guides for two facing 4½ by 7½ pages.

1. Start DeskSet II and select Letter and Landscape in the **Paper Definition** option, then select **Edit Base Pages**.
2. In the Set Graphics dialog box, select a dotted or dashed line style and a 1 Pixel line width. Select the plain white fill pattern.
3. Draw two box-shaped graphic primitives. Use **Primitive Coordinates** to set each primitive as follows:

Primitive 1:

X-Value: 0.3
Y-Value: 0.25
Width: 4.5
Height: 7.5

Primitive 2:

X-Value: 5.58
Y-Value: 0.25
Width: 4.5
Height: 7.5



Note: Minor adjustments may be necessary to compensate for slight variations in laser printer image areas.

4. Select **Edit Preview**. You are now ready to start laying out your pages.

If you would like to print your Base Page guide, just put an empty text region anywhere in the Preview window and select **Print**.



Note: Because of the work Landscape mode requires of your laser printer, printing will take slightly more time.

CREATING TABLES

Tables can be the most complicated part of any document. Everyone has his own method for making tables look good. The guidelines explained in this section will make tables a little less complicated.

Designing the Table

When you design your table use separate regions for each table head and for each column. Make the column regions longer than you need them to be. This allows proper flow from region to region and gives you room to enter new line returns when you are ready to line up your text. Make sure each column has the same Y coordinate. Link your text file to the table heads, then each column, left to right.

After you enter all the information and flow text into the regions, look over the table to make sure everything lines up. Add **Returns** as needed to line up the columns. When the table is correct, shorten the regions to their proper length.

Keying In the Information

When you key in the information for your table, key in the table heads first. Then type the table data by columns. Key in all the data from the first column followed by an **F4**, then the data from the second column followed by an **F4**, and so on until all columns are complete.

After you enter all the information, return to the Preview window and select **Show Text**. Enlarge the page so you can read the text. With most font sizes, **75% Size** is large enough. If you use small type you may need to enlarge the page more than that.

Look at how your lines of text align from column to column. Notice that the columns may not line up correctly. Align your columns by following the procedure shown below:

1. Locate a line that needs to be moved down.
2. Position the mouse pointer on that line and press **Alternate Click**. You may have to do this more than once if the pointer is not right on the line. The Article window opens with the selected line at the top of the window.
3. Enter **Returns** to put the line where it should be.
4. Repeat for all lines as necessary.

Lining the Table

Follow these steps to line a table.

1. Select the plain white fill pattern and a 1 point solid line in the Set Graphics dialog box.



Note: Lines measure from the center. A two-point wide vertical line with an X-Coordinate of 10 will actually start at 9. The center of the line will be at 10.

2. Open a graphic region and draw a box primitive around the table. When you set the primitive, it will cover the text.
3. Select the box region and move it to the back with the **Move Region To Back** command.
4. Select the box region again, then select **Add Primitive**. Draw the vertical and horizontal lines where you want them. If you want broken lines, draw the lines all the way across, then use **Subtract Object** to make the gaps. Subtracting a rectangular primitive from the top of the region to the bottom gives you clean, even line endings.

If you do not want a box around the table, just draw the lines. Make all the lines separate primitives in one region.



Note: If you want to shade parts of a boxed table, make the lines a separate region. Layer the regions from back to front in this order: box region, shaded regions, text regions, lines.

Aligning Numbers

If you have trouble trying to get numbers to line up correctly, try the following:

1. Make sure kerning is turned off.
2. Select Right Justify mode if you want all numbers lined up on the right side.
3. If using dollar signs or other punctuation, size your region to match the longest line, then use a tag to insert space between the dollar

signs and the first digits on all lines containing dollar signs. This keeps the dollar signs lined up on the left edge of the region and all numbers aligned to the right edge.

To insert space; type a space, tag it, select Insert Character in the Tag dialog box and enter a space on the line, then delete the tagged space.

4. If using parentheses (for example, to indicate losses or liabilities), use a Flash Only tag on the closing parenthesis to force that mark out of the region. Numbers will stay aligned on the right. Otherwise, the parenthesis will throw the alignment off.
5. Remember, an en space is the same width as a number. In some cases, you may just want to use en spaces to line up your numbers.

USING DESKSET II FOR LONG DOCUMENTS

Because of the way computers work, the normal price for a long document file is a loss of speed. With DeskSet II there are a few tricks to keep the loss of speed to a minimum.

Regions

Avoid overlapping regions. DeskSet II must do extra work when regions overlap. Also, do not use more regions than necessary. Try to keep columns as individual regions whenever possible. The only reason to make a column of more than one region is to vary line spacing.

If you have a 14-point head over a text body with a 12-point line space, the head should be in a separate region. However, if you want to open up the spacing for a short section of text, such as a bulleted list, use a tag. You can use advanced lead to force a line to fall below its normal position. This allows you to put extra space between your lines of type.



Note: When using advanced or reversed lead, the program believes the line still falls in its normal position. You will need to compensate by providing a longer region for reversed lead. Also, if you want to create a hanging indent on a paragraph with advanced or reversed lead, you will need to move the subtracted area around until you get the desired result. The subtracted area may be above or below the text.

Articles

Hyphenation and justification force the computer to do a great deal of work. That work takes time. Minimize the amount of time by using short text files. That way, when the program has to H&J the article, it will not have as much work to do.

Create a separate text file for every logical division in your article. For example, a 20-page chapter may consist of several sections. You can either keep a 20-page text file and make the computer do extra work, or you can divide that text file into separate files for each section. The shorter the text file, the less work your computer must perform. This saves time.

Of course, it is sometimes inconvenient to stop in the middle of your work to create a new file. There are two solutions to this problem.

First, create all your work as one long text file, then use your word processor's cut and paste commands to save the finished work as several smaller text files. The other solution is to use the DeskSet II Text Editor's buffer commands to divide the file. The solution you select depends entirely on your own preference.

If you choose to do your work within DeskSet II, follow the steps outlined below.

1. Translate a word-processed file into DeskSet II format using the DeskSet II Translation Utility, or create the entire text file within the DeskSet II Text Editor.
2. Create an article. Let's call the sample article FILE.TXT.
3. Use the **Copy To Buffer** command (**Alternate B**) to save a text block to the buffer. Then exit the Article window.
4. Create a text region.
5. Create a new article called FILE1.TXT, link it to the new text region, then close the article.
6. Select the newly linked region and click on the Article window.

-
7. Use the **Copy From Buffer** command (**Alternate C**) to copy the buffer contents to the new article.
 8. Exit the Article window and save the article.
 9. Repeat steps 2-8 for each section of the text file, giving each section a filename with the number following the one you gave the last section (FILE1.TXT, FILE2.TXT, and so on).

By dividing your text file in this way, you will save time otherwise spent waiting for the program to finish the H&J process in a long file.

Lists

Use two regions for numbered or bulleted lists, one for the numbers and one for the list. Then use **Returns** to align the numbers with the list items.

It is also a good idea to keep your numbers as a separate article. Remember, short articles require less time.

Form Feeds

Another timesaving technique involves the frequent use of form feeds (**F4**). Put a form feed at the end of every region. Form feeds make it less likely that changes within a region will affect other regions. If just one region is affected by a change, DeskSet II only needs to update that one region.

Defer H&J

Always display the text mask and defer H&J when changing regions. Otherwise, every change will force the program to H&J the affected regions. If you are trying to shape or move a region, you may make several changes. You will lose time on each change if you display text and do not defer H&J.

If you defer H&J, the program will not hyphenate and justify the text until you display text, print, or deactivate the **Defer H&J** command.

Wrapping Around Graphics

DeskSet II's ability to flow text around graphics is very useful and powerful. However, repelling text around a graphic forces the computer to work extra hard. On a long document, that extra work means lost time.

There is a second way to flow text around a graphic. This method takes a little more work, but the increased control and speed you get as a result make the effort worthwhile.

Use **Subtract Obj** to cut a hole in the text region around the graphic. Text will flow within the text region and around the subtracted area. This not only results in less work for the computer, it gives you absolute control over where the text will flow after repelling. This is especially useful if you want to repel around a light image or an image containing white space.

Just put your graphic and text regions in place, then select **Subtract Obj**. Use a polygon and draw around the graphic, following the contours of the artwork. When you flow text into the region, the text will not flow into the subtracted area.

ADDITIONAL TIPS

As you work with DeskSet II you will discover shortcuts and ways to use the program differently than those explained in the manual. This section shares a few ideas that we have discovered.

Screen Dumps

Make sure you have the program SDUMP.PRG (included on the SLM804 Printer Emulator disk that came with your SLM804 printer) installed in the Auto folder of your hard disk root directory. With this program, you can print the information you enter in dialog boxes. For example, you could print your region coordinates and font information and keep them nearby for reference. You should also print the Information dialog box to keep track of the files used in your document.

Activate SDUMP.PRГ by pressing **Alternate Help**.



Warning: If you try to activate SDUMP.PRГ when there is no SLM804 laser printer connected to your computer, the system will crash.

Viewing Two-Page Documents

To view both sides of a two-page document at once, follow these steps:

1. Design and edit your pages.
2. Go to page 0.
3. Delete page 0.
4. Select **Adjacent Pages**.

Both pages appear on your screen.

Copying Part of a Page

If you want to copy part of a page, follow these steps:

1. Move the original page to the Clipboard.
2. Go to the page after the last page in your document.
3. Select **Clipboard To Page**.
4. Delete the regions you do not want to copy.
5. Select **Delete Clipboard**.
6. Select **Page to Clipboard**.
7. Delete the page you used as your work area.
8. Go to the page where you want to put the new page information, then insert a page if needed.
9. Select **Clipboard To Page**.

File Management

As you use DeskSet II you will begin to accumulate many files. It is important that you keep these files organized. There are a number of ways to store your files. We recommend the following two methods.

The first method stores files by type. Create four folders in the DeskSet II root directory. Use the following names:

- CLIPS (.BPL, .TAG, and .CLP files)
- DOCS (.DS2 files)
- GRAPHICS (.IMG, .GEM, .PI1, and .NEO files)
- TEXT (.TXT files)

This method keeps all files sorted by type. This is especially useful if you have several files which you use in many documents.

The second storage method provides even greater control. Create a separate folder for each publication. Store all files used in a publication within that publication's folder. For example, keep your June newsletter in a folder called NEWS6__89. The folder for the July issue would be called NEWS7__89. This method is especially useful for documents containing many files not used in other documents.

If you use this second method, remember to change your default paths to show the directories for the current document. You don't want your June articles to show up in your July newsletter.

You will probably use both methods. For example, you might keep all your graphics in the GRAPHICS folder. If you use PICTURE.IMG in your June newsletter, you could either set the default path to the GRAPHICS folder or copy PICTURE.IMG to the NEWS6__89 folder.

It is important that you keep your files organized. This makes it easy to find the right file when you need it. Otherwise, you may spend valuable time searching through your files.

Avoid generalized filenames. If you call a text file ARTICLE.TXT, you may forget what that file contains. On the other hand, if you named the file PICNIC.TXT, you would have no problem remembering that the article is a report on your annual company picnic.

APPENDIX A

GLOSSARY

Actual Size	A Page menu option that displays the publication the size it will be when printed.
Adjacent Pages	A Page menu option that scales the publication to display facing pages.
alert box	A dialog box designed to bring something to the user's attention.
art	All graphics used in a publication, including graphic shapes and images.
article	A text file linked to a text region.
Article window	The DeskSet II work area used for editing text.
ascender	The part of a lowercase letter which rises above the main body of the character. Letters with ascenders include b, d, f, h, k, l, and t.
ASCII	American Standard Code for Information Interchange. A numeric code used to represent numbers, letters, and other characters. ASCII files contain no formatting instructions. DeskSet II can read ASCII files from word processors.
Autoflow	An Article menu option which allows the user to automatically flow text into multiple text regions on one or more pages.
AVCC	Automatic Variable Character Compensation. The program automatically computes the point size and typeface to determine the amount of space between characters.
backward S	The natural pattern of eye movement when looking at a page.

Base Page	A preset boilerplate containing regions and their associated text and graphics.
Base Page window	The DeskSet II work area used for editing a Base Page.
baseline	An imaginary line tracing the bottom of the main body of text characters.
body copy	The main text of your publication.
body type	The typeface used for the body copy, as distinguished from the type used in heads and other display type.
boldface	A type which is heavier than the surrounding type.
caps	Short for capital letters.
camera ready	A publication that is ready for photography.
case	The forms of letters, either uppercase (capitals) or lowercase (small letters).
character compensation	The amount of space needed to squeeze letters together.
cicero	A text size measurement, frequently used in Europe. A cicero is 15/14 of a pica. 1 cicero breaks down to 12 didots.
click	To press and release the mouse button on a command, icon, or area.
Clipboard	A temporary page on which you store regions but not text. When loaded to a page, the Clipboard merges permanently with the document file.
column	A vertical region of text.
comp	Short for comprehensive layout, a complete layout of the publication.
computerized composition	The use of computers to perform the functions of hyphenation, justification and page formatting. All typesetting devices have computers in one form or another to allow these functions. Desktop publishing is one form of computerized composition.
condensed type	A font where the set size is smaller than the point size.

coordinates	A region's exact X and Y grid location expressed in the selected unit of measurement.
copy	The material used in a publication, including all text and graphics.
Counting mode	The mode which DeskSet II uses to recalculate hyphenation and justification each time you change a region's attributes. Counting mode is a system default unless deliberately turned off by toggling to Edit mode with Defer H & J .
crop	To chop off part of the copy, especially art, for reasons of appearance and fit. The original often contains crop marks which tell the photographer or printer where to cut.
crop marks	Small lines or marks which indicate where cropping should take place.
cursor	The line, box, or bar which shows the user's current location within the computer screen.
cut and paste	Laying out a publication by cutting pieces out of text galleys and pasting them on a layout page. In word processing, the act of removing a block of text from one place and inserting it somewhere else.
default	The screen and format settings which appear when DeskSet II first loads. The user can change defaults from within the program.
descender	The part of a letter that extends below the baseline. The letters q, y, p, g, and j all have descenders.
dialog box	A box where you respond to requests from the program.
didot	A text size measurement, slightly larger than a point. 12 didots equal 1 cicero.
discretionary hyphen	An optional hyphen inserted by the user which remains invisible unless needed at the end of a line.
display type	Type set larger than the main body to attract attention. Generally, display type is larger than 14 points.
document	All primitives, regions, articles and graphics on one or more connected pages. DeskSet II saves document files with the .DS2 extension.

dot	The individual element of a halftone.
DPI	Dots Per Inch. The number of dots which appear in an inch of type. The more dots, the clearer the print.
dress file	A file that holds font information for up to 16 fonts. Dress filenames contain the extension .DRS.
dummy	A preliminary layout showing the position of all publication elements, including both text and graphics, as they will appear in the final product. Also a set of blank pages designed to show the form and size of a publication.
Edit mode	The mode wherein DeskSet II will not recalculate hyphenation and justification each time you change a region's attributes. Toggle between Counting mode and Edit mode by activating the Defer H & J command.
em dash	A dash the same width as the current point size.
em space	A space the same width as the current point size.
en dash	A dash the width of a letter "N" in the current point size.
en space	A space the width of a letter "N" in the current point size.
extended type	Type that is wider than normal. Extend type by using a set size larger than the point size. Sometimes called "expanded type."
fill	The pattern that occupies graphic regions.
flush	Refers to placing text against the right or left margin.
font	A complete set of characters in one typeface family. The font name generally includes the point size, the family, the weight, and the form, as in 12 point CG Triumvirate Bold Italic.
function keys	The ten keys at the top of the MEGA keyboard. Function keys do not have a set purpose. Many applications assign a value or purpose to the function keys. In DeskSet II, function keys contain certain text formatting commands.
gally	Long sheets of text printed on a typesetting machine.

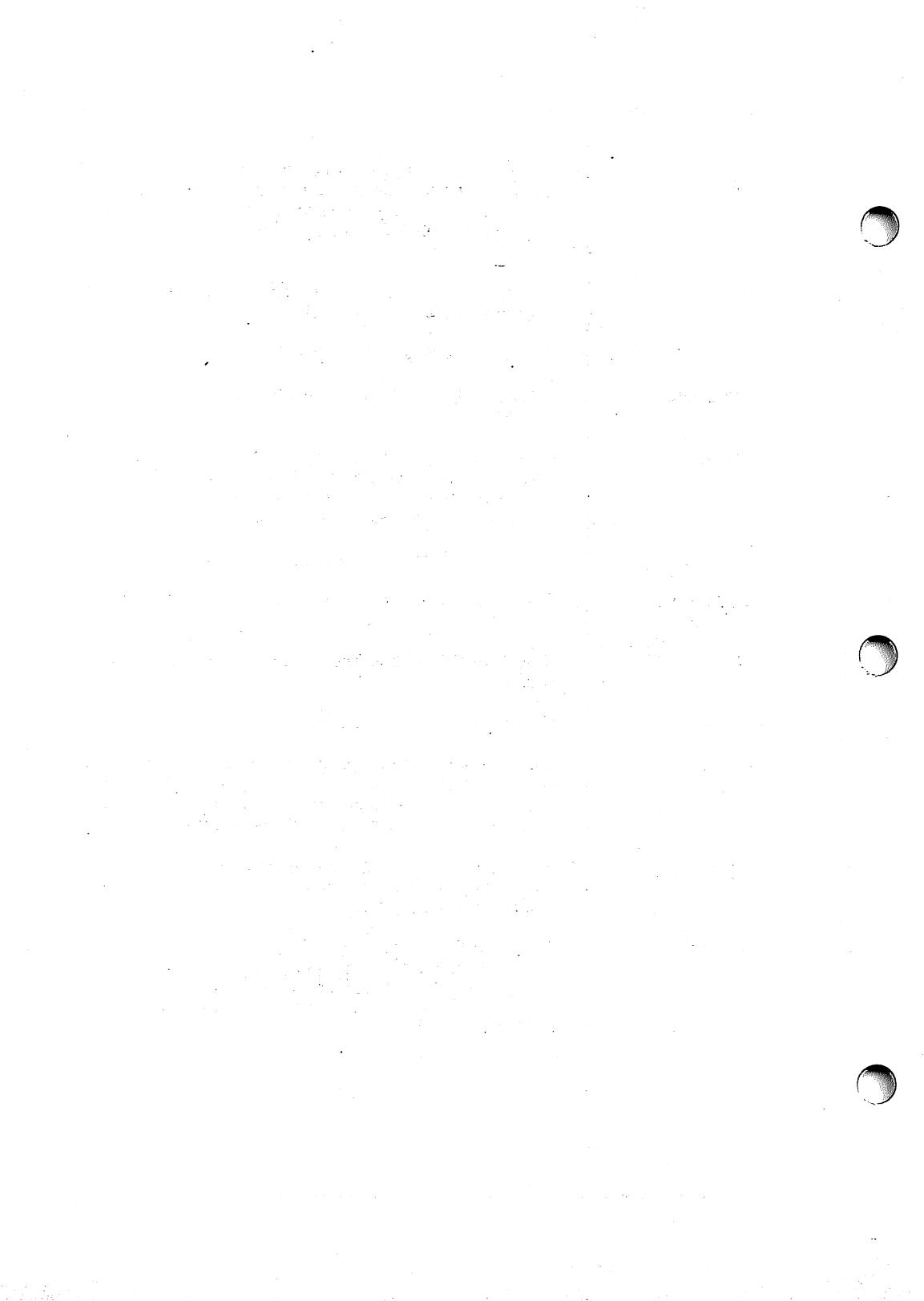
graphic	A non-text element of a publication, such as a picture, box or a line.
graphic region	An area on a DeskSet II page designed to hold graphics.
grid	A series of dots superimposed on a work area in order to simplify layout.
gutter	The white space between the binding and the printed area. Also, the white space between columns.
H & J	Abbreviation of hyphenation and justification, the process of adding spaces and hyphens to make words fit on a line.
halftone	A piece of artwork, such as a photograph, reproduced as a series of dots of various sizes.
hanging indent	A reverse indent. In other words, the first line starts to the left of the main body of the paragraph.
hard copy	The output of a printer or computer. Also the material sent to the typesetter.
hard disk	Computer storage medium characterized by its large capacity and rapid speed.
head margin	The white space above the first line of a page.
headline	The title or caption of an article, set in large type.
hole	An empty space within a text or graphic region.
hot-key	A key or combination of keys which, when pressed, activate a command or option.
hyphenation language	The language-specific rules used to determine when words will hyphenate. DeskSet II provides 11 languages to choose from.
icon	A picture on the computer screen display which represents a command or action.
icon bar	The portion of the DeskSet II screen display which contains the available icons.
image	A picture graphic.

indent	The space between the beginning of a line and the left margin, or the end of the line and the right margin.
insertion point	A blinking vertical bar indicating the spot where text will be inserted when editing in the Article window.
italic	A style of type in which characters slant forward. Used for emphasis or titles.
Item Selector	A dialog box which asks you to select a file to load or save.
justify	To align text with both the right and left margins by inserting spaces where necessary.
kerning	Increasing or decreasing space between letters to make them more attractive on a page.
laser	The acronym for Light Amplification by Stimulated Emission of Radiation. The Atari SLM804 laser printer uses an intense beam of light to heat the toner. The heated toner sticks to the paper.
layout	The arrangement of text and graphic elements of a publication on a page.
leaders	Rows of dashes or dots which guide the eye across a page.
leading	The amount of space from baseline to baseline.
letter spacing	The amount of space inserted between letters to give a line of text the desired fit.
line art	Pictures drawn with lines and no shading or fill.
line space	The amount of space between lines, expressed as a fraction of point size plus actual leading.
link	To assign a text file to a specific text region or regions.
logo	The specially designed name of a company or product used as a trademark.
makeup	The fitting of text and art to the proper length.
margin	The space from the edge of the page to the edge of print.
marker	A preset location in a text file edited in the Article window.

mask	The graphic pattern used to fill regions on the DeskSet II screen. The text mask is a solid black block; the graphic mask consists of the fill pattern or hatch used in the specific graphic region; the image mask contains Atari fuji logos. The user may replace the text and image masks with the actual contents of each region. This shows exactly how the document looks.
mechanical	An art board containing the final camera-ready pasteup of a publication.
mouse	A small, hand-manipulated device which controls the movement of a pointer on the computer's screen display.
page makeup	The assembly of page elements used to compose a page.
perimeter	The border surrounding a graphic primitive.
pica	A unit of measure used in typesetting. One pica equals 12 points. Six picas equal one inch.
point	A measurement of size used in typesetting. A point is approximately 1/72 inch. Points measure the height of type.
pointer	The graphic symbol on the computer screen which shows the user's current location within that screen. The user moves the pointer with the mouse or certain keyboard commands. DeskSet II uses four pointers: the mouse pointer, the hand pointer, the link pointer, and the finger pointer.
Preview window	The main work area of DeskSet II's screen display, in which all page operations take place.
primitive	A shape used to build a region.
proportional type	A character design where each character has its own character set size.
quad	To align a region of text to the left, right, or center. Change justification within a text file in the same region by inserting quads in the text with tags. In traditional printing, a quad is a metal composition used to fill out lines.
ragged	Text with uneven left or right edges.

region	An area designed to contain text or graphics.
repel	The way text is forced away from a graphic primitive. DeskSet II offers three repel modes: Over, Around, and Through.
reverse type	Printed type in which white characters appear on a black background.
reverse video	Type displayed on a computer screen in which white characters appear on a black background.
running head	A title or headline printed at the top of each page.
sans serif	Any typeface in which the characters do not have serifs.
scaling	The automatic reduction or enlargement of an image to best fit an area. DeskSet II automatically scales all graphics to fit into a region or primitive.
scan line offset	The amount of space between the top of the region and the first line of text.
scanner	An electronic device used to reproduce printed images into a format readable by a computer.
select box	The rectangle surrounding a selected region or primitive. Use the select box to choose a region or primitive, as well as to move or resize the region or primitive.
serif	The small cross strokes on some font families.
set size	The width of each character space. Larger type on a smaller set is condensed. Smaller type on a larger set is extended.
size box	The small squares which appear along the outside of region select boxes, or the diamonds on a primitive select box. Use the mouse to point at a size box, then drag that box to change the size of that region or primitive.
Size To Fit	A Page menu option that enables the entire document to fit in the window.
subtracted primitive	A primitive subtracted from a region, used to create holes in the region.

tag	A method of changing character formats for a block of text without changing the format of the entire region. A tag can either be local (affects one particular area) or global (affects all areas assigned that particular tag).
text	The main body of printed characters, as distinguished from the headlines and graphics.
text region	An area on a DeskSet II page designed to hold text.
thin space	A space approximately the width of a period or comma.
translate	In DeskSet II, the act of using a specialized table to reformat word-processed text to a DeskSet II format. Allows the user to use text created on any ST, MEGA, or IBM-compatible word processor.
typeface	A family of fonts that share similar characteristics.
typesetting	The art or process of setting and arranging type for printing.
UFID	User Font ID number. The number assigned to a particular typeface.
white space	Unprinted space on a page.
window	The work area which the program uses to display files and folders or to show DeskSet II operations. DeskSet II uses three main windows: the Preview window, the Article window, and the Base Page window.
wordwrap	At the end of a line, the automatic shifting of words to the next line in the text editor without the user having to insert carriage returns.
WYSIWYG	What You See Is What You Get. The ability to see your publication as it will appear in print before you actually print the document. DeskSet II uses the same fonts on screen as on the printer to provide a true WYSIWYG display.



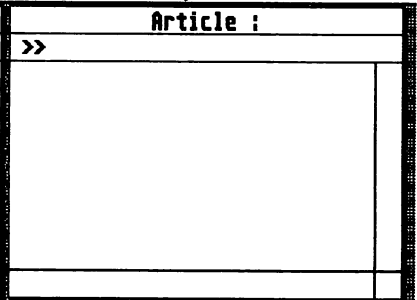

















APPENDIX B

SUMMARY OF COMMANDS

This appendix explains DeskSet II's icons, menu choices, and major dialog boxes. Locate the icon, menu, or dialog box in question, then read the information provided for that item. For more details, see the index for the manual pages which refer to that subject.

INITIAL SCREEN DISPLAY













Desk	File	Page	Article	Region	Objects	Setup	Text	Options	
	Open Text Region	Open text region and display available shape icons.							
	Open Graphic Region	Open graphic region and display shape icons.							
	Show Text/Show Mask	Display text or a black mask in Preview window.							
	Display Images	Display images or the fuji mask in the Preview window.							
	New	Delete the document in the Preview window.							
	Print	Print current document to printer or disk.							
	Show Grids	Display grid with selected spacing in the Preview window.							
	Snap to Grid	Align regions on grid dots.							

Clipboard
Store region information. Turns white when used.

Page Icon
Show current page number. Click right side to advance 1 page; left side to go back 1 page.

OPEN REGION SCREEN

Desk File Page Article Region Objects Setup Text Options

	Close Region Close the region and exit to main icon bar.		Article : >>
	Polygon (text or graphic) Click for each point. Right button connects start and end points.		
	Circle (text or graphic) Hold down button at center, release at perimeter of circle.		
	Ellipse (text or graphic) Hold down button at center, release at perimeter of ellipse.		
	Box (text or graphic) Hold down button at one corner, release at opposite corner.		
	Polyline (graphic only) Click at each point; press the right button to end.		
	Rounded Box (graphics only) Hold down button at one corner, release at opposite corner.		
	Image (graphics only) Select type of image; select file; hold down button at one corner, release at opposite corner.		

FILE MENU

New ^N	Delete all regions and articles currently in memory.
Load Document... ^L	Load a document from disk.
Save Document... ^S	Save the document currently in memory to disk.
Load Clipboard... ^C	Load a Clipboard file from disk into the Clipboard.
Save Clipboard... ^J	Save the contents of the Clipboard to disk.
Load Base Page...	Load a Base Page from disk.
Save Base Page...	Save the Base Page(s) currently in memory to disk.
Load Tags...	Load a set of global and local tags from disk.
Save Tags...	Save the current set of global and local tags to disk.
Print ^P	Print the document currently in memory to the printer or disk.
Information	Show the filenames used by the document or the selected region.
Quit ^Q	Exit the program and return to the desktop.

PAGE MENU

✓ Size To Fit 50% Size 75% Size Actual Size 200% Size Adjacent Pages		Display entire page scaled to fit in the window. Display page at half of actual size. Display page at 75% of actual size. Display page at actual size. Display page at twice actual size. Display two facing pages simultaneously.
Go To Page... Previous Page Next Page Delete Page Insert Page	^G ◊ ◊ ◊ ◊	Go directly to a specific page in the document. Go back one page. Go forward one page. Remove a page and renumber all following pages. Insert a blank page and renumber all following pages.
Clipboard to Page... Page to Clipboard Delete Clipboard	^U ^X ^K	Copy the Clipboard contents to one or more pages. Copy the current page to the Clipboard. Erase the Clipboard contents.
Page Numbering...		Set the options for page numbering.

ARTICLE MENU

Create Article Open Article...	Add a text file to the current document. Link a previously used article to other regions.
Close Article	End the process of linking an article to regions.
Autoflow	Link an article to all unlinked regions on specified pages.
Delete Article...	Remove an article from the current document.
Save Article...	Save the specified article file to disk as a .TXT file.
Defer H & J	Disable hyphenation and justification until this option is selected again or text is displayed.

REGION MENU

Open Text Region Open Graphic Region	Display shape icons available for text regions. Display shape icons available for graphic regions.
Close Region	Close the region and display the main Icon bar.
Unlink Region Delete Region	Disconnect the selected region(s) from an article. Erase the selected region(s) from the document.
Show Text ^T Display Images ^I	Display text or black masks. Display images or the fuji mask.
Subtract Obj Set Graphics... ^A Set Scan Offset... ^\ Region Coordinates...	Remove part of a region. Toggles with Add Object . Set attributes for a graphic region. Add space between the top of a text region before the text. Show the exact location and size of the selected region.
Move Region To Front Move Region To Back	Put the selected region on top of all other regions on the page. Put the selected region behind all other regions on the page.

OBJECTS MENU

Polygon Circle Ellipse Box Polyline Rounded Box Image	Click at each point. Right button connects start and end. Hold down left button at center, drag to perimeter. Hold down left button at center, drag to perimeter. Hold down left button at one corner, drag to opposite corner. Click left button at each point, click right button to end. Hold down left button at one corner, drag to opposite corner. Select image file. Drag from corner to opposite corner.
Add Primitive	Add a primitive to the selected region.
Delete Primitive	Delete the selected primitive.
Primitive Coordinates...	Set the size and location of a selected primitive.
Move Primitive To Front Move Primitive To Back	Put a primitive on top of all other primitives in the region. Put a primitive behind all other primitives in the region.

SETUP MENU

Display Typeface Dress...	
Modify Typeface Dress...	

Exception Dictionary...	

Translation Utility...	

Fonts...	^F
Hyphenation Language...	
Document Defaults Files ...	
Character Compensation...	^C
Hyphenation Parameters...	^H
Justification...	^J
Word Spacing...	^W
Paper Definition...	
Set Default Paths...	
Save Default Parameters...	

Show the dress file used by the current document.
Change the dress file used by the current document.

Load hyphenation dictionary for viewing or editing.

Convert ASCII files to DeskSet II .TXT files.

Set text attributes for selected region(s).
Set the language for the hyphenation algorithm.
Specify default files used by the current document.
Set auto or manual character compensation.
Set rules for hyphenating words.
Set justification for selected text region(s).
Set word and letter spacing in justified mode.
Specify the size of paper used in the printer.
Set paths for each file type.
Save settings that load when you start the program.

TEXT MENU

Select Article...	Ⓢ
Get from File...	Ⓠ

Delete	ⓓ
Copy To Buffer	ⓑ
Copy From Buffer	ⓐ

Forward Find...	ⓕ
Reverse Find...	Ⓡ
Replace...	Ⓡ

Set Marker...	Ⓜ
Jump To Marker...	Ⓜ

Insert Global Tag...	Ⓣ
Insert Local Tag...	Ⓛ
Delete Text Tag	Ⓝ

Load an article into the editor.

Merge a text file into the editor at the cursor position.

Delete a block of text and store it in the buffer.

Copy a block of text to the buffer.

Paste the contents of the buffer at the cursor location.

Search from the cursor to the end of the article.

Search from the cursor to the beginning of the article.

Replace one text block with another.

Mark the current location of the cursor.

Move cursor to the place where **Set Marker** was used.

Insert one of 16 global tags into the article.

Insert one of 184 local tags into the article.

Erase a global or local tag from the article.

OPTIONS MENU

Show Ruler	AR	Show the ruler or hide the ruler in the Preview window.
Set Units...	AU	Set the global unit of measurement.
Grid Spacing...	AM	Set the amount of space between grid lines.
Show Grids	AZ	Show the grid lines in the Preview window.
Snap To Grid	AD	Force edges of regions and primitives onto grid lines.
Edit Base Pages		Edit the document in the Preview window or edit the Base Page.
Hide Base Page		Hide or show Base Pages in the Preview window display.
Set Base Pages...		Set how the Base Pages will be used in the document.
Erase Base Page		Erase the current Base Page.
Delete Base Pages		Delete both Base Pages from the current document.
Override DPI...		Use with nonstandard monitors.
Free Font Cache		Clear the font buffer.

SET GRAPHICS DIALOG BOX

Pattern which fills graphic regions.

Determine whether or not the line around the region displays.

Determine line style and width. Dashed and dotted lines must be 1 pixel wide.

Determine how text and art interact and the space between graphic region

PAGE NUMBERING DIALOG BOX

PAGE NUMBERING		◊ CG TRIUMVIRATE ◊ <small>Font used for page number text</small> Font Number <input style="width: 50px;" type="text" value="1"/> Point Size <input style="width: 50px;" type="text" value="024.0"/> Set Size <input style="width: 50px;" type="text" value="024.0"/>
Left Page Justification: <input type="radio"/> L <input checked="" type="radio"/> C <input type="radio"/> R <small>Horizontal position of page number text</small>		
Right Page Justification: <input type="radio"/> L <input checked="" type="radio"/> C <input type="radio"/> R		
Page Usage: <input type="radio"/> LEFT <input type="radio"/> RIGHT <input checked="" type="radio"/> BOTH <small>Display number on even, odd, or all pages</small>		
Vertical Position: <input type="radio"/> TOP <input checked="" type="radio"/> BOTTOM <small>Vertical position of page number text</small>		Display Page Numbers? <small>Page numbering on or off</small> <input checked="" type="checkbox"/>
Distance From Bottom Of Page: <input style="width: 50px;" type="text" value="00.50"/> Inches		
<small>Select which pages will display the page number text</small>		
Number Pages FROM page: <input style="width: 30px;" type="text" value="1"/> TO page: <input style="width: 30px;" type="text" value="1"/>		<input type="button" value="OK"/>
TEXT <input style="width: 100px;" type="text" value="This is page #"/>		<input type="button" value="CANCEL"/>
<small># is replaced by the actual page number</small>		

SET FONT INFO DIALOG BOX

Set Font Info	
◊ CG TRIUMVIRATE ◊	
Font Number	<input style="width: 50px;" type="text" value="1"/>
Point Size	<input style="width: 50px;" type="text" value="24"/> POINTS
Set Size	<input style="width: 50px;" type="text" value="24"/> POINTS
Line Space	<input style="width: 50px;" type="text" value="26"/> POINTS
KERNING:	<input type="radio"/> ON <input checked="" type="radio"/> OFF
REVERSE TYPE:	<input type="radio"/> ON <input checked="" type="radio"/> OFF
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Font name.

Font identification number.

Text height in 1/2 pt. increments (23.5, 24, 24.5).

Text width in 1/2 pt. increments.

Space used by each line in 1/4 pt. increments (24.1, 24.2, 24.3, 25).

Reduce space between characters.

Print white text on a black background.

TAG DIALOG BOX

tag name or number		Defaults:	
TAG	<input type="text" value="1"/>	<input type="checkbox"/> Kerning	Off <input type="checkbox"/> ON <input type="checkbox"/> OFF
<input type="checkbox"/> Flash Only	<input type="checkbox"/> Flash Off	<input type="checkbox"/> Reverse Type	Off <input type="checkbox"/> ON <input type="checkbox"/> OFF
<input type="checkbox"/> Point Size:	5 to 144	<input type="checkbox"/> Justification	J J L R C
<input type="checkbox"/> Set Size:	5 to 144	Defaults (in pts):	
<input type="checkbox"/> Font:	Depends on dress file	<input type="checkbox"/> LetterSpacing	On <input type="checkbox"/> OFF
<input type="checkbox"/> Advance Leading:	<small>See note*</small>	Pos: <u>3</u>	Neg: <u>1</u> <input type="checkbox"/> OFF
<input type="checkbox"/> Reverse Leading:	<small>See note*</small>	Defaults (in pts):	
<input type="checkbox"/> Hor. Move Right:	<small>See note†</small>	<input type="checkbox"/> Space Band	Pref: <u>8</u>
<input type="checkbox"/> Hor. Move Left:	<small>See note†</small>	Min: <u>12</u>	Max: <u>30</u>
<input type="checkbox"/> Auto Compensation:	<u> </u> <input type="checkbox"/> ON	Flash pos.	
Default: off	<input type="checkbox"/> OFF	<input type="checkbox"/> Insert Character:	<u> </u> or keystroke
<input type="checkbox"/> Man. Compensation:	<u> </u> <input type="checkbox"/> ON	<input type="checkbox"/> Hyphenation	<input type="checkbox"/> ON <input type="checkbox"/> OFF
Default: off	<input type="checkbox"/> OFF	Defaults: On	
		# successive hyphens:	<u>2</u>
		# chars before hyphen:	<u>2</u>
		# chars after hyphen:	<u>3</u>
		OK	CANCEL

* Enter values in these spaces as follows for each unit of measurement:

- Picas: points and quarter-points (2.2 = 2 2/4 points)
- Inches: standard decimal values (1.3 = 1 3/10 inches)
- Centimeters: standard decimal values (4.6 = 4 6/10 centimeters)
- Ciceros: didots and quarter-didots (3.1 = 3 1/4 didots)

† Enter values in these spaces as follows for each unit of measurement:

- Picas: picas and points (2.08 = 2 picas and 8 points)
- Inches: standard decimal values (1.8 = 1 8/10 inches)
- Centimeters: standard decimal values (1.5 = 1 5/10 centimeters)
- Ciceros: ciceros and didots (2.1 = 2 ciceros and 1 didot)

APPENDIX C

TRANSLATION TABLES

DeskSet II's translation tables allow you to create text files on your favorite word processor, then convert those files to DeskSet II format. The translation feature automatically performs the tedious task of checking the word-processed file for embedded formatting codes and changing those codes to actual DeskSet II formatting commands.

This feature also allows you to check an ASCII file or a translated file for embedded codes that need to be removed.

This appendix explains how to customize Atari DeskSet II's translation table (DESKSET.TBL) to suit the requirements of your word processor. After you modify the file, see **Using the Translation Utility in Chapter 6** for instructions on translating files. Also included are tables which show the DeskSet II flash position numbers and hex codes.

TRANSLATION FILE SETUP

Translation tables are ASCII files written in table format. Edit and modify these tables like any other text files. You may want to modify your translation tables for the following reasons:

1. Customize a table by adding statements specific to your application. For example, if your word-processed files contain **[b]** to indicate a bold typeface, you can add a statement to translate **[b]** to a tag to switch fonts.
2. To modify or add statements because the existing table did not translate your word-processed file correctly. For example, paragraph endings did not translate to **Quad Left, Return**.

-
3. To change the existing statements for your specific application. For example, you want two carriage returns to translate as **Quad Left, Return, Return**, instead of **Quad Left, Return**.

Translation Table Entries

You can create or modify a translation table file the same way you would a text file. Instead of text, however, you enter translation statements, wild-card characters, macro statements, and buffer statements.

DeskSet II allows you to create translation tables of up to 2,816 bytes (characters), with as many as 250 characters per entry. Of course, the more characters you use for each entry, the fewer entries you will be able to use.

Translation table files have three characteristics not found in other text files:

- The filename extension: **.TBL**
- An eight character keyword: **/==//**
- An end statement: **/I** (slash and an uppercase I)

Keyword

A keyword is a series of eight characters typed at the beginning of the translation table file. The keyword must occur within the first 128 characters or DeskSet II will not recognize the file as a translation table file. When you type the keyword, you define the delimiter and the separator for that translation table file.

The keyword defines:

The Delimiter /. The delimiter is the first and last character in a translation table statement. You may define any character as a delimiter. We use / in our tables.

The Separator =. In a translation table statement, the separator divides the search string from the replace string.

Our keyword appears as **/==//**.

Translation Statements

Each translation table statement must include the following:

1. The start delimiter /
2. The designator; the character describing the type of translation. For example, Alpha-to-Alpha, Hex-to-Hex, and so on. The designator can consist of uppercase characters only.
3. The search string (character string to be converted)
4. The separator =
5. The replace string (the characters that replace the search string)
6. The end delimiter /

Example: /A'='/'



Note: The delimiter cannot appear in the output or input strings. The separator cannot appear in the alpha input string.

End Statement

The last statement in a translation table must be a delimiter followed by an uppercase I (I). The last two characters in a translation table file are /I.

TYPES OF TRANSLATION TABLE ENTRIES

There are six kinds of translation table entries, each designated by a letter. Which type you use depends on each entry. The six types of entries are listed below, along with the letter used in the translation table to indicate each type.

A	Alpha-to-Alpha	R	Hex-to-Alpha
H	Alpha-to-Hex	M	Macro Statement
V	Hex-to-Hex	B	Buffer Statement

Alpha-to-Alpha (A)

Alpha-to-Alpha translation statements designate that an alpha character string be replaced by another alpha character string. An alpha character string is a string of alphabet characters, numbers, punctuation marks and typesetting commands such as a font change.

Alpha-to-Alpha translations work exactly like the search and replace function of a word processor.

For example, **/i.e.,=for example,/**

- / is the delimiter
- **A** indicates the statement is Alpha-to-Alpha
- **i.e.,** is the search string
- **=** is the separator
- **for example,** is the replace string
- / is the delimiter

Alpha-to-Hex (H)

An Alpha-to-Hex translation statement replaces an alpha character string with a string specified by a hex code string. An alpha character string is a string of alphabet characters, numbers, punctuation, and typesetting commands. A hex code string is a string comprised of hexadecimal code. (See the tables at the end of this appendix.)

For example, **/H " "=206060/**

- / is the delimiter
- **H** indicates the statement is Alpha-to-Hex
- **" "** an empty space followed by a word processor quote (inch mark) is the search string
- **=** is the separator
- **206060** is the replace string (20 is the ASCII hex code for one blank space and 6060 is the ASCII hex code for two single open quotes)
- / is the delimiter

Hex-to-Hex (V)

A Hex-to-Hex translation statement replaces a hex code string with another hex code string. A hex code string is a string containing only hexadecimal code.

For example, **/V2A=5B/**

- **/** is the delimiter
- **V** indicates the statement is Hex-to-Hex
- **2A** is the search string (2A is the hex code for an asterisk)
- **=** is the separator
- **DF5B** is the replace string (DF is the Pi access command. 5B is the flash position hex code for a bullet (en dot) in the 501 keyboard layout)
- **/** is the delimiter

Hex-to-Alpha (R)

Hex-to-Alpha translation statements replace a hex code string with an alpha character string.

For example, **/R2022= "/>**

- **/** is the delimiter
- **R** indicates the statement is Hex-to-Alpha
- **2022** is the search string (20 is the ASCII hex code for one space, 22 is the hex code for a double quote)
- **=** is the separator
- **"** is the replace string (a blank space followed by two single open quote marks)
- **/** is the delimiter

Wildcard Characters (A, V)

The wildcard symbol is a set of empty parentheses () indicating an unspecified character may occur in that location. Type one set of parentheses for each wildcard character you wish to search for.



Note: Wildcard characters are valid in Hex and Alpha statements only, and may only occur in the search string. They cannot occur in the replace string.

For example, **/A() Mar 89=01 Apr 89/**

- / is the delimiter
- **A** indicates this statement is Alpha-to-Alpha
- **() Mar 89** is the search string, **()** indicates the search string may contain any two alphanumeric characters followed by a space and Mar 89
- **=** is the separator
- **01 Apr 89** is the alpha character replace string
- / is the delimiter

Macro Statement (M)

Macro statements allow searches for multiple occurrences of a single character. You cannot include wildcard characters in macro statements. The minimum and maximum occurrences of a character must fall between 1 and 99, inclusive. The minimum number of occurrences must be less than the maximum. The character for which you are searching may be only one character, not a combination of different characters; however, there may be multiple occurrences of that single character. In the example that follows, DeskSet II searches for multiple blank spaces and replaces them with an **Insert Space** command.



Note: Since DeskSet II's **Insert Space** command is accessible through the Tag command, you must create an Insert Space tag in order for the translated tag to mean anything to the program. For more information, see **Translating Tags** in this appendix.

For example, **/M(2)(99) =F911F811/**

- / is the delimiter.
- **M** indicates a macro statement.
- **(2)** specifies the minimum number of characters to search for.
- **(99)** specifies the maximum number of characters to search for.
- The character to search for is a blank space.
- **=** is the separator.
- **F9** is the hex code for **Open** tag.
- **11** is the tag number. This can be any number, as long as it matches the number of the tag. For this example, we assumed that local tag 2 is your Insert Space tag. The Translation Utility treats local tags as tags 16 through 199, so local tag 2 is tag 17. 11 is the hexadecimal equivalent of decimal 17. (See **Translating Tags** in this appendix.)
- **F811** is the hex code for **Close** tag 11.
- / is the delimiter.

Buffer Statement (B)

The **Buffer** command searches for a user-specified string, command, or character, then checks for a “trigger” to initiate the translation process.

A trigger is a character, string, or code that **DeskSet II** recognizes as a signal to start the translation procedure. If **DeskSet II** sees the search string followed by the trigger, then the translation occurs. If the trigger is not found, **DeskSet II** will not replace the search string.

DeskSet II comes equipped with the following default triggers:

- Carriage Return 0D (zero D)
- Form Feed 0C (zero C)
- Line Feed 0A (zero A)
- Horizontal Tab 09 (zero 9)

If no trigger is specified, **DeskSet II** initiates the default sequence listed above. If you specify a trigger, the specified trigger overrides the default trigger.

The following applies:

- DeskSet II searches for alpha characters only.
- DeskSet II does not search for hexadecimal codes.
- Wildcard characters cannot be included in a buffer statement.
- The minimum and maximum number of search characters must be between 1 and 99, inclusive.
- A semicolon must precede trigger characters.

You may only enter one buffer command for each search character, and only one buffer command can be active at any one time. That is, if a buffer command is waiting to receive its trigger code, no other buffer commands will be checked for a match until the current buffer command has been triggered.

DeskSet II has four positions for triggers. If you want to specify less than four triggers, you must fill the empty trigger locations with null triggers (;ff). Therefore, if you use two triggers in a translation statement, you will also have to include two null triggers in that statement. If you do not want to specify any triggers, DeskSet II's default values are automatically activated; in that case, you do not have to specify any triggers.

For example, in `/B(3)(10);0D;0A;ff;ff=1D1F0D0A/`

- / is the delimiter
- B indicates a buffer command
- 3 is the minimum number of characters for which to search
- 10 is the maximum number of characters for which to search
- A blank space is the search character
- ;0D Carriage Return (trigger)
;0A Line Feed (trigger)
;ff null trigger
;ff null trigger
- = is the separator
- 1D the replace string is the DeskSet II Quad Center command
1F0D0A is a **Return** and a Line Space
- / delimiter

Structure and Precedence

Buffer and macro entries have the highest precedence in translation tables, and both have equal precedence; therefore, if one table contains both macro and buffer entries, the entry appearing first has the highest precedence.

For example, in Table 1 below, the appearance in your text of eight consecutive spaces would be output as an em space. The macro command appears first; therefore, in this example, the macro command takes precedence.

In Table 2, the buffer command takes precedence over the macro command.

When you establish a translation table, be certain that buffer and macro entries for the same characters do not overlap.

Table 1	Table 2	Table 3
/M(3)(8) =FE	/B(3)(5) =1D	/A***** = {5*}/
/B(3)(5) =1D	/M(3)(8) =FE	/A***** = {8*}/
		/A***** = {6*}/
		/A***** = {7*}/

If DeskSet II finds no macro or buffer entries to match a character string, DeskSet II uses the longest of all appropriate entries to translate the character string.

For example, using Table 3, the string ***** in the text would be output as {8*}.

We recommend that you specify all buffer and macro entries at the beginning of the translation table, followed by all other entries in order from the longest search string to the shortest search string. Use the DESKSET.TBL file as a guide for structuring your own translation tables.

Identifying Problems in a Translated File

A translated file viewed in the Article window should display the standard DeskSet II formatting codes. If there are codes you cannot identify, or commands in the wrong locations, you must make changes to the translation table.

For example, if paragraphs run together, the translation table does not recognize the paragraph endings in the word-processed file. To correct this, you must modify or add a statement to the translation table that translates paragraph endings.

After translating your file, read through it carefully. Make note of the following:

Codes and symbols you do not recognize.

Information that did not translate. For example, if paragraph endings did not translate, your paragraphs will run together.

Information that did not translate correctly. For example, look for quote marks that did not translate to the appropriate double open and close quotes.

If there are only a few problems, you may want to fix them in the text file with the DeskSet II Text Editor. Or you can modify the translation table to correct the problems. You can also use CODE.TBL to find embedded codes in a file.

CODE.TBL is a translation table specially designed to show embedded characters and codes. To use this table make an extra copy of your word-processed file and run it through the Translation Utility, using CODE.TBL as the current table.

Translating Tags

DeskSet II's Translation Utility can also tag for you. Before tagging text in a translation table, however, there are a few things you should know.

First of all, you need to know what you will tag. Once you know that, you need to assign tag numbers to each tag. Number global tags from 0 to 15 and local tags from 16 to 199. Local tag 1 in the text editor is tag 16 in the translation table.

When you type your text on your word processor, enter a series of symbols before and after each tagged block. These symbols will let the Translation Utility know which tag to assign to that text block.

For example, if you want a word printed in bold and your bold font is global tag 3, you could type `<3>` before the word and `>3<` after the word. Then, enter a line in your translation table indicating that `<3> = Open tag 3` and `>3< = Close tag 3`.

```
/H<3> =F903/  
/H>3< =F803/
```

- / is the delimiter
- H indicates the statement is Alpha-to-Hex
- `<3>` and `>3<` are the search strings you want to use to signify **Open tag 3** and **Close tag 3**.



Note: Use any string you want, as long as that string does not appear in regular text. For example, you would not want to use a question mark to indicate an **Open tag** because the Translation Utility would assume that all question marks mean **Open tag**.

- = is the separator
- **F9** and **F8** are the hex codes for **Open** and **Close** tags, respectively.
- **03** indicates that you want to **Open** and **Close** tag 3, the third global tag.
- / is the delimiter

Make note of which tags you assign which numbers so you can create the tags with the proper number. Otherwise, all your bolds may be italics, and vice versa.



Warning: If you try to edit tagged text in the Text Editor before you create those tags, all tags in your file will be empty. You must create your tags before loading the text file.

Helpful Hints

The following suggestions will make translating word-processed files much easier. Follow these guidelines when preparing your file on your favorite word processor.

Word-processed files should be single spaced. Double space between paragraphs.

Do not justify your word-processed text file.

Text should begin at the left margin.

Your text cannot be in a multi-column format. Enter all text in a single column.

You do not need to use codes to translate font size or justification. When you link the translated files to DeskSet II regions, the files assume the characteristics assigned to that region. This greatly simplifies your translation tables.

Example

Below is a sample file created on a word processor:

A font is the set of all numbers, punctuation marks, special characters, and upper- and lowercase letters of the same typeface. Use the font command to specify a typeface. You must load a dress file before choosing a font.

For more information on fonts, refer to **Fonts** in **Chapter 4**.

Use this translation process:

1. Translate the two carriage returns at the end of each paragraph to a **Quad Left, Return**.
2. Translate the word processor quote marks to double open and close quotes.
3. Remove any double spaces between sentences.
4. Translate tabs to em spaces.
5. Translate bold commands to tags.

After translation with DESKSET.TBL, the translated file looks like this:

A font is the set of all numbers, punctuation marks, special characters, and upper- and lowercase letters of the same typeface. Use the font command to specify a typeface. You must load a dress file before choosing a font.
For more information on fonts, refer to "Fonts" in "Chapter 4".

When printed, that file looks like the sample shown below.

A font is the set of all numbers, punctuation marks, special characters, and upper- and lowercase letters of the same typeface. Use the font command to specify a typeface. You must load a dress file before choosing a font.

For more information on fonts, refer to **Fonts** in **Chapter 4**.

TABLES

The following tables provide the information needed to create or modify a translation table. The tables contain ASCII codes and flash position numbers for the standard 501 keyboard layout and MCS Pi font. The first table provides the ASCII hex codes for frequently used command characters, such as those used by the function keys. The characters on the left are the symbols which represent the special keys in the Text Editor.

Special Key Hex Codes

•	F1	Discretionary Hyphen	07
≡	F2	Em Dash	F0
≈	F3	En Dash	F7
F	F4	Skip to next region	0C0D0A
3	F5	Em Space	FE
↔	F6	Quad Right	1C
2	F7	En Space	FD
⌘	F8	Quad Center	1D
n	F9	Thin Space	FC
↔	F10	Quad Left	12
↵	Return	1F0D0A
	Space	20
⌘	Alternate	P Pi Characters	DF____*
•	Alternate	T or L Open Local or Global Tags	F9____**
	Alternate	T or L Close Local or Global Tags	F8____**

* Enter the hex code DF for **Alternate P** then the flash hex code for the character: DF6C will give you a square bullet.

** Enter the hex code F9 for open tag or F8 for close tag, then the hex equivalent of the tag number. Global tags are numbered 0 through 15 (00 to 0F hex). F901 will open the second global tag, F801 closes it. Add 15 to a local tag number. F910 will open the first local tag, F810 closes it. (To find the hex value of a tag number, find the tag number in the Flash Dec column, then enter the number from the Flash Hex column.)

The next two pages contain a table showing the ASCII and flash positions for the 501 layout and the Pi font. Read the following descriptions of each column to learn to use the table.

501	The standard characters from the 501 font. Most of these characters can be directly accessed from the keyboard. Those that cannot be accessed from the keyboard can be accessed with the flash hex position codes.
Pi	The characters in the Pi font. These characters are accessed from within that font. To access the Pi font from the DeskSet II Text Editor, use the Pi command (Alternate P), then use a tag to set that character in the Pi font. To access the Pi font in a translation table, code the original text and write the translation table to change the code into a tag which would access the Pi font and the desired ASCII hex character.
ASCII Hex	The hexadecimal numbers you will use in your translation tables. Locate the desired character in the 501 or Pi column, then use the corresponding ASCII Hex number.
ASCII Dec	The ASCII decimal number which represents that particular character. This number is not used in translation tables, but is important to programmers.
Flash Hex	The numbers used to access Pi characters in a translation table. Remember, a Pi character is any character which cannot be accessed directly from the keyboard. The Pi font consists entirely of Pi characters, but the 501 fonts also include several Pi characters.
Flash Dec	Enter the flash decimal number in the Pi dialog box within the Text Editor. These numbers are not used in translation tables.

501	Pi	ASCII Hex	ASCII Dec	Flash Hex	Flash Dec	501	Pi	ASCII Hex	ASCII Dec	Flash Hex	Flash Dec
!	£	21	33	57	87	;	}	3B	59	42	66
#	SM	23	35	73	115	=	±	3D	61	4F	79
\$	✂	24	36	44	68	?	√	3F	63	47	71
%	®	25	37	5C	92	@	≤	40	64	53	83
&	≅	26	38	54	84	A	□	41	65	2F	47
'	}	27	39	61	97	B	◦	42	66	2A	42
(ℓ	28	40	56	86	C	○	43	67	25	37
)	—	29	41	55	85	D	□	44	68	29	41
*	→	2A	42	49	73	E	^	45	69	27	39
+	+	2B	43	45	69	F	□	46	70	2D	45
,	☎	2C	44	37	55	G	△	47	71	22	34
-	,	2D	45	59	89	H	▽	48	72	1D	29
.	PRINTED U.S.A.	2E	46	36	54	I	—	49	73	23	35
/	@	2F	47	66	102	J	◇	4A	74	31	49
0	π	30	48	38	56	K	☞	4B	75	34	52
1	·	31	49	39	57	L	☞	4C	76	20	32
2	•	32	50	3A	58	M	·	4D	77	1F	31
3	•	33	51	3B	59	N	◦	4E	78	1E	30
4	•	34	52	3C	60	O		4F	79	1C	28
5	•	35	53	3D	61	P		50	80	24	36
6	●	36	54	3E	62	Q		51	81	33	51
7	●	37	55	3F	63	R		52	82	21	33
8	●	38	56	40	64	S	□	53	83	2B	43
9	Ω	39	57	41	65	T		54	84	1B	27
:	{	3A	58	43	67	U		55	85	32	50

501	Pi	ASCII Hex	ASCII Dec	Flash Hex	Flash Dec	501	Pi	ASCII Hex	ASCII Dec	Flash Hex	Flash Dec
V	○	56	86	26	38	q	'	71	113	19	25
W	`	57	87	30	48	r	¨	72	114	07	7
X	↓	58	88	2E	46	s	■	73	115	11	17
Y	˘	59	89	2C	44	t	˜	74	116	01	1
Z	↑	5A	90	28	40	u	ˇ	75	117	18	24
[≤	5B	91	5E	94	v	%	76	118	0C	12
]	μ	5D	93	5D	93	w	`	77	119	16	22
_	⊙	5F	95	35	53	x	↓	78	120	14	20
'	{	60	96	62	98	y	˘	79	121	12	18
a	■	61	97	15	21	z	↑	7A	122	0E	14
b	⋮	62	98	10	16	{	™	7B	123	68	104
c	%c	63	99	0B	11		⊙	7C	124	6A	106
d	▪	64	100	0F	15	}	SM	7D	125	69	105
e	ˆ	65	101	0D	13	½	@	AB	171	65	101
f	▪	66	102	13	19	¼	℞	AC	172	63	99
g	▲	67	103	08	8	†	‡	BB	187	50	80
h	▼	68	104	03	3	¶	Ⓟ	BC	188	6B	107
i	-	69	105	09	9	©	Ⓟ	BD	189	75	117
j	◆	6A	106	17	23	®	Ⓟ	BE	190	74	116
k	▬	6B	107	1A	26	§	>	DD	221	52	82
l	▬	6C	108	06	6	—	˘	F0	240	5A	90
m	⋮	6D	109	05	5	±	×	F1	241	4C	76
n	⋮	6E	110	04	4	÷	÷	F6	246	4D	77
o	.	6F	111	02	2	-	➡	F7	247	48	72
p	°	70	112	0A	10						

The left table on this page shows characters in the standard 501 fonts that do not correspond to ST ASCII characters. Access these characters in a translation table by entering the DF code, followed by the flash hex number.

The right table shows the few ST ASCII characters that are not available in the standard fonts. Most of these characters are available in the Pi font. The only character in this table that DeskSet II will not print is the backslash, ASCII hex 5C.

501	Pi	ASCII Hex	ASCII Dec	Flash Hex	Flash Dec	501	Pi	ASCII Hex	ASCII Dec	Flash Hex	Flash Dec
●	®			46	70	"		22	34	70	112
°	≥			4A	74	<		3C	60	51	81
-	-			4B	75	>		3E	62	52	82
×	=			4E	78	^		5E	94	0D	13
‡	<			51	81	~		7E	126	1B	27
.	£			58	88	\		5C	92	N/A	N/A
•	©			5B	91						
1/3	←			5F	95						
2/3	◀			60	96						
3/4	Rx			64	100						
☆	™			67	103						
■	©			6C	108						
◀	©			6D	109						
▶	®			6E	110						
'	®			6F	111						
"	™			70	112						
★	™			71	113						
↙	™			72	114						
□	©			76	118						

APPENDIX D

DESKSET II'S DEFAULTS

The following list contains the initial default settings that DeskSet II uses when you power up the program.

Font Characteristics (Affects Text Regions)

Set Font Info

Font	1 (Triumvirate Medium)
Point Size	24 points
Set Size	24 points
Line Space	26 points
Kerning	Off
Reverse Type	Off

Justification Setting

Justify	On
---------------	----

Character Compensation

Automatic Variable Character Compensation (AVCC)	Off
Manual Character Compensation (MCC)	Off

Hyphenation Parameters

Hyphenation	On
Maximum consecutive hyphens	2
Characters before hyphen	2
Characters after hyphen	3

Scan Offset

Scan Line Offset	0
------------------------	---

Set Graphics

Repel mode	Through
Repel bounds	Around Region
Boundary offset	10 points

Word Spacing

Word Spaceband Expansion

Minimum 12 (current unit)
Preferred 8 (current unit)
Maximum 30 (current unit)

Letterspacing On
Positive 3 (1=1/54 em)
Negative 1 (1=1/54 em)

Graphic Characteristics

Affects Image, Filled and Rule Graphic Regions.

Image FormatNEO

Set Graphics

Fill Pattern Brick
Perimeter Visibility On
Line Style Solid
Line Thickness 1 pixel

Units of Measurement

Affects the ruler, grid and Region Coordinates.

Unit of Measurement Inches
Grid Setting 1 inch
Show Grids Off
Snap to Grids Off
Show Ruler Off

Information Files

Affects typeface dress, exception dictionary, hyphenation language and keyboard layout.

Document Default Files

Font Dress DRESS1.DRS
Exception Dictionary BASIC.DIC
Keyboard Layout 501.LYT

Hyphenation Language English

Printer Settings

Affects the printed publication.

Paper Definition Letter

Output File

Number of copies 1
From page 1
To page End of File
Selected Output Device Printer (SLM804 laser printer)

Page Numbering

Font 1 (Triumvirate Medium)
Point Size 24 points
Set Size 24 points
Display Off
Left Page Justification
Right Page Justification
Page Usage Both
Vertical Position Bottom
Distance 00.00 Inches
Number From 0
Number To 0
Page Number Dialog Box Text String Empty

DESK2.DFT Defaults

The following is a list of the defaults (and options) contained in the DESK2.DFT file. These defaults depend on your choices. Create the DESK2.DFT file when you select the **Save Default Parameters** option in the Setup menu.

Preview Window

Viewing Size Size to Fit, 50%, 75%, Actual Size,
200%, Adjacent Pages
Ruler Display On/Off
Ruler Units Inches, Centimeters, Picas, Ciceros
Grid Spacing Grid Space Selection
Snap To Grid On/Off
DPI Setting X DPI setting
DPI Setting Y DPI setting

Global Font Characteristics

Font Number 1 to 9999
Point Size 5 to 144 points (x, x.5, y)
Set Size 5 to 144 points (x, x.5, y)
Line Space 5 to 144 points (x, x.1, x.2, x.3, y)
Kerning On/Off
Reverse Type On/Off

Justification Setting Justified, Right, Left, Centered
Paper Definition A4, B5, Letter, Legal
Scan Offset Points and quarter points
up to length of paper definition

Set Graphics

Fill Type Pattern/Hatch
Fill Index 25 pattern choices, 12 hatch choices
Line Style 1 solid line and 5 broken styles to choose from
Line Width 1 pixel or 1 to 99 points
Repel Mode Through, Over, Around
Boundary Offset 0 to 99 points

Page Number Dialog Box Values

Font	1 to 9999
Point Size	5 to 144 points (x, x.5, y)
Set Size	5 to 144 points (x, x.5, y)
Display	On/Off
Left Page	Left, Center, or Right
Right Page	Left, Center, or Right
Page Usage	Left, Right, Both
Vertical Position	Top/Bottom
Distance	In current unit of measurement
Number From	0 to 9999
Number To	0 to 9999
Page Number Dialog Box Text String	35 characters, maximum

Base Page

Usage	Both, Left, Right
Display Location	Front/Back

Character Compensation Manual/Automatic

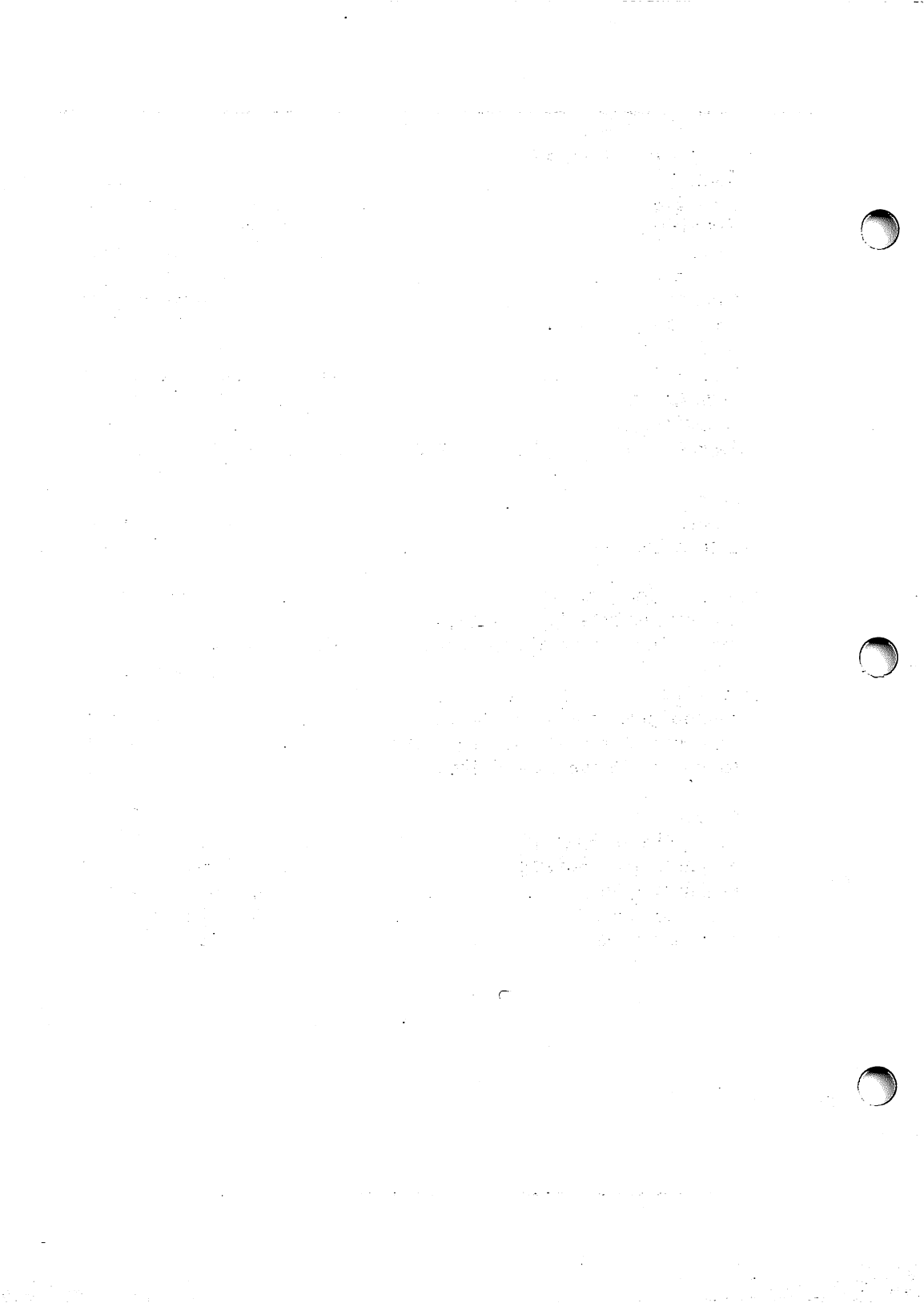
Manual Character Compensation	On/Off and 0 to 99
Automatic Character Compensation	On/Off and Book (1), Ad (2), or Tight (3) Set

Hyphenation On/Off

Number of Successive Hyphens	0 to 9
Number of Characters Before Hyphen	0 to 9
Number of Characters After Hyphen	0 to 9

Letterspacing On/Off

Positive Letter Spacing	0 to 99 (1=1/54 em)
Negative Letter Spacing	0 to 6 (1=1/54 em)
Minimum Spacing	0 to 99 (1=1/54 em)
Preferred Spacing	0 to 99 (1=1/54 em)
Maximum Spacing	0 to 99 (1=1/54 em)



APPENDIX E

ERROR MESSAGES

Following is a list of DeskSet II error messages, along with instructions for correcting each error.

Message	Solution
Character has no flash position	Use a font that contains the desired character, or use an available character in the current font. This error usually occurs if your file contains a double-quote mark. Replace double-quotes with two single-quotes.
Double floating accent found	Remove one of the accents.
Double space char found	Locate double spaces in Text Editor and change to single spaces.
Line measure too short	Use Scan Offset to adjust.
Text buffer full	Save and reload the text file.
Text output memory error	Use Free Font Cache .
Unable to Locate Resource	Make sure .PRG files and .RSC files are in same directory.
Preview Functions Disabled	Use Free Font Cache .
Printing Functions disabled	Use Free Font Cache .
File Not Found!	Make sure the desired file is in the correct directory.
Unable to Open Scanner Workstation	Run DINSTALL.PRG

**Unable to Preview
Workstation**

Run DINSTALL.PRG

**Memory Allocation
Error**

Out of memory. Use the **Free Font Cache** option.

**Critical Memory
Allocation Error**

Out of memory. Use the **Free Font Cache** option.

Memory Shortage Error

Out of memory. Use the **Free Font Cache** option.

**Disk Error! - Cannot
Open File. . .**

Pick a filename that can be opened, or change the default paths to the directory which contains the file.

**Disk READ Error:
I/O Cancelled**

Check your disk and default paths.

**Disk Error! - Cannot
Close File. . .**

Check your disk and default paths.

**Disk Error! - Unable to
Create File. . .**

Check your disk and default paths. If there is no room, change the defaults to something with room.

**Disk WRITE Error: I/O
Cancelled**

Check your disk and default paths. If there is no room, change the defaults to something with room.

**Disk Error! - Unable to
Delete File. . .**

Check your disk and default paths. If there is no room, change the defaults to something with room.

**File I/O Error! Unable to
Continue. . .**

Check your disk and default paths. If there is no room, change the defaults to something with room.

**Memory Shortage!
Cancelling Operation. . .**

Use **Free Font Cache**.

**File not found. Create
new file in editor?**

The specified file does not exist in the current directory. Click on OK to create a new file with that filename. Click on Cancel to return to the Preview window.

**Close article before
entering editor!**

Select **Close Article** from the Article menu.

Clipboard is already full.

Save and delete (or just delete) the current Clipboard before putting the current page on the Clipboard.

Not a Deskset file!

Select a DeskSet II file.

Not enough memory for rulers!

Use Free Font Cache.

Not enough memory to repel images!

Use Free Font Cache.

Not enough memory to show image!

Use Free Font Cache.

Not enough memory for dpi requested!

Use Free Font Cache.

Deskset will not run in this resolution!

Make sure your monitor is set to high or medium resolution.

GDOS Not Installed. Please Install GDOS.

See **Installing DeskSet II** in **Chapter 2**.

File Already Exists! Overwrite File?

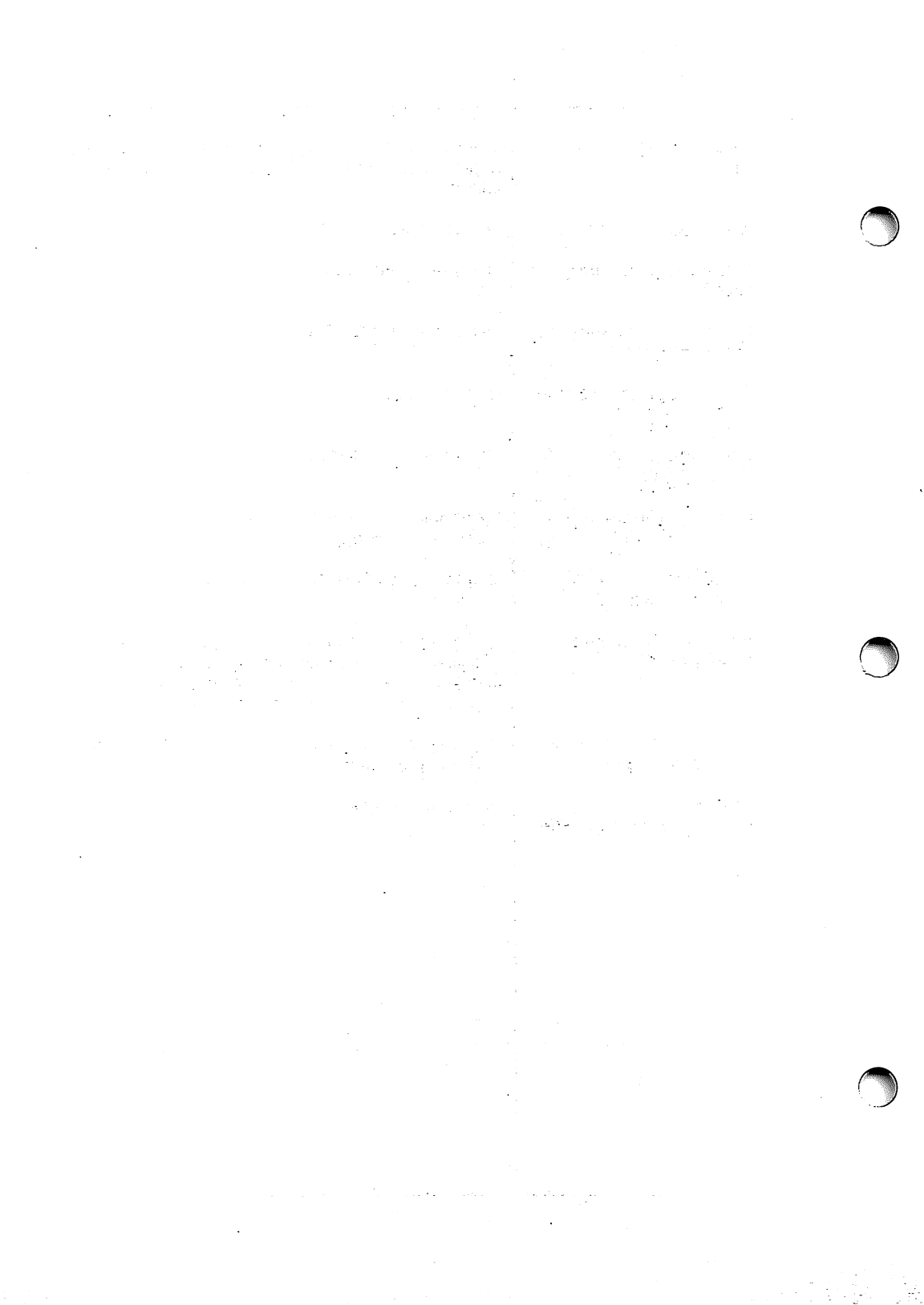
The directory already contains a file with the specified filename. Click on OK to replace the existing file with the new file, or click on Cancel and change the name of the new file.

Picture must be loaded from default path.

Either change the default path or put the picture in the default folder.

This File Is Empty! Please Check Your File

Select the proper file.



INDEX

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- **x-y-y** Chapter number followed by page range in which the topic is discussed.
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