Overriding Justification

Use quad commands in the Text Editor to override justification on selected lines. Press `F10` (left), `F6` (right) or `F8` (center) at the end of each line you want to quad, followed by a `Return`.

Primitives

Click on the **Open Text Region** or **Open Graphic Region** icon. Select a shape. Draw the shape. Repeat if you want a region with more than one primitive. Click on the **Close Region** icon.

Printing

Click on the **Print** icon. Enter a page range. Make sure Printer is selected. Click on OK. Press any key to stop printing.

Region and Primitive Coordinates

■ Region

Click on the region. Select **Region Coordinates**. Enter the X and Y coordinates (top left corner) and the height and width of the region. Click on OK.

■ Primitive

Click on the region. Click the right button until the select box surrounds the primitive. Select **Primitive Coordinates**. Enter the X and Y coordinates, height, and width of the primitive. Click on OK.

Resizing Primitives and Regions

Select the region or primitive. Position the pointer on a size box. Hold down the left mouse button and drag to the desired size. Or, use the **Region Coordinates** or **Primitive Coordinates** commands.

Shading Text

Create a graphic region with the desired fill pattern. Create a text region on top of the graphic region. Link a text file to the text region. For best results, use a light fill pattern and a dark (bold or large) font.

Starting DeskSet II

Open the disk directory in which you stored DeskSet II and double-click on DESK2.PRG.

Subtracting a Primitive

Click on a region. Select **Add Primitive**. Select **Subtract Obj**. Create the primitive you want to subtract. Close the region.

Text Regions

Click on the **Open Text Region** icon. Create each primitive. Click on the **Close Region** icon. Create an article and link it to the region.

Translating a File

Create a file on your word processor. Start DeskSet II. Select **Translation Utility**. Click on Current Table and select a translation table file.

Click on the first Source File(s) box and select your word-processed file. Click on the first Target File(s) box and enter a name for your translated file. Include the .TXT extension. Repeat for each file, then click on Start.

Underlining

Wait until you finish editing your text. Locate the text you will underline in the Preview window. Open a graphic region and select the polyline shape. Draw a line under the text. Use the size boxes to adjust the size of the line.

DeskSet™ II
Quick Reference Card

This card contains summaries of the most frequently used DeskSet II procedures. For more details on these procedures, or for information on additional procedures, please refer to the DeskSet II User's Manual.

Creating a Document

Start program by double-clicking on DESK2.PRG.

Click on **Open Text Region** icon. Create all primitives for that region. Click on **Close Region** icon. Select region. Select **Set Font Info** and set the text attributes for that region. Select **Justification** and set Justification mode. Repeat for each text region.

Select **Create Article**. Choose an existing filename or type in a new filename. Click on OK. Link article to each region in order. Select **Close Article**. Repeat for each article. Select region and click on Article window. Edit text file as necessary.

Click on **Open Graphic Region** icon. Draw all primitives for the first graphic region. Click on **Close Region** icon. Select region. Select **Set Graphics** and set the fill pattern, line style and width, repel mode, boundary offset, and perimeter visibility for that region. Repeat for each graphic region.

Select **Save Document**. Enter filename and click on OK. Select **Print**. Enter number of copies and page range. Click on OK.

Adding a Primitive to a Region

Click on region. Select **Add Primitive**. Select shape. Draw primitive. Click on **Close Region** icon.

Articles

■ Existing File

Select **Create Article**. Click on OK. Link article to regions. Select **Close Article**.

■ New File

Select **Create Article**. Enter filename. Click on OK. Enter buffer size (or accept the 10K default). Click on OK. Link article to text region(s). Select **Close Article**.

Autoflow

Select **Create Article**. Select or enter a filename. Select **Autoflow**. Enter a page range. Click on OK.

Base Pages

Select **Edit Base Pages**. Draw regions. Click on the other side of the Page icon. Draw regions. Select **Edit Preview** to return to the Preview window.

Clearing the Preview Window

Click on the **New** icon (trash can). Click on OK in the alert box.

■ If Page Number Displays

Deactivate page numbers in the **Page Numbering option**.

■ If a Base Page Displays

Select **Delete Base Pages**.

Clipboard

■ Page to Clipboard

Go to the page you want to store. Select **Page To Clipboard**.

■ Clipboard to Page

Go to the page where you want to insert the Clipboard. Select **Clipboard To Page**.

Copying a Region or Primitive

■ Region

Click on region. Position pointer inside region. Press **Control** and hold down the left mouse button while dragging a copy of the region to its new location. Release the mouse button.

■ Primitive

Click on the region containing the primitive. Click the right button until the primitive is selected. Press **Control** and hold down the left button while dragging a copy of the primitive to the new location.

Creating a Nonstandard Page Frame

Select **Edit Base Pages**. Create a rectangular graphic region with a dotted line and no fill pattern. Use **Region Coordinates** to make the region the size of your page. Use dotted or dashed lines to create guides for indents, columns, and centering.

Use 1 point solid lines to create crop marks. Set the Base Page on both sides of the document. Select **Edit Preview**. Use the Base Page guides to create your document. When you finish the document, delete the unwanted regions from the Base Page and print.

Fonts

Select region. Click on **Set Font Info**. Set font number, point and set size (½ points: x, x.5, y). Set Line Space (¼ points: x, x.1, x.2, x.3, y). Turn Kerning and Reverse Type on or off. Click on OK.

Global Tags

■ Existing Tag

Locate the block of text you want to tag in the Text Editor. Press **Alternate** **T** on each end of the block. Select the tag name and click on OK. Enter the desired information in the Tag dialog box, then click on OK.

■ New Tag

Locate the text block you want to tag. Press **Alternate** **T** on each end of the block. Select an empty slot in the Global Tag dialog box. Click on OK. Enter a name for the tag and the tag information. Click on OK.

■ Modifying an Existing Tag

Click on a tag dot in the Text Editor for the tag you want to modify. Enter the new information. Click on OK. This modifies all occurrences of that tag.

Graphic Regions

Select **Set Graphics**. Choose the fill or hatch pattern, line style and width, perimeter visibility, repel mode and repel bounds, and boundary offset.

Click on the **Open Graphic Region** icon. Select a shape and draw a primitive. Draw each primitive in the region. Click on the **Close Region** icon.

Hanging Indents

Create a text region. Subtract a box primitive from the left side of the region. Leave enough space above the subtracted primitive for the first text line. Select **Display Text**. Select the subtracted primitive and adjust the primitive to the correct size.

Image Graphic Regions

Click on the **Open Graphic Region** icon. Select the Image icon. Select an image type. Select an image filename. Click on OK. Draw the region. Click on **Close Region** icon. Click on **Show Image** icon (optional).

Justification

Click on the text region. Select the **Justification** option. Choose a justification mode. Click on OK.

Linking Text to an Existing Region

Select the previously linked region. Select **Open Article**. Click the link pointer on the new region. Select **Close Article**.

Local Tags

In the Text Editor, locate the block of text you want to tag. Press **Alternate** **L** on each end of the block. Enter the desired information in the Tag dialog box, then click on OK.

Move Region or Primitive

Select region or primitive. Position pointer inside select box. Hold down left mouse button and drag the region or primitive to its new location.