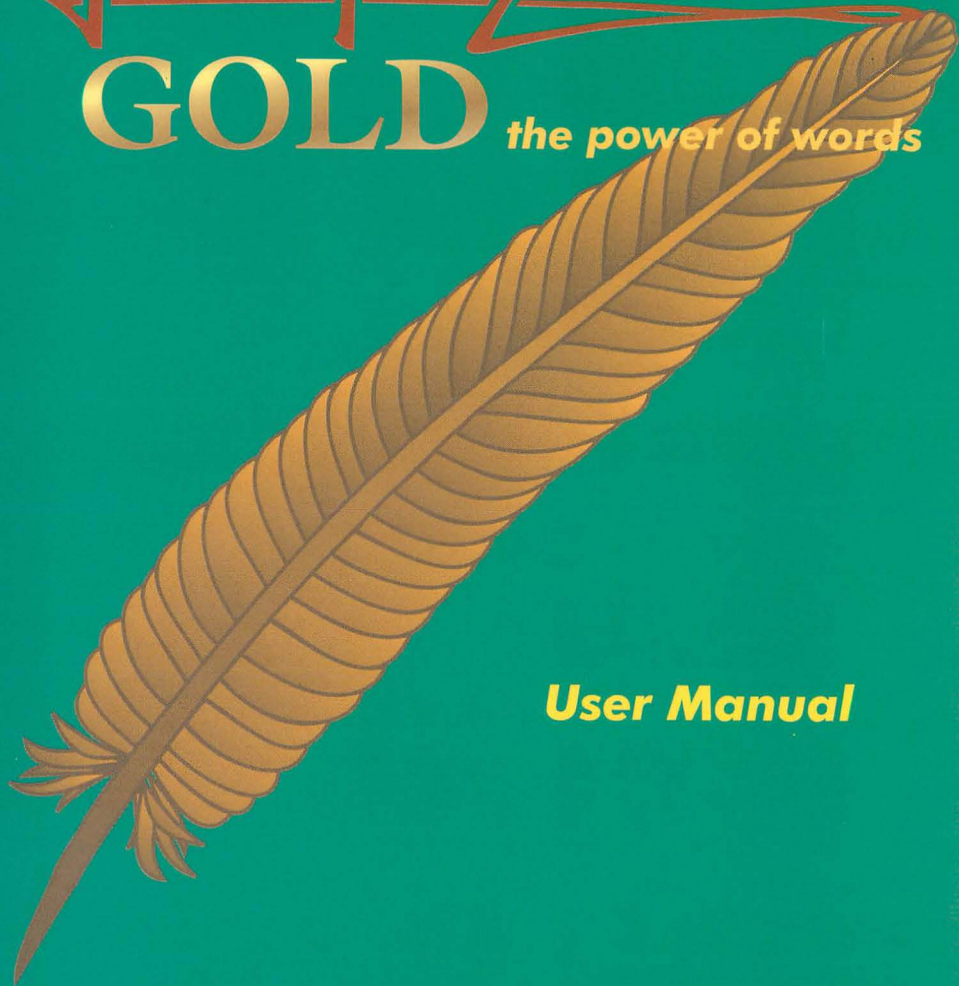


papyrus

GOLD

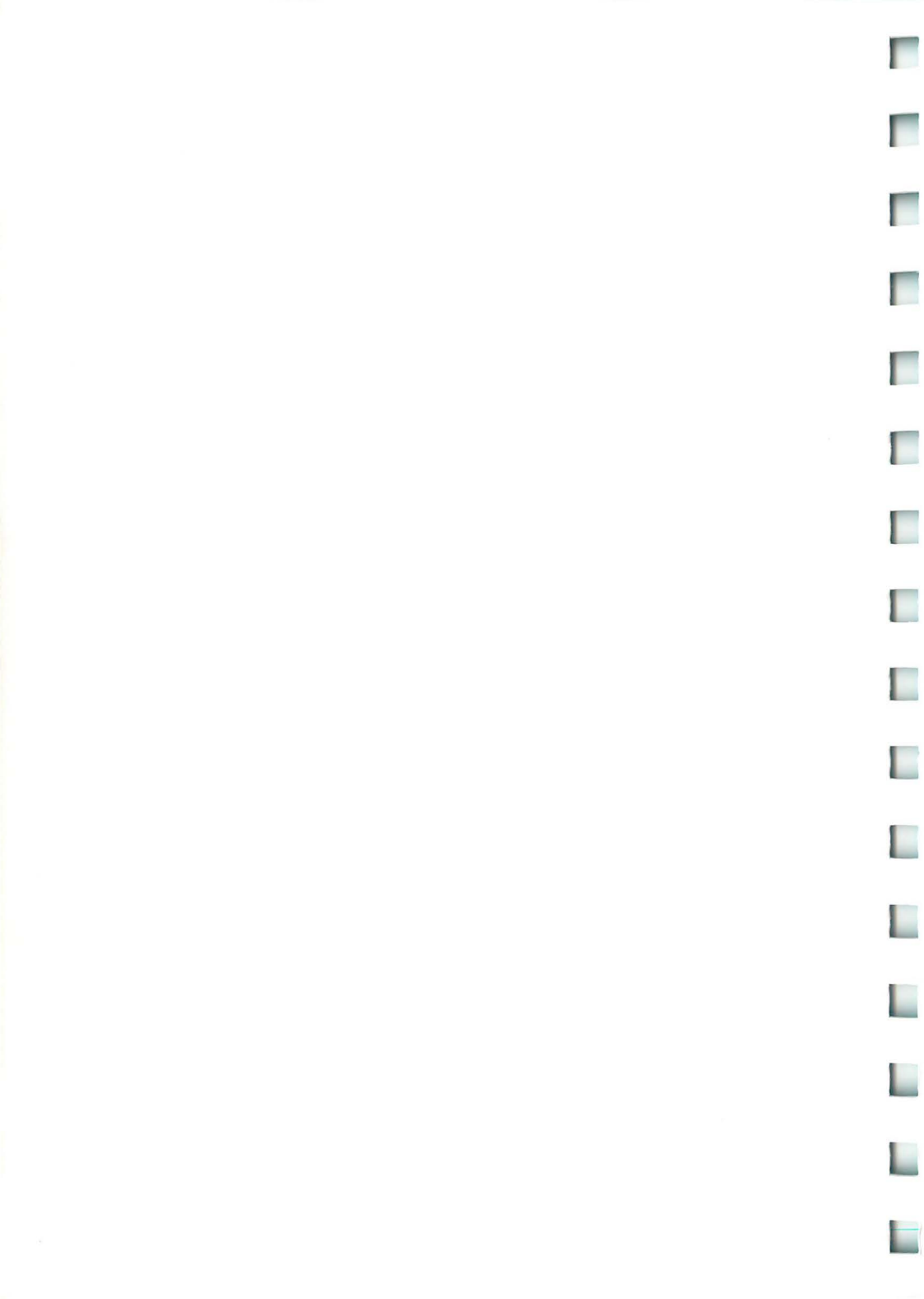
the power of words



User Manual

ROM
Software

HiSoft
High Quality Software



papyrus

Papyrus Gold for the Atari ST/TT/Falcon030

by ROM Software

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Program:

designed and programmed by ROM Software

Manual:

written by ROM Software, HiSoft, David Hanstater and Robin Gape

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Table of Contents

Papyrus - Getting Started	1
Welcome	1
Use of the Manual	1
System Requirements	2
Making a Working Copy	2
Registration Card	2
Installing Papyrus	3
Installing Papyrus on a Hard Disk	3
Installing Papyrus on Floppy Disks	4
The Papyrus Desktop	7
The Menus	8
Switches	9
Keyboard Shortcuts	9
Ghosted Items	9
The Toolbox	9
The Function key bar	10
The Shredder	10
Customising the Papyrus Desktop	11
Summary	11
How to Use Dialog Boxes	11
Non-Modal Dialog Boxes	12
Dialog Box Objects	13
Keyboard Shortcuts in Dialogs	14

Buttons	14
A group of exit buttons	14
Radio Buttons	15
Check Boxes	15
Pop-Up Menus	16
Editable Fields	16
The Default Button	17
Summary	17
A Word About Fonts	18
A Background to GDOS	19
FontGDOS	19
SpeedoGDOS	20
Summary	20
Chapter Summary	20
Papyrus - the Basics	21
Your First Document	21
Entering Text	21
Get to the End of the Line	22
Ending Paragraphs	22
More Moving Around	22
The Cursor Keys	23
The Mouse	23
The Window Gadgets	23
Special Keys	24
Summary	25

Save, Close and Load Documents	26
<i>Saving Documents for the First Time</i>	27
<i>Closing Documents</i>	27
<i>Loading Documents</i>	28
<i>Summary</i>	28
Chapter Summary	28
Papyrus - Fonts & Styles	29
<i>Introduction</i>	29
<i>Font Families</i>	29
<i>Choosing a Font - The Font Panel</i>	29
<i>Sample of Font</i>	30
<i>Available Fonts</i>	30
<i>Show checkbox</i>	31
<i>Available styles</i>	31
<i>Point sizes</i>	31
<i>Custom Point Size</i>	32
<i>Width/Height Ratio</i>	32
<i>Using the Font Panel</i>	32
<i>Section Summary</i>	32
<i>Administering Font Families</i>	33
<i>The Font Families Dialog</i>	33
<i>Adding a Font Family</i>	34
<i>Removing a Font Family</i>	34
<i>Adding Fonts to a Family</i>	35
<i>Family Names and Identities</i>	35
<i>Section Summary</i>	35
<i>Chapter Summary</i>	36

Papyrus Tutorial	37
Planning Ahead	37
Getting Started	38
Creating a document	40
Arranging the display	41
The Toolbox	42
The Mouse Form	43
Arrow	43
I-Beam	43
Block	43
Draw	44
Grabber	44
Finger	44
Importing text	44
Creating a new Text Block	45
Paragraphs	46
Creating a Paragraph Tag	48
Applying a Paragraph Tag	50
Interlude	50
Saving the document	51
Formatting the document	52
Adding text effects	52
Inserting characters into text	53
Using Search and Replace	54
Flushing a Column	56

Producing a Table	56
Importing a Picture	59
Adding a Footer	62
Ruling off	65
Printing the document	66
Papyrus Reference - The Tools	69
The Toolbox	69
The Frame Edit Icon	69
The Text Mode Icon	74
The Text Frame Icon	74
The Object Icon	74
The Line Icon	74
The Ruler and the Ribbon	75
Paragraph Tags	75
The Tag controls	76
Applying a Tag	77
Importing Tags	77
Creating a Tag	78
Using the Tag Creator	79
Tag Rulers	80
Tag definition controls	81
Generating a Table of Contents	83
Overview	83
Page number	83
Shadow tags	83
Setting entries	84
Generation	84

Consecutive page numbers	84
Multiple file documents	85
Table of contents styling	86
Notes	86
Table of figures etc.	87
Document design	88
Justification	88
Tabs	89
Left Tab	90
Centre Tab	90
Right Tab	90
Decimal Tab	90
Line Spacing	91
Reset Line Spacing/	91
Laterally inverted writing	91
Page number	91
Function Keys	92
Customising function keys	92
Papyrus Reference - The Menus	95
Introduction	95
PAPYRUS Menu	95
File Menu	95
New Document	96
Open	96
Close	97
Save	97

Save As	98
Revert to saved	98
Insert	98
Export	100
Delete	100
Page Layout	101
Paper Format	103
Print	105
Quit	110
The Edit Menu	110
Working with blocks of text	111
The Clipboard	112
Undo/Redo	115
Cut	116
Copy	116
Paste	116
Delete	117
Copy Style	117
Paste Style	117
Copy Ruler	117
Paste Ruler	118
Select All	118
Why the Beep	118
The Text Menu	119
Font Panel	119
Font Layout	126
Search and Replace	128
Find Next	132
The Spelling Checker	133

Spellcheck next	135
Page Break	135
Column Break	135
Group Lines	136
Ungroup Lines	136
Style Menu	137
Normal	137
Bold	138
Superscript	138
Function keys...	138
Colour...	139
Get Style	139
Always Get Style	139
Special Menu	140
Page Offsets	140
Master Pages	143
Paragraph offsets	147
Spacing	148
Microspacing	149
Hyphenation	150
Soft Hyphen	153
Footnote	153
Special Characters	154
Document Type...	155
Data Field	163
Useful Database information	167
Example	169
Indexing	169
Tables	176

Object Menu	188
<i>Toolbox icons</i>	188
<i>Line Style...</i>	188
<i>Fill Pattern...</i>	189
<i>Colour...</i>	190
<i>Orientation...</i>	191
<i>Attributes...</i>	191
<i>Picture Size...</i>	194
<i>Picture Window...</i>	194
<i>Bring To Front</i>	197
Zoom Menu	197
<i>Setup</i>	198
Options Menu	199
<i>Ruler</i>	199
<i>Vertical Ruler</i>	199
<i>Cycle Window</i>	200
<i>Cycle Dialog</i>	200
<i>Screen Display</i>	200
<i>Mouse Actions</i>	203
<i>Dialogs</i>	204
<i>Import/Export</i>	206
<i>Spellchecker Options</i>	209
<i>Miscellaneous Options</i>	215
<i>Memory</i>	217
<i>Printer</i>	219
<i>Font Paths...</i>	228
<i>Compatibility</i>	228
<i>Save Options</i>	229

Appendix A Keyboard Shortcuts	231
Menu Keyboard Shortcuts	231
File	231
Edit	231
Text	232
Style	232
Special	233
Object	233
Zoom	234
Options	234
Other Keyboard Shortcuts	235
Keyboard shortcuts for text windows (all modes)	236
Keyboard shortcuts for text windows (text mode)	236
Keyboard shortcuts for Microspacing	237
Appendix B Technical Support	239

Papyrus - Getting Started

Welcome

Thank you for buying Papyrus Gold, the premier document processor for the Atari TOS range of computers. Papyrus (Pa-pie-russ) gives you the power and flexibility to create all sorts of attractive documents, from a simple memo, through a multi-page brochure up to a complete, 400-page novel or manual. Its comprehensive range of features and friendly GEM interface make Papyrus (we'll omit the *Gold* from now on) the essential purchase for anyone who works with words, from the casual letter writer to the professional journalist and author.

This chapter explains how to install and run Papyrus. It also explains the user interface to familiarise you with the various conventions used and there is a general discussion on font systems.

Please read the remainder of this first chapter before attempting to use Papyrus.

Use of the Manual

The remainder of this manual is split into, essentially, two parts.

Firstly, we cover Papyrus from a tutorial point of view, explaining many of the features and concepts of the program in a 'hands-on' style. If you are new to word processing or simply would like to have an overview of Papyrus before using it in anger, we recommend that you read through all of these Chapters (up to the **Reference** chapter) with an installed Papyrus to hand.

There then follows the **Papyrus Reference** which details all the menu entries and related topics in a technical 'look-up' style. Once you are familiar with Papyrus or perhaps if you have used many other word processing packages before, you will find this section extremely useful.

However you use this manual, there is no substitute for experience - do not be afraid to play around with Papyrus; experimenting with features is the best way to see how they work.

System Requirements

Papyrus will run on the following equipment:

- Atari ST/STe/TT/Falcon030
- At least 2Mb of memory
- A High resolution monitor
- Two floppy drives or a high density drive

More memory and a hard disk are highly recommended, especially if you intend to use Papyrus for large or heavily illustrated documents.

Making a Working Copy

Before using Papyrus you should make a back-up copy of the distribution disks and put the originals away in a secure place; safe from extremes of temperature, magnetic fields, moisture and children! The disks can be backed-up using the Desktop or any back-up utility - before making any backup always write-protect the master to prevent accidental erasure.

The disks are not copy-protected to allow easy back-up and to avoid inconvenience; remember though that the software and this manual are protected by international copyright laws and you are only permitted to copy the software for your own personal use. If this sounds officious, look at it another way - if you give away copies of Papyrus to your friends we will not receive enough revenue from the sale of the package to improve this and other products. We want to help you, please help us in return.

Registration Card

Enclosed with this manual is a registration card which you should fill in and return to us in order to register your purchase of Papyrus. This will entitle you to a free period of technical support and will enable us to keep you informed of future developments to our software.

For details of our technical support services, please refer to Appendix B in this manual.

You will need to quote your serial number (to be found on the disk label) to obtain technical support and you may find it useful to make a note of it here:

VERSION 3.66

TOS 3.00

Serial No. 00843GB

Installing Papyrus

Papyrus is supplied on several double-sided disks which you should backup before attempting to use; do this with the Atari Desktop or with your favourite copy program. Papyrus is not copy-protected to allow you to keep security copies and to install it quickly and easily.

You must run the installation program to be found on Disk 1 before you can use Papyrus - from your backup of Disk 1, open the disk icon by double-clicking on it from the Desktop, then find the PAPINST.PRG program and double-click on the icon to launch the installation program. Now follow the instructions according to which type of disk system you own.

Installing Papyrus on a Hard Disk

This section describes how to install Papyrus onto a machine with a hard disk; read this section if your machine has a hard disk fitted either internally or externally. If you only floppy disks, skip to the next section.

Papyrus may be used with or without Atari's SpeedoGDOS; if you already have Speedo installed on your machine, or you intend to use Papyrus without Speedo, you can skip this step, otherwise install SpeedoGDOS from your Speedo install disks in the manner described in the SpeedoGDOS User's Guide. Once you have successfully done this you are ready to start installing Papyrus.

Insert the disk Papyrus Disk 1 in Drive A, open the disk by double-clicking on the Drive A icon, locate the INSTALL.PRG icon and start it by double-clicking on it.

- The program will first ask you if you wish to install on hard disk or floppy disk. You should click on the hard disk button.

- If you wish to change the default configuration that the program has chosen for you, use the various controls on the installation screen as described in the help display (obtained by clicking on the Help button).
- Click on the OK button to proceed with the installation. You can also click on Show to see which files will be copied.

When prompted to swap disks during installation, just insert the requested disk and click on OK.

After completion, the installation program will show you the READ.ME file containing the latest details about your version of Papyrus; please read this!

You are then ready to run the installed Papyrus by double-clicking on its icon (PAPYRUSG.APP) as before; normally this icon will be within another folder which you will have to open first (by double-clicking on it). If your version of the Desktop supports it, you can also run Papyrus by dropping picture files on its icon, or install it as an application which runs automatically when an image file is double-clicked. See your computer manual for details.

Installing Papyrus on Floppy Disks

This section describes how to install Papyrus onto a machine with *only* floppy disks; read this section if your machine has no hard disk fitted either internally or externally. If you have a hard disk, refer to the previous section; a floppy disk set is not designed to work on a machine which has a hard disk.

The floppy install is split into two halves, machines pre-Falcon030 and Falcon030; refer to the appropriate part for your machine.

ST/Mega-ST/ST^E/Mega-ST^E/Stacy/TT

The standard Papyrus installation for these machines consists of three double-density double-sided disks, which you should have to hand before starting the installation process.

By default, floppy disk installation also formats a standard 720K double-sided disk for you. If you wish to use a different disk format (e.g. 800K) then you should format a your floppies *prior* to running the installer and you *must use* the volume names PAPBOOT, PAPPROG, PAPEXTRA. The automatic formatting can be switched off from the installation screen.

Papyrus may be used with or without Atari's SpeedoGDOS; if you intend to use Papyrus with Speedo, you must first build a SpeedoGDOS boot disk (on the disk named PAPBOOT) from your Speedo install disks in the manner described in the SpeedoGDOS User's Guide. Once you have successfully done this you are ready to start installing Papyrus.

If you intend to use Papyrus without SpeedoGDOS you should copy the Signum! and/or GDOS bitmap fonts which you intend to use onto the PAPBOOT disk.

Insert the disk Papyrus Disk 1 in Drive A, open the disk by double-clicking on the Drive A icon, locate the INSTALL . PRG icon and start it by double-clicking on it.

- The program will first ask you if you wish to install on hard disk or floppy disk. You should click on the floppy disk button.
- If you wish to change the default configuration that the program has chosen for you, use the various controls on the installation screen as described in the help display (obtained by clicking on the Help button).
- Click on the OK button to proceed with the installation. You can also click on Show to see which files will be copied.

When prompted to swap disks during installation, just insert the requested disk and click on OK.

After completion, the installation program will show you the READ.ME file containing the latest details about your version of Papyrus; please read this!

You are then ready to run the installed Papyrus; first reboot the machine with the PAPBOOT disk in Drive A (the 'boot' disk).

When the machine has finished rebooting, you are ready to run Papyrus. If you have two disk drives fitted, insert the PAPPROG disk in Drive B, double-click on the Drive B icon to open it.

If you have only a single floppy drive fitted double-click on Drive B (without removing the disk from Drive A) the machine will ask you to insert Disk B in Drive A, remove the PAPBOOT disk and insert the PAPPROG disk (and keep swapping the disks as requested by the machine - Disk A is PAPBOOT, Disk B is PAPPROG).

Once you have the drive B window open (by whichever method), locate the POPYRUS folder and double-click on it to open it, then locate the Papyrus program within it (POPYRUSG.APP) and run it by double-clicking on its icon. Note that if you are using a single floppy drive at this point you will probably suffer *many* floppy disk swaps whilst Papyrus starts up.

After Papyrus has started up, remove the PAPPROG disk and insert the PAPEXTRA disk; this disk includes the example files and additional Papyrus components such as the spell checker and dictionaries. You can also use this disk for your own documents providing they are sufficiently small.

Falcon030

The standard Papyrus installation for the Falcon030 without hard disk (refer to the hard disk section above if your machine has a hard disk) requires a single high-density disk, which you should have to hand before starting the installation process.

For the Falcon030 installation you should format your high-density disk first, using the volume name PAPBOOT.

Papyrus may be used with or without Atari's SpeedoGDOS; if you intend to use Papyrus with Speedo, you must first build a SpeedoGDOS boot disk (on the disk named PAPBOOT) from your Speedo install disks in the manner described in the SpeedoGDOS User's Guide. Once you have successfully done this you are ready to start installing Papyrus.

If you intend to use Papyrus without SpeedoGDOS you should copy the Signum! and/or GDOS bitmap fonts which you intend to use onto the PAPBOOT disk.

Following installation of SpeedoGDOS or your Signum/GDOS bitmap fonts onto the disk PAPBOOT you must ensure that you have more than 1Mb of free space remaining on the disk; you may do this from the Desktop by single-clicking the Drive A icon on the desktop and selecting Show Information... from the File menu; if the Bytes available shown in the dialog is larger than 1000000 then you have sufficient disk space, otherwise you should prune back the disk contents (say removing non-essential fonts or printer drivers).

Insert the disk Papyrus Disk 1 in Drive A, open the disk by double-clicking on the Drive A icon, locate the INSTALL.PRG icon and start it by double-clicking on it.

- The program will first ask you if you wish to install on hard disk or floppy disk. You should click on the floppy disk button.

- If you wish to change the default configuration that the program has chosen for you, use the various controls on the installation screen as described in the help display (obtained by clicking on the HeLp button).
- Click on the OK button to proceed with the installation. You can also click on Show to see which files will be copied.

When prompted to swap disks during installation, just insert the requested disk and click on OK.

After completion, the installation program will show you the READ.ME file containing the latest details about your version of Papyrus; please read this!

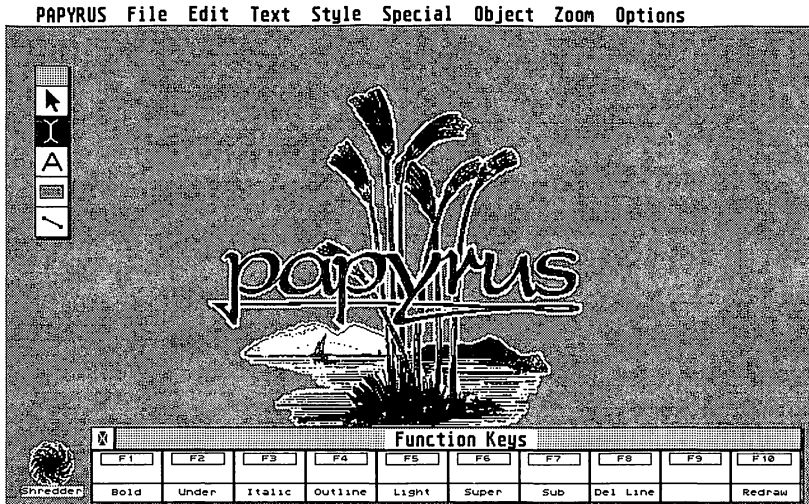
You are then ready to run the installed Papyrus; first reboot the machine with the PAPBOOT disk in Drive A (the 'boot' disk).

When the machine has finished rebooting, you are ready to run Papyrus. Double-click on the Drive A icon to open a window onto the PAPBOOT disk. Once you have the drive A window open, locate the POPYRUS folder and double-click on it to open it, then locate the Papyrus program within it (POPYRUSG.APP) and run it by double-clicking on its icon.

The Papyrus Desktop - a Guided Tour

To help you find your way around Papyrus we have included a quick guided tour around the screen display, explaining in turn what each of the elements is for and how it is used. The elements are deliberately not described in detail to prevent you becoming confused so early on!

When you start Papyrus from the Desktop there will be a short pause during which any SpeedoGDOS fonts will be loaded. The file selector will then appear. Since we are going to tour around the interface first, click on the Cancel button. The following screen will now appear:



The Papyrus Desktop

This is the *Papyrus Desktop*. Its appearance may vary slightly, depending upon the current screen resolution. The use of the various objects on the Desktop is described in detail throughout this manual, but so that you have an overview of the Desktop's function, a brief description is given below.

The Menus

At the top of the screen you can see the titles of a standard GEM menu bar. It allows you access to the many options and dialog boxes as well as any Desk Accessories present. Normally the menus themselves are hidden but when you move the mouse pointer over one of the titles, a box containing a list of menu items drops down. To choose a menu item, simply move the mouse over it (a highlighted bar will appear) and press the left mouse button once. Alternatively, you can click outside the box to dismiss the menu. Menu items are grouped by topic, for instance the **File** menu contains all the functions which deal with disk files.

Choosing a menu item will normally result in some action being carried out, although some produce a dialog box or act as toggle switches for various features or settings.

Items ending with ...

If a menu item ends with three full stops then this indicates that choosing it results in the appearance of a dialog box. These are always safe to choose since you can **CANCEL** the dialog box if you wish. Items without ... take effect immediately, possibly altering your document.

Switches

A number of items in various menus can have a check mark (or tick) next to them indicating that the option is currently active. In most cases, selecting the item simply switches the option on or off.

Keyboard Shortcuts

Most menu items have keyboard shortcuts which provide a quick way of accessing them. These are listed to the right of the item text.

Menu shortcuts often require you to hold down two or more keys at once. This is indicated by special symbols. The symbols are as follows:

Ctrl The **C**ontrol key.

Shift One of the two **S**hift keys.

For instance, a keyboard shortcut indicated by **Ctrl-M** means hold down the **C**ontrol key whilst pressing **M** and **Shift Ctrl-M** means hold down both the **S**hift key and the **C**ontrol key whilst pressing **M**.

Ghosted Items

You will see that some menu items are greyed out. This effect is called *ghosting* and indicates that that particular menu item is not available for some reason. Different menu items become ghosted at different times depending upon what you are currently doing.

The Toolbox

The Toolbox is the object towards the top left of the Desktop. It is used to set the mouse cursor's actions. This is quite a complex concept, but once grasped is fairly intuitive. Suffice it to say that its use alters the way that Papyrus interprets your mouse clicks.

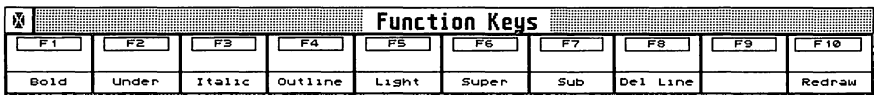
The Toolbox is one of the more important subjects within Papyrus and has its own section in this manual devoted to its operation.



The Toolbox

The Function key bar

The Function Key Bar serves two purposes: to remind you of the actions that the various function keys carry out; and it allows you to use the mouse as an alternative way access the function keys.



The Function Key Bar

The Function Key Bar can be customised to your own requirements, this is detailed later on.

The Shredder

The Shredder is Papyrus' version of the Atari Desktop's Trash Can. It works in exactly the same way, except that instead of deleting disk files, it is used to delete notional pieces of paper and sections of text.

Hence its name!



The Shredder

We will practice using it later, but for now it's enough to say that you can pick up blocks of text (and other objects) with the mouse, drag them to the Shredder and drop them in.

Customising the Papyrus Desktop

The Shredder, Toolbox and Function key bar can all be moved to any position on the desktop. All you have to do is to pick them up by their handle and drag them to a new position.

The handle for the Toolbox is the grey shaded area at the top.

The Function key bar has two handles - one at either end. Again they are shaded grey. You can use whichever one is convenient.

The Shredder icon doesn't have any handles. You can pick it up anywhere.

The Papyrus logo cannot be moved. However, it can be removed if you don't like it (which is hard to believe!) or if you are short of memory. This procedure is explained later on in the manual.

Summary

This has been a short tour of the elements of the Papyrus Desktop. You should now know:

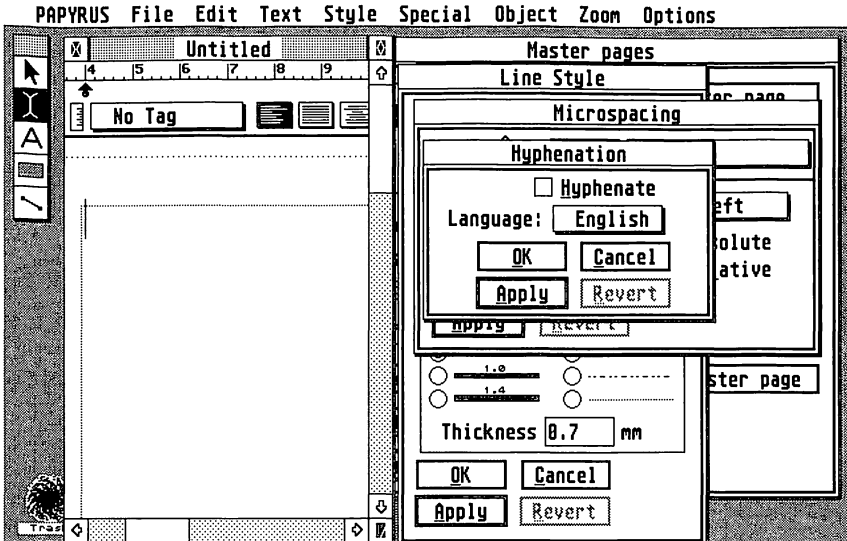
- The names of each part of the Papyrus Desktop and what their function is, but not how to use them.
- How to move the Toolbox, Function key bar and Shredder.
- How to use the menu bar, but not what each menu item does.

If you are not sure of any of the above - especially the names of the Desktop objects - read through this section again, as the information in it will be referred to throughout the rest of this manual.

How to Use Dialog Boxes

This section describes the special dialog boxes used by Papyrus, their conventions and the objects that they contain. It is important that you read this section regardless of your previous experience with computers.

Non-Modal Dialog Boxes



Using non-modal dialogs

Dialog boxes are the name given by GEM to graphical forms, which are normally used to pass information between you and the program that you're currently using.

In many cases when a dialog box is displayed, nothing else can be done except edit it to completion - an example of this choosing Desktop Info... from the Desktop's Desk menu which results in the display of a dialog box containing details of the computer's operating system. If you try to click the mouse outside the dialog box, the computer sounds what is euphemistically called the *bell*. The only way to carry on using the Desktop is to click the mouse on the OK button and make the dialog disappear.

This type of dialog box is known as a *modal* dialog and you will already be familiar with its conventions - if not, the manual supplied with your computer describes dialog boxes quite well and you should read it now.

Papyrus' dialog boxes differ from standard dialog boxes in two fundamental ways:

They appear within a window which means that you can move them to a position where they are not covering some part of a document that you wish to see whilst editing the dialog.

They are what is generally known as *non-modal* dialog boxes. What this means to you is that you do not need to click on an **OK** or **Cancel** button to continue working. In fact you can access a dialog, partly edit it and continue working with the dialog still displayed.

Most modal dialog boxes can be left by clicking the mouse on either the **OK** or **Cancel** buttons. **OK** usually applies any changes that you've made, whereas **Cancel** resets the dialog to its condition before you started to edit it. In both cases the dialog box is closed.

Papyrus' non-modal dialog boxes usually have a group of four exit buttons: **OK**, **Cancel**, **Apply** and **Revert**. **OK** and **Cancel** have the same effect as in modal dialogs, i.e. they ultimately result in the closure of the dialog. **Apply** and **Revert** are the non-modal equivalent of **OK** and **Cancel** respectively. In other words, **Apply** does exactly what **OK** does and **Revert** does exactly what **Cancel** does, except without closing the dialog.

Still confused? Well, this is as simple as it gets. Papyrus' dialog boxes have four exit buttons. They are:

OK applies any edits that you have made to the dialog and then closes it.

Cancel resets the dialog to its state prior to your making any alterations and then closes it.

Apply applies any changes that you've made within the dialog and leaves the dialog open.

Revert resets the dialog to its state prior to your making any alterations and leaves the dialog open.

We have provided non-modal dialogs to give you extra flexibility when using Papyrus. The concept is in fact relatively simple and their use becomes second nature very quickly. So much so, that there is no option to use modal dialogs instead.

Dialog Box Objects

Papyrus' dialog boxes contain many different types of object. To help you get to grips with these as quickly as possible, here is a description of each type of object and how to use it.

Keyboard Shortcuts in Dialogs

As an alternative to just using the mouse to select and de-select the various objects available, we have provided keyboard shortcuts in dialogs. Where these are available, the text of an object will have one of its letters underlined. That is the shortcut for that object and means that the object can be accessed by holding down the **Alt**ernate key whilst pressing the underlined letter on the keyboard. Consider the two buttons shown below:



To select **OK** you could click the mouse anywhere in the box surrounding the text or you could press the **Alt**ernate key and **O** together. How would you select **Cancel**?

Buttons

The buttons that Papyrus uses look and behave just like any normal buttons. To select one just position the mouse pointer inside its border and click (press and release) the left mouse button. Another click will de-select it again.

A group of exit buttons



Note that a ghosted **Revert** button also has its border greyed out. **GEM** doesn't normally do this, but it makes it clearer that the button is not currently available.

Radio Buttons

Radio buttons belong to a group, only one of which may be active at a time. The currently active option is denoted by its centre being darkened, all the others are shown hollow.

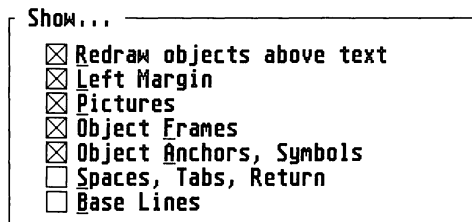


A group of radio buttons

You can select a radio button by clicking on either the round button itself or anywhere on the associated text.

Check Boxes

Check boxes behave like normal buttons, i.e. you can select one by clicking on it and de-select it by clicking on it once more. They are generally used where a series of options can be switched on or off independently of other options. Selected check boxes are shown with a cross placed inside them.



Some check boxes

As with radio buttons, check boxes are selected and de-selected by clicking on either the square button or anywhere on the associated text.

Pop-Up Menus

Papyrus makes extensive use of pop-up menus. These are identified by an optional label and a shadowed box with some text in it:

Unit

A pop-up menu

The pop-up menu can be opened by either clicking on the label text or on the boxed text. The shadowed box will expand to show the available options for that setting. One of the options will have a check mark to the left of its name; this indicates the currently selected option for that setting.

Paper type:
 Single sheet auto feed
 Single sheet manual feed

An expanded pop-up menu

To select a change the current option, simply move the mouse over the entry that you require and click the mouse button. The pop-up menu will contract to its original size and the option that you selected will be shown in the shadowed box. To make the pop-up contract without making any changes, simply click the left mouse button anywhere outside the menu area.

Editable Fields

Editable fields are used by Papyrus to allow you to enter your own preferences - for instance the name of a file or some such thing. Editable fields usually have a descriptive label to their left or right to explain what is expected.

Ⓢ One entry per line,
at least lines per record

An editable field

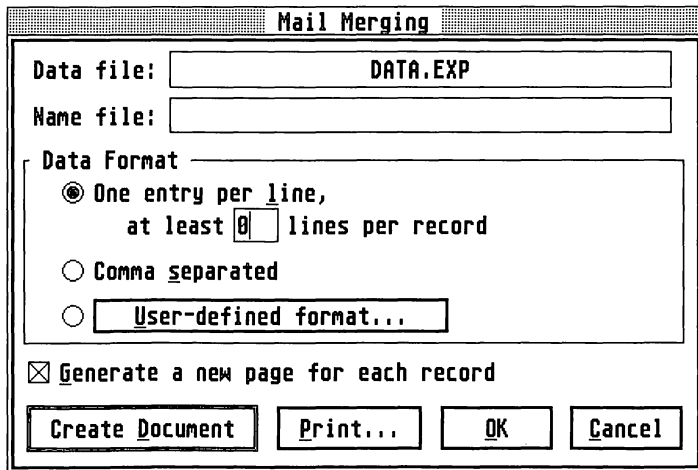
You can place the text cursor on an editable field by clicking the mouse on it - the text cursor in dialog boxes is a vertical bar. You can move left and right through the field by using the cursor keys, or you can clear the field by pressing the Esc key. The cursor up and down keys move the text cursor between editable fields. The Tab key moves the cursor to the next field.

The Default Button

Most dialogs have what is called a default button. This is an exit button whose border is thicker than the others. If you press the RETURN (or Enter) key the computer will assume that you have clicked the mouse on that object. This can be a useful time-saver especially in a dialog with many editable fields.

Summary

You should now understand the difference between modal and non-modal dialogs. We have described the different types of objects that you can interact with in dialogs and how to use them. So that you can confirm that you understand what has been said in this section, you will see an example of a Papyrus dialog box below. Try to identify the constituent parts of it.



We will be using dialog boxes quite often throughout the remainder of the manual and you should refer back to this section if you need a reminder at any time.

A Word About Fonts

This section describes how Papyrus uses fonts and, more importantly, how you can use them in your documents. There is a short section which describes the different types of fonts available for the Atari series of computers. If you are familiar with these, you can move to the next section.

The word *font* comes from the old printers' term *fount* and means typeface. It has become corrupted and rather presumptuously adopted by the computer fraternity. As Papyrus is a WYSIWYG (What You See Is What You Get) word processor, fonts are central to its operation. Indeed without them you can't use Papyrus at all!

Computers store fonts as files on disk. These files describe how each font looks. Unfortunately, there are as many different types of font file format as there are computer types. These can be split into two different type of font: bitmapped, where each character in the font is represented by a picture; and outline, where each character is described by a set of mathematical equations. Both types have advantages and disadvantages.

Fortunately, the situation on the Atari ST/TT/Falcon series of computers is quite simple. There are two types of bitmapped font and two types of outline fonts available:

GEM Bitmap. These fonts are the original type of font available for the Atari. They have the file extension *.FNT*, which quite obviously stands for font. As they have been available for many years, there are many different fonts available in many different sizes for this format.

Signum!2 Bitmap. These fonts appeared with the German Signum! document processors and, despite their limitations, became popular due to their high quality. Papyrus supports the popular Signum!2 font type. The filename extensions vary depending on the intended device, but are generally logical (300 DPI laser printer fonts have *.L30* extensions; 24 pin printers, *.P24*, etc.).

GEM Outline. GEM outline fonts are actually Bitstream™ Speedo fonts and their files have the extension *.SPD* (for Speedo). They offer high quality at (almost) any size and have the advantage that although the files are quite large, only one is required for all sizes and devices.

Calamus Outline. These fonts were first supplied with the desktop publishing program Calamus. They have similar advantages to GEM outline fonts but do not offer such high quality. Papyrus does not support them.

As you can see, Papyrus supports three of the four available font types. Both types of bitmapped fonts are supported directly, that is you only need the fonts themselves, whereas to use GEM outline fonts you must first install SpeedoGDOS.

A Background to GDOS

In the beginning the earth cooled, the dinosaurs came and went, humans evolved, Atari designed the ST... and along came GEM bitmapped fonts.

Actually this precis of natural history is not quite right; GEM bitmapped fonts first appeared for the IBM PC. However, it is true to say that bitmapped fonts have been available for quite some time. When Atari decided to supply its ST series of computers with their operating systems in ROM there was not enough room for all of it so they left out GDOS.

GDOS is an extension to your operating system. When installed, it allows applications to output text and graphics to printers and other devices besides the screen. GDOS also allows you to print with many other typefaces other than the standard (build-in) fonts available with your printer.

Instead of supplying GDOS with the computer Atari left it up to software houses to supply it with their programs that needed it. As if that wasn't enough, GDOS was slow, bugged and there were very few printer drivers supplied. These factors combined to make the whole idea of GDOS fairly unpopular. Papyrus doesn't need GDOS to load GEM bitmapped fonts or to print documents that use them.

Recently, Atari have developed two new versions of GDOS; FontGDOS and SpeedoGDOS.

FontGDOS

In many ways FontGDOS is simply a bug fix of the original GDOS. However, other features have been added and there is now support for Bézier curves. As with the original GDOS, you need not install FontGDOS for Papyrus to function.

SpeedoGDOS

SpeedoGDOS is a different concept in font handling. It allows you to load and use bitmapped fonts and other graphic objects, but its real difference is that it allows you to use GEM Outline fonts. If you want to use GEM Outline fonts in your Papyrus documents then you will need to install SpeedoGDOS first. The instructions for doing this are supplied with the package and you should refer to them, but note that your computer should have at least 2Mb RAM and a hard disk is strongly advised.

Summary

You should understand that there are two main types of font available and that the Atari series of computers uses both types. Be aware of what SpeedoGDOS is and what the implications of it are.

Chapter Summary

This chapter has explained:

- How to run Papyrus.
- What the constituent parts of the Papyrus Desktop are.
- How to use the menu bar and its various conventions.
- How Papyrus dialog boxes differ from the normal GEM dialog boxes, how to recognise the different types of object in the dialogs and how they are used.
- The background to font systems for the Atari series of computers.

If you still have any difficulty with any of these subjects, please refer to the relevant section again.

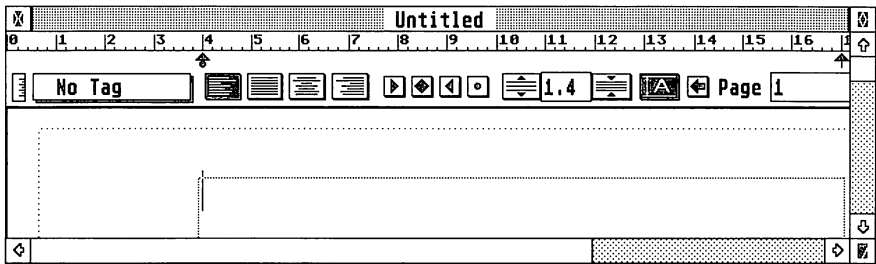
Papyrus - the Basics

This chapter explains how to create a document using Papyrus, how the basic editing functions work and how to move around a document. If you have used any sort of text editor before, you need do no more than skim through this section, taking note of the **Special Keys** sub-section.

Your First Document

Right, here we go! Run Papyrus and when the file selector appears click OK or hit Enter to select a new document.

A window will open looking something like this:



The window has all the normal GEM gadgets such as scroll bars, a close box and a zoom box. If you are unsure what these are or how to use them, refer to the manual supplied with your computer - it's described quite well there.

Underneath the window's name (with *Untitled* in it) bar you should see what is called the *Ruler*. Don't worry if it's not there, just move the mouse cursor to the **O**ptions menu title and select **R**uler when the menu drops down.

Entering Text

Below the Ruler is a group of icons and below them there is a large area surrounded by a dotted line and a small vertical line in the top left corner of this area. That is the *text cursor*. It shows where text will appear when you start to type. Try to type some text now...

You can see that the vertical cursor move ahead of the text that you type. If you make mistakes it's easy to go back and correct them. Use the left and right cursor keys to move the text cursor to the left of the character that you want to correct...

...and press the Delete key.

The offending character has gone.

Now you can replace it with the correct one.

An alternative to using the Delete key is to use the Backspace key. Instead of removing the character in front of the text cursor, it removes the character prior to the text cursor. This is more useful when you want to correct the character that you have just typed.

The Delete key deletes the character to the right of the cursor.

The Backspace key deletes the character to the left of the cursor.

Get to the End of the Line

Papyrus handles text in paragraphs. That is, you do not need to press the Return key as you approach the right margin of the paper to make the text appear on the next line. To see this working, just type in some more text and watch what happens as you approach the right margin.

Papyrus takes care of the lines automatically

Ending Paragraphs

As mentioned above, Papyrus handles text in paragraphs. When you have completed a paragraph, you only need to press the Return key. The text cursor will move to the beginning of the next paragraph.

More Moving Around

There are many ways of moving around the documents that you'll create. We'll now go through these in turn describing how they work and the relative advantages and disadvantages of each.

The Cursor Keys

In the previous section we used the left and right cursor keys to go back and forth through a line. You can also use the up and down cursor keys to move (respectively) to the line above and the line below the current position. This method is useful when you only want to move just a few lines in either direction to say, correct a mis-spelt word that you failed to notice at the time.

Of course, you can move line-by-line throughout a document in this way, but in a large document this could take you some time.

Note that when to move in a particular direction would mean that the cursor would disappear from view, Papyrus will move the view of the text such that the text cursor is always visible. This will happen when you are typing in text as well. If the window view does not cover the full width of the paper between margins then the view will automatically scroll left and right so that you can always see what you are editing.

The Mouse

If you want to move the cursor to a specific position within the current window, it is sometimes quicker to move the mouse cursor to the position that you want to continue editing and click the left mouse button. The text cursor will now be at the new position ready for you to continue.

Of course you can only position the cursor somewhere within the current window view. If you want to move further afield, you will have to use some other method.

The Window Gadgets

As we mentioned earlier, the window scrollbars and arrows behave in the normal GEM manner.

Scroll Arrows. The arrows move the view one line up or down, or one character left and right. To use them, move the mouse over the arrow that you want and press the left mouse button until the window view is what you want.

Paging. If you click the mouse in the area either side of the scroll bars then the view will move one window's size in the chosen direction. For instance, if you want to see what is immediately below the current view, just click the left mouse button below the vertical scroll bar. If you hold the mouse button down then the view will continue to change until you release the mouse button. This is a quick way to change the current window view. The term paging is a misnomer - you do not move one paper page up/down or left/right - you move one window view up/down or left/right.

Scroll Bars. If you want to move a long way in a document, you can pick up a scroll bar and drag it to the place you want to be. To do this, move the mouse cursor over the scroll bar, press and hold the left mouse button whilst dragging the scroll bar to its new position. When you release the mouse button the view will change to reflect the position of the scroll bar.

When you use the window gadgets to change the window view of a document, the text cursor doesn't move at all. If you move to a position whereby the text cursor is not visible and decide that you want to edit something in the new view, you must first use the mouse to position the cursor where you want to start to edit.

If you don't do that and then press either a cursor key or any other normal key, then the view will automatically revert to its original condition before you used the window gadgets.

This behaviour is not a bug. Nor is it as disadvantageous as it may seem. If you have used the gadgets to change the view, then you already have the mouse in your hand, so to indicate where you want to edit is a natural movement. Furthermore, you can quickly view, say, a previous section of a document and then just continue typing to return the view to its original position.

Special Keys

There are a set of keyboard shortcuts that help you to alter the view without taking your hands from the keyboard. These all use the cursor key in conjunction with either **Shift** or the **Control** keys.

Shift + Cursor Up Changes the view one window's height up.
The text cursor doesn't move.

Shift + Cursor Down Changes the view one window's height down.
The text cursor doesn't move.

Shift + Cursor Left	Moves the text cursor to the beginning of the current line.
Shift + Cursor Right	Moves the text cursor to the end of the current line.
Home	Move the cursor to the beginning of the document. If that is not currently in view then the window view will be altered such that the cursor can be seen at its new position.
Control + Cursor Up	Changes the view one page up. The text cursor doesn't move.
Control + Cursor Down	Changes the view one page down. The text cursor doesn't move.
Control + Cursor Left	Moves the text cursor one word to the left. If the cursor is at the left margin it will move to the last word on the previous line.
Control + Cursor Right	Moves the text cursor one word to the right. If the cursor is at the right margin it will move to the first word on the following line.
Control + Home	Move the cursor to the end of the document. If that is not currently in view then the window view will be altered such that the cursor can be seen at its new position.

Summary

We have discussed how to:

- Enter text and how to correct any mistakes using the **Backspace** and **Delete** keys.
- Move around a document using the special keys.
- Position the text cursor with the mouse.
- Use the window gadgets to alter the window view of a document.

You should read over any section that you are still unsure of. Try to follow what is being said by attempting to carry out the actions discussed.

Save, Close and Load Documents

Now you can open new documents, enter and correct text, move the text cursor around and change the window view at will. What is missing is how to save your work. This short section explains how to save and close your documents. It is important that you read it.

You may have noticed that after you start to enter text in a new document an asterisk appears to the left of the window name. This indicates that the document contains work that has not yet been saved to disk.

Saving Documents

When you want to save your documents there are two basic options:

Save the document under its current name. This is done by choosing the **File** menu option **Save** or using the keyboard shortcut **CONTROL S**.

There will be a short pause and the mouse cursor will change to the Busy Bee. Once the save operation has been completed, the mouse will return to normal and the asterisk in front of the window name will disappear.

Save the document under a new name. You can save documents under a different name by choosing the **Save as...** option of the **File** menu, or by using the keyboard shortcut **SHIFT CONTROL S**. When you do this, the system **File Selector** will appear. At the top you will see the message **Save document as (PAP/RTF/ASC)**. Choose the path where you want the document file to be kept and then enter a name for it. Make sure that you give it a file extension of **PAP** - something like **FIRSTGO.PAP** will do - the other extensions will be explained later on.

If you have specified a different name or path name for the document, then when the **Save as...** operation has finished an **Alert Box** will appear asking if the new name should be registered.



Register dialog box

If you want to work with the new file, choose **Register**. Otherwise choose **NO** to leave the window name alone.

Saving Documents for the First Time

When you are saving a new document for the first time the file selector will always appear - even if you choose the **Save** option of the **File** menu. This is because it doesn't have a name yet and Papyrus is prompting you to give it one.

If there is no asterisk in front of the filename displayed on the window title bar, then there is no need to save the document.; Papyrus has worked out that you have not changed anything.

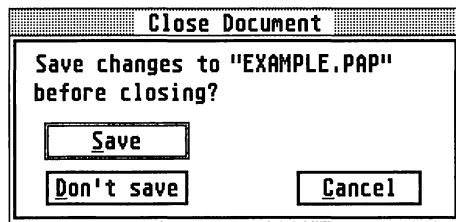
Closing Documents

When you have finished editing a document and want to close it, you have two options:

Choose the **Close** option of the **File** menu (keyboard shortcut **Control U**).

Use the mouse and click on the window close gadget at the top left of the window.

If the document has been edited and the work has not been saved then Papyrus will ask you to confirm that you want to close the document.



Close document dialog

If you choose **Save** then the document will be saved and then closed. **Don't save** closes the document immediately and any unsaved work will be lost. **Cancel** aborts the close operation and returns you to the document window.

Loading Documents

So far there's been no need to open a document that already exists. However, we now have a document file saved on disk and have closed its window. How do we get it back? Easy. Use the mouse to choose **Open...** from the **File** menu (keyboard shortcut **Control O**). The File Selector will appear again. This time the message will say **Open Document (PAP/RTF/ASCII)**. Use the File Selector to choose the file that you want to open (pick the one that you just saved) and click on the **OK** button. After a short pause the document will open in its own window. You can now edit it again!

Summary

You should now be able to save your documents both under their original name and also under a new name. You should know how to close document windows using the **File** menu and the mouse and you should be able to open a document that has been saved on disk. If you are unsure of any of this, read through this section again. We will assume that you can do this from now on.

Chapter Summary

From this chapter you should be able to do the following things:

- Create new documents.
- Enter text and carry out basic editing of text.
- Move around and alter the window view of a document.
- Save documents.
- Open documents.
- Close documents.

Papyrus - Fonts & Styles

This chapter describes how Papyrus uses fonts and text styles. Regardless of your previous experience, it is important that you read this chapter thoroughly and understand the concepts that are explained in it.

Introduction

When Papyrus starts, it loads any available outline fonts and looks for bitmapped fonts. All these are *registered*, which means that Papyrus makes them available for use in your documents. You can use any font anywhere in any document, but remember that if you use an outline font in a document then you must ensure that SpeedoGDOS is loaded the next time that you use Papyrus.

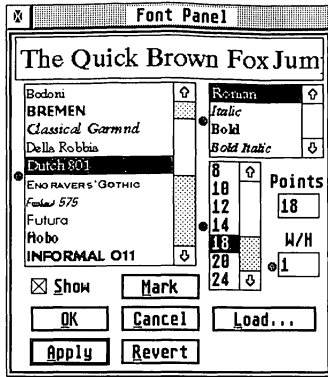
Font Families

Before we go on to show you how to choose a font, you should be aware that Papyrus deals with fonts in a slightly different way to most other programs. Instead of giving you the choice of all the available fonts, Papyrus groups similar fonts into *families*. For example, the two fonts Times 12 Point and Times 24 Point are grouped into the Times family. This concept of font families is simple and yet makes font selection much simpler and far quicker.

Speedo fonts are already grouped into families within the Speedo font definition - Papyrus understands about this and manages Speedo families for you. Papyrus also allows you to manually organise GDOS and Signum!2 bitmapped fonts into families. More of this later.

Choosing a Font - The Font Panel

Fonts are all controlled by a single dialog box called the Font Panel. You can use this dialog at any time, regardless of whether or not a document window is open. To access the Font Panel, choose the Font Panel... entry from the Text menu or press Control Z. The dialog that appears looks quite complicated. Don't be put off though; it's actually quite simple!



the Font Panel

Remembering the concept of font families described above, you will note that there is no single list of the fonts. On the left is a list of the available font families or *faces*, to its right is a list of available text styles or individual fonts and below that a list of point sizes. At the top of the dialog is a sample of what the selected font looks like at the selected point size and style.

Now we'll describe the various objects in the Font Panel.

Sample of Font

As you choose different fonts, styles and sizes, the text at the top of the dialog alters to show you what the text looks like. There is nothing to edit or click on in this object.

Available Fonts

The list box on the left of the dialog displays a list of all the currently registered font families. This list is independent of the open document. Families of GEM bitmapped fonts are shown with a solid black dot to the left of their name, Signum!2 families have a hollow dot next to them and GEM outline families do not have any symbol next to their name.

If the list of font families is too long to fit into the box, you can reach the hidden ones by using the scroll bar and arrows on the right of the box. If there are no families listed, read through the rest of this section quickly and then read the **Administering Font Families** section.

To choose a particular font family for use in a document, click the mouse button on the name of the family. The currently selected font family is shown highlighted. As you choose different families note that the text at the top of the dialog changes to reflect the new face or family.

Show checkbox

Below the list of available font families you can see a checkbox labelled Show. When this is selected, the list of font families is shown in the style of the font. This option can be useful when you want to be able to choose a font family quickly. When it is not selected, the font families are listed using the system font and the display will update more swiftly.

Available styles

The box to the right of the dialog contains a list of the available text styles (fonts) for the selected font family. It is often blank. Don't worry about this, it doesn't mean that a particular text style is not available, just that there are no separate fonts to represent different styles.

For instance bitmapped fonts are usually supplied in only one style, *Roman* - or normal. When you want to use bold, underlined, or italic text styles, Papyrus works out what the text should look like and displays it. However, if a font family has a special font for, say, italic text, then the word *Italic* would appear in this box. GEM outline fonts are supplied in different styles which are built in to the face definition.

Point sizes

The box below the style box contains a list of numbers. These are different point sizes (1 point is $\frac{1}{72}$ inch). By selecting one of the sizes, you can choose what size the font will be. The size is also shown in the preview box (at extremely large sizes you will only see the bottom of the text). You can select any point size for any font type.

If the size that you choose doesn't exist as a font definition (bitmapped fonts only) then Papyrus will calculate what the font should look like at that size and display a representation of it. The quality of the resulting font is not as good as if there was a specific font available for that size, however it does mean that you are not limited to just the sizes in which your fonts are supplied.

You will note when a bitmapped font family is selected, that some of the point sizes are shown in outlined or italic outlined text. This shows that a font definition actually exists for that point size and so its quality will be higher than if Papyrus has to calculate what the font should look like. Outlined font point sizes are only shown in normal text.

Custom Point Size

The custom point size box (labelled **Points**) normally contains the point size selected in the list to its left. However, if you want to use a point size not listed, just click the mouse in the box, type ESC to clear any existing point size and enter the size that you want.

Width/Height Ratio

The W/H editable box is normally set to 1 (one) which means that text is displayed in the aspect ratio for which it was designed . However, you can enter any number that you want. Numbers greater than 1 make the text fatter and numbers less than 1 make them thinner. This option does not alter the height of the text.

Using the Font Panel

Although we have not described all the objects in the Font Panel, you now know enough to change fonts in your documents - the rest we'll cover later.

Choose which font you want to type with from the list of available families and select what size you would like. To apply this to your document click on **Apply** or **OK**.

If you haven't already done so, open a new document. Try typing something. You will see that your text will now appear in the new font, at the new size. Now change the font and carry on typing. It's that simple! Carry on typing altering the typeface and its size until you're happy with the way the Font Panel works.

Section Summary

You should now understand:

- Papyrus deals with font families and not just fonts.

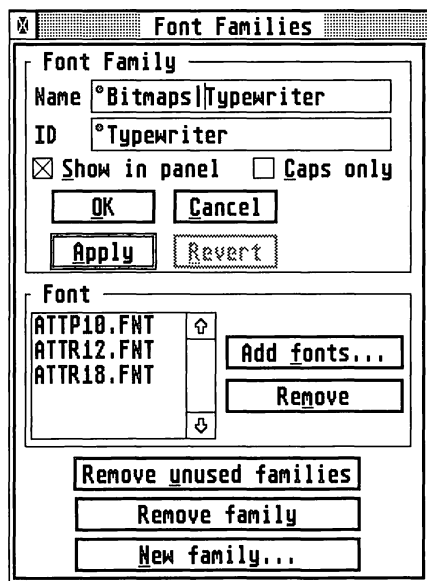
- How to change the typeface that you're using and how to set its point size.
- How to alter the width of text.

If you are in any doubt about any of the above points, read through the section again. Don't worry too much though, you'll get plenty of practice with the Font Panel in the tutorial that follows.

Administering Font Families

All this is very well, but what if you want to add a new family? You will have noticed a button labelled Load... at the bottom right corner of the Font Panel. This button accesses the *Font Families* dialog where you can add and remove font families and also add and remove individual fonts to and from families. Click on this button now. The *Font Families* dialog will appear.

The Font Families Dialog



the Font Family dialog

This dialog should be filled in with the details of the current font family i.e. the font family that is selected within the *Font Panel* dialog.

If it is not, it just means that there are no font families registered. Note that the *Font Panel* and the *Font Families* dialogs are non-modal so that you can move between them changing the font and family that is selected.

The **Font** section of this dialog shows the individual fonts that make up the font family - as we have said before Speedo fonts are grouped into families with the Speedo face definition and the user does not have control over this from within Papyrus. So, **GDOS Font** is displayed here if a Speedo family has been chosen.

Adding a Font Family

To create a new font family just click the mouse on the **New family...** button within the dialog. If the dialog had details of an existing font family, then these will be cleared (but the font family itself will still exist).

The file selector will appear prompting *Install New Font Family*. Select a font to load as part of the family and click the mouse on **OK** to proceed. **Cancel** aborts the whole operation.

Assuming that you successfully chose a font and clicked the **OK** button, Papyrus will search the rest of that folder for other font files that it thinks belong to the same family. If it finds any, an alert will appear; If Papyrus was right and there are matching font files, you can click on the **Load all** button. Clicking on **No** means that only the font file you selected will be used and **Cancel** stops the whole operation and returns you to the *Font Families* dialog in its original condition.

Many GDOS faces contain only one type of font, in different point sizes and, in this case, all you can do is build up the font family from the different point sizes of the same font - still useful of course. To do this, you choose your first font as above to define the family and then use **Add fonts...** on the *Font Families* dialog to add new point sizes.

Removing a Font Family

In general, hard drive users will not normally find it necessary to remove fonts or font families. If Papyrus is run from floppy disks, memory constraints may make font removal necessary.

Font families may be removed from the *Font Families panel*. After selecting the family to be removed, click over the Remove Family button. If the Font Family is in use, a warning dialog will appear preventing removal. It should be noted that Speedo fonts and families may be removed as well as GDOS and Signum!2 fonts, but Speedo fonts cannot be added from the *Font Families dialog* - use the OUTLINE.PRG program supplied with SpeedoGDOS.

An option is available to remove unused font families.

Individual fonts may be removed from a family by selecting the font and using the Remove button.

Adding Fonts to a Family

Click on the Add fonts... button in the *Font Families panel*. The file selector will appear. Select the desired font from the file selector and press Return or click on OK. Note that only GDOS or Signum!2 fonts may be added in this way. Speedo fonts can only be added through the OUTLINE program and rebooting Papyrus (see the SpeedoGDOS manual for details).

Family Names and Identities

These are specified in the *Font Families dialog*. Identity (ID) is normally set and should not be changed. The Name box is used to identify the font family in the *Font Panel dialog*. Usually, it should start with the ID name, for example Times, followed by the shifted Backslash key (to the right of the left Shift key), followed by the font style, e.g. roman, italic, bold italic, etc. If the font family consists of a single font, the font style may be omitted. When the name and ID have been entered, click on Apply, followed by OK. The effect can then be seen in the Font Panel.

Section Summary

You should now understand:

- Papyrus deals with font families and not just fonts.
- How to add/remove font families and manage the fonts within font families.

Chapter Summary

This introductory chapter to using Papyrus should have given you familiarity with the basic editing techniques and allowed to load and save your documents.

You will also have learned about fonts and font families.

Papyrus Tutorial

This tutorial is designed to show you how easy it is to produce attractive looking documents with a minimum of fuss and effort.

For the purposes of demonstration, you are going to create a product description sheet for Papyrus - using Papyrus itself! Much of the raw material is provided for you and that which isn't, you're going to create yourself from within Papyrus.

- You will first create a blank document, defining the way in which text will appear in the final printed version.
- Next, you will import some text and create a *paragraph style* to add character to the information on the page. Other styles will be imported from another document and these will be used to complement your new style.
- Afterwards, you will form some structureless information into a smart looking table.
- To liven up the document, you will import a picture and tell Papyrus how you wish to flow text around it.
- Finally, you will add a footer at the bottom of the page and provide it with a mono-tone background.

Planning Ahead

As with anything, it is always helpful to have a good idea of what you hope to achieve. This will enable you to plan the work in advance so that any useful elements (text, pictures etc.) can be at hand, thus speeding up the production process.

Please don't be put off however! Papyrus is easy and flexible to use. If you change your mind about something, Papyrus will allow you to modify your work at any time. Sophisticated features exist to allow you to make fine adjustments to almost any aspect of a document, this means that your text's appearance can be honed to perfection.

The following list shows a typical work session that could be applied to practically any document:

- Set up the paper format required for the document, bearing in mind the device on which the final version will be printed.
- Create the document.
- Set up the page layout paying particular attention to the page margins (e.g. some printers can't reach the edges of the paper) and the number of columns on each page.
- Write text directly into the document or import it from disk as ASCII or RTF format data.
- Create and apply paragraph styles to the text.
- Import any graphics and place them into the document.
- Flow text around pictures, adjusting one format as required.
- Produce a draft print.
- Modify the document.
- Produce the final print.

During the course of this tutorial you are going to follow these guidelines quite closely.

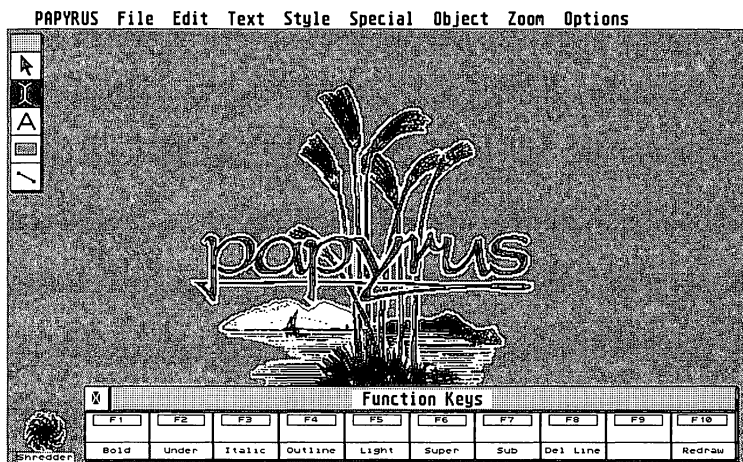
Getting Started

This tutorial assumes that Papyrus is installed and running from a partition of a hard disk. If you have installed Papyrus on a floppy disk system, then it is recommended that you create a separate work disk, copying the TUTORIAL folder and its contents from the Papyrus master disk. The finished document is not going to be very large, but some extra workspace will give Papyrus room to breathe. Please make sure that you have at least 30 kbytes of free space on your target disk.

If you wish to print the results of this tutorial, then it will be necessary to have a printer connected to the computer, with the appropriate printer driver installed, please refer to the section ***Printing the Document*** at the end of this tutorial for further information on this subject.

Having done this, you need to run the program. Open the floppy disk or hard disk partition on which Papyrus is installed and locate the file called PAPYRUSG.APP. Move the mouse over the top of this text or icon and double-click the left mouse button twice to run the program.

After a few seconds you will be confronted by the computer's file selector - Papyrus is asking if you wish to load a document. At this stage you don't, so click the mouse on the cancel button and Papyrus will set itself up and wait for your further instruction. The computer's screen should look something like this:



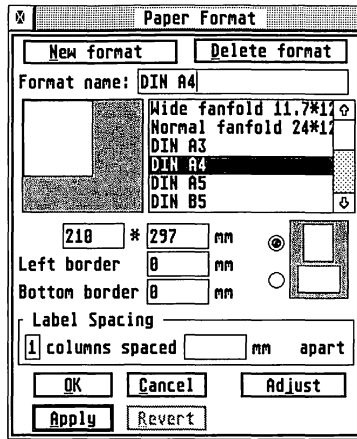
This is known as the Papyrus *Desktop*. In the upper left hand corner of the screen, the *Toolbox* will be visible, as will a strip of buttons at the foot of the screen. These are the *Function Keys*. Clicking on these within a document will produce the same effect as pressing the function keys on the computer's keyboard. You won't need these in the work which follows, they will almost certainly be overlaid by document most of the time anyway, so you may choose to remove this key strip from the screen. You may do this by clicking the mouse once on the close box in the top left corner of the Function Key strip.

Finally, the symbol in the bottom left hand corner of the screen is the called the *Shredder*. This is used to dispose of parts of a document which aren't required any more.

To remove an object from the document, simply click on the offending item and keeping the mouse button depressed, carry the object onto the shredder and let go of the mouse button - it's really that simple!

Creating a document

This tutorial assumes that you want to output the final document onto sheets of European, A4 sized paper. This is done using the Paper Format... control, found under the File menu. Open up this dialog and select DIN A4 on the right of the display and then select OK.



Now you've told Papyrus what your paper size is, you can create a document. To do this, move the mouse to the top of the screen, over the File menu and click the mouse once on New Document.

Papyrus will open a window onto the screen. Unless you're running on a special monitor, this will cover most, if not all, of the Papyrus desktop. You now need to make some modifications to this page to format the way in which the text is to be displayed and ultimately printed.

Move the mouse to the File menu once again and select the Page Layout... option. Using the Tab key to move around the dialog and the Backspace key to delete the contents of the fields, set the controls to the following dimensions:

Page Layout

Master page STANDARD

Text Area Margins

left 5 right 5 mm

top 27 bottom 27 mm

Mirror for left pages

Within margins

Header Area 0 mm

Footer Area 10 mm

Columns

Column number 2

Column gap 10 mm

OK Cancel

Apply Revert

Don't forget the Column number, this is important! Select OK at the foot of the screen.

The text area margins have been deliberately chosen so that when it comes to print the page, the information will fit within the printable area of the large majority of laser, dot matrix and ink-jet printers. Yours, if you have a printer connected, is quite likely to print all of this without losing anything off the edges of the paper.

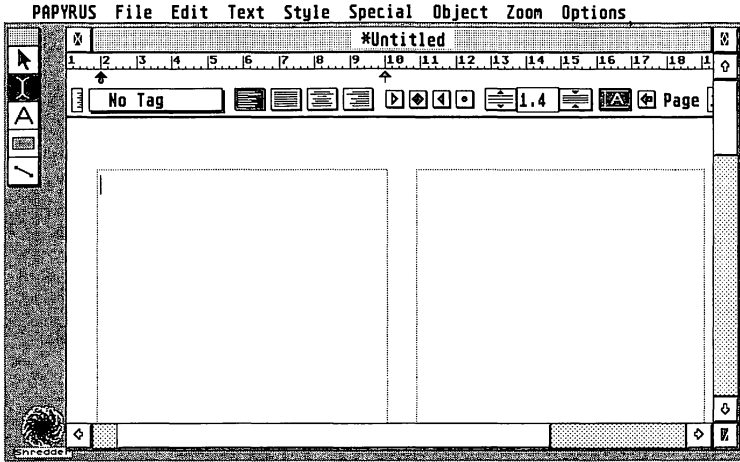
Arranging the display

You will probably find that as your work moves around the document and you perform different tasks, that you will need to change the display magnification to suit. Please feel free to do this, the pictures which accompany this tutorial will differ slightly from that which you see on the screen, this is usual so please, Don't Panic!

In fact, it should now be possible to re-arrange the screen slightly. The chances are that the right hand edge of the page has disappeared off the right hand side of the screen. You may find that bringing down the screen magnification may help slightly.

To do this, move the mouse to the ZOOM menu at the top of the screen. Bring the mouse down again and click on a zoom factor of your choice, a selection of 86% would normally provide text clear enough to read, but still keep enough of the page on the display as to be useful.

It should now be possible to bring the width of the document window in slightly to fit around the columns and then move the window over to the right hand edge of the screen to reveal the Toolbox and Shredder again.



The Toolbox

Papyrus treats different elements of a document as *objects*. The Toolbox is the small cluster of controls which will allow you to create, select, edit/alter and move these objects within a document and is an exact replication of the display located at the top of the Object menu list.



The way in which Papyrus will allow you to manipulate objects will depend on the mode of operation selected on the Toolbox. It is possible to alter the behaviour of Papyrus by clicking the mouse on these controls:

The currently selected mode of operation is indicated by whichever picture is selected (highlighted) in the display. From top to bottom these select the Frame Edit, Text entry, Text Frame, Object and Line modes. These are identical to those found at the top of the Object menu.

Initially the Toolbox will be located in the top-left hand corner of the desk, but you may move it around the screen by clicking on the grey bar at the top of the display, holding the mouse button, moving the mouse and then releasing the mouse button once more to leave the Toolbox at the new location.

Before you continue with this tutorial, select the *I-Beam* icon (that's the second one down) to place Papyrus in the Text Entry mode.

The Mouse Form

As you move the mouse around the Papyrus desk, the appearance of the mouse pointer will change. This indicates a difference in the way Papyrus will behave at any given time.

The following is a brief description of each mouse form.

Arrow



This is the general purpose mode where clicking the arrow will usually select or move something, whether it be an icon or an object of some form.

I-Beam



This will only appear when in text entry mode. By placing the I over an area of text and clicking once, it becomes possible to move the text cursor around the document.

Block



In text entry mode, this mouse form indicates that you can drag a marked area of text from its current position to another within the document.

Draw



This fine crosshair indicates that you are able to draw an object on the screen. This may be a text frame, an object or a line.

Grabber



The grabber will appear whenever Papyrus expects you to move an object or a group of objects. This may be a text frame, a picture or a line.

Finger



This mouse form will appear when a specific object can be moved. The most common place that this will be evident is when re-sizing an object frame.

Importing text

At this point, Papyrus would be quite happy for you to start writing text straight onto the page; if you like, you can try this now, but please delete it all before continuing with the rest of this exercise.

Some text has been provided to speed up the process of creating your document so you are about to load this into the computer and start work. The act of loading text into a document which is already open requires the use of the **Insert** function found under the **File** menu.

Making sure that the text cursor is in the top left hand corner of the left hand column (see previous picture), move the mouse to the **File** menu and select **Insert...**, you will be presented with the computer's file selector.

Locate the **TUTORIAL** folder. Double-click on this using the mouse and the contents of the file list will change. Double-click on the file titled **TUTORIAL.ASC**. Papyrus will proceed to load the text file and you will see the following message:

Inserting ASCII file "TUTORIAL.ASC" ...

Once this is done, you will see text appear on the screen. Notice how Papyrus automatically flows text which is too long to fit in one column, to the top of the next. If necessary, Papyrus will carry text over the page.

The chances are that Papyrus has now left you at the end of the document; use the document window's slider bars and the mouse to take you back to the start of the text.

Creating a new Text Block

Before you continue with formatting the document, you are going to add an introductory heading at the top of the page. To do this, we will create a new text frame and add some text.

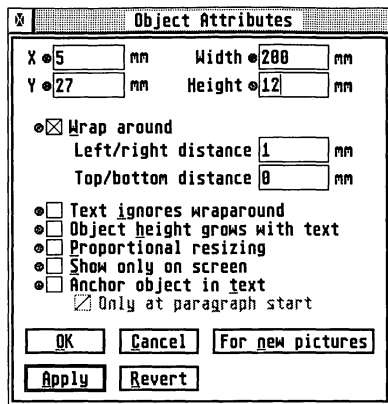
It is important that the heading is added at this stage because all of the text which is now in the document columns will be forced out from underneath. This will of course affect the way in which the final text fits on your page!

Move the mouse onto either the **Toolbox** or the **Object** menu at the top of the screen and select the **Text Frame** icon (symbolised by the letter A). Moving the resulting cursor into the top left hand corner of the existing text, click and hold the left mouse button. Dragging the mouse over toward the right hand side of the screen will reveal the outline of a box which will move with the mouse. Move the crosshair to the right hand edge of the second column of text and release the mouse button.

You have just placed a text frame onto the screen. At this stage it will be possible to see the original document underneath. The positioning of the frame is probably rough, so you can now make some changes.

Move the mouse to the **Toolbox** once again and select the *Object* mode (the icon with an arrow). Move the mouse over the new text frame and click on it once. The frame should now be joined by a number of black squares, one in each corner and one centrally along each edge of the frame. You can click the mouse on any of these squares and drag the frame around the screen.

Alternatively however, now that the frame has been selected as an object, you can enter more exact details. Move the mouse up to the **Object** menu and select the **Attributes...** option. From the display which will now be on the screen, select the following parameters:



Upon selecting the OK button, Papyrus will position the frame neatly across the top of both text columns and will cause all of the text which was under the frame to be flushed out from underneath.

Now, to write into the text frame, move the mouse up to the Toolbox and select the text mode (the I-Beam icon). Position the I-Beam pointer over the new text frame and click the left mouse button once - a cursor should appear on the left hand side of the frame. Now type in the following text; Papyrus Gold - the Word Processor.

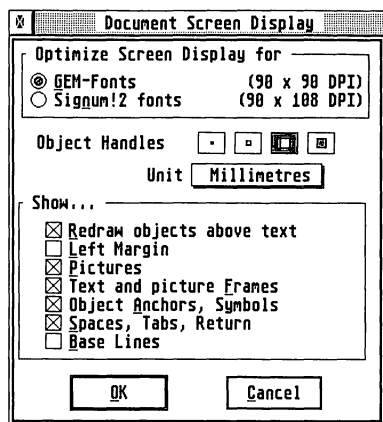
This will appear as small text but won't look very impressive at the moment, you'll come back to this in a while.

Paragraphs

One of the key features of Papyrus' text control is that it treats large continuous chunks of text as a *paragraph*. Each time you hit the Return key, this is a signal to Papyrus that you have finished a paragraph.

Papyrus will allow you to create different styles for paragraphs in any document, these are called *Paragraph Tags*. This means that when set up, you can move through your document very rapidly applying, or tagging, a style to each paragraph.

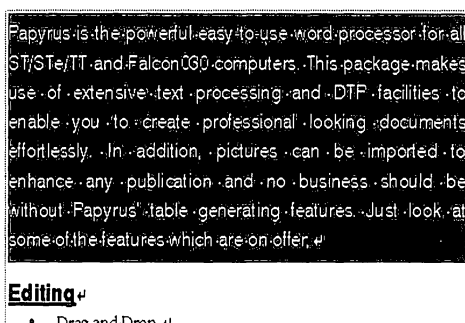
Papyrus can be made to display the end of a paragraph on the screen by showing a special symbol. To do this, move the mouse up to the Options menu and select the Screen Display... item. The following dialog will appear:



Place a cross in the box titled, Spaces, Tabs, Return and then click on the OK box at the foot of the display. The screen will be updated to include a series of symbols, the left-arrow symbol shows the end of each paragraph.



To prove the point, move the mouse I-Beam over the end of the first paragraph and double-click on it.



Papyrus will now mark the whole of this paragraph by highlighting it (placing white text on a black background).

Creating a Paragraph Tag

Since Papyrus can recognise areas of text as paragraphs, then it is also useful to be able to make some paragraphs look different from others. For example, a normal piece of body text will need one font and text size, whereas another will need to stand out from the rest, to add emphasis. In this case it may be appropriate to use a different font and size with an additional effect such as a line underneath.

Papyrus will allow you to define many such styles and each can be given a unique name to allow you to identify a particular style from a number of others very quickly.

Each style is known as a paragraph *tag*, since after having typed text into Papyrus, you can tag a particular paragraph with its own style.

You are going to create your own tag now. This will be a simple style used to form common areas of reading text (often referred to as the *body* of a document) into neatly displayed text which expands into the column margins.

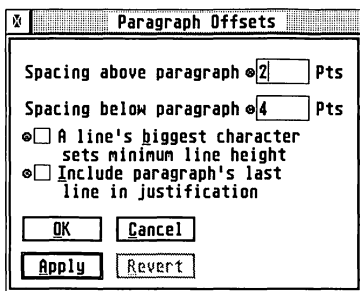
Ensure that Papyrus is in text mode and click the I-Beam pointer once over the first paragraph of the text on screen. Now move the pointer up into the area known as the *Ruler*, above the document. To the right of the text **No Tag** you will see four squares with lines in. Select the second from the left:



You should notice that the paragraph which currently contains the text cursor will be redrawn. Close examination of this will show that the right hand edge of the text has been pulled out to align with the right hand text margin. In technical speak, this is said to be *justified*, since both sides of the paragraph are aligned with their corresponding margins.

Now you're going to tell Papyrus that you wish to leave a small space above and below this particular style.

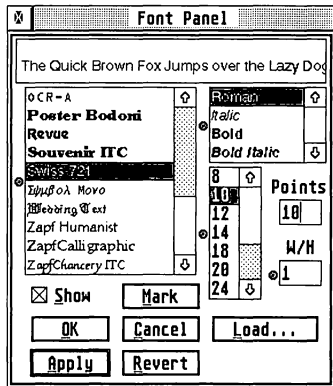
Move the mouse up to the **Special** menu item and click on the **Paragraph Offsets...** item. Into the relevant fields of the box enter the following numbers:



Click on the **OK** button to enter the values. The first paragraph will now be redrawn to add an extra gap between the header and the following paragraph.

Next, move the mouse up onto the **Text** menu and select the item **Font Panel...** From within this dialog select a Swiss font (Swiss 721 or Swiss), a font style of Roman (if there is a choice) and a size of 10 Points from the points list.

After setting the values, the dialog should look something like this:



Select **OK** and the dialog will disappear from the screen. At this point you have set up some of the characteristics that you wish to form into your paragraph tag.

Finally, to actually create the paragraph tag, click the mouse on the icon at the extreme left hand side of the ruler (the vertical bar with graduations on). This is the Paragraph Tag dialog.

Type a name into the Name field. Use something obvious such as **Body Text**. Place a cross in each of the top three **Text style** switches (**Include font**, **Point size** and **Text effect**) by clicking on them and then click on **OK** to complete the operation.

The new text style will now be available for use. To prove the point, move the mouse over the current paragraph style (currently **No Tag**), press the left mouse button and keep the button held down. A menu should now pop-up onto the screen revealing the new addition. Release the mouse button.

Applying a Paragraph Tag

To apply a style to a paragraph, it is necessary to move the text cursor into a paragraph, or to select multiple paragraphs as blocks.

To apply your new text style to the whole document, move the mouse up to the **Edit** menu and select the **Select All** option. The whole document will become highlighted.

Next move the mouse into the ruler region above the document and click and hold the left mouse button on the paragraph tag list. Move the mouse onto the name **Body Text** within the list and release the mouse. The *Body Text* style will now be applied to each paragraph in the document.

Interlude

At this stage you will have created a new document, formatted this document on the screen, imported some text, created and tailored a text frame, typed some text into the new frame and created and applied your first paragraph tag to the rest of the document - phew!

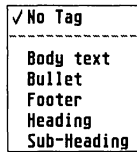
Hopefully, you haven't found this to be hard going.

To move on, you will need to use a few more paragraph styles. Rather than showing you how to create each one, the others are already provided on disk for you. You are now going to merge these in with your present document.

Move the text cursor to the very end of the document. Move the mouse to the **File** menu and select **Insert...** once again. This time choose the file **STYLES.PAP** from the file selector. Papyrus will now merge the new document in at the end of the your existing one. You will now see the names, **Bullet**, **Footer**, **Heading** and **Sub-Heading** appear on the screen.

These were necessary to carry the new text styles into the document. You may use the mouse to mark the new text and use **Delete** from the **Edit** menu to remove it completely once again. Please make sure that there are no extra empty paragraphs at the end of the document.

Now move the mouse over to the paragraph tag list. Press and hold the left mouse button and you will now see a list of styles.



Saving the document

This may be a good point at which to save your work to disk if you haven't already done so. It is good policy to save work from time to time. This will help you to recover data should the computer lose power for any reason or in the unlikely event of the computer crashing.

Regular saving to disk will always ensure that in the event of a mishap, rather than losing everything, the worst case is that you may have to re-load your document and redo a few minutes work.

If you have already saved your document then select the **Save** option from the **File** menu, your file will automatically be updated.

Otherwise, move the mouse to the **File** menu at the top of the screen and select **Save As...** from the list. Give your document a name in the file selector, **TUTORIAL.PAP** would make some sense and click on **OK**.

Papyrus will now save your document to disk. When finished, Papyrus will ask you to register the new file name. Select **Register** from the dialog box on the display, this will cause the new file name to be accepted by the program and will be used in any future save operations. The filename will be reflected in the title bar of the document window.

Formatting the document

The next part of the tutorial will allow you to see your finished document come much closer to completion and the form of the document will come together quite rapidly at this point.

Move the I-Beam into the text frame at the top of the screen and then select the **Heading** style from the paragraph tag list. The text will transform from the small characters to very large, bold, centred text which will be underlined.

Next, move the text cursor down to the second paragraph which simply contains the text **Editing**. Now select the style **Sub-Heading** from the tag list. Once again the text will become bold and underlined - but this time it will remain relatively small and on the left hand side of the column. Repeat this procedure for the single line paragraphs titled **DTP**, **Tables**, **Fonts** and **Printer Support**.

You may have noticed that a number of lines of text have a] character at the start. They run in short blocks. Using the mouse, place the text cursor somewhere on the first line beneath the **Editing** sub-heading.

Now press and hold the left mouse button and drag the mouse down to the last line in the block that starts with a] (the line above the **DTP** sub-heading). Let go of the mouse button and the whole block should become highlighted. Move the mouse up to the paragraph tag list and select **Bullet** from the list.

Papyrus will reformat the selected lines by indenting them in from the left edge of the text frame and will also expand the distance between the first character and the first word of the following text. Repeat the marking and tagging process for the similar lines beneath the **DTP** and **Printer Support** sub-headings, remembering to add the] character at the beginning of each line.

Adding text effects

It is possible to add certain effects to text in a Papyrus document. Move the text cursor into the Text Frame occupied by the heading. Double-click on the word **the** to highlight it.



Now move the mouse to the **Style** menu and examine the settings. The **Bold** and **Underline** options are already selected. They are part of the paragraph definition for the **Heading** paragraph tag.

You can add an extra effect to the text. Using the mouse, click on the **Italic** option under the **Style** menu.



The text will now be redrawn to show the new effect which is *only* applied to the section of text which is marked.

An alternative to using the italic style would have been to choose the italic definition of the font in which the text is displayed. However, bitmap fonts don't usually have an italic font set, even some outline fonts don't. The beauty of the **Style** menu is that these effects can be applied to any font, even if they don't support a separate **Italic** font definition.

Inserting characters into text

The document should be shaping up quite well by now, you are about to add another small embellishment. The indented pieces of text which you have just entered were called *bullets*.

In short - a bullet is a section of text which has a distinguishing character at the start of the line. Bullets are used to highlight specific points or features within the text, a job which the **J** perhaps doesn't do too well!

You are about to replace one of the **J** characters with a more noticeable symbol. Using the mouse, mark the first **J** immediately beneath the **Editing** sub-heading, thus:

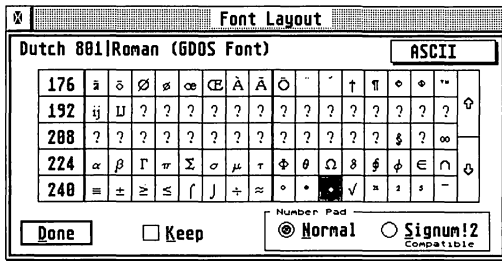


Now move the mouse up to the **Text** menu and select the **Font Layout...** option. A display will appear which will show a graphical representation of the computer's keyboard.

The text in the upper left hand corner of the display should read Dutch or Dutch 801 | Roman. If it doesn't, click on the font name using the mouse, the *Font* dialog will appear. Select the Dutch font from within the font list and then click on OK. The keyboard display will change to reflect the new selection.

Now move the mouse into the top right hand corner of the display over the word Keyboard. Click and hold the left mouse button once and a pop-up display will appear.

Move the mouse down to the word ASCII and release the mouse. The display will change to show a complete list of all of the characters which can be used in the current font. To the right of this list are two arrows, these are used to scan up and down the character list. Click on the lower arrow several times until the display refuses to change, the number 240 should be at the bottom of the left hand column.



Move the mouse along the foot of this display and click on one of the black dots, preferably the one next to the square root symbol (character number 250). Move the mouse down into the bottom left hand corner of the dialog and click on the Done button.

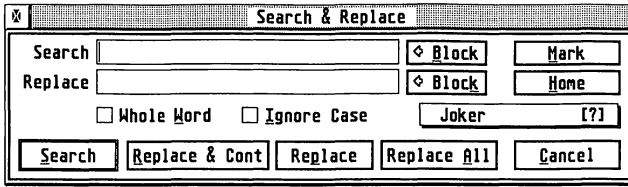
The] character will now be replaced by a · symbol. Papyrus has inserted a character which is not normally accessible from the keyboard in its place.

Using Search and Replace

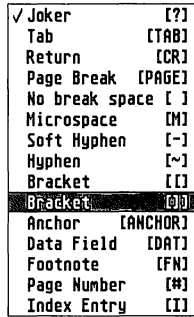
Using the mouse, once again mark the area immediately beneath the Editing sub-heading, thus:



Now move the mouse into the Text menu and select the Search & Replace... item. A dialog will appear on the screen.

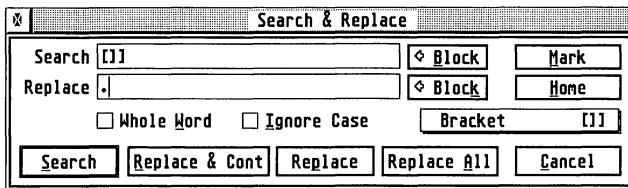


Using the mouse, move the pointer into the upper box marked Search. Now move the mouse over the pop-up menu currently labelled Joker. Press the left mouse button and select the right bracket (the lower of the two) from within the list.

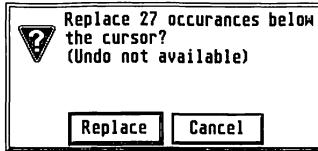


This will now enter the text []] into the search field. Characters enclosed between [and] are special case search characters.

Next, click on the button marked Block, to the right of the Replace field. This function will copy the whole of a block marked within the current document, into the replace field. In this case its a · symbol.



Finally, click on the **Replace All** button. Papyrus will respond with the following message:



Click on the **Replace** button. After a couple of seconds the screen will be updated to reveal that the **Bullet** paragraphs now have symbols in front of them. Papyrus has searched for occurrences of a bracket (]) and replaced each one with the appropriate symbol.

Flushing a Column

At this stage, the chances are that there will be a small amount of text sitting on its own at the foot of the first column. This will be the start of the paragraph outlining the tabling facilities.

It looks a little lost here on its own, detached from the rest of the text, so you will now put this to rights. Move the text cursor to the end of the previous paragraph and move the mouse to the **Text** menu and select the **Column Break** option.

Immediately, Papyrus will force the **Tables** sub-heading from the bottom of the screen. It will re-appear at the top of the right hand column.

Producing a Table

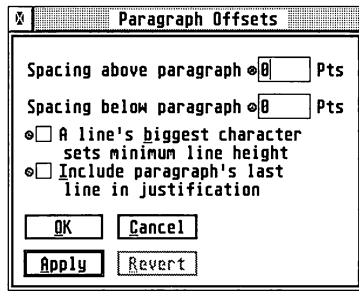
Papyrus supports a very powerful table generating facility. You are about to apply a simple table to a piece of text which is already in the document.

When generating a table, Papyrus expects to see each column of the text separated by a **Tab** and each row of the table separated by a **Carriage Return**.

Move the mouse pointer I-Beam to the left of the text Qty in the Table paragraph. Click and hold the left mouse button and drag the mouse to the end of the paragraph. It will become selected:

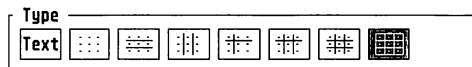


Move the mouse up to the Special menu and select the Paragraph Offsets... option. Set the spacing above and below the paragraph to be 0 Pts and select the OK button.



This text is currently defined as Body Text and you have just removed the inter-line spacing placed into the Body Text definition.

Now move the mouse up to the Special menu again and this time select the Table... option. You will see a large dialog appear.



The Table format 'Types'

Select the right grid type and click on OK. Papyrus will now create the table with a box around each cell. You may experiment with the box types if you wish.

The table is initially placed over to the left of the text column. You could have entered an offset value in the dialog just now, but you are going to move the table using the mouse.

Click and hold the mouse pointer on the very left hand edge of the table. The mouse form will change into that of a pointing finger indicating that you have successfully gathered the table.

Moving the mouse from left to right will allow you to centre the table in the column. When centred, let go of the mouse button. Click the mouse once somewhere off the table to return to the I-Beam mouse form.

Qty ↓	1-9 ↓	10-49	50-100
Books ↓	£7.50	£6.50	£5.50 ↓
Pens ↓	£0.50	£0.45	£0.40 ↓
Paper-clips ↓	£0.50	£0.45	£0.45 ↓



Selecting a column

The width of the table cells are a little disproportionate at present. By clicking and holding the I-Beam in one of the cells it becomes possible to drag a block around within the table. Individual cells or whole rows or columns can be selected in this way.

As each cell becomes highlighted, so a small black square will appear on its right hand edge. This indicates that it can be resized, as with any other object.

By clicking the pointing finger on one of these boxes, it becomes possible to alter the width of the marked cells. As you do so, you will notice that the width of *all* of the marked cells will change proportionally.

Use this feature to widen the first column and to even the width of the second and third columns with the fourth.

Finally, the text in the numerical fields looks slightly odd. It is hard up against the left edge of its cell. Select the final three columns as discussed:

Qty ↓	1-9 ↓	10-49 ↓	50-100 ↓
Books ↓	£7.50 ↓	£6.50 ↓	£5.50 ↓
Pens ↓	£0.50 ↓	£0.45 ↓	£0.40 ↓
Paper-clips ↓	£0.50 ↓	£0.45 ↓	£0.45 ↓

Next, move the mouse pointer up into the ruler area and select the *Centre text* icon.



Papyrus will now re-adjust the display accordingly:

Qty ↴	1-9 ↴	10-49 ↴	50-100 ↴
Books ↴	£7.50 ↴	£6.50 ↴	£5.50 ↴
Pens ↴	£0.50 ↴	£0.45 ↴	£0.40 ↴
Paper-clips ↴	£0.50 ↴	£0.45 ↴	£0.45 ↴

Importing a Picture

The next step in creating the Papyrus sheet is to import a picture. This will help to add extra interest to the document and adds a point of focus. Well designed sheets can be eye-catching and a picture on a page will help to attract attention.

On a more practical note, since Papyrus will allow you to manipulate the size of the image, pictures can be used to absorb those embarrassingly large areas of white space at the end of a document!

To import a picture, move the mouse pointer up to the **File** menu and then select the **Insert...** option.

The now familiar file selector will appear on the screen. Select the file **PAPYRUS.IMG** from the list and then select **OK**. Papyrus will now proceed to load the picture into the document and will place it somewhere near the centre of the screen.

At this point it will be possible to treat the picture as if it were any object. The picture will have move and size regions located around the edge of its frame. These will allow you to alter the size of the picture to suit your page. Clicking and holding the left mouse button on the picture will allow you to move the picture around the screen.

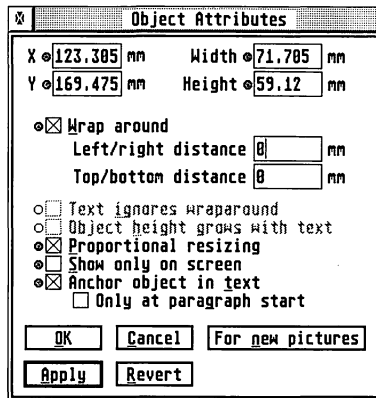
You may notice how, as the picture is moved about the screen, the text underneath becomes obscured. This is because text flow around the picture is currently switched off.

Another feature of the picture is that, although it is now part of the document, it has no specific place within the document. Sometimes this is desirable, a picture may be part of the background or may have no direct relevance to any specific piece of text, it may just be a centre piece.

However, pictures are often used within documents as illustrations to a specific piece of text. As you have already seen from formatting the document, text may be shuffled back and forth across columns and pages.

In the case of a multi-page document, it is imperative therefore, that such pictures are *anchored* to a paragraph. This will ensure that as the document changes, the pictures will not come adrift from their associated text.

For the moment however, click on the picture once using the mouse and ensure that the frame is on display (the black drag bars appear around the edge). Next, move the mouse to the **Object** menu once again and select the **Attributes** function from the list.

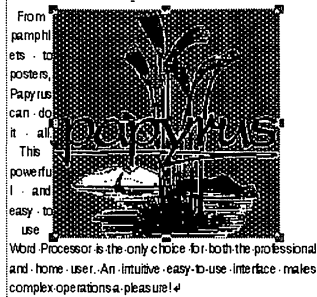


Ignoring the dimensions at the top of the display, set the **Text Wrap**, **Proportional resizing** and **Anchor** options as shown. Instantly, the screen will be redrawn, moving any text out from underneath the picture.

At this stage, the picture will anchor itself to the start of the closest paragraph. Should you pick up the picture using the mouse and move it around the screen, you will see a line extend from the top left-hand corner of the picture. The other end (the anchor point) will be seen to flit around the screen, trying to attach itself to a paragraph as it goes.

Now move the picture so that it sits underneath the bulleted text of the **Printer Support** paragraph. Using the mouse, click and drag the bottom right hand corner of the picture out and down. Since you set the **Proportioned resize** option in the *Attributes* dialog, Papyrus will hold the correct width/height ratio for you.

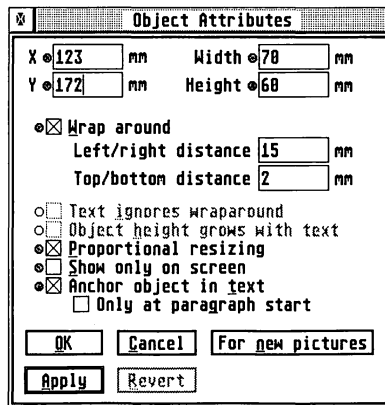
Drag the picture out until it is about 60 mm wide and 70 mm deep. If you have a problem with this, then you may set these exactly from within the *Attributes* dialog once again.



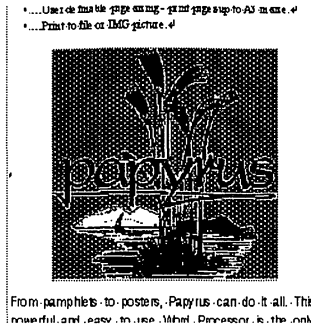
You will see that Papyrus is desperately trying to flow the text for the final paragraph down one side of the picture. If it weren't for the fact that the image would look too small for the page, you could make the picture smaller and let Papyrus get on with it. However, there is some space to be taken up here and you must tell Papyrus not to waste its time.

This is achieved by putting an invisible barrier down the left and right hand sides of the picture. Once again, this is set from within the *Attributes* dialog - so get it up onto the screen now.

The part of the dialog which is of interest to us now is the *Left/Right* distance. Enter a value of 10 mm first and see how the text flows around the picture. If text still insists on running down the side, increase this value slightly say to about 15mm and try again.



If the text located below the picture looks uncomfortably close, apply a Top/Bottom distance of say 2mm to bump the text lower down the screen.



The picture is buffered from the text

Adding a Footer

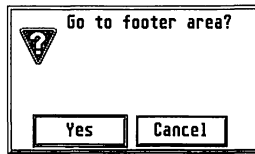
Many publications will put information at the top and bottom of almost every page. This information is often the same on each except for the page number. Such features are known as the *header* and the *footer* of a document.

A special feature of headers and footers is that when set up, Papyrus will automatically place the information on each page. You only need to set up that information and to tell Papyrus which pages will show that information. Papyrus will also cope with swapping the information about on each pair of pages. This is because, in a book, the page number is often placed on the outside edge of each page.

You don't need anything quite that fancy at this point however! This is a simple, single page document, but the principals apply just the same.

When creating the document earlier on, you removed the area normally reserved for the header, but the footer was left. At the moment the footer is not visible on the screen.

Move the document up the screen to reveal the bottom of the text columns. Now place the mouse pointer immediately beneath these columns and double-click the left mouse button. Papyrus will ask the following:

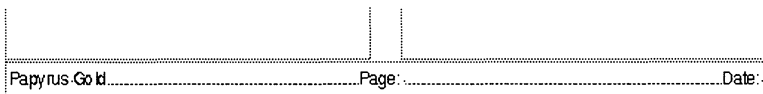


Click on **Yes** and the screen will be redrawn to reveal an area which was hidden until now! A paragraph marker will be visible on the left hand side of the screen. Type the following text in at the foot of the display:

Papyrus Gold [Tab] Page: [Tab] Date:

Use the **Tab** key on the computer's keyboard, don't type in the word here! Also, place a single space after the page and the date. Now move the mouse up into the ruler area of the document window and click on the paragraph tag list.

When you imported the paragraph tags earlier, a special footer definition was also provided! Select the **Footer** style and the text at the bottom of the page will be formatted automatically:



The major point to note about the tag which you have just applied is that it uses a ruler to place text at the extremes of the screen and in the centre of the display too.

Now click in the area just to the right of the **Page** text. You are about to tell Papyrus to start page numbering from here.



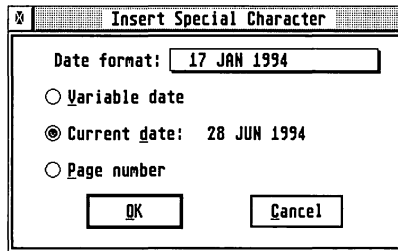
Move the mouse up to the **Special** menu and select the **Special chars...** option. A dialog will appear on the screen. Using the mouse, select the **Page Number** option and then click on **OK**. The text will be followed by a symbol which represents that Papyrus will print the correct number for each page of text at this point.

...Page: #|.....

Now move the mouse pointer to the right of the **Date** text.

.....Date:|

Once again, click on the **Special chars...** option from the **Special** menu. This time select the **Current Date** option. This will place whatever your computer considers to be today's date on the screen.



You may also select the format in which the date is displayed. This is achieved by selecting an item from the **Date Format** pop-up at the top of the dialog. Choose a format to suit your taste. Click on **OK** to return to the footer.

.....Date: 28 JUN 1994|

To return to the main document, click the left mouse button once in one of the text columns and reply **Yes** to the resulting question.

Papyrus Gold Page: 1 Date: 28 JUN 1994

The footer will now be displayed at the bottom of the page. Should you cause an overflow into the second page, Papyrus will automatically update the page numbering.

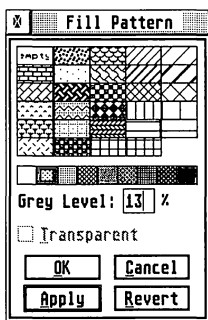
The date you have chosen will remain fixed. Should you wish the date to change on a daily basis (i.e. to date stamp the document when printed), simply select the *Variable date* from the dialog instead.

Ruling off

As a final editing feature, you are going to add a special effect behind the footer. This will add more weight to the text at the bottom of the page and will help counter-balance the heavy text in the heading.

Move back into the footer margin by double clicking below the text frames. Next, select the *Pointer* icon from the Toolbox to select the object mode.

Click the mouse once on the footer text and the object frame will appear. Move the mouse up to the *Object* menu and select the *Fill Pattern...* option. The *Fill* dialog will appear.

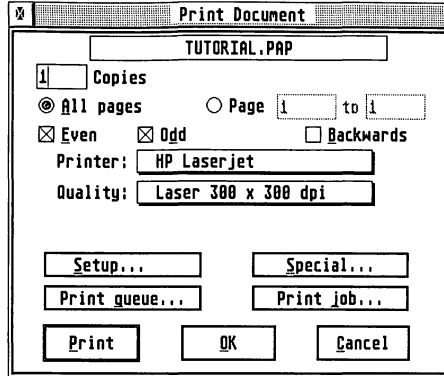


From the control strip immediately above the *Grey Level* dialog, select the second fill pattern in from the left. Papyrus will insert 13% into the grey level display. Now click on *OK*.

The footer will now be displayed with a soft grey tone in the background. If it looks a little harsh at present, don't worry too much. When the tone is printed with the higher resolution of a printer, the coarse stipple of the screen will be softened.

Printing the document

Providing that a printer has been correctly installed into the computer system, it will be quite straight forward to examine your efforts. Simply click on the **Print...** option under the **File** menu. You will be presented with the *Printer* dialog.



First, select the appropriate output mode. The **Printer** pop-up will allow you to select the type of printer connected to your computer. If your exact printer is not listed, then use one which it emulates, or copies.

The first time that you print the document, it may be wise to choose a lower quality but faster print mode. This will at least allow you to proof read the document before committing a slow printer to (quite) a few minutes of hard work!

When the printer and print quality controls are set, you may click on the **Print** button. Papyrus will now turn the page(s) on the screen into a form ready to be sent as data to the printer.

Unusually, while printing, Papyrus will keep you posted of the print operation via an information box on the screen. Even more unusual is the fact that you will be able to continue to use Papyrus while its printing!

There are a range of print options which can be selected from this dialog. These are discussed in more detail later on in the manual. Please refer to the chapter which outlines the **Options** menu, specifically the **Printer...** item.

The finished page should look something like this:

Papyrus Gold - the Word-Processor

Papyrus is the powerful easy-to-use word processor for all ST/STe/TT and Falcon030 computers. This package makes use of extensive text processing and DTP facilities to enable you to create professional looking documents effortlessly. In addition, pictures can be imported to enhance any publication and no business should be without Papyrus' table generating features. Just look at some of the features which are on offer;

Editing

- Drag and Drop.
- WYSIWYG (what you see is what you get).
- Full text editing at every level of zoom.
- Search and Replace including character attributes.
- Reliable undo facilities.
- Automatic hyphenation.
- Headers and Footers.
- Paragraph styles for a quick, easy and consistent look to your document.
- Automatic table of contents (from paragraph styling).
- Easy and powerful indexing capabilities.
- Full margin control.
- Intelligent cut and paste (block operations take care of the correct number of spaces).
- Discontinuous block operations (block parts do not have to be connected).
- Zoom from thumbnail up to printer resolution and higher!
- Optional writing from right to left.

DTP

- Portrait and landscape modes.
- Freely adjustable paper formats for labels etc.
- Text objects are freely sizeable, editable, movable and rotatable.
- Supports sizing and moving of vector objects.
- Letter microspacing in all directions.
- Read and write RTF files for cross platform compatibility.
- GEM vector object import.
- Master pages (anything on a master page will appear on all pages in the document).
- Text object chains and automatic text flow around objects.

Editing is as friendly as it should be, with modern non-modal dialog boxes, so that, for example, you can keep the search dialog open while editing some more text.

Tables

Papyrus supports sophisticated tabling which also includes powerful spreadsheet cell manipulation.

Qty	1-9	10-49	50-100
Books	£7.50	£6.50	£5.50
Pens	£0.50	£0.45	£0.40
Paper clips	£0.50	£0.45	£0.45

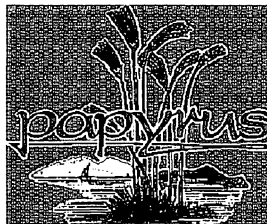
Fonts

High quality font support is provided through the use of SpeedoGDOS scalable and GDOS 1.1 and Signum bitmap font systems. Papyrus will allow all three systems to be used simultaneously, assembled into logical font families.

Printer Support

Papyrus boasts exceptionally flexible printer support, giving you full control over every aspect of the printing process. Printing options also support:

- User definable print resolution.
- Full support for printer escape codes makes it easy to access printer specific functions such as colour.
- User definable page sizing - print pages up to A3 in size.
- Print to file or IMG picture.



From pamphlets to posters, Papyrus can do it all. This powerful and easy to use Word Processor is the only choice for both the professional and home user. An intuitive easy-to-use interface makes complex operations a pleasure!

Papyrus Gold

Page: 1

Date: 28 JUN 1994

We hope that this tutorial has shown you just what Papyrus can do in a few simple, yet powerful, steps.

The rest of the manual is dedicated to the detail of using Papyrus - those new to word processing should read the text at least once while the more experienced user can use the **Reference** sections for looking up particular commands and concepts.

Papyrus Reference

The Tools

The Toolbox



The toolbox is a vertical group of icons usually in the top left corner of the Papyrus desktop. If required, the toolbox may be moved by simply dragging on the grey box at the top of it. If the toolbox is obscured from view by another window or dialog, the toolbox icons can also be found at the top of the **Object** menu.

To select a toolbox icon simply click on it with the mouse or select it from the **Object** menu.

The Frame Edit Icon



Selecting items from the toolbox changes the way mouse actions work in Papyrus. Selecting the icon at the top of the toolbox puts Papyrus into *Frame edit* mode.

The frame edit mode is used for the selection and manipulation of a frame or frames. To select a frame simply click on the frame edit tool then on the object in your document that you want to select. Once selected, a box will appear around the object; at the corners and midpoints of the frame, sizing handles will appear. By dragging one of the handles, you can resize the object selected. If the object you are resizing is a bitmap or metafile, you can maintain the objects aspect ratio by holding the **Control** key down while dragging the handle.

You can also move the selected frame by clicking inside the frame and moving the mouse with the left mouse button held down.

To select multiple frames within a document drag the mouse across the frames with the left mouse button held down. All frames in the defined *marquee* will be selected as a group when the mouse button is released. The selected frames can then be dragged around the screen with the mouse; selected frames can be dragged to position objects within a document, to the shredder or to other open documents.

Selected frames can also be deleted with the **Shift Delete** key combination. A frame may be ungrouped by clicking inside it; it is then de-selected. Groups of frames or individual frames are de-selected by clicking outside the frames.

Anchors

Whenever an object is placed onto a page in Papyrus, it is said to be a free object. This implies that the object is not relevant to any specific part of the text and that it may be moved around within the document freely and independently of every thing else.

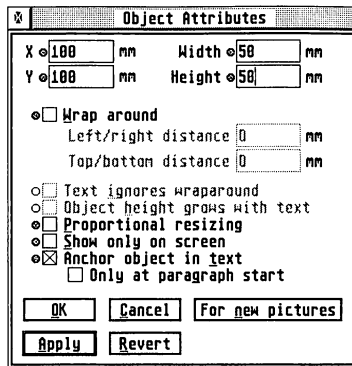
Because of this, any text which moves as the result of standard text flow, may move away from an object, especially if it is forced onto another page.

However, it is often desirable to link an object to a specific piece of text. This is especially true when a picture is imported into Papyrus as an illustration to a descriptive paragraph. In this case, it becomes important that the text and picture do not come adrift from one another.

This is achieved within Papyrus through the use of an object anchor. As its name suggests, this will lock an object, any object, to a specified paragraph of text.

When an object is initially placed onto a page, its anchor will be turned off. To switch it on, simply select the object using the mouse in object mode (with the mouse pointer as an arrow).

Once the object is selected (it has an outline with small boxes in each corner) move the mouse up to the **Object** menu and then select the *Attributes...* option which will appear beneath. The object attributes display will look something like this;



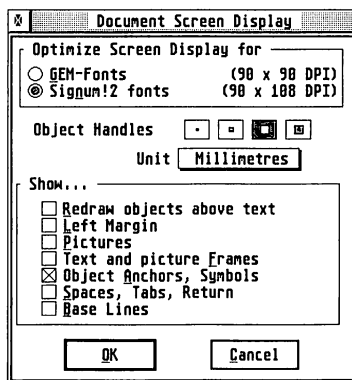
Move the mouse to the box titled **Anchor object in text** and click once to place a cross inside. Finally, move the mouse onto the **OK** button and click once more. This will remove the display from the screen.

It should now be possible to see a picture of a small anchor somewhere close to the object;



the Anchor symbol

If not, then it will be necessary to enable this display. This is achieved through the *Screen Display* dialog, found under the **Options** menu.

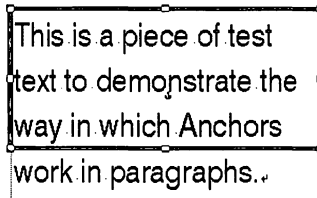


Using the mouse, click on the box marked Object Anchors, Symbols. When this is done, click on the OK button at the foot of the screen. The anchor should be visible now.

Anchor position

The positioning of the anchor will depend upon a number of things. From within the *Attributes* dialog, both the Wrap around and Only at paragraph start options will affect this.

Papyrus will initially attach the anchor to the end of the closest paragraph on the immediate left or above the object. In the case of a Text frame or Box, if the object appears over text, then the anchor point is made at the base of the character closest to the centre of the object.



Providing that the Anchor Only at start of paragraph attribute is *not* selected, then an object can be anchored to any character within a block of text. In this case the point is on the left hand side of the baseline of a character on the screen.

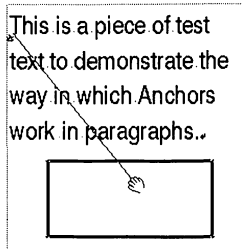
Moving the Anchor

As an object is moved around a page, so Papyrus will move the point in the document to which it is anchored. This will be witnessed as a line extending from the position of the grabber (the mouse position) to some point in the document, this is the anchor line. In the case of a picture, the anchor line will always extend from the top left hand corner of the picture frame.

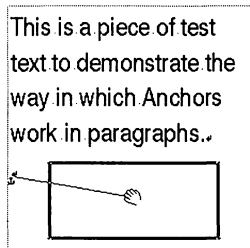
As the object is moved, so the anchor line will be seen to jump around the screen. At all times, this is trying to hold onto the closest piece of text that it can.

If the Anchor Only at start of paragraph attribute is selected, then the anchor line will move to the start of the closet paragraph to the left or above the grabber.

In the following example, the text at the top of the screen is the last paragraph on the page. In this case, Papyrus has had to reach across the paragraph to place the anchor.



Please note that as always, a blank line is still treated as a paragraph by Papyrus. It is therefore possible to anchor objects to empty paragraphs. In the following example, a carriage return has been placed after the last line of text.



When moving the object, the anchor will now latch onto the closest paragraph which is immediately to its left.

Anchoring & Text Wrap

It is possible to select the Text Wrap mode from within the *Attributes* dialog box (from the *Object* menu). With this mode selected, Papyrus will flush all text from under the object and will attempt to flow the text down along one side and underneath the frame.

With Text Wrap enabled, it will only be possible to move the anchor to the start of paragraphs. If the Anchor at start of paragraph mode is not selected for an object with text wrap, then Papyrus will select this automatically.

Anchoring & Tables

When creating a table, Papyrus will anchor each row at the far left of the text column. It is not possible to alter the status of table anchors in any way, nor is it possible to move tables freely around the screen, they can only be moved from left to right within the text column.

The Text Mode Icon



The next icon down is the *Text Mode* icon. Click on it to select, then click on the document page or in a Text Frame (see below) to type text in the frame. A vertical line cursor appears at the point where text may be entered.

The Text Frame Icon



This icon is used to create a text frame.

Click to select then, holding down either mouse button, drag the cross hairs until the frame is the desired size. Release the mouse button and the text mode is automatically selected. The frame may be moved, resized or shredded by selecting the Frame Edit Icon. Double-clicking on the A Icon brings up the Font Panel.

The Object Icon



The *Object* icon is beneath the Text Frame icon. This is used to create an Object Frame. The frame is drawn in the same way as a text frame. Double-clicking on the icon brings up the *Fill* dialog. See under **Object Menu** below for the various options. The frame may be outlined. See **Line Style...** in the **Object** menu for details.

The Line Icon

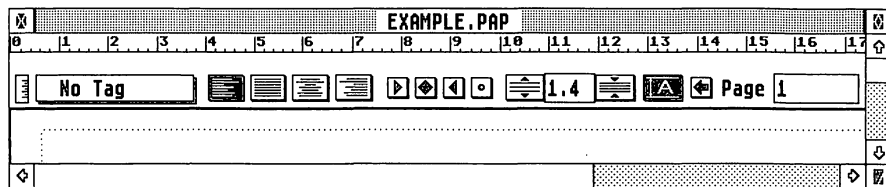


Clicking on the *Line Icon* enables a straight line to be drawn.

Double-clicking on it brings up the *Line Style* dialog (see below). Note that the options selected in this dialog affect the borders of object frames as well as lines.

Lines are drawn by dragging the mouse whilst clicking and holding down the left button. If a shift key is held down whilst dragging, the line will be perfectly vertical or horizontal. Lines are deleted by clicking on the Frame Edit icon, clicking on the line to select it (handles appear at each end) and dragging it to the shredder.

The Ruler and the Ribbon



The *Ruler* runs across the top of the page and consists of - well, a ruler. The units of measurement may be changed using *Screen Display* in the *Options* menu. A vertical ruler is also available. If either or both are not on screen, they may be selected them by choosing *Ruler* and *Vertical Ruler* under the *Options* menu. Removing either or both of them from the screen leaves more room for the document.

Beneath the ruler are the margin and indent symbols. The triangle symbols determine the left and right margins of the text within a frame and may be dragged along the ruler with the mouse, holding down the left mouse button.

The circular indent symbol defines an *indent*. If dragged to the right of the left margin symbol, the first line is indented. If the left margin symbol is dragged to the right of the indent symbol, a hanging indent is produced, where all lines after the first are indented. Margins, indents and tabs are related to paragraphs and frames.

Beneath the ruler line is a horizontal row of icons called the *Ribbon*. Each icon may be selected by clicking on it. We will now describe each in turn from left to right.

Paragraph Tags

Papyrus supports a very important and powerful concept - that of paragraph tags. That is to say, you can attach, or tag, a pre-defined style to any paragraph, within your document.

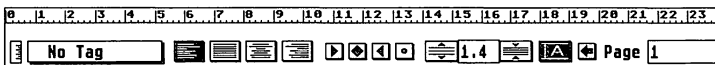
The ability to store a number of different tags in the computer will allow you to change the appearance of text at will. This is made possible by moving the text cursor into a paragraph and selecting a different tag from the list. Papyrus will immediately apply the new text format to the paragraph.

Because you can assign tags proper English names, it should be possible to recognise each tag by a meaningful description. For example; Heading, Sub-Heading, Indent, Main Text etc.

Tags can be assigned a number of properties. First of all, every tag has a ruler attached to it. This will contain all tabulation and justification information necessary to display this text in a specified format. It will also contain any line and character spacing, colour, font style, font size and text effects (such as Bold, Italic etc.)

The Tag controls

The main paragraph controls are located in the Ruler area, at the head of a document window.



the Document Ruler

The two items on the far left hand side of the ruler are the paragraph controls.



the Paragraph Controls

These two controls do different things and are used in very different ways. The small icon on the left is used to create paragraph tags, the display to its right is in fact a pop-up menu and is used to select a tag for a paragraph.

The Tag Creator



This very insignificant looking icon is the key to creating your own paragraph tags - a fundamental and powerful feature of Papyrus. Clicking on this icon will make Papyrus display the *Paragraph Tag* dialog.

The Tag Selector

The *Tag Selector* is located next to the *Tag Creation* icon.

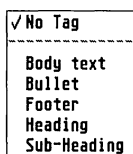


No Tag

The exact wording in the display will vary. As you move the cursor around your document, this will change to reflect the style tagged to the current paragraph.

Applying a Tag

To add a paragraph tag to an area of text, or to change an existing tag, firstly move the text cursor into the paragraph in question. Next, click and hold the left mouse button on the Tag Selector. Providing that the document contains at least one style, the tag list will then appear on the screen.



a typical Tag list

To select a paragraph style, move the mouse down to the required tag and release the mouse button. The tag will be applied to the chosen paragraph straight away. Papyrus will reformat not only the new style, but if necessary, it will also adjust the whole document from the new style on, to accommodate the text.

Importing Tags

Paragraph tags can be added into the Tag List in two ways. First, as new tags are created using the *Tag Creator*, so the list will be updated to include new styles. The second way to add to the list is by importing text from other Papyrus or RTF format documents.

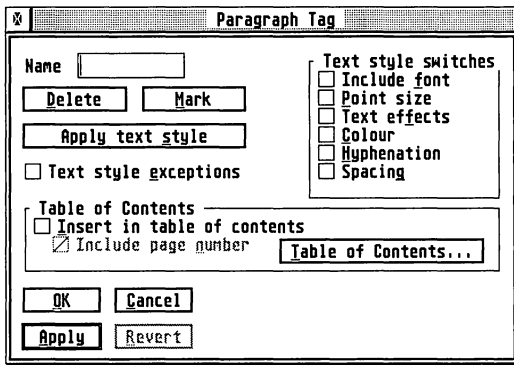
When importing text, Papyrus will scan the incoming file and will look to see which paragraph styles are used. The used styles will then be added to the list and the imported text will preserve its old format. However, tags which were not applied to imported text will be lost. This is done deliberately to prevent the Tag List from becoming populated by many unused styles.

Creating a Tag

Tag creation is quite straightforward - it may not look like it at first, but it is! The thing to remember is that there is nothing magic about what Papyrus does here. Each time you apply a tag to an area of text, all it does is to recall a series of settings from its memory and then applies them to the paragraph.

Therefore, to create a tag, all you need to do is tell Papyrus what those settings are and give them a collective name. This is achieved using the *Paragraph Tag* dialog which acts as the central control for tag generation.

To create a new paragraph style, click the left mouse button on the Tag Creation icon. Papyrus will display the *Paragraph Tag* dialog.



Once in the dialog, there are two possibilities:

- 1) The Name box in the top left hand corner of the screen is blank. This will occur when the Tag Creation icon was selected with the text cursor in an undefined paragraph. That is to say that the area of text had **NO Tag**. In this case it will be necessary to enter the name of the style which you are about to create.
- 2) The Name box is not blank, in which case this is the name of the tag in which the text cursor was sitting when the create icon was selected. There are now two further possibilities.
 - a) You may edit the existing tag by changing one or more aspects of the style and telling Papyrus to update this tag. When complete, returning to the document will cause *all* paragraphs which are formed with this style to be updated. Clearly this can make quite a dramatic change to a document, especially if the tag is quite heavily used!

- b) You may replace this name with that for a new tag. In this case the new tag will inherit all of the old characteristics. You may then make as many changes to the new tag as you like, but if you don't, you will have two tags which are absolutely identical, this is a waste and is not recommended.

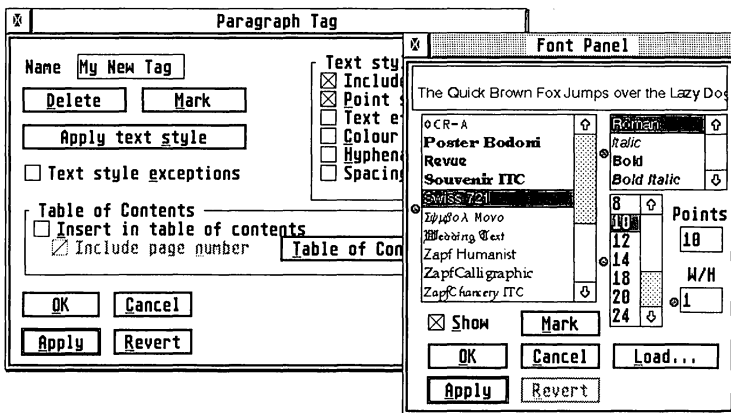
Using the Tag Creator

When applying a paragraph to a piece of text, Papyrus may need to remember many things. For example, it may need to recall a particular font, font size and font type. So you click on the buttons in the Text Style Switches to tell Papyrus that these are part of your new tag:

Text style switches

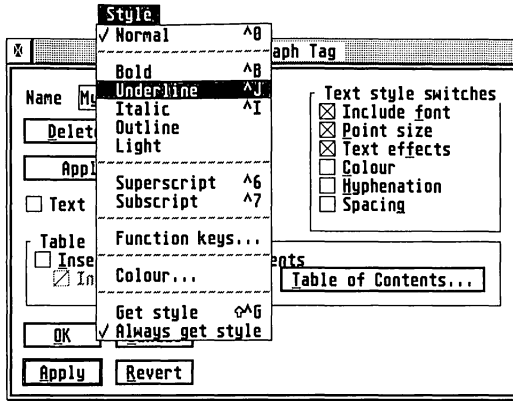
- Include font
- Point size
- Text effects
- Colour
- Hyphenation
- Spacing

Now you need to tell Papyrus what font you wish to use and what physical size it's to be. Move the mouse up to the Text menu and click the mouse on the Font Panel... option. The tag definition screen is now joined by the font selector.



You are now free to make any choice you like from within the new dialog. When you are satisfied, simply click on OK to remove the Font Panel from the screen, or on Accept which will leave it open. If you leave the font dialog open, then you will need to click on the Paragraph Tag dialog once to bring it back to the foreground.

OK, you've defined the font characteristics for the style, but you also want the text to be underlined. Well, select the Text effects button in the Text style switches first...

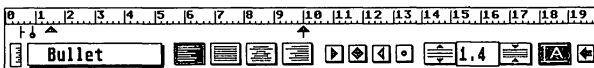


...and move the mouse up into the Style menu and select the Underline option. This is now part of the tag definition also.

By now you might be getting the idea. To define a tag, you simply apply all of the relevant effects to your document, while the *Paragraph Tag* dialog is open and then tell the dialog to accept them as styles to be applied to the named tag. The *Tag* dialog simply sits and watches what you are doing to the document, recording the significant actions, so it can automatically apply them all for you at a later time.

Tag Rulers

The one notable exception to this use of the dialog is when it comes to defining a ruler. This is because, if nothing else, all tags have a Ruler. The ruler taken is that in use when the tag was originally created.



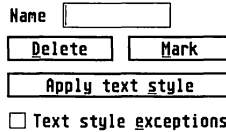
the relevant Ruler characteristics

In actual fact, this includes *everything* that was set in the ruler area when it was created (except the page - a tag can't be tied to a page!)

Tag definition controls

The following is a detailed discussion of each of the tag definition controls.

General



The image shows a control panel for defining a tag. It consists of the following elements from top to bottom: a text input field labeled "Name" containing an empty box; two buttons labeled "Delete" and "Mark"; a button labeled "Apply text style"; and a checkbox labeled "Text style exceptions".

These controls are grouped together in the upper left hand quarter of the panel and most apply to the management of the tag list.

Name

This is the name of the current tag. It is possible to change this using the normal cursor and Backspace/Delete keys to alter the display. In this way it is possible to clone existing tags and make subtle changes without having to redefine the whole tag from scratch.

Delete

Remove the currently named tag from the document (and the tag list).

Mark

Starting from the beginning of the document, search through the whole document and mark all paragraphs which are tagged with the named style.

Apply Text Style

Accept the formatting which has so far been applied to the tag definition whose name is currently in the name box and add it to the tag list.

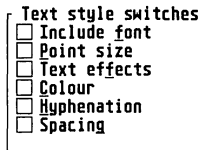
This avoids the need to exit the dialog in order to change the tag name only to have to re-enter the tag definition again. You can change the tag being edited by simply typing its name into the Name display.

Text Style Exceptions

This cunning little button determines if the named style will be allowed to have other effects applied after the paragraph is tagged.

For example, if the exceptions are enabled within a tag which has, say, underlining as part of its definition, then when you apply that tag to a paragraph it will be underlined. However, at a later date you might choose to select a word in that paragraph and italicise it. With this option on, Papyrus will not object, with it off however, Papyrus will ask if you wish to add the italic effect to the Tag definition, or if you wish to remove the Tag from the paragraph altogether.

Text Style Switches



The **Text style** switches are a cluster of status buttons which tell Papyrus that you wish the tag to inherit the current settings within the document unless deliberately overridden by an external control.

Include font

When applying the tag to a paragraph, change the font. Please note that when dealing with outline fonts, this also includes the font style, such as Roman, Regular, Demi, Bold-Italic etc.

Point Size

When applying the tag to a paragraph, change the font size.

Text effects

Selecting this will cause Papyrus to note the text styling which has been set from within the **Style** menu. When the tag is applied to the paragraph, the chosen effects will also be applied.

This will override any effects which exist within the paragraph before the tag is applied.

Colour

If this is selected, then the colour of the current text or that selected from the *Colour* dialog will be carried into the definition.

When applying such a tag to text, the colour will be applied to the paragraph, otherwise the colour will remain as it was before the tag's application.

Hyphenation

A definition with this selected will allow the global hyphenation status (set in the Special menu) to be recognised for the current paragraph.

Please note that it is possible to assign tags different language hyphenation rules!

Spacing

With this selected, letter and word spacing is remembered, as are the paragraph offsets. The most useful application for this is to force Papyrus to leave a minimum gap above and below paragraphs so they do not appear to run into one another for the reader.

Generating a Table of Contents

Papyrus provides a very easy and flexible system for the automatic generation of tables of contents.

Overview

Entries from a document file (or files) are written in to a table of contents *file*. The generation of the table of contents file is controlled by paragraph tags in the document file. If a paragraph tag is marked for inclusion in the table of contents, then each paragraph with that tag is entered in the table of contents. The table of contents lists all such paragraphs, in the order that they appear in the document.

Page number

For each named paragraph tag included in the table of contents, the page number in the document file may be set to be included or not, as required.

Shadow tags

When the table of contents is generated, each entry is given the same tag name as it had in the document file. These table of contents tags may be adjusted as explained below.

Setting entries

An entire paragraph appears as an entry in the table of contents by virtue of its paragraph tag.

Generation

A table of contents is generated by the following procedure:

Procedure 1

- Open the document whose table of contents is to be generated.
- Select the paragraph tag dialog (click on the vertical ruler at the side of the tag indicator).
- Select Table of Contents (Alt-T).
- A confirmation box appears.
- The table of contents appears in a window labelled Table of Contents for....
- Amend and re-style the table of contents file if necessary.
- Save the table of contents file and print it if required.

Consecutive page numbers

If the document file is to have consecutive page numbers within its table of contents file, then a modified procedure is required. The table of contents is generated twice. The page numbers of the document file are adjusted after the first table of contents have been generated so that the table of contents and the document file keep their page numbers in sequence.

Procedure 2

- As for Procedure 1 above until:
- The table of contents appears in a window labelled Table of Contents for....
- Amend and re-style the table of contents file if necessary.
- Save the table of contents file.

- Adjust the start page number of the document file so that it directly follows the last page of the table of contents file.
- Perform Procedure 1 as given above.

The double process ensures that the page numbers align, assuming that the table of contents file has the same number of pages on both occasions.

Multiple file documents

The table of contents for a multiple component file document is generated in a similar way to that described above, by opening each file in their order in the document and then adding their table of contents together.

The general process is:

- Open the first component file of the document whose table of contents is to be generated.
- Select the paragraph tag dialog (click on the vertical ruler at the side of the tag indicator).
- Select Table of Contents (Alt-T).
- A confirmation box appears.
- The table of contents for the first component file appears in a window labelled Table of Contents for....
- Close the first file, but not the window labelled Table of Contents for....
- Now load each further component file, in strict sequence, generate its table of contents as described above and close that component file's window.
- After all component files have been processed into the open table of contents window, amend and re-style the table of contents file if necessary.
- Save the table of contents file and print it if required.

If the multiple file document is to have consecutive page numbers within its table of contents, then a two stage process will be necessary, similar to that described above except the start page number of each component file must be adjusted.

Table of contents styling

By default, the paragraph tags of the table of contents file are copied from the first document file. When the table of contents is generated, Papyrus searches for a template file called `_CONTENT.PAP`, according to the standard template search order (see **Template** in the next chapter). If this is found, then that template will be used to generate the table of contents file. The names of the tags in `_CONTENT.PAP` should match those used in the document file.

We have supplied a default `_CONTENT.PAP` file, you are free to amend this or generate your own template.

Page numbers

Page numbers are automatically entered into the table of contents preceded by a Tab, which may be used to align them. A right hand tab frequently gives a pleasing layout.

Manual adjustment

The tags in the table of contents file may be adjusted in the normal way.

Multiple file documents

When dealing with multiple file documents, the template file procedure is highly recommended.

Notes

Document organisation

At the start of a project, decide on which tags are to appear in the table of contents:

- For a novel, there could be a tag *Chapter* which is the only tag to appear in the table of contents.
- For a more ambitious novel, there could be tags *Part* and *Chapter* which are the only tags to appear in the table of contents; The novel is organised as a series of parts, within each of which are a number of chapters.

- A technical manual could have tags *Chapter*, *Heading*, *Sub-heading* and *SS-heading* which appear in the table of contents; Page numbers might be suppressed for *SS-heading*.

The general principle is that the organisation of the document assists the reader to navigate their way around. The tags mirror that organisation. Each chapter, section or whatever is preceded by a single paragraph with an appropriate tag. That paragraph appears in the table of contents. The main body of the document uses tags which do not appear in the table of contents.

Styling

The tag styling for a table of contents will usually require a smaller point size and less paragraph spacing than for the equivalent entries in the document file. If there is more than one level of heading in the table of contents then the table of contents' tags should be designed for extra clarity. Often this means added space above chapters, so that each chapter entry can easily be found.

Chapter comments

For a new-fashioned old-fashioned look, you can have a set of chapter comments immediately after each chapter heading in your document. Use one tag for the chapter and another for the chapter comments. Set both of these tags to appear in the table of contents. Set the chapter tag to include the page number and set the chapter comment tag to exclude the page number.

Table of figures etc.

In principle, a separate table of figures for a document can be prepared by:

- Assigning paragraph tags to a document, including a tag specifically and uniquely for use for titling figures.
- Setting the titling figures tag not to appear in the table of contents.
- Preparing a table of contents in the usual way.
- Changing the tags such that no tags appear in the table of contents.
- Changing the titling figures tag to appear in the table of contents.

- Preparing a second table of contents for the figure titles.

Carefully adjusting page numbers as required (but see below).

Document design

The more complicated your document, the more important it is to establish a consistent design at the start of the project.

Page numbering (folios)

If you are preparing a book or a similar project, it is often a good idea to give the table of contents roman (i, ii...) folios (page numbers are known as *folios* to the publishing trade) and the body of the book arabic (1,2...) folios. This avoids the problems of folio adjustment as the document is edited and the table of contents is required to change size. The more component files there are and the more complicated the arrangements are, the more useful this method is.

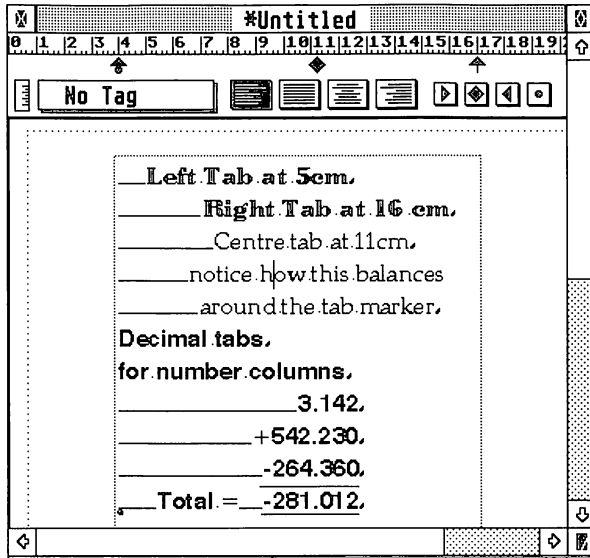
Justification



The next four icons on the ribbon determine paragraph *justification*. From left to right they are:- Left justify, (ragged right margin), fill justify (both margins straight), centre justify (centres each line) and right justify (the cursor moves to the right of the frame and typing moves the text to the left, leaving a ragged left margin).

If a paragraph is selected, or the cursor is placed within a paragraph and a justification icon is clicked upon, the selected justification effect will be applied to that paragraph.

Tabs



tabs in use

Tabs are used for precise positioning and formatting of text within paragraphs; the use of tabs is particularly useful when attempting to format sections of text that are required to have a different format to that of the general page setup. This may include indenting the first line of a paragraph, setting indented margins on the left or right of the page or aligning a column of figures about a decimal point.

The Tab icons are used to set tabs for the paragraph in which the text cursor is located, or from the cursor position if no text has been typed in the paragraph. From left to right they are, left tab, centre tab, right tab and decimal tab. Clicking on the decimal tab icon brings up a dialog requesting a decimal symbol. In UK this is normally a full stop, whereas in many other countries a comma is preferred.

Tabs are selected by clicking on the appropriate icon and dragging it onto the ruler to the place required. A line appears on the screen to help in positioning the tab.

Pressing the **Tab** key sends the cursor directly to the first tab. Pressing the **Backspace** key will delete text and then return the cursor to the previous tab position, or the left margin.

You can insert a tab in a number of paragraphs at once by selected the paragraphs first and then adding the tab.

A tab may be moved by clicking on an existing tab and dragging it to the new position. It can be removed by dragging it outside the ruler.

Care should be taken to ensure that text does not overlap onto a neighbouring tab position, otherwise the text will not be correctly tabbed.

Left Tab



Use left tabs to position the left side of a paragraph flush to the right hand side of a tab marker.

Centre Tab



Centre tabs are used to position text centrally around the tab marker such that when entering text, the text will always be balanced either side of the text marker.

Right Tab



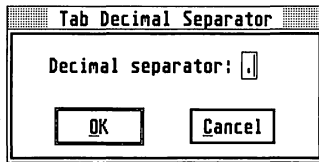
As text is entered, existing text is moved to the left.

Decimal Tab



Decimal tabs are used to accurately line up decimal numbers such as sums of money. The position of the decimal tab defines where the decimal tab-separator will be placed.

Normally the decimal tab is the full stop or period, but this can be changed by double-clicking on the decimal tab icon. This will display a dialog like this:



tab-separator dialog

You can then choose your own decimal tab-separator.

Line Spacing



Papyrus permits the vertical gap between lines of text to be altered at will. Clicking on the left icon increases the space between lines, the far right icon decreases it. The box between the two line spacing icons gives a numerical measurement for line spacing and may be edited by clicking on it, using backspace or Esc and entering the desired value. A numerical value of 1 gives 6 lines of 12-point text to the inch.

Reset Line Spacing/ Spacing units



If this icon is shown selected (mostly black) then the line spacing is shown in terms of lines. If it is de-selected (as shown above) then the line spacing is shown in points.

If line spacing is selected then clicking on this button will also set the line spacing back to the value set in the *paragraph offsets* dialog.

Laterally inverted writing



Papyrus incorporates a facility for writing right to left. If the icon on the toolbar is selected, then Papyrus enters text right to left. This allows text easily to be set in scripts such as Arabic and Hebrew.

This is only available with bit-mapped fonts. No Speedo fonts are known (yet) to support this procedure and casually selecting right to left will cause great confusion.

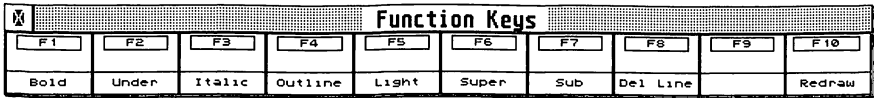
Page number

Page 1

This box shows the number of the current page. It is editable by clicking the left mouse button on it, pressing **Backspace** or **Escape** and entering the desired page number. Pressing **Return** brings up the required page.

If the required page does not exist, this procedure will have no effect. It cannot be used to create a new blank page. To go to a master page in your document, simply place an M in front of the page number; for example, to go to master page 1 simply enter M1 in the box.

Function Keys



function key bar

At the bottom of the Papyrus desktop lies a row of boxes; these represent the function keys on your computer's keyboard. Most of the boxes contain entries that refer to options on the **Style** menu.

Function key	Action
F1	Bold
F2	Underline
F3	Italic
F4	Outline
F5	Light
F6	Superscript
F7	Subscript
F8	Delete current line
F9	Unused
F10	Redraw screen

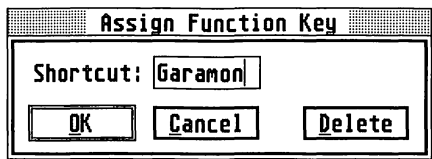
Press the relevant function key to apply a particular style (italic, bold etc.) to selected text.

Customising function keys

Each function key can also have a font with any style options from the Font Panel applied to it. Start by selecting the font and styles you want to attach to the key from the Font Panel.

Once you have made your selection, you must open the *Assign Function Key* dialog for the function key you want to use. This is done by holding the **Control** key down while clicking on the blank strip in the middle of the chosen function key.

Once the box appears you can enter a name for you chosen effect, like this:



Assign function key box

After you have selected OK the name of you effect will appear in the centre of the function key bar.

Clicking on the text of the function button (or pressing Shift + function key) applies the style you attached to that function key to the currently selected text.

To remove a customised function key simply bring up the assign function key box for that key and select Delete to remove it from the function key bar.

Papyrus Logo

The Papyrus logo appears in the centre of the Papyrus desktop, it is an IMG file that is loaded when you run Papyrus. If you wish to remove the logo for either aesthetic or memory reasons, this can be done by simply renaming or deleting the PAPHYRUS.IMG file from the Papyrus folder.



Papyrus Reference

The Menus

Introduction

Menus are selected by moving the mouse pointer to the chosen menu. The options drop down. Move the pointer down the column and click on the selected option. Where appropriate, this opens up a dialog panel where further selections may be made. Some options are ghosted, signifying that they are unavailable.

PAPYRUS Menu

Clicking on About Papyrus... gives details of the version number of Papyrus, which is required when requesting assistance from technical support. It will also show details of the licensee.

Papyrus allows desk accessories to be used and if loaded they will be accessed from this menu.

File Menu

FILE	
New document	^N
Open...	^O

Close	^W
Save	^S
Save as...	⇧^S
Revert to saved	

Insert...	⇧^I
Export...	^E

Delete...	

Page Layout...	^L
Paper Format...	⇧^P

Print...	^P

Quit	^Q

The File menu

New Document

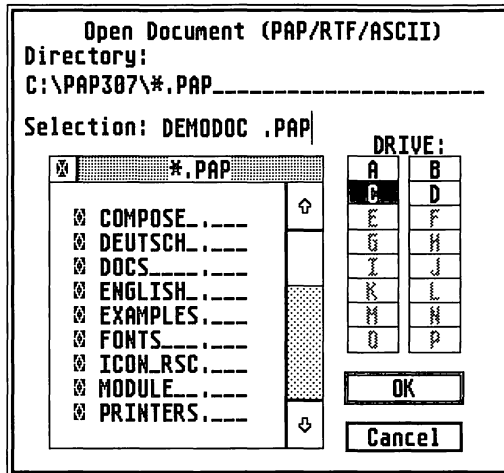
Ctrl-N

This opens a new document with the current page format. Dotted lines on the page show the limits of the text area as defined in the *Page Layout* dialog.

Open

Ctrl-O

This brings up the GEM file selector, by default showing only Papyrus documents (with .PAP file extension). Other options include RTF (rich text format), ASCII, 1st Word Plus and Signum!2 file formats.



Gem file selector

Initially only files with a .PAP extension will appear in the file selector. To list other files the directory line must be edited.

To do this, click on the directory line, backspace to delete the PAP file extension and type in a *. The directory line should now look something like A:*.* or, for the above screen shot, C:\PAP307*.*. Click on the close box in the top left corner of the file list box to update the file list and all files in the chosen directory will be listed. Click on the required file and press return or click on OK.

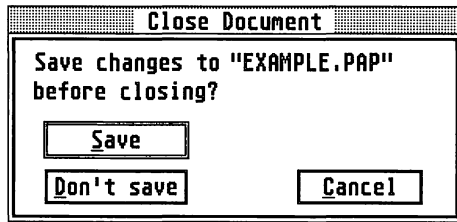
For more information on file types see the section on import/export in the *Options* menu. A maximum of six documents may be opened. This is a GEM limitation.

Note: ASCII files are formatted in a basic manner and most word processors are able to save files in this format. Papyrus can therefore accept files produced by other word processors. This includes MS-DOS and Windows-based word processors on IBM-compatible PCs.

Close

Ctrl-U

Closes the current document. If it has not been saved a dialog box offers the options of saving the document with its current name and format and automatically closing (Save), closing without saving (Don't save), or cancelling the operation and returning to the document.



The Close Document dialog

Save

Ctrl-S

When a document is saved for the first time, the GEM file selector appears, giving the option to choose a path and filename.

The file extension is important. Select .PAP, .RTF or .ASC, as Papyrus uses these extensions to determine the format of the document. The default is .PAP. Note that, before saving a document, an asterisk appears alongside its name in the Title Bar, which disappears after saving - this is the *dirty flag* that shows that a file has been changed without saving.

After a document has been saved for the first time, Save... saves the current document with its current name and format and leaves the document open. It is essential that documents are saved frequently whilst being worked on, otherwise it is possible that data may be lost under certain conditions, such as a temporary loss of power supply.

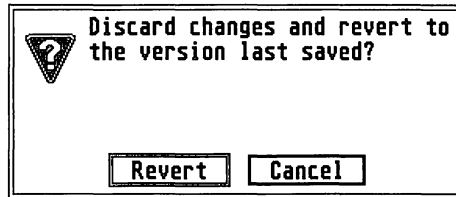
An option is available to autosave under Miscellaneous in the Options menu. Save overwrites previously saved documents, but there is an option to rename the original file and retain it as a backup.

Save As

Shift Ctrl-S

Brings up the GEM file selector, so that a different name and/or directory/path may be selected for saving the document. Use **Save as...** to save the current document with a different name or path (e.g. when you wish to save to a floppy disk in Drive A) or if it is desired to preserve a previously saved version of the document.

Revert to saved



Revert dialog

Select **Revert** to reload the last previously saved version of the document you are currently editing, any changes made to the document will be lost.

Insert

Shift Ctrl-V

The **Insert** option brings up a GEM file selector asking you to select a file to insert; this can be a text file, bitmap or vector graphic depending upon the file selected.

Importable text formats

Import format	Filename extension	Format notes
1st Word Plus	*.1WP	The import of 1st Word Plus files requires the TEXTCONV.PRG program to be present in the module folder inside your Papyrus folder.
ASCII	*.???	ASCII text files, if a file cannot be recognised Papyrus will offer to load it as an ASCII file.

Papyrus	* .PAP	Papyrus' own file format, any Papyrus file loaded into Papyrus will retain the pictures and formatting of the original document.
Signum!2	* .STX , SDO	The import of Signum!2 file formats also requires the TEXTCONV. PRG program to be present in the module folder inside your Papyrus folder.
Rich text format	* .RTF	Rich text format files are the best way to transport files across the various computer platforms, all styling and formatting will be retained in the RTF file. The import of graphics within RTF files is not currently supported.

Only the Papyrus format supports the loading of pictures within import documents, all the other formats will load text only with a varying degrees of styling and layout. The recommended cross platform file format is RTF - rich text format. RTF files include full text and document formatting and will require no, or minimal, alterations when transferring documents from platform to platform. If you are experiencing problems when importing ASCII text files, see the section on import/export options for details on how Papyrus should interpret an ASCII file.

Importable graphic formats

The graphic formats currently supported by Papyrus are GEM vector metafiles and together with several monochrome bitmap formats:

Import format	Filename extension	Format notes
GEM Metafile	* .GEM	Only horizontal and/or vertical text is supported; colours other than white are mapped to black; files with grey-scaled true colours cannot be imported.
GEM Bit Image	* .IMG	Only monochrome images are supported.
STAD	* .PAC * .PIC	Monochrome only 640x400 format used by some programs.
Degas	* .PI3	Monochrome only 640x400.
Degas Elite	* .PC3	
Doodle	* .DOO * .BIG * .FAT	Fixed size images in basic screen dump format; not widely used.

The Papyrus export option gives you the ability to save out any text or graphics from your Papyrus document for use in other programs.

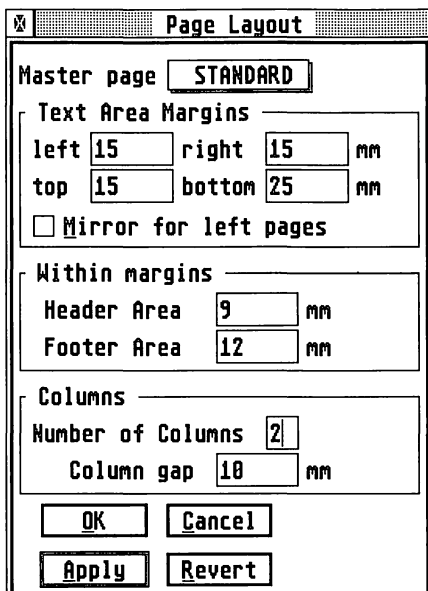
Papyrus can export all the text from a document or just a selection. To export *all* the text simply choose the export option with no text or graphic objects selected, to export a *selection* simply mark an area of text with mouse and choose Export. Papyrus will then allow you to export the text in either the RTF or ASCII formats. The format of the exported text is determined by the extension of the file name you enter. Thus, if you want to export the text in RTF format you would give the file name an RTF extension, in the case of ASCII, an ASC extension.

To export graphic files in Papyrus documents simply click on the graphic with the object tool and select the export option. The format in which the graphic is exported will be automatically determined by Papyrus. For bitmap files, Papyrus will automatically save the files as bitmap IMG files, for vector graphics Papyrus will save them as GEM vector metafiles.

Delete

The Delete function brings up a GEM file selector allowing you to delete files from your disk(s). Files selected and deleted using this option will be irretrievably lost. No alert is given, so caution should be exercised.

The Page Layout dialog within Papyrus is largely responsible for determining the look of a page.



the Page Layout dialog

Master Page

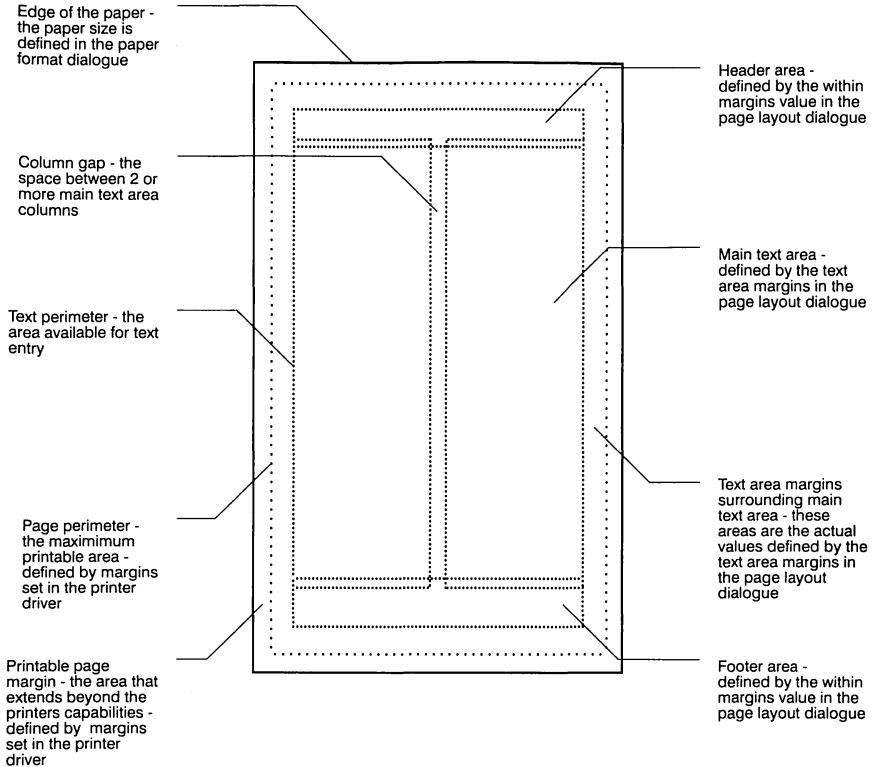
At the top of the *page layout* dialog is the master page option; by clicking on the pop-up menu you can select the page setup you want for individual master pages. It normally contains the name of the current master page. For further details on setting up master pages see **Master Pages** under the **Special** menu.

Text Area Margins

The values entered into the text area margin boxes determine the distance from the page perimeter to the text perimeter. Consequently, this also determines the size of the text area. The text perimeter can be identified on screen by a box made up of closely dotted lines.

Mirror for left pages

The Mirror for left pages option is used when building a book that requires the left and right margins reversing on alternate pages.



Page areas within Papyrus

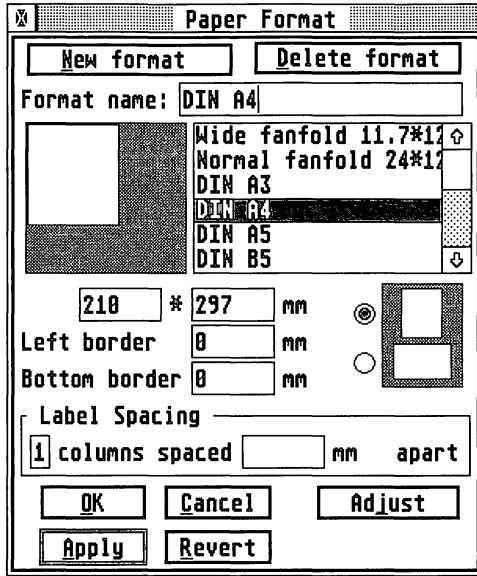
Header and Footer

The values entered into the header and footer boxes are used to define the vertical areas at the top and bottom of the text area reserved for headers and footers. Text can only be typed into these areas on a master page (see **Master Pages**) and will be repeated on all pages using that master page. To go automatically to the header/footer areas on master pages, simply double-click above (header) or below (footer) the main text areas.

Columns

The Column number option in the *page layout* dialog is used to set the number of main text area columns on a page. The space between each column is determined by the value entered into the Column gap box.

Paper Format



Paper Format dialog

The *paper format* dialog is used to set the physical paper size and orientation for the currently active document.

New format

To add a paper format to the list of already available formats simply click on *New format*; the format name will go blank so you can enter the new name you want to give to your paper size. Once a new name has been entered, you will need to enter the dimensions of your new paper size into the dimension boxes situated below the list of formats - the first box is paper width the second is paper height.

To alter the orientation of the paper - portrait or landscape, simply click on the buttons to the right of the dimension boxes. The top button is for portrait orientation, the bottom button is for a landscape orientation.

Delete format

To remove a format from the list of paper formats simply click on the format then on the Delete format button. Predefined formats cannot be deleted from the list of paper formats.

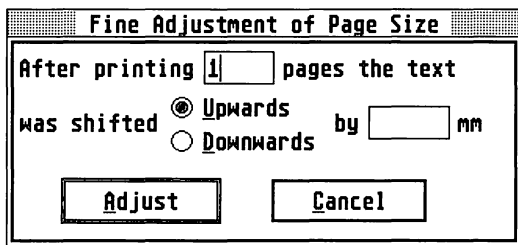
Left & Bottom border

Values entered into the border boxes dictate non-printable space on your document - this is particularly useful when printing labels since it lets you set a left border that is different from the inter-column spacing.

Label Spacing

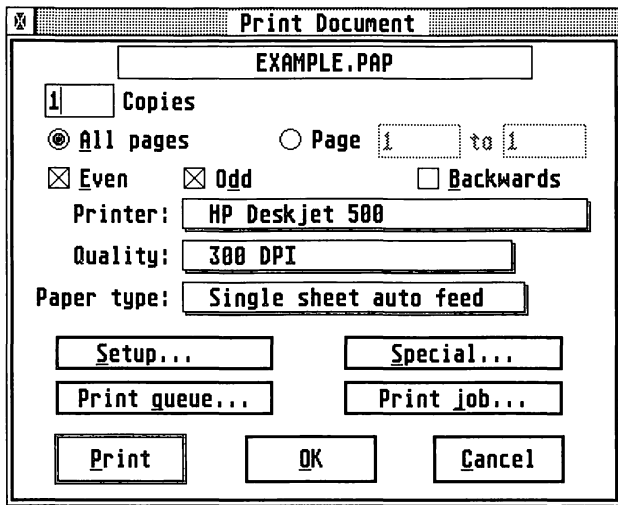
For labels, options are available to specify the number of columns and the space between the columns. You may also want to set the left and bottom borders when printing labels.

Adjust



Page Adjustment dialog

If a printed document is consistently misaligned at the top or bottom of the page, you can use the Adjust option to tell Papyrus by how much out a printed page was. Papyrus will then use the value entered to offset the vertical misalignment.



the Print dialog

Select the Print option to bring up the *Print Document* dialog, from here you have access to the more commonly used print functions you will require.

Copies and Pages

To print more than one copy of a document click on the box to the left of **Copies** and enter the number of printed copies of the document you require. If you want to print only a section of your document, this can be done by clicking on the **Page** button. Simply enter the starting page in the left box and the end page into the right box. To go back to printing all pages simply click on the **All pages** button.

Odd, Even and Backwards

To only print the odd or even pages of a document, uncross the relevant check box. To print out all pages ensure both check boxes are crossed.

The **Backwards** function is used to determine the order in which the print out appears in a printer's paper tray. If the **Backward** function is selected, instead of printing the document in the order 1,2,3,4,5..., Papyrus will print the pages 5,4,3,2,1. This is useful because it means that instead of page 1 being at the bottom of the paper in the printer's out tray, it will be at the top, thus avoiding the problem of re-sorting the pages of the printed document.

Printer pop-up

Click on the box next to **Printer:**, a pop-up list will appear displaying the currently installed Papyrus printer drivers. Select the printer driver which most closely matches your printer - you can fine tune the Papyrus drivers by using the **Setup** button.

The selection will also contain the entries **GDOS Printer (21)** and **GDOS Printer (22)**, these entries refer to the actual drivers listed in the **SpeedoGDOS ASSIGN.SYS** file at IDs 21 and 22 respectively. If Papyrus fails to find a driver installed at ID 21 or 22, consult your **SpeedoGDOS** manual for further information on installing printer drivers. Select one of these if you want to use a **SpeedoGDOS** or regular **GDOS** printer driver, rather than a Papyrus one.

Quality pop-up

Click on the box next to **Quality:** for a pop-up list of printer resolutions; the contents of this option are dependant upon the settings within the Papyrus printer driver selected.

Paper type pop-up

Click on the box **Paper type:** for a pop-up list of paper feed options. The options available are, fanfold (continuous listing paper), single sheet auto feed (used by printers with sheet feeders or trays) and single sheet manual feed (used when manually aligning and inserting single sheets into the printer). Again, the contents of this pop-up dialog are dependant upon the settings within the current printer driver.

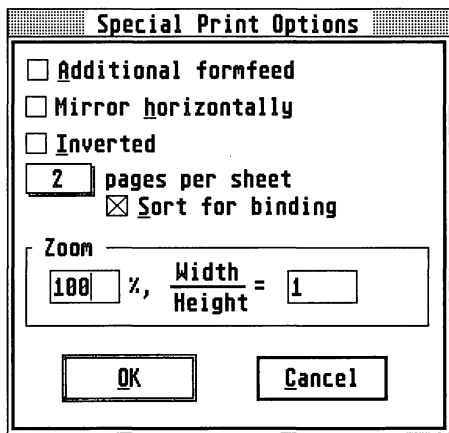
The options for print quality and paper handling are only available when using the Papyrus printer drivers; when using a **SpeedoGDOS** driver both options will be unavailable. For further information on setting up or loading a printer driver for your printer, see the section **Printer** on the **Option** menu.

Setup

The setup command is only available when using a Papyrus printer driver, if a SpeedoGDOS driver is selected the box will remain ghosted. For details of the printer setup see the **Printer** section on the **Options** menu.

Special

Select **Special** to bring up the *Special Print Options* dialog. From this you can apply special printing options for typesetting bureaux. The mirror or inverse options are only available when using the Papyrus printer drivers and are not available with GDOS drivers. If any changes are made to the defaults in the special dialog, the **Special** button in the *print document* dialog will be ticked.



Special Print Options dialog

Additional formfeed

The **Additional formfeed** option may help the correct operation of some printers which do not automatically feed the paper through at the end of a page. If the printer feeds a blank sheet after each page this feature may have been enabled. Try turning it off.

Mirror horizontally

The horizontal mirror options produces a horizontal mirror image of the page, a feature often required when printing to film.

Inverted

The invert option is used to produce a negative of the page. Again, this is a feature often required when printing to film.

Zoom

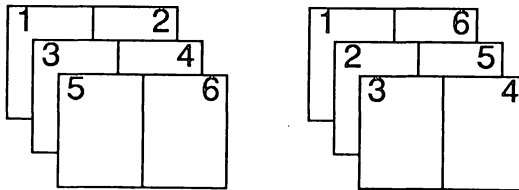
The zoom option allows you to enlarge or reduce the printed page. By entering a value into the % box, you can control the amount by which the printout is scaled - the default is 100%. Next to the zoom box is the width to height ratio box; by changing the value in this box you can change the aspect ratio of the printed page - this is useful when using a printer that has non-square pixels.

Pages per sheet

To print more than 1 page on a sheet of paper, simply click on the **pages per sheet** pop-up and select the value required. The pages will automatically be reduced to fit on the current paper size, the options available are 1,2,4,8,16,32 or 64 pages per sheet.

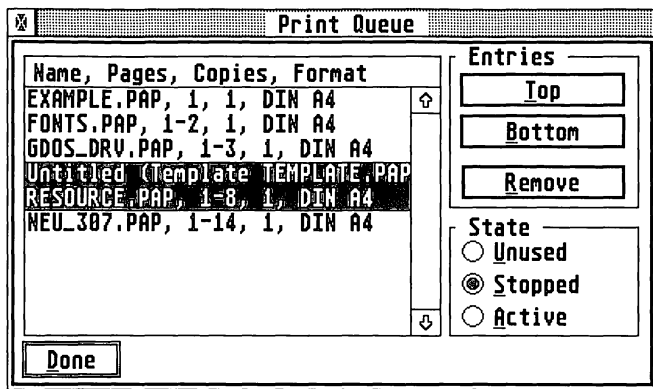
Sort for binding

Sort for binding is available when printing 2 pages per sheet, this option makes Papyrus print pages for a booklet-style document; thus, instead of just printing the pages 1-2,3-4,5-6 (left below) Papyrus will print the pages as 6-1,5-2,4-3 (right below).



sort for binding

Print Queue



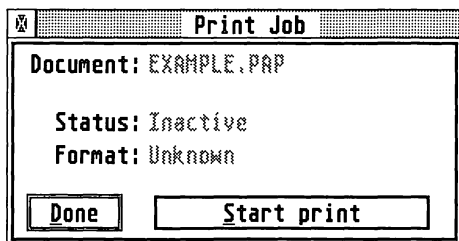
the Print Queue dialog

The *Print Queue* dialog acts as a Macintosh™ or Windows™ style print manager for Papyrus, by queuing up documents to be printed.

By setting the *Stopped* option in the dialog, all documents you try and print will be entered into the list of documents to be printed. Once the *Active* option is set Papyrus will start to print the documents that have been queued.

The print queue also allows you to alter the order in which the documents are printed. By selecting one or more entries with the mouse and pushing either the *Top* or *Bottom* buttons, you can move print entries up or down the print queue.

Print Job



the Print Job dialog

Use *Print Job* to start printing items that have been stopped in the print queue.

Print

Click on the **Print** button to start your document printing. To store any changes you have made within the *Print* dialog and return to the current document select **OK**. Select **Cancel** to ignore any changes made and go back to the current document.

Before doing any serious printing it is recommended that a printing test is carried out. This will ensure that the printable area is located correctly on the physical page and that the actual margins are identical with those appearing on screen. (Note that many printers, especially lasers and inkjets, cannot print fully to the top or bottom of the page).

Quit

Ctrl-Q

Quits Papyrus. Warnings are given of any unsaved documents with options to **Save** before exiting, **Don't save and exit** or **Cancel** which returns you to Papyrus.

The Edit Menu

The **Edit** menu provides access to the most fundamental word-processing features. As with most other aspects of Papyrus, keyboard shortcuts are provided for faster editing of text.

Edit	
Undo: Copy ruler	
Cut	^X
Copy	^C
Paste	^V
Delete	
Copy style	^1
Paste style	^2
Copy ruler	^3
Paste ruler	^4
Select all	^A
Why the beep	^?

the Edit menu

Working with blocks of text

A block of text is a clearly defined area of a document which has been selected for manipulation. In keeping with its power and flexibility, Papyrus has a unique facility; it is possible to select more than one block in a document at a time. This allows for the simultaneous control of multiple blocks within a document.

Papyrus has several ways to mark blocks of text, blocks which appear in reverse video (highlighted).

- Using the mouse, move the cursor to the beginning of the text to be marked, hold down the left mouse button and drag the cursor to the end of the required text. Release the mouse button. The text is highlighted.
- Move the mouse cursor to the point where the block is to start, then click once to place the text cursor at this point. Move the mouse cursor to where the block is to end, hold down the **Shift** key and click the mouse button. Text is highlighted from the cursor to this new point. If part of the paragraph is already marked, then moving the mouse cursor to any point before or after the marked block, holding down the **shift** key and clicking will extend the marked area.
- Double-clicking on a word marks the whole word. Triple-clicking on a word marks the whole sentence. Double-clicking after the last word of the paragraph marks the whole paragraph. Triple-clicking after the last word in a paragraph selects the whole page. If it is desired to extend a block previously created by double- or triple-clicking, then using the **Shift** key and mouse button as described above will extend the block by whole words, sentences or paragraphs. Whichever technique was used to mark the original block it will be enlarged in the same way.
- Blocks may be hidden (un-marked) by clicking once in or outside the marked block.
- Holding down the **Shift** key whilst marking blocks allows discontinuous blocks to be highlighted. Individual blocks created in this way may be deleted by holding down the **Shift** key and double-clicking on the block. Paragraphs may also be marked from the *Paragraph tag* dialog (see above) by clicking on **Mark** in the dialog. Similarly, clicking on **Mark** in the Font Panel will mark all text in the document with the font, size and style selected in the panel. It may then be changed from the Font Panel itself.

- If the mouse cursor is moved to a block and the left button clicked and held down, a small logo appears attached to the mouse cursor. If this cursor is moved to another location whilst holding down the button, the whole block is moved to the new position. This action may be undone by selecting Undo in the Edit menu.

Papyrus is always in *Insert* mode. This means that text is always inserted before or after existing text. It is impossible to write text over existing text. However, if a block is marked, typing immediately deletes the block and new text replaces it.

The Clipboard

A *clipboard* is an area set aside within the computer's memory which is used as a temporary storage space for text and pictures. It is possible to copy pieces of a document into and out of this area by using the features found under Papyrus' Edit menu, such as Copy, Cut and Paste.

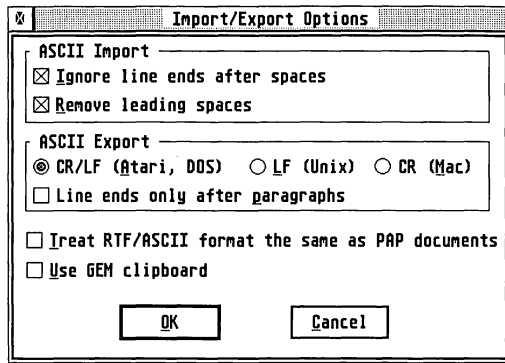
Text which is moved into this space will retain all of its screen formatting and effects. This means that Papyrus will remember any paragraph tags, rulers, colours, pictures and letter emphasis (italics, bold etc.) which may be applied to the text when copied into the clipboard.

The clipboard can be a very useful facility. The ability to store information in this way means that it becomes very easy to move or copy areas of text, whether it be a few words, a single picture or a complete chapter, from one area of a document to another. The clipboard is completely independent of the document from which it was taken. This means that it is possible to move text back and forth between completely different documents, should this be required!

Normally speaking, the textual clipboard facilities under the Edit menu, Cut, Copy and Paste, will be ghosted out. Since the clipboard is used to store blocks of data, the cut and copy facilities will not become accessible until a block of text has been marked (please refer back to the section **Working with blocks of text** for further details). The Paste function will be selectable whenever the clipboard contains any information.

The clipboard must be used with a little caution however. As mentioned earlier, the clipboard is a temporary storage space. The action of a cut or copy operation will move the selected area of text into the clipboard, the previous contents of which will be lost forever. If a cut operation was used to remove text from the document and this was followed by another cut or copy (before a paste was used to place the first block back into the document), then the first area of text will not be recoverable - you have been warned!

The clipboard will normally be located within the computer's memory, for the moment we shall call this the *Papyrus clipboard*. However, Papyrus also supports a device known as the *GEM clipboard*. The clipboard mode is set from within the *Import/Export* dialog found under the *Options* menu.



Accessing the GEM clipboard control

It is not normally necessary to know the difference between these two modes of operation since the clipboard is usually invisible to you. However, for the technically minded, the following is a description of the differences between the two; how they affect your document and the way in which you work with them.

The Papyrus Clipboard

The Papyrus clipboard is the default setting from within the program (the box in the *Import/Export Options* dialog is *not* selected). In this mode of operation, an area of the computer's memory is used to store the contents of the clipboard.

An advantage of this is that, because memory is very fast, clipboard operations can be very quick too. Also, all information included within an area of text which is placed into the clipboard will retain its styles, paragraph tags, effects, colour, pictures and tables.

However, a hidden disadvantage to this mode of operation is that, as a document grows in size, the more memory it consumes within the computer. This has the effect of reducing the size of the clipboard, thus potentially limiting the size of larger areas of text cut from the document. For modestly sized documents or computers fitted with sufficient memory, this is seldom likely to cause a real problem.

Finally, when Papyrus has been quit, the contents of the clipboard will be lost. Running Papyrus again will not be able to retrieve the text.

The GEM Clipboard

In contrast, the GEM clipboard uses disk space to hold its data. The device used as the storage medium is normally the computer's boot disk. This will either be the internal floppy disk drive (also referred to as A:\ from within the file selector) or the first partition of a hard disk (C:\). On the appropriate drive there must be a folder called CLIPBRD since this is where the computer's operating software (GEM) places the text blocks.

When copying the clipboard to the disk, the software automatically saves two versions of the marked text. The first is called SCRAP.TXT and the second, SCRAP.RTF. As you may already be aware, the first is a pure ASCII text file, the second is known as *Rich Text Format*.

What this means in practical terms is that the first, the ASCII file, will not contain any formatting information what so ever. All paragraph tags, colours, italics, pagination etc. will be completely stripped from the data. In contrast to this, the RTF file does at least retain most of the information. Paragraph tags, fonts, font effects (bold, italics) etc. will be retained in the file; however, tables (including their contents) and pictures will be lost.

Another disadvantage of the GEM clipboard may be speed. While the size of the clipboard is less often an issue on disk drives (especially hard drives), the speed of a drive is some 100 to 1000 times slower than that of memory. As a consequence, when cutting and pasting to the clipboard, delays may be experienced while the information is saved to, or retrieved from the drive. This will be especially noticeable when moving large or multiple blocks around or between documents.

But all is not lost for the GEM clipboard.

In fact, it has a number of very important redeeming features. For example, we have learnt that the Papyrus clipboard can transfer data from one Papyrus document to another. Well, with a few limitations, so can the GEM clipboard but, unlike the Papyrus mode, the GEM clipboard can copy data between applications! This means that other programs which also support the GEM clipboard, such as Atari Works, can transfer formatted text back and forth between each other. This is especially clever when two different applications are running side by side in a multi-tasking environment such as Multi-TOS.

Like the Papyrus mode, the GEM clipboard is also used as a temporary storage area. However, in contrast, the clipboard is not lost when the application which created it is exited, neither will it disappear when the computer and the disk drive are switched off! In fact, providing nothing else over-writes the contents of the CLIPBRD folder, the text will remain there indefinitely.

Clipboard Summary

The following lists comparative merits for the two clipboard modes:

Papyrus/RAM

Advantages

- Fast in operation.
- Retains pictures and tables within the body of the text.

Disadvantages

- Uses system RAM which may be a restriction on machines with limited memory.

GEM/Disk

Advantages

- Doesn't use any significant system memory, so larger documents can be held in the computer.
- Clipped text is not vulnerable to loss of power and may be recovered from disk at a later date.
- Text can be shared between different applications without conversion.

Disadvantages

- Slow in operation, especially when handling large areas of text.
- Is not self contained, it requires a disk drive to store the data.
- Loses pictures and tables contained in text.

Undo/Redo

Papyrus supports an intelligent undo function, which will normally allow you to undo the last edit within a document. If at any time an undo is not possible, then the option at the top of the menu will be ghosted and will not be selectable.

When an undo is possible, the **Edit** menu will reflect this in two ways. First of all, the **Undo** menu item will once again appear in bold text, secondly the legend will be followed by a brief description of what the undo will achieve.

When undo has been used, this action itself may once again be reversed. This will be shown in the menu since **Undo** will now be replaced by **Redo**.

Cut

Ctrl-X

The **Cut** command will not be selectable from the menu unless at least one area of text is marked as a block.

The cut command removes the marked areas of text from your document and places them into the clipboard. After this operation, text which followed the now removed blocks will be moved into the new space and the document will be re-paginated as appropriate.

Copy

Ctrl-C

The **Copy** command will not be selectable from the menu unless at least one area of text is marked as a block.

This function will place an exact copy of the marked block or blocks into the clipboard. Please note that any pictures which exist in the marked area will be copied, as will all tables, styles and text effects.

Paste

Ctrl-V

The **Paste** function will not be selectable from the menu unless the clipboard contains data. Please refer to the section titled **The Clipboard** for further details.

Selecting **Paste** will cause Papyrus to insert the contents of the clipboard into the current document, at the point shown by the text cursor. Alternatively, if a block is marked within the text, a paste will cause the whole of the marked area to be replaced by the contents of the clipboard.

In the case where multiple blocks are marked, the text will only replace the first block, that which is closest to the top of the document.

Paste may be used as often as required, wherever required. The contents of the clipboard will remain until such time that it is over-written by new text (via another copy or paste) or, for the Papyrus clipboard, when the program is exited or switched off.

Delete

The **Delete** command will not be selectable from the menu unless at least one area of text is marked as a block.

This option will delete a block *without* copying it to the clipboard first. It may be undone by clicking on **Undo**, but will be permanently lost if any action is taken to change the undo function, such as marking another block.

Copy Style

Ctrl-1

Copy Style copies the current font, style and size from the point where the text cursor is located, into a clipboard. A separate clipboard is provided for this purpose and **Copy Style** will leave the contents of the normal text clipboard intact.

Paste Style

Ctrl-2

To paste a style into a document, it is necessary to select a block first. Once **Paste Style** has been selected, Papyrus will apply the new style attributes (font, style and point size) to the marked block.

Copy Ruler

Ctrl-3

It is possible to apply a ruler used in one paragraph to any other part of the document. As with **Copy Style**, **Copy Ruler** will use its own clipboard and will not overwrite the contents of the text clipboard.

Upon selecting **Copy Ruler**, Papyrus will note the current ruler settings, including justification, tab settings and line spacing in the paragraph where the cursor is located.

Paste Ruler

Ctrl-4

This function will apply the ruler in the clipboard to the paragraph where the text cursor is located. If a block is marked, then the ruler will be applied to the start of the first paragraph through to the end of the last.

Select All

Ctrl-A

The exact behaviour of **Select All** depends on the mode in which Papyrus is operating at the time:

Text Mode

In text cursor is within a text frame, then all text within that frame will become selected. If the text cursor is located outside a frame, i.e. on the background, the whole document will be selected.

Other modes

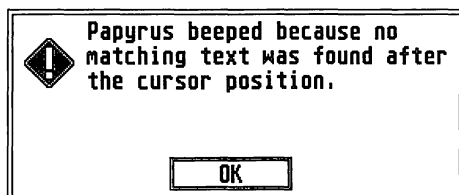
If the text frame, object frame or edit frame mode, all frames are selected and Papyrus changes to *frame edit mode*. All the frames are grouped and may only be edited, moved or deleted together. Fill options will be applied to text and object frames and line options will be applied to all object frames and lines.

To de-select, click outside the frames. Double-clicking on a text frame de-selects all and changes Papyrus to *text mode*. Double-clicking on an object frame brings up the *Fill* dialog. Double-clicking on a picture frame brings up the *Picture Size* dialog (see **Picture Size** in the **Object** menu).

Why the Beep

Ctrl-?

Providing that the volume is turned up on your computer's audio system, you may hear your computer beep at you from time to time. This is generally a warning from Papyrus that you have tried to do something with which it doesn't agree.



Selecting the Why the Beep option from the menu will provide an on-screen explanation of what Papyrus objected to.

The Text Menu

The Text menu provides access to facilities which control the way in which text is displayed, searched and modified.

Text	
Font Panel...	^Z
Font Layout...	⇧^Z
.....	
Search & Replace...	^F
Find next	^G
.....	
Spellchecker...	⇧^;
Spellcheck next	^;
.....	
Page break	^C _R
Column break	⇧^C _R
.....	
Group lines	^(
Ungroup lines)^

the Text menu

Font Panel

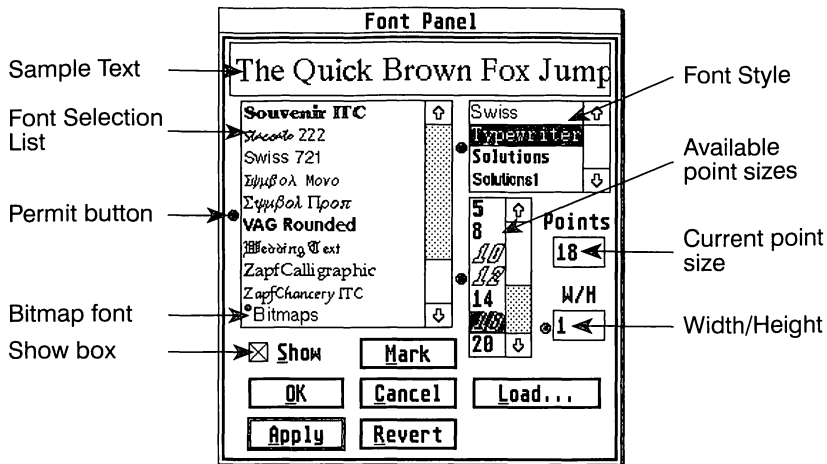
Ctrl-Z

The Font Panel provides access to most of Papyrus' text manipulation facilities. Because of this, it is important that you have read the chapter titled **Fonts & Styles** found earlier in the manual.

The Font Panel controls the choice and appearance of text within a document. Please don't be daunted by its rather complicated appearance, it is actually quite simple and there are a number of exciting things to investigate here.

There are three displays which contain font information lists. In each it is likely that one of the elements will be highlighted (white text against a black background). These represent the current text format in the paragraph or marked block on entry to the dialog.

It is quite likely that the next thing to which your eyes will be drawn are the four dots to the left of the font lists. These buttons form a deceptively powerful feature of Papyrus and are known as the *Permit* buttons.



The Font Panel

The Sample Text

At the top of the panel, at least part of the text 'The Quick Brown Fox Jumps over the Lazy Dog' may be seen. This text will demonstrate how the mixture of Font Family, Font Style and Font Size will appear on the computer's screen. As selections are made elsewhere on this dialog, so the text in this display will be updated to reflect those changes.

Font selection list

The font selection list is located beneath the sample font on the left hand side of the dialog. This is the largest of the three scrollable windows and providing that there are sufficient font names to exceed the font list, you will see a slider on the right hand side.

Providing that the Permit button is active, it will be possible to click the mouse on any of the Font families in the list. Upon doing this, the choice will be reflected in the sample font at the top of the screen.

The Show button

If this is selected, then the name of each font family will be displayed in selector list using its own font. This has the advantage that you can see the effect which you will achieve, before you select the font. However, the disadvantage is that the list will take some time to compile and will be especially sluggish as you scan up and down the list using the slider bar and arrows.

Font Style

This shows the family options which are available for the current font in the font selector. Often this will contain font effects such as italic and bold. Please be aware that these will be different from the other **Italic** and **Bold** effects which Papyrus can apply to text (under the **Style** menu). In general, the print quality of say Swiss Italic will be superior to that of Swiss Roman to which Papyrus has applied its own italic slant.

Once again, as the choice is made from within this window, so the Sample Text will change to demonstrate the result.

Font Size

The Font Size selector has two associated controls. But first, a selection of common point sizes can be selected from the list by using the mouse alone. Once again, as the mouse is clicked on a size in the list, so the Sample Text will demonstrate the effect.

To the right of this display is another box under the heading of **Points**. For the un-initiated, the word *point*, is used as a measure of font size in the print industry, where 72 points are equal to 1 inch (36 pts = 0.5 inches etc.). Click inside this box to place the cursor.

You can now use the text editing keys (**Backspace** etc.) to change the number inside this display. Its purpose is to provide you with the ability to select unusual text point sizes which are not readily available from within the scrolling list to its left. Once a size has been entered, simply press the **Return** key once or click outside the box. The Sample Text will update to reflect the selection as will any marked text within the document.

Width/Height

The control under the W/H heading provides an unusual feature. In effect, it allows you to alter the width of text, over and above the point size setting. To make the text appear at half width, simply enter the value 0.5 into the box and press **Return**. To double the width enter 2 and so forth.

The Permit buttons

These buttons are located on the left hand side of four of the Papyrus font controls. Click on them with the mouse. Upon doing so, the contents of the dots will appear to switch off and on again, to indicate their de-selection and re-selection accordingly.

As the status of a Permit button changes, so will the contents of the relevant display. With the permission off, it will not be possible to select an item within the display, neither will it be possible to scan up and down the list with the slider bars, they will be locked.

The function of these innocent looking buttons is quite simple; to choose the text attributes which will be searched for, or applied to, the selected Paragraph or marked text block - giving an extremely powerful feature.

When used in conjunction with the OK or Apply buttons, the function of the Permit buttons is to replace occurrences of the entry text, with only those which you have given Papyrus the permission to change from within the Font Panel.

When used in conjunction with the Mark function, Papyrus will search the whole document for all occurrences of the permitted font style and will highlight them as marked blocks.

It is a good idea to experiment with the Permit buttons to get a feel for how they work - used correctly they offer amazing possibilities.

Mark

This function is used in conjunction with the Permit buttons to scan the current document for all occurrences of certain font combinations and mark them on the screen. Once this is done, the permits may be changed, along with their respective font control data and applied to the designated areas.

For example, you wish to replace all occurrences of Swiss 12pt, with Dutch 14pt. Simply ensure that the Permit buttons on the font selector and the font size controls are selected and all others are de-selected. Now select Swiss and 12pt with the relevant selectors and click on Mark. Papyrus will now move from the start of the document to the end, marking all occurrences of Swiss 12pt text. When the dialog returns to you, click on Dutch and 14pt from within the lists. Finally move down to the OK or Apply button and click on it.

Papyrus will now effect the requested font and size change.

Apply

The defined font selections will be applied to the text in the current document when you click on the **Apply** button. Once the operation is complete, Papyrus will return control back to the dialog. This facilitates faster searching and replacement of font styles than if the dialog had to be re-opened after each operation.

OK

Selecting **OK** will apply the selected font styles to the marked block within the current document. When the operation is complete, the Font Panel will be closed.

Load

The **Load** function allows you to organise your font families. This may be necessary after purchasing new bitmap (GDOS and Signum!2) fonts and installing them onto your computer since the font management system probably will not automatically recognise the relationship between the font files.

This allows Papyrus to unite bitmap font families, so that their related text styles and point sizes appear correctly in their respective selection lists.

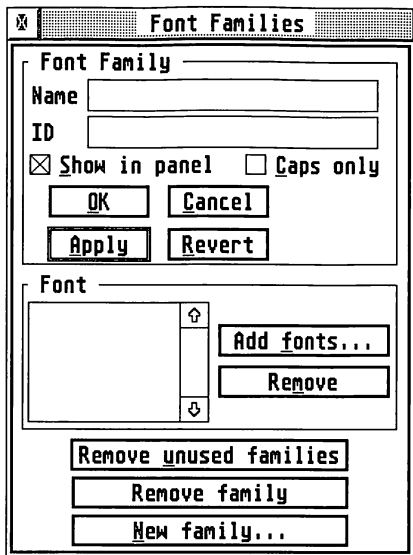
Family names and Identities

One outstanding feature of Papyrus is the way in which it can be made to handle a mixture of different font systems and font formats and make them work together in an effortless and apparently seamless fashion.

For example, if you have GDOS installed on your computer, then you may have noticed that most software products which show font lists somewhere within them, will show fonts such as Swiss 8pt, Swiss 9pt and Swiss 14pt as separate entries. This is despite that fact that they all actually belong to the same family, just that each applies a different text size.

It would be much more convenient if they could somehow be re-united with one another and grouped into more logical font categories, or *Families*. In actual fact, Papyrus automatically sorts SpeedoGDOS fonts into their respective families and font styles. However, for standard bitmapped fonts (GDOS and Signum!2 fonts), this is not the case.

The *Font Families* dialog will allow you to group GDOS and Signum!2 bitmap fonts so that they will appear to be similar to SpeedoGDOS fonts in their behaviour. It will be necessary to unite each family with its relevant styles each time that a new font is installed on the computer.

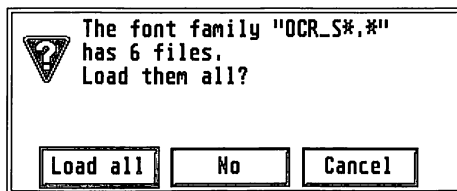


Adding a Font Family

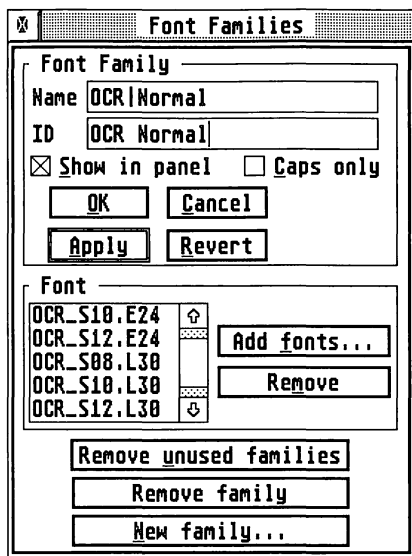
To create a new font family just click the mouse on the *New Family...* button. If the dialog had details of an existing font family, then these will be cleared (but the font family itself will still exist).

The file selector will appear prompting *Install New Font Family*. Select a font file to load and click the mouse on *OK* to proceed. *Cancel* will abort the whole operation.

Assuming that you have successfully chosen a font and clicked the *OK* button, Papyrus will search the rest of that folder for other font files that it thinks belong to the same family. If it finds any, an alert will appear:



If Papyrus was right and there are indeed 6 matching font files, click on the **Load all** button. Clicking on **No** means that only the font file you selected will be used and **Cancel** stops the whole operation and returns you to the *Font Families* dialog in its original condition. Assuming that you have clicked on **Load all**, then the *Font Families* dialog should now look something like this:



Please pay particular attention to the *Font* list which shows all of the fonts which were loaded into the machine in one go.

Removing a Font Family

In general, hard drive users will not normally find it necessary to remove fonts or font families. If Papyrus is run from floppy disks, media constraints may make font removal necessary. Font families may be removed using the *Font Families* dialog. After selecting the family to be removed, click on the **Remove family** button. If the font family is in use, a warning dialog will appear preventing removal. It should be noted that Speedo fonts and families may be removed as well as GDOS and Signum!2 fonts, but Speedo fonts can't be added from this panel. An option is available to remove unused font families.

Individual fonts may be removed from a family by using the **Remove** button.

Adding Fonts to a Family

Select the font family from the Font Panel. Click on the Add fonts... button in the *Font Families* dialog. The file selector will appear. Select the desired font from the file selector and press Return or click on OK. Note that only bitmap (GDOS and Signum!2) fonts may be added in this way. Speedo fonts can only be added through the *Outline fonts* accessory supplied with the Speedo system software and rebooting Papyrus (see the SpeedoGDOS manual for details).

Family Names and Identities

These are specified in the *Font Families* dialog. Identity (ID) is normally set and should not be changed. The Name box is used to identify the font family in the *Font Panel* dialog. Usually, it should start with the ID name, for example Times, followed by the shifted backslash key (to the right of the left shift key), followed by the font style, e.g. regular, italic, bold italic, etc. If the font family consists of a single font, the font style may be omitted. When the name and ID have been entered, click on Apply, followed by OK. The effect can then be seen in the Font Panel.

Font Layout

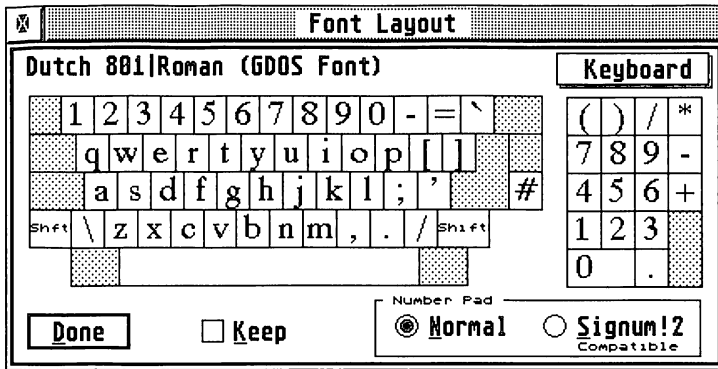
Shift Ctrl-Z

The font layout display is a useful way of finding where unusual characters may be found on the keyboard and for manually entering inaccessible characters into a document.

This may be achieved by using the mouse to click on the appropriate character within the font layout screen. When the Done button is selected, the dialog will disappear and the new text will be positioned in front of the text cursor.

Keyboard

Upon selecting Font Layout, you will see one of two screens. The chances are it will look something like this:



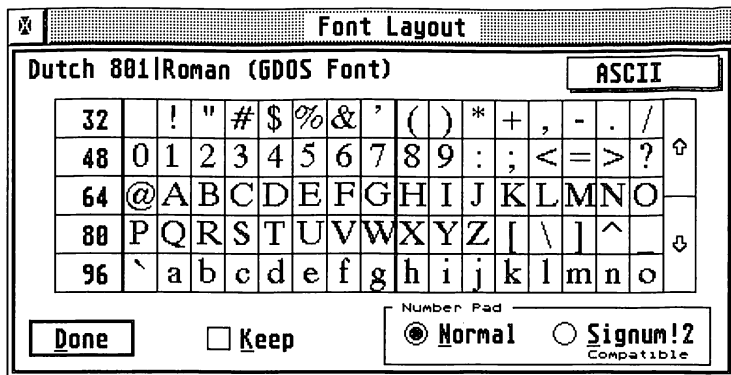
If not, then click on the pop-up in the top right hand corner and select Keyboard from the resulting display. The picture shows which characters can be typed directly into a document from the keyboard. By clicking either of the Shift keys on the display, it will change to show all of the upper case characters and any new special characters that may be accessible when the Shift key is held down.

If you now move the mouse up to the top left hand corner of the window and click on the font name, the Font Panel will appear on the screen. Providing that the Keep button isn't selected on the layout display, then changes within the Font Panel will immediately be shown. It is quite possible that a completely different character sub-set will be found as a result, especially when the font family is changed.

The Keep button is used to lock a character set on the display. This prevents later use of the Font Panel from changing the font when both displays are present on the screen together.

ASCII

The ASCII mode will display all of the letters, numbers and symbols for a given font. It is possible to scroll from the start of the set (at character 32) to the end of the set (character 255) by using the two arrows on the right of the symbolic display.



ASCII stands for *American Standard Code for Information Interchange*. As its name implies, it is a system which agrees that certain characters will be replicated on keyboards and computer character sets, from one computer manufacturer to another. This implies a degree of uniformity, which it does indeed provide, for some of the characters. The others (usually characters 128 upwards) may vary from one manufacturer to another, or in this case, from one font company to another.

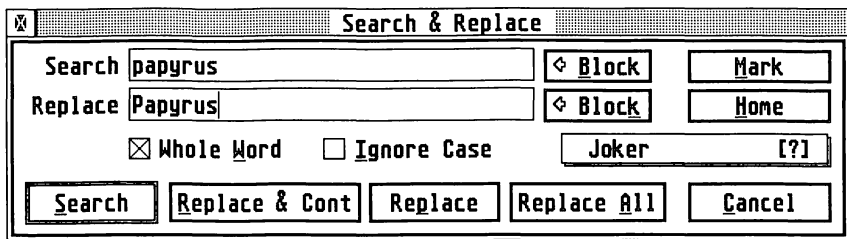
At the bottom right hand corner of the screen, there is an option to switch the screen display between *Normal* and *Signum!2* character sets. This alters the height and width proportion of some characters on the screen and may make them clearer. Only the screen display is affected, printing remains un-affected.

Search and Replace

Ctrl-F

The *Search and Replace* dialog will allow you to match areas of text within your document with that in the *Search* field of the dialog and replace them with the text which is present in the *Replace* field of the dialog.

This allows for a very high degree of automation when it comes to removing common mistakes or repetitive areas of text which need to be located quickly and modified. Alternatively, the location and replacement of text may be progressed one occurrence at a time under your own, manual supervision.



Search (string)

A sequence of characters may be typed into the Search text field. Such a sequence is known as a text string or *string* for short. These characters form the search criteria.

It is also possible to search for sequences which would normally be invisible on the screen such as tabs and carriage returns. These may be entered by enclosing them within square brackets. e.g. [TAB] and [CR]. Please note that should you wish to search for square brackets within your document, simply use [[] or []] as appropriate.

A complete and automated way of entering such text into a search or replace string is provided by the pop-up below the HOME button (normally labelled JOKER [?]). This is discussed in more detail later on.

Replace (string)

The characters typed into this field will be those which Papyrus will use to replace a marked block of text as the result of a successful search.

The rules for such text are basically the same, except that only the tabs, brackets and hyphen sequences can be placed into the replacement string.

Block

The two Block buttons will copy a marked block of text in the document into the appropriate search or replace boxes. This text may be very much larger than the size of the actual box. Any non-printable characters (such as carriage return) will be displayed between square brackets e.g. [CR] (for carriage return).

Mark

Selecting **Mark** will cause Papyrus to start searching the current document for all occurrences of the Search string. It will start at the current text cursor position or the start of a marked block and will continue until it reaches the end of the document, marking each occurrence as it goes.

When it is finished, control will once again be returned to the *Search and Replace* dialog, where you might take further action.

Home

Clicking on this will cause Papyrus to move to the start of the current document. This is a labour saving function!

Whole Word

This very useful control can save a lot of time and effort. It forces Papyrus to look for complete occurrences of the Search string and not parts of the word contained within others.

For example, you wish to find occurrences of the word 'the'. You type the into the search string and select **Mark**. With the **Whole Word** checkbox de-selected, all occurrence of 'the' will be highlighted, including those contained within 'there', 'theme', 'withering' etc.

With **Whole Word** selected, only the complete word 'the' will be recognised. This is a labour saving device indeed, since you would otherwise have had to do the search in two parts, once for all occurrences of the word preceded and followed by a space (within a sentence) and a second time for the word preceded by a space and followed by a full stop (at the end of a sentence).

Ignore Case

With **Ignore Case** off, then Papyrus will match the search string exactly within the document. So to find all occurrences of 'The' at the start of a sentence, ensure that **Ignore Case** is off. Assuming that **Whole Word** is also off, then Papyrus will always find occurrences of the string in 'The', 'There' etc.

By selecting **Ignore Case**, Papyrus will also find 'the' and 'there' as well.

The Control Code list

Initially this wide pop-up list will display JOKER [?] in the dialog. Upon clicking on this and holding the mouse button down, a list of (normally) hidden control codes will appear on the screen. By moving the mouse down to one of the items in the list and releasing the mouse button, the textual substitute for the selected control code will be placed into the Search or Replace string, whichever has the cursor in it at the time. The JOKER text will be replaced by that of the most recently selected control code.

Most of the items displayed in this list represent text formatting controls which do not have an immediately identifiable presence on the screen, or which can't easily be typed in from the keyboard. It now becomes possible to search for pictures (by looking for their text anchors), formatted text (by looking for tabs), Index entries and many other useful types of text control.

Jokers

The Joker is probably the only code which requires particular explanation here, since it is the only one which is used exclusively within the *Search and Replace* dialog.

Joker characters can be used to enhance the power of the Papyrus search facility. Jokers can't be used within a Replace string since they have no equivalent replacement code value.

When placed into a Search string, the Joker code will cause Papyrus to ignore the exact character in this position of the string, but only to note that a character of some form or another must be there. This may be any legal printable character such as a letter, a number or a punctuation mark. However, it can't be a hard space, a tab, a carriage return or anything which may otherwise be selectable from the Control Code list itself.

When performing a search, Papyrus will look explicitly for the characters in the search string but will allow any printable character in the position of the Joker to be acceptable to the search. An example may illustrate its function more clearly:

A search string of S[?]S would highlight occurrences in:

- SISTER
- S1S1
- FATHER'S.SONS

However, it will ignore:

- GAS[carriage return]STEAM
- S[tab]S1
- FATHER ' S[hard space]SONS

Search

Starting from the current text position, search the document for the presence of the Search string. When and if found, Papyrus will mark that presence as a block and will display it on the screen.

Replace and Continue

Replace the current marked block with the Replace string and start looking for another occurrence of the Search string. When and if found, mark that text as a block and stop.

Replace

Replace the marked text block with that contained in the Replace string. When done, return back to the *Search and Replace* dialog.

Replace All

Starting from the current text position, look for all occurrences of the text string and replace then with the Replace string without question. Papyrus will stop when it can't find any more occurrences of the Search string and it has reached the end of the document.

Cancel

Close down the *Search and Replace* dialog

Find Next

Ctrl-G

This mimicks the **Replace and Continue** function found at the foot of the *Search and Replace* dialog. However, it is not necessary to have the relatively large dialog on the screen to obscure your view of the text.

By using the keyboard shortcut, rather than moving up to the menu each time, this can be a quite effective alternative to the larger dialog box.

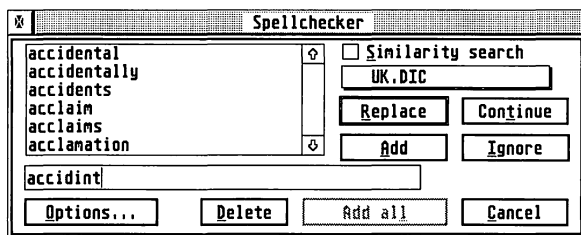
Papyrus features a fast and extensive spelling checker which uses its own spell checking algorithms. We also provide the ability to see spelling mistakes on the screen as you type them; this is called *IntelliView* and is described in detailed under **Spellchecker** in the **Options** section of this manual.

While it is supplied with an English dictionary as standard, it can be extended by you to incorporate slang, abbreviations or technical language not normally found in everyday modern English.

Another important aspect of this spellchecker is that it may have a number of different dictionaries open at once and that powerful dictionary management is available to control them. These features are described under the **Spellchecker** item in the **Options** menu. Here we will concentrate on use of the main **Spellchecker** command.

The **Spellchecker** command searches from the current cursor position until it finds a word that is not in its opened dictionaries. If it doesn't find any mis-spelled words, it will display an alert to that effect.

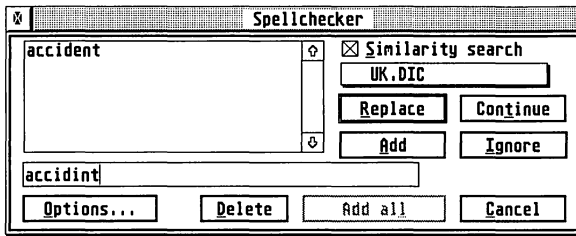
If a word is mis-spelled, a dialog box like this will be displayed:



The mis-spelled word here is **accidint**. Papyrus shows the words in its dictionary that are alphabetically closest. You can now do one of the following

- edit the word until it is correct and then press **Return** or click on the **Replace** button.
- click on a word in the list - this will then be displayed as the word to be edited and you can press **Return** or **Replace** as before.
- double-click on a word in the list. This will automatically replace the word.

- click on **Ignore**. This will add the word to a special dictionary, called *Local Exceptions*. Subsequent entries in this document will be treated as if they were spelt correctly.
- click on **Add**. This will add the word to the currently selected dictionary. We strongly recommend that you don't add words to the supplied dictionary; see the **Options** section for how to create your own dictionary.
- click on **Continue**. This will ignore this word, but subsequent occurrences in this document will be treated as if they were errors.
- click on the **Similarity** search check box. This will display words that are similar to the errant word. For this example you would see:



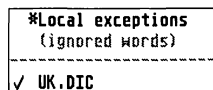
thus spotting the correct spelling immediately.

- click on **Cancel** which will return you to editing the document.

Once you have decided what to do with this word, clicking on **Continue** will look for the next spelling mistake and you can repeat the process.

The **Similarity** search is often much more useful than the straight alphabetic search but it does take longer, particularly on a slow machine. If you want you can make this the default via the *Spellchecker Options* dialog which can be accessed via the item on the **Options** menu or via the **Options** button in the box above.

You can choose which dictionary words will be added to via the dictionary pop-up. In the example above you will only have the following:



but if you have created your own dictionaries these will be shown too.

If you add a word to a dictionary by mistake, you can delete it again by typing it (or selecting it) and then selecting the **Delete** button.

The **Add all** button will add every unknown word in the rest of the document to the current directory; it is great for creating your own dictionaries, but make sure you double-check the list of words first.

Spellcheck next

Ctrl-;

Once the spelling checker is set up, it is not necessary to have the dialog on the screen just to check text. Repeated use of the **Ctrl-;** keyboard shortcut will scan from the current text cursor position to the next word which Papyrus doesn't recognise, at which point the screen will be updated to display this text in reverse video for clarity.

Should you wish to ignore the selection, simply press **Ctrl-;** again and Papyrus will start the sequence once again. Should you wish to alter the word, however, it is only necessary to re-enter the word over the block, or click on it once with the mouse and use the traditional cursor and delete keys to make the necessary changes.

Alternatively, you may enter the spelling checker dialog to investigate the spelling further, or simply to add the word into Papyrus' dictionary.

Page Break

Ctrl-Return

Placing a hard page break into a document will cause all text after the current cursor position to be forced over to the following page.



If after inserting a page break this symbol is not visible on the screen, then it is disabled within Papyrus. To make all page break symbols visible again, move to the **Options** menu and select the **Screen Display...** item. The page breaks are switched on and off by the **Spaces**, **Tabs**, **Return** control.

Column Break

Shift Ctrl-Return

This control, when inserted into a column of text, flushes all text after the break into the top of the next column. By way of an example, this may be particularly useful for forcing the start of a new index heading from the bottom of an index page to the top of a fresh column.

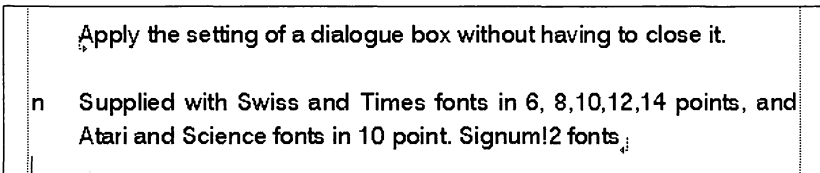
!EM ↴

If this symbol is not visible on the screen, then it is disabled within Papyrus. To make all column break symbols visible again, move to the Options menu and select the Screen Display... item. The column breaks are controlled by the Spaces, Tabs, Return switch.

Group Lines

Ctrl-(

Select a block of lines, choose this option and the selected lines are tied together and as a result can't be split between pages. Attempts to force page breaks (see above) will be refused.



Normally it will be possible see the start and end of a tied group on the screen. These are shown as two small arrows which point in towards one another, as seen in the diagram above.

If these indicators are not visible, then it is possible to switch them back on. Move to the Options menu and select the Screen Display... item in the menu. The group markers are switched on and off by the Object Anchors, Symbols control.

Ungroup Lines

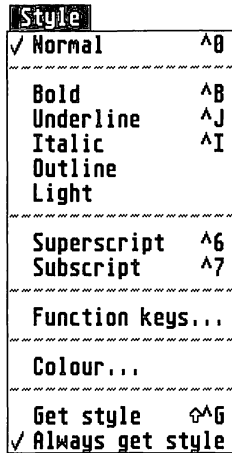
Ctrl-)

Selecting this option will cancel any line groups which exist within the marked text blocks. As a result, Papyrus may be forced to re-paginate the document, allowing text to flow backwards if appropriate.

One effect of this function is that, if applied *within* a group of lines, the group is split into two smaller groups!

Style Menu

The **Style** menu supplies commands for manipulating the style (bold, italic, colour etc.) of existing text:



In general commands on the style menu apply either to the current selection (assuming one is in force), or to future text entered (when there is no selection).

Normal

Ctrl-0

The **Normal** command cancels any bold, underline, italic, outline, light and sub/super-script which has been applied to the current text selection. If no text is selected then any future text entered will be in the 'normal' style.

Bold

Ctrl- B

Underline

Ctrl- J

Italic

Ctrl- I

Outline

Light

These commands add their respective effect to the current text selection. If no text is selected then any future text entered will be in the appropriate style. If the effect is already in force then it will, instead, be removed.

Note that when using Speedo™ fonts the **Bold** and **Italic** commands will select a suitable font in preference to using a text effect if the relevant font is available, for example: Dutch 801 Roman when set as **Bold** would use the Dutch 801 Bold font if available.

Superscript

Ctrl- 6

Subscript

Ctrl- 7

Superscript and **Subscript** add a superscript (text reduced in size and moved above the baseline) and subscript (text reduced in size and moved onto the baseline) effect to the current text selection; note that the two commands are mutually exclusive.

If no text is selected then any future text entered will be in the appropriate style. If the effect is already in force then it will, instead, be removed.

Function keys...

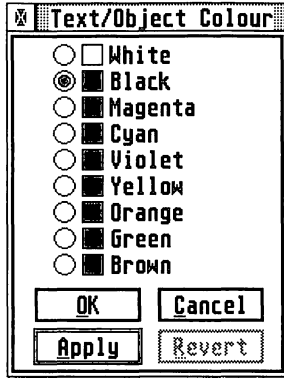
The **Function keys...** command opens the *Function Key* dialog; the function key strip includes many of the common style commands via a single function key press:

Function Keys									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Bold	Under	Italic	Outline	Light	Super	Sub	Del Line		Redraw

For more information on the use of function keys and how to customise them, see the **Function Keys** section of the **Tools** chapter.

Colour...

The **Colour...** command opens the *Text/Object Colour* dialog, this allows the colour of the current selection to be modified, or to allow the colour of future text/objects to be preset.



The number of colours visible will depend on the screen mode being used to edit the file, although internally all colours are maintained even if a document is edited on a monochrome screen.

Get Style

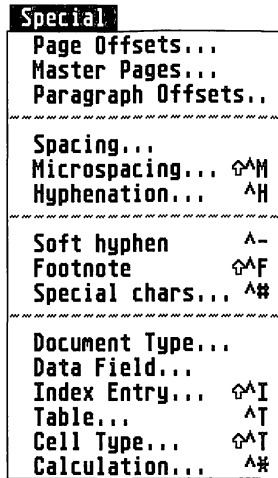
Shift Ctrl-G

The **Get Style** command sets the current style attributes (both those on the **Style** menu and on the **Text** menu) to the style used by the character immediately to the left of the cursor.

Always Get Style

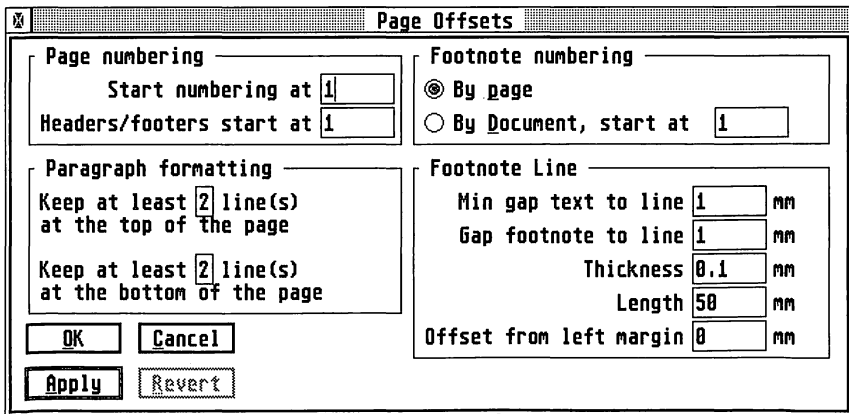
If this option is enabled, text will always be inserted using the font and style of the character to the left of the cursor (see **Get Style**).

Special Menu



From the Special menu some of the most powerful features of Papyrus can be accessed including indexing, tables and forms. Owing to the complexity of some of the features within this section, it is advisable to have a prior understanding of the earlier manual sections.

Page Offsets



Page Offsets dialog

From the *Page Offsets* dialog box you can control every aspect of page numbering and footnotes for your document. By inserting special page number characters within your document you can make Papyrus insert the appropriate page numbers into the document.

Start numbering at

For a document comprising of several separate sections of several separate Papyrus files, you will require page numbering to start at a number other than 1 for each section.

Papyrus therefore allows you set the page number of the first page of the current document. Thus, if you were writing chapter 2 of your document, you may require page 1 of chapter 2 to start at page 30. To do this, enter 30 into the *Start numbering at* box. The first page of your document will then jump to page 30 - as shown on the far right of the ruler bar.

Headers/Footer start at

If you are adding a header or footer to a document, you may need to suppress the appearance of these up until a certain page number. This can be done by entering the page number at which you would like the headers and footers to start appearing into the *Headers/footers start at* box.

Footnote numbering

The footnote (see ***Footnotes*** below) numbering options are again vital features when building a document comprising various sections. By controlling the way in which footnotes appear you can maintain a continuation of style throughout the finished document.

By Page

By setting the footnote numbering option to *By page*, every time a new page is started, the first footnote entry on that page will be set to footnote number 1.

By Document, start at

If footnote numbering is set to *By Document*, the numbering of footnotes will rise throughout the whole section despite footnote entries being on different pages. Again, if the document you are writing is comprised of individual sections, you may require the value at which the footnotes start to be a value other than 1. To set the start number for footnotes, enter the number required into the *start at* box.

Footnote Line

When inserting footnotes into a document, Papyrus will automatically insert a footnote *line* between the bottom of the main text area and the footnote region. The footnote line is used to provide a separator between the footnote region and the main text area. The size, position and distance from the main text area can be precisely controlled by the values entered into the control boxes.

Min Gap between text and line

The value entered into the *Min gap text to line* box sets the vertical distance between the main text area and the footnote line.

Gap between footnote and line

The value entered into the *Gap footnote to line* box sets the vertical distance between the footnote line and the footnotes.

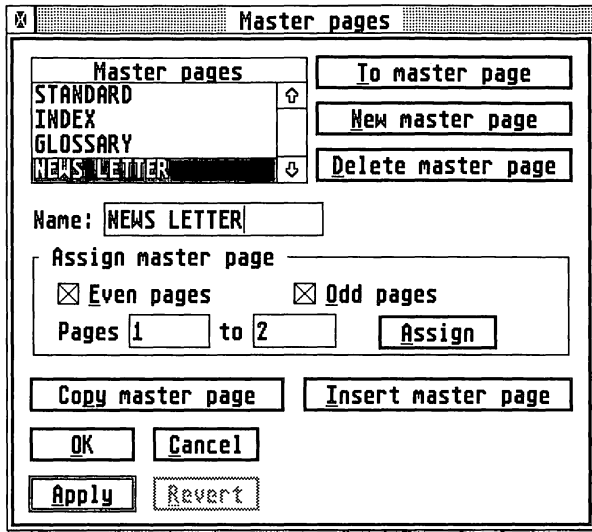
Length & Thickness

Both the length and thickness of the footnote line can be accurately controlled. To set the footline dimensions, insert the desired length and thickness values into the appropriate boxes on this dialog.

Offset from left margin

The lateral positioning of the footnote line is controlled by the value entered into the box next to *Offset from left margin*, the value entered into this box determines the starting point of the footline from the left hand margin of the page.

Master Pages



Master Page dialog

Every Papyrus document can have an arbitrary number of master pages. Each master page sets

- Headers.
- Footers.
- Text columns and text flow.
- Blocks which are to appear on each page for all the pages under its direction.

Every page in a Papyrus document is directed by one and only one, master page. A master page may direct one page only, a range of pages, or an arbitrary set of pages and ranges. Master pages may be assigned to:

- Odd pages.
- Even pages.
- Both odd and even pages.

When a new document is created, without the use of a template, a master page named STANDARD is automatically assigned. Master pages may be stored in Papyrus template files, so that sophisticated layouts may be readily reused.

New master page

To create a new master select the **New master page** button. A new master page is created, which is a copy of the previously selected page. Select the *Page Layout* entry of the **File** menu (Ctrl-L). You may now set the number of columns required and the column gap between them. If you wish headers or footers, then set a suitable space for the Header Area and/or Footer Area within the *Page Layout* dialog.

The master page may be given a name by clearing the **Name :** box and typing a name of your choice. Set this with **Apply** or **OK**.

Further master pages may be generated from the same box.

To master page

If you want to edit a master page there are three methods of getting to it:

- From the **Master Pages** entry of the **Special** menu, selecting **To master page** takes you to the selected master page.
- Clicking in the header or footer area of a normal page, which takes you to the header or footer of the currently applicable master page.
- Entering **M** and a master page number in the page box of the toolbar (number 1 corresponds to the first master page, 2 to the second and so on).

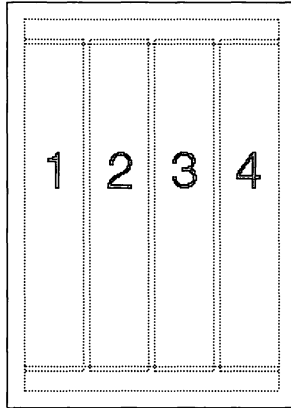
Master page blocks

All elements on a master page, apart from text, are blocks. This includes the columns set by the *Page Layout* dialog and the upper and lower boxes which hold the header and footer.

As blocks they may be selected, sized and moved using the mouse cursor or the **Co-ordinates** entry from the **Object** menu. Any other block may be placed on the page, including a picture block and be placed, filled and coloured as if it were being set on a normal document page.

Text flow

When a page is initially set up it looks something like the picture below. In this case there are four text columns, with a header and a footer above and below. The four text columns can contain flowing text and this text would normally flow from column 1 to column 2 to column 3 and finally to column 4. When column 4 has been filled, text will then flow into the first column of the following page. By default, Papyrus flows text from top to bottom and left to right.



Default flow order

Flow order

The four columns are flowing text blocks and the flow order is associated with the block itself as it is created on the page. If you wish, these flowing text blocks may be shuffled to any positions required by moving the text boxes on the master page. *Beware:* most people expect text to flow top to bottom and left to right, with Papyrus, you can flow text in any direction by altering the default positions of the text boxes.

Deleting columns

If a column is deleted from the master page, the flow order is retained, except that the deleted block is skipped. If column 3 were to be deleted, the flow order would become ...2 to 4 instead of ...2 to 3 to 4...

Adding columns

Columns may only be added to a master page from the **Page Layout** entry of the **File** menu (Ctrl-L). When any alteration to the number of columns is made from here, the pages directed by the master page are effectively wiped clean and refilled with text. Independent text blocks will be lost from any existing pages directed by the amended master page.

Headers and footers

Headers and footers may be edited by clicking in the header and footer (top and bottom) areas and entering text directly. Page numbers may be inserted from the **Special chars** entry of the **Special** menu (Ctrl-#). Text may be styled in the usual way.

Returning from a master page

There are two ways to return from viewing a master page to the normal page:

- Click with the text cursor in a flowing text block.
- Entering a page number in the page box of the toolbar.

Copying master pages

Entire master pages may be copied to the clipboard and copied from the clipboard by using the **Copy master page** and **Insert master page** options of the *Master Pages* dialog. This allows easy transfer of master pages between documents.

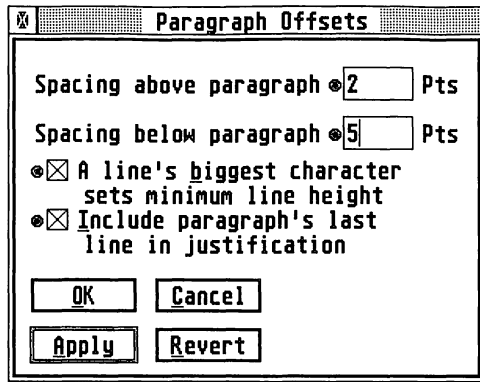
Deleting master pages

Unwanted master pages may be deleted from a document by selecting the **Delete master page** option of the *Master Pages* dialog. The pages previously assigned to the unwanted master page must first be assigned to other master pages.

Assigning master pages

Master pages are assigned from the *Master Pages* dialog. The selected master page may be assigned to a range of page numbers. Within this range, the selected master page can apply to even pages, or to odd pages or to both odd and even pages. After the selection is made, the **Assign** button sets the selection.

Paragraph offsets



Paragraph Offsets dialog

The Paragraph Offsets entry of the Special menu allows fine tuning of the typography of a paragraph. If paragraph spacing is defined, the effect may be incorporated into a paragraph tag.

Lines within a paragraph are separated by an amount specified on the toolbar. Each time a new paragraph is started, the spacing specified is added to the existing spacing between lines. This allows paragraphs to be differentiated by their separation.

Different offsets may be used for different paragraph tags, to give a clean look to a document.

Above and below

The values entered into the above and below boxes set the relative space above and below the current paragraph. It must be remembered that if the paragraph above or below the current paragraph has a before or after, this value must be added to the current paragraph's before or after to obtain the actual paragraph spacing. Thus, if the paragraph before the current paragraph has a 6 point after and the current paragraph has a 6 point before, the inter-paragraph spacing will be 12 points.

Biggest character

If lines are set fairly close together then, for general English text there is no problem. If a line contains capital letters with accents, the accents may break in to the line above. Selecting **A line's biggest character** sets minimum line height avoids this, by temporarily increasing the line height.

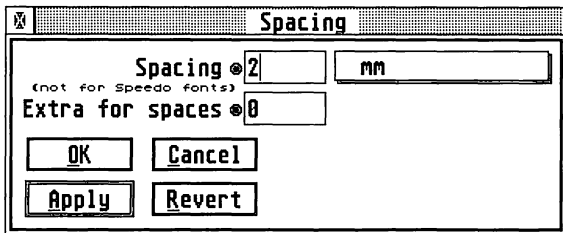
It is usually better to avoid the problem by increasing line height for all lines, except for publications such as catalogues or phone books.

Last line

The last line of a paragraph which is set full out (justified) is normally set ragged left. If the **Include paragraph's last line in justification** option is set, then the last line is justified in the same manner as all preceding lines.

This effect is not often required and can look odd!

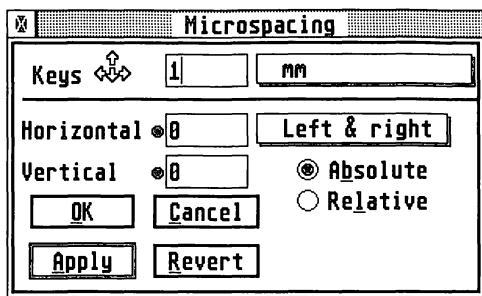
Spacing



Word Spacing dialog

The *Spacing* dialog allows you to set the default spacing between words in selected paragraphs or from the cursor if no paragraph is selected. The *Spacing* dialog also allows you to set different spacing for both bitmap and SpeedoGDOS fonts.

The value entered into the *Spacing* box only applies to bitmap fonts and will have no effect on SpeedoGDOS outline fonts. The **Extra for spaces** option will apply to both scalable and bitmaps fonts.



The Microspacing dialog

Microspacing can be used for precise positioning of selected areas of text giving you full control of text on a page or individual characters. Common uses for microspacing include positioning numbers in complex mathematical equations or adding mass numbers to chemical symbols.

Keys

The position of selected characters can be controlled from within the *Microspacing* dialog or by holding down the Ctrl & Shift keys and using the cursor keys to move the currently selected block. The distance by which the text moves when you hit a cursor key is controlled by the value set at the top of the *Microspacing* dialog.

Horizontal and Vertical

The horizontal and vertical microspacing of the currently selected text may be adjusted by entering values into the relevant horizontal or vertical box and selecting Apply.

Left, Left & Right

If you require the selected text to move in one horizontal direction only (chemical formulas etc.) you can lock the direction by clicking on the pop-up next to the Horizontal box. The Left option permits you to microspace the selected text left only, whereas the Left and right option allows the text to move in both directions.

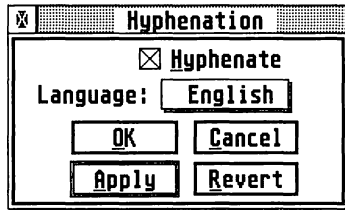
Absolute and Relative

The **Absolute** and **Relative** options are particularly useful when attempting to microspace text precisely. With the absolute option selected, values entered into the vertical and horizontal boxes will place the text the distance you entered from the original position.

The **Relative** option will place the text relative to the text's last location; thus, if you entered 10 into the horizontal box and hit **Apply**, then hit **Apply** again, the total distance from the original point will be 20.

Hyphenation

Ctrl-H



Hyphenation dialog box

Select **Hyphenation** to bring up the *Hyphenation* dialog, from here you can control whether Papyrus hyphenates your document, as well as the way in which Papyrus hyphenates words.

Clicking on the **Hyphenate** box enables hyphenation. Wherever suitable, Papyrus will insert soft hyphens between syllables of words so that only syllables will be wrapped onto the next line instead of whole words. Thus for the word hyphenation, Papyrus would hyphenate it as *hyph-en-a-tion*.

Language

There are several language options available on the **Language** pop-up which, when selected, automatically apply the appropriate hyphenation rules for that language.

Special Text Control

Papyrus will allow you to insert special characters into your document which override an aspect of its automatic text formatting.

The Hard Space

^ Space

A hard space is sometimes also known as a non-breaking space. This latter name describes the function of the hard-space rather well.

Sometimes it's useful to prevent two or more words from being separated between lines. Consider the following;

```
I went to my local computer shop and purchased Stereo  
Master.
```

The word Stereo Master has been split. This can be remedied by deleting the space that exists and putting a hard space (Ctrl - Space) in its place. The result looks like this;

```
I went to my local computer shop and purchased  
Stereo Master.
```

As you can see, Papyrus has refused to split the two words and has forced the line break in front of the word 'Stereo' instead.

Another effect of a hard space can be seen when viewing lines of text that are justified. For example;

```
Stratford upon Avon is the town in which  
William Shakespeare wrote plays.
```

Replacing the spaces between the first three words with hard spaces you will achieve the following;

```
Stratford upon Avon is the town in which  
William Shakespeare wrote plays.
```

In this example, Papyrus has kept a fixed width between the words due to the Hard Spaces and justified the rest of the line.

The Soft Hyphen

Ctrl- -

With the Hyphenation mode selected, Papyrus will use the selected dictionary to determine where it should try to split a word. If you disagree with its decision, you may tell it that you would prefer to split the word in a different place - this is known as a *soft hyphen*.

For example, the following paragraph doesn't have hyphenation switched on;

Mr. Smith was a man not given to
antidisestablishmentarianism.

The following is the same paragraph, but with hyphenation ;

Mr. Smith was a man not given to antidisestablishmenta-
rianism.

Notice how Papyrus has hyphenated the line. This may not be a convenient place. It is possible to tell Papyrus that you are unhappy with the position by moving the text cursor to the required place and typing a dash with the **Control** key pressed at the same time (**Ctrl -**).

Mr. Smith was a man not given to anti-
disestablishmentarianism.

Mr. Smith was a man not given to antidisestablishment-
arianism.

The above examples show how the hyphen can be moved to a more convenient place. Please note that placing the soft hyphen too close to the end of the word may cause Papyrus to give up and move the word onto the next line!

Mr. Smith was a man not given to
antidisestablishmentarianism.

In this case the soft hyphen is between the n and the i.

Paragraph Hyphenation

As you have seen, Papyrus is quite flexible with the way in which it treats the hyphenation of words. However, it isn't always convenient to allow a word which is deliberately hyphenated to flow between two lines. For this reason, Papyrus will allow you to turn hyphenation on/off within specified.

In the following paragraph, hyphenation is switched on using the Hyphenation... control found under the Special menu;

William Shakespeare lived in the town of Stratford-upon-Avon.

Notice how Papyrus has taken the opportunity to split the line at a position which is already occupied by a hyphen that is part of the town's name. With hyphenation turned on, Papyrus accepts this as a legitimate position to split the line, without having to add one of its own.

In order to make the text stay together, you can simply turn hyphenation for this particular paragraph off!

William Shakespeare lived in the town of Stratford-upon-Avon.

As you can see, the hyphenated text is treated as one word and is forced onto the next line of the paragraph.

Soft Hyphen

Ctrl- -

Places a soft hyphen at the cursor point. This will be the point where a hyphen will be inserted if it is necessary whilst text is being formatted with hyphenation turned on. This is discussed in more detail above.

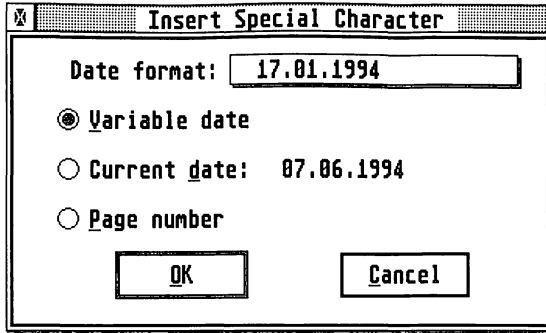
Footnote

Shift Ctrl-F

To insert a footnote at the cursor position simply select **Footnote** from the menu, a footnote number in superscript will then be inserted at that cursor position provided it is in the main text area (footnotes may not be inserted in a text or object frame).

At the same time the footnote number will be inserted into the footnote area at the bottom of the page, separated from the main text area by a footnote line. Once the footnote has been entered Papyrus will automatically jump to the footnote area so that you can enter the text for the footnote.

The footnote line itself is controlled by the *Page Offsets* dialog, as are the many other footnote parameters.



Special Characters dialog

From the *Insert Special Character* dialog you can insert the current time and date in various formats, as well as page number fields.

Variable & Current date

The variable and current date entry options allow you to insert the current time and/or date (taken from your computer's internal clock) into the point at which the text cursor is currently positioned.

The format of the date string inserted at the cursor point is determined by the option selected from the **Date format** pop-up.

Use the **Variable date** option to create a date that is updated every time the document is opened. If the **Current date** option is used, the current date will be inserted but it will not update when you re-open the document.

Page number

This inserts a page number character at the cursor.

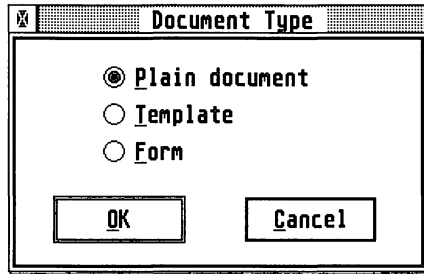
Every time Papyrus comes across a page number character in a document it will substitute the current page number for it. When a page number character is placed on a master page, it is displayed as a # in a box, this will appear as an incrementing page number on normal pages.

Thus, to add a page number to every page of your document, all that is needed is to add a special page number character to the master page. Page numbers will then appear throughout the document at the location of the special character on the master page.

If the page number character is inserted on a normal page, only the page number on which the character lies is inserted into the document.

Document Type...

The Document Type... command opens a dialog which allows the type of the current document to be set:



The three options are:

Plain document:

A 'normal' document which allows full editing of every element.

Template:

A document set up to hold frequently used master pages, text styles, pictures etc. A template may contain text, though it will be frequently empty of text. It is often used as a starting point for a publication.

Form:

This freezes all frames in their current positions and cancels all page layout features. Text may only be entered in previously created text frames. As the name of this option indicates, it is useful in designing pre-printed forms where entries may only be made in specified locations. The form itself should be designed in Plain document mode, then use the Form option, to freeze all the frames and text.

Templates

A document is given the **Template** characteristic with the **Document Type** entry of the **Special** menu.

Creating from scratch

Select **New document** from the **File** menu. Then choose whatever characteristics the template is to have, such as paper format, page layout, text tags and master pages. Select the **Document Type** entry of the **Special** menu. Set the document type to **Template**, save the document with an appropriate filename and close it.

Creating from an existing document

Load the chosen document. Select the **Save as** entry of the **File** menu and save the document under a different name. Delete unwanted text and other items from the document until what remains is no more than is required for the template. Select the **Document Type** entry of the **Special** menu and set the document type to **Template** and re-save the document.

Using templates

Specific template

Load the template file in the usual way that you would load a document. The file name at the top of the screen will indicate that it is a template file. Save the file with a new name using the **Save as** entry of the **File** menu and the new file will have all the characteristics of the template, which remains unaltered.

Folders

To avoid confusion, it is a good idea to use folders to keep templates separate from other documents.

Default templates

When you use the **New document** selection from the **File** menu then Papyrus searches for a template file called **_NEW.PAP** in the following places, in order:

- the current document path (folder),
- in a folder named **TEMPLATE**,

- in the folder which holds the Papyrus application.

Suppressing the default template

If `_NEW.PAP` exists as described above, its effect may be overridden by starting a new document with `Shift Ctrl-N`, in which case the new document takes on the page layout of the previous document.

Index and table of contents

The file `_INDEX.PAP` may be used in similar fashion to that described above to define a newly created index and `_CONTENT.PAP` to define a newly created table of contents.

Form production

Papyrus incorporates fast and efficient mechanisms for form design, filling in and printing.

Concepts

A Papyrus form file consists of a constant part and a fillable part.

The fillable part is a set of input fields which may be filled in when the form file is loaded from disk; everything else in the form is protected against change. This allows you, or someone else, to prepare Papyrus-based forms with the minimum of fuss.

The input fields are text objects (text boxes) and when the fields are being filled in, all the usual text manipulation facilities of Papyrus are available. After a Papyrus form has been filled in, it may be processed to print it or save it as a new Papyrus file.

Field order

The natural order of a Papyrus form's input fields is:

- firstly, top to bottom from the top left hand side of the form,
- secondly, for fields at the same height down the page, from left to right.

The first field is at the top left hand side of the form and the last field is at the bottom right hand side of the form.

Preset text

Input fields may contain preset text. This may subsequently be deleted or otherwise edited when the form is being filled in.

Designing a form

The basic procedure for designing a Papyrus form is:

- Prepare a new Papyrus document in the usual way, perhaps using a template.
- You may design the form directly on the screen, remembering the field order defined above.
- Place the fixed part of the form on the page, including boxes lines and graphics, appropriately styled, toned and coloured.
- Place a number of text objects on the page where the input fields are to be (each text object may either be empty or preset with some text).
- Text in an empty text object may be styled or re-styled with the text cursor in the empty box, or by selecting a text object (or objects) and then applying styling including paragraph tags, fonts, sizes, toning and colour in the usual way.
- If only some of the text objects are to be input fields, then select all of these (**Shift**+left mouse click) but no other text objects; otherwise ensure that no text objects are selected.
- Select the **Document Type** entry from the **Special** menu. Change the document type from **Plain document** to **Form** and select **OK**.
- The document now becomes a form and all the text objects that will be input fields receive a black outline to mark them as such.
- Save the file and close it.

Subsequent editing

An existing form file may be edited by:

- Loading the form file.
- Selecting the **Document Type** entry from the **Special** menu and changing the document type from **Form** to **Plain document**.

- Editing the form as a normal Papyrus document.
- Re-converting it back to a form as described above, being careful to select the text objects corresponding to the required input fields.

Filling in a form

When a Papyrus form file is opened, Papyrus changes its usual behaviour. The form's window becomes field oriented to allow the form to be filled in as efficiently and as quickly as possible.

Opening a form file

A Papyrus form file is opened in the same way as any other file. The top of the file window contains the file name, preceded by the word **Form** to indicate the special status of the file. The text entry cursor appears in the first field.

Text entry cursor

The text entry cursor, which is a vertical bar, appears whilst the form window is active and is constrained to appear in input fields only (the mouse position is represented by the usual text cursor, which may be clicked to move the text entry cursor to a new permitted position).

Special keystrokes

When a form window is active, the following special keystrokes apply:

Esc	clears the field containing the text entry cursor
Clr/Home	moves text entry cursor to first (topmost) field
Cursor Up	text entry cursor to previous or next field or previous or next line of multiline field
Cursor Down	
Tab	text entry cursor to next field
Alt - Tab	insert a TAB character
Return	text entry cursor to next field
Alt - Return	new line
Shift - Tab	text entry cursor to previous field

Text entry

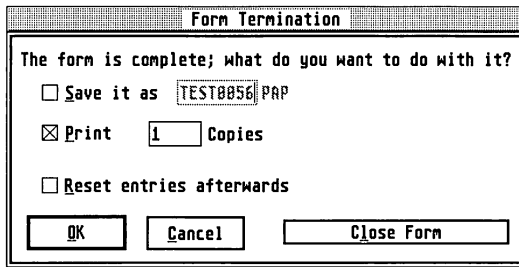
Text entry is constrained to the pre-defined input fields. Within these fields all the usual Papyrus text entry facilities are available, including font selection, text colour selection, tags and the clipboard.

Processing a form

After a form has been filled in, a request to process it can be indicated in one of three ways:

- Pressing Return in the last field.
- Clicking on the window close gadget after the form has been amended.
- Selecting Close from the File menu.

Any of these actions cause the *Form Termination* dialog to appear, from which some actions may be selected with checkboxes. Selecting Close Form closes the form with no further action. Selecting Cancel returns to the filled in form for further editing. Selecting OK performs the selected (checked) actions:



The dialog box titled "Form Termination" contains the text "The form is complete; what do you want to do with it?". It features three checkboxes: "Save it as" (unchecked), "Print" (checked), and "Reset entries afterwards" (unchecked). The "Save it as" checkbox is followed by a text field containing "TEST0056.PAP". The "Print" checkbox is followed by a "Copies" label and a text field containing the number "1". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Close Form".

Printing

Selecting the Print checkbox causes the form to be printed according to the current printer setup options. The number of copies may be selected from the Copies box.

Saving

Selecting the Save it as checkbox causes a copy of the form to be saved as a Papyrus plain document file. The file name is constructed from the form's file name and an incrementing digit. This field may be cleared and a new name offered, if required.

The saved Papyrus plain document file may be subsequently used as required.

Resetting entries

After one form has been filled in and printed or saved, it is often time to do another. The form's fields may be reset to their original values, or kept as edited. This is controlled by the **Reset entries afterwards** checkbox:

- If each form is different, then resetting the entries saves clearing each entry by hand.
- If a number of forms are to be filled in with similar information then not resetting saves repetitiously entering the same information time and again.

Notes

Other documents

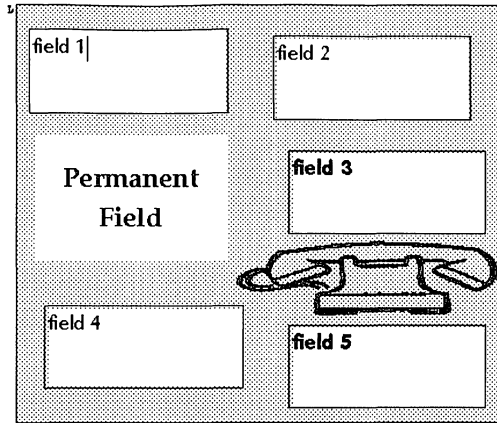
When a form is being filled in, other Papyrus documents may be open at the same time, allowing text to be cut and pasted.

Tables

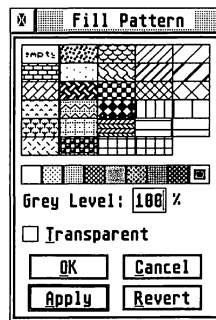
- Each cell of a table is a text object and may be used as an entry field of a form.
- Table calculations are possible.
- Specific cells may be selected before converting the base document into a form, as described above.

White text boxes against toning

An input field which is white against a toned background is an attractive design. The effect may be obtained by the following procedure:



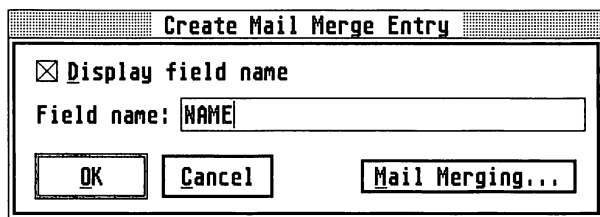
- Draw a block and set it to a suitable tone, such as 13% black.
- Place a single text object on top of the toned block and select that text object (ESC).
- Select **White** from the **Colour** entry of the **Object** menu.
- Select **Grey Level 100%** from the **Fill pattern** entry of the **Object** menu and keep **Transparent** unselected.



- Now double-click in the text object, to get a text entry cursor.
- Select **Black** from the **Colour** entry of the **Object** menu.

- The text object is now styled to have an opaque white background and black ink.
- Create further similar boxes by selecting the text box and Shift-dragging to copy it.

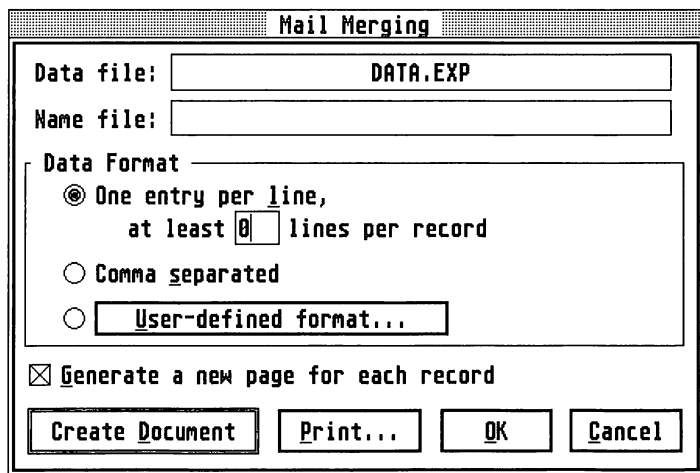
Data Field



New Field dialog

Papyrus lets you prepare serial letters (mailmerge) and reports by processing information from a data file, prepared with some database program, according to a merge file prepared with Papyrus. The merge file controls the way that the data from the data file is imported into the merged document.

Mail merging



Mail Merging dialog

The process of merging the records from the data file with the Papyrus merge file is started by the following procedure:

- Select the **Data Field** entry of the **Special** menu.
- The *Create Mail Merge Entry* dialog is displayed.
- Select **Mail Merging...** (Alt-M).
- The *Mail Merging* dialog is displayed.
- Select a **Data file** and a **Name file** if necessary, by clicking in the box to call a file selector and selecting the appropriate file.
- Set other options as explained below.
- If no other action is required, select **OK** (Alt-O) to remember the settings.

Data file

A data file holds a number of records, each of which consists of a number of fields. Each record is processed through the merge file in turn, in the order in which the records appear in the data file.

Name file

If field names are used in the merge file, but they are not given in the data file itself, then it is necessary to use an auxiliary (field) name file. This file is in the same format as the data file and consists of one record which defines the field names in the order in which they appear in the data file.

Data format

From the **Data Format** box, select one of the following, to match the chosen data file:

- **One entry per line** (Alt-L); if this entry is chosen a minimum number of fields per record may be selected to prevent blank fields appearing to be false end of record markers.
- **Comma separated** (Alt-S).
- **User defined** (Alt-U).

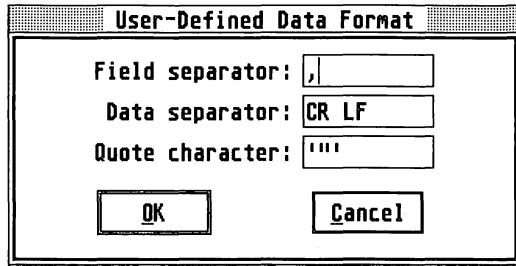
One entry per line

- Each field is placed on a new line.
- The end of a record is indicated by an extra (blank) new line.

Comma separated

- Each field is separated from the next by a comma.
- The end of a record is indicated by a new line.

User defined format



User Defined Format dialog

- The field separator may be freely defined.
- The end of record separator may be freely defined.
- A quote character may be defined; if defined, pairs of these characters may enclose data fields.

Data file organisation

Papyrus is able to process a number of different data file organisations, to make it easier to export data from the database program being used.

Field names

If possible, the first record of the data file should contain the field names from the database. This procedure is much easier than it sounds. Using the manual which came with your database will make it straightforward.

Inserting a field

A data field is added to a Papyrus document by the following procedure:

- Select the Data Field entry of the Special menu.
- The *Create Mail Merge Entry* dialog is displayed.
- Provide the appropriate information for the Field name (see below).

- If you do not want the field name to be displayed in the document, de-select **Display field name** (Alt-D).
- Select **OK** (Alt-O).

Naming a field

Name a field by using a field name from the data file, or its auxiliary field name file, in the *Create Mail Merge Entry* dialog.

Selecting the next field in order

Select the next field after the last one read from the data file by leaving the name field empty in the *Create Mail Merge Entry* dialog.

Selecting fields by order number

Select a field by its order in a data file record by giving a field number in the *Create Mail Merge Entry* dialog. The first field is numbered 1.

Named display of fields

A data field is displayed as a boxed arrow plus the associated name, or number, when **Display field name** (Alt-D) is selected in the *Mail Merge Entry* dialog.

Anonymous display of fields

A data field is displayed as a boxed arrow only when **Display field name** (Alt-D) is de-selected in the *Mail Merge Entry* dialog.

Generate new page for each record

The **Generate new page for each record** option allows you create either serial letters or reports with the merged data.

Serial letters

A serial letter takes a new page (sheet of paper) for each record in the data file. The **Generate a new page for each record** (Alt-G) option should be selected (checked). Each letter, which may be several pages long, will start on a fresh page.

Reports

A report produces a single, continuous document for all the records in the data file. The **Generate a new page for each record (Alt-G)** option should be unselected (unchecked). Records appear one after the other, in a continuous flow.

After the report has been generated, it will probably need text etc. adding both before and after.

Create Document

The **Create Document (Alt-D)** option opens a new window titled *Filename Mail Merge* into which the merged document is created. The merge file is a normal Papyrus document to which one or more data fields have been added. Each data field acts as a place holder. When the merge file is merge processed, the corresponding entry from a data file record is inserted at the data field position and the merged document layout adjusted to account for the width of the inserted data.

Print

Selecting **Print... (Alt-P)** brings up the *Print Document* dialog box from which the parameters for the printed document may be set. See **PRINT** on the **File** menu for full details on the *Print Document* dialog.

Useful Database information

Unsupported file types

Papyrus does not directly support data files in the following formats:

- DIF.
- dBase II.
- dBase III.
- Fixed length field.

If you wish to use data in any of these formats, the data must first be processed into a form which Papyrus accepts.

Superbase Professional

A Superbase Pro database may be used by the following procedure:

- Open the required database.
- Select an appropriate filter.
- Set the separator to be the double quote (") character from the Options entry of the System menu.
- Export the file.
- Optionally, create an auxiliary name file.
- Generate a Papyrus merge file; use the field names if an auxiliary name file exists or use field numbers if that file does not exist.
- Merge the data as described above.

Twist 2

For a Twist database to be used, a report file must be set up. This report file must be set up to contain the field names in the report header, followed by the data fields in the data part section below.

The import/export parameters should be set up so that the file is exported, for instance, as a line oriented file. The column name box must be selected to ensure that the field names appear in the exported data file.

Export the file. The Papyrus merge file may use the field names with no problem at all.

Other databases

Refer to the manual and use your native cunning to generate a file format that requires least work on your behalf. This will often mean setting up a special report for Papyrus mail merging or adjusting user definable parameters.

Example

<input type="checkbox"/> Inits <input type="checkbox"/> Surname	My flat
<input type="checkbox"/> Address1	My street
<input type="checkbox"/> Address2	My Town
<input type="checkbox"/> Address3	POSTCODE
<input type="checkbox"/> Address4	Phone number
Dear <input type="checkbox"/> Forename	

SERIOUS PARTY

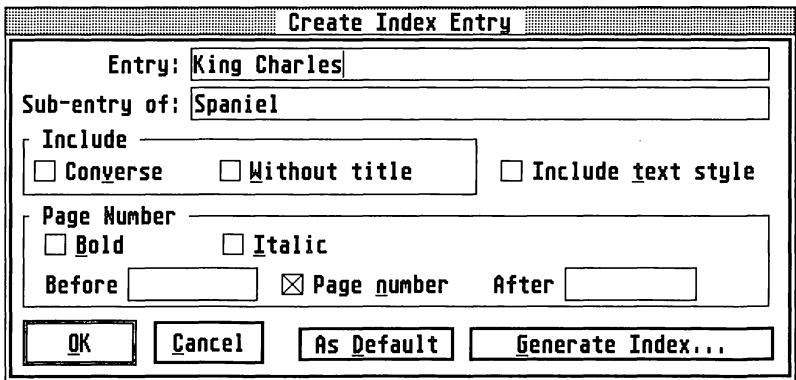
how are you fixed for July 29th? Can you stand some sun and fresh air?

Mail merge example

You can just as easily use mailmerge to write invitations to a party, renewal notices for a society or whatever else you can think up.

Indexing

Shift Ctrl-I



The dialog box is titled "Create Index Entry". It contains the following fields and options:

- Entry: King Charles
- Sub-entry of: Spaniel
- Include section with three checkboxes:
 - Converse
 - Without title
 - Include text style
- Page Number section with two checkboxes:
 - Bold
 - Italic
- Before: [text box]
- Page number
- After: [text box]
- Buttons: OK, Cancel, As Default, Generate Index...

Create Index Entry dialog

The basic concept of an index is that a subject, represented by a keyword or phrase, in a list has a set of page references where that subject is to be found in the main body of a document's text.

Papyrus provides powerful two level indexing that easily handles most requirements of technical documents, reference works, text books and similar enterprises. Papyrus allows index entries to be either:

- A specific word (or words) and the position (page number) at which it appears in the text.
- Some word chosen by the author which is linked to a position (page number) in the text.

Entry levels

Papyrus allows entries in the index to be of two types:

A principal entry.

A sub-entry of a principal entry.

Each principal entry is given its own line in the index. A sub-entry appears in the index underneath a principal entry.

Sort order

Index entries are sorted in ascending order, starting with 0 to 9, then A to Z, followed by unusual characters. Umlauts and accents follow the letters A, O and U and ß follows SS. Scandinavian umlauts are sorted after all other characters.

Marking index entries

Marking index entries is a very simple procedure:

- Place the cursor at the start or middle of a word, or select a block of text (the block may be discontinuous).
- Select the Index Entry entry from the Special menu (Shift-Ctrl-I).
- The *Create Index Entry dialog* appears, which allows full control over the form of index entry associated with the selected word or block of text.
- Amend the dialog entries as required.
- Select OK to record the index entry.

The index entry now appears in the text as a grey marker, at the start of the word or marked text area.

Index entry include options

The offered *Create Index Entry* box may be amended in a number of ways:

Amended entry

The offered entry may be changed to whatever is required.

Principal entry specified

A principal entry may be specified in the **Sub-entry of field**, under which the entry will appear in the index. Be careful that the spelling of the principal entry is correct.

Converse entry

If **Converse entry (Alt-V)** is selected then the index entry will appear twice. Once as described above and once with the principal and sub-entry swapped. If A is a sub-entry of B, then the index will also include B as a sub-entry of A.

Without title

If **Without title (Alt-W)** is selected then the index entry will appear twice. Once as described above and once with the entry as a principal entry. If A is a sub-entry of B, then the index will include A as a principal entry.

Include text style

When **Include text style (Alt-T)** is selected the index entry takes the text style of the text it appears in. This is useful for foreign character sets etc. Beware: the sort order may not be what you intuitively expect.

Page number options

The generated index can have the page numbers inserted before or after the index entry as well as in various styles, the options available are:

- The page number may appear as bold text (Alt-B).
- The page number may appear as italic text (Alt-I).

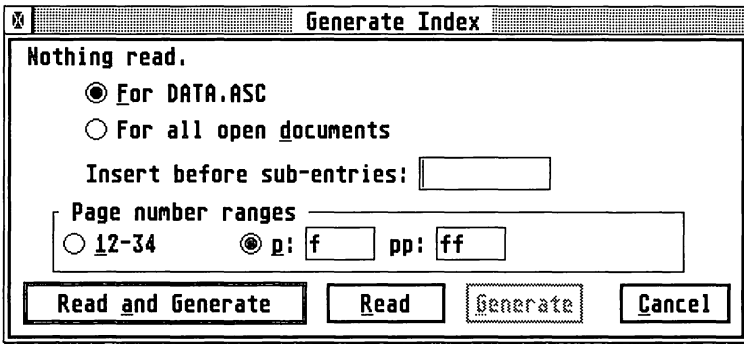
- Text may appear before the page number.
- Text may appear after the page number.
- The page number may be suppressed (Alt-P), if Page number is unchecked (Alt-N).

As default

The selection As Default (Alt-D) sets further occurrences of previously given index entries with the same options as previously selected. The further entries are amendable.

Index file creation

Index file creation is controlled from the Generate Index (Alt-G) selection of the *Create Index Entry* dialog. Taking this entry leads to the *Generate Index* dialog from which indexes can be generated.



Generate Index dialog

Single file

To index a single file, already open in Papyrus:

- Make the file the top window.
- Go to the *Generate Index* dialog as described above.
- Select the style options described below.
- Select For *filename* (Alt-F).
- Select Read and Generate (Alt-A).

The index appears in a new window, labelled *Index*, of the open file.

- Amend and re-style the index file if necessary.
- Set the start page number if the index file is to have page numbers consecutive to its parent file.
- Save and or print the index file.

Multiple file documents

Documents composed of multiple files may readily be indexed (see below). Before indexing, it is important to make sure that the page numbers flow in sequence from one file to the next. Manual adjustment will usually be necessary.

Multiple files (1)

To index several files (method 1):

- Adjust the starting page numbers of all the files that are to be indexed, so that the page numbers flow in the correct order.
- Open each of the files.
- Go to the *Generate Index* dialog as described above.
- Select the style options described below.
- Select **For all open documents (Alt-D)**.
- Select **Read and Generate (Alt-A)**.

The index file appears in a new window, labelled *Index* of, the topmost open file.

- Amend and re-style the index file if necessary.
- Set the start page number if the index file is to have page numbers consecutive to its parent file.
- Save and or print the index file.

This procedure is limited by the maximum number of windows which may be open at any one time, which in turn limits the number of files which may be open at any one time. Each opened file requires a window. For a standard ST the window limit is 4 or 7, for a Falcon up to 15. Various patch programs exist which may increase this limit.

Multiple files (2)

A second method avoids the potential problems of method 1. To index several files (method 2):

- Adjust the starting page numbers of all the files that are to be indexed, so that the page numbers flow in the correct order.
- Open the first file.
- Go to the *Generate Index* dialog as described above.
- Select the style options described below.
- Select Read (Alt-R).
- The file is indexed and **Generate** becomes available as a selection.
- Close the original file.
- Open the next file in the sequence, go to the *Generate Index* dialog as described above and select Read (Alt-R).

The index from the newly opened file is added to the existing index and Papyrus reports how many entries have been indexed.

- Close the newly opened and indexed file and repeat the process until all the desired files have been indexed.
- Select **Generate** (Alt-G) to output the index to a new window, which will be labelled *Index*, of the most recently opened file.
- Amend and re-style the index file if necessary.
- Set the start page number if the index file is to have page numbers consecutive to its parent file.
- Save and or print the index file.

Index file styling

Sub-entry prefix

The **Insert before sub-entries** field allows text to be printed before sub-entries, such as an asterisk.

Range convention

Sometimes the same index entry appears on several pages, one after the other. This may be represented in the index either by:

- A pair of page numbers separated by a hyphen (Alt-1).
- A single page number suffixed by f if the same reference appears on the next page, or ff if the same reference appears on more than two consecutive pages (Alt-P). The indicators f and ff may be changed if required.

TAB to page numbers

An index entry is tabbed from the entry name to the first page number. Further page numbers follow the first, in rising numerical order and are separated by commas and spaces.

Paragraph tags

When an index file is generated, it has two tags associated with it. ENTRY 1 is the style for principal entries and ENTRY 2 is the style for sub-entries. These may be re-styled as for any other tags. Note that the default setting for these tags is that all attributes are switched off.

Pre-defined tags and layout

When the index is generated, Papyrus searches for a template file called `_INDEX.PAP`, according to the standard template search order (see section ***Template***). If this is found, then that template will be used to generate the index file. If it is not found, then Papyrus bases the styles ENTRY 1 and ENTRY 2 on those used in the currently open document.

Notes

The planning and presentation of an index is important to the utility of the final result. Function follows form. In other words, if the index is ugly and unreadable it is wasted. The reader needs guides around the index.

Tags

The default settings of ENTRY 1 and ENTRY 2 will require changing. Even Papyrus is not clever enough to know how your index should be laid out. Often, the font for ENTRY 2 should use a smaller point size than that for ENTRY 1.

Letter separators

To help the reader find the right general area of an index it is useful to include markers for each new letter. Not only are these guide-posts, but they help to break up the text and make it attractive. They must be added manually, but at least there are only 26 or so of them! Use of a tag to set their spacing, font etc. is recommended.

Advice to authors

Papyrus's facilities will allow you to produce, if you wish, an index that is almost as long as your base text. Decide what to index by thinking of your reader. What will they want to find from the index? Does the reader really need to be able to find all the fine detail? Conversely, are you about to miss some major issue? Typically a non-fiction book's index is 1% to 5% as many pages as the rest of the book. The more a document is a work of reference, the longer its index is likely to be.

Design the style of the index as carefully, if not more so, as the rest of the document. A poorly styled index is very hard to use.

Tables

Papyrus provides extensive table manipulation facilities, to make the preparation of tables simple and efficient.

Conceptually, a Papyrus table is an ordered rectangular arrangement of cells, such that each cell belongs to one row and to one column, with line boundaries between adjacent cells.

	Col A	Col B	Col C
Row 1			
Row 2			
Row 3			

When table calculations are being used each cell is labelled by its column letter and row number, in that order, as shown below:

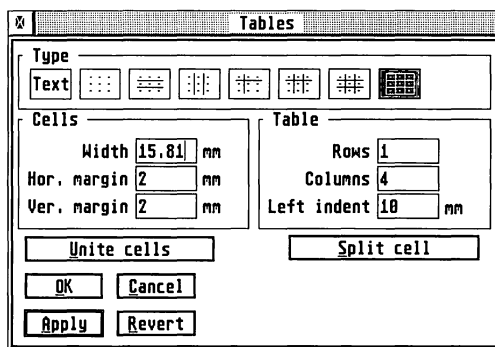
	Col A	Col B	Col C
Row 1	A1	B1	C1
Row 2	A2	B2	C2
Row 3	A3	B3	C3

Currently, tables are only possible in the main text. They may not be present in headers or footers, nor in other text objects, nor in footnotes.

Table...

Ctrl-T

There are two ways to generate a table. Either an empty table may be created or tab-separated text may be transformed into a filled table. This is controlled from the Table entry of the Special menu.



The first line of the dialog allows the type of table to be selected. This is an initial table layout which may be modified later.

- The Text button converts an existing table to tab-separated text form to allow easy amendment or export, if necessary.

- Rows and Columns set the size of the table and the Left indent specifies a margin from the left hand of the text column.

Table	
Rows	<input type="text" value="1"/>
Columns	<input type="text" value="4"/>
Left indent	<input type="text" value="10"/> mm

- left/right and top/bottom margins set the clearance between the nominal cell borders and the display box containing the cell contents.

Cells	
Width	<input type="text" value="15.81"/> mm
Hor. margin	<input type="text" value="2"/> mm
Ver. margin	<input type="text" value="2"/> mm

- Width sets the overall cell width.
- The display box is unaffected by the width of any separation line. The height of each row and thus the size of the display box, is automatically adjusted to allow each table entry to be displayed.
- For text layout purposes each cell entry counts as a separate column. If text in a cell is set fully justified then it will be justified across the display width of the cell (in a narrow cell it is often best to set text ranged left or centred to avoid ugly gaps in the text).
- Clicking on OK or Apply will set the table you have just defined. If it is an empty table it will be inserted at the current cursor position.

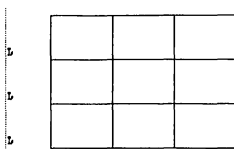
Tab-separated text

Tab-separated text has:

- a new line at the end of each row (Return key),
- entries (which may be empty) for each column of a table, separated by tab characters.

Text entry into a table

After an empty table has been created it looks like this:



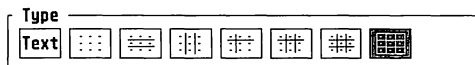
- If the cursor is clicked in any of the cells (empty or not) further text entry takes place from that point. The **Tab** key moves the cursor from one cell to the next, column by column and to the first column of the row below from the final column.
- **Shift-Tab** moves the cursor to the previous cell.
- An ordinary tab character may be entered into a cell by using the **Alt-Tab** keystroke.
- **Shift-←** or **Shift-→** move the cursor to the previous or next field respectively, when the cursor is at the left or right edge of a cell.
- The **↑** and **↓** keys move the cursor to the row above or below its current position.
- The **←** and **→** keys move the cursor over all the text in a cell, in the usual way, but jump from one cell to the next at the start and finish of that text.
- When text (which may include a picture block) is entered into a cell Papyrus automatically adds text lines to the cell such that the contents of the cell may be fully displayed. At the same time, the height of all cells in the corresponding row is set to that required by the tallest cell.
- **Ctrl-Return** causes a new (empty) row to be inserted below the row the cursor is resting in.
- **Shift Ctrl-Return** causes a new (empty) row to be inserted above the row the cursor is resting in.
- **Ctrl-Delete** causes an entire row to be deleted at the cursor position if the cursor is in a cell containing a single line only. If the cursor is in a cell with more than one line of text, then only the cursor's text line is deleted.

- The number of columns may be adjusted by setting the cursor somewhere in the table, calling the **Table** dialog from the **Special** menu, increasing the number of columns and setting this with **OK** or **Apply**. The new columns appear to the right of the existing columns.

Inserting tab separated text

Tab-separated text may be made into a table by the following procedure:

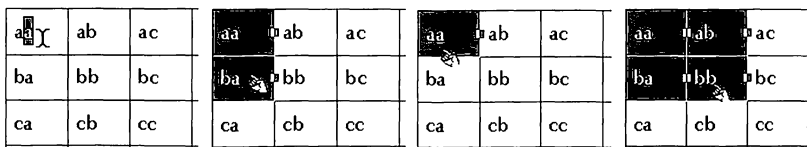
- Prepare tab-separated text, either in Papyrus directly or using some other procedure. Often a database or a spreadsheet can easily export its data in tab-separated form, using a built-in option.
- Import the text into the document, at the point where the table is to appear.
- Select all of the text with the text cursor.
- Bring up the **Table** entry of the **Special** menu.
- Select the table style required and any dimensions (do not select **Text**):



- Select **OK** or **Apply**.
- The table is built and appears in the document, with the cells filled with the data from the tab-separated text.

Cell selection

To select one or several cells use the following procedure. Set the cursor in a cell. Depress the left mouse button and keeping the button depressed, drag the cursor to another cell. The cursor changes to a pointing finger and at least two cells invert their colours.



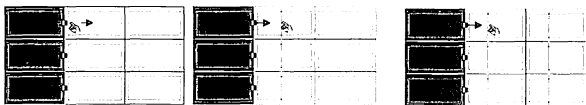
- To select the original cell only, drag the cursor back inside and release the mouse button. That cell is now selected.

- To select a rectangle of cells, drag the cursor to select the cells required and release the mouse button. That rectangular set of cells is now selected.
- To select (and de-select) a single cell, leaving an existing selection otherwise intact, **Shift** click when the mouse pointer is a hand.
- To select a single cell **Ctrl** click with the text cursor. To select a single cell, clearing any other selection, **Ctrl** click when the mouse pointer is a hand.

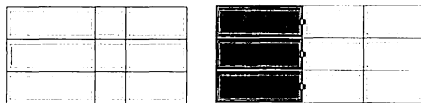
Column widths

After a number of columns, which may be a single column, have been selected:

- The widths of the selected columns may be set using **Width** from the **Table** dialog, with other column widths remaining constant.
- The widths of the selected columns can be set by dragging a vertical column selection bar, with other column widths remaining constant.



After a single column has been selected, the width of that column may be set by **Shift** dragging a vertical column selection bar, with the overall table width remaining constant.



As always, column operations involving dragging with the mouse may be aborted by pressing the right mouse button before the left mouse button has been released.

Line styling

Individual lines, or parts of lines, within a table may be freely re-styled using the *Line style* dialog from the **Object** menu. This styling includes width and colour.

First, the arrow cursor is required:

- A click selects an entire boundary line (horizontal or vertical), clearing any other selection.
- A **Shift** click adds an entire boundary line (horizontal or vertical) to the existing selection, or removes it from the selection if it was already selected.
- A **Ctrl** click selects a boundary line segment (horizontal or vertical) for a single cell only, clearing any other selection.
- A **Shift-Ctrl** click adds the boundary line (horizontal or vertical) for a single cell only to the existing selection, or removes it from the selection if it was already selected.

The dialogs **Line style** and **Colour** from the **Objects** menu will now affect the selected lines and line segments, allowing as complicated a layout as you care to use.

Cell styling

After a cell has been selected (or a group of cells) that cell may be styled with both colour and a fill pattern with the **Colour...** and **Fill...** pattern entries from the **Object** menu:



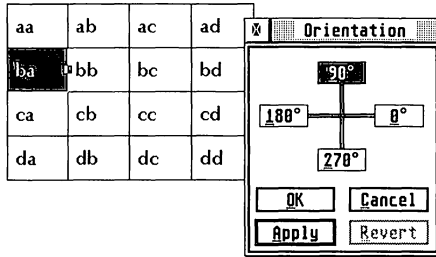
Text within a cell may be selected and given its own colour in the same way as for any other text.

Paragraph offsets

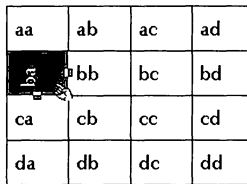
Text in a table should have the paragraph offsets (**Paragraph Offsets** entry of the **Special** menu) set to 0 points before and 0 points after. It may be convenient to set up a tag specifically for tables.

Vertical text

Cells of a table may be given a vertical orientation by selecting the cells, selecting the Orientation... entry from the Object menu and rotating the cells.

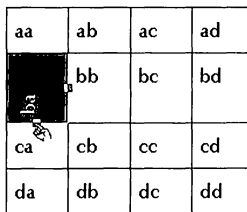


The cell entries rotate and two grab handles appear, the lower of which allows the height of the cell's row to be set by dragging, in the same manner as for setting the width of other cells. In this case however, there is a minimum dimension set by the height of the horizontally oriented cells.



Joining cells

A group of cells may be transformed into one larger cell by selecting the cells and then selecting Unite cells from the Table entry of the Special menu.



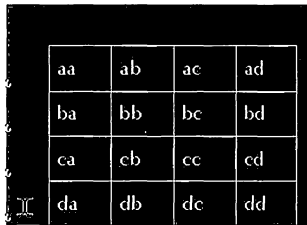
Cell splitting

In similar fashion, a single cell may be split into two (or more) by selecting **Split cells** from the **Table** entry of the **Special** menu.

aa	ab	ac	ad
ba	bb	X	bd
ca	bc		cd
	cb		
	cc		
da	db	dc	dd

Copying tables

Tables may be copied by selecting the table with a text cursor and then selecting **Copy** from the **Edit** menu (or moved by selecting **Cut** from the **Edit** menu).



aa	ab	ac	ad
ba	bb	bc	bd
ca	cb	cc	cd
da	db	dc	dd

The cursor is then moved to the table's new location and the table pasted in by selecting **Paste** from the **Edit** menu. The table may be pasted as many times as required. Note that the various copies of the table are quite independent of one another.

Conversion to Tab-separated text

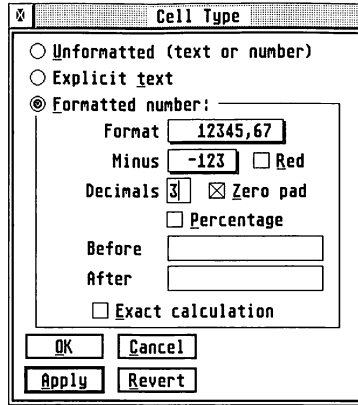
To convert a whole table to tab-separated text, first place the text cursor somewhere in the table and then select the **Table** entry of the **Special** menu. The whole table will be selected. Selecting **Text** will convert the whole table to tab-separated text, where previously the table was (frequently this procedure is best carried out on a copy of the original table.).

The same general procedure may be used for part of a table, but selecting the cells to be converted first.

Cell Type...

Shift Ctrl-T

The results of calculations and the contents of any other cell, may be formatted from the *Cell Type* dialog of the Special menu .



A normal cell is unformatted (text or number) and can hold either text or a number. Setting a cell to **Explicit text** marks that cell for exclusion from any calculation. Setting a cell to **Formatted number** allows control of the presentation of the contents of the cell.

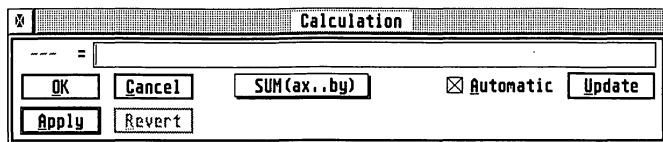
- **Format** allows decimal point and thousand's separators to be set.
- **Minus** allows the presentation of a negative number to be set.
- **Red** sets negative numbers to be printed in red, rather than their otherwise assigned colour.
- **Decimals** sets the number of decimal places displayed.
- **Zero pad**, if checked, forces zeroes after a number such as 1, which is otherwise printed without a decimal point, so that it appears as 1.000.
- **Percentage** displays a fraction as a percentage, with a % symbol, such that 1 appears as 100%.
- **Before** and **After** set text strings to be printed before and after the number, such as £ and p. These strings may include tab characters to assist in formatting.

- If Exact calculation is not checked, then the displayed result is used in any other calculation which references it. If Exact calculation is checked, then the full contents of the cell are used in any other calculation which refers to that cell.

Calculation...

Ctrl- *

Papyrus allows for easy calculations within a table, such as summing rows or columns.

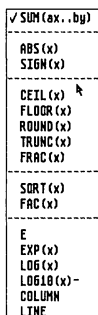


This is enabled from the Calculation... entry of the Special menu. Table cells are numbered, as explained in the section **Tables**.

	Col A	Col B	Col C
Row 1	A1	B1	C1
Row 2	A2	B2	C2
Row 3	A3	B3	C3

Procedure

Place the text cursor in the desired table entry. Call the Calculation entry of the Special menu. Place the cursor on the function pop-up. A function selection bar appears, from where a function may be selected. The function is placed into the formula line.



Functions, such as SUM, with opening brackets, require closing brackets to be entered by the user. The multiply (*), divide(/), addition (+) and subtraction (-) operators may be used, along with brackets to group calculations together. If brackets are not used the order of calculation is undefined. When the formula is complete, select OK or Apply. The cell's screen display is flagged to indicate a formula and the process is complete.

7	2	9
---	---	---

Sum

SUM computes the arithmetic sum of the cell entries in the square defined by ax (top left cell, such as A1) and by (bottom right cell, such as B2). The two cell references must be separated by two dots.

Column and line

These functions return column and row numbers, where column A maps to 1, column B to 2 etc.

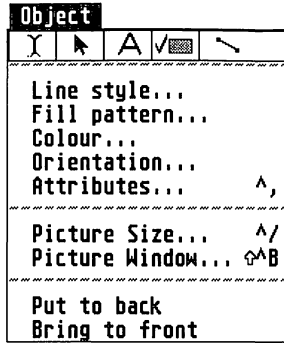
Other functions

Other functions may be typed in directly:

- PI (3.14...).
- SIN, COS, TAN for sine, cosine and tangent (argument in radians).
- ASIN, ACOS, ATAN for arcsine, arccosine and arctangent (result in radians).
- SINH, COSH, TANH for hyperbolic sine, cosine and tangent (argument in radians).

Object Menu

The Object menu provides commands for working with objects on a page in Papyrus, whether in the background layer, or on top of the page.



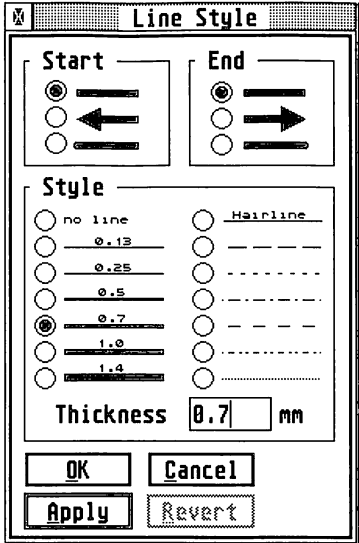
Toolbox icons

The toolbox icons appear at the top of the menu for easy access to them without having to move windows to get to the control panel on the Papyrus desktop. For full detail on using the toolbox icons see the section titled *The Toolbox*.

Line Style...

The Line Style... command opens the *Line Style* dialog, this allows the line attributes of the current selection to be modified (assuming a line or area is currently selected), or to allow the options of future lines to be preset.

The line style is used when drawing filled areas to set the outline used by the object.

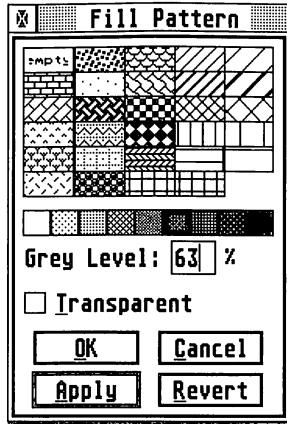


Start and End set the form of the ends of lines: squared, arrowed or rounded. The Style portion sets either the line's thickness, or its pattern, via a set of radio buttons, alternatively a custom line thickness may be set; note that a thickened patterned line is not allowed - a line may either be thickened or patterned.

Fill Pattern...

The Fill Pattern... command opens the *Fill Style* dialog, this allows the fill attributes of the current selection to be modified (assuming an area is currently selected), or to allow the options of future areas to be preset.

Within the dialog either a fill pattern, or a grey level, may be chosen via a set of radio buttons, alternatively a custom grey level may be set; note that a grey pattern is not allowed - an area may either be grey *or* patterned.



The *Transparent* option makes the filled object frame transparent, i.e. any text, object or picture underneath it will show through. The *empty* fill pattern is always transparent, whereas 0% Grey, i.e. white, may be made either transparent or opaque.

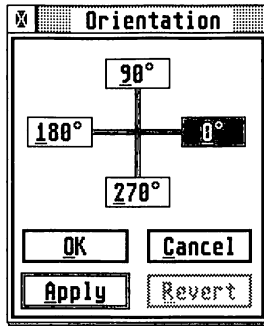
Note that double-clicking on selected object frames provides a quick way of accessing the *Fill Pattern* dialog.

Colour...

The *Colour...* command opens the *Text/Object Colour* dialog, this is identical to the *Colour...* option discussed in the *Style* menu section. The menu is replicated on the *Object* menu for ease of access.

Orientation...

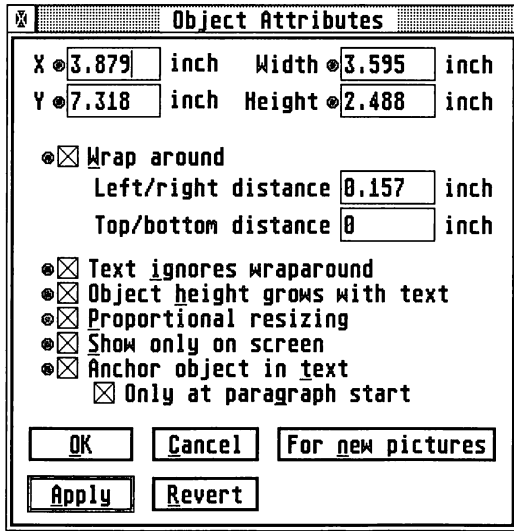
The **Orientation...** command opens the *Orientation* dialog, this allows selected objects to be rotated in 90° steps:



Attributes...

Ctrl-,

The **Attributes...** command opens the *Attributes* dialog, this allows fine control over the position of an object, together with the manner in which text flows around the selected objects.



When a single block has been selected, then all parameters may be freely set and the selected block precisely placed anywhere on the page.

When several blocks have been selected, some parameters are usually deactivated if two or more blocks are on the same page. When the chosen parameters are applied, then those chosen parameters are applied to all selected blocks. For instance, two blocks could be set to have the same left hand margin.

If the *Permit* dot next to a parameter is black, then that parameter is activated and will apply to all selected blocks. If the dot next to a parameter is an unfilled circle, then that parameter is deactivated and the parameter box is greyed out. The parameter will not be altered on any selected blocks.

Activate and deactivate a parameter by clicking on the circle or *Permit* dot.

X and *Y* set the horizontal and vertical distances to the top left hand corner of the block from the top left hand corner of the page.

Width and *Height* set the area of the block from its top left reference point.

Text on a page may be present in:

- flowing text blocks (columns),
- headers,
- footers,
- text blocks (non-flowing).

Papyrus allows a block to be set either:

- to force all text to wrap around it, by specified distances,
- to allow text to flow over (or under) it,
- to force column text wrap around it, by specified distances, but to allow text block text to flow over (or under) it.

When *Wrap around* is set, then all column text is forced to be the distances specified away from the selected block(s). If a block is to the right of a column, then text flows to its left and if the block is to the left, then text flows to its right. The wraparound behaviour may be set for any block type: text, filled, picture or line.

Text ignores wraparound is used when placing a text box on top of a frame that already has wraparound selected. This will force the text in the text frame to not wraparound the other frame but instead to flow over the other frame. This is useful when annotating a diagram that requires the main body text to flow around the diagram but the annotations to flow over the diagram.

Object height grows with text allows a text object's height to change dynamically as additional text is entered; additional lines will be added or removed to/from the space used by the frame as the number of lines of text changes.

Proportional resizing forces all resizes on a frame to size both x and y axes in a manner proportional to one another i.e. the aspect ratio of the frame will be maintained.

Show only on screen option allows objects to be used for display purposes only, when printed they do not appear.

Anchors

Anchor object in text, if enabled, will create an *anchor*, a symbol indicating the piece of text to which the object is tied. Subsequently changing the text will cause the anchor to move with it. As you move the object a line is drawn from the anchor to the object that you are moving.

If enabled, there is a further option to limit the position of the anchor to the start of paragraphs.

In general, you will probably want to have objects anchored to the start of paragraphs as it will ensure that your graphics and text stay in step without your pictures suddenly jumping across the page.

When you want to position a graphic, like a special symbol, within a paragraph, then you will want to disable the **Only at paragraph start** option. It should be noted that objects that have this option disabled cannot also have word wrap applied to them.

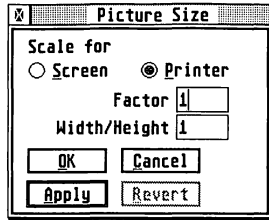
Also if you are designing a backdrop for a document then you will want this without an anchor on a master page.

The **For new pictures** option within this dialog allows the default settings for the wraparound and size of newly inserted pictures to be set.

Picture Size...

Ctrl- /

The **Picture Size...** command opens the *Picture Size* dialog, this allows accurate scaling of the selected pictures.



A picture block may be scaled, according either to the screen or to the printer:

- For a vector graphic (.GEM file) scaling according to the **Screen** preserves the correct image dimensions, scaled by an overall multiplicative **Factor** which sets the height of the picture and with an adjustable **Width/Height** ratio. Both of these may be arbitrary numbers in the range 0.02 to 64. This is the recommended procedure for a vector graphic image.
- For a bit-image graphic (.IMG file etc.) things are more complicated. The overall multiplicative **Factor** sets the height of the picture and the adjustable **Width/Height** ratio sets the width. The size of the printed image depends on the bitmap and printer dots per inch (dpi).

With many images it is important to set the ratio of original image dots to printed image dots to be an integral ratio to avoid unpleasant moiré patterning effects (this is also important if the direct dimensioning procedure noted above is used.) The table provides some useful starting points when scaling for the printer:

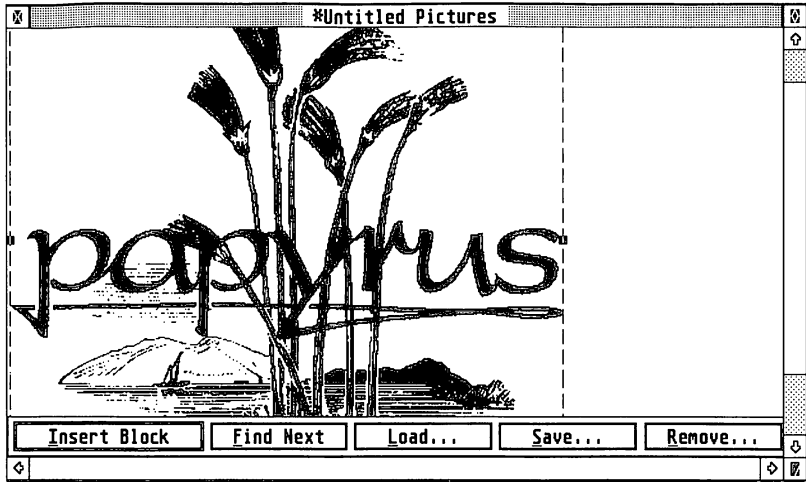
Note that double-clicking on selected picture frames provides a quick way of accessing the *Picture Size* dialog.

Picture Window...

Shift Ctrl-B

The **Picture Window...** command opens the Papyrus picture window; its use is to store the bitmaps and GEM metafiles inserted into a Papyrus document, each document has its own picture window.

It is possible to zoom in and out of the picture by selecting entries from the Zoom menu, for more details see the **Zoom** menu.



Papyrus can load graphics in both bit image and vector formats. Loaded graphics are placed in a picture window. From there they may be repeatedly placed into a document as a picture block, on each occasion being cropped if necessary. The picture window allows full image management and its contents are saved as part of the document.

Picture import

A graphic may be imported either directly from **Insert** on the **File** menu, or indirectly from the **Picture Window** entry on the **Object** menu. If a picture is directly inserted, then it is both placed on the page and recorded in the picture window. Otherwise, the picture window must be opened and **Load** selected from the menu along the bottom. The graphic then appears in the picture window.

A graphic may also be imported using paste if **Use GEM Clipboard** is set in the **Import/Export...** entry of the **Options** menu. This facility is particularly useful when Papyrus is being run under **MultitOS** or another multi-tasking or task switching system.

Picture placement

When the picture window is opened, any graphic in it may be selected in the usual way, by clicking on it. A selection box then appears, complete with re-sizing handles. If necessary, it may be cropped by sizing the selection box, with its handles and moving it. The command **Insert Block** will insert the graphic, as cropped by the selection box, on to the page. Close the Picture Window and the graphic will be found on the page (if in text mode, press **ESC** and click on the graphic to select it; if not in text mode, the graphic will already be selected.).

The picture may be moved and resized with the arrow cursor in the same way as any other block. Its position may also be set from the **Object** menu using the **Attributes...** option.

Copying a picture block

A picture block may be copied by selecting it and then **Shift** dragging with the left mouse button. An outline box appears representing the copy and when the mouse button is released a copy of the image appears in a new picture block. A second copy of the image can also be obtained by inserting the same image from the Picture Window.

It is not possible to use the clipboard to copy picture blocks directly. If a text item which contains the anchor screen symbol is copied or cut into the clipboard, then the images associated with that anchor will appear in new picture blocks, in the same position relative to the pasted anchor, each time that paste is selected.

Deleting a picture block

A picture block may be deleted by dragging it to the Shredder icon, or by selecting the block and choosing **Delete** from the **Edit** menu, or by deleting its associated anchor, if it is anchored. If that block was the last instance of the image, then Papyrus will ask if the image is to be deleted from the Picture Window.

This behaviour may be modified according to the setting **Remove Unused Pictures** in the **Miscellaneous...** selection of the **Options** menu. An image may either be deleted automatically, the question may be asked as above, or the image may always be retained.

Picture Window Management

After the Picture Window has been opened by selecting **Picture Window...** from the **Object** menu:

- An image in the Picture Window may be saved as an external file with the **Save...** option.
- An image in the Picture Window may be deleted with the **Remove...** option.
- Further occurrences of a previously selected image may be found with the **Find Next** option.
- An image may be loaded into the Picture Window with the **Load...** option.
- An image in the Picture Window may be placed on the page with the **Insert Block** option.

Bring To Front Put To Back

This pair of commands move the selected objects behind or in front of all other objects on the page (respectively).

Zoom Menu

Zoom	
25 %	^F1
33 %	^F2
50 %	^F3
67 %	^F4
80 %	^F5
✓ 100 %	^F6
117 %	^F7
200 %	^F8
Full page	^<
✓ Normal	^E ₅
Printer resolution	^>
.....	
Setup...	

All the options under this menu heading determine the size of the document shown in the document window.

All the zoom sizes have keyboard shortcuts as shown on the drop-down menu, e.g. Ctrl-E_s (hold down the CONTROL key and press the Esc key) gives Normal, which displays the actual size of the document as printed, provided an Atari SM124 Monitor or similar-sized high resolution screen is being used; thus, one inch on screen is almost exactly one inch on the printed page.

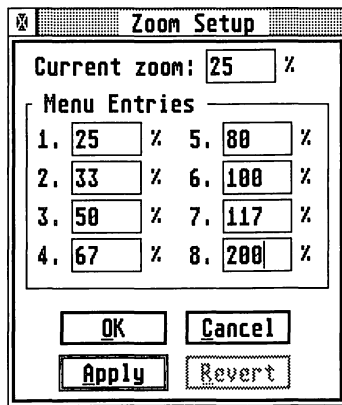
Full page Ctrl-< shows the whole page on screen, as most page sizes are too big to be seen on screen without scrolling. The percentage options are percentages of Normal, i.e. Normal is 100%.

Printer resolution shows each individual dot as it will be displayed on the print and so depends on the resolution of the current printer, as shown (and changed) via the Printer item on the Options menu. You can use this for the ultimate in print preview; letting you see each individual dot that the printer will be asked to print; remember that some printing technologies are not as good as others, a dot matrix or ink jet printer won't be able to print as precisely as a laser printer. The higher the resolution of the printer, the larger the image will be.

When choosing to zoom to a larger size (whether from 100% to 200% or from 25% to 33%), a temporary frame is shown which should be moved over an area of the document by the mouse without holding down the mouse button. Clicking on the frame when it is over the required area displays it in the chosen size.

Setup

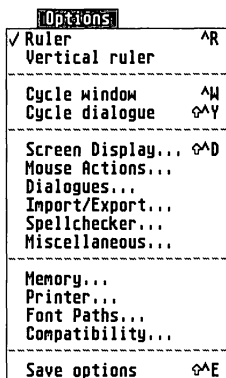
Selecting Setup.., displays the following dialog that lets all the percentage options to be configured to personal taste.



If you are using a large monitor is being used, you may want to configure one of the options to show actual print size.

You can also use this for zooming to a one-off degree by typing a number in the **Current zoom** box and clicking on **Apply**.

Options Menu



The **Options** menu lets you configure Papyrus for your system and for the way you like to work.

Ruler

Ctrl-R

Toggles the ruler and ruler icons on and off. A tick shows the ruler is enabled and the ruler is present. By default the ruler is shown.

You may wish to switch the ruler off so that you can see more of your text on the screen at one time. You can still insert tabs into the text when the ruler is switched off, but you won't be able to see where your tabs will go, change the tag for this paragraph, etc.

The components of the ruler are described in detail under *The Ruler* in the **Toolbox** section.

Vertical Ruler

Toggles the vertical ruler on and off. A tick shows it is enabled.

The vertical ruler is used for aligning objects and seeing where a given paragraph will appear when printed. The vertical ruler defaults to off as most people prefer the additional screen space for their text.

The scales of both rulers are changed via the Screen Display command on the Options menu.

Cycle Window

Ctrl-W

If more than one document is open, this function brings each document to the top in turn and makes it the active window. If a dialog is the currently selected window, this switches to the current document's window.

Usually, simply clicking on a window makes it active and is quicker and more convenient than using the *cycle* function. However if you have a lot of documents open on a standard-size screen, using Cycle Window will be much quicker than re-sizing all the windows.

This command is also great for people who like to drive with the keyboard only; the sequence Alt-W, Alt-W, Ctrl-C, Ctrl-N, Ctrl-V, Ctrl-W will copy the next two words under the cursor in the current window to a new one, leaving you editing the original window.

Cycle Dialog

Shift Ctrl-Y

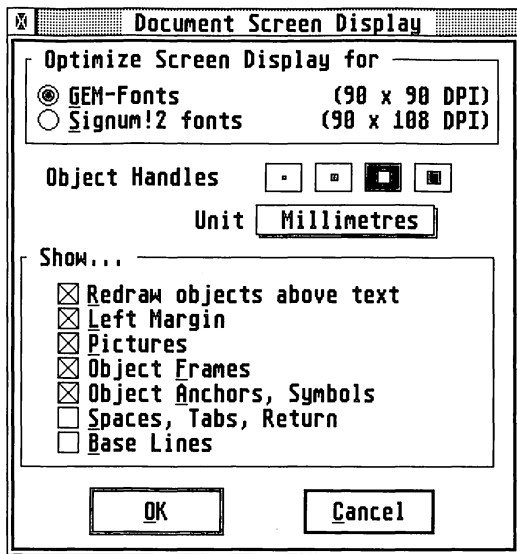
If more than one dialog is open, this function cycles between them, making each one active in turn. Even if there is only one dialog open on the screen, this command will switch to it.

Usually, simply clicking on a window or dialog makes it active and is quicker and more convenient than using the *cycle* function. However, if the required window or dialog is hidden behind another one then the *cycle* option may be appropriate.

Screen Display

Shift Ctrl-D

This command brings up the following dialog to let you customise how your document is displayed on the screen.



Optimise screen display

This option toggles between GEM-fonts and SIGNUM!2 fonts. Choose whichever appears to make text clearer; generally if you are using just standard GEM fonts, have GEM-Fonts selected.

There may be slight changes in the height/width ratio of text characters. Only the screen display is affected.

Object Handles

These are the small black squares which surround selected frames. The size of the handles may be chosen by clicking on one of the buttons. If you find that large object handles are distracting and don't give you enough fine mouse control, then choose a smaller size. Alternatively, if you are using a high resolution on a small monitor, using a larger size may mean that you can actually see the handles!

Units

Clicking on the Units box gives a choice of units, millimetres, centimetres, inches and picas. A pica is 1/6th inch. The *Rulers* and the *Page Layout*, *Table*, *Line Style* and *Object Co-ordinates* dialogs will be changed to the selected units.

Show

This group of check boxes lets you set how text and objects are displayed on the screen when editing. This is very much a matter of personal choice - some people like to see the document as it will appear on paper while others prefer to be able to see exactly which special characters they have inserted.

Redraw Objects Above Text

If this item is enabled, i.e. a cross is displayed in the little box by this item, then objects will be drawn over the text that you are editing, possibly obliterating what you are typing, but showing how the document would appear when printed.

If you disable this option, then objects won't be drawn over the line that you editing, but will re-appear when you move to another line or print the document.

Left Margin

When **Left Margin** is selected, the white space to the left of the text area is shown on the screen. The size of this margin is set in the *Page Layout* dialog on the **File Menu**.

When this margin isn't displayed there's more room for your text on screen, so you'll need to use the horizontal scroll bar less. On the other hand, if you want to place objects to the left of the text area, you won't be able to do this without enabling this option.

Pictures

If enabled, i.e. a cross is inserted in the little box by clicking on it, imported pictures will appear in the document. If disabled, the picture is replaced by a grey fill and scrolling and screen display is faster.

Object Frames

This option controls whether a box is shown around text frames. If enabled, text frames are visible - but not printed. If disabled, they are not shown on screen and the document is shown as it will appear in print. Text frames are described in the **Toolbox** section.

Object Anchors, Symbols

Anchor symbols are used to indicate the paragraph that an object is tied to. When Object Anchors, Symbols is disabled, anchors are only shown when moving the object; with this option enabled the anchors are shown all the time.

This option also controls whether index entry symbols and special characters (as inserted via the Special Chars item on the Special menu) are displayed. The corresponding text is always shown, this option just toggles the symbols that tell you that you have used a special character rather than ordinary text.

Spaces, Tabs, Return

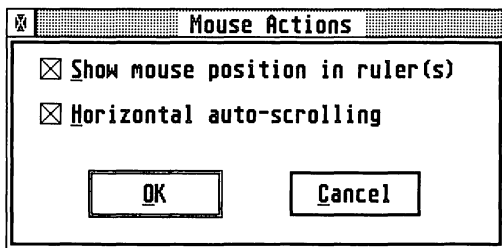
When enabled, non-printable characters are inserted in text to indicate spaces, tabs and carriage returns. Spaces are shown as a single dot, tabs as a line of dots and carriage returns as an arrow like that traditionally used on electric typewriters.

This option can often be useful to check that you don't have multiple spaces when only one is required or that you have used spaces where a tab or carriage return would be more appropriate. However many people prefer the cleaner look when this is disabled.

Base lines

If enabled, non-printable dotted lines are drawn along the base line of each text line. The base line is the line at the bottom of characters without descenders. This is useful for lining up text and object frames.

Mouse Actions



This dialog configures the behaviour of the mouse when using Papyrus.

Show Mouse position on ruler(s)

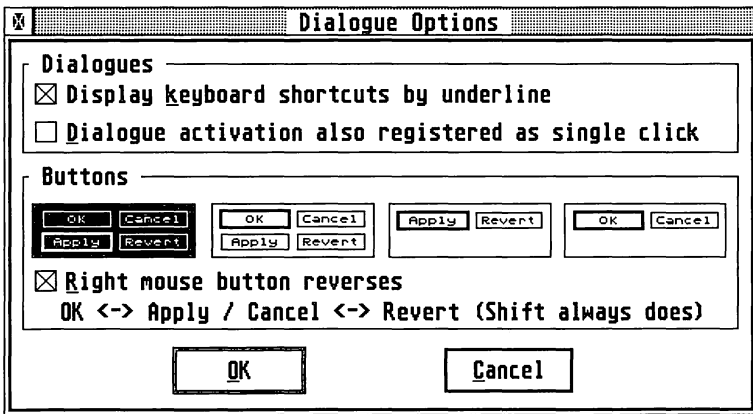
If this option is enabled, i.e. a cross placed in the button by clicking on it, a hairline appears on whichever rulers are shown on screen. This is useful for accurate positioning of text, objects and pictures on the page.

Horizontal auto scrolling

If enabled, causes the screen to scroll horizontally as the mouse is dragged to the left or right window edge. Note that this option does not cause horizontal scrolling if the mouse button is not pressed.

Disabling this option means that scrolling horizontally may only be carried out using the scroll bars across the base of the window.

Dialogs



Display keyboard shortcuts by underline

This controls whether the Papyrus keyboard shortcuts for buttons are shown on the screen. If enabled these are shown as underlined, like the k in keyboard, indicating that this option may be toggled on and off by pressing Alt and k just as if you had clicked on the check box.

If this option is disabled then the keyboard shortcuts are not shown by the underline although they will still work.

You may want to disable this option if new users find this confusing, or for a slightly faster display of dialogs.

Activation registered as a single click

With this option selected you can click on buttons and text fields (with the left mouse button) without selecting the dialog window first. This will automatically select the dialog that you have clicked on as the front dialog.

If this option is disabled then clicking on a button or text field will just select the dialog window and you will need to select the button or text field again. This is the traditional way that GEM dialogs and windows work.

This option is particularly useful if you have the *Function Keys* window displayed as you can click straight on the buttons with the mouse.

Buttons

These four options determine which buttons appear in most of the Papyrus dialogs. The two 4 button combinations let you choose whether **OK** or **Apply** is the default when you press the **Return** key.

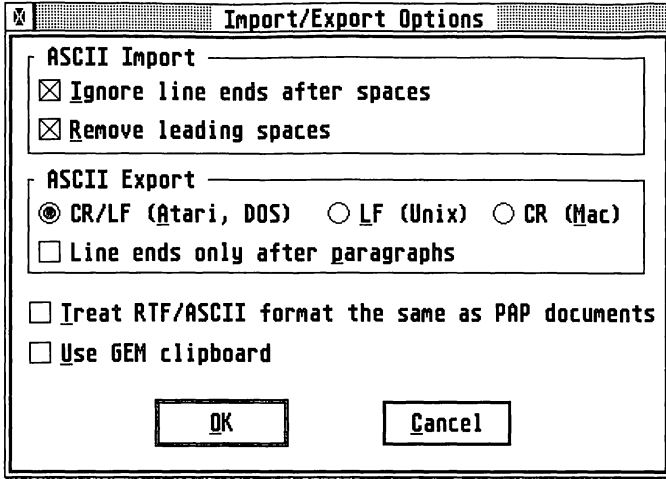
The 2-button versions have the advantage of using slightly less screen space in some cases (for example in the *Line Styles* dialog), thus letting you see a little more of your document. However, it isn't obvious how to use the 'missing' commands so we only recommend that you use this once you are familiar with Papyrus.

To select **OK** when there is no **OK** button, hold down **Shift** on the keyboard and press the **Apply** button and vice versa. If there is no **Cancel** button then **Shift-Click** on **Revert** and vice versa.

Right mouse Button Reverses

This option lets you use the right mouse button to reverse the operation of **OK** and **Apply**, **Cancel** and **Revert**. Thus with this selected, clicking on **OK** with the right mouse button will **Apply** the changes. This would typically be used when using one of the two button alternatives.

Import/Export



This dialog determines the options set when Save as.. or Export... are used to save a file in non-Papyrus format and also to import a non-Papyrus file.

As these relate mainly to the ASCII format, it may be useful to describe this in non-technical language. ASCII stands for *American Standard Code for Information Interchange*. Each of the main alpha numeric and punctuation characters is given a standard code number between 32 and 127 which is recognised by virtually all computers and printers. Codes below 32 are for non-printable characters, such as ESC.

Codes of 128 and above contain a variety of characters which can be used in a Papyrus document. They are more easily accessed from the *Font Layout* option. Unfortunately different computers (and even different programs on the same machine) display different characters for different values above 128. Thus if you want to read a document properly on another system you should avoid using these characters, as they may not be accepted by other software.

Under TOS 2.05, 3.05 and above you can type ASCII codes directly into your documents. For example, in text mode, hold down the Alt key and type 97 on the numeric keyboard. Release the Alt key and the letter a will be printed, because 97 is the ASCII code for a. Of course, it is much easier to type a from the keyboard.

ASCII files are by convention given the extension .ASC. As Papyrus detects file extensions, .PAP must *not* be used for non-Papyrus files, as they are automatically saved as Papyrus files and other applications won't be able to read them.

Files saved in ASCII are stripped of all software-specific format and style. As a result, ASCII documents can usually be loaded into any word processors, document processors, desktop publishers and other software which can enter text; naturally you will lose any styling or font information.

Since diskettes formatted on Atari computers can normally be read by MSDOS, ASCII files can also usually be loaded into other makes of computer; this applies to modern Macintoshes and Amigas as well as PCs.

However, there are some problems and the options in this dialog overcome the major ones. Different systems use different characters to indicate the end of a line. Some ASCII files have a line end only at the end of each paragraph, in the same way that you only press Return in Papyrus at the end of each paragraph. Other ASCII files have an end of line at the end of each line; this is often the form used by simple text editors.

ASCII import

It is advisable to enable both the two options under this heading.

Ignore line ends after spaces

Many programs that export ASCII as separate lines rather than paragraphs output a space character at the end of lines which are not the end of paragraphs. Using this option will cause Papyrus to reconstruct such paragraphs automatically.

Remove leading spaces

Some programs can only export ASCII by printing to disk, i.e. storing the ASCII characters that would be sent to the printer in a disk file. Often this will mean that the left hand margin will be sent as spaces. Using this option will save you deleting these manually.

It will also remove the spaces at the beginning of lines caused by paragraph indents and tabs which may be better achieved by using Papyrus' paragraph tags.

ASCII Export

There are three options to include carriage return (CR) and linefeed (LF) codes automatically which are understood by various operating systems. Keep the CR/LF button selected if you are exporting to another program on the Atari or to the PC. Use the LF button if you are moving the file to Unix or the Amiga and use the CR button if you are taking the file to the Macintosh.

Line ends only after paragraphs

If you are exporting the text to a DTP package or a word processor, you will almost certainly want to enable this option as this will mean that each paragraph will remain a paragraph and won't need extra ends of lines laboriously removing. Enabling this option removes soft (automatic) carriage returns from the end of each line, thus making each paragraph one long line. If a hard carriage return is detected, which is what happens when Return or Enter is pressed, it is retained in the ASCII document.

If you are exporting to a simple text editor, or communications package you need to disable this - otherwise each paragraph will be treated as a single line. If you do set *Line ends only after paragraphs*, at best the editor may split the paragraphs where you don't want; at worst the editor may crash because it has been given a 400 character line.

Treat RTF/ASCII format the same as PAP documents

Normally when you load an RTF or ASCII file Papyrus converts it to a Papyrus document; that way you can use all the Papyrus facilities in your imported document. When you save the file out it will be saved as a Papyrus document with a .PAP extension.

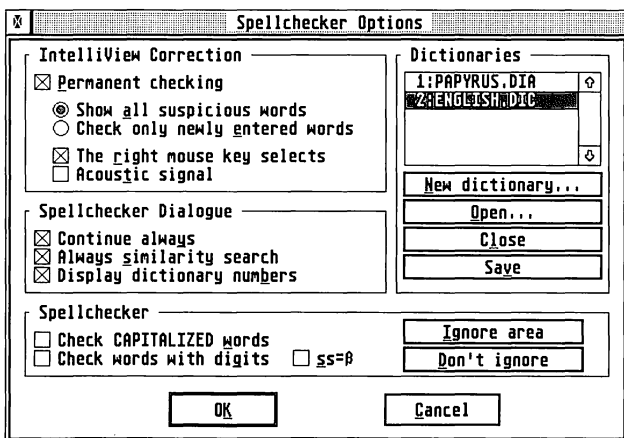
If you enable this option then Papyrus won't convert the document from ASCII or RTF; that way you can move the file you have edited back to the program or system that you imported it from. Note however that Papyrus cannot save tables and images in RTF files and that ASCII files will not containing any formatting information (bold, underline etc.) whatsoever.

Use GEM clipboard

When using the GEM clipboard, Papyrus will save the text you cut or copy to your hard disk in both RTF and ASCII formats. The cut/copied text will be saved to a folder called CLIPBRD on drive C. The GEM clipboard is useful when transferring text between different applications that support the GEM clipboard; it is not necessary for using the clipboard within Papyrus. See the Edit menu section for a detailed discussion of the GEM clipboard.

Spellchecker Options

The *Spellchecker Options* dialog is used for controlling the IntelliView Correction system and managing dictionaries as well as the main *Spellcheck* dialog. This can be accessed via the Options button in that dialog as well as from the Options menu.



IntelliView Correction

Many people are too lazy to run the Spellchecker before they print their documents; others prefer to spot typing mistakes as they enter their text. IntelliView Correction is for these people; it shows on screen words that aren't in the current dictionaries by drawing a zig-zag line underneath them like this:

John had completely recovered from the accidnt

and optionally makes a sound too.

Permanent checking

Selecting this check box enables IntelliView Correction and the sub-items in the dialog box.

Show all suspicious words

When this is selected all words, anywhere in the document are checked; this can slow down screen display a little. Alternatively, choosing Check only newly entered words will only check words as you type them.

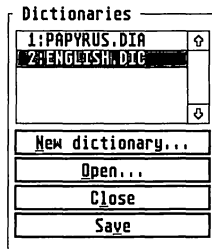
The Right Mouse key selects

With this option selected double-clicking with the right mouse button on a misspelt word will display the main Spellchecker dialog, so that you can look for an alternative, or add it to a dictionary.

Acoustic Signal

Enabling the Acoustic Signal option will cause Papyrus to make a sound when you enter a mistyped word. For people without speakers, the menu bar will flash too.

Dictionaries



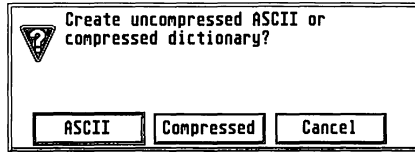
This part of the dialog is used for controlling which dictionaries are used by Papyrus, saving dictionaries and creating new dictionaries.

The scrollable list shows which directories are currently loaded. An asterisk (*) in front of a directory name shows that the dictionary has been modified since it was last saved. Dictionaries with file extension .DIC are compressed, whereas in .DIA entries the words are stored as ASCII. .DIA files are not pure ASCII however, they should be created as described below.

The numbers before the dictionary names are the numbers that are used in the suggestions part of the main *Spellchecker* dialog. You can remove these by de-selecting the *Display dictionary numbers* item.

New Dictionary

This button creates a new dictionary; first you are asked to enter the sort of dictionary that you wish to create:



If you select **ASCII** then the words in the dictionary will not be compressed; this means that they can be searched faster than a **Compressed** dictionary but that the dictionary will take up more room in memory and disk. Compressed dictionaries are more appropriate where there are many entries, such as entire languages, where the uncompressed dictionary would use a great deal of memory.

After choosing the type of dictionary you are creating, you will be presented with the file selector to enter the name of your new dictionary; you should use an extension of **.DIA** for ASCII dictionaries and **.DIC** for compressed ones.

If you want to add words to your dictionary immediately, open a file containing the words, select **Spellchecker** from the **Text** menu and select the **Add All** button; this will add all the words that are not in an existing loaded dictionary. Note that you may want to add the plural versions of nouns and the different conjugations of verbs. For example, if you were adding **download**, you might want to add **downloads** and **downloaded** as well. A dictionary can start with no words in it at all, you can then add them manually as you find them with the spellchecker.

One approach to using multiple dictionaries is just to use one dictionary of your own and put all the words that you use, that aren't in the main dictionary in that.

Another approach is to use different dictionaries for different categories of writing. For example, if you sometimes write about horses, you might want to include *morgan* in your *HORSE* dictionary; if you were then writing about the profits of your business and mistyped *margin* as *morgan*, Papyrus could spot the error (as long as you didn't have the *HORSE* dictionary loaded). If you just put everything in one dictionary, Papyrus would let this one through. So we recommend that you use separate dictionaries.

One thing not to do, is to add items to the main *UK.DIC* file; if we then upgrade the dictionary, you'll have the choice of using the new dictionary and losing all the words you have entered, or using the old dictionary and not being able to use the new improved dictionary at all.

Open

This button is used to open an existing Papyrus dictionary, so that its words will be searched when using the spellchecker.

Close

This will remove the currently selected dictionary, (*ENGLISH.DIC* in the example above) from memory; it will no longer be searched by the spellchecker. To select another directory just click on its name in the list.

If you have made changes to the dictionary then you will be asked whether you wish to save the changes you have made.

Save

The *Save* button will save the currently selected dictionary to disk. You don't have to save directories in this way, as Papyrus will prompt you whether you wish to save them when you quit; but of course, this won't help if you have just spellchecked your novel and there's a power cut.

Spellchecker Dialog

This part of the spellchecker options lets you configure the main *Spellchecker* dialog to work the way you like.

Continue always

When *Continue always* is selected, the spellchecker will look for another misspelling as soon as you click on *Add*, *Replace* or *Ignore*. Most people find this the most natural way to use the spellchecker.

If this option is not selected then you will need to explicitly press the Continue button after each Add, Replace or Ignore.

Always similarity search

This item controls how the Similarity Search button in the main *Spellchecker* dialog starts after a new word is found. If this is selected, each time the *Spellchecker* dialog appears, whether as a result of clicking on a word with the right mouse button or via the Spellchecker command, Similarity Search will be selected. This is generally the best setting for faster machines like the Falcon.

If you are running on a slower machine you may want to disable this so that you'll obtain a faster response; you can always then switch to the Similarity Search if you can't see what is wrong.

Display dictionary numbers

This option controls whether a number is shown before dictionary names and words in the *Suggestions* dialog box. When Display dictionary numbers is enabled, you can see which dictionary the suggestions come from and this may help in choosing the correct word. L: indicates that a word is one of the local exceptions (created via the Ignore button of the *Spellchecker* dialog).

If you find the numbers distracting then disable this option.

Spellchecker

Spellchecker	
<input type="checkbox"/> Check CAPITALIZED words	<input type="checkbox"/> ss=ß
<input type="checkbox"/> Check words with digits	
	<input type="button" value="Ignore area"/>
	<input type="button" value="Don't ignore"/>

Check CAPITALISED words

With Check CAPITALISED words selected, Papyrus will see whether words that are made up entirely of capital letters are in one of the currently loaded dictionaries. Using this has the following advantages:

- As such words tend to be names, they won't be in the dictionary and using this option will save time.
- It is an easy way to ignore old fashioned computer listings.

On the other hand:

- Misspellings of company initials and programming keywords are some of the worst mistakes that you can make in a document, so you want them checked! But the lower case equivalents of such words often do not make sense, so you don't want them in the dictionary anyway.

Check words with digits

If this option is disabled then words containing digits will be ignored by the spellchecker; often these will only be present in words that won't need checking (e.g. the road name A6). However, if you have Check words with digits selected, she will be spotted as a typo for the.

ss=ß

This option is for users of the German dictionary; when enabled the ß is treated as the ss that it sounds like. The German dictionary is available at extra charge, please contact HiSoft for details.

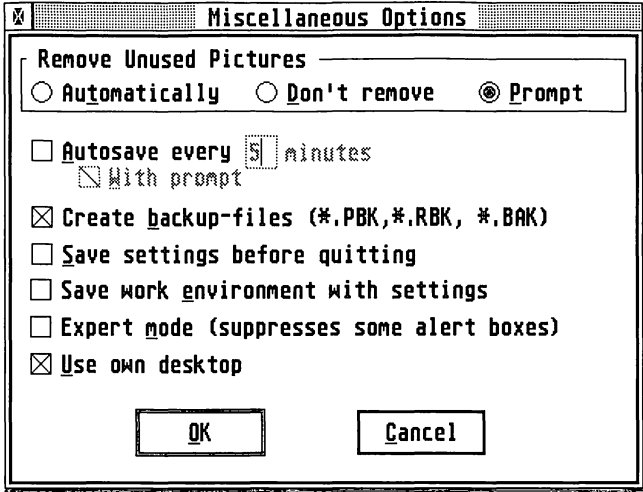
Ignore area

This command causes the currently marked block to be ignored by subsequent spellchecker commands. It can be used to avoid checking sections written in foreign languages, program listings etc. Multiple blocks may be marked separately and this command used repeatedly.

Don't ignore

The Don't ignore command, causes the marked block to be included in further spellchecks. It thus un-does any previous Ignore area commands that were using within the marked block.

Miscellaneous Options



Remove unused pictures

This option lets you configure what happens when you delete the only occurrence of a picture in a document. If you set this to **Automatically**, then the picture will be deleted from the document. Should you wish to place the same picture somewhere else you will need to re-insert with the **Insert** command from the **File** menu.

Choosing **Don't Remove** will cause the picture to stay in the Papyrus file; you can see the picture in the *Picture Window* and re-insert it using the **Insert Block** button. However, if you don't re-use the picture, it will still remain in your Papyrus file, thus using more disk space and taking a little longer each time you load and save your document.

Prompt will ask you whether you wish to delete the picture or not when you delete its only occurrence. Most people will find this the most useful setting.

Autosave

If enabled, this option will automatically save the current document at the intervals entered in the box, provided there have been changes to the document since it was last saved.

We recommend that you use this option, so that if for some reason the computer crashes, for example if there is an interruption to the power supply, some of the work will be saved. It is recommended that work is saved under the current filename at frequent intervals in addition to autosave. If `With prompt` is enabled, a dialog gives the option to save now, save later, or not at all during the current session. If `never` is selected, the autosave option is effectively disabled for the rest of the session and will only become active on re-loading Papyrus.

Create Backup Files

If the option to `Create Backup files` is enabled, whenever the file is saved under its current name the previous version is given a new extension and retained. Papyrus (.PAP) files are saved with the extension .PBK, RTF files with the extension .RBK and ASCII files with the extension .BAK.

Save settings before quitting

If enabled, changes to all settings are saved when you exit Papyrus via the `Quit` command; so the next time you load Papyrus the setting will be the same as when you last used it.

If disabled, the settings that were explicitly saved with the `Save Options` command are used the next time that you load Papyrus.

Many people find that it is easiest to enable this option, as you don't have to remember to save the settings yourself. If you set some options that you don't normally use, you can then disable this option explicitly so that the next time you load Papyrus it doesn't start up with these strange options.

Save Work Environment with settings

When enabled, the options file will remember which files and dialogs you have open. It also remembers the positions and sizes of your windows. When you re-load Papyrus the files and dialogs will be re-opened allowing you to continue from the precise point that you left off. If this option is disabled then Papyrus will display its open document file selector when it is loaded.

This option is almost always used in conjunction with the `Save settings before quitting` option; otherwise the environment that was opened when last saved the options with the `Save Options` command is used.

Expert Mode

When expert mode is enabled, some alert boxes will be suppressed. These are those for copying and deleting master pages, adding all unknown words to the dictionary and using the current wrap around and size settings for newly inserted pictures. Use this setting if you find these alerts annoying but don't blame us if you add misspelt words to your dictionary by mistake.

Use own Desktop

This option controls whether Papyrus uses its own Desktop (containing the Shredder). This lets you delete pieces of text without using the Cut and Delete commands from the Edit menu.

In a multi-tasking environment you may find it preferable to leave the desktop alone, so that you have access to the 'real' desktop at any time; to do this, de-select the Use own Desktop item. You will then need to use the menu commands (or their keyboard shortcuts) to delete text.

Memory

The memory dialog is very important to Papyrus, the values entered into this dialog determine how much memory Papyrus uses.

Memory Configuration

papyrus currently occupies...	1003 kB
Free for documents.....	158 kB
Free system memory.....	118 kB
papyrus' Speedo cache.....	62% full

Maximum for papyrus.....	<input type="text" value="1500"/> kB
(Papyrus will never occupy more than this)	
Minimum left for the OS.....	<input type="text" value="10"/> kB
(The amount that is left for the system)	
Printer bitmap buffer.....	<input type="text" value="16"/> kB
(Minimum 16 kB)	
papyrus' Speedo character cache...	<input type="text" value="16"/> kB
(Minimum 4 kB)	

This dialog will also tell you other useful information including the memory available for documents, Papyrus' current memory usage, system memory available and how much of Papyrus' own Speedo cache is used. If this figure isn't nearing 100% in general use, then you can decrease the size the cache using the bottom editable item.

Papyrus' Speedo cache

When SpeedoGDOS scales font characters it stores them in an area of memory called the *font cache*; then if it needs to draw the same character again in the same font, style and size, it does not need to re-calculate the pixels it needs, it can use them straight from the font cache. Thus with a larger font cache, documents with many fonts will be displayed on the screen more quickly. There will still be a slight pause when a particular font is first displayed as Papyrus will need to scale it the first time.

The Save cache item will store the current contents of the font cache and this will be re-loaded when you reload Papyrus; thus avoiding that delay when first displaying a font. The cache is stored in the file PAPCACHE.

Maximum for papyrus

This entry tells Papyrus how much memory it is allowed to use. If you set this too high and are running a multi-tasking environment such as MultiTOS, you won't be able to load other programs. Alternatively if you set this entry too low, then you may run out of memory when editing large documents or using the spellchecker.

The minimum amount of memory you should give Papyrus on a 2 Megabyte machine is 1500Kb if you want to use all the features - spellchecker etc. This still gives room for the Papyrus' printer buffer and Speedo cache.

Minimum for the OS

This setting tells Papyrus how much of the remaining memory Papyrus should give back to the system, again this is very important when running under a MultiTOS style environment. This amount of memory will always be left to the operating system regardless of the setting of Maximum for papyrus.

Printer buffer

Papyrus uses the printer buffer for both preparing the image that it will send to the printer and for storing the characters that it will send to the printer when printing in background mode.

You may see an alert when printing saying that the buffer is too small; this is the place to increase it.

Increasing the size of this buffer will speed up printing in the background. It can also have a dramatic affect on the speed of printing large GEM metafiles (.GEM pictures) as Papyrus can play the metafile once rather than the many times required if the buffer is small.

Papyrus' Speedo character cache

This entry sets the size of the buffer that Papyrus uses for scaling Speedo characters; if you aren't using any Speedo fonts you can set this to the minimum (4Kb).

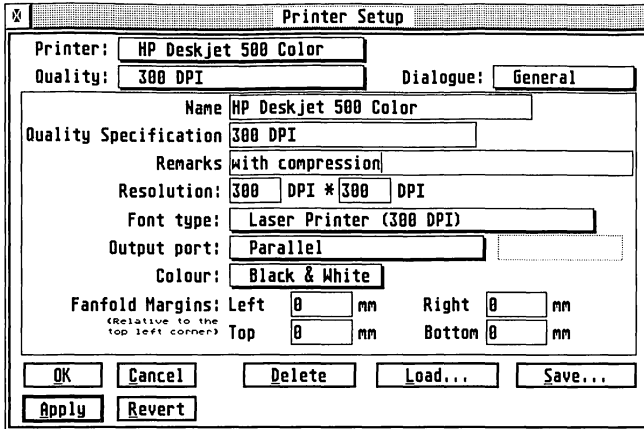
Printer

Most people will not need to use this dialog, just use the **Printer** and **Resolution** items from the main **Print** dialog. If your printer isn't mentioned, use one that it emulates (see your printer's manual for details). Alternatively, if there is no Papyrus printer driver for your printer, but there is a SpeedoGDOS driver then you should select the driver with the SpeedoGDOS *Printer Drivers* accessory and choose **GDOS Printer 21** from the **Printer** pop-up in the **Print** menu.

However, if you decide that you need more control over the printing process or if you own an obscure printer then Papyrus can help through the use of this dialog.

The actual printer setup dialog is quite complex and for many users, the most you may ever want to do is simply add or remove a printer driver, or alter a driver to correct a minor positioning problem. For the more expert users however, we would suggest that you tread carefully, since a wrong entry can lead to at best printing problems, at worst no printing at all. If you do want to attempt to build a new driver, we would suggest that you try and use one of the supplied drivers as a starting point, as this will give you a much better chance of succeeding.

The Printer Configuration box is meant for experts only and you can change a printer configuration or set a completely new one if it doesn't work the way you want it to. Sometimes it is necessary to set the paper feed to a specific slot or to set printer specific margins.



Note that you can also reach this dialog via the Setup... button in the Print dialog.

The pop-ups Printer and Quality show the values for the current printer driver. A printer driver is determined by its Name and its Quality. Drivers with the same name and different quality status are summarised so you can choose between the qualities when you call up a printer in Print Document. For some drivers, the resolution also lets you choose between paper sources.

The pop up Printer always contains the entry New printer driver. This creates a copy of the current driver which can be changed from there. After you changed the settings (at least name or quality) you can create the new driver with Apply.

The three buttons in the bottom right control individual drivers:

Delete removes the current printer driver; thus freeing the small amount of memory used by it.

Load... loads an individual driver, these have extension .DRI.

Save... saves the current driver in a file; using the .DRI extension.

All printer drivers in the pop up are saved in the standard PAPYRUS.INF file that is saved via the Save settings item on the Option menu, or automatically if you have Save settings before quitting selected.

The Dialog pop-up chooses which part of the driver is to be edited.

General sub-dialog

This sub-dialog is shown in the previous picture.

Name

This is the name that Papyrus will show in the Printer popup; you can edit this if you wish, it must not be completely empty.

Quality Specification

This is the string that Papyrus will specify in the Quality pop-up. This can be changed to any text string but must not be empty.

If you are using a high quality printer (like the 600 dpi Laser Jet 4 and compatibles), use Speedo fonts as these are scalable to any resolution. If you use a 300 dpi font at 600 dpi you'll just get four 600 dpi dots instead of one 300 dpi dot giving no difference from printing at 300 dpi apart from the extra time to print.

Remarks

The Remarks field is for comments; it is generally used for indicating the capabilities of the driver such as whether it supports compression.

Resolution

Specifies the printer resolution; horizontal first (in dots per inch) and vertical (also in dots per inch). These are the values that will be given to SpeedoGDOS for scaling characters and graphics.

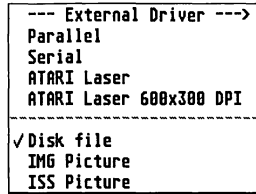
Font type

```
Screen medium Resolution (90*45 DPI)
Screen high Resolution (90 DPI)
Signum2-Screen Format (90*108 DPI)
9-Pin Printer (120*144 DPI)
Laser Printer (150 DPI)
✓ 24-Pin Printer (180 DPI)
Fax (200 DPI)
Signum2 P9 Format (240*216)
Laser Printer (300 DPI)
Signum2 P24 Format (360 DPI)
Laser Printer (400 DPI)
Laser Printer (600 DPI)
```

This pop-up lets you choose the favourite font type of the printer. This only affects GDOS 1.1 and Signum fonts; Speedo fonts are always scaled to the appropriate resolution.

This helps Papyrus choose the best alternative if a font is available in different resolutions; using a screen font on a laser printer would give very poor quality output. Conversely if outputting to an .IMG file for use on the screen, Papyrus would have to scale down a laser printer font, giving a worse result than the hand tailored screen font.

Output port



This specifies where the printer is attached. The parallel port is the usual printer port, but some printers are attached via the serial port. Atari Laser printers are connected to the DMA port and so have their own special item.

Selecting **Disk File** will prompt you for the output file name (with extension .PRN) and produce a file containing precisely the same characters that would be sent to the printer. Thus you can use the Desktop to print such files by just double-clicking on the file (assuming you haven't installed an application to use .PRN files). This can be useful if you have leaflets that often need to be printed but that are complex and so take Papyrus a while to print.

Perhaps more importantly this lets you take the disk file to another machine without Papyrus (and perhaps not even an Atari) and print it there. For example, if you know someone with an HP LaserJet 4 you can change the output port to **Disk File**.

Especially at high resolutions (like 600 dpi) the files produced can be very large, so you may need to print only a page at a time, so that they will fit on a floppy disk! This output is ideal for making masters for photocopying or even offset litho printing if the highest quality isn't required.

IMG picture is used to output to a standard GEM image file that can then be read by most Atari graphics packages.

ISS picture can be used for output to specialised high quality phototypesetters all the way up to 2400 dpi, at the expense of enormous files.

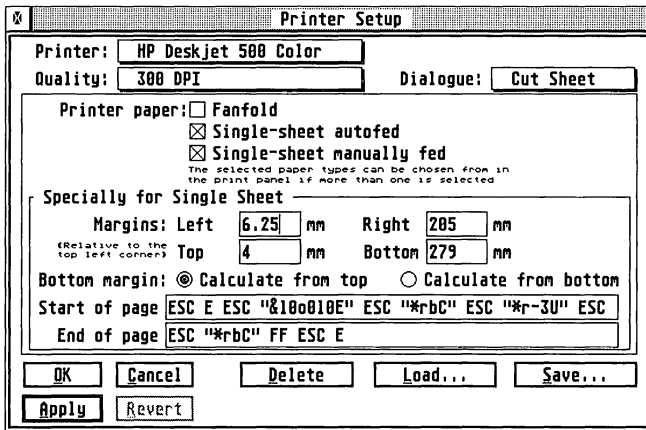
Colour

If the printer driver contains colour control characters you can set it to colour print here. Usually the drivers are set to Black and white initially. In this case all colours except white are printed black.

Margins

For printers with a restricted printing area you can set the maximum area to be printed on for continuous paper. These margins are given relative to the top left of the page in the current units. When you choose the driver these edges appear on the screen in thin dotted lines.

Cut Sheet sub-dialog



Here you can set the kinds of paper that the printer supports. If more than one a pop-up with the possible kinds of paper appears in the dialog *Print Document*. You can also set the print margins for single sheets (which are often different from continuous fanfold paper) and the control characters for page beginning and page end. The control characters set here are only used for single sheet printing and override those set in the *Escape Codes* dialog. The format of escape codes is shown at the end of this section.

The rest of the control characters are set in the following dialog.

Escape Codes sub-dialog

The screenshot shows a window titled "Printer Setup" with a sub-dialog titled "Escape Codes". The main window has "Printer: HP Deskjet 500 Color" and "Quality: 300 DPI". The sub-dialog has "Dialogue: Escape Codes" and "Line transmission: Lines CMY & Packbits". Other settings include "Passes per line: 1", "Start of page: ESC E ESC "&10010E" ESC "*r-3U" ESC "*t300R" ESC", "End of page: ESC "*rbC", "Start graphic", "Positioning", "Resolution: 300 DPI", and "Advance". At the bottom are buttons for "OK", "Cancel", "Delete", "Load...", "Save...", "Apply", and "Revert".

Line transmission

- Lines
- Lines Packbits-Compressed
- Lines CMY
- Lines CMY & Packbits
- Lines CMYB
- Lines CMYB & Packbits
- 8 Pins
- 16 Pins
- 24 Pins

The graphics data that Papyrus sends to the printer can be transferred by line or as vertical bitcolumns of 8, 16 or 24 bits, according to the number of pins on the printer head.

You can also use *Packbits* compressed lines as supported by HP compatible printers. Using compressed data can dramatically reduce the time needed to send the page to the printer.

The CMY option is for colour printers with 3 colour inks (Cyan, Magenta and Yellow). The HP Deskjet 500 is an example of such a printer.

The CMYB option (also known in the printing industry as CMYK) is for printers with 4 colour inks (Cyan, Magenta, Yellow and Black) as used by the DeskJet 550, for example.

Passes per line

Most dot matrix printers run over a line several times to achieve the best quality. Every line is shifted by a micro step; e.g. 24 pin printers normally in 180 dpi, but shifted two times by 1/360 inch. In this case you would have to set this option to 2.

Start of page

This is the sequence sent at the start of each page for initialising the printer and is only used when **Fanfold Paper** is chosen. The format of escape codes is shown at the end of this section.

End of page

This sequence is sent at the end of each page when using continuous paper.

Start Graphics

This is used at the beginning of each graphics 'line' just before the data. Papyrus supplies the number of columns to be printed as #n or (n1), (n2). See the section below for details of how these numbers are sent.

Positioning

The relative horizontal position of the printer head. Papyrus uses this to skip over large white areas efficiently. The amount to skip horizontally can be inserted using the #n or (n1) and (n2) codes.

If the sequence contains a constant character (*space* makes sense) it is repeated as often as necessary to cover the gap. If the sequence is empty the print isn't optimised here: gaps are transferred as graphics data as a row of zeros (not very efficient, but it works on all printers).

The resolution of the number to be inserted by Papyrus in dpi is specified here, because it can be different from the graphics resolution; the given value is recalculated accordingly.

Advance

Control sequence for vertical paper feed, this is the vertical equivalent of **Positioning**; again this has its own resolution setting for maximum flexibility.

Colour sub-dialog

The codes in this sub-dialog are only used when printing in colour (not black and white) mode. However the Brightening field for Black is used in all modes.

The screenshot shows a window titled "Printer Setup" with a sub-dialog for "Colour". The main dialog has "Printer: HP Deskjet 500 Color", "Quality: 300 DPI", and "Dialogue: Colour". The sub-dialog contains the following fields:

Carriage Return			
Brightening	50 %	Black	
Brightening	50 %	Magenta	ESC "*" (#) V
Brightening	50 %	Cyan	ESC "*" (#) V
		Violet	
Brightening	50 %	Yellow	ESC "*" (#) W
		Orange	
		Green	
		Brown	

Buttons at the bottom: OK, Cancel, Delete, Load..., Save..., Apply, Revert.

Carriage Return

This is the code to reset the printer head of colour pin printers to the beginning of the line, without advancing a line (normally CR), so the colours can be put 'on top of each other'.

Black, Magenta, Cyan, Violet, Yellow, Orange, Green, Brown

These switch the printer to use the appropriate ribbon or ink.

Brightening

This figure lets you allow for the fact that most printer dots are oversize; as a result images appear darker than they should.

0% means that Papyrus will assume the dots at the standard size. 10% gives a small amount of brightening and larger values more brightening. See the supplied drivers for recommended initial values.

To calibrate it correctly, print out the file GREYTEST.PAP and adjust the figure for your combination of printer, paper and ink (in this context, printer toner is ink).

Note that the brightening can be set independently for Cyan, Magenta and Yellow for colour printers.

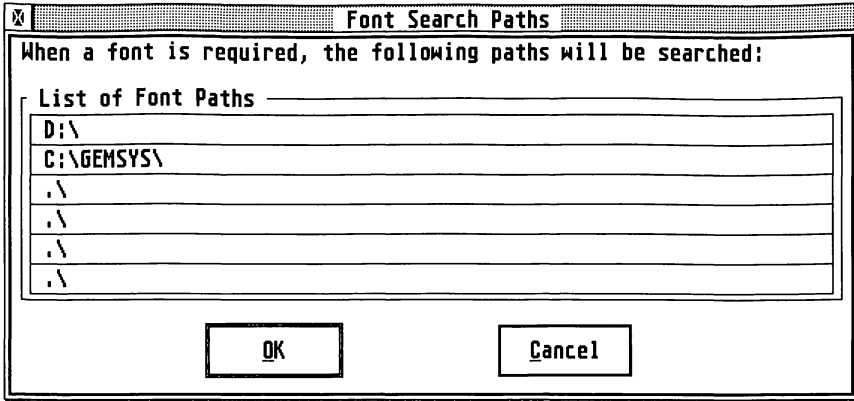
After the adjustment remember to save the figures with the Save options entry of the Options menu.

Syntax of printer control sequences

We have tried to make the control characters similar or the same as in printer manuals. You will probably understand them best if you look at a few printer drivers. Now the syntax:

- Spaces are only separation characters; they are not sent to the printer.
- Every single character between separation characters is sent in ASCII code to the printer.
- Character strings in quotation marks (" or ') are sent to the printer without change.
- & precedes a decimal number; &12 sends the ASCII character 12 to the printer.
- \$ precedes a hexadecimal number; \$C also sends the ASCII character 12 to the printer.
- The following control characters are predefined (the ASCII code is in brackets): NUL (0), BEL (7), BS (8), LF (10), FF (12), CR (13), SO (14), SI (15), DC1 (17), DC2 (18), DC3 (19), DC4 (20), CAN (24), EM (25), ESC (27), FS (28), SP (32), DEL (127).
- (n) or (n1) gives the position of the low byte of a value Papyrus provides, so it is value MOD 256.
- (n2) gives the position of the high byte of a value Papyrus provides for, so it is value DIV 256.
- (#) tells Papyrus to put in the value as a decimal number in ASCII numbers, as e.g. HP compatible printers expect.
- Everything between curly brackets, { and }, is a comment and therefore ignored.

Font Paths...

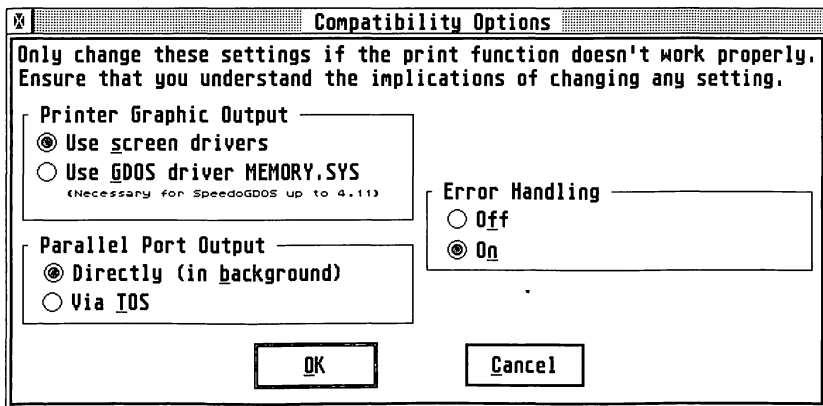


This dialog is used to set the paths for bitmap fonts. If you have GDOS 1.1 and Signum!2 bitmap fonts in different folders, you must add the paths so that Papyrus will find the fonts when it runs.

To add a new path click on one of the unused paths; this will display the File Selector so that you can enter the path. Similarly, to change an existing path double-click on the existing entry and enter it there.

The paths for SpeedoGDOS are set within the SpeedoGDOS *Outline* program and do not require adding to the list of font paths.

Compatibility



As indicated at the top of this dialog, these settings should not be changed unless printer problems are experienced.

Printer Graphic Output

The Use screen drivers option gives better output than the alternative Use GDOS driver MEMORY.SYS. However SpeedoGDOS 4.2 is required to use the screen drivers for graphic output. If you have an earlier version you will need to select Use GDOS driver MEMORY.SYS or purchase an upgrade to SpeedoGDOS from your SpeedoGDOS supplier.

Parallel Port Output

The Directly (in background) option enables Papyrus' built-in printer spooling. This means that printing can continue whilst you are editing your document. To do this, Papyrus accesses the printer port hardware directly. If you are using a multi-tasking system you will need to disable this and use the Via TOS option.

You will also need to use the Via TOS option if you are using a separate software printer buffer, or a printer that uses a special driver program that patches the operating system to fool it into thinking that a non-standard printer is connected to the parallel port.

Error handling

This controls whether SpeedoGDOS errors are reported to the user. By default this is on, so that you can see any messages that are reported. Under some circumstances, Speedo drivers may give spurious errors and switching error reporting Off will ignore these; of course, it will also ignore 'real' errors as well.

Save Options

Save Options saves the current settings in the file PAPYRUS.INF. This will be re-loaded when you next run Papyrus. If you find that you often forget to use this command, then check the Save Settings before Quitting option of the Miscellaneous item of the Options menu.



Appendix A

Keyboard Shortcuts

Menu Keyboard Shortcuts

These are the keyboard alternatives to the various commands available directly from the various menus. Not all entries have shortcuts.

File

New Document	Ctrl-N
Open...	Ctrl-O
Close	Ctrl-U
Save	Ctrl-S
Save as...	Shift Ctrl-S
Revert to saved	
Insert...	Shift Ctrl-V
Export...	Ctrl-E
Delete...	
Page Layout...	Ctrl-L
Paper Format...	Shift Ctrl-P
Print...	Ctrl-P
Quit	Ctrl-Q

Edit

Undo	Undo
Cut	Ctrl-X
Copy	Ctrl-C
Paste	Ctrl-V

Delete	Backspace
Copy style	Ctrl-1
Paste style	Ctrl-2
Copy ruler	Ctrl-3
Paste ruler	Ctrl-4
Select all	Ctrl-A
Why the beep	Ctrl-?

Text

Font Panel...	Ctrl-Z
Font Layout...	Shift Ctrl-Z
Search & Replace...	Ctrl-F
Find next	Ctrl-G
Spellchecker...	Shift Ctrl-;
Spellcheck next	Ctrl-;
Page break	Ctrl-Return
Column break	Shift Ctrl-Return
Group lines	Ctrl-(
Ungroup lines	Ctrl-)

Style

Normal	Ctrl-0
Bold	Ctrl-B
Underline	Ctrl-J
Italic	Ctrl-I
Outline	
Light	
Superscript	Ctrl-6
Subscript	Ctrl-7
Function keys...	
Colour...	
Get style	Shift Ctrl-G
Always get style	

Special

Page Offsets...	
Master Offsets...	
Paragraph Offsets...	
Spacing...	
Microspacing...	Shift Ctrl-M
Hyphenation...	Ctrl-H
Soft hyphen	
Footnote	Shift Ctrl-F
Special chars...	Ctrl-#
Document Type...	
Data Field...	
Index Entry...	Shift Ctrl-I
Table...	Ctrl-T
Cell Type...	Shift Ctrl-T
Calculation...	Ctrl-*

Object

Tools	
Line style...	
Fill pattern...	
Colour...	
Orientation...	
Attributes...	Ctrl-,
Picture Size...	Ctrl-/
Picture Window...	Shift Ctrl-B
Put to back	
Bring to front	

Zoom

25%	Ctrl-F1
33%	Ctrl-F2
50%	Ctrl-F3
67%	Ctrl-F4
86%	Ctrl-F5
100%	Ctrl-F6
117%	Ctrl-F7
200%	Ctrl-F8
Full page	Ctrl-<
Normal	Ctrl-Esc
Print resolution	Ctrl->
Setup...	

Options

Ruler	Ctrl-R
Vertical ruler	
Cycle window	Ctrl-W
Cycle dialogue	Shift Ctrl-Y
Screen Display...	Shift Ctrl-D
Mouse Actions...	
Dialogues...	
Import/Export...	
Spellchecker...	
Miscellaneous...	
Memory...	
Printer...	
Font Paths...	
Compatibility...	
Save options	Shift Ctrl-E

Other Keyboard Shortcuts

Delete line	Ctrl-Y
Delete paragraph	Shift Ctrl-Y
Move to top of document	Home
Move to bottom of document	Ctrl-Home
Delete word to left	Ctrl-Backspace
Delete word to right	Ctrl-Delete
Mark character forward	Alt-C
Mark character backward	Shift-Alt-C
Mark word forward	Alt-W
Mark word backward	Shift-Alt-W
Mark sentence forward	Alt-S
Mark sentence backward	Shift-Alt-S
Mark paragraph forward	Alt-A
Mark paragraph backward	Shift-Alt-A
Mark page forward	Alt-Y
Mark page backward	Shift-Alt-Y
Exchange characters around cursor	Alt-T
Exchange characters left of cursor	Alt-Z
Mark block start	Alt-B
Mark block end	Alt-K
Goto block start mark	Shift-Alt-B
Goto block end mark	Shift-Alt-K
Lower-case first letter of word	Alt-L
Upper-case first letter of word	Alt-G

Keyboard shortcuts for text windows (all modes)

Scroll screen up	Shift-≠
Scroll screen down	Shift-∅
Scroll page up	Ctrl-≠
Scroll page down	Ctrl-∅
Delete selected object	Ctrl-Delete
Set text mark 1...6	Shift-Alt-1...6
Goto text mark 1...6	Alt-1...6
Select Frame Edit tool	Alt-F1
Select Text Mode tool	Alt-F2
Select Text Frame tool	Alt-F3
Select Object tool	Alt-F4
Select Line tool	Alt-F5
Switch to Object mode	Esc
Send form-feed to printer	Shift Ctrl-+

Keyboard shortcuts for text windows (text mode)

Delete previous character	Backspace
Delete next character	Delete
Delete block (when block selected)	Backspace, Delete
Delete line	Ctrl-Delete, F8
Move to beginning of line	Shift-"
Move to end of line	Shift-Æ
Move to previous word	Ctrl-"
Move to next word	Ctrl-Æ
Hard space	Ctrl-Space
Undo	Undo

Page break	Ctrl-Return
Define style 1...10	Shift Ctrl-F1...F10
Apply style 1...10	Shift-F1...F10

Keyboard shortcuts for Microspacing

Move text left	Shift Ctrl-"
Move text up	Shift Ctrl-≠
Move text right	Shift Ctrl-Æ
Move text down	Shift Ctrl-Ø
Increase space after character	Shift Ctrl-Ins
Increase space before character	Shift Ctrl-Space
Decrease space after character	Shift Ctrl-Delete
Decrease space before character	Shift Ctrl-Backspace
Reset microspacing in block	Shift Ctrl-ClrHome



Appendix B

Technical Support

Papyrus Gold comes with 30 days free technical support, starting from the date of registration; therefore you should send in your registration card quickly. Technical support is available by telephone during our Technical Support Hour, by letter or by fax.

Should you wish to receive extended technical support, please complete the relevant sections on the registration card, indicating whether you would like to take up the Silver or the Gold service.

In addition to your name, address and postcode (very important for UK customers), we need payment details before we can accept your extended registration. You can pay by credit card (Mastercard, Eurocard, Access, Visa etc.), UK debit card (Switch, Connect etc.), Eurocheque, UK cheque or Postal Order.

You may have already registered another HiSoft product under our Gold or Silver service; in this case, there is no need to fill out the payment section.



Index

A

- about papyrus 95
- active
 - dialog 200
 - window 200
- always get style 139
- amending index entries 171
- anchor 193
 - for new pictures 193
 - movement 72
 - object in text 193
 - position 72
 - tables 74
 - text wrap 73
- anchors 70
- anonymous display of fields 166
- apply font 123
- apply text style 81
- Arabic 91
- arrow pointer 43
- ascii
 - export 100
 - file 114
 - load 96
 - save 97
 - text export 208
 - text import 207
- aspect ratio (font) 32
- assign master page 146
- asterisk (in title bar) 27
- attributes 46, 60, 70
 - position 192
 - text flow 192
- auto scroll 204
- autosave 97, 215

B

- backup 216
- backward lines 91
- baseline
 - on/off 203
- beep, why? 118
- beginning of line 25

- biggest character 148
- binding, sort pages for 108
- bit image 194
- bitmap fonts 18, 29
- block
 - hide 111
 - into srch/rplc string 129
 - mark font 122
 - mark search string 130
 - marking 111
- block mark 118
- block pointer 43
- block, of text 111
- bold 92
- bring to front, object 197

C

- cache size 218, 219
- Calamus fonts 19
- calculation 186
 - form 161
- capitalisation check 213
- cell
 - calculation, *See calculation*
 - colour 182
 - fill 182
 - joining 183
 - offsets 182
 - orientation 183
 - selection 180
 - splitting 184
 - style 182
 - type 185
- centre justification 88
- centre tab 90
- character
 - baseline, on/off 203
 - special, *See special characters*
- clipboard 112, 195
 - disk based 113, 114
 - gem 113, 114
 - memory resident 113
 - papyrus 113
 - papyrus/gem selection 206, 209
 - pro's & con's 115

- text 112
- close document 27, 97
- colour 190
 - cell 182
 - printer 223
 - setup 226
 - text 82, 139
- column
 - deleting 145
 - number of 103
 - table 178
 - width 181
- column break 135
- comma separated 165
- compatibility 228
- _CONTENT.PAP 86, 157
- converse index entry 171
- copying
 - master page 146
 - picture 196
 - table 184
 - text 116
- creating a tag 76
- cropping, picture 196
- current date 64
- cursor 21
- cursor keys 23
- cut text 116
- cycle window 200

D

- data file 164
- data file organisation 165
- data format 164
- date 154
- dBase file 167
- decimal tab 90
- default index option 172
- default template 156
- defining a tag 76
- deleting
 - document 100
 - frames 70
 - line 92
 - master page 146
 - picture 196
 - text 117
- deleting column 145
- designing a form 158

- desktop 39, 217
- desktop preferences 11
- dialog
 - activation 200
 - activation display 205
 - button options 205
 - cycle 200
 - left/right mouse use 205
 - options 204
 - show keyboard shortcuts 204
- dictionary
 - close 212
 - control 210
 - creation 211
 - list 210
 - open 212
 - save 212
- dictionary, language 133
- DIF file 167
- document 88
 - asterisk 27
 - autosave 215
 - backup 216
 - close 27
 - creation 21, 40, 167
 - end (go to) 25
 - form 157
 - index 172
 - master page, *See master page*
 - navigation 22, 91
 - open 28
 - plain 155
 - print 167
 - register new name 26
 - report 167
 - save 26, 51
 - serial 166
 - tags 86
 - template 156
 - top (go to) 25
 - type 155
- draw pointer 44

E

- edit menu 110
 - column break 135
 - concepts 111, 112
 - copy ruler 117
 - copy style 117
 - copy text 116
 - cut text 116
 - delete text 117
 - find next 132

- font layout 126
- font panel 119
- group lines 136
- page break 135
- paste ruler 118
- paste style 117
- paste text 116
- search and replace 128
- select all 118
- spellcheck next 135
- spelling checker 133
- undo/redo 115
- ungroup lines 136
 - why the beep 118
- editing frames 69
- effects, text 82
- end of document 25
- end of line 25
- error diagnosis 118
- error reporting
 - speedo 229
- escape codes 224
- exceptions, text style 81
- expert mode 217
- export
 - document 100
 - formats 100
 - picture 100
 - text formats 100

F

- family (font) 29
- family management 33
- field
 - anonymous display 166
 - data 163
 - format 164
 - inserting 165
 - name 165, 166
 - named 166
 - navigation 166
 - next 166
 - number 166
 - order 157
- figures, table of 87
- file
 - data 164
 - export formats 100
 - exporting 100
 - import formats 98
 - importing 99
 - index 172

- multiple 85
- name 164
- organisation 165
- file importing 98
- file menu 95
 - close document 97, 102
 - delete document 100
 - export 100
 - insert 98
 - new document 96
 - open document 96
 - page layout 101
 - paper format 103
 - print 105
 - quit 110
 - revert to saved 98
 - save document 97
 - save document as... 98
- fill 65
 - cell 182
 - colour 190
 - pattern 189
 - style 189
 - transparent 190
- fill justification 88
- film output 107
- find 54
- find next 132
- finger pointer 44
- flow order 145
- folio, *See page*
- font 18, 29, 119
 - add a 124, 126
 - apply 123
 - aspect 121
 - aspect ratio 32
 - bitmap 18
 - Calamus 19
 - character set 126
 - control buttons 121
 - example 120
 - families 29, 123, 124, 125, 126
 - adding 34
 - management 33
 - naming 35
 - removing 34
 - identities 123, 126
 - layout 126
 - load 123, 124, 126
 - management 30, 33
 - marking 122
 - organisation 123
 - panel 29
 - show checkbox 31
 - styles 31

- paths 228
 - point size 31
 - removal 125
 - selection 120
 - Signum! 18
 - size 31, 121
 - Speedo 18
 - style 121
 - styles 31
 - tag 82
 - width/height 121
 - width/height ratio 32
 - FontGDOS 19
 - footer 62, 102
 - master page 146
 - suppress 141
 - footnote 153
 - numbering 141
 - separator 142
 - for new pictures 193
 - foreign database formats 167
 - form
 - calculations 161
 - design 158
 - document 157
 - editing 158
 - field order 157
 - filling 159
 - open 159
 - preset text 158
 - printing 160
 - processing 160
 - reset 161
 - saving 160
 - tables 161
 - text entry 159
 - formatting 52
 - cell 185
 - data 164
 - frame
 - creating 45
 - edit 69
 - justification 88
 - master page 144
 - moving 69
 - object 74
 - resizing 69
 - selection 70
 - text 74
 - text creation 45
 - free object 70
 - full justification 88
 - function keys 10, 92, 138
 - bold 92
 - customising 92
 - delete line 92
 - italic 92
 - light 92
 - outline 92
 - redraw screen 92
 - subscript 92
 - superscript 92
 - underline 92
- G**
- GDOS 19
 - GEM fonts 18, 201
 - generate a new page for each record 167
 - get style 139
 - getting started 1
 - grabber pointer 44
 - graphic
 - auto removal 215
 - graphics importing 99
 - group lines 136
 - group objects 118
- H**
- hard hyphen 152
 - hard space 151
 - header 62, 102
 - master page 146
 - suppress 141
 - Hebrew 91
 - horizontal microspacing 149
 - hyphen
 - hard 152
 - soft 151, 153
 - hyphenation 83, 150
 - hard space 151
 - language 150
 - special text control 150
- I**
- I-beam pointer 43
 - icons 69
 - icons on ruler 21
 - img export 100
 - import 44
 - picture 59
 - tags 77

text control 206
import formats 98, 99
import, *See insert*
indent, ruler 75
index 169

amended 171
converse 171
creation 172
default 157, 172
entry 170
include text style 171
level 170
marking entries 170
options 171
page numbering 171
principal 170, 171
range 175
sort order 170
style 174
sub-entry 170, 174
tabbed 175
tag 175
tags 175
title 171

INDEX.PAP 157, 175

insert

document 98
field 165
graphic formats 99
picture 98, 195
text formats 98

installation

floppy disk 4
getting started 1
hard disk 3
introduction 7
system requirements 2

invisible character display 203

italic 92, 138

■ J

joining cells 183

joker 55

about 131
example uses 131

justification 88

justification, last line 148

■ K

keyboard

basics 22, 23

beginning of line 25
bold 92
close document 27
column 181
customising, function keys 92
delete 70
delete line 92
document 167
end of document 25
end of line 25
font panel 29
footnote 153
form 159
function keys 92
index 172
index entry 170
italic 92
light 92
microspacing 149
moving the cursor 24
open document 28
outline 92
page down (cursor) 24
page down (view) 25
page up (cursor) 24
page up (view) 25
shortcuts 9, 14, 24
style 92
subscript 92
superscript 92
table 177, 179
top of document 25
underline 92
word left 25
word right 25
zoom 198

keyboard shortcuts 231

edit menu 231
file menu 231
microspacing 237
miscellaneous 235
object menu 233
options menu 234
special menu 233
style menu 232
text menu 232
text windows
all modes 236
text mode 236
underline on/off 204
zoom menu 234

L

language, hyphenation 150
last line justification 148
laterally inverted writing 91
left justification 88
left tab 90
left, microspacing 149
light 92, 138
line

- beginning (go to) 25
- creation 74
- delete 92
- end (go to) 25
- endings 189
- footnote 142
- laterally inverted 91
- reversed 91
- spacing 91, 147
- style 181, 188
- tool 74

M

mail merge 163
managing fonts 30, 33
margin

- display 202
- ruler 75
- table 178
- text 101
- text in paragraphs 22

mark

- block 130
- font 122
- search string 130
- whole document 118

master page 101, 143

- assigning 146
- columns 145
- copy 146
- delete 146
- edit 144
- footer 146
- frames 144
- header 146
- new 144
- text flow 145

memory

- configuration 217
- maximum 218
- operating system 218
- printer buffer 219

menu 95

- always style
 - get style 139
- edit 110
 - column break 135
 - copy ruler 117
 - copy style 117
 - copy text 116
 - cut text 116
 - delete text 117
 - find next 132
 - font layout 126
 - font panel 119
 - group lines 136
 - page break 135
 - paste ruler 118
 - paste style 117
 - paste text 116
 - search and replace 128
 - select all 118
 - spellcheck next 135
 - spelling checker 133
 - undo/redo 115
 - ungroup lines 136
 - why the beep 118

file 95

- close document 97, 102
- delete document 100
- export 100
- insert 98
- new document 96
- open document 96
- page layout 101
- paper format 103
- print 105
- quit 110
- revert to saved 98
- save document 97
- save document as... 98

options 199

- compatibility 228
- cycle dialog 200
- cycle window 200
- dialog 204
- font paths 228
- import/export 206
- memory 217
- miscellaneous 215
- mouse action 203
- printer 219
- ruler 199
- save options 229
- screen display 200
- spellchecker 209
- vertical ruler 199

style 137

- colour 139
- function keys 138
- get style 139
- italic 138
- light 138
- normal 137, 138
- outline 138

- subscript 138
- underline 138
- text 119
- menu bar 95
- metafile 194
- metafile export 100
- microspacing
 - absolute 150
 - horizontal 149
 - keyboard 149
 - relative 150
 - vertical 149
- mirror left pages 102
- miscellaneous
 - options 215
- mouse 43
 - actions 203
 - auto scroll document 204
 - basics 23
 - position on rulers 204
- mouse options 203
- multiple frame selection 70

■ N

- name file 164
- named display of fields 166
- naming a field 166
- naming font families 35
- navigating the document 22
- new document 96
- _NEW.PAP 156
- normal 137, 138
- numbering
 - field 166
 - footnote 141
 - index 171
 - page 154
 - pages 141

■ O

- object 69
 - anchor 70
 - anchor, *See anchor*
 - anchor/symbol display 203
 - attributes, *See attributes*
 - bring to front 197
 - colour 190
 - coordinates 144
 - fill pattern 189
 - frame 74

- frame display 202
- line style 188
- linking 70
- orientation 191
- position 192
- put to back 197
- redraws 202
- selection 118
- show only on screen 193
- wrap around 192
- object height grows with text 193
- object menu 188
- offset
 - above 147
 - below 147
 - biggest character 148
 - cell 182
 - footnote 142, 153
 - page 140
 - paragraph 57, 147
- one entry per line 164
- open document 28, 96
- opening a form 159
- options menu 199
 - compatibility 228
 - cycle dialog 200
 - cycle window 200
 - dialog 204
 - font paths 228
 - import/export 206
 - memory 217
 - miscellaneous 215
 - mouse actions 203
 - printer 219
 - ruler 199
 - save options 229
 - screen display 200
 - spellchecker 209
 - vertical ruler 199
- orientation 191
 - cells 183
- outline 92, 138
- outline fonts 29

■ P

- page
 - break 135
 - current 64
 - footer 141
 - header 141
 - index 171
 - layout 41, 101, 144
 - master 143

- move down (cursor) 24
- move down (view) 25
- move up (cursor) 24
- move up (view) 25
- new page per record 166
- number 83, 84, 86, 91, 154
- numbering 141
- offsets 140
- paper format 40, 103
 - adjustment 104
 - borders 104
 - delete 104
 - label spacing 104
 - new 103
- paper type 106
- papyrus
 - environment 216
 - memory 218
 - settings 216
- PAPYRUS.IMG 93
- paragraph 22, 46, 75
 - end 22
 - footnote 153
 - justification 88
 - offset 147
 - offsets 57
 - ruler 199
 - tag, *See tag*
- paste text 116
- pattern, fill 189
- picture
 - auto removal 215
 - copy 196
 - crop 196
 - delete 196
 - import 195
 - importing 59
 - screen options 202
 - size 194
 - window 194
- place, picture 196
- plain document 155
- point size 31, 82
- preferences
 - desktop 11
 - ruler 75
 - screen display 47, 75
- principal index entry 171
- print
 - as gem image file 222
 - invert page 108
 - job 109
 - magnification 108
 - margins 223
 - mirror page 107
 - output queue 109
 - pages per sheet 108
 - paper type 223
 - quality 106, 221
 - resolution 221
 - sort for binding 108
- printer
 - background selection 229
 - buffer size 219
 - colour 223
 - colour setup 226
 - configuration 219
 - control sequences 227
 - driver
 - colour codes 223, 226
 - control 220
 - control codes 224
 - control sequences 227
 - escape codes 224
 - margin control 223
 - quality 221
 - remarks 221
 - resolution 221
 - feed 106
 - file output 222
 - film output 223
 - font 222
 - form feed *See* 107
 - graphic output mode 229
 - high resolution 223
 - installation 219
 - margins 223
 - memory 219
 - paper 106
 - paper control 223
 - port 222
 - port control 229
 - quality 106
 - selection 106
 - setup 219
 - special controls 107
- printing 66, 105
 - controls 105
 - copies, number of 105
 - document 167
 - form 160
 - output selection 106
 - pages, which 105
 - resolution 198
 - to file 106
- processing a form 160
- proportional resizing 60, 193
- put to back 197

■ Q

quit papyrus 110

■ R

range, index 175
record, new page per 166
redo operation 115
redraw screen 92
register new name 26
registration card 2
replace string 129
report document 167
resetting a form 161
resizing, proportional 60, 193
restore old document 98
revert to saved 98
rich text format 77
right justification 88
right tab 90
row, table 178
rtf
 export 100
 file 114
 load 96
 save 97
ruler 21, 75, 199
 copy 117
 icons 21
 indents 75
 margins 75
 paste 118
 preferences 75
 units 201

■ S

save
 options 229
 settings 216
 work environment 216
 work settings 229
save as 26
save document 26, 97
save document as... 98
save text
 autosave 215
 file backup 216
save, automatic 97

saving a form 160
scrap files 114
screen display 200
 display units 201
 font mode 201
 object handles 201
 optimisation 201
 options 202
screen redraw 92
search and replace 128
 control codes 131
 home 130
 ignore case 130
 joker 131
 replace 132
 replace all 132
 replace and continue 132
 search 132
 special characters 131
 to start of document 130
 whole word 130
search string
 joker 129
 special characters 129
select
 frames 70
 multiple 70
select all 118
 objects 118
serial letter 166
set master page 146
setup, zoom 198
show only on screen 193
shredder 10
Signum! fonts 18
signum2! fonts 201
size, pictures 194
soft hyphen 151, 153
sort order, index 170
spacing 148
 above 147
 below 147
 hard 151
 line 91
 micro, *See microspacing*
 paragraph 147
 reset 91
 tags 83
special characters 154
 ascii map 127
 date 64, 154
 hard hyphen 152

- hard space 151
 - hyphenation 150
 - insertion into text 126
 - keyboard map 127
 - page 154
 - page number 64
 - soft hyphen 151, 153
 - time 154
 - special menu 140
 - special text control 150
 - speedo
 - cache 218, 219
 - error reports on/off 229
 - Speedo fonts 18
 - SpeedoGDOS 20, 29
 - spellcheck next 135
 - spellchecker
 - dictionaries 210
 - intelliview 209
 - mode 209
 - audible notice 210
 - mouse mode 210
 - permanent check 210
 - show suspicious words 210
 - options 209, 212
 - spelling checker 133
 - dictionary 133
 - example use 133
 - similarity search 134
 - splitting cells 184
 - start of line 25
 - stationery, *See template*
 - style
 - bold 92
 - colour 190
 - copy 117
 - fill 189
 - font 31
 - index 174
 - index entry 171
 - italic 92
 - keyboard 92
 - light 92
 - line 181, 188
 - outline 92
 - paste 117
 - subscript 92
 - superscript 92
 - table of contents 86
 - underline 92
 - style menu 137
 - always get style 139
 - colour 139
 - function keys 138
 - get style 139
 - italic 138
 - light 138
 - normal 137, 138
 - outline 138
 - subscript 138
 - underline 138
 - sub-entry, index 174
 - subscript 92, 138
 - Superbase 168
 - superscript 92
 - suppressing headers and footers 141
 - switches, text style 82
 - system requirements 2
- T**
- tab 89
 - centre 90
 - decimal 90
 - index 175
 - left 90
 - right 90
 - text 178
 - table 56, 176
 - cell, *See cell*
 - copy 184
 - generation 177
 - margins 178
 - style 181
 - tabbed 178
 - text entry 179
 - to text 184
 - type 177
 - table of contents
 - default 157
 - entry 84
 - generating 84
 - multiple file 85
 - overview 83
 - page number 83, 84
 - page numbers 86
 - style 86
 - tag 83
 - table of figures 87
 - tables
 - form 161
 - tag 46, 50, 75
 - apply style 81
 - colour 82
 - defining 76, 81
 - delete 81
 - document 86

- effects 82
- hyphenation 83
- import 77
- include font 82
- index 175
- mark 81
- name 81
- point size 82
- selection 77
- spacing 83
- table of contents 83, 87
- text style exceptions 81
- text switches 82
- technical support 95, 239
- template
 - creation 156
 - default 156
 - document 156
- text
 - alignment 199
 - block 111
 - colour 82
 - effects 82
 - frame 45, 74
 - style 53
- text cursor 21
- text entry in form 159
- text flow 145, 192
 - object height grows with text 193
 - proportional resizing 193
 - show only on screen 193
 - text ignores wraparound 193
 - wrap around 192
- text ignores wraparound 193
- text importing 98
- text margins 101
- text menu 119
- text style
 - italic 138
 - light 138
 - normal 137, 138
 - outline 138
 - subscript 138
 - underline 138
- text style exceptions 81
- text style switches 82
- text wrap 70
- text-to-table 177
- time 154
- toolbox 9, 42, 69
 - frame edit 69
 - line 74
 - object frame 74

- text edit 74
- text frame 74
- top of document 25
- turtles, *See shredder*
- tutorial 37
- Twist 168

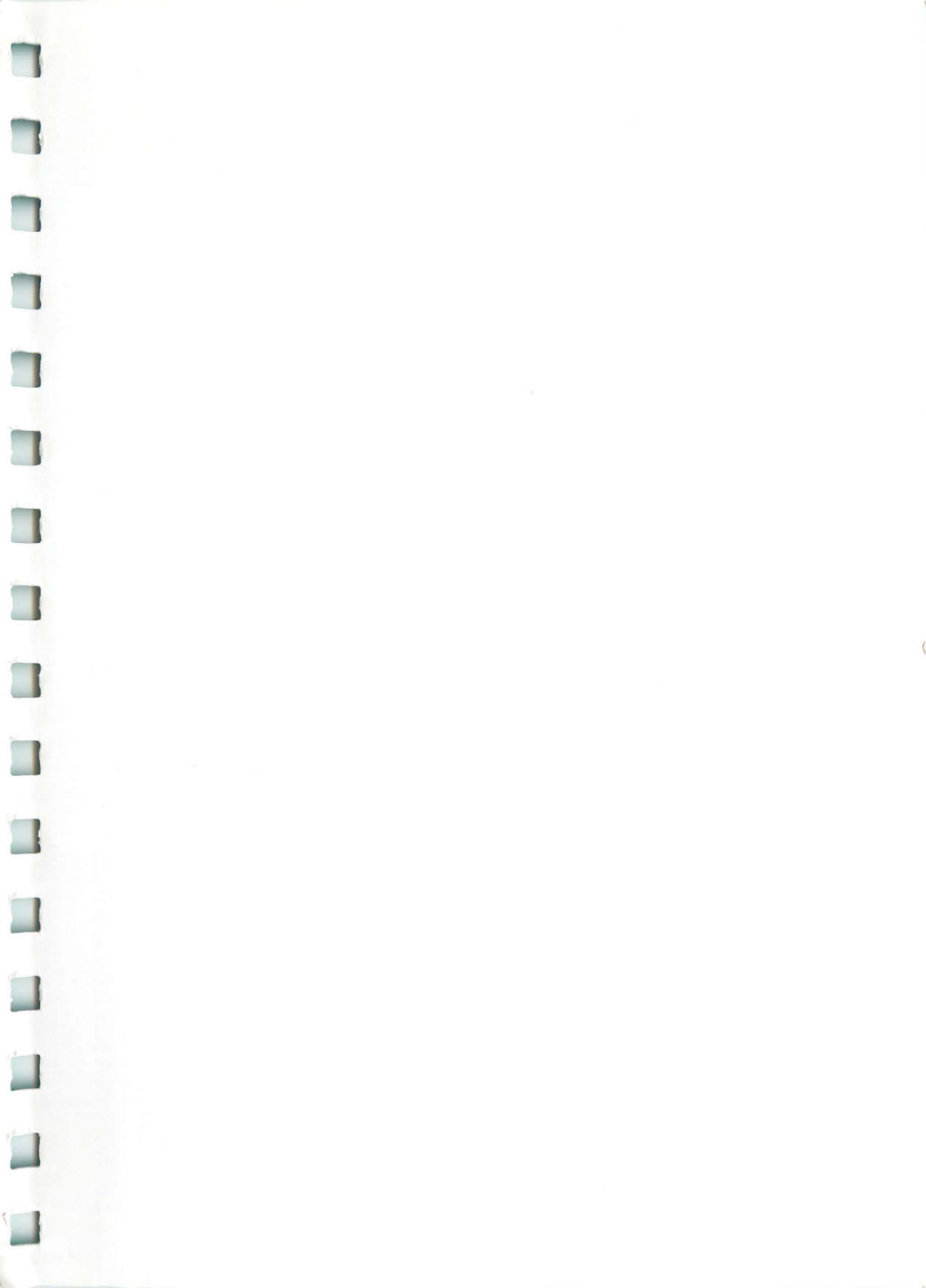
■ U

- underline 92, 138
- undo operation 115
- ungroup lines 136
- unite cells 183
- units 201
- user defined format 165
- vector graphic 194
- vertical microspacing 149
- vertical ruler 75, 199

■ V, W, X, Y, Z

- view
 - move down 25
 - move up 25
 - width/height ratio 32
- wildcard 55
- window
 - activation 200
 - cycle 200
 - gadgets 23
 - picture 194
- word
 - move left 25
 - move right 25
- wrap around 192
- wrap-around 60
- zoom 42, 194, 197
 - printer resolution 198
 - setup 198

Notes



*Papyrus is designed by ROM Software, Berlin and published in
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ROM
Software

HiSoft
High Quality Software

