

# Microsoft® Pageview

*Page Preview and Graphics Integration Program for Microsoft Word*

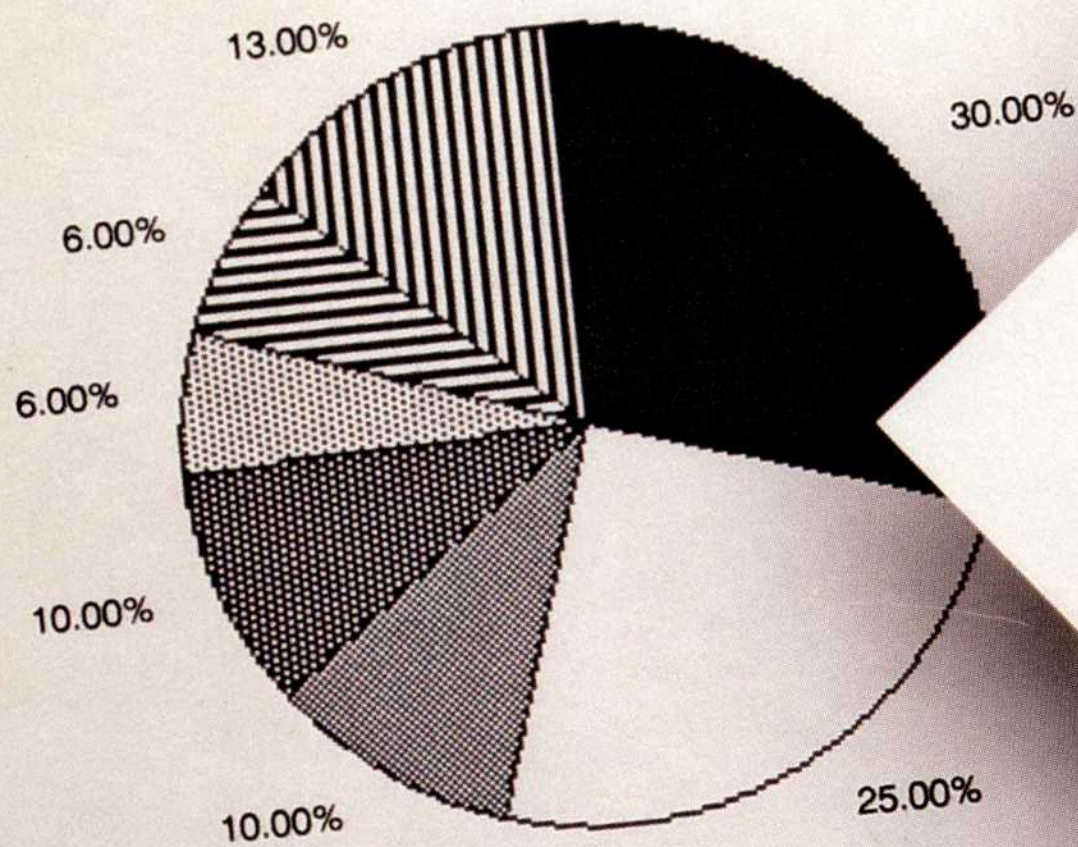
## LKXS Radiography Companies

### Review of Operations

During 1986, the LKXS radiography companies pressed vigorously forward with a series of introductions and marketing programs designed to transform LKXS into a "new" company for continued growth in both the increasingly competitive U.S. biotechnology market worldwide.

To foster continued growth in overseas markets, we opened subsidiaries. These commitments have already paid off with international sales revenues. Next year, we expect another strong showing as these

1985 Radiography Revenues by Area



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CC: Corporate Staff

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# Microsoft® Pageview

**Page Preview and Graphics  
Integration Program  
Version 1.0**

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**For IBM® Personal Computers  
and Compatibles and for the IBM  
Personal System/2™ Series**

Microsoft Corporation

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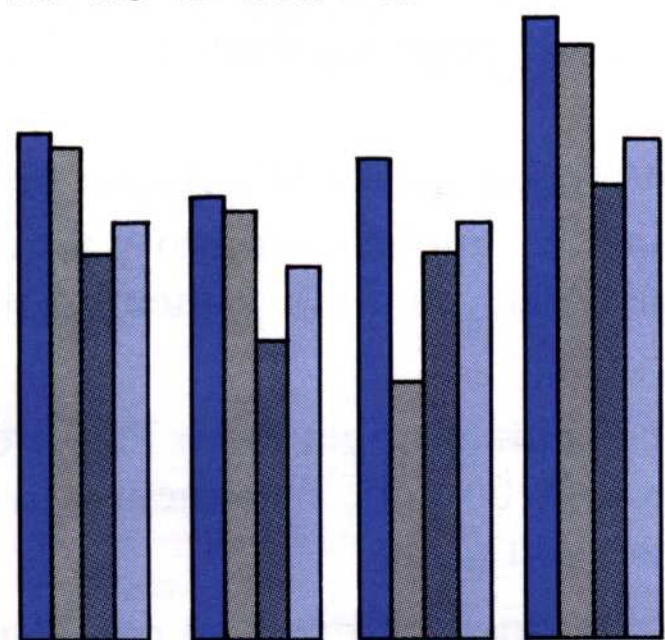
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# Introduction

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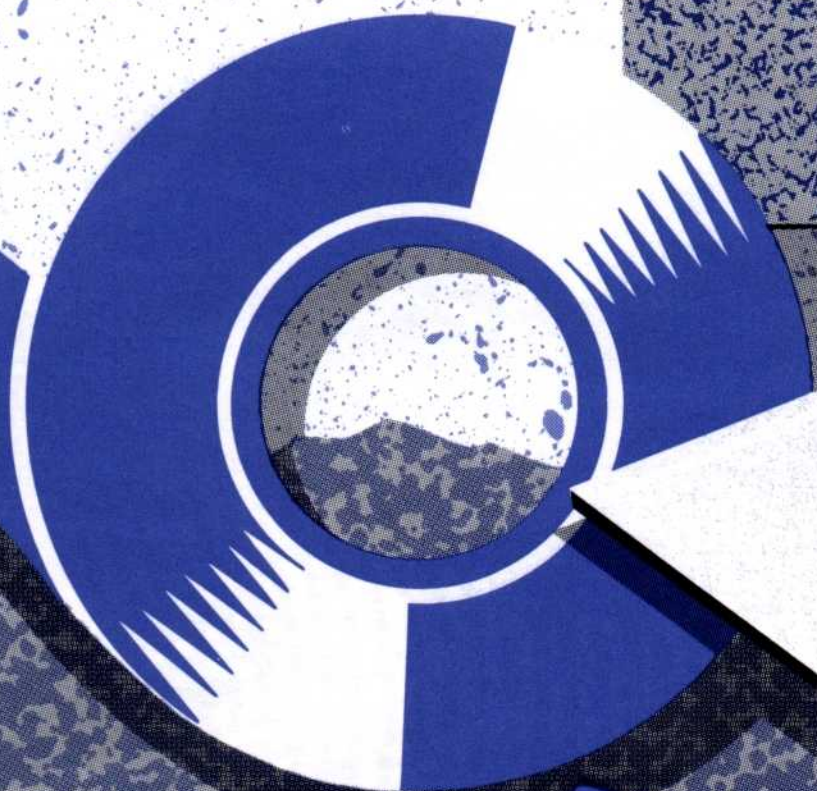


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Microsoft® Pageview enables you to look at entire pages of your Microsoft Word document and makes it easy for you to change various layout properties. When you open a document in Pageview, you can read, format, and paginate the document, displaying the layout just as it will look when printed. While in Pageview, you can:

**Display the document one or two pages at a time:** Pageview starts with a two-page display of the document, but you can easily switch to a one-page display to concentrate on a single page.

**Adjust the left, right, top, bottom, and gutter margins:** Pageview displays your document showing the current margin settings. You can adjust any of the margins and see the effects immediately.

**Reposition headers and footers:** You can display headers and footers and reposition them anywhere in the top or bottom margins.

**Add or reposition page numbers:** You can add page numbers to a document, or reposition or delete current page numbers.

**Add and position pictures:** If you have Windows 2.0 or Windows/386, you can integrate pictures from any standard or Windows application into your document. Once the pictures are inserted, you can size, scale, and move them to the exact positions you want.

**Print your document:** You can print your document right from Pageview. There's no need to return to Word. You can see exactly how the document will look in Pageview, so there will be no surprises once you print.

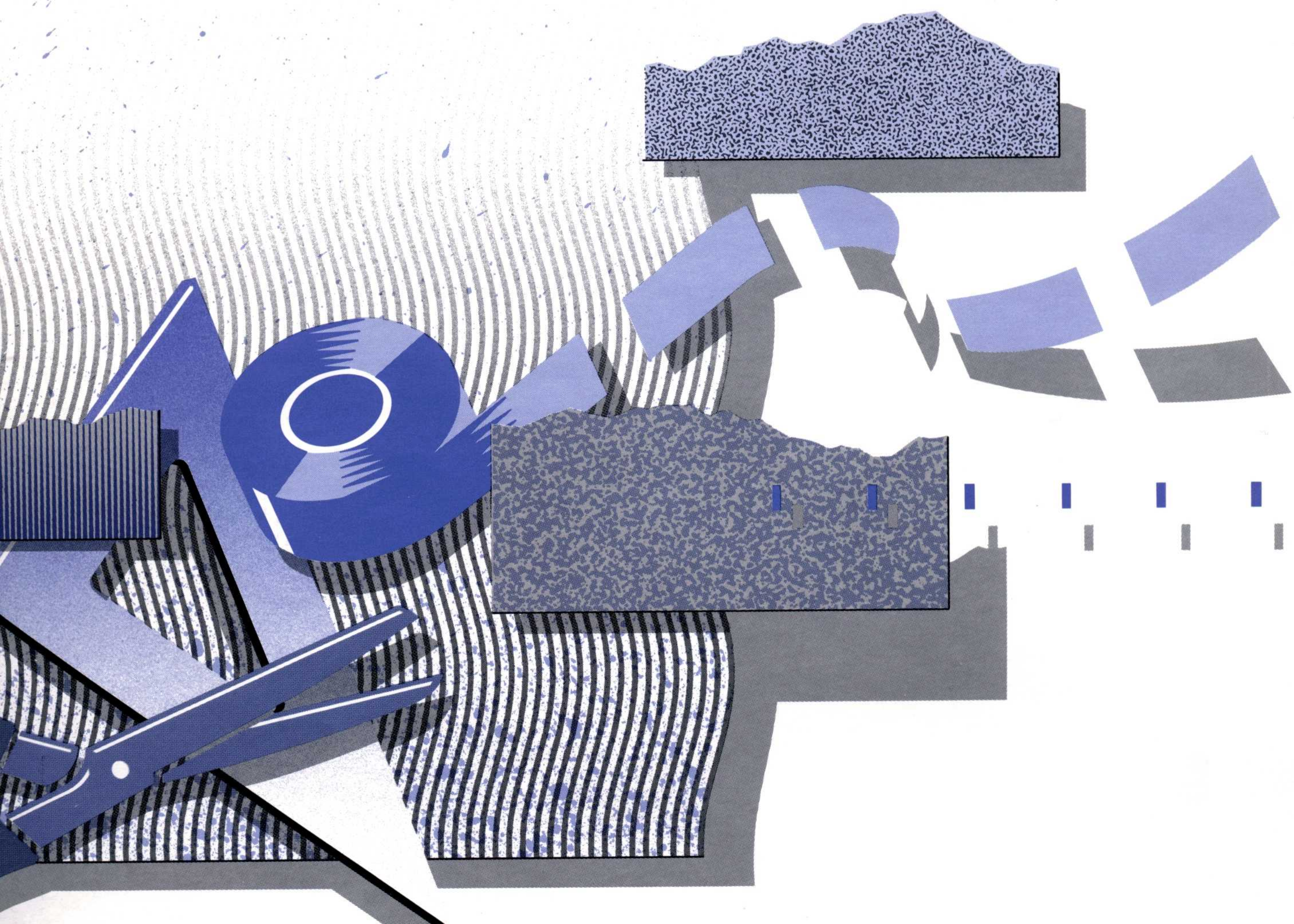
**Work with either Microsoft Word or Write documents:** You can also open Microsoft Write documents in Pageview, although pictures in Write will not be transferred to the Pageview document.





The Microsoft Pageview manual is divided into seven chapters and two appendixes:

- Getting Started: Setting up and starting Pageview.
- Choosing Pageview Commands: Pageview commands and how to choose them.
- Using Pageview: How to do basic Pageview tasks.
- Changing the Layout: Displaying and changing layout features.
- Working with Pictures: Inserting pictures into your document.
- Reference to Pageview: Reference information for each of Pageview's commands.
- The Keyboard: Keyboard procedures for Pageview's commands as well as for many Pageview tasks.
- Appendix A, Creating PFF Files: How to create PFF files for printing.
- Appendix B, The Clipboard and the Control Panel: How to cut, copy, and paste using the Clipboard; how to customize your Pageview system settings using the Control Panel.









# 1 Getting Started

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## Overview

When you set up Pageview, you first need to gather the materials and information you need, then install the following software: Pageview Windows, the Pageview program, a printer file for your printer, and the Pageview fonts.

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## What You Need

To set up and use Pageview, you need a personal computer with the following:

- Two diskette drives, or one diskette drive and a hard disk.
- DOS version 3.0 or higher (DOS refers to MS-DOS, PC-DOS, or other machine-specific versions of MS-DOS).
- At least 512 kilobytes of random access memory.
- The Pageview Program and Pageview Windows diskettes.
- Microsoft Word version 3.0 or 4.0.
- The name of your Word PRD file (printer file).

If you don't know the PRD filename, check the entry in the "Printer" field of Word's Print Option command. This shows the prefix for your PRD file. For example, PLAIN is the prefix for PLAIN.PRD.

Optional equipment:

- Microsoft Windows 2.0 or Windows/386.
- A mouse.



## To install Pageview Windows

**Note** If you already have Windows 2.0 or Windows/386, do not install Pageview Windows.

- 1 Insert the Setup diskette in drive A.
- 2 At the prompt, type *a:setup* and press Enter.
- 3 Follow the instructions on your screen.

## To install Windows 2.0 or Windows/386

If you want to install Windows 2.0 or Windows/386 after you've installed Pageview Windows, you need to follow the installation procedures for these new programs.

- Install Windows 2.0 or Windows/386 according to the instructions in the Windows documentation.  
Make sure that you copy Windows to your Pageview directory.

## To install Pageview

- 1 Insert the Pageview Program diskette in drive A.
- 2 Copy PAGEVIEW.EXE to your Windows directory or Windows disk.
  - If you have a hard disk system, type *copy a:pageview.exe <windows directory>* to copy Pageview to your hard disk. The Windows directory is the directory you specified when you set up Pageview Windows.
  - If you have a diskette system, insert the Pageview Program diskette in drive A and your working copy of Pageview Windows in drive B. Type *copy a:pageview.exe b:* to copy Pageview to your Windows diskette.

## To copy the printer file

- From the Pageview Program diskette, copy the PFF file that has the same prefix as your Word PRD file. Copy the printer file to your Windows directory or diskette.

If there is no PFF file with the same prefix as your Word PRD file, see Appendix A, "Creating PFF Files."



## To install Pageview fonts

- 1 Copy the PREV.FON file from the Pageview Program diskette to your Windows directory or diskette.
- 2 Type *pageview* at the prompt to start Pageview.
- 3 Choose the Run command on the Control menu. (Press Alt + Spacebar + U)
- 4 Choose the Control Panel option. (Press Alt + Down to select the Control Panel, then press Enter.)
- 5 Choose the Add New Font command on the Installation menu. (Press Alt + I + W)
- 6 In the Add Font dialog box, type the font name you want to add. If you have a hard disk system, type *<windows directory>prev.fon*
- 7 Press Enter or click OK to install the font.

## Customizing Pageview Settings

The Control Panel is a utility program that you use to adjust system settings. You can change the following settings:

- Screen colors
- Cursor blink rates
- Mouse settings
- Printer and font assignments
- Printing settings
- Communication port designations
- Date and time
- Border width
- Country setting

The Control Panel is located in the Control menu's Run command. For information about using the Control Panel, see Appendix B, "The Clipboard and the Control Panel."



## Starting Pageview

### To start Pageview if you have Pageview Windows

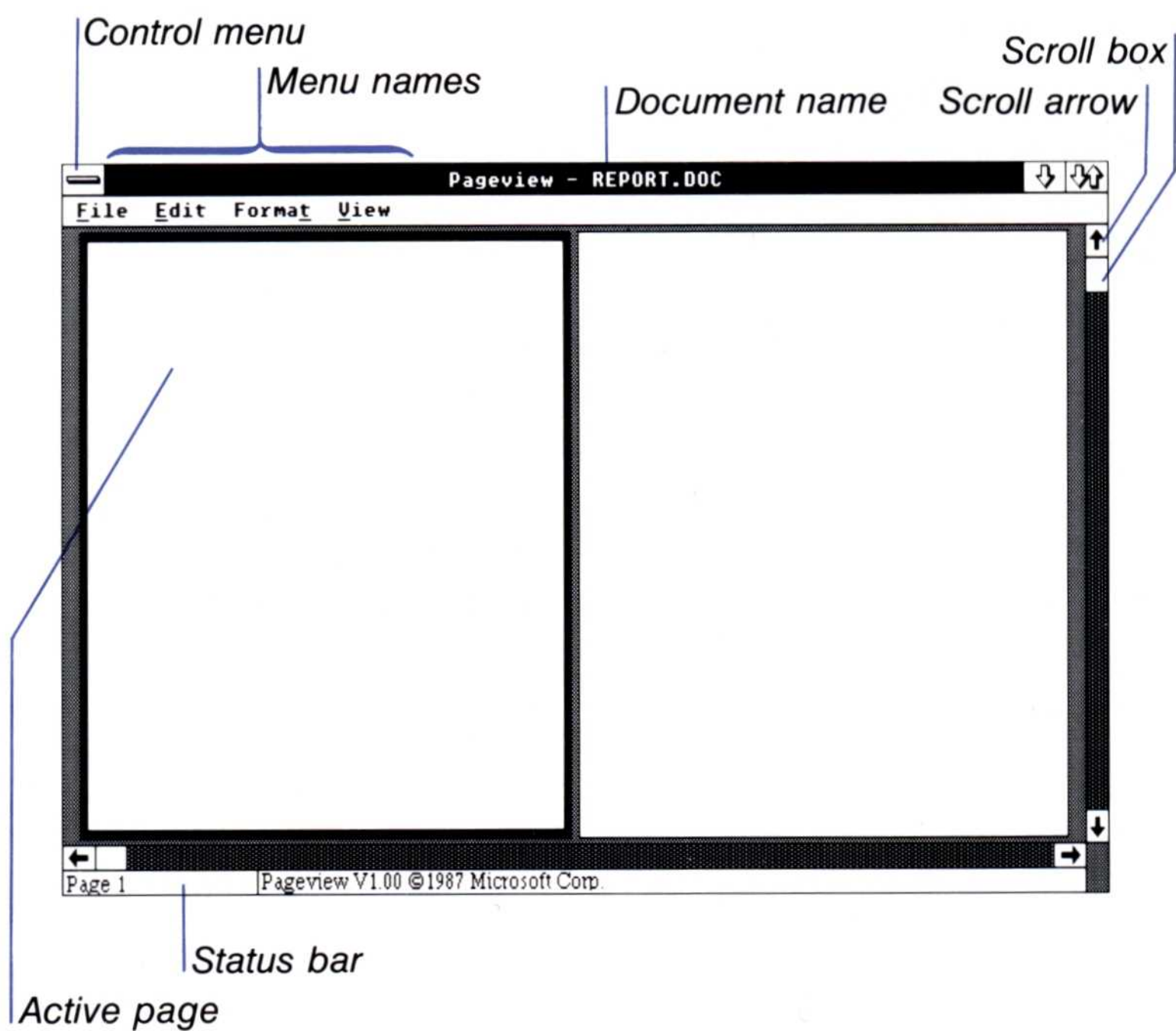
- 1 Type *pageview* at the prompt.
- 2 Press Enter to start Pageview.

Pageview displays a blank document window.

### To start Pageview if you have Microsoft Windows 2.0 or Windows/386

- 1 Change to the Windows directory.
- 2 Type *windows* at the prompt, then press Enter.
- 3 Choose Pageview from the list.
- 4 Press Enter to start Pageview.

Pageview displays a blank document window.





**Note** If your Pageview screen does not look like the illustration above, you should first go to the Control Panel and check the orientation under the Printer command of the Setup menu. For details on how to do this, refer to Appendix B, “The Clipboard and the Control Panel.”



## 2 Choosing Pageview Commands

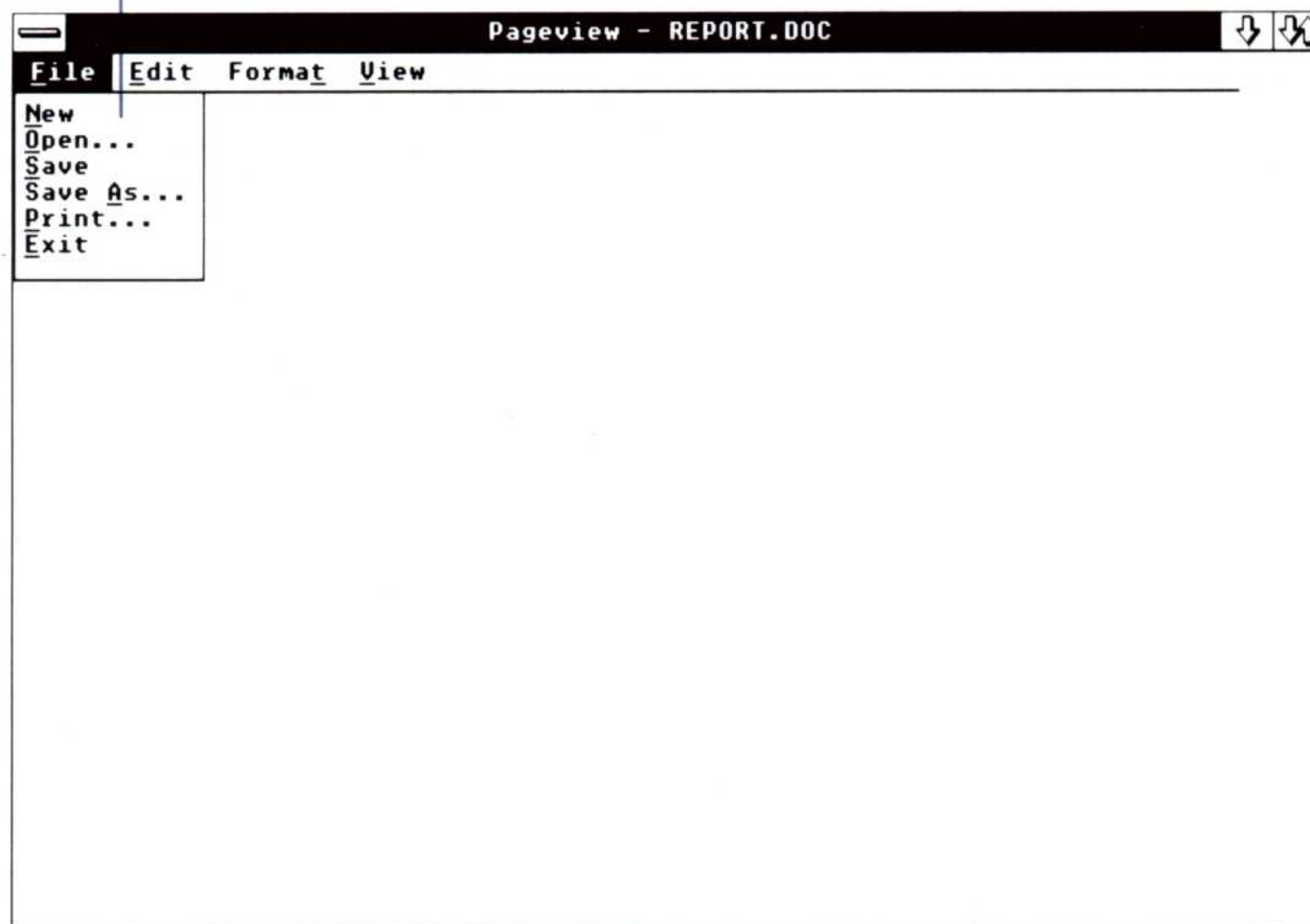
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## Overview

Commands are organized in menus along the menu bar at the top of your screen. To choose a command, you first select the menu that contains the command you want, then choose the specific command. You can choose commands with either keys or the mouse. For summary information about choosing commands and doing other tasks with keys, see Chapter 7, “The Keyboard.”

*Commands on the File menu*



Pageview carries out some commands as soon as you select them. For others, Pageview displays a dialog box containing additional options for the command. Still other commands require you to position a graphics pointer to change page elements, then press Enter or click the left mouse button in the gray border of the Pageview screen to carry out the command.



## Choosing Commands and Options

### To choose a command



- 1 Press Alt to activate the menu bar.  
The File menu is highlighted.
- 2 Press the underlined letter for the menu you want to display.  
To display the Control menu, press Alt + Spacebar.
- 3 Press the underlined letter for the command you want to choose.



- 1 Position the pointer on the name of the menu you want to display and click the left button.
- 2 Position the pointer on the command you want and click the left button.

### To close a command menu



- ☐ Press the Esc key.



- ☐ Position the pointer on the menu name and click the left button.

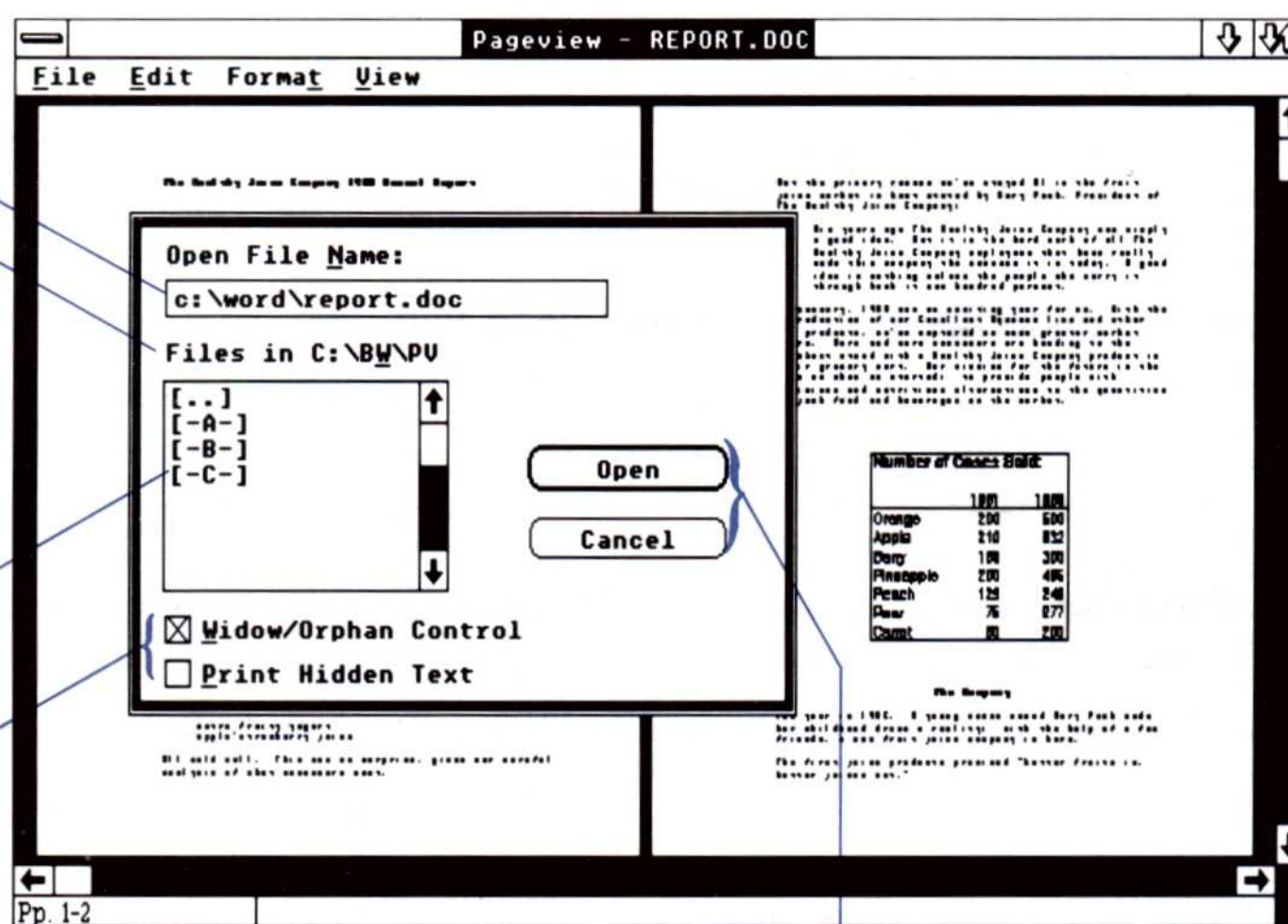
### To choose options in a dialog box

A dialog box is an area where you enter data or change settings for a command. When you choose some commands, Pageview displays a dialog box containing additional options for the command. For example, the Open command on the File menu, shown in the following illustration, displays options in a dialog box.



Current directory

Text box



Check boxes

Command buttons

List box

- **Text box:** A rectangular box in which you can type information (text or numbers) needed to carry out the command. What you type appears to the left of the insertion point.
- **List box:** A boxed area that displays a list of choices for a command. A list box has a vertical scroll bar if the list is longer than what can be displayed at one time.
- **Check box:** A small square box used to turn on or turn off an option.
- **Command button:** A large rectangular button, labeled to indicate what action the button carries out. The OK button closes the dialog box and carries out the command. The Cancel button closes the dialog box and cancels the command.



- 1 Press the Tab key to move to the different groups of options.
- 2 Press the direction keys to move to a specific option in a group. Or, for a single option, press the underlined letter for the option.
- 3 Press Enter to carry out the command.





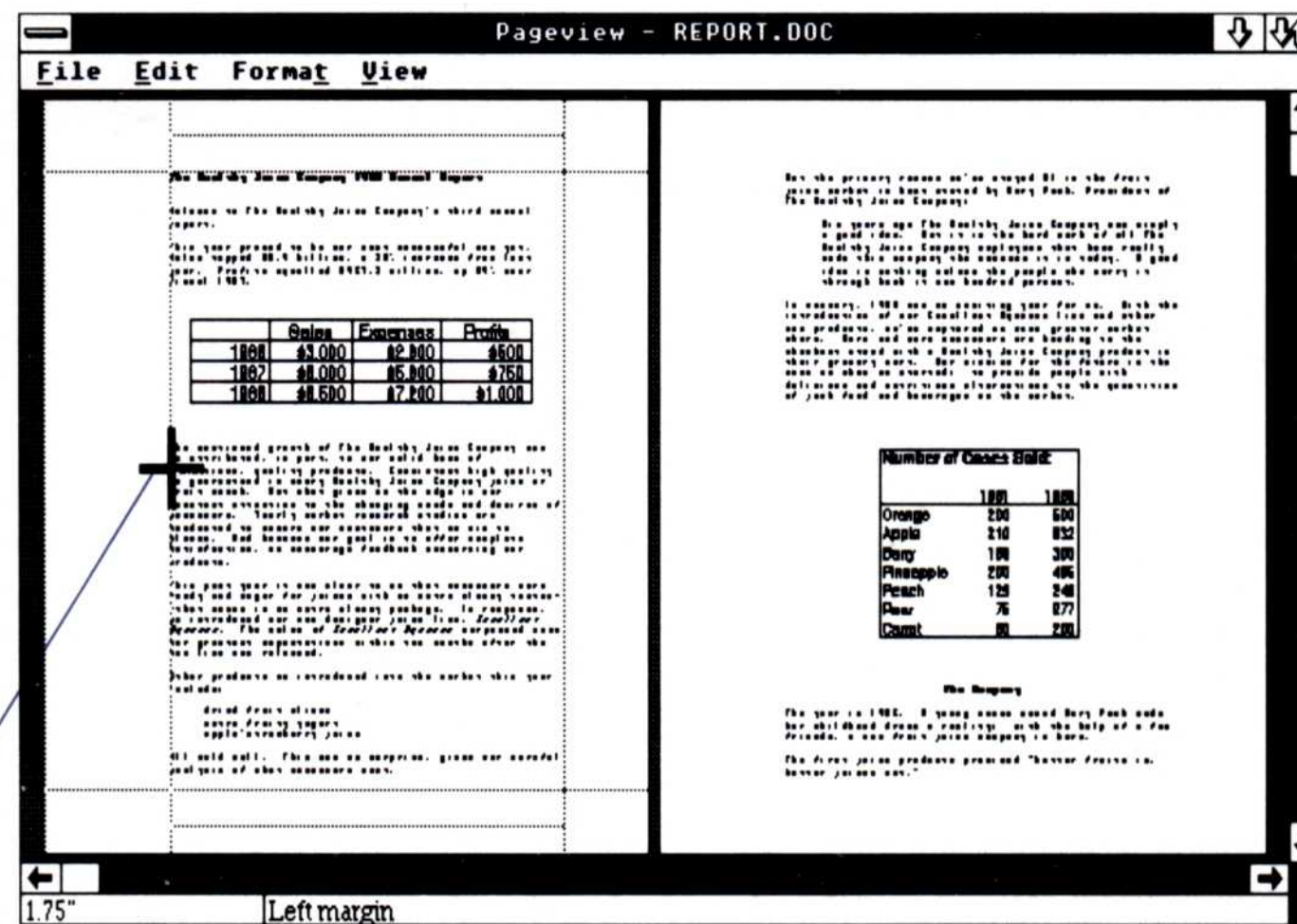
1 Point to the option you want to choose:

- For text boxes, point to the text box, click the left button, and type what you want.
- For other option boxes, point to the options you want and click the left button.

2 Click OK to carry out the command.

## To move a graphics pointer

In some commands the insertion point changes to a graphics pointer. You move the pointer to change the position of a page element, such as margins.



Graphics pointer for positioning the margins



1 Choose the command.

2 Press the Tab key to move to the page element you want to change.

3 Use the direction keys to position the page element.

The positioning measurements appear in the status bar.

4 Press Enter to set the new measurements.





- 1 Choose the command.
- 2 Point to the page element you want to change and click and hold the left button. Drag the element to position it.  
The positioning measurements appear in the status bar.
- 3 Release the button.
- 4 Position the graphics pointer anywhere in the gray border and click the left button to set the new measurements.



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## Overview

This chapter describes the basic steps to open and work with a document in Pageview. You can open either Word or Write documents in Pageview. Pageview formats and paginates the text and displays the document two pages at a time. With Pageview, you can:

- Move to a specific page in the document.
- Change the two-page display to a single-page display.
- Magnify, or zoom, part of a page so you can read the text and see graphics and page break positioning.
- Save the document with a new name while retaining a copy with the original name.
- Print the document without having to return to Word.

**Note** If you open a Write document that contains pictures, the pictures will not be transferred into Pageview.

## Opening Documents

### To open a document

The Open command opens a document saved in Word, Pageview, or Write. Pageview displays opened documents as they will appear when printed. When you open a document, you can display it with or without widow control or hidden text. (Widow control prevents single lines from being separated from the rest of a paragraph by a line break.)

The active page is shown with a black border. If you already have picture frames in the document you open, the active frame will be black, not the page border. Page numbers appear in the status bar.



- 1 Choose the Open command on the File menu.
- 2 Specify the document you want to open in one of two ways:
  - Type the document name in the Open File Name text box. For a document that's not in the current directory, include the DOS path.
  - Press the Tab key to move to the list box, then use the direction keys to highlight the document. If the document is not in the current directory, type the directory and filename in the text box. Or select [...] in the list box to move up a directory and see the files included in that directory.



- 3 If you want, change the settings for the Widow/Orphan Control and the Print Hidden Text options.
- 4 Press Enter to open the document.



- 1 Choose the Open command on the File menu.
- 2 Specify the document you want to open in one of two ways:
  - Type the document name in the Open File Name text box. For a document that's not in the current directory, include the DOS path.
  - Click on the name of the document you want in the list box. If the document is not in the current directory, type the directory and filename in the text box. Or click on [...] in the list box to move up a directory and see the files included in that directory.
- 3 If you want, change the settings for the Widow/Orphan Control and the Print Hidden Text options.
- 4 Click OK to open the document.

Pageview needs to open the PFF file corresponding to your printer in order to map fonts correctly between Word and Windows. Make sure that the PFF file in the Pageview Program directory has the same name as the PRD file selected in Word. If Pageview doesn't find the right PFF file, it will display the message, "Cannot find HPLASMS.PFF. Please insert in drive A."

Insert the Pageview Program disk into drive A, or press Esc to use the default fonts.

For more information on the PFF file and font mapping, see Appendix A.

### **To change the active page**

When you open a document or move to a specific page, the left page is the active page. If you want to work with the page on the right, you must make it the active page.



- Press the Tab key.



- Click anywhere in the right page.



## To scroll through a document one page at a time



1 Press the PgDn key to move through the document one page at a time.

2 Press the PgUp key to move to the previous page.



1 Click in the scroll bar below the scroll box to move through the document one page at a time.

2 Click in the scroll bar above the scroll box to move to the previous page.

## To move to a specific page

The Jump to Page command provides an easy way to go to a specific page. Pageview displays the page you specify and the next page of the document. For example, if you jump to page six, Pageview displays pages six and seven.



1 Choose the Jump to Page command on the Edit menu.

2 Type the page number you want in the Page Number text box.

3 Press Enter to go to the new page.



1 Choose the Jump to Page command on the Edit menu.

2 Type the page number you want in the Page Number text box.

3 Click OK to go to the new page.

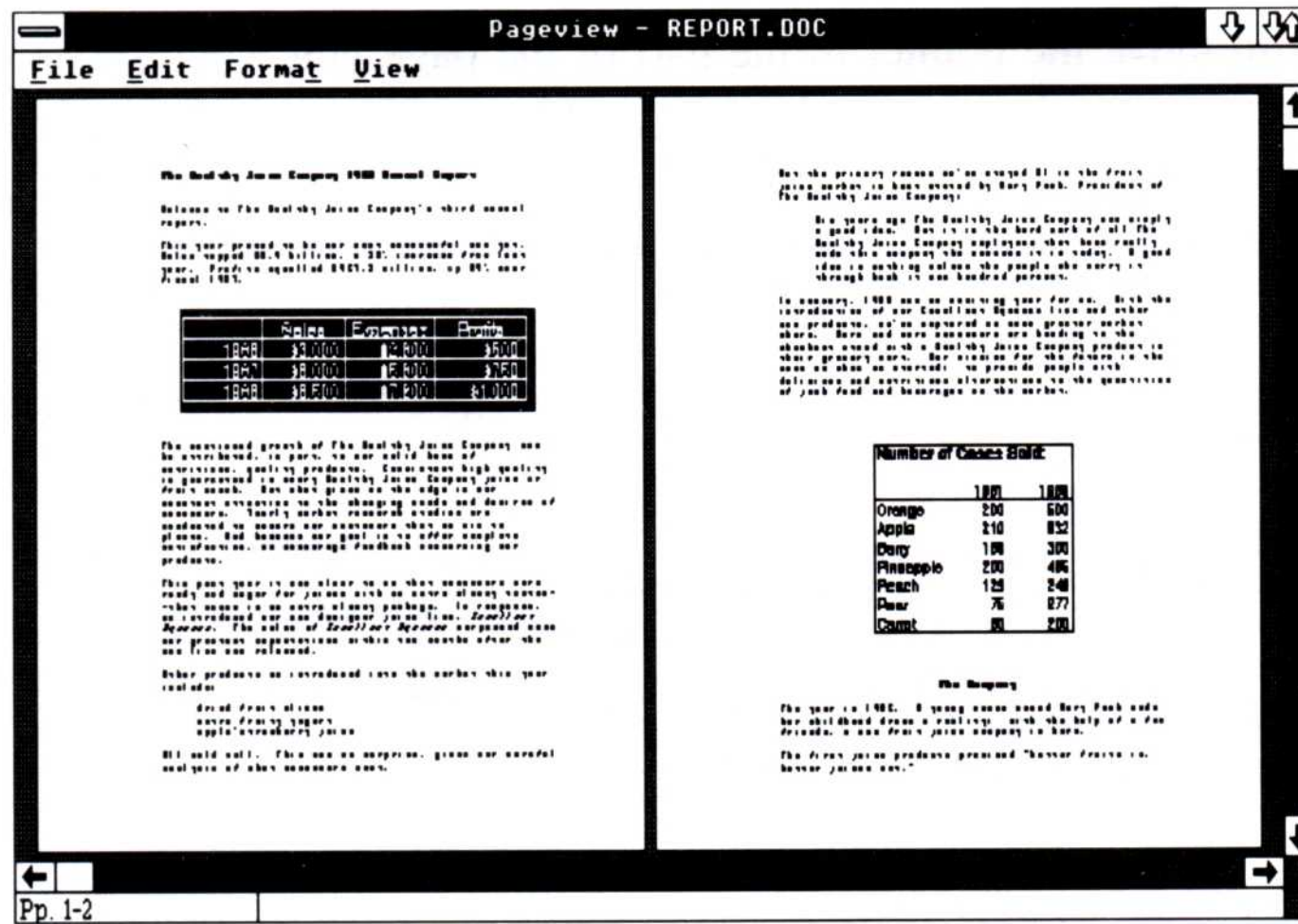
## To magnify (zoom) part of the active page

The Zoom command magnifies part of the active page. Once you zoom the text, you can scroll to different parts of the page. This enables you to read the document, to see exact spacing around pictures, and to see exact fonts and font sizes. If you do not see the right fonts on screen, verify that the correct PFF file for the document is in the Pageview directory, and use the Control Panel to verify that the correct fonts are installed in Pageview Windows. For more information, see the “Open” command in Chapter 6, “Reference to Pageview,” and “The Control Panel” in Appendix B.

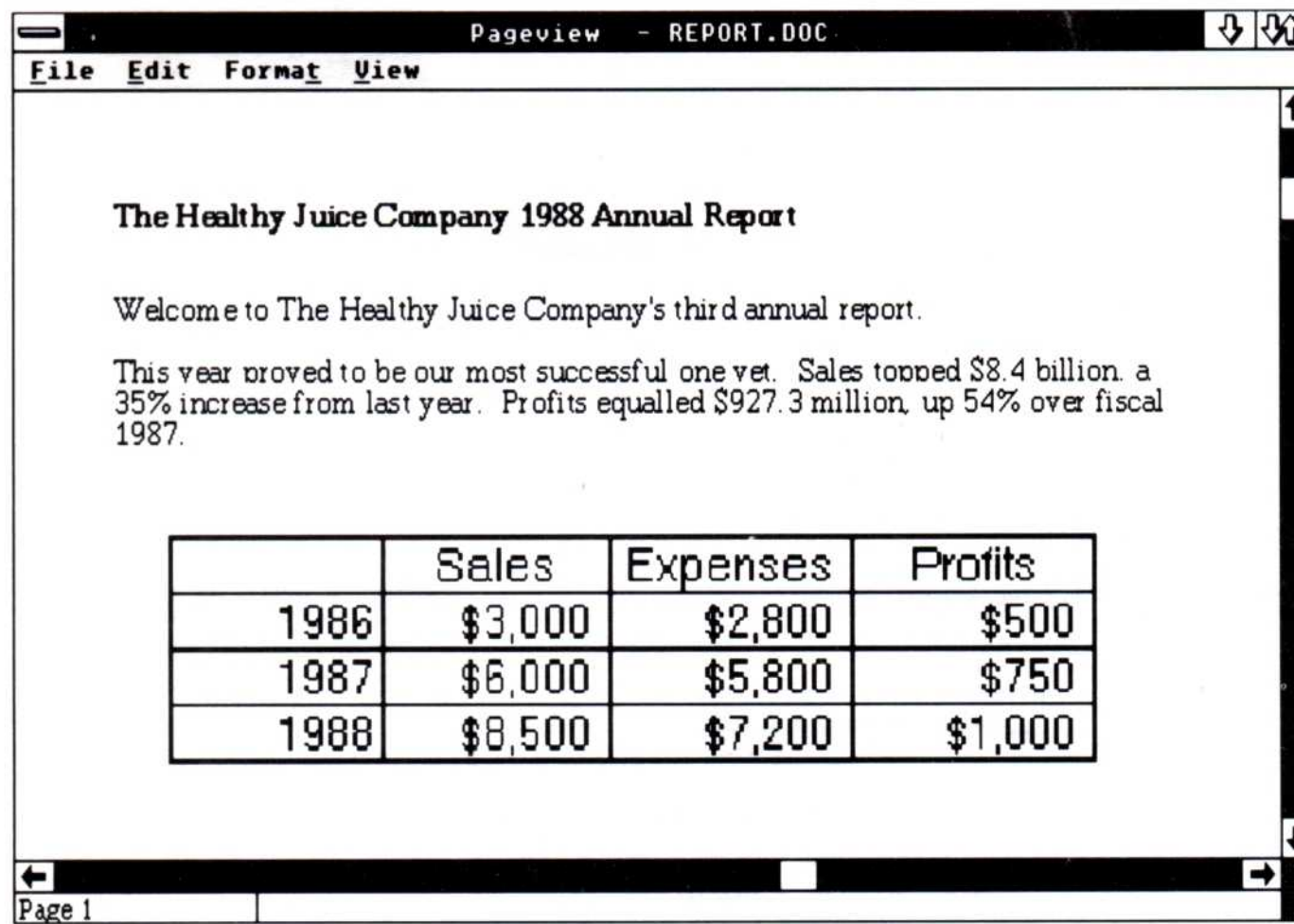
**Note** When switching between Word and Pageview under Windows 2.0 or Windows/386, be sure to close the document in one application before opening it in the other application; otherwise, this may cause the second application to crash.



## Normal screen display



## "Zoomed" screen display







- 1 Choose the Zoom command on the View menu.  
The pointer changes to a magnifying glass.
- 2 Press the direction keys to move the pointer to the part of the page you want to see.
- 3 Press Enter to zoom the page.  
Pageview displays the part of the page you specified. To see other parts of the page, press the direction keys.



- 1 Choose the Zoom command on the View menu.  
The pointer changes to a magnifying glass.
- 2 Move the pointer to the part of the page you want to see.
- 3 Click the left button.  
Pageview displays the part of the page you specified. To see other parts of the page, position the pointer in the vertical or horizontal scroll box, click the left button and drag.

### **To return to the full-page display**

- Choose the Zoom command again.

### **To view a single page**

The Single Page command on the View menu allows you to change from the two-page display to a single-page display. When you choose this command, Pageview displays the active page.



- 1 Choose the Single Page command on the View menu.  
Pageview displays the active page.
- 2 To see the next page, press the PgDn key; to see the previous page, press the PgUp key.



- 1 Choose the Single Page command on the View menu.  
Pageview displays the active page.
- 2 To see the next page, click the left button in the vertical scroll bar below the scroll box; to see the previous page, click above the scroll box.



## Printing Documents

### To print a document

**Note** If you print a Pageview document from Word, the pictures will not be printed. See Chapter 5, “Working with Pictures,” for information about printing Pageview documents in Word.



- 1 Choose the Print command on the File menu.
- 2 Specify the number of copies you want in the Copies box.
- 3 Choose the Draft Quality option if you want to print the document using your printer's default font. The result is usually somewhat lower quality, but much faster printing.
- 4 Specify the Page Range.  
Choose All to print the entire document, or type the specific pages you want in the From and To boxes.
- 5 Press Enter to print the document.



- 1 Choose the Print command on the File menu.
- 2 Specify the number of copies you want in the Copies box.
- 3 Click the Draft Quality option if you want to print the document using your printer's default font. The result is usually somewhat lower quality, but much faster printing.
- 4 Specify the Page Range.  
Click All to print the entire document, or type the specific pages you want in the From and To boxes.
- 5 Click OK to print the document.

### To change the printer settings

If after you install a printer you want to change the printing settings, or if you want to install another printer, you can do so using the Control Panel. Depending on the printer installed, you can change printer settings such as these:

- **Orientation:** You can print vertically (portrait mode) or horizontally (landscape mode) on the page.
- **Port:** The ports available to you on your system, such as COM1 and LPT1.



- **Paper:** The size of the paper you'll be printing on; for example, letter size or legal size.
- **Paper Source:** For example, a specific paper tray, manual or automatic feed.

- 1 Choose the Run command on the Control menu.
- 2 Choose the Control Panel option.
- 3 Choose the Printer command on the Setup menu.  
The dialog box lists the current printer or printers installed.
- 4 Press Enter or click the OK button.  
Pageview displays a dialog box with the printer settings.
- 5 Select the changes for your printer.
- 6 Press Enter or choose the OK button.
- 7 Choose the Close command on the Control menu of the Control Panel to return to your Pageview document.

## Saving Documents

### To save changes

- Choose the Save command on the File menu.  
Pageview saves the changes you made since the last time you saved. If you open the document in Word again, the document reflects the changes you made in Pageview.  
The Save command saves the document in Pageview with the same name as in Word or Write.

### To save a document with a new name

The Save As command allows you to rename the document before saving, and to make a backup copy of your document. When you rename a document, Pageview saves a copy of the original document, as well as a copy of the changed document with the new name.

- 1 Choose the Save As command on the File menu.
- 2 Type the new name in the Save File Name As text box.  
Select the Make Backup option if you want to save a backup copy of the document. The backup will not contain editing changes made since you last saved.
- 3 Press Enter or click OK to save the document with a new name.



## **To exit Pageview**

- Choose the Exit command on the File menu.

If you have unsaved changes, Pageview displays a message box telling you that your document has changed and asks if you want to save the changes before quitting. Choose Yes to save changes, No to disregard changes, or Cancel to return to your Pageview document.







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## Overview

With Pageview, you can preview the layout of printed pages and adjust the layout until the pages look the way you want. You use commands on the Format menu to:

- Change the top, bottom, left, or right margins.
- Change the gutter margin, which adds extra space to the inside of a page to allow for binding.
- Change the top and bottom running head positions.
- Add or reposition page numbers.
- Set page breaks where you want.

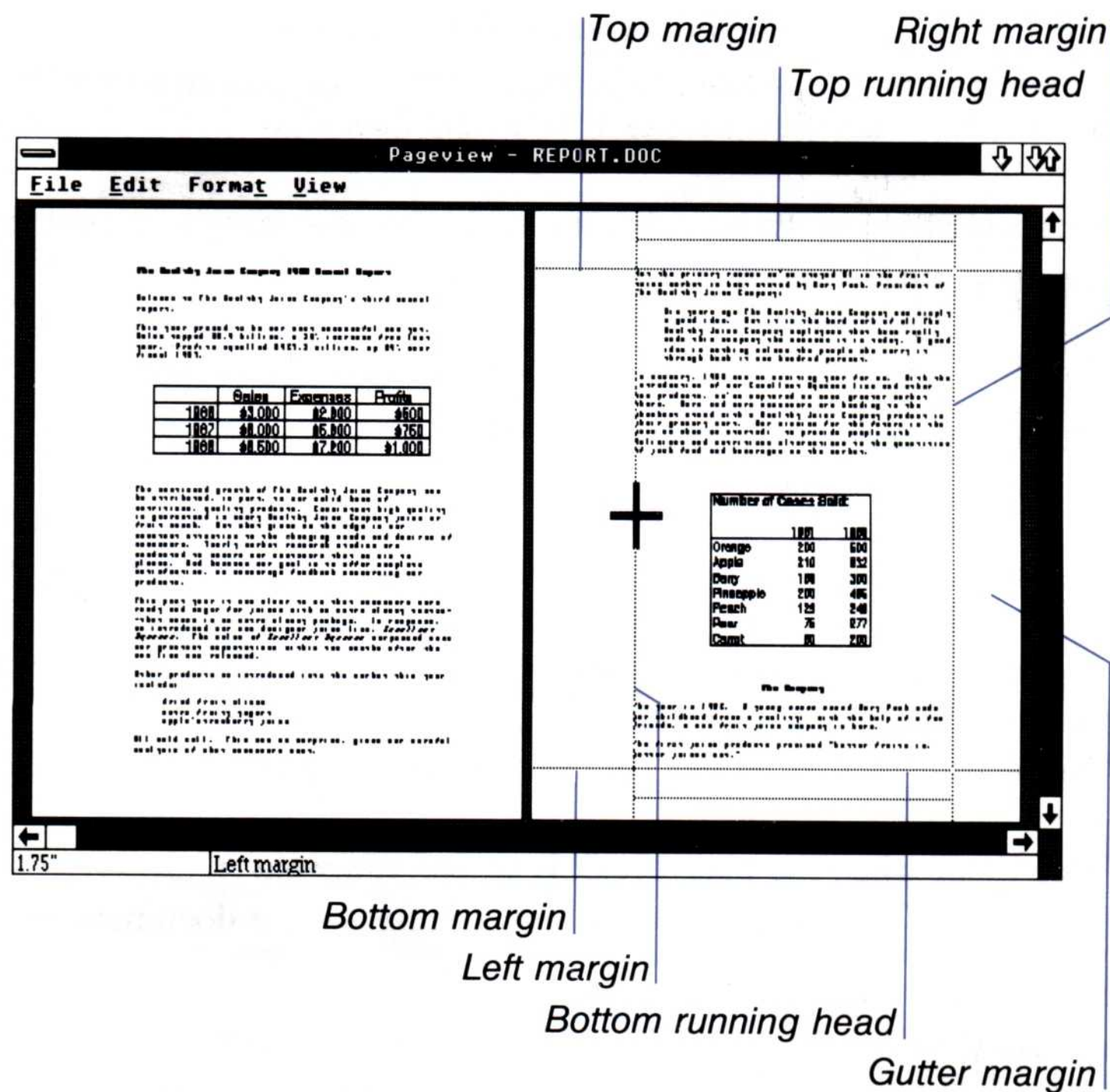
## Changing Page Layout

### **To change margin and running head positions**

Use the Margins command to adjust the left, right, top, bottom, and gutter margins, and the running head positions.

When you first choose the Margins command, the pointer changes to a cross-shaped pointer, and a grid of margin lines appears on your document. The pointer is positioned on the left margin. Press the Tab key to move to the right, top, bottom, and gutter margins, and the top and bottom running heads. The status bar indicates which margin or header is selected.





- 1 Choose the Margins command on the Format menu.  
The pointer changes to a cross-shaped pointer.
- 2 Press the Tab key to move to the margin or running head you want to change.
- 3 Use the direction keys to reposition it.  
The measurements appear in the status bar. If you move a running head outside of the margins, Pageview deletes it from the Pageview display but not from your Word document.
- 4 Press Enter to set the new margin or running head.  
Pageview repaginates and applies the changes to the document.



- 1 Choose the Margins command on the Format menu.  
The pointer changes to a cross-shaped pointer.
- 2 Point to and click on the margin or running head you want to change.



- 3 Drag the margin or running head to where you want it.  
The measurements appear in the status bar. If you move a running head outside the margins, Pageview deletes it from the Pageview display but not from the Word document.
- 4 Click anywhere in the gray border to set the new margin or running head.  
Pageview repaginates and applies the changes to the document.

### **To change a page break**



- 1 Choose the Page Breaks command on the Format menu.  
The pointer changes to a cross-shaped pointer with a dotted line through the middle and appears on the current page break.
- 2 Use the Up or Down key to move the pointer to where you want the page to break.  
The measurement from the top of the page to the page break is displayed in the status bar.
- 3 Press Enter when the page break is where you want it.  
Pageview inserts the page break and repaginates the document or division.



- 1 Choose the Page Breaks command on the Format menu.  
The pointer changes to a cross-shaped pointer with a dotted line through the middle and appears on the current page break.
- 2 Click and hold the left mouse button and drag the pointer to where you want the page to break.  
The measurement from the top of the page to the page break is displayed in the status bar. Release the button when the page break is where you want it.
- 3 Click anywhere in the gray border to insert the page break and repaginate the document or division.

### **To delete an adjusted page break**



- 1 Choose the Page Breaks command on the Format menu.
- 2 Press the Del key.  
Pageview repaginates the document and restores the original page breaks.





- 1 Choose the Page Breaks command on the Format menu.
  - 2 Use the mouse to drag the existing page break to the bottom of the display.
  - 3 Click anywhere in the gray border.
- Pageview repaginates the document and restores the original page breaks.

### To add or change page numbers



- 1 Choose the Page Numbers command on the Format menu.  
The pointer changes to a numeral 1 and is positioned on the current page number. If there is no page number, the pointer is at Word's default position, 7.25 inches from the left of the page and 0.5 inch from the top.
- 2 Use the direction keys to position the number where you want it.  
The positioning measurements appear in the status bar. The first number indicates distance from the left of the page; the second number indicates distance from the top.
- 3 Press Enter when the pointer is where you want the page numbers.



- 1 Choose the Page Numbers command on the Format menu.  
The pointer changes to a numeral 1 and is positioned on the current page number. If there is no page number, the pointer is at Word's default position, 7.25 inches from the left of the page and 0.5 inch from the top.
- 2 Use the mouse to position the number where you want it.  
When you click and hold the left button, the positioning measurements appear in the status bar. The first number indicates distance from the left of the page; the second number indicates distance from the top.
- 3 Click anywhere in the gray border when the pointer is where you want the page numbers.

### To delete page numbers

- 1 Choose the Page Numbers command on the Format menu.
- 2 Press the Del key.  
Pageview repaginates the document and removes all page numbers.







# 5 Working with Pictures

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## Overview

If you have Microsoft Windows 2.0 or Windows/386, you can copy pictures from other applications into your Pageview document. For example, you might insert a picture from Microsoft Paint, or a spreadsheet or chart from Microsoft Excel for the PC, Lotus 1-2-3, or Microsoft Chart.

With Pageview, you can copy graphics from any Windows application or any standard application. A standard application is any application not designed specifically for Microsoft Windows. When you copy from a standard application, Pageview first places the graphic onto the Windows Clipboard. From there, you insert it into your document. For more information on the Clipboard, see Appendix B, "The Clipboard and the Control Panel," or your Microsoft Windows documentation.

### Inserting a Picture Frame

Before you can insert graphics from the Clipboard into Pageview, you must first insert an empty picture frame into your document. You use commands on Pageview's Edit menu to insert a picture frame and change its size and position. When you paste the picture from the Clipboard into the frame, it will automatically be sized to the frame. You can size a frame either before or after you paste in a picture.

Each picture you insert into Pageview is saved automatically in a separate file in the same directory as your Pageview document. Pageview will give each picture the same name as the document and will number it with a filename extension in the order in which you inserted it; for example, DOCUMENT.P01, DOCUMENT.P02, etc., up to DOCUMENT.P99. If you move your Pageview document to a different directory, you must move all picture files with the same name as the document to the same directory.

Pageview adds a line of hidden text in your document at each picture frame location. As shown below, the line begins with a .G. code and includes information on the picture name, height, width, and clipping information.

<i>Picture name</i>	<i>Frame dimensions</i>	<i>Clipping information</i>
.G.PIC1.PIC	8640; 4770	0; 0; 0; 0;

Each line is a separate paragraph, with spacing and indent properties that give it a height and width to match the actual picture.



## Clipping Your Picture

When you copy a picture from a standard application such as Microsoft Chart or Lotus 1-2-3, the entire screen is copied to the Clipboard. This means that you may get parts of the screen you don't want, such as menu names. With Pageview's Clip Picture command, you can cut the parts you don't want. You can also paste the picture into Windows Paint, edit it there, and then copy it back to the Clipboard and insert it into Pageview.

## Printing Pageview Documents in Word

If you print a Pageview document from Word, the pictures will not be printed. The line of text with picture dimensions will be printed only if you have the Hidden Text option set to Yes in the "Print Options" field. Word will leave the appropriate amount of blank space where the picture is located, and the pagination will be the same as in Pageview.

# Adding a Picture Frame to a Pageview Document

## To insert an empty picture frame



- 1 Select the page that you want to insert the picture into.
- 2 Choose the Insert Picture command on the Edit menu.  
The pointer changes to a corner-shaped pointer. This represents the upper-left corner of the picture frame.
- 3 Use the Up or Down keys to move the pointer to where you want the upper-left corner of your picture frame.  
The measurement from the top of the page to the upper border of the picture frame appears in the status bar.
- 4 Press Enter to insert the picture frame.  
Pageview inserts a frame in the default size flush against the left margin. The default width is the width of the document's margins and the height is one inch. If you position the pointer in the middle of a paragraph, Pageview inserts the frame directly above the paragraph. To adjust the position of the frame horizontally, use the Move Picture command.



- 1 Select the page that you want to insert the picture into.
- 2 Choose the Insert Picture command on the Edit menu.  
The pointer changes to a corner-shaped pointer. This represents the upper-left corner of the picture frame.



- 3** Move the pointer to where you want the upper border of your picture frame.  
If you click and hold the left mouse button, the measurements from the top of the page to the upper border of the picture frame appear in the status bar.
- 4** Release the button to insert the picture frame where you want it.  
Pageview inserts a frame in the default size. The default width is the width of the document's margins; the default height is one inch. If you position the pointer in the middle of a paragraph, Pageview inserts the frame directly above the paragraph.

---

### **To select a frame or picture**

Before you can insert a picture into a frame, or edit the picture after you insert it, you must first select the frame or picture.

- ☐ Press the Tab key to move to the frame, or click on the frame with the mouse.

---

## **Inserting Pictures**

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### **To insert a picture from a Windows application**

- 1** Start the application with the picture or information you want to copy.
- 2** Open the document that has the picture you want to copy.
- 3** Select the picture and choose the program's Copy command.  
The picture is saved on the Clipboard.
- 4** Start Pageview and open the Pageview document that you want to copy the picture into.
- 5** Insert a picture frame where you want the picture.
- 6** Choose the Paste command on Pageview's Edit menu to insert the picture.

---

### **To insert a picture from a standard application**

- 1** Start the standard application from the Windows MS-DOS Executive.
- 2** Open the document that has the picture or information you want to copy.
- 3** Select the picture or display the screen and press Alt + PrtSc.  
The entire screen is saved to the Clipboard.



- 4 Press Alt + Tab to quit the standard application and return to Windows.
- 5 Start Pageview and open the Pageview document that you want to copy the picture into.
- 6 Insert a picture frame where you want the picture.
- 7 Choose the Paste command on Pageview's Edit menu to insert the picture.

For more information on capturing screens from standard applications, see your Microsoft Windows documentation.

### To copy a picture from within Pageview

- 1 Open the Pageview document that has the picture you want to copy.
- 2 Select the picture and choose the Copy command to copy the picture to the Clipboard.
- 3 Open the Pageview document that you want to paste the picture into.  
If you're pasting into the same document, go to the page where you want to paste the picture.
- 4 Insert a picture frame where you want the picture.  
You can size the frame now, or you can insert the picture and then size it.
- 5 Choose the Paste command on Pageview's Edit menu to insert the picture.

## Sizing and Moving Frames

Use the Size Picture and Move Picture commands together to position a frame on the page. The Size Picture command sizes the frame horizontally and vertically from the right margin, leaving the distance from the left margin unchanged. The Move Picture command moves the entire frame. So, you can use the Size Picture command to get the picture the size you want, then use the Move Picture command to position it.

### To size a frame



- 1 Select the frame or picture.
- 2 Choose the Size Picture command on the Edit menu.  
The pointer changes to a cross-shaped pointer and appears at the lower-right corner of the frame.
- 3 Use the direction keys to size the frame.  
The frame's height and width measurements appear in the status bar.
- 4 Press Enter when the frame is the size you want.





- 1 Select the frame or picture.
- 2 Choose the Size Picture command on the Edit menu.  
The pointer changes to a cross-shaped pointer and appears at the lower-right corner of the frame.
- 3 Click and hold the left button and drag the pointer to size the frame.  
The frame's height and width measurements appear in the status bar.
- 4 Click anywhere in the gray border when the frame is the size you want.

### **To move a frame**



- 1 Select the frame or picture.
- 2 Choose the Move Picture command on the Edit menu.  
The pointer changes to a cross-shaped pointer and appears at the upper-left corner of the frame.
- 3 Use the Right or Down keys to move the frame to a new position.  
To move the picture in larger increments, press the Ctrl + Right and Ctrl + Left keys. The distance of the frame from the left and top edges of the page is shown in the status bar.
- 4 Press Enter when the frame is where you want it.



- 1 Select the frame or picture.
- 2 Choose the Move Picture command on the Edit menu.  
The pointer changes to a cross-shaped pointer and appears at the upper-left corner of the frame.
- 3 Click and hold the left button and drag the pointer to move the frame to a new position.  
The distance of the frame from the left and top edges of the page is shown in the status bar.
- 4 Click anywhere in the gray border when the frame is where you want it.



## Clipping Pictures

### To clip a picture

You can use the Clip Picture command to clip the edges of the picture. A clipped picture expands to fill the frame. You can clip from the upper-left corner or the lower-right corner of the picture.

If you clip a picture and then decide it's not what you want, you can choose the Reset Clipping command to restore the picture to how it was before you clipped it.



- 1 Select the frame or picture.
- 2 Choose the Clip Picture command on the Edit menu.  
The pointer changes to a cross-shaped pointer and appears at the upper-left corner of the frame.
- 3 Press the Tab key to move the pointer to the corner you want to clip from.
- 4 Use the direction keys to clip the picture.  
The percentage of width and height that's clipped is shown in the status bar.
- 5 Press Enter when the picture is clipped how you want it.



- 1 Select the frame or picture.
- 2 Choose the Clip Picture command on the Edit menu.  
The pointer changes to a cross-shaped pointer and appears at the upper-left corner of the frame.
- 3 Move the pointer to the corner you want to clip from.
- 4 Click and hold the left button and drag the pointer to clip the picture.  
The percentage of width and height that's clipped is shown in the status bar.
- 5 Click anywhere in the gray border when the picture is clipped how you want it.

### To reset a clipped picture

- 1 Select the frame or picture.
- 2 Choose the Reset Clipping command on the Edit menu.  
Pageview returns the picture to how it was before you last clipped it.



### **To delete a picture or frame**

- 1** Select the picture or frame.
- 2** Choose the Cut command on the Edit menu, or press the Del key.  
Pageview deletes the frame and picture and repaginates the document.



## 6 Reference to Pageview

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## Overview

This chapter describes each of Pageview's commands and lists them in alphabetical order.

There are three types of Pageview commands:

- Commands that are carried out as soon as you choose them.
- Commands that display a dialog box so you can specify options before carrying out the command.
- Page layout and picture commands. When you choose one of these commands, Pageview displays a pointer, which you use to work with pictures or change page layout elements such as margins or running heads.

You use the mouse or direction keys to move the pointer and specify the effect you want, then press Enter or click in the gray border of the Pageview screen to carry out the command. Picture commands only operate when a picture or frame is selected.

As you move the pointer to position or size the picture or page layout elements, Pageview helps you to be precise by showing an appropriate measurement in the status bar. For example, if you move a top margin, Pageview displays the distance of the margin from the top of the page.

## Clip Picture

On the Edit menu.

Clips the edges of a picture. When you choose Clip Picture, a cross-shaped pointer frames the upper-left corner of the selected picture. As you move the pointer, the percentage of width and height to be clipped is shown in the status bar. You use the Tab key or the mouse to move the pointer to the lower-right corner of the picture so you can clip from that direction.

Clip Picture clips the picture, not the frame. The clipped picture expands to fill the frame after you carry out the command. Use Size Picture to cut the frame size.



## Close

On the Control menu.

Closes the active application window. If a dialog box is open and has a Control menu, this command closes the dialog box. Shortcut key: Alt + F4.

### Application Window

Press Alt + Spacebar + C to close the application window. Closing the application window is the same as quitting Pageview by choosing the Exit command on the File menu.

### Dialog Box

Some dialog boxes have Control menus. You can close a dialog box with a Control menu by choosing the OK button or Cancel button, or by pressing Alt + Spacebar + C.

## Copy

On the Edit menu.

Copies the highlighted picture and stores it on the Clipboard until another picture is copied or cut. Use the Paste command or the Ins key to paste the stored picture into an empty frame at a new location. The picture is sized to match the frame.

## Cut

On the Edit menu.

Cuts a highlighted picture or frame from the page, and stores it on the Clipboard until another picture is cut or copied. Use the Paste command or the Ins key to paste the stored picture and frame at a new location.

## Exit

On the File menu.

Quits Pageview and, if there are unsaved changes, asks if you want to save.



## Insert Picture

On the Edit menu.

Inserts an empty picture frame at a specified vertical location on the page.

A right-angle pointer appears when you choose the command. You move the pointer vertically along the left margin to set the position for the inserted frame's upper-left corner. The status bar displays the distance of the frame's upper-left corner from the left and top edges of the page. If you are using a mouse, hold down the left button and drag the pointer to see the measurements.

Pageview inserts the empty frame above the document paragraph that contains the corner of the right-angle pointer. The frame is one-inch high and stretches from margin to margin.

Once you've inserted a frame, you can:

- Paste pictures stored on the Clipboard into the frame with the Paste command.
- Change the frame size with the Size Picture command. If you narrow the frame width, you can change the horizontal position with Move Picture.

## Jump to Page

On the Edit menu.

Displays a page you specify. When you choose this command, Pageview updates all the page breaks up to the specified page so that the page display is always current.

**Page Number** Enter the number of the page to jump to. For multi-division documents where the same page number may appear in different divisions, specify the page number and division. For example, type *8D3* to jump to page 8 in division 3.

**OK** Tells Pageview to move to the page you specified in Page Number.

**Cancel** Cancels the command.

## Margins

On the Format menu.

Repositions margins and running heads for the displayed document or current division within a multi-division document.



When you choose this command, Pageview displays hyphenated lines to represent current settings for the four standard margins, the gutter margin, and the top and bottom running head positions. If the gutter margin is set at 0, the gutter line is at the edge of the page and is not visible.

You move the cross-shaped pointer onto the line for the margin or running head you want to reposition by pressing the Tab key or by moving the mouse and clicking the left button. The active margin or running head is identified in the status bar. When you move the margin or running head line, the status bar shows the distance from the nearest page edge. Running heads can only be moved within the margin area.

## Maximize

On the Control menu.

Enlarges the active window to fill all available space. You can use the Maximize command to see as much as possible of the Pageview application window. If the window is already maximized, the command area is grayed. Shortcut key: Alt + F10.

To restore a maximized window to its former size, use the Restore command on the Control menu.

## Minimize

On the Control menu.

Reduces the Pageview application window to a small icon at the bottom of the screen. You may want to use the Minimize command if you have Windows 2.0 or Windows/386 and want to temporarily run another application. Shortcut key: Alt + F9.

Press Alt + Spacebar + N to minimize the Pageview application window. Use the Restore command on the Control menu to restore it to its previous size and position.

To restore a maximized window to its former size, use the Restore command on the Control menu.



## Move

On the Control menu.

Moves the active window. Once you choose the Move command, use the direction keys to move the window to a new location. When the window is where you want it, press Enter. Shortcut key: Alt + F7.

To move the active window with the mouse, click and hold the left button, then drag the window's title bar.

If the window is maximized, this command is grayed.

### Application Window

Press Alt + Spacebar + M to move the Pageview application window.

### Dialog Box

Some dialog boxes have Control menus. You can move these boxes by pressing Alt + Spacebar + M. With the mouse, you can drag the dialog box by its title bar to a new location.

## Move Picture

On the Edit menu.

Moves the selected picture or frame to a new vertical or horizontal position.

When you choose Move Picture, a cross-shaped pointer frames the upper-left corner of the selected picture. When you move the pointer to reposition the picture, the distance of the picture from the top and left margins is shown in the status bar. If you are using a mouse, hold down the left button to move the pointer and see the measurements. You cannot move a picture above its original position; for this, you need to cut and paste.

## New

On the File menu.

Opens a new document. You can use a new document to store frequently used pictures; you can then cut these pictures to the Clipboard and paste them into other documents. Documents you create in Pageview are stored as Word documents.



## Open

On the File menu.

Opens a Word document saved in Word or Pageview, or a Write document. Pageview formats and paginates the document to show line and page breaks as they would appear when you print from Pageview.

If a Word document has been saved in Pageview, any associated picture files are opened and displayed as part of the document. Pictures in a Write document cannot be displayed in Pageview. For more information on picture files, see the Save command.

**Open File Name** Lets you type the name of a document to open. For documents in another directory, type the full DOS path. You can also select a document from the list box.

**Files in (current directory)** Lists documents with the .DOC extension in the current directory; also shows a parent directory if there is one and lists any sub-directories. You can switch to other directories to view and load documents they contain by selecting the [...] symbol. Any document you select is displayed in the text box.

**Widow/Orphan Control** Calculates paragraph breaks to avoid a single widow line at the top of a page or a single orphan line at the bottom of a page. If you want all pages to have the same number of lines, turn off widow/orphan control. The default setting is Yes, as in Word.

**Print Hidden Text** Specifies whether Pageview will repaginate and display pages as if hidden text were to be printed. The default setting is No, as in Word.

**Open** Opens the document displayed in the text box.

**Cancel** Cancels the command.

For more information on how Pageview maps Word fonts to Windows, see Appendix A.

**Note** When switching between Word and Pageview under Windows 2.0 or Windows/386, be sure to close the document in one application before opening it in the other application; otherwise, this may cause the second application to crash.

## Page Breaks

On the Format menu.

Changes page breaks for individual pages. A cross-shaped pointer appears at the current page break when you choose this command. Default page breaks are shown with a dotted line and adjusted page breaks with a hyphenated line. You can move the page break with either the direction keys or the mouse. As you move the page break, the distance from the top of the page is shown in the status bar. When you change a page break, Pageview recalculates page breaks for the whole document.



## Page Numbers

On the Format menu.

Adds, deletes, or repositions page numbers. You work with a page number on a single page, and Pageview adjusts all page numbers in the document or division accordingly.

A “1” pointer appears when you choose this command. As you move the pointer, the distance of the number from the left and top edges of the page is shown in the status bar. If you are using a mouse, hold down the left button to move the pointer and see the measurements.

## Paste

On the Edit menu.

If you have Windows 2.0 or Windows/386, pastes a picture from the Clipboard into a selected frame, scaling it to fit the frame. Pictures can come from any Windows application, including Windows Paint or Microsoft Excel, or from standard applications such as Microsoft Multiplan or Lotus 1-2-3.

## Print

On the File menu.

Prints the displayed document using the printing options you set. Make sure you have set up to print with Pageview before choosing this command. For more information, see Chapter 1, “Getting Started,” and Chapter 3, “Using Pageview.”

**Copies** Specifies how many copies of the document you want to print.

**Draft Quality** Tells Pageview to print the document more quickly, without character formats.

**Page Range** Specifies which pages of the document to print. “All” prints all document pages. The “From” and “To” text boxes tell Pageview which pages to include when you only want to print part of the document. If you want to print from a page in one division to a page in another, specify both page number and division. For example, if you enter *1D2* and *32D3*, Pageview prints from the first page of the second division to the thirty-second page of the third division.

**OK** Sends the document to the printer.

**Cancel** Cancels the command.



## Reset Clipping

On the Edit menu.

Resets a clipped picture to show its unclipped contents. The picture is scaled to the current frame size.

## Restore

On the Control menu.

Restores the active window to its previous size and location after you minimize or maximize it. The Restore command does not affect changes you made to a window with the Move or Size commands. Shortcut key: Alt + F5.

Press Alt + Spacebar + R to restore the Pageview application window to its previous size and position after minimizing or maximizing it.

## Run

On the Control Menu.

When you press Alt + Spacebar + U to choose the Run command, Pageview Windows displays the dialog box for the Clipboard and the Control Panel.

**Clipboard** Choose Clipboard and press Enter to display the contents of the Clipboard.

**Control Panel** Choose Control Panel and press Enter to display the Control Panel. You can use the Control Panel to add or delete printer drivers and fonts, connect or disconnect communication ports, and change your screen colors or mouse buttons.

For more information, see Appendix B, “The Clipboard and the Control Panel.”

## Save

On the File menu.

Saves a Word document you opened in Pageview using the existing name. All Pageview changes to standard Word formats (margins, page number position, page breaks, etc.) become part of the document. If you want, you can load a document saved in Pageview into Word and edit it there.



Any pictures you paste into a Word document are automatically saved in separate picture files in the same directory as the document. The first picture for a document is named DOCUMENT.P01, the second DOCUMENT.P02, and so on. When you open the document again in Pageview, the pictures are automatically included.

For each picture, Pageview adds a hidden text paragraph in the Word document, beginning with a .G. code and including the picture name, picture size, and clipping information. Word will not show you the pictures. The paragraph is formatted with indents and line spacing before and after so that it matches the corresponding picture's size and position in Pageview.

If you want to move or copy a Word document that has Pageview pictures to another directory, you need to move or copy the picture files as well. Since all pictures have the same name as the document they belong to, you can type *copy document.\** to copy the document and all related pictures to a new directory.

**Note** When switching between Word and Pageview under Windows 2.0 or Windows/386, be sure to close the document in one application before opening it in the other application; otherwise, this may cause the second application to crash.

## Save As

On the File menu.

Saves a document under a different name and makes a backup copy.

**Save File Name As** Saves the document under the name you type. The name must meet the rules for a Word document name. Pageview proposes the document's existing name.

If you type a name that is the same as another document in the directory, Pageview asks if you want to replace the other document.

**Make Backup** Saves a backup copy of the document you are saving under the name FILENAME.BAK. The backup will not contain editing changes made since you last saved.

**OK** Carries out the command.

**Cancel** Cancels the command.

## Single Page

On the View menu.

Changes the two-page display to one page. If a single page is displayed, the command is shown with a check by it; choose the command again to return to a two-page display.



## Size

On the Control menu.

Changes the size of the active window. When you choose the Size command, you can use the direction keys to change the size of the active window. When the window is the size you want, press Enter. Shortcut key: Alt + F8.

To resize the active window with the mouse, click and hold the left button, then drag the gray window border.

If the window is maximized, this command is grayed.

## Size Picture

On the Edit menu.

Resizes the picture frame and scales the picture to fit the frame. You can resize to any shape, or strictly maintain the original proportions.

When you choose Size Picture, a cross-shaped pointer frames the lower-right corner of the picture. You move the pointer with the direction keys or the mouse to the size you want. To maintain the picture's proportions with the keys, use the PgDn and Home keys. To maintain proportions with the mouse, hold down the Shift key as you press the left mouse button. As you resize the frame, its width and height are shown in the status bar.

## Zoom

On the View menu.

Zooms (magnifies) a selected portion of the page. A magnifying glass pointer appears when you choose this command. You move the pointer to the part of the active page you want to zoom and press Enter or click the left mouse button to see the text. Choose the command again to return from zoom view to standard page display.







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## Overview

The following tables show what keys to press to perform various actions with Pageview.

### Choosing Pageview Commands

To choose	Press
Clip Picture	Alt + E + L
Copy	Alt + E + C
Cut	Alt + E + T
Exit	Alt + F + X
Insert Picture	Alt + E + I
Jump to Page	Alt + E + J
Margins	Alt + T + M
Move Picture	Alt + E + M
New	Alt + F + N
Open	Alt + F + O
Page Breaks	Alt + T + P
Page Numbers	Alt + T + N
Paste	Alt + E + P
Print	Alt + F + P
Reset Clipping	Alt + E + R
Save	Alt + F + S
Save As	Alt + F + A
Single Page	Alt + V + S
Size Picture	Alt + E + S
Zoom	Alt + V + Z



## Working with Windows

To	Press
Close the window	Alt + Spacebar + C
Maximize the window	Alt + Spacebar + X
Minimize the window	Alt + Spacebar + N
Move the window	Alt + Spacebar + M
Restore the window	Alt + Spacebar + R
Size the window	Alt + Spacebar + S
Start the Clipboard	Alt + Spacebar + U
Open the Control Panel	Alt + Spacebar + U

## Moving and Selecting

To	Press
Move to beginning of the document	Ctrl + PgUp
Move to end of the document	Ctrl + PgDn
Move to the previous page	PgUp
Move to the next page	PgDn
Move to a specific page	Alt + E + J
Select a page	Tab
Select a frame or picture	Tab until the correct frame is selected

## Working in Dialog Boxes

To	Press
Move to next option	Tab
Move to previous option	Shift + Tab
Move up in list box	Up key

To	Press
Move down in list box	Down key
Edit in text box	Backspace key to erase characters
Select an option	Alt + underlined letter for option

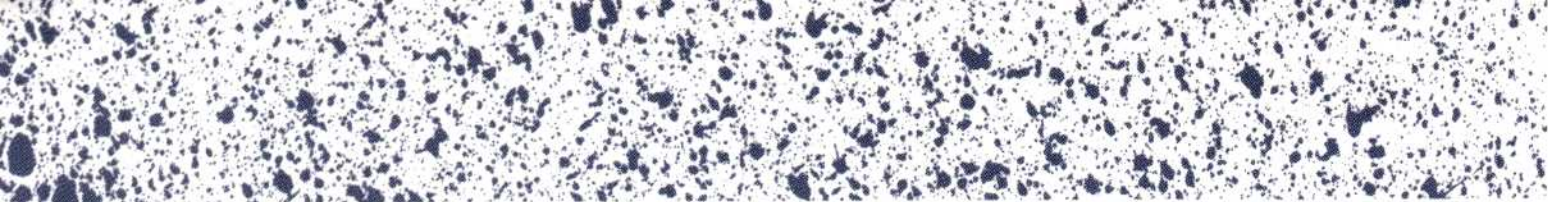
## Working with Pictures

To	Press
Select a frame	Tab
Insert a frame or picture	Alt + E + I
Size a picture	Alt + E + S
Clip a picture	Alt + E + L
Reset clipping	Alt + E + R
Cut a picture	Del or Alt + E + T
Copy a picture	Alt + E + C
Paste a picture	Ins or Alt + E + P
Move a picture to the right	Alt + E + M, then Right or Ctrl + Right
Move a picture to the left	Alt + E + M, then Left or Ctrl + Left
Move a picture down	Alt + E + M, then Down or Ctrl + Down
Move a picture up	Alt + E + M, then Up or Ctrl + Up

## Changing the Layout

To	Press
Adjust margins	Alt + T + M
Add or adjust page breaks	Alt + T + P
Add or adjust page numbers	Alt + T + N
Delete page breaks	Alt + T + P, then Del
Delete page numbers	Alt + T + N, then Del





# Appendix A

## Creating PFF Files

Appendix A

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## Overview

Pageview is a Windows application and displays Word documents as they will appear when printed using Windows printer drivers. Because the formats in Word documents are coded for use with Word printer drivers (PRD files), Pageview must translate the fonts portion of these formatting codes for use by Windows printer drivers. Pageview uses PFF files for this purpose.

When you save a document in Word, the name of the PRD file listed in the “printer” field of the Print Options command is saved with the document. When you open a Word document in Pageview, Pageview looks for the PFF translation file that corresponds to the document’s PRD file. Pageview uses a default PFF file if there is no specific matching PFF file. If the default PFF file does not have a font that corresponds to a Word font, it substitutes an approximation.

Pageview is shipped with a PFF file for each Windows printer driver. Later versions of Windows may add additional drivers. If a new version of Windows has a driver for your printer, you can create a PFF file to ensure that all Word fonts are closely matched by Windows fonts when you display or print in Pageview.

## Creating PFF Files

There are two ways to create PFF files for new Windows printer drivers:

- For printer drivers for Hewlett-Packard LaserJets, you copy an existing Hewlett-Packard PFF file and give the copied file a name with the same prefix as the corresponding Word PRD file.
- For other printer drivers, you start a new Word document and type in a font code translation table. The table below includes information to help you type the translation table.



<b>PRD font</b>	<b>Generic font</b>
0	Modern A
1	Modern B
2	Modern C
3	Modern D
4	Modern E
5	Modern F
6	Modern G
7	Modern H
8	Modern I
9	Modern J
10	Modern K
11	Modern L
12	Modern M
13	Modern N
14	Modern O
15	Modern P
16	Roman A
17	Roman B
18	Roman C
19	Roman D
20	Roman E
24	Roman I
25	Roman J
26	Roman K
27	Roman L
28	Roman M
29	Roman N
30	Roman O
31	Roman P
32	Script A
33	Script B
36	Script E
37	Script F
38	Script G
40	Foreign A

PRD font	Generic font
41	Foreign B
42	Foreign C
44	Foreign E
48	Decor A
49	Decor B
50	Decor C
52	Decor E
55	Symbo A
56	Symbo B
57	Symbo C
58	Symbo D
59	Symbo E
60	Symbo F
61	Symbo G
62	Symbo H

### **To copy a Hewlett-Packard PFF file**

- 1 Consult Chapter 2 of *Printer Information for Microsoft Word* to see which PRD file for a Hewlett-Packard font set matches the new Windows printer driver.
- 2 In the Pageview directory, copy any Hewlett-Packard PFF file to a new PFF file. This file should have the same prefix as the corresponding PRD file and the .PFF extension.

### **To create a new PFF file**

You need to gather font information from Windows Write, then use Word to gather additional information and create the PFF file.

#### **To gather information from Windows Write:**

- 1 Make sure you add the new printer to Windows using the Windows SETUP program or the Control Panel.
- 2 Start Windows Write and make sure the new printer is selected in the Change Printer command on the File menu.
- 3 Press Esc to cancel the Change Printer command.



- 4 Choose the Fonts command from the Character menu and exactly write down all the fonts listed in the list box. You may have to scroll the box to see all the fonts.
- 5 Press Esc to cancel the Fonts command.
- 6 Choose Exit from the File menu to quit Write; repeat the step to quit Windows.

**To gather additional information and create the PFF file in Word:**

- 1 Start Word.
- 2 If necessary, confirm that the PRD file listed in the “printer” field of Print Options corresponds to the new Windows printer.
- 3 Choose Format Character, and in the “font name” field, press F1 to see a list of fonts for the printer.
- 4 Write down each of the printer’s fonts, including both the specific font name and the generic font name (shown in parentheses).
- 5 Press Esc to cancel Format Character and return to the document window.
- 6 In the table above, find the PRD numeric font code for each of the generic names you’ve recorded.
- 7 Type each numeric font code, a semicolon (;), and the Write font name that corresponds to the numeric code. For example,

*0;Pica*  
*1;Courier*

The font names in the table above will guide you to the corresponding font names you recorded from Write. Type in the Write font name, not the guide from the table. Each numeric font code and name must be on a separate line.

- 8 Choose Transfer Save.
- 9 In the “filename” field, type the DOS path to your Pageview directory and the PFF filename. The name should have the same prefix as the PRD file and end with the .PFF extension.
- 10 In the “formatted” field, choose No.
- 11 Press Enter to save the file.





# Appendix B

## The Clipboard and the Control Panel

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## The Clipboard

The Clipboard holds pictures that you want to copy or move from one application to another, or within the same application. For example, you can copy a chart from Microsoft Excel to the Clipboard and then paste it into a Pageview document.

### To display the Clipboard

You can see the Clipboard's contents at any time while you run Pageview.



- 1 Press Alt+Spacebar to activate Pageview's Control menu.
- 2 Press U to choose the Run command.
- 3 In the Run dialog box, choose Clipboard.
- 4 Press Enter to display the Clipboard.

The Clipboard window appears and displays the contents of the Clipboard, if any.



- 1 Select Pageview's Control menu.
- 2 Choose the Run command.
- 3 In the Run dialog box, choose Clipboard.
- 4 Click OK to display the Clipboard.

The Clipboard window appears and displays the contents of the Clipboard, if any.

### To cut, copy, and paste using the Clipboard

Though Windows applications may have different names for the Cut, Copy, and Paste commands, the commands should operate this way:

- The Cut and Copy commands (or their equivalents) put the selected data on the Clipboard.



- The Paste command copies data from the Clipboard into an area you select in the application. You can paste the same data from the Clipboard as many times as you want.

**Note** Some standard applications have commands similar to Cut, Copy, and Paste, but don't use the Clipboard to transfer data.

For information on transferring data from standard applications, see Chapter 5, "Working with Pictures."

### To quit the Clipboard



- 1 Press Alt + Spacebar to activate the Clipboard's Control menu.
- 2 Press C to choose the Close command.  
The Clipboard closes and you return to your application.



- 1 Select the Clipboard's Control menu.
- 2 Choose the Close command.  
The Clipboard closes and you return to your application.

## The Control Panel

You can use the Control Panel to adjust system settings such as the date and time, printer assignments, and colors of parts of the windows.

### Using the Control Panel

#### To start the Control Panel

- 1 Choose the Run command on Pageview's Control menu.
- 2 Select the Control Panel option in the dialog box.
- 3 Press Enter or choose the OK button to start the Control Panel.

## **To quit the Control Panel**

When you are done adjusting the various system settings, quit Control Panel:

- Choose the Close command on the Control menu for the Control Panel window.

## **Time, Date, Cursor Blink, and Double Click**

When you start the Control Panel, it opens a window containing four sections: Time, Date, Cursor Blink, and Double Click.

### **To change the time**



- 1 Press the Tab key to move to the Time section.
- 2 Press the Right or Left key to select the part of the time (hours, minutes, or seconds) you want to change.
  - To increase the number, press the Up key.
  - To decrease the number, press the Down key.
- 3 Press Enter to change the time.



- 1 Click the part of the time (hours, minutes, or seconds) you want to change.
  - To increase the number, click the up scroll arrow.
  - To decrease the number, click the down scroll arrow.
- 2 Click outside the Time section to change the time.

### **To change the date**

You can change the date the same way that you change the time.



- 1 Press the Tab key to move to the Date section.
- 2 Press the Right or Left key to select the part of the date (month, day, or year) you want to change.
  - To increase the number, press the Up key.
  - To decrease the number, press the Down key.
- 3 Press Enter to change the date.





- 1 Click the part of the date (month, day, or year) you want to change.
  - To increase the number, click the up scroll arrow.
  - To decrease the number, click the down scroll arrow.
- 2 Click outside the Date section to change the date.

### To change the cursor blink rate

When you are editing a text box in a dialog box, the insertion point blinks. You can adjust the cursor blink rate to control how fast the insertion point blinks.



- 1 Press the Tab key to move to the Cursor Blink section.
- 2 Press the Right or Left key to scroll to the setting you want.  
A sample blinking insertion point shows the current blink rate.



- In the Cursor Blink section, click the right or left scroll arrow, or drag the scroll box to change the rate.  
A sample blinking insertion point shows the current blink rate.

### To change the mouse double-click rate

When you double-click the mouse button, Pageview interprets your action by how quickly one click follows the other.

- In the Double Click section, click the right or left scroll arrow, or drag the scroll box to change the rate.

You can test the new setting by double-clicking the Test button. The button color inverts if Pageview interprets your action as a double-click.

## Adding or Removing Printers

To add or remove a printer in Pageview, you use the Add New Printer command on the Control Panel's Installation menu.

## **To add a printer**

- 1** Choose the Add New Printer command on the Installation menu.
- 2** When prompted, insert the diskette that contains the printer driver files you want to install. The supplied printer drivers are located on the Pageview Utilities diskette one or two.
- 3** Choose the OK button.  
A dialog box appears listing the printer driver files available on the diskette.
- 4** In the list box, select the printer you want to add.  
The name of the corresponding printer driver file appears in the Printer File box.
- 5** Choose the Add button.  
A dialog box appears prompting you to enter the drive or directory to which you want to copy the printer driver file. Your Pageview directory appears in the text box.
- 6** If you want to change the drive or directory the printer driver file will be copied to, type the drive or directory you want in the text box. (The directory must already exist.)  
If you do not specify a drive or directory, the file is copied to your Pageview directory.
- 7** Choose the Yes button to add the printer.

Whenever you add a new printer to your system, you must let Pageview know which port the printer is connected to. For information on connecting to the correct port, see “Configuring Your System,” later in this Appendix.

## **To remove a printer**

- 1** Choose the Delete Printer command on the Installation menu.  
A dialog box appears listing the printers you have set up.
- 2** In the list box, select the name of the printer you want to remove.  
The name of the corresponding printer driver file appears in the Printer File box.



- 3 Choose the Delete button.
- 4 A dialog box appears displaying the location of the printer driver file. If necessary, type an alternate location for the file in the text box.
- 5 Choose the Yes button to remove the printer.

**Note** If other printers use the printer driver file that appears in the Delete Printer dialog box, that file will not be deleted from the named directory; it will still be available to the other printers.

## Adding or Removing Printer Fonts

### To add a font

- 1 Choose the Add New Font command on the Installation menu.
- 2 When prompted, insert the diskette that contains the font files you want to install. The supplied files are located on the Pageview Font diskette one or two.
- 3 Choose the OK button.  
A dialog box appears listing the fonts available on the diskette.
- 4 In the list box, select the name of the font you want to add.  
The name of the corresponding font file appears in the Font File box.
- 5 Choose the Add button.  
A dialog box appears prompting you to enter the drive or directory you want to copy the font file to. Your Pageview directory appears in the text box.
- 6 If you want to change the drive or directory the font will be copied to, type the drive or directory in the text box. (The directory must already exist.)  
If you do not specify a drive or directory, the file is copied to your Pageview directory.
- 7 Choose the Yes button to add the font.

### To remove a font

- 1 Choose the Delete Font command on the Installation menu.  
A dialog box appears listing the fonts you have set up.
- 2 In the list box, select the name of the font you want to remove.  
The name of the corresponding font file appears in the Font File box.



- 3 Choose the Delete button.
- 4 A dialog box displays the location of the font file. If necessary, type an alternate location for the font file in the text box.
- 5 Choose the Yes button to remove the font.

## Configuring Your System

You can use commands from the Setup menu to change printer port assignments, set the system default printer and specify its output modes, and set up serial communications ports.

### To connect a printer

Pageview needs to know which port your printer is connected to. You can use the Connections command on the Setup menu to assign or change the port for your printer(s).

- 1 Choose the Connections command on the Setup menu.  
A dialog box appears displaying a list of printers and a list of ports.
- 2 In the Printer list box, select the name of the printer for which you want to change the port.  
The current port assignment for the selected printer is selected in the Connection list box.
- 3 In the Connection list box, select the desired port.
- 4 Choose the OK button to connect the printer to the port.

### To set up a printer

You can use the Printer command on the Setup menu to specify the system default printer and to set its output modes. You can also use the command to set the amount of time you have to correct printing problems before Pageview sends you a message about them.

The Default Printer setting shows the printer normally used by Pageview. Printer output modes are printer-specific settings such as portrait (vertical page orientation), landscape (horizontal page orientation), or color for plotters. These options vary from printer to printer. If you have several printers installed, you can use the Printer command to let Pageview know which printer you want to use.

The Printer Timeouts settings let you adjust the amount of time Pageview waits before sending you messages about printer problems.



The Device Not Selected setting controls the amount of time Pageview waits before notifying you that a printer is not ready to print. The default setting is 15 seconds.

The Transmission Retry setting controls the amount of time Pageview waits for output characters to be received by a printer before notifying you that it cannot print to the device. The default setting is 45 seconds.

**To set up a system default printer or change printer output modes:**

- 1 Choose the Printer command on the Setup menu.  
A dialog box appears listing all available printers and their port connections.
- 2 To select a default printer, move to the Default Printer list box and select the name of the printer that you want as the default.
- 3 Choose the OK button.  
Another dialog box appears containing the default mode settings for your printer.
- 4 If necessary, change the settings.
- 5 Choose the OK button to set up the system default printer.

**To change the amount of time Pageview waits before sending you messages about printing problems:**

- 1 Choose the Printer command on the Setup menu.  
A dialog box appears.
- 2 To change the Device Not Selected setting, type the number of seconds you want Pageview to wait before sending you a message that the printer is not ready.
- 3 To change the Transmission Retry setting, type the number of seconds you want Pageview to wait before sending you a message that it cannot print.
- 4 Choose the OK button.  
A dialog box appears showing the default settings for your printer.
- 5 If necessary, change the settings.
- 6 Choose the OK button to confirm the settings.

## **To set up a communications port**

If you are setting up a communications device or a serial printer, you need to set up a serial communications port. To do this, you use the Communications Port command on the Setup menu.

**Note** If you are setting up a serial printer, check your printer manual to make sure that the port settings you select are correct.



- 1 Choose the Communications Port command on the Setup menu.  
A dialog box appears displaying the available serial ports and their port settings.
- 2 Choose a port.  
The dialog box settings change to reflect the current settings for that port.
- 3 Change the appropriate options to meet the needs of your hardware.
- 4 Choose the OK button to set up the port.

## Changing Screen Colors

Use the Screen Colors command on the Preferences menu to adjust the text and background colors on your screen. If you have a monochrome monitor, this command also lets you adjust shades of gray on the screen. You can specify hue, brightness, and amount of color for the following areas of your screen:

- Screen background
- Application workspace
- Window background
- Window text
- Menu bar
- Menu text
- Active (selected) title bar
- Inactive (unselected) title bar
- Title bar text
- Active border
- Inactive border
- Window frame (the border that surrounds each window)
- Scroll bars

---

### To change screen colors

- 1 Choose the Screen Colors command on the Preferences menu.
- 2 In the list box, select the part of the screen or window for which you want to change the color.
- 3 Press the Tab key to move to the Hue scroll box.  
Press the Right or Left key to change settings in small increments. To move across the scroll bar more quickly, press the PgUp or PgDn key. If you are using a mouse, you can click the scroll arrows or drag the scroll box.



- 4 Press the Tab key to move to the Bright scroll box.  
Press the Right or Left key to change settings in small increments. To move across the scroll bar more quickly, press the PgUp or PgDn key. If you are using a mouse, you can click the scroll arrows or drag the scroll box.  
If the Bright scroll box is at the extreme left of the scroll bar, the color is black. If the scroll box is at the extreme right, the color is white.
- 5 Press the Tab key to move to the Color scroll box.  
Press the Right or Left key to change settings in small increments. To move across the scroll bar more quickly, press the PgUp or PgDn key. If you are using a mouse, you can click the scroll arrows or drag the scroll box.  
Scroll to the right for a more vibrant, intense color. Scroll to the left for less intensity.  
If the Color scroll box is at the extreme left of the scroll bar, adjustments to the Hue and Bright scroll bars will result only in black and white and shades of gray.
- 6 When you have adjusted the screen colors to your satisfaction, choose the OK button.  
If you change your mind and want to return to the previous settings, choose the Reset button. This restores the original settings but does not close the dialog box.  
To cancel the new settings and close the dialog box, choose the Cancel button.

## Changing the Window Border Width

The Border Width command on the Preferences menu lets you change the width of the border around a window. You cannot change the width of a fixed-size window, such as the Control Panel window.

### To change the window border width

- 1 Choose the Border Width command on the Preferences menu.  
The Border Width text box shows the current width of the border.
- 2 To change the border width, type a new number.  
The larger the number, the wider the border.
- 3 Choose the OK button to change the border width.

## Turning Off the Warning Beep

When you are using Pageview, your computer sometimes beeps, such as when you press the wrong key. You can turn off the beep with the Warning Beep command on the Preferences menu.



You can tell if the Warning Beep feature is in effect by looking at the Preferences menu. When the feature is active, a checkmark appears next to the Warning Beep command.

### **To turn off the warning beep**

- Choose the Warning Beep command on the Preferences menu.  
To turn the warning beep back on, choose the command again.

## **Changing Mouse Options**

The Mouse command on the Preferences menu lets you change which mouse button you press and adjust how fast the mouse pointer moves on the screen.

Pageview generally uses only the left mouse button. You can switch from the left mouse button to the right mouse button, and vice-versa. With the Mouse Acceleration setting, you can increase or decrease the speed at which the pointer moves on the screen.

### **To change mouse options**

- 1 Choose the Mouse command on the Preferences menu.
- 2 To reverse mouse buttons, turn on the Swap Left/Right Mouse Buttons check box.
- 3 To change the speed at which the mouse pointer moves across the screen, select the acceleration rate you want.
- 4 Choose the OK button to confirm the new settings.

Once you have set these options, they remain set until you change them.



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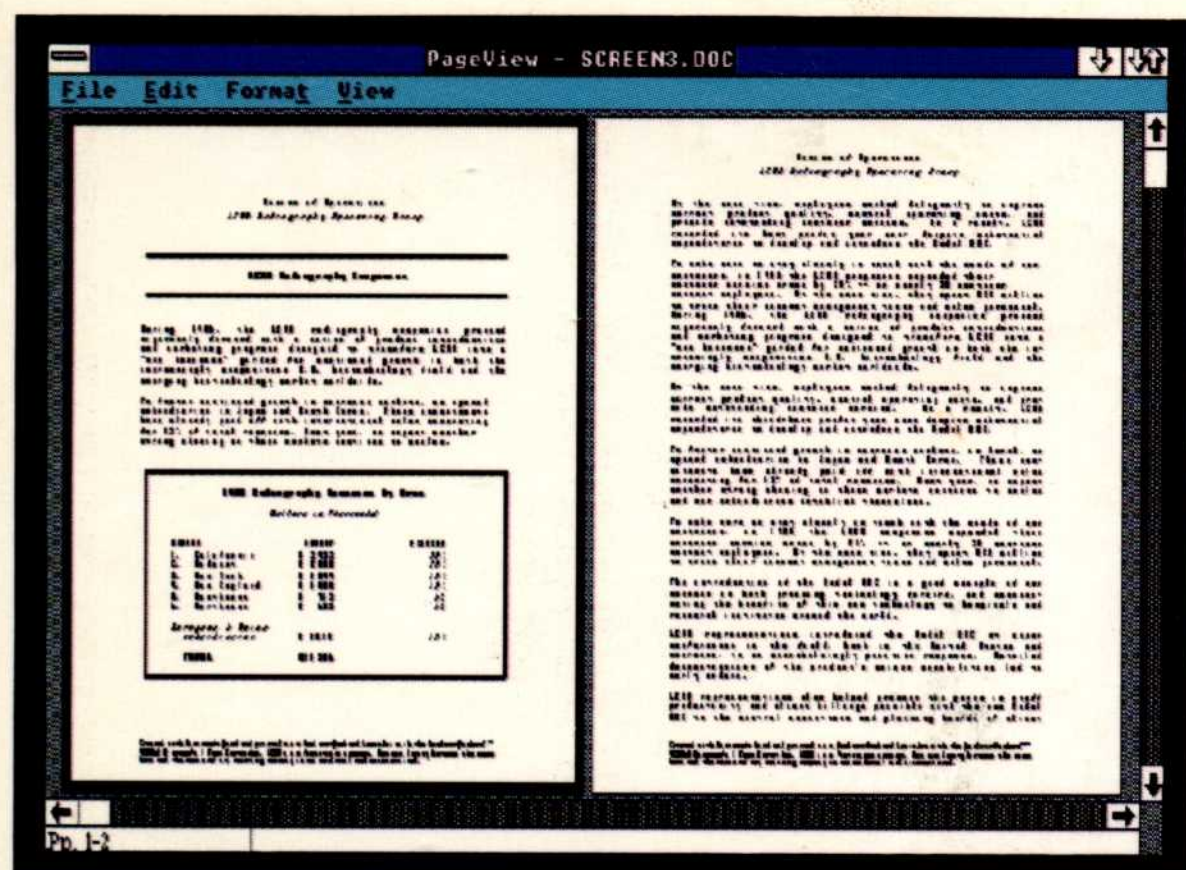
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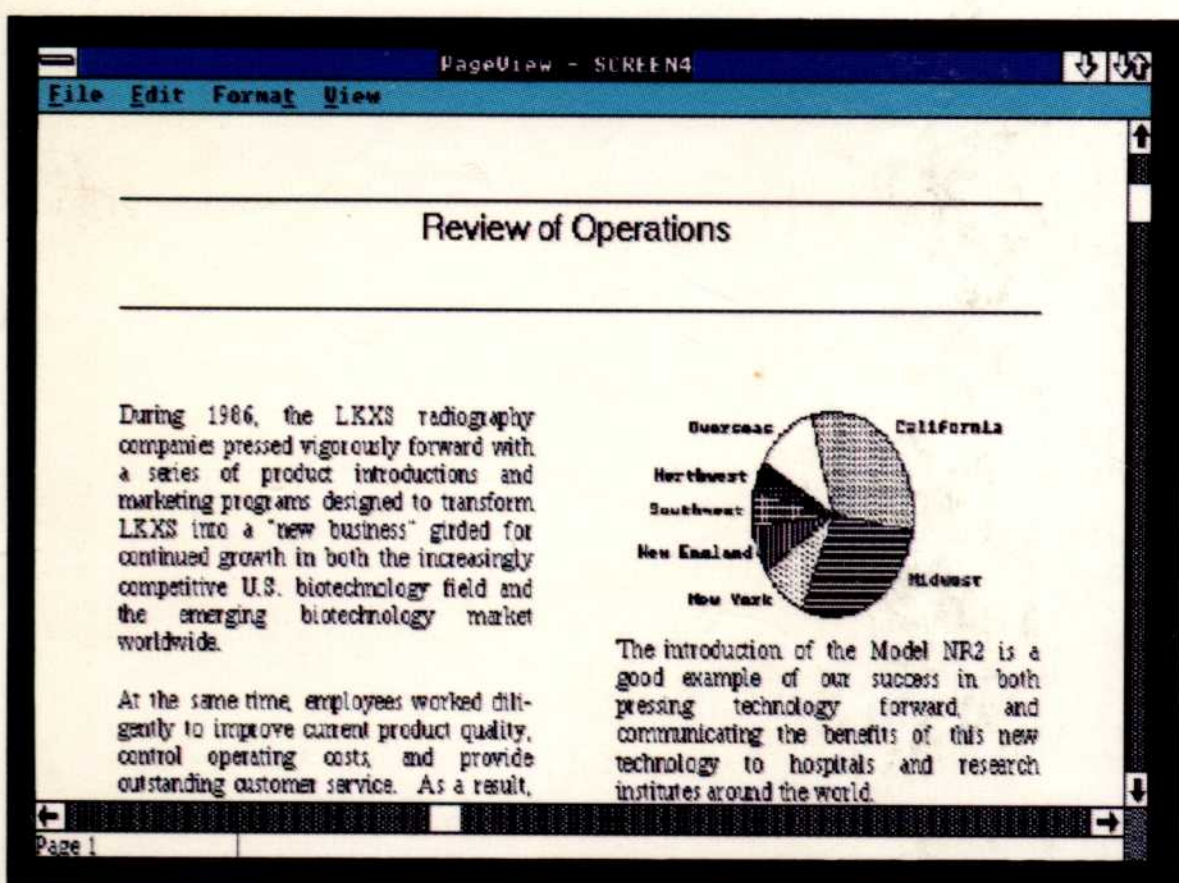
# Microsoft® Pageview

Page Preview and Graphics Integration Program for Microsoft Word

Say goodbye to the trial run printout. You've had your last surprise at the output stage. With Microsoft Pageview, you can preview your Microsoft Word documents on screen, so changes can be made before you print. But that's not all—Pageview also lets you incorporate graphics into your documents, for greater versatility than ever before.



Get the big picture. Pageview's preview function shows you one or two pages at a time, with all formatting displayed on screen.



Focus your attention. The zoom feature lets you get in close to see font styles and graphics in greater detail.

When there's a lot riding on the quality of your letter or report, Microsoft Pageview helps you get the results you want. Pageview works with Microsoft Word version 4.0, giving you a convenient way to preview your documents—and make changes—before you print. What's more, Microsoft Pageview, when used with Microsoft Windows 2.0 or Microsoft Windows/386, lets you insert and work with graphics from programs like Microsoft Chart, Microsoft Excel, Microsoft Paintbrush®, Paint, and Lotus® 1-2-3®.

The page preview feature offers a single-page or two-page, side-by-side view of any document written in Microsoft Word 4.0. You'll see multiple columns, footnotes, running heads—all the formatting appears on screen exactly as it will look in print. You can also change margins and page breaks or reposition the page numbers on the screen.

Pageview's graphics capability permits you to move or change the size of the graphic elements, preview them on screen, and print the graphics in your word processing document—all from within the Pageview program.

This package includes a special offer to save you \$50 on either Microsoft Windows 2.0 or Microsoft Windows/386, so that you can take full advantage of Pageview's graphics insertion feature.

For IBM® Personal Computer  
and Compatibles

## System Requirements

- Microsoft Word 4.0
- 512K memory (640K recommended)
- DOS 3.0 or higher
- Two disk drives or one disk drive and a hard disk
- Full version of Microsoft Windows Version 2.0 or higher or Microsoft Windows/386 Version 2.0 or higher required for graphics insertion feature