

Impression Style Tutorial



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About this manual

This tutorial describes most of the important features of the Impression Style software package. It is divided into the following sections:

Introduction to Style

Basic information about loading Impression, the editing window, and loading, saving and discarding documents.

Document 1 – a simple letter

Using Impression to create a simple Thank you letter. This covers entering and editing text, spell checking, and printing.

Document 2 – a simple leaflet

Using Impression to create a single page leaflet. This covers graphics (picture) handling, changing the page size, and changing the appearance of text.

Document 3 – a booklet

Using Impression to create a four-page booklet. This covers creating extra pages, and more information on changing the appearance of text and printing.

Document 4 – a newsletter

Using Impression to create a newsletter. This shows an alternative way of creating multi-page documents. It also covers using chapters to allow different page layouts.

Introduction to Style

This covers:

- loading Impression
- the editing window
- the menus
- selecting functions
- the Toolbar
- the defaults

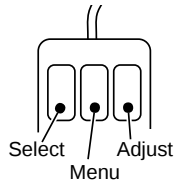
This tutorial takes you through the production of four different types of document. (Everything you produce in Impression is called a *document*. There is no distinction made between letters, leaflet, booklets, and so on.)

There are often alternative ways to achieve the same result. Where this applies, the tutorial shows you one way and then shows the alternative way later. Your own preference decides which to use when creating or editing your own documents.

Many functions in Impression are controlled using dialogue boxes. If you are not familiar with using dialogue boxes, you may find it useful to read *Appendix 2* in the Main Manual.

¶ Paragraphs like this give you additional information on using Impression.

Mouse buttons



We use the Acorn convention for the three mouse buttons:
 the left-hand button is called **Select**,
 the centre button is called **Menu**,
 the right-hand button is called **Adjust**.

Where we say click on something and don't specify a mouse button, use **Select**.

Loading Impression



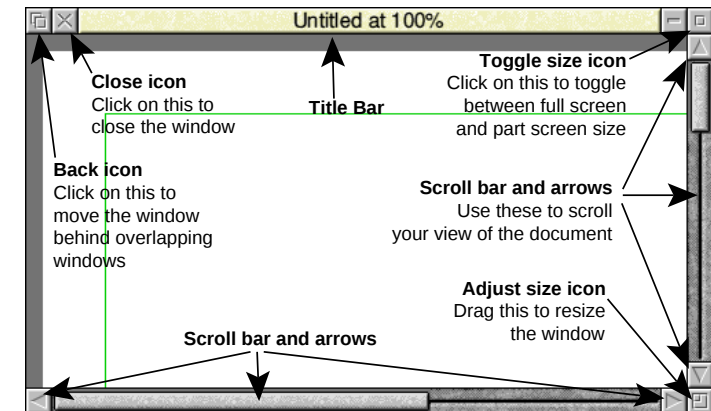
The Impression application is called *!Style*.

Double-click on the *!Style* icon to load Impression. (Double-click means quickly press and release **Select** twice.)

The editing window

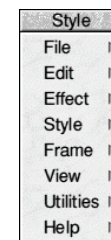


Click on the *Style* icon on the icon bar to begin a new document and open the editing window. This is a standard RISC OS window:



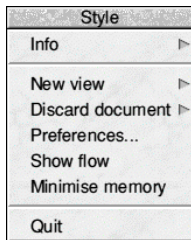
The menus

The Main Menu



To display this, click **Menu** on the editing window. Most menu options are selected from the Main Menu.

The Icon Bar Menu



Click **Menu** on the Impression icon on the icon bar.

Selecting functions

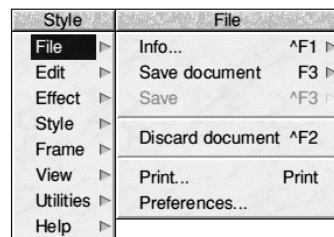
You can select most functions using any of three methods:

From a menu. Usually you use the Main Menu. Menu options are shown like this: *File* ⇒ *Print*. This means:

- 1 Click **Menu** (the centre mouse button) on the editing window. This displays the main menu.



- 2 Move over the arrow to the right of *File*. This displays the File menu.



- 3 Click on *Print*.

Using the keyboard. The alternative to *File* ⇒ *Print* is to press the *Print* key.

Some functions are selected using combinations of the *Ctrl* and *Shift* keys:

Ctrl-A means hold down the *Ctrl* key and press *A*.

Ctrl-Shift-A means hold down both the *Ctrl* and *Shift* keys and press *A*.

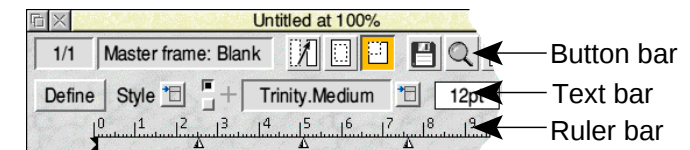
Using the Toolbar (described below). The alternative to *File* ⇒ *Print* is to click on the *Print* tool:



Some people prefer selecting options from menus. Others prefer using the keyboard. The choice, as with much of Impression, is yours.

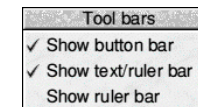
The Toolbar

Impression can display an optional Toolbar along the top of the current editing window. (Click inside the dotted rectangle to make this the current editing window.) The Toolbar has up to three horizontal rows of information:



(The default is display the Button and Text bars.)

The *View* ⇒ *Tool bars* submenu controls which bars are displayed:



You can display any combination of the bars except for only the Button and Ruler bars. If you select this option, Impression automatically also displays the Text bar.

Ctrl-Shift-R turns the current selection *on* or *off*.

¶ For a more information on the Toolbar and descriptions of the various tools see *Main Manual* pages 31-36.

¶ For information on changing the default Toolbar display, see *The defaults*, later in this section.

Measurement units

By default, measurements are displayed in millimetres except for text heights and line spacing, which are displayed in points (72 points = 1 inch), and rulers (displayed in centimetres).

You can change the default units see *The defaults* below.

You can enter values in any of the units recognised by Impression. For units, other than the default, follow the value with these abbreviations:

<i>in</i>	inches
<i>ft</i>	feet
<i>yd</i>	yards
<i>pt</i>	points ($1/72$ inch)
<i>pi</i>	picas ($1/6$ inch or 12pt)
<i>mm</i>	millimetres
<i>cm</i>	centimetres
<i>m</i>	metres

For example, widths are displayed in millimetres. For a width of 127mm, you could type any of these:

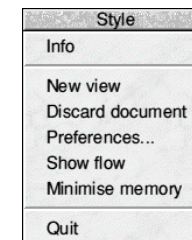
127 default units you do not need to type *mm*
 12.7*cm*
 5*in*
 30*pi*

The defaults

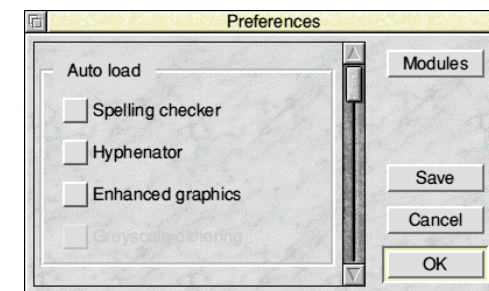
As you get more familiar with Impression you may find that you would prefer a different set of default values. Many of these values you can change and then save within Impression as the new defaults. For details of customising Impression to your individual requirements see *Main Manual* pages 263-274.

As an example, we will show how you can change the default display of the Toolbar:

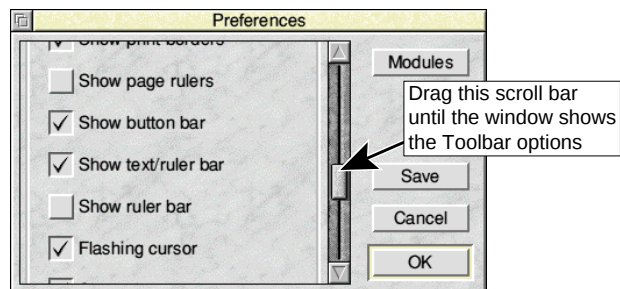
- 1 Click **Menu** on the icon on the icon bar. This displays the Icon Bar Menu:



- 2 Choose *Preferences*. This displays the *Preferences* dialogue box:



- 3 Scroll down until the Toolbar options are displayed:



- 4 Select the required options by clicking on the buttons to the left of the option name. A tick shows selected options. (*Show button bar* is a selected option; *Show ruler bar* is unselected.)
- 5 Click on *OK* or *Save* (the *action buttons*) to implement any changes.

OK implements the change for this session but does not change the default settings. The next time you load Impression, the old defaults will still apply.

Save implements the change and also makes the current settings the defaults. These settings then apply when you next load Impression.

Select-clicking on *OK* or *Save* implements the change and closes the dialogue box.

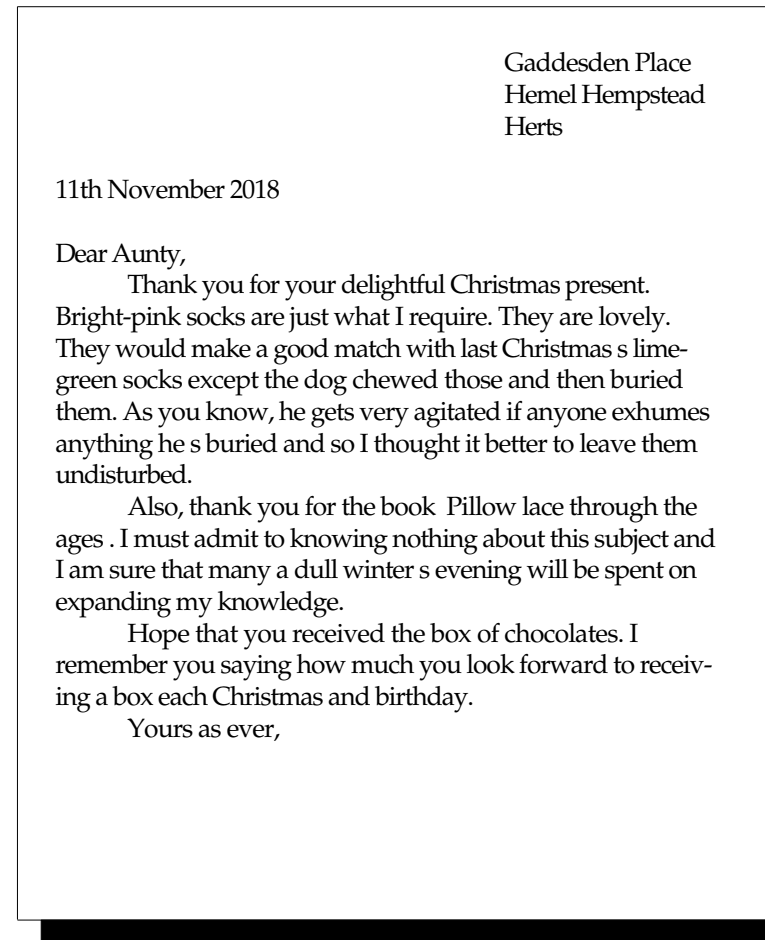
Adjust-clicking on *OK* or *Save* implements the change but retains the dialogue box on-screen. You can then make further changes. (Most dialogue boxes respond to Adjust-clicks in this way.)

DOCUMENT 1 – A SIMPLE LETTER

This describes creating a simple one-page letter. It describes the main areas of text handling in Impression, saving a document and introduces you to printing.

This document covers:

- opening a new document
- typing into the editing window
- how to correct any typing mistakes
- importing text
- moving a region of text
- using Search & Replace
- spell checking the document
- simple printing
- saving a document
- closing the window and discarding the document



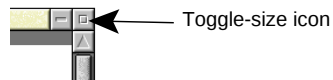
This illustration uses a larger text size than you will use. This means your document will look slightly different to this illustration.

You have to write to your aunt and thank her for your Christmas present. This is a simple document and is all in plain text. The complete letter is shown on the page opposite.

Opening the document

Load !Style.

Click once on the icon to open a new document. The document window fills only part of the screen and is too small for our purposes. Click on the Toggle-size icon (in the top right-hand corner of the window) so that the window fills the whole screen.



Entering text

Click inside the dotted rectangle to select it.

¶ *Impression calls this rectangle a **frame**. Everything (text and pictures) is contained in separate frames.*

The title bar changes to cream to show that this is the current window. The frame outline, which was shown dotted, changes to solid green; this shows that it is the selected frame. The Toolbar is displayed at the top of the window.

¶ *All editing actions take place in the selected frame.*

¶ *This is a blank frame. Notice that the text cursor appears in the top left-hand corner of the frame. This is where text will appear when you start typing. If you want your text to start on a different part of the page, you have to either move or resize the frame or create a new frame. All these operations are described later.*

Start the letter off with your address. If you make a mistake, use the delete keys to remove the error and then retype. At the end of each line press *Return* to step to the next line.

Inserting the date

- 1 Press *Return* to move to a new line.
- 2 Hold down both the *Ctrl* and *Shift* keys and press *D*.
¶ *In the Main Manual and elsewhere in this tutorial this type of key action is shown as Ctrl-Shift-D.*

¶ *You can also use the menu option Utilities ⇒ Insert ⇒ Current date. See Main Manual pages 51-52 for details.*

This inserts the current date at the cursor.

¶ *This reads the date from the clock in the computer. If that clock is wrongly set, your letter will have the wrong date. Use the standard Acorn utility **Alarm** to correct the clock if necessary.*

Change the scaling of the window

Now you have some text on the page you may want to increase (zoom in) or decrease (zoom out) the scaling of the window. Scalings above 100% give you an enlarged view so you see less of the document but in greater detail. To change the scaling you can use either:

The *Scale view* dialogue box. Display this using *View* ⇒ *Scale view*, or *Ctrl-F9*, or the *Scale* tool. 

The keyboard.

Use the *Zoom* tool.

Main manual pages 14-16 has full details of scaling your view.

¶ *The **Zoom** tool is very useful for looking at a specific area of a document:*

- 1 Move the mouse pointer over the document.
- 2 Hold down both the *Ctrl* and *Shift* keys. The mouse pointer changes shape to a magnifying glass. 
- 3 Keep *Ctrl* & *Shift* held down. Hold down *Select* and drag the mouse to create a rectangle.
- 4 Release *Select* and the area in the rectangle is enlarged to fill the window.

To return to the previous scaling, click *Previous zoom* in the *Scale View* dialogue box or *Adjust*-click on the *Scale* tool.

Even if you are happy with the present scaling, try changing it to see the effect.

Entering more text

Type in the line
Dear Aunty,

Type in the last paragraph, which starts
(Tab) Hope that you received...

Type it as one continuous line; do not type *Return* at the end of the first line. For now, make this the first paragraph; we will move it later to show how to move text.

Importing text

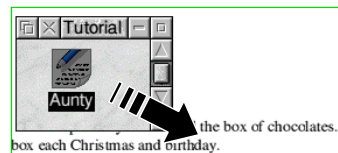
To save you typing the rest of the letter, the text is in a file in the Tutorial folder. We will use it to show importing text.

The cursor should already be at the end of the text (after the word birthday). If it is not, you can either:

click **Select** after birthday, or

press **Ctrl ↓** this moves to the end of the story.

Open the directory *Tutorial* on your hard drive. In that directory is a file called *Aunty*. Move the mouse pointer over the file's icon. Press and hold down **Select** and drag the mouse pointer back over the Impression document. Release **Select** and the file's contents are imported into your letter.



You may notice some incorrectly spelt words in the text you have

just included. These are intentional and are used later to show how the spelling checker works.

Moving text

Now you have all the text in place we can move the first paragraph to its proper place.

Selecting text

First the paragraph must be selected. There are several ways to select a region of text. Main Manual pages 41-43 has full details. Selected text is shown highlighted (usually white text on a black background).

The easiest way to select a complete paragraph is click in the paragraph and type **Ctrl-2**.

¶ To deselect a region, either
type **Ctrl-Z** or
click once on **Select** outside the selected region, or
press one of the arrow keys.

Moving text

Impression has two ways of moving text:

Drag & Drop.

This is an easy way to move text within a document. It is described below.

Cut & Paste.

This lets you move text within a document and also between documents. (See Main Manual pages 45-47.)

Moving text using Drag & Drop

- 1 Move the mouse pointer over the selected region.
- 2 Press and hold down **Select**. The mouse pointer changes shape to show you can drag & drop.



- 3 Move the mouse pointer to the end of the letter. You will see a red cursor following the mouse. This shows where the text would be inserted if you released **Select**.
- 4 When the red cursor appears at the end of the text (the blank line after *knowledge*), release **Select**. This moves the selected region.

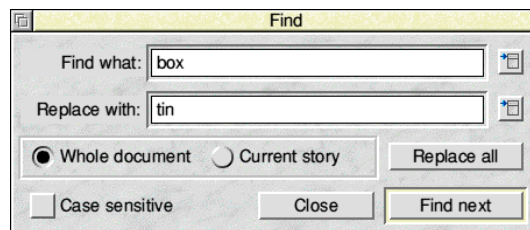
¶ You can also **copy** a selected region by holding down **Shift** while dragging.

Search & Replace

You decide that instead of referring to a "box of biscuits", you want to say a "tin of biscuits". That is, you want to replace *box* with *tin*. You could search through the document and manually replace every occurrence. An easier way is to use search and replace:

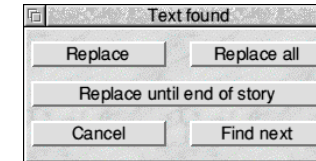
- 1 Display the *Find* dialogue box. Use either *Utilities* ⇒ *Find* ⇒ *Find text* or the keyboard short cut **F4**.
- 2 Type *box* into the *Find what:* editable field.
- 3 Type *tin* into the *Replace with:* editable field.
- 4 Select *Whole document*.

The dialogue box should look like this:



Click *Find next*. This starts the search operation.

When Impression finds a match, it scrolls the editing window to show the matching text, which is highlighted. You can then check that you want to replace that occurrence. It also displays the *Text found* dialogue box:



Click *Replace* to replace the highlighted text and then continue the search. Replace the second occurrence of *box*. Impression then reports it cannot find another match.

¶ If you click **Replace all** in the *Find* or *Text found* dialogue box, Impression automatically replaces all subsequent occurrences of *box* with *tin*.

For more information on Search & Replace, refer to Main Manual pages 55-60.

Checking the spelling

Now that the text is complete you can check the spelling.

Use *Utilities* ⇒ *Spelling* ⇒ *Check entire text*. This starts the spell checking operation.

Some of the words in your address may not be in the word list and will be reported as misspellings. If this happens, click on *Ignore* on the dialogue box. This puts the word into the temporary word list and the spelling checker can continue. Many road names are ordinary English words and most city names are already in the dictionary. So if you live in

Back of Bridge Street, Bristol, Avon, England
the spelling checker already knows all these words.

The first deliberate misspelling is **Chrismas** for **Christmas**. The spelling checker detects two letters are transposed and gives the correct word. To replace the word, either click *Replace* on the dialogue box or press *Return*.

The second misspelling is **agited** for **agitated**. This time the spelling checker cannot find a matching word and reports *No words found*. Click on *Guess again* to perform a second search using a different algorithm. This time you are presented with several choices. To select the required word, you can either:

click once on **agitated** and then click on *Replace* (or press *Return*), or

double-click on **agitated**.

The first option copies the word into the editable field and then overwrites the misspelt word.

The second option directly replaces the word and is normally the easier to use.

Reformatting the text

The letter currently looks squashed up to the top of the page. There are several ways to improve a document's appearance and most are described in later sections. For this document, we will add some *Returns* to create some vertical space and change the text ruler to allow more space at the sides.

Adding extra *Return* characters

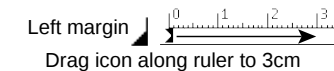
We suggest adding an extra *Return* before the address, seven *Returns* between the address and the date, and two *Returns* after the address. You may prefer the appearance of the document with more or fewer *Returns*.

Creating a new text ruler

(This section introduces you to using rulers. Later documents have more information on using and altering rulers.)

You can change the margins applied to a region of text by changing the ruler. The easiest way is using a **local ruler**. This is a ruler that is used in just one place in a document.

- 1 If the ruler bar is not already displayed, choose *View* ⇒ *Tool bars* ⇒ *Show ruler bar*. The ruler bar shows the current text ruler.
- 2 We have to select the text that the new ruler will apply to. For this document, we want the new ruler to apply to all the text. A quick way to select all the text is *Ctrl-A*.
- 3 Drag the Left margin icon along the ruler to the 3cm position. Notice that as you drag the icon, it snaps to the nearest division on the ruler. Releasing the icon reformats the selected region.



¶ The left margin controls the second and subsequent lines of a paragraph.

- 4 Similarly, drag the 1st line margin to 3cm.



¶ The 1st line margin controls the first line of a paragraph.

- 5 Similarly, drag the right margin 3cm to the left to 15.4cm.



You may also want to move the address to the right. You can do this by selecting the address and applying another local ruler to it. We moved the 1st line and left margins to 16cm.

Printing the letter

This describes printing the letter using the print default settings. Other parts of this tutorial describe more complex print operations.

We assume your printer uses A4 sized (210x297 mm) paper. Other paper sizes may require slightly different settings.

You need a suitable printer driver loaded before you can print anything. Usually, *!Printers* can be found in your *Printing* or *Apps* folders on your main drive, although many users run it at

boot-up. Load *!Printers* and if necessary configure it for your type of printer. (The *User Guide* supplied with the computer has more information on printer drivers or *!Printers*. There is also more information on printers in the Main Manual pages 313-320.)

Display the *Print* dialogue box. Use either

File ⇒ *Print*, or

press the *Print* key, or
the *Print* tool.



Click on the *Print* button in the *Print* dialogue box to print your document.

Saving the letter

If you want to save your work, open the folder on your disc that you wish to save into.

¶ We recommend storing documents on a hard disc or SSD, if you have one. Loading and saving is much faster than on a floppy disc or SD card.

Use either

File ⇒ *Save document*, or

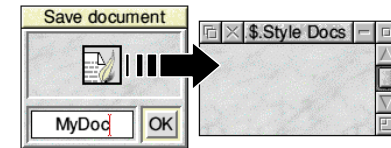
F3, or

the *Save* tool.



This displays the *Save* dialogue box. In the editable field is the default filename *Untitled*. Change this to a name of your choice, for example *MyDoc*. The name can be up to ten characters long.

Drag the icon onto a directory window to save the document.



¶ You can tell *Impression* to automatically save your files at regular intervals. For more details of auto-saving see Main Manual page 21.

¶ By default, *Impression* saves documents as a single file. You can also save documents as a directory. This has advantages and disadvantages. The main advantage is that you can create files much larger than the available memory in your computer. See Main Manual page 17 for more details.

Discarding the document

Now the document is complete and saved on disc, you can remove it from memory (discard it). To do this either:

click on the *Close* icon, or

Close icon



use *File* ⇒ *Discard document*, or
type *Ctrl-F2*.

This closes the editing window and removes the document from memory. *Impression* warns you if you have edited the document but not saved those edits. (*Impression* calls these *unsaved changes*.)

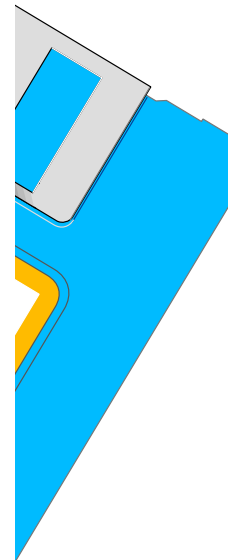
DOCUMENT 2 – A LEAFLET

This describes creating a simple one-page leaflet. It introduces you to master pages, frames, graphics (pictures) and effect.

This document covers:

- changing to a new master page
- creating frames
- importing graphics
- manipulating graphics
- applying effects
- more on printing

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Changing the page size

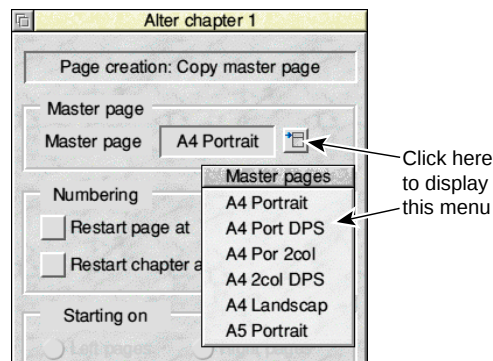
Click on the Impression icon on the icon bar to open a new document. The default document uses an A4 (210x297 mm) page. This is too large for a small leaflet. A5 (148x210 mm) is a better size.

To change the page size means changing to a different *master page*. There is more on master pages in later parts of this tutorial but for now we can describe them as templates upon which the pages in the document are based.

¶ Refer to Main Manual page 199 for a full description.

To change to an A5 page:

- 1 Click in the frame to select the document.
- 2 Choose *Edit* ⇒ *Alter chapter*.
- ¶ For now, we will skip an explanation of chapters. Document 4 describes using chapters.
- 3 Click on the menu icon to the right of *Master page*. This displays a menu of available master pages.



- 4 Choose *A5 Portrait*. (*Portrait* means pages are orientated with the short sides at the top and bottom.)
- 5 Click *OK*.

The editing window now shows a smaller sized page.

Importing the text

Document 1 described how to import text. For this document, import text from *GoldDisc* in the *Tutorial* directory.

Importing a picture

Impression refers to pictures as *Graphics*.

Creating a frame

Before you can include a graphic you must create a frame for it.

¶ The exception to this is when you "embed" a graphic. This is described in document 3.

¶ When positioning items on the page it can be useful to display page rulers. Use either *View* ⇒ *Page rulers* or *Ctrl-P* to toggle them on or off. (Page rulers are normally off because they slightly slow down screen updating.)

The default window size is too small for this operation. Make the window larger by either clicking on the Toggle-size icon or dragging the Adjust-size icon.

To create a frame you can either:

- choose *Frame* ⇒ *New frame* ⇒ *Blank frame*, or
- type *Ctrl-Shift-I*, or
- Adjust-click on the *Frame* tool.



As you move the mouse pointer, a pair of dotted lines follow it. Move the mouse pointer to about 1cm from the left-hand edge of the frame and about 5.5cm from the top.

When the mouse pointer is in the required place, press and hold down *Select*. Drag the mouse pointer down and to the right. As

you drag, the rectangular outline of the frame appears. When the frame is about 40mm wide and 100mm high, release **Select**. This creates the frame.

¶ Notice how the text is repelled away from the new frame. You can turn off this repel feature see Main Manual page 171.

A newly created frame is always the current frame and has a green outline and eight frame handles around it. (The frame handles are used for resizing the frame.)

Importing the graphic

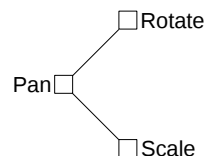
In the *Tutorial* directory is a file called *MiniDisc2*. Drop this onto the frame you just created. This copies the graphic into the document and scales it to fit within the frame.

We want to make the graphic look more interesting and so we will make the graphic larger (scale it up) and rotate it slightly. The operations are easy in Impression. There are two ways to alter (scale, move, or rotate) graphics:

using the graphics tool, or
using the *Alter graphics* dialogue box. This dialogue box is not described in this tutorial see Main Manual pages 186-196 for details of using it.

The graphics tool

The graphics tool appears in a graphics frame when it is the selected frame.



The three handles (*Pan*, *Rotate*, *Scale*) operate in the same way:

- 1 Move the mouse pointer over a handle. The shape of the pointer changes when over a handle.
- 2 Hold down **Select**. The graphics tool disappears.

- 3 Drag the mouse to perform the requested action.

- ✚ Use *Pan* to slide the graphic around in the frame.
- ↻ Use *Rotate* to rotate the graphic around the centre of the frame.
- ⌘ Use *Scale* to resize the graphic around the centre of the frame.

¶ You can double-click on the handles:
on the *Pan* handle to centre the graphic in the frame,
on the *Rotate* handle to cancel any applied rotation,
on the *Scale* handle to scale the graphic to 100% (full size).
(This also sets the aspect ratio to 100% see Main Manual page 187 for information on aspect ratio.)

Use the three handles to get the required result for this document.

The second graphic

This document includes a second copy of the floppy disc graphic. This section of the tutorial describes how to move and how to resize frames.

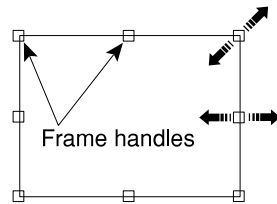
Creating a frame

The final position of the frame is in the top right-hand corner of the document. However, to show you how to move and resize frames, we will create the frame in the wrong place.

In the centre of the document create a frame about 50mm square.

Resizing the frame

Around the edges of the frame are eight small squares called *frame handles*. You can use these to resize the frame.



As you drag a handle Impression tells you the frame size. Resize the frame to about 25mm square.

Moving the frame

There are several ways of moving frames. For a full list see Main Manual pages 148-150.

We recommend the *Ctrl*-drag method. That is:

- 1 Move the pointer over the frame you want to drag.
- 2 Hold down *Ctrl*.
- 3 Hold down *Select* and drag the frame.
- 4 When the frame is in the correct position, release *Select*.

As you move the frame the current x-y co-ordinates are displayed inside the frame. (These co-ordinates are relative to the top left-hand corner of the page.) Move the frame to approximately 15mm from the top of the page and 110mm from the left-hand edge. (These dimensions are approximate you do not have to be precise.)

Linking graphics

You could simply drop a second copy of the floppy disc file onto the second frame. However, there would then be two copies of the same graphic in the document, which wastes memory.

A better way is to link the two graphics:

- 1 Select-click in the original graphic frame.
- 2 Adjust-click in the second frame.

You can scale, pan or rotate the two copies separately.

This completes the process of incorporating the graphics into the document.

Applying effects

Now we return to laying out the text to best effect.

Centering the text

All the text is aligned with the left-hand edge of the frame. (This is called *left-aligned* text.) Leaflets (and similar documents such as posters) usually look better with the text centred within the page. (This is called *centered* text.)

- 1 Click in the text frame.
- 2 Select all the text. The easiest way is to use the keyboard short cut *Ctrl-A*.
- 3 Apply the centre alignment effect. You can use either
Effect ⇒ *Alignment* ⇒ *Centre*, or
F6, or
 the *Centre* tool.

Changing the font

The default font (Trinity Medium) is a light, serif font. A darker sans-serif font such as Homerton is more suitable.

All text should still be selected. If not, select it.

Apply Homerton Medium font effect using either:

Effect ⇒ *Text font* ⇒ *Homerton*. (Choosing the font family name *Homerton*, automatically chooses the *Medium* or *Regular* variant.)

the Toolbar



Emphasising the heading

The heading (*Special offer*) would look better in a larger and bolder typeface.

- 1 Select *Special offer*. Selecting areas of text was described in document 1.
- 2 Apply the bold effect using:
Effect ⇒ *Bold*, or
Ctrl-B, or
 the Toolbar.
- 3 Apply a text size effect of 40pt by:
Effect ⇒ *Text size* ⇒ *Other*,
Ctrl-Shift-S, to display a small dialogue box, or
the Toolbar.

14pt

Clear any existing contents. (*Ctrl-U* is a quick way to clear an editable field.) Type 40 and press *Return*.

¶ *Points are the default measurement units for text size and so you do not need to enter pt after the 40.*

Select the next three lines of text (*Gold-plated floppy discs, Only £240 for a box of 10, Available from*).

Apply a text size effect of 18pt to these three lines.

Apply these effects to the word *B.L.I.N.G.*:

- a text size of 48pt,
- a font of Trinity Bold.

Apply these effects to the word *Supplies*:

- a text size of 32pt,
- a font of Trinity Medium.

Notice that *Supplies* is slightly offset to the right. This is because there is a *Space* character before *Supplies*. Delete the space to centre *Supplies* correctly. (The space is there to show you one way in which documents may not format as you expect.)

Using tracking

We now want to track *Supplies* until it is the same width as *B.L.I.N.G.* (Tracking means increasing or decreasing the horizontal spacing within a group of characters.)

Select *Supplies*.

Display the *Tracking* dialogue box using either *Effect* ⇒ *Tracking* or *Ctrl-T*.

To change the tracking you can either

type a value into the *Horizontal tracking* field, or
click on the bump icons to the right of the field. Each click changes the value by $\frac{10}{1000}$ ths of an em. (An *em* is the width of the character *M* and so is relative to the current font.)

¶ *You can also use Ctrl-E and Ctrl-R to change the tracking in steps of $\frac{10}{1000}$ ths of an em.*

Click on *Set* to change the appearance of the text on screen, (If you *Adjust*-click on *Set* you implement the change but leave the dialogue box on screen. You can then make further changes.)

We used a tracking of 600 in our sample document. You may find slightly different values give better results.

Moving the bottom line up

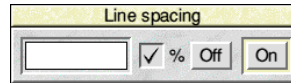
The Company name would look better with the two lines closer together. To do this, we will reduce the line spacing of the first line (*B.L.I.N.G.*). To change the line spacing:

- 1 Select *B.L.I.N.G.*. The easiest way is *Ctrl-2*. This selects the paragraph and the *Return* at the end of the line.

¶ *A paragraph is any block of text ending in a Return. In this case, the paragraph is just the word "B.L.I.N.G."*

We recommend always applying line spacing effects to complete paragraphs.

- 2 Either choose *Effect* ⇒ *Line spacing*, or *Ctrl-Shift-L* to display a small dialogue box:



You can specify line spacing either as an absolute value (for example, *14pt*) or as a percentage of the current font size (for example, *120%*). You will probably find it easier to specify line spacing as a percentage.

- 3 If the % button is not ticked, click on the button to select it. (The illustration shows the button selected.)
- 4 Type *80* into the editable field.
- 5 Either click *On* or press *Return* to change the line spacing.

This changes the line spacing to 80% of the current font size.

¶ *There may be several font sizes or line spacing effects applied to a line. The largest value controls the line spacing for that line. If, in your own documents, line spacing does not act as you expect, check which effects are applied to the line.*

Printing it out

You now want to print the leaflet out. You could print one leaflet on a sheet of paper but that wastes paper. A better way is printing two copies side-by-side on an A4 sheet of paper.

To do this:

- 1 You need the appropriate printer driver loaded.
- 2 Display the *Print* dialogue box. (Use *File* ⇒ *Print* or press the *Print* key or click on the *Print* tool.)
- 3 Select these options:
 - Fit lots (the 1 to the right tells you that one copy will fit on an A4 sheet of paper)
 - Sideways (Fit lots now shows 2 copies will fit on a sheet of paper)

- 4 Click *Setup*. This displays the *Print setup* dialogue box. Most of the options are already correct for this document.
- 5 Click on *Fit same pages*. This tells Impression to fit as many copies of the same page as it can on a sheet of paper. This means you will print two copies of the leaflet.
- 6 Click on *OK* on the *Print setup* dialogue box. This closes the dialogue box.
- 7 Click on *Print* on the *Print* dialogue box. This prints the leaflet.

That's it...

You have now finished the second document. If you wish you can save it to disc. (Document 1 describes saving.)

DOCUMENT 3 – A BOOKLET

This describes creating a four page booklet. It introduces you to handling multi-page documents and to using styles and OLE.

This document covers:

- applying styles
- creating styles
- automatic page creation
- repeating frames
- embedded graphics
- Object Linking & Embedding (OLE)
- more on printing (pamphlet printing)



There are two ways of creating multiple page documents:

Like a book or manual where the main text story flows from page to page. For this type of document you usually let Impression create extra pages as required. This section shows this type of document.

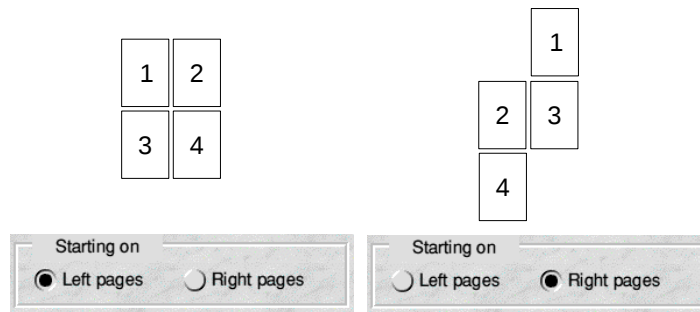
Like a newspaper which contains several different text stories. For this you usually create a basic page layout or template and then fit in stories as required. You manually create extra pages. Document 4 shows this type of document.

There is no right way of creating documents. It depends on the type of document you want to create.

Changing to a different master page

Click on the Impression icon on the icon bar to open a new document.

Document 2 described how to change to a different master page. (Use *Edit* ⇒ *Alter chapter* or *Ctrl-Shift-A*.) For this document choose *A4 Port DPS* (A4, portrait, double page spread or facing pages). The *Alter chapter* dialogue box lets you start on either a right or left-hand page. This is how pages are displayed for the two options:



Normally you would select *Right pages* so that the two facing pages (2 and 3) are opposite each other on screen. Again this depends on the type of document and personal preference.

The title page

The front page just carries the title of this booklet. We want this to be in the predefined style *Main Heading*.

¶ *A Style is a named collection of effects and text markers. For more details refer to the Main Manual page 97.*

The easiest way to apply *Main Heading* is to use the keyboard short cut of *F1*.

¶ *You can also apply and remove styles using the Style menu. This is described later.*

Select the *Main Heading* style and

Press the *Return* key nine times, then type in:

Style(Return)

A brief guide(Return)

To complete the title page apply:

centre alignment to all the text and

a text size effect of 72pt to the word *Style*.

Press *Ctrl ↓* this deselects any selected region and moves the cursor to the end of the text.

Type *Ctrl-N*. This cancels any styles and effects applied at the cursor. (This is explained in more detail later.)

Forcing text to start at the top of a frame

We want to start the main body of the text at the top of the next page. Use either *Frame* ⇒ *Force to next* or *Ctrl-G*. This moves the cursor to the start of the next frame (which, in this document, is on the next page).

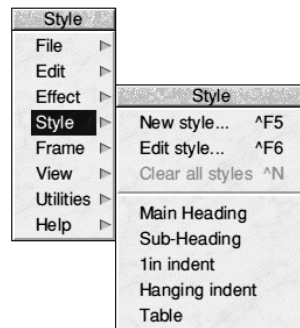
For this type of document, *Frame* ⇒ *Force to next* is the correct option rather than *Edit* ⇒ *Insert new page*. Use *Insert new page* for documents such as document 4.

Inserting a heading

We want to insert a heading in the pre-defined style *Sub-Heading*. In the same way as we applied *Main Heading* on the title page, we could use the keyboard short cut and start typing.

However, we will show you an alternative method of applying styles. You can use either method to apply and remove styles from your documents. Use whichever is easier for you.

- 1 Type in *In the beginning* . Do not press *Return*.
- 2 Display the *Style* menu. This menu has currently has two sections. It has a third section when there are styles applied (more on this later).



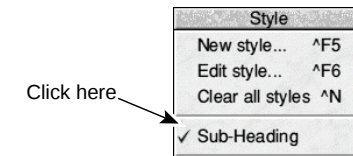
- 3 Click on *Sub-Heading*. This applies the *Sub-Heading* style to the line.

¶ You can specify that styles such as *Sub-Heading* always apply to complete paragraphs. This means that applying the style to a part of a paragraph applies it to the entire paragraph. This is controlled by *Paragraph apply* in the *Style Editor* there's more on the *Style Editor* later. (In *Impression*, a paragraph is a block of text ending in a *Return*. A single line can be a paragraph.)

- 4 Press *Return*. This ensures the *Sub-Heading* style also applies to the end of the line. ¶ A style can define extra space above or below the paragraph. This does not apply to *Sub-Heading* but it is good practice to also apply the style to

the *Return* at the end of the line.

- 5 We have finished entering text in this style and want to remove the style from the cursor. We could use its keyboard short cut of *F2*; instead we will use the menu. Choose *Style*. This displays the style menu. You will see there is now a third section to the menu showing *Sub-Heading* with a tick to its left. This tells you that the *Sub-Heading* style is applied at the cursor or in the selected region.
- 6 Click on *Sub-Heading* in this section of the menu. This removes the style from the cursor.



¶ If you *Adjust-click* on a style name, this applies or removes the style and keeps the menu on the screen. This is useful if you want to make several changes.

Entering text

Import text from the file called *Vestibulum* in the *Tutorial* folder. (Unless you understand Latin, the text is meaningless. However it fills space in the document.)

Move to the end of the text. (A quick way is press *Ctrl ↓*) Type in the second heading *The story continues* and press *Return*.

To ensure there are no styles (except *Normal*) applied at the cursor, press *Ctrl-N*. Again drop *Vestibulum* onto the document. This incorporates more text into the document.

Move to the end of the text. Type in the heading *Finally...*

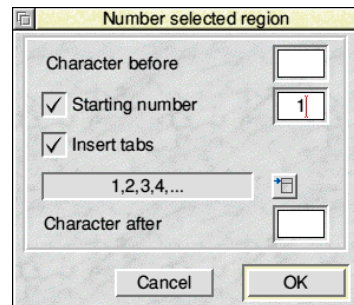
Press *Ctrl-N* and drop *Vestibulum* onto the document.

Drop *Vestibulum* onto the document again.

Paragraph numbering

The last part of the text is a numbered list. Creating this is easy in Impression.

- 1 Move the cursor to the end of the text.
- 2 Type in
Easy to use.(Return)
Has many powerful features.(Return)
Lets you create all types of
document.(Return)
- 3 Select the text you have just typed in.
- 4 Choose *Utilities* ⇒ *Insert* ⇒ *Number region* (or *Ctrl-Shift-F10*). This displays a dialogue box:



- 5 The default settings are suitable so click *OK*. This numbers the selected region inserts a *Tab* after each number.
¶ If you later remove a sequence number (by deleting it specifically or deleting the paragraph), subsequent numbers in the sequence are automatically renumbered.
You can also remove sequence numbers from a text region using *Utilities* ⇒ *Insert* ⇒ *Remove numbers*.
There is more on sequence numbering in the Main Manual pages 52-55.

Changing Normal style

Now you have entered the text, you can now start making the document look more attractive. You could apply effects to each block of text but you cannot easily make future changes. Instead we will edit the *Normal* style (that is, the underlying text style).

¶ Sometimes it is easier to apply effects and sometimes styles. For more information, refer to Main Manual page 104.

There are two ways of creating or editing a style:

by example using the Define dialogue box, or
using the Style Editor.

By example is usually the easier method because you can preview the results. However, not all possible options can be defined; you then have to use the Style Editor.

Using define by example

To define a style by example, you first apply the required combination of effects. We will change the ruler, the line spacing, and apply the italic effect.

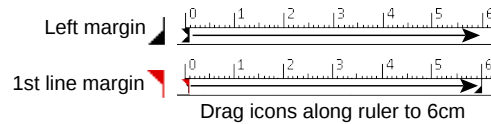
First, click in any of the paragraphs of *Vestibulum* to position the cursor.

Creating a local ruler

¶ A local ruler is used in only one place. A style ruler can be used in several places in your document. We will create a local ruler and then use it to overwrite the ruler in *Normal* style.

If the ruler bar is not already displayed, choose *View* ⇒ *Tool bars* ⇒ *Show ruler bar* to display it.

The left margin and 1st line margins are currently at 0cm. Drag them along the ruler to 6cm.



¶ If you do not want an icon to snap to the nearest division on the ruler, hold down *Shift* while dragging the icon.

To move an icon and others to its right in one operation, *Adjust-drag* the icon.

Changing the line spacing

Select the paragraph and then either:

choose *Effect* ⇒ *Line spacing*, or

Ctrl-Shift-L. Either action displays the *Line spacing* dialogue box. (This dialogue box was described in detail in document 2.)

- 1 If the % button is not ticked, select it.
- 2 Type 200 into the editable field.
- 3 Either click *On* or press *Return*.

Increasing the line spacing gives the document an open appearance.

Applying the italic effect

¶ *Italic text is slanted like this.*

You can apply the italic effect using:

Effect ⇒ *Italic*, or

Ctrl-I, or

 the *Italic* tool.

Defining the style

Now the document has the required effects applied, we can redefine *Normal* style:

- 1 Click on the *Define* button on the Toolbar



This displays a dialogue box.

¶ *Main Manual page 102 describes this dialogue box in detail.*

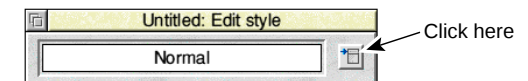
- 2 Select *Redefine style*.
- 3 Click on the menu icon to display a list of styles.
- 4 Choose *Normal*.
- 5 Click *OK*.

This redefines the style.

Using the Style Editor

The headings (which are in *Sub-Heading* style) would look better with increased vertical spacing. This is controlled by *Space above paragraph* and *Space below paragraph*, which can only be changed using the Style Editor. The headings would also be more noticeable if offset to the right.

- 1 Display the Style Editor using either *Style* ⇒ *Edit style* or *Ctrl-F6*.
¶ *Main Manual pages 106-126 describe the Style Editor in detail.*
- 2 Click on the menu icon. This displays a menu of available styles.



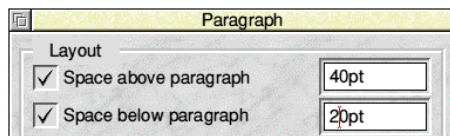
- 3 Choose *Sub-Heading*.
- 4 Click on *Paragraph*. This opens the *Paragraph* dialogue box.

Notice that only *Line spacing* is ticked.



This effect is set by this style. The other effects are not defined in this style and are controlled by other styles (such as Normal) that are applied to the text.

- 5 Click on the buttons to the left of *Space above paragraph* and *Space below paragraph* to select them. (Ticks appear in the buttons.)
- 6 Enter 40 in the *Space above paragraph* editable field.
- 7 Enter 20 in the *Space below paragraph* editable field.



Applying a ruler

- 1 Click on the button to the left of *Ruler* to select it.
- 2 You altered the margins earlier when you created a ruler. In the same way, drag the 1st line and Left margins to 4cm.

Making the change

Click *Close* on the dialogue box. (Or press *Return* or *Adjust*-click on the *Paragraph* button.)

Click *OK* on the *Style Editor* dialogue box. (Or press *Return* again.) All text in the Sub-Heading style now reformats to match the changes you made.

The text now overflows the existing page. Impression automatically creates a new pair of pages and flows the text onto these new pages.

¶ If you later reduce the document length by, for example, deleting text, Impression automatically deletes any redundant pages. The exception is if the redundant pages include

local frames (see Document 2). These are not deleted automatically and you have to delete them manually using *Edit* ⇒ *Delete page*.

Embedding a graphic

You may want to include graphics in the text of your documents. You could include them as local frames. The disadvantage of this is that if you later edit the text, the graphics may then be in the wrong place.

A better way is to *embed* the graphic in the text. This lets Impression treat them as part of the text and they always keep their position in the text.

- 1 Move the cursor to the end of the text.
 - 2 Drop the *Baarrhh* file icon (in *Graphics* folder) onto the editing window. This creates an embedded frame containing the graphic.
- ¶ If possible the graphic is scaled to 100% (full size). If the graphic is too large for the current text margins, it is scaled down to fit.

You can embed any Draw, Sprite, ArtWorks, TableMate or Equasor file in this way.

¶ There is a second way to embed a frame using the clipboard this is described next. However dropping a graphic onto the window is the easiest way to embed a graphic.

You can treat embedded frames like other frames. You can, for example, resize them (within the limits of the current text margins).

You can also treat them like text. For example, you can centre an embedded frame by clicking next to it and applying the *Centre* effect. (This assumes the embedded frame is on a line by itself.)

Adding a caption

A common requirement is to add a caption or annotation alongside a picture. You can also use an embedded frame for this.

- 1 Create a frame approximately 35mm square anywhere in the window.
 - 2 Cut the frame to the clipboard. Use either *Edit* ⇒ *Cut frame* or *Ctrl-X* or the *Cut* tool. 
 - 3 Position the cursor to the right of the embedded frame.
 - 4 Embed the frame using *Frame* ⇒ *Embed frame* or *Ctrl-Shift-F*.
 - 5 Type into this frame
< Every document should have a sheep
- ¶ *This example uses < as an arrow symbol. You will find true arrows in the MathGreek font.*
You can type into the frame before embedding it and edit it at any time.

Applying a local ruler

The caption would look better with the arrow to the left of the text. To achieve this we will create a local ruler. We created a local ruler earlier when redefining Normal style.

- ¶ *Remember, a local ruler is used in just one place in the document. If you want to use that ruler in other places, convert it to style using the Define button on the Text Toolbar. See Main Manual page 131.*
- 1 If necessary, display the Ruler bar (*View* ⇒ *Tool bars* ⇒ *Show ruler bar*).
 - 2 Set the 1st line margin to 0mm.
 - 3 Set the Return margin to 5mm.
- ¶ *To remove a local ruler from a selected region or the cursor choose *Effect* ⇒ *Ruler*.*

Using OLE

OLE provides you with a simple way of modifying graphics. Impression loads the graphic into an appropriate application where you can modify it and then save it back to Impression. If the application is not already loaded, OLE loads it. To show you how OLE works, we will modify the graphic in the embedded frame.

For OLE to work, Impression must know where to find the application. Generally this means that the application must have appeared in a directory window. (This sounds more complicated than it is. If OLE fails, display the application in a directory window and try again.)

- 1 Hold down *Ctrl* and double-click on the graphics frame. The graphic is a Sprite and so *!Paint* is loaded if not already on the icon bar.
 The sprite is copied into Paint.
 - 2 Modify the sprite in some way. Possible examples are changing the colour or adding new lines.
 - 3 Close the Paint window. Click on Yes to save the file. This displays a Save box.
 - 4 **Important: changing the filename displayed in the Save box breaks the OLE link to Impression. Therefore, when transferring files using OLE, never change the filename in the Save box.**
 Click on OK. This passes the sprite back to Impression and places it in the same frame in exactly the same position.
- ¶ *For amusement, load *Sheep2* into Impression and then OLE it.*

Adding a header and footer

The document is almost complete but would look better with a page number at the bottom of each page and the booklet's name at the top of pages 2-4. For this we use *Headers* and *Footers*.

The page number

For this we will create a *Footer* frame at the bottom of the page.

- 1 Move to page 1. A quick way to move to a specific page is *Utilities* ⇒ *Find* ⇒ *Go to page* or *Ctrl-Shift-G*.
- 2 Click in the frame on page 1. This makes page 1 the current page.
- 3 Choose *Edit* ⇒ *Add footer*. This creates a small frame at the bottom of pages 1 and 3. Because you are using facing pages, the footer does not appear on pages 2 or 4. This lets you create different headers and footers on odd and even numbered pages.
- 4 Apply the Centre and Italic effects.
- 5 Type in *Page(space)*
- 6 To insert the correct page number on each page choose *Utilities* ⇒ *Insert* ⇒ *Current page number* ⇒ *1,2,3,4*. This always shows the current page number even if later edits add or delete pages.

Click on the frame on page 2 and repeat steps 3-7 to numbers pages 2 and 4.

Adding the booklet's title

This uses headers and is similar to inserting footers for the page numbers. That is you choose *Edit* ⇒ *Add header* to add a header to pages 2 and 4. You can then type in a title.

Page 1 already shows the title and so does not require a header. So create a header on page 3. This is an important point about headers and footers – they appear on the page where you create them and subsequent pages. They do not appear on preceding

pages.

¶ *Headers and footers are a special type of repeating frame. For more information on repeating frames and headers/footers refer to Main Manual pages 155-156.*

Pamphlet printing

The document is now complete and we can print it out. For this document we will show how to use pamphlet printing.

Display the Print dialogue box and set:

Fit lots

Sideways

Reduce the scale until *Fits lots* shows 2. The exact scale depends on your printer but should be about 66-70%.

Click on *Setup* and select *Pamphlet*.

Click on *Print*. This prints pages 1 and 4 on one sheet of paper.

When Impression has finished processing pages 1 and 4, a box appears telling you to turn the paper over. If you have a page printer such as LaserDirect or a PostScript printer, this message may appear before printing has finished. (This is most likely to occur when printing multi-page documents.) Always wait until printing has finished.

Reinsert the paper into the printer and click on *Continue*. You may need to turn the paper over or just replace it without turning. It depends on the paper feed arrangements for your printer. You may need to experiment to get it right.

Pamphlet printing may cause paper jams or poor quality results on your printer. (Some manufacturers advise against printing both sides.) This is obviously beyond our control – pamphlet printing is available if your printer is suitable.

DOCUMENT 4 – A NEWSLETTER

This describes creating a four page newsletter. It introduces you to modifying and creating master pages, creating flowing text stories and using chapters.

This document covers:

- editing a master page
- creating a new master page
- Snap to frames option
- creating flowing text stories and using chapters



As described in document 3, you create multi-page documents by either automatically or manually creating pages. This document shows a common situation when you have to manually create extra pages a newsletter or magazine.

This document also uses two different page layouts to show using master pages and changing chapters. (For a simple document like this, you would probably use only one chapter. However, creating a document of sufficient complexity is unsuitable for a tutorial.)

The title page

Open a new document.

- 1 Type in (Return) (Return) (Return) Nature (Return) News (Return) (Return) (Return).
- 2 Select the text and apply the effects Centre and 72pt.
- 3 Press ↓ until the cursor is at the end of the text.
- 4 Apply 32pt effect.
- 5 Type in the issue date. (November 2018 in our case.)
- 6 Press Return twice.

¶ This reminds you that effects can be applied before or after you type.

The contents list

This shows you two common requirements increasing the size of individual characters such as bullets (•) and creating sidebars.

Return to Normal style (press Ctrl-N) and type in

- In this issue:(Return)
- the goldfinches(Return)
 - shaggy sheep stories.(Return)

(A bullet point is Ctrl-Shift-H.)

Increasing the size of the bullets

The document would look better with larger bullet characters. You may find this operation easier if you zoom in (enlarge your view) on the document.

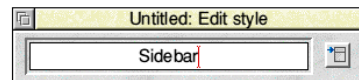
- 1 Select the first bullet character and the following space.
- 2 Change its size to 18pt. This increases the line spacing and so moves the following line down the page.
the goldfinches
- 3 Apply a line spacing effect of 0pt to the bullet. 0pt tells Impression not to change the line spacing.
This has corrected the line spacing but the bullet is relatively too high.
- 4 Click before the bullet to position the cursor.
↓
the goldfinches
- 5 Kern the bullet down. (Using either Effect ⇒ Kerning or Ctrl-T to display the Kern dialogue box or Ctrl-J.) We suggest a kern value of -200. This has moved the complete line down.
(↓200) the goldfinches
- 6 Position the cursor after the bullet.
↓
the goldfinches
¶ Kerning is measured in *ems* (the width of the character *M* in the current font variant and size). The text size is 12pt before the . The is 18pt and hence the absolute value of em is larger. As a result, we need to use a smaller kerning value after the than before it.
- 7 Kern the rest of the line upwards by 150. The bullet is now correctly positioned and the rest of the line is in the correct position.
(↑150) the goldfinches

Repeat for the second bullet.

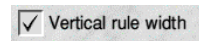
Sidebars

These are vertical lines at the side of text. They are often used for emphasis. You may find it useful to return to the default window scaling for this operation.

- 1 Either choose *Style ⇒ New style*, or type *Ctrl-F5* to display the Style Editor, ready to create a new style.
¶ For more information on the Style Editor, see *Main Manual pages 106-126*.
- 2 Type a suitable name into the editable field (for example, *Sidebar*).



- 3 Click on *Rules* to display the Rules dialogue box.
- 4 Select *Vertical rule width*. (Click on the button to the left.)



- 5 Change the width to *2pt*.
- 6 Click *Close*.
- 7 Click *Paragraph*.
- 8 Select *Ruler*. This associates a ruler with this style.
- 9 Display the tabs and margins on the Toolbar:



- 10 Drag the vertical rule icon on the ruler and position it at *7cm*.



¶ For more on the ruler icons see *Main Manual pages 134-136*. For placing and moving items on the ruler see *Main Manual pages 139-140*.

- 11 In the same way, set 1st line margin to *7.5cm*.
- 12 Select the contents list (*In this issue...*).
- 13 Click *Close* in the paragraph dialogue box.
- 13 Click *Apply* in the Style Editor. This creates the style and applies it to the selected text.

Creating a second chapter

As explained above, we are making this document more complicated than necessary to show you how to handle chapters.

The rest of this newsletter uses on a two-column layout. (In this tutorial we only create page 2 you can create extra pages if you wish.) We will use a suitable master page as a template for aligning the text and graphics frames that make up the newsletter.

The predefined master page *A4 Por 2col* has two-columns so we will initially select that.

- 1 Display the *New chapter* dialogue box. (Use *Edit ⇒ New chapter* or *Ctrl-F7*.)
¶ *Main manual pages 213-215 describe this dialogue box in detail.*
- 2 We want to change to a different master page so click on the menu icon.



- 3 Choose *A4 Por 2col*.
- 4 Click *OK* to create the new chapter.

The editing window scrolls to display the new chapter.

Creating a new master page

Now we can see the two-column layout, we decide that it is not exactly as we require it. We will create a new master page, based on *A4 Por 2col*.

- 1 Click in any of the frames in the new chapter to make this the current chapter.
- 2 Open the master page window using *View ⇒ Master pages* or *Ctrl-Shift-F2*. This opens a window looking onto the master pages.
¶ *The window initially shows the current master page. (At present A4 Por 2col.) The master page name is shown in grey in the top left hand corner of the page.*
¶ *The master pages are shown at 40% of full size. You may want to increase the scaling. Document 1 describes changing the scaling. The default window scales are controlled by Preferences on the Icon Bar Menu. You can change these default scalings see Main Manual pages 266 & 269.*
- 3 Click in a frame on the master page.
- 4 Choose *Edit ⇒ Alter master page* or *Ctrl-Shift-A*. This opens the *Alter master page* dialogue box.
¶ *This menu option reads Alter master page when viewing the master pages. At other times, this option reads Alter chapter.*
- 5 Edit the name of the master page to indicate its use (for example *Newsletter*).
- 6 Increase *Top margin* to 25mm.
- 7 Increase *Bottom Margin* to 30mm.
- 8 Click *Guide frames* to create the new frames as guide frames. These cannot hold text or graphics but are used to align other frames. Guide frames have an orange outline.
- 9 Click *OK*. This creates the new master page.
- 10 Scroll down until you see the master page entitled *Newsletter* displayed in the window.

Adding the newsletter title

Creating the frame on the master page

The illustration at the start of this part of the tutorial shows this as frame ①.

We will show how to use the *Snap to guides* option.

- 1 Display the *Frame* menu.
- 2 Display the *Snap to* submenu.
- 3 If *Snap to guides* is unticked, click on it. (A tick shows when an option is selected.) When this option is selected, the *Frame outlines* tool has an orange background.



unselected



selected

- 4 Choose *Frame ⇒ New frame*. (This is an alternative to *Frame ⇒ New frame ⇒ Blank frame*.)
¶ *Another alternative is Adjust-clicking on the New frame tool.*
- 5 Move the mouse pointer from side-to-side. Notice how bringing the mouse almost into line with the left-hand edge of a guide frame snaps the vertical line to the frame. This is the effect of snap to guides.
¶ *The horizontal line snaps to the top of the guide frame in the same way.*
¶ *The Snap to submenu has two other options: Snap to frames for snapping to other types of frame, and Snap to grid for snapping to an invisible grid that covers the page. Snap to grid is described on Main Manual pages 161.*
- 6 Snap the left edge of the frame with the left-hand guide frame. (Snap to guides makes this easy.) Create the frame about 12mm from the top of the page and about 10mm deep. Snap the right edge of the frame to the right-hand guide frame.

Entering the text

Type in *Nature News* and apply the centre effect.

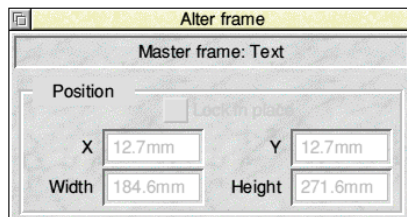
The final document has a line underneath the title. We will add this later to show how changes to the master page automatically update the document.

Adding a page number (frame ②)

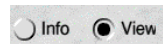
This creates a white page number on a black background at the bottom of each page.

Changing the frame background colour

- 1 At the bottom of the page, create a blank frame about 12mm square.
- 2 Display the *Alter frame* dialogue box. Use:
Frame ⇒ *Alter frame*, or
Ctrl-F10, or
 the *Alter frame* tool.
- 3 Change the *X* and *Y* editable fields (the frame position relative to the top left corner of the page) to *99mm* and *270mm*. This is an alternative way of moving a frame. The frame moves when you click *OK* (step 8).
 If you wish, change *Width* and *Height* to exactly *12mm*.



- 4 Click *View*. This displays the *View* dialogue box.



- 5 Click on the colour field. This displays the colour picker.
- 6 Choose black from the colour panels on the colour picker.
- 7 Click *OK* on the colour picker.
- 8 Click *OK* on the *View* dialogue box. This moves the frame and changes the background colour to black.

Inserting the page number

- 1 Apply *Homerton Bold* and *Centre* effects.
¶ Reversed text (white-on-black) can be difficult to read especially if you use a serif font such as Trinity. A bold variant of a sans serif font is easier to read.
- 2 Set the text colour to white. Use *Effect* ⇒ *Text colour*. This displays the colour picker. Click on the white colour panel. Click *OK*.
- 3 Display the *Insert* menu using either *Utilities* ⇒ *Insert* or the  *Insert* tool
- 4 Insert the page number using *Current page number* ⇒ *1,2,3,4*. Because you are viewing a master page, the page number appears as *<pn>*.
¶ The other insert page number options insert page numbers in Roman numerals (i, ii, iii, iv, v...).

Insetting the text

<pn> touches the top of the frame. It would look better if inset slightly.

- 1 Display the *Alter frame* dialogue box.
- 2 Click *Info* to return to the main dialogue box.
- 3 Type *3.5mm* into *Inset V*.
¶ This insets text in the frame from the top and bottom of the frame. Inset H insets text from the sides of the frame. The repel options (Left, Right, Above and Below) are greyed until you select Repel text outside. See Main Manual page 151-152.
- 4 Click *OK* to make the change.

¶ You sometimes have to experiment to get the best results. Remember, *Adjust*-clicking makes the change and retains the dialogue box on screen.

- 5 Close the master page window by clicking on its Close icon.

Using the new master page

You changed to a different master page in documents 2 & 3. Changing this chapter to use a master page you create is the same as changing to a pre-defined master page:

- 1 Display the *Alter chapter* dialogue box (*Edit* ⇒ *Alter chapter* or *Ctrl-Shift-A*).
- 2 Display the menu of master pages, Your new master page will be the last entry on the menu.
- 3 Choose the new master page.
- 4 Click *OK*.

All pages in this chapter are now based on the *Newsletter* master page. As described below, you can add local frames to modify the basic layout of the master page.

Entering a heading (frame ③)

This and later parts of this tutorial make use of the *Snap to guides* option. If you interrupt this tutorial by saving the document, quitting Impression and later reloading the document, check *Snap to guides* is on. (The menu option has a tick to its left.)

- 1 Create a new frame aligned with the top and the outer edges of the two guide frames. Make the frame about 8mm deep.
- 2 Type *More on the Goldfinches* into the frame.
- 3 Apply the *Sub-Heading* style to the heading. (This style has a keyboard short cut of *F2*.)

Inserting the graphic (frame ④)

- 1 Create a frame about 80mm deep and about 37mm from the top of the page. Snap the vertical edges of the frame to the edges of the left-hand guide frame.
- 2 Drop *Goldfinch* (in *Graphics* folder) onto this frame.

The text story (frame ⑤)

- 1 Create a frame about 60mm deep and about 51mm from the top of the page. Snap the vertical edges of the frame to the edges of the right-hand guide frame.
- 2 Drop *Vestibulum* onto this frame.

The second heading (frame ⑥)

Create a frame about 130mm from the top of the page and about 8mm high. Make it the width of both guide frames. Type in *Flocking News* and apply the *Sub-Heading* style.

Creating a flowing text story

The second story flows across the two columns. Impression calls this a *flowing text story*. You can create a flowing text story across several pages of a document.

- 1 Create frame ⑦ about 65mm deep and about 150mm from the top of the page. Snap it to the left-hand guide frame.
- 2 Drop *Vestibulum* onto this frame.
- 3 Again drop *Vestibulum* onto this frame.

There is now too much text for the frame to display. (Impression calls this *truncated text*.) A small red arrow appears in the bottom right-hand corner of the frame to warn you. This is an important warning because some of the text is not displayed.

¶ This arrow is not displayed if you turn off frame outlines (Ctrl-O or the frame outline tool).

- 4 Create a new frame (Ⓢ) about 30mm high overlaying the right-hand guide frame. Snap the top to frame ⑦ and the sides to the right-hand guide frame.

Creating a flowing text story is similar to linking graphics described in document 2. That is:

- 5 Click **Select** in frame ⑦.
- 6 Click **Adjust** in frame ⑧. Text now flows out of frame ⑦ and into frame ⑧.
¶ For longer stories you can link in more frames by **Adjust-clicking** in them. You can only link in blank frames; never existing text frames even if they are now empty.

The second graphic (frame ⑨)

Create a frame about 38mm high and 175mm from the top of the page.

Drop in *Baarrhh* (in the *Graphics* folder).

Moving multiple frames

The second story would look better lower down the page. We could move each frame individually. However, a quicker way is to use multiple selection:

- 1 The graphic frame (Ⓢ) should be the selected frame with the solid green outline and the eight frame handles. If it is not, click in it to select it.
¶ Any of the four frames can be the selected frame for multiple selection.
- 2 Hold down **Shift** and click in the three text frames (Ⓢ⑦⑧). As you click in a frame, the frame outline changes to solid green but with no frame handles.

¶ This temporarily groups frames so that you can move or scale them. To permanently group frames use **Frame ⇒ Group frames**.

¶ If you have several frames selected, you can detach a frame by **Shift-clicking** in it a second time. Click again in the frame to include it to the multiple selection. (You cannot detach the selected frame if necessary, first click in another frame to make that the selected frame.)

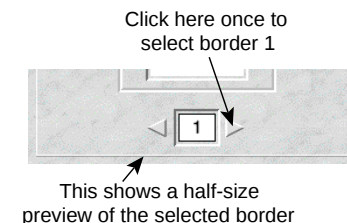
¶ Multiple selection ends when you click in a frame that is not part of the group or create a new frame.

- 3 Move the frames downwards by about 30mm. Notice that the frames move together.

Editing the master page

Often you create a document and then decide that you want to modify the basic page layout in some way. In this document we will add a line under the newsletter title.

- 1 Open the master page window. (**View ⇒ Master pages** or **Ctrl-Shift-F2**.)
- 2 If necessary, scroll the window until you can see the heading of the newsletter.
- 3 Click in the frame to select it.
- 4 Display the *Alter frame* dialogue box. (**Frame ⇒ Alter frame** or **Ctrl-F10** or the *Alter frame* tool.)
- 5 Click **View** to display the *View* dialogue box.
- 6 Apply border 1 (1 ¼pt line) to the lower frame edge:



¶ Main Manual pages 166-168 & 173 has more information on borders. Page 312 illustrates the standard borders and the extra ones found in the Borders folder.

- 7 Click on the Close icon of the master page window. This closes the master page window and incorporates any changes to the master page into your document. If you now look at page 2 of your document you will see that the title has a line underneath.

Adding extra pages

This tutorial only creates the first two pages of the newsletter. If you wish you can continue and create more pages. As explained in the introduction, Impression cannot automatically create pages for this type of document. Instead, use *Edit* ⇒ *Insert new page* when you want to add an extra page.

Similarly, Impression cannot delete any redundant pages at the end of the document. Use *Edit* ⇒ *Delete page* if necessary.

That's it...

This completes Document 4 and is also the end of this Tutorial.

You should now know enough about Impression to produce most types of document. However, a tutorial like this cannot cover every option provided by Impression. We suggest you try the features not covered here. For more information about Impression refer to the Main Manual or the on-line help.