User Guide
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- 20.1.2 Printer Firmware Version
- 20.1.3 Printer Settings
- 20.1.4 Form Cache

## 20.2 Detailed Directions

- 20.2.1 Obtain Information from a Printer
- 20.2.2 Delete Documents or Files on the Printer
- 20.2.3 Control Versions of a Document
- 20.2.4 Adjust Printer Settings
1 Other Documentation

The current online documentation covers PlanetPress Suite version 7.1. For the version 7.0 documentation, refer to the PDF files available in the Downloads section of our website: http://www.objectiflune.com/OL/en-CA/Download/DownloadCenter.

For more online documentation on different PlanetPress Suite Products, refer to:

PlanetPress Design Reference Guide
PlanetPress Talk Reference Guide
Trigger and Data Capture Guide
PlanetPress Search User Guide
2 Understanding the PlanetPress Suite

This section introduces PlanetPress Suite and its components.
2.1 Key Concepts

PlanetPress Suite is a tightly integrated set of products for creating, executing, distributing, and archiving variable content documents. PlanetPress Suite is designed to handle high-volume variable data printing on PostScript® printers and is optimized to enable such printers to operate close to their rated engine speed.

2.1.1 Why PlanetPress Suite

PlanetPress Suite is a complete set of tools that lets you enhance your business processes with little or no change to your existing system. The most common things you can do with PlanetPress Suite are to automate document distribution, change document look upon conditions in the data or maybe add bar codes to change their functionality. All this can be done regardless the kind of document it is, it's format or from where data comes from. Weather you are looking for a solution adapted to a heavy-duty-legacy mainframe, or one that supports the latest e-commerce and web applications, PlanetPress Suite adapts to every need and every platform.

PlanetPress Suite allows you to change production and distribution flow of a given document based on the variable data that prints on it. Distributed printing, archiving, emailing, PDF conversion represent only a few of what you can accomplish with PlanetPress Suite.

Although PlanetPress Suite can perform queries to get data from your own management system (PULL), most of the time, the action starts when someone 'prints' to the PlanetPress Suite Driver instead of a physical printer (PUSH). This explains why there is so little to do to snap PlanetPress Suite into your current infrastructure with little or no change to systems.

The PlanetPress Suite driver is not the only way to send data to PlanetPress Suite. In fact, someone can use any other existing way: Email, Web request, LPR/LPD protocol, Windows print queues, serial cable or just a plain 'drop into a folder' action.

2.1.2 Document

A document is essentially anything such as an invoice, financial statement, monthly report, brochure, booklet, cheque, form letter, catalogue, price list, graybar report, survey, shipping label, cheque, insurance policy, tax return, bank statement, receipt, notice, price list, and direct mail material.

Traditionally documents are created in two phases: A background is pre-printed on standard or NCR paper then variable data is printed over it using a line or laser printer.

PlanetPress Suite changes all this. It allows to print on standard plain paper the background and the variable data simultaneously and efficiently. More than this, PlanetPress Suite allows to change the look of the document according to the variable data and also allows to build a completely automated process starting with getting the data from the source then, if necessary, with performing any modification to the data itself and finally output the job any possible ways you may need.

2.1.3 Variable Content Document

A variable content document is one that can dynamically changes its content and appearance based on the data it receives at runtime.

You may think of an invoice where logos will vary according to the Company’s division involved. You may add variable messages, graphics and transpromo messages tailored to the recipient’s profile to increase sales. PlanetPress Suite may automatically evaluates available space and applies the appropriate content every time, and in compliance with branding guidelines. PlanetPress Suite is your indispensable toolkit for your personalized marketing strategies.
2.1.4 PlanetPress Document

A PlanetPress Document is a variable data document created with PlanetPress Design, the layout tool of the Suite. The extension of such a document is .ppx. The x represent the version of PlanetPress Design software that have been used to create the file. It is the source document that can be edited. When a document is 'installed' on the Workflow Tool or directly onto a printer, the document format will be different and will use different extension. You may look at Converted Document section (Page 251) to learn more about this.

2.1.5 Host Based / Printer based documents

You may choose to install a PlanetPress Design document directly on a printer storage device, hard disk of Flash ram. All documents residing on that printer will be said to be 'Printer based' since they are stored on the printer awaiting for the variable data to be sent to it.

On the opposite, if the document sits on a Host, like a mainframe, any other server or even installed on PlanetPress Workflow tool, then the document will be designated as a host based document.

2.1.6 Printer Centric / Host Centric documents

A PlanetPress document is said to be Printer Centric when, at runtime, the merging of the variable data takes place on the printer. It is important to understand that a Printer Centric execution may happen with both a Host based or printer based document. A printer based document will necessarily executes in printer centric mode while the host based document may either run printer centric or host centric.

A situation where a host sends a PlanetPress Document immedialtly followed by the variable data file is described as host based document that executes in printer centric mode.

A PlanetPress Document may be executed on host side only when PlanetPress Suite Workflow Tool is involved as a server. In this situation, the execution of the PlanetPress Document takes place on the Host and the resulting fully composed pages are sent to either a Windows printer through a regular driver or directly to a PostScript printer using an Optimized PostScript Stream for more efficiency.

2.1.7 PlanetPress Talk

PlanetPress Talk is a scripting language developed for the PlanetPress Design component of the Suite. It is used to customize PlanetPress Design documents.

For detailed explanations on the PlanetPress Talk language as well as on all its commands, refer to the PlanetPress Talk Reference Guide.

2.1.8 Metadata

Simply put, Metadata is data about other data. The PlanetPress Suite now provides tools to create, extract and work with Metadata attributes or Metadata fields.

Every time a job is printed using PlanetPress Suite printer driver, a Metadata file containing attributes for that job is automatically created: number of pages, name of the job, job creator, time date and many others. These attributes are accessible to PlanetPress Suite to perform tests and take action all along the process.

You may also create your own metadata fields upon which, at run time, the system can make decisions, branching, sorting and more. A large set of metadata tools allows you to manipulate job files without having to do any kind of scripting. Address sorting and cleansing, cross referencing numbers with a separate database to get additional information are just a few things you can easily accomplish with. The possibilities are endless!
2.1.9 PlanetPress Suite Products

PlanetPress Suite is comprised of one of the three Workflow Tools, a Design Tool and an extension of the Workflow Tool called PlanetPress Imaging.

- PlanetPress Design
- PlanetPress Workflow Tools:
  - PlanetPress Watch
  - PlanetPress Office
  - PlanetPress Production
- PlanetPress Imaging contains:
  - PlanetPress Fax
  - PlanetPress Image
  - PlanetPress Search

PlanetPress Design

PlanetPress Design is a WYSIWYG (What You See Is What You Get) authoring tool for variable content documents.

PlanetPress Suite Workflow Tools

The PlanetPress Suite Workflow Tools open the door to more complex document processing, distribution, and archiving possibilities. With the PlanetPress Suite Workflow Tools, you create tasks that control your document management workflow.

You create a set of different tasks that make up processes that carry out various actions, such as receive data, analyze it and the send it to the appropriate printer. The flexibility of the PlanetPress Suite Workflow Tools, in concert with the capabilities provided by PlanetPress Image, PlanetPress Search, and PlanetPress Fax, also provides a means for more fully automating and increasing the efficiency of workflows.

With the PlanetPress Suite Workflow Tools, you can:

- Run jobs immediately or schedule jobs to run automatically.
- Produce multiple output streams for jobs. For example, you might set up a single PlanetPress Watch process to print a copy of an invoice to send to a customer, fax a shipping confirmation to the customer, email a Portable Document Format (PDF) copy of the invoice to accounting, and archive a PDF copy. PlanetPress Fax and PlanetPress Image provide the faxing and PDF capabilities, respectively.
- Split a large print job over several printers, including printers in different geographical locations.
- Use variable content documents that dynamically pull information from an Open Database Connectivity compliant database.
- Write scripts to dynamically process the variable data for a document.
- Query printers on their current state, and take an action based on the response. For example, if a query determines the toner is low in a printer, the action might be to send an email to the technician responsible for maintaining that printer.

PlanetPress Office

In addition to all of the options and functions available in PlanetPress Watch, PlanetPress Office also offers:

- Capturing inputs from any host systems
- Document Input: using PDF documents as data files.
- Windows Input: capturing print job sent from any Windows application.
- Output on any number of non-PostScript devices and all licensed PostScript devices.
PlanetPress Production

PlanetPress Production is the fully functional workflow tool, offering, in addition to all of the options and functions available in both PlanetPress Watch and Office, the following extra features:

- Output on any number of PostScript or non-PostScript devices, whether licensed or not. Obviously, printing on a PostScript device in printer centric mode will require said device to have a valid and active license.

PlanetPress Imaging

PlanetPress Image

PlanetPress Image adds PDF capabilities to PlanetPress Suite Workflow Tools. You use PlanetPress Image to create a PDF copy of a document to email, or to create PDF archives of documents that you, or others in your company, can then search using PlanetPress Search.

PlanetPress Fax

PlanetPress Fax adds fax capabilities to PlanetPress Suite Workflow Tools. This means one of the output streams for your document may be a fax output.

You can define the number of times you want PlanetPress Fax to attempt to send the fax. If PlanetPress Fax is unable to transmit a fax successfully, it can print or email the fax, enabling you to track any faxes that do not successfully transmit. PlanetPress Fax also maintains a log of its operations that you can consult for information about its fax activity.

PlanetPress Search

PlanetPress Search is a plug-in for Adobe® Acrobat® or Adobe® Reader® that you can use to search the PDF archives you create in PlanetPress Image. You define the search indices for a document when you create it in PlanetPress Design.

PlanetPress Image
PlanetPress Fax

PlanetPress Fax adds fax capabilities to PlanetPress Suite Workflow Tool. This means one of the output streams for your document may be a fax output.

You can define the number of times you want PlanetPress Fax to attempt to send the fax. If PlanetPress Fax is unable to transmit a fax successfully, it can print or email the fax, enabling you to track any faxes that do not successfully transmit. PlanetPress Fax also maintains a log of its operations that you can consult for information about its fax activity.

PlanetPress Search

PlanetPress Search

PlanetPress Search is a plug-in for Adobe® Acrobat® or Adobe® Reader® that you can use to search the PDF archives you create in PlanetPress Image. You define the search indices for a document when you create it in PlanetPress Design.
3 PlanetPress Design Basics

This chapter provides basic information about the PlanetPress Design user interface and how to use it.

In this section, you learn to:

- Start PlanetPress Design (Page 16)
- Exit PlanetPress Design (Page 16)
- Create a New Document (Page 17)
- Open a Document (Page 17)
- Refresh a Document (Page 18)
- Save a Document (Page 18)
- Save and Open a Document Template (Page 19)
- Set a Password on a Document (Page 19)
- Undo and Redo Commands (Page 19)
- Use Online Help (Page 19)
- Expand and Collapse Elements in the Structure Area (Page 20)
- Select and Move Elements in the Structure Area (Page 20)
- Cut, Copy, and Paste Elements in the Structure Area (Page 21)
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- Use the Zoom Tools (Page 16)
- Use the Object Inspector (Page 14)
- Use the Object Preview (Page 14)
- Use the Color Picker (Page 14)

This section also answers the following questions:

- What are the elements of the PlanetPress Design Program window? (Page 9)
- What is the Object Preview? (Page 9)
3.1 Key Concepts

To use the PlanetPress Design interface effectively, you should understand the following key concepts:

- The PlanetPress Design Program Window (Page 9)
- Object Preview (Page 12)

3.1.1 The PlanetPress Design Program Window

What are the elements of the PlanetPress Design Program window?

The following key elements show when you start the PlanetPress Design user interface: the PlanetPress Design Button; the Quick Access Toolbar; the Ribbon with its Tabs, Groups and Controls; the Document Structure area; the Object Inspector; the Data Pane; the Messages area; the Document Page area and the status bar. When you start PlanetPress Design for the first time, these elements appear in their default positions.

The descriptions that follow include references to PlanetPress Design objects used to add data, text, graphics, and intelligence to your document.

Related topics:

- The PlanetPress Design Button (Page 10)
- The PlanetPress Design Ribbon (Page 10)
- The PlanetPress Quick Access Toolbar (Page 10)
- Document Page Area (Page 10)
- Data Pane (Page 10)
- Document Structure Area (Page 11)
- Object Inspector (Page 11)
- Messages Area (Page 11)

The PlanetPress Design Button

The PlanetPress Design Button replaces the File menu of previous versions, and provides access to the File menu options.

The PlanetPress Design Ribbon

The PlanetPress Design Ribbon replaces the main menu and toolbars of previous versions, and centralizes commands, organizing them into a set of Tabs, each Tab containing Groups of Controls. Each tab on the Ribbon displays the commands that are most relevant to a given feature set. For instance, the Objects tab in PlanetPress Design is used to draw any of the supported objects.

You can minimize the Ribbon by right-clicking on it and selecting Minimize the Ribbon.

You can also customize the Ribbon’s color scheme in the User Options window.

The PlanetPress Quick Access Toolbar

The PlanetPress Design Quick Access Toolbar is displayed, by default, on the right side of the PlanetPress Design Button, and provides one-click shortcuts to commonly used functions and features.

You may customize the commonly used shortcuts you want by right-clicking on any element you would like to assign to the Quick Access Toolbar and selecting Add to Quick Access Toolbar. Conversely, you can remove any element by right-clicking it on the Quick Access Toolbar and selecting Remove from Quick Access Toolbar.

The Quick Access Toolbar can also be displayed either above or below the PlanetPress Design Ribbon.

Document Page Area

The Document Page area displays the pages of your document. You can set the paper format (8.5 x 11 inches, A4) for the entire document as well as for each individual page of the document.

You can also set the default paper format in the User Options dialog box, and the Page area displays one page of your document at a time.

Data Pane

The Data Pane is a view on your input data, and one of the ways you can select data to include in your document. The Data Pane is a component of the Data Selector and its contents and appearance reflect the options set for it in the Data Selector.

You can drag and drop a data selection directly from the Data Pane into the Page area to quickly create a data selection object, a bar code object, or a business graphic object.
In the Document Structure area or in the Page area, when you select a data selection, bar code, or business graphic that uses a Contiguous data selection, PlanetPress Design highlights the data selection for that object in the Data Pane.

**Document Structure Area**

The Document Structure area is a hierarchical representation of all the elements in your document. You can use the expand/collapse buttons in the hierarchy to expand and collapse the top level folders of the hierarchy as well as the contents of each page, and the contents of any group of objects.

You can use the Structure area to do the following:

- Assign and View multiple sample data files.
- View all the elements in a document.
- Select any element in a document.
- Add or delete document elements.
- Copy, cut, and paste elements in a document.
- Select objects.
- Navigate among the pages of your document.
- Dock and undock the Structure area or hide it, and can configure the appearance of the Structure area.

**Object Inspector**

The Object Inspector displays the element’s properties (object, group, page, document, condition, style, attachment, image resource, global variable, global function) currently selected in the Structure area or in the Page area. If you select several elements, the Object Inspector displays values only for those properties that are common to all the selected elements. If you select an image resource, the Object Inspector also displays the image.

The number of elements currently selected appears in the upper left of the Object Inspector, and you use the Object Inspector to view and edit properties.

You can dock and undock the Object Inspector, or hide it.

**Messages Area**

The Messages area displays messages from the PlanetPress Talk Converter, and is useful when you add PlanetPress Talk objects, or objects that include PlanetPress Talk statements to your document. Any errors the PlanetPress Talk Converter encounters in your code, it displays in the Messages area. These include converter errors, run error messages, and any debugging strings you instructed your code to output using the PlanetPress Talk `outputdebugstring()` command.

PlanetPress Design also uses the Messages area to report any problems it had carrying out certain operations and how it resolved those problems (for example, opening a document that references unavailable fonts, or importing a PlanetPress Design 3 document that used the same name for two different elements).

The type of message appears to the right of the message itself, and you can set a distinct color for converter errors, for run errors, and for debugging strings. This makes it easier to quickly distinguish one message type from another. Notification messages always appear in black.

You can double-click a message to have PlanetPress Design display the source of the error, and you can dock and undock the Messages area, or hide it.

PlanetPress Design clears the Messages area automatically when you open an existing document, or import an FSL form or PlanetPress Design 3 document. You can also clear the area manually.
3.1.2 Object Preview

What is the Object Preview?

The Object Preview is available when you add an object or group to your document, or edit its properties. You use it to preview the effect of property settings, and to help determine the appropriate setting for a given property. As you change the property settings of an object or a group, the Object Preview updates to display the result of the modifications. It can also display messages from the PlanetPress Talk Converter that can help you debug the object or group. The default zoom level in the Object Preview is 75%.
3.2 Detailed Directions

This section includes the following procedures:

- Start PlanetPress Design (Page 16)
- Exit PlanetPress Design (Page 16)
- Create a New Document (Page 17)
- Open a Document (Page 17)
- Refresh a Document (Page 18)
- Save a Document (Page 18)
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- Set a Password on a Document (Page 19)
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- Change the Display Name of an Element in the Structure Area (Page 21)
- Drag and Drop Files into the Program Window Areas (Page 22)
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- Show or Hide Areas of the Program Window (Page 14)
- Dock and Undock Areas of the Program Window (Page 13)
- Using the Work, Hand, and Zoom Tool Pointers (Page 16)
- Use the Zoom Tools (Page 16)
- Use the Object Inspector (Page 14)
- Use the Object Preview (Page 14)

3.2.1 Dock and Undock Areas of the Program Window

To undock an area:

- Double-click the title bar of a docked area or group (tabbed or stacked areas). In the case of a group, you can undock a single area in the group by double-clicking its tab.

To dock a floating area:

- Double-click the title bar of a docked area or group (tabbed or stacked areas). PlanetPress Design docks the area in its most recent docked position.

To show an area within a tabbed group:

- Click the tab of the area you want to show. If the tab is not visible, use the navigation buttons located to the right of the tabs.

To expand or restore an area within a stacked group:

- Click the area’s expand (.expand) or restore (restore) button.

To reset all areas to their default docking positions:

- Press **CTRL** when you start PlanetPress Design. Note that this also resets the toolbars to their default position.

**Related topics:**

- Resize the Program Window Area (Page 23)
3.2.2 Show or Hide Areas of the Program Window

To show or hide a Program window area:

- Choose View and then the area you want to show or hide. PlanetPress Design updates the Program window to reflect the requested show/hide.

**Related topics:**
- Dock and Undock Areas of the Program Window (Page 13)

3.2.3 Use the Color Picker

The RGB or CMYK PostScript color model is employed depending on the selected color range. Options for HTML and Grayscale are also readily available.

3.2.4 Use the Object Inspector

To edit properties Using the Object Inspector:

1. Select the element (object, page, document, condition, style, attachment) you want to change. To change multiple elements, do a multiple selection (**CTRL**-click).
2. In the Object Inspector, select the property you want to edit. If you selected multiple elements, only those properties common to all of the selected elements appear in the Object Inspector. If necessary use the scroll bar and/or the expand/collapse button.
3. Edit the property using the appropriate method, as described below:
   - If the property lets you enter any value, type in the new value and press **ENTER**.
   - If the property is associated with a list of possible values, select the new value from the list.
   - If the property lets you select any value, click the selection button located to the right of the value field. For example, if the button is for a PlanetPress Talk before, PlanetPress Talk after, or PlanetPress Talk code property, click it to launch the PlanetPress Talk Editor.

To resize the name or value pane:

1. In the Object Inspector, position the pointer over the vertical bar that separates the two panes. The pointer changes to a double-headed arrow.
2. Drag left or right to resize the panes.

To expand or collapse a group:

- In the Object Inspector, click the expand/collapse button for the group.

**Related topics:**
- Object Inspector (Page 11)

3.2.5 Use the Object Preview

The Object Preview window lets you see objects before they are actually created. The object preview window has its own Message area displaying PlanetPress Talk error messages.

Note that if you hide the Object Preview, it will remain hidden for all objects and groups. Also note that the Object Preview remembers its last state.

To show or hide the Object Preview:

- In the properties dialog box of any object, click .

To update the Object Preview after entering PlanetPress Talk code:

- In the PlanetPress Talk properties in which you entered the PlanetPress Talk code, click Refresh Preview.

To show or hide the Message area of the Object Preview:

- In the Object Preview toolbar, click Show Messages.

To clear some or all of the messages in the Messages area of the Object Preview:

- Right-click in the Messages area and choose Clear all messages.

To adjust the zoom in the Object Preview:

- Click in the Zoom box of the Object Preview toolbar and enter a new zoom value. The zoom value can be any value from 10 to 1000.

To reposition the contents of the Object Preview:

- With the Hand tool selected, position the Hand tool pointer over the contents of the Object Preview, click and drag.
3.2.6 Use the Zoom Tools

To set a specific zoom level:

- In the Zoom toolbar, click in the **Current zoom factor** box and enter the new zoom. The zoom factor can be any value from 10 to 1000.

To zoom in or out using the Zoom toolbar:

- In the Zoom toolbar, click **Zoom In** or **Zoom Out**.

To zoom in or out using the Zoom tool pointer:

1. Select the Zoom tool pointer.
2. To zoom in, click anywhere in the Page area.

**Related topics:**

- Using the Work, Hand, and Zoom Tool Pointers (Page 16)
- Use the Object Inspector (Page 14)

3.2.7 Using the Work, Hand, and Zoom Tool Pointers

By default, when you start PlanetPress Design the Work tool pointer is active. The Work tool pointer is used to select objects. The Hand tool pointer is used to move the document page and the Zoom tool pointer is used to modify the document page’s zoom setting. To select a different tool pointer, simply click the corresponding icon in the Tools toolbar.

**Related topics:**

- Use the Zoom Tools (Page 16)
- Use the Object Preview (Page 14)

3.2.8 Close a Document

To close a document:

- From the **PlanetPress Design Button**, choose **Close**.

3.2.9 Start PlanetPress Design

To start PlanetPress Design with a blank document loaded:

- In the Windows **Start** menu, choose **Programs | PlanetPress Suite 7 | PlanetPress Design**.

**Related topics:**

- **Exit PlanetPress Design** (Page 16)

3.2.10 Exit PlanetPress Design

1. From the **PlanetPress Design Button**, choose **Exit**.
   - **Yes**: Save all unsaved work and then exit.
   - **No**: Exit without saving any unsaved work.
   - **Cancel**: Cancel the exit request.
   - **Always save before closing**: Check to have PlanetPress Design always save any unsaved work automatically before exiting.
2. Check the option if desired and click the appropriate button.
3.2.11 Create a New Document

If you start PlanetPress Design with a blank document loaded you can create your new document by working on the blank document. Alternatively, if you already have a document open in PlanetPress Design, you can use the following procedure to create a new document.

To create a new document:

- From the PlanetPress Design Button, choose New.

Related topics:

- Open a Document (Page 17)
- Save a Document (Page 18)
- Refresh a Document (Page 18)

3.2.12 Open a Document

You can open the document from PlanetPress Design or from Windows. Documents created using PlanetPress Design 6 as well as those created with versions 4 and 5 can be opened directly. Those documents that were created using PlanetPress Design 3 must be imported.

When opening PlanetPress 4 documents created with earlier releases of this software, some style changes may not be imported correctly. When this occurs, you can fix the problem by first opening the documents with a later release PlanetPress 4, by saving it and then by opening it again with PlanetPress Design 6. In some cases you may also have to reapply the style changes before opening the document with PlanetPress Design 6.

To open a document edited with PlanetPress Design version 4 to 6:

1. From the PlanetPress Design Button, choose Open.
2. In the Open Document dialog box, navigate to the PlanetPress Design document you want to open and click Open.
   
   By default, PlanetPress Design looks for documents with the PP6 extension. If the document was created with either version 4 or 5, select the corresponding extension in the File of type box.
3. If the document is password protected, enter the correct password in the dialog box displayed by PlanetPress Design.
4. If the sample data file associated with the document is more recent than the copy in the document, confirm whether or not to update the copy in the dialog box displayed by PlanetPress Design.
5. If any of the attachments associated with the document are more recent than the copy in the document, confirm whether or not to update the copy in the dialog box displayed by PlanetPress Design.
6. If any of the static image resources associated with the document are more recent than the copy in the document, confirm whether or not to update the copy in the dialog box displayed by PlanetPress Design. The first page of the document appears in the Page area of the program window. The sample data associated with the document appears in the Data Pane.

To open a document edited with PlanetPress Design version 3:

2. In the Import PlanetPress Design 3 Document dialog box, navigate to the PlanetPress Design document you want to open and click Open.
3. If the document is password protected, enter the correct password in the dialog box displayed by PlanetPress Design.
4. If the sample data file associated with the document is more recent than the copy in the document, confirm whether or not to update the copy in the dialog box displayed by PlanetPress Design.
5. If any of the attachments associated with the document are more recent than the copy in the document, confirm whether or not to update the copy in the dialog box displayed by PlanetPress Design.

6. If any of the static image resources associated with the document are more recent than the copy in the document, confirm whether or not to update the copy in the dialog box displayed by PlanetPress Design. The first page of the document appears in the Page area of the program window. The sample data associated with the document appears in the Data Pane.

Related topics:

- Create a New Document (Page 17)
- Open a Document
- Refresh a Document (Page 18)
- Save a Document (Page 18)
- Save and Open a Document Template (Page 19)
- Set a Password on a Document (Page 19)
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- Use the Object Preview (Page 14)
- Use the Color Picker (Page 14)

3.2.13 Refresh a Document

To refresh a document:

- Choose Page Layout | Refresh.

Related topics:

- Create a New Document (Page 17)
- Open a Document (Page 17)
- Refresh a Document

3.2.14 Save a Document

To save a document:

- From the PlanetPress Design Button, choose Save. If the document has been saved at least once, PlanetPress Design copies the last save of the file to a file bearing the name of the document with the extension .BAK, and then saves the document.

To save a document under a new name:

1. From the PlanetPress Design Button, choose Save As.
2. Enter the new name under which you want to save the document, and then click Save.
3.2.15 Save and Open a Document Template

To save a document as a PlanetPress Design template:

1. From the PlanetPress Design Button, choose Save As, and enter a name for the document.
2. In the Save as type field, select PlanetPress Design 7 Template and click Save.
   The document is saved as a template with the file extension tpl7.

To open a PlanetPress Design template:

1. From the PlanetPress Design Button, choose Open.
2. In the Files of type field, select PlanetPress Design 7 Template (*.tlp7).
3. Browse to select the template of your choice, and click Open.

3.2.16 Set a Password on a Document

To set a password on a document:

1. From the PlanetPress Design Button, choose Set Password.
2. Enter the password in the first box and then re-type the password in the Confirm box to confirm it, and then click OK.

To remove password protection:

1. From the PlanetPress Design Button, choose Set Password.
2. Click OK.

Related topics:

- Open a Document (Page 17)

3.2.17 Undo and Redo Commands

You cannot undo any move of an object or group that were performed using the mouse or shortcuts. Undo/Redo functionality supports up to 100 levels of undo operations.

Avoid using Undo/Redo to undo or redo a database emulation. If you want to modify the database emulation, re-create the emulation to ensure database integrity and accurate results.

To undo a command or a sequence of commands:

1. From the Quick Access Toolbar, click Undo.
2. Repeat step 1 as many times as necessary to move backwards through the sequence of commands.

To reverse the effect of one or more undo commands:

1. From the Quick Access Toolbar, click Redo.
2. Repeat step 1 as many times as necessary to move backwards through the sequence of undo commands.

3.2.18 Use Online Help

The PlanetPress Design online Help system is composed of two distinct Help files:

- The first Help file contains basic user documentation and is provided in a variety of languages.
• The second Help file contains detailed information on a variety of advanced topics and is provided in English only. Advanced topics and procedures include for instance:
  ▪ How to install new PostScript fonts.
  ▪ How to set advanced user options.
  ▪ How to capture sample data using the Data Capture tool.

To display the basic Help file:

• Choose Help | User Guide.

To display the advanced Help file:

• Choose Help | Reference.

The product CD also includes printable documents in the form of PDF files.

To view the printable PlanetPress Suite software documents:

• In Windows, choose Start | All Programs | PlanetPress Suite 7 | Documentation and choose the product-specific document you want to view.

3.2.19 Expand and Collapse Elements in the Structure Area

To expand or collapse elements in the Structure area:

• Click the expand/collapse button to the left of the element you want to expand or collapse.

Related topics:

• Document Structure Area (Page 11)
• Expand and Collapse Elements in the Structure Area
• Cut, Copy, and Paste Elements in the Structure Area (Page 21)
• Change the Display Name of an Element in the Structure Area (Page 21)

3.2.20 Select and Move Elements in the Structure Area

You can select objects in the Structure area, as well as drag and drop any element in the Structure area to reposition it in the hierarchy. Note that in the case of pages and objects, the position of the element within the hierarchy influences the order in which it executes.

To select elements in the Structure area:

• Do one of the following:
  ▪ Click an element to select it, and then CTRL+click each subsequent element you want to add to the selection. Note that you can only add elements at the same level in the Structure area hierarchy. You can also use SHIFT+UPARROW and SHIFT+DOWN ARROW to add the next element above or below the currently selected elements, to the selection. CTRL+click a selected element to remove it from the selection. SHIFT+click an element to select all elements at the same level in the Structure area hierarchy between it and the last element selected.
  ▪ Click one of the elements that appears in the Structure area at the level of the element(s) you want to include in the selection. Then click and drag to draw a marquee around the elements you want to move.

To select all elements at the same level in the Structure area hierarchy:

1. In the Structure area, click on one of the elements that occupies the level in the Structure area hierarchy whose elements you want to select.
2. Choose Home | Clipboard | Select All or press CTRL+A.
All elements at that level in the Structure area hierarchy appear highlighted in the Structure area. If the elements are objects or groups, those objects and groups also appear highlighted in the Page area.

To move an element in the Structure area:

1. In the Structure area, select the element or elements you want to move.
2. Drag the elements.
   As you drag, a ghost image of the element(s) you are moving follows the pointer, and either a blue bar appears (if the pointer is outside the name of an element) or the element is highlighted in black (if the pointer is over the name of an element) to indicate the current drop target. The pointer changes to indicate whether the current drop target is legal ( ) or illegal ( ). Note that if you pause over a collapsed group or page as you drag, PlanetPress Design expands that group or page.
3. Release the elements at a legal drop target.
   PlanetPress Design moves the element(s) to the new position.

3.2.21 Cut, Copy, and Paste Elements in the Structure Area

You should never need to perform any of these operations on an attachment. If for some reason you find it necessary to have a second copy of an attachment in the document, you can add the same attachment to the document a second time. Note that you cannot copy, cut or paste attachments in the Document Structure area.

To cut/copy and paste elements in the Structure area:

1. Select the element(s) you want to cut or copy.
2. To copy the element(s), choose `Home` | `Clipboard` | `Copy`.
3. Click the element in the Structure area where you want the pasted element(s) to appear.

Related topics:

- Document Structure Area (Page 11)
- Change the Display Name of an Element in the Structure Area (Page 21)

3.2.22 Change the Display Name of an Element in the Structure Area

To change the display name of an element in the Structure area:

1. In the Structure area, locate the element you want to rename.
2. Click the element to select it.
3. Press `F2` to highlight the elements display name.
4. Edit the display name of the element.
5. When finished, press ENTER.
### 3.2.23 Drag and Drop Files into the Program Window Areas

You can drag and drop one or more files from Windows directly into any of the following areas of the PlanetPress Design Program window: the Structure area, the Data Pane, the Page area, or the Object Inspector (when the Object Inspector is displaying an image resource).

You can drag and drop any of the following file types. PlanetPress Design determines the type of file from the file name extension, and accepts specific file formats for each file type.

<table>
<thead>
<tr>
<th>File type</th>
<th>PlanetPress Design accepts files with file name extension:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PlanetPress Design document (versions 3 and up)</td>
<td>PP3, PP4, PP5, PP6 and PP7</td>
</tr>
<tr>
<td>Image</td>
<td>BMP, EPS, JPEG or JPG, PDF, PNG, TIF or TIFF</td>
</tr>
<tr>
<td>Attachment</td>
<td>PRN, PS</td>
</tr>
<tr>
<td>Sample data file</td>
<td>CSV, DAT, DB, DBF, MDB, PDF, TXT, XML</td>
</tr>
</tbody>
</table>


For all other file types, the type of file (image, attachment, or sample data file) and the area of the program window in which you drop it determine what PlanetPress Design does with the file. Whether you drag and drop a single file or multiple files can also have an impact on how PlanetPress Design treats the file or files. The procedure here describes the behavior of each area of the PlanetPress Design Program window when you drag and drop image, attachment, or sample data files into it.

To drag and drop files into PlanetPress Design:

1. Select the file that you want to drag and drop into PlanetPress Design, and then drag it over the appropriate area of the program window.
2. When pointer is over an area where a drop is permitted, release the mouse button.

**dragging Image Files**
- **Into the Structure area:** PlanetPress Design creates an image resource for each image file.
- **Into the Page area:** If you dropped multiple image files, PlanetPress Design creates an image resource for each image file. If you dropped a single image file, PlanetPress Design also creates a picture object containing that image on the current page. If you dropped a single multi-page PDF, PlanetPress Design creates a single image resource for the PDF, a new document page for each page of the PDF, and, on each new document page, a picture object that contains a page of the PDF.
- **Into the Data pane:** PlanetPress Design creates an image resource for each image file.
- **Into the Object inspector:** If you dropped multiple image files, PlanetPress Design creates an image resource for each image file. If you dropped a single image file, PlanetPress Design replaces the image resource currently displaying in the Object Inspector with the one you dragged and dropped.

**dragging attachments**
- **Into the Structure or Page area or into the Data pane:** PlanetPress Design creates an attachment resource for each attachment file.

**dragging sample Data files**
- **Into the Structure or Page area:** PlanetPress Design replaces the sample data file currently associated with the document with the one you dropped in the Structure or Page area, and it updates the Data Pane to reflect the contents of the new sample data file. Note that if you drop several sample data files in the Structure or Page area, PlanetPress Design adds each in the order in which it receives them, each subsequent file replacing the previous one as the sample data file. The last one it adds is the one that becomes the sample data file associated with the document.
There is no way to control the order in which PlanetPress Design receives multiple sample data files. If the sample data file you drag and drop does not have a filename extension PlanetPress Design recognizes, PlanetPress Design opens the Data Selector and displays the contents of the file using a line printer emulation. You can then select a different emulation if necessary.

- **Into the Data pane:** PlanetPress Design replaces the sample data file currently associated with the document with the one you dropped in the Data Pane, and it updates the Data Pane to reflect the contents of the new sample data file. Note that if you drop several sample data files in the Data Pane, PlanetPress Design adds each in the order in which it receives them, each subsequent file replacing the previous one as the sample data file. The last one it adds is the one that becomes the sample data file associated with the document. There is no way to control the order in which PlanetPress Design receives multiple sample data files. If the sample data file you drag and drop does not have a filename extension PlanetPress Design recognizes, PlanetPress Design opens the Data Selector and displays the contents of the file using a line printer emulation. You can then select a different emulation if necessary.

### 3.2.24 Resize the Program Window Area

To resize a Program window area:

- Move the pointer to the edge of an area you want to resize to display the resize pointer and click and drag to resize the area.

**Related topics:**

- Show or Hide Areas of the Program Window (Page 14)
- Dock and Undock Areas of the Program Window (Page 13)
3.3 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide (english only):

- Use the Messages Area
- Remove Background Color
- Named Colors
3.4 Date and Time Format

What format should I use to enter dates and times?

To simplify things and to prevent errors, date and time formats have been standardized.

- Date are entered and displayed as yyyy/MM/dd (2007/06/13, for example).
- Times are entered and displayed using the 24 hour format as HH:mm:ss (3:38:54 PM, for example, is entered and displayed as 15:38:54).
4 Preferences and Toolbars

This chapter provides basic information about the PlanetPress Design preferences and toolbars. Use these to adapt PlanetPress Design to your personal work style.

In this section, you learn to:

- Change Languages (Page 30)
- Set User Options (Behavior): Notification Messages (Page 30)
- Set User Options (Behavior): Object Duplication (Page 32)
- Set User Options (Behavior): Miscellaneous (Page 33)
- Set User Options (Appearance): Object Inspector (Page 36)
- Set User Options (Appearance): Rulers (Page 37)
- Set User Options (Appearance): Document Page (Page 38)
- Set User Options (Appearance): Compiler Messages (Page 39)
- Set User Options (Document default values): Document and Pages (Page 39)
- Set User Options (Document default values): Pictures (Page 40)
- Minimize and Customize the Ribbon (Page 41)

This section also answers the following questions:

- What toolbars are available in PlanetPress Design? (Page 27)
- What are user options? (Page 27)
4.1 Key Concepts

To use the PlanetPress Design interface effectively, you should understand the following key concept:

- **Toolbars (Page 27)**
- **Preferences (Page 28)**

4.1.1 Toolbars

*What toolbars are available in PlanetPress Design?*

The built-in **Ribbon** and **Quick Access Toolbar** contain commands that are frequently used and convenient to keep close at hand. You can minimize the **Ribbon**, and choose the position of the **Quick Access Toolbar**, as well as the commands it displays.

PlanetPress Design’s **Ribbon** has five tabs: the **Home** tab, the **View** tab, the **Page Layout** tab, the **Tools** tab and the **Help** tab. Each one of these tabs contains a series of groups, each group holding a number of controls.

- The **Home** tab includes the **Tools**, **Clipboard**, **Document** and **Objects** groups.
  - The **Tools** group contains:
    - The **Select Tool** is used to select objects on the document page.
    - The **Hand Tool** is used to move the document page.
    - The **Zoom Tool** is used for zooming in and out of the Page area.
  - The **Clipboard** group contains the typical Windows-based editing controls: **Cut**, **Copy**, **Paste**, **Select All**, **Delete**.
  - The **Document** group contains the document objects controls, used to add objects to the document: **Page**, **Style**, **Condition**, **Global Variable**, **Global Function**, **Metadata Field**, **Image Resource** and **Attachment**.
  - The **Objects** group contains the page objects controls, used to add objects to the selected page: **Text**, **Data Selection**, **Picture**, **PlanetPress Talk**, **N-Up Printing**, **Address**, **Box**, **Shape**, **Barcode** and **Business Graphic**.

Some tools in the **Objects** controls lead to dropdown menus that let you make selections among often-used versions of those objects. This is the case with the **Box**, **Shape**, **Business Graphics** and **Barcode** objects. These menus can be opened by clicking the arrowhead visible at the bottom of each control.

- The **View** tab includes the **Zoom**, **Navigate** and Show/Hide groups.
  - The **Zoom** group contains the zoom controls: **Zoom In**, **Zoom Out**, **Zoom Factor**, as well as **Fit Page Width** and **Fit in window**.
  - The **Navigate** group contains a data page box you can use to move forward and backward in the sample data file, and tools to move forward and backward in your document one page at a time.
  - The **Show/Hide** group contains four controls to display or hide any of the four panes; the **Document Structure** area, the **Object Inspector** pane, the **PlanetPress Talk Messages** pane and the **Data** Pane.

- The **Page Layout** tab includes the **Arrange**, **Lock/Unlock** and **Duplicate** groups.
  - The **Arrange** group contains the **Alignment** and **Order** controls, allowing to align and reorder objects on a document page.
  - The **Lock/Unlock** group contains controls to lock or unlock a single object on a document page, or every objects on a document page.
  - The **Duplicate** group contains controls to duplicate, and duplicate and pack objects on a document page.
• The **Tools** tab includes the **Data, Advanced, Managers, Application** and **PressTalk Messages** groups.
  
  The **Data** group contains:
  - The **Add New Data** control allows you to associate multiple sample data files with your document.
  - The **Open Active Data** loads the active sample data in the Data selector.
  - The **Save Active** allows you to save a local copy of the active sample data file.
  - The **Set as Background** control allows you to set a PDF sample data file as the background for the selected document page.

  The **Advanced** group contains:
  - The **Data Capture** control triggers the selected capture tool and allows to grab incoming data.
  - The **Convert to PlanetPress Talk** control converts the selected object to a PlanetPress Talk object, using PlanetPress Talk code.
  - The **Refresh Metadata** control reloads the metadata file associated with the active sample data file. *(Important Note: When a user-defined emulation is used with metadata, results and behavior are unknown and unsupported. For instance, refreshing the metadata file may cause the document to crash and/or corrupt. For this reason, it is strongly advised to create backup copies of your documents beforehand.)*

  The **Managers** group contains:
  - The **Printer Utilities** control displays the Printer information dialog box.
  - The **Virtual Drive Manager** control loads the PlanetPress Suite Virtual Drive.
  - The **Access Manager** control loads the Access Manager, allowing to grant/remove permissions to hosts.
  - The **Install PostScript Font** control allows to install a PostScript font into your PlanetPress Suite installation.

  The **Application** group contains:
  - The **Hex Viewer** control, used to load PlanetPress Suite's Hexadecimal Viewer.
  - The **Image Downloader** control, used to send image resources to a printer.
  - The **Check for updates** control, used to update the current PlanetPress Design version.
  - The **Launch Upgrade Wizard** control, used when migrating from a previous PlanetPress Design version.
  - The **Document Utilities** control, used to acceso the Global Function Library Manager.
  - The **Graybar Wizard** control, used to generate grabar reports.

  The **PlanetPress Talk Messages** group contains the **Save Error Log** and the **Clear Messages** controls, used to interact with the **PlanetPress Talk Messages** pane.

• The **Help** tab includes the **Help** and **Activation** groups.
  
  The **Help** group contains the **User Guide**, the **Reference Guide** and the **About** controls, used to access online documentation and version informations.

  The **Activation** group contains the **Software Activation** and the **Printer Activation** controls, used to enter activation codes for either the software or a given device.

### 4.1.2 Preferences

You can use the preferences to:

• Set default values for certain of the options that appear in the Document, Page, Picture, and Style properties dialog boxes.

• Set the zoom factors, the unit of measure, the object selection mode, the snap to guides option, and options that determine object dialog behavior.

• Turn color management on or off, and set the default color model you want PlanetPress Design to use when you add color to your document.

• Control where PlanetPress Design places the copy of an object or group when you duplicate that object or group.

• Modify the appearance of the Object Inspector, the TreeView, the rulers, and the Page area.

• Modify the behavior and appearance of the PlanetPress Talk Editor.
• Control the display of certain PlanetPress Design prompts and information messages.
• Set the color of the different types of messages that appear in the Messages area of both the PlanetPress Design Program window and the Object Inspector, and set the behavior of the Messages area in the PlanetPress Design Program window when a new message arrives.

For detailed information on the available options, refer to the following sections:

• Change Languages (Page 30)
• Set User Options (Behavior): Notification Messages (Page 30)
• Set User Options (Behavior): Object Duplication (Page 32)
• Set User Options (Behavior): Miscellaneous (Page 33)
• Set User Options (Appearance): Object Inspector (Page 36)
• Set User Options (Appearance): Document Structure Area (Page 37)
• Set User Options (Appearance): Rulers (Page 37)
• Set User Options (Appearance): Document Page (Page 38)
• Set User Options (Appearance): Compiler Messages (Page 39)
• Set User Options (Document default values): Document and Pages (Page 39)
• Set User Options (Document default values): Pictures (Page 40)
• Minimize and Customize the Ribbon (Page 41)

Only some optional settings are described in the User Help. For a detailed description of all the available option settings, refer to the Reference Help (English only).
4.2 Detailed Directions

This section includes the following procedures:

- Set User Options (Behavior): Notification Messages (Page 30)
- Set User Options (Behavior): Pictures (Page 32)
- Set User Options (Behavior): Object Duplication (Page 32)
- Set User Options (Behavior): Miscellaneous (Page 33)
- Set User Options (Appearance): Object Inspector (Page 36)
- Set User Options (Appearance): Rulers (Page 37)
- Set User Options (Appearance): Document Page (Page 38)
- Set User Options (Appearance): Compiler Messages (Page 39)
- Set User Options (Document default values): Document and Pages (Page 39)
- Set User Options (Document default values): Pictures (Page 40)
- Minimize and Customize the Ribbon (Page 41)

4.2.1 Change Languages

To change the language used by PlanetPress Design:

1. From the PlanetPress Design Button, choose Select Language.
2. Select the desired language.
3. Select the Use System Default Locale box to mirror your language settings.
4. Click OK. When prompted, click Yes to exit and restart the application in the selected language.

Related topics:

- User Options (Page 28)
- Set User Options (Behavior): Notification Messages (Page 30)
- Set User Options (Behavior): Object Duplication (Page 32)
- Set User Options (Behavior): Miscellaneous (Page 33)
- Set User Options (Appearance): Object Inspector (Page 36)
- Set User Options (Appearance): Rulers (Page 37)
- Set User Options (Appearance): Document Page (Page 38)
- Set User Options (Appearance): Compiler Messages (Page 39)
- Set User Options (Document default values): Document and Pages (Page 39)
- Set User Options (Document default values): Pictures (Page 40)
- Minimize and Customize the Ribbon (Page 41)

4.2.2 Set User Options (Behavior): Notification Messages

To set the Notification Messages options:

1. From the PlanetPress Design Button, choose Preferences.
2. If necessary, expand Behavior, and click Notification messages.
   - Invalid Undo/Redo action warning: When enabled, issues a message when an Undo or Redo operation is not possible.
   - Text object’s tab support warning for right to left text: When enabled, issues a message when tabulation with right to left text is not supported in text fields.
   - Text object’s PlanetPress Talk before/after paragraph support warning for right to left text: When enabled, issues a message when PlanetPress Talk before/after paragraph with right to left text is not supported in text fields.
Preferences and Toolbars - Detailed Directions

Text object's UTF8 style warning: When enabled, issues a message when a UTF8 style is not supported in text fields.

Text object's indent support warning for right to left text: When enabled, issues a message when indent support with right to left text is not supported in text fields.

PDF version warning: When enabled, issues a message when PDF version is greater than 1.5 (Adobe® Acrobat® 6) and identifies PDF files with which PlanetPress Design may have compatibility issues, such as PDF's that contain transparent objects. PlanetPress Design supports PDF 1.3 (Adobe® Acrobat® 4), 1.4 (Adobe® Acrobat® 5) and 1.5 (Adobe® Acrobat® 6) formats without transparent objects. PlanetPress Design does not support PDF 1.6 format (Adobe® Acrobat® 7).

Send to Host notification of success: When enabled, a notification message appears indicating the document transfer is successful. If an error occurs, a notification message appears whether or not this option is enabled.

3. Set the Notification Messages options.

Invalid name: Select to have PlanetPress Design display an error message when you enter an invalid name for an element. Clear to prevent the display of the error message.

Invalid added resources: Select to have PlanetPress Design display a message reporting whether it added all selected resources successfully when you add resources to a document.

Save before closing: Select to have PlanetPress Design prompt for confirmation to save an unsaved document before closing it. This option applies only to documents that have been saved at least once during a session.

New version of attachments: Select to have PlanetPress Design monitor all attachment resources and prompt for confirmation to update its copy of an attachment resource when the original file changes. If the original attachment resource file changes between sessions, PlanetPress prompts for confirmation when the original file changes again. If the original attachment resource file changes between sessions, PlanetPress prompts for confirmation when the original file changes again. This option applies only to documents that have been saved at least once during a session.

New version of data file: Select to have PlanetPress Design monitor the sample data file and prompt for confirmation to update its copy when the original data file changes. PlanetPress prompts for confirmation whether you return to PlanetPress after making the changes to the data file, or when the focus changes to an element that references the data.

New version of picture resource: Select to have PlanetPress Design monitor all image resources and prompt for confirmation to update its copy of an image resource when the original file changes. If the original image resource file changes between sessions, PlanetPress prompts for confirmation to update the document's copy the next time you open the document. Note that if you edit an image resource from PlanetPress Design, the edits apply only to the copy of the image internal to the document, and have no effect on the original, external image file.

Invalid PPD notification: Select to have PlanetPress Design display an error message when you attempt to add a PostScript Printer Description (PPD) file that is either not a valid PPD, or is a PPD that does not use Level 2 PostScript or higher.

Document name too long for host: Select to have PlanetPress Design issue a warning when you try using file names that contain more characters than the host computer can support.

PostScript Language Level 3 warning: Select to have PlanetPress Design display a warning when you select Line art in the Image quality box. The warning reminds you that Line art works only with PostScript Language Level 3 printers.

ASCII emulation warning: Select to have PlanetPress Design warn you if your document uses an ASCII emulation and the settings of the Optimized PostScript Stream option and the Read in binary mode option may cause discrepancies between the visual appearance of the preview and the visual appearance of the document in the Page area of the PlanetPress Design Program window. This warning may occur for both hard copy and on-screen previews.

Invalid Undo/Redo action warning: When enabled, issues a message when an Undo or Redo operation is not possible.

Double-byte text tab support warning: When enabled, issues a message when tabulation with double-byte fonts is not supported in text fields.

PDF version warning: When enabled, issues a message when PDF version is different and identifies PDF files with which PlanetPress Design may have compatibility issues, such as PDF versions 1.4 and 1.5 formats. PlanetPress Design supports only PDF 1.3 format (Adobe® Acrobat® 4) and PDF 1.4 format without transparent objects. PlanetPress Design does not support PDF 1.5 format (Acrobat 6). PDF 1.4 (Acrobat 5) format files that contain transparent objects are not supported.

Send to Host notification of success: When enabled, a notification message appears indicating the document transfer is successful. If an error occurs, a notification message appears whether or not this option is enabled.

4. Click OK.
4.2.3 Set User Options (Behavior): Pictures

This topic is not available in the User Guide in your current language. For more information on this topic, please refer to the Reference Guide (English only), using the following link:

Set User Options (Behavior): Pictures

4.2.4 Set User Options (Behavior): Color

This topic is not available in the User Guide in your current language. For more information on this topic, please refer to the Reference Guide (English only), using the following link:

Set User Options (Behavior): Color

4.2.5 Set User Options (Behavior): Object Duplication

To set the Object Duplication options:

1. From the PlanetPress Design Button, choose Preferences.
2. If necessary, expand Behavior, and click Object duplication.
3. Adjust the Object Duplication options.
   - **Duplicate style**: Select where you want PlanetPress Design to place the copy of any object, group, or selection of objects and/or groups you duplicate. Select Pack vertically to have PlanetPress Design align the copy along the Y axis, under and flush with the most recent copy. Select Pack horizontally to have PlanetPress Design align the copy along the X axis, to the right of and flush with the most recent copy. Select Relative displacement to have PlanetPress Design align the copy using the specified horizontal and vertical offset values. If you select this option, you must enter values for the vertical and horizontal displacements.
   - The menu items Edit | Duplicate and Pack Horizontally and Edit | Duplicate and Pack Vertically, override this setting.
   - **Vertical relative displacement value**: Enter the displacement for the copy along the Y axis. Units are as set in the User Options dialog. This option is available only when you select Relative displacement as the duplicate style.
   - **Horizontal relative displacement value**: Enter the displacement for the copy along the X axis. Units are as set in the User Options dialog. This option is available only when you select Relative displacement as the duplicate style.
   - Data SELECTION Offsets
Row/child record: Set the number of lines you want to advance in the data page with each duplication of an object or group. In the case of a database emulation, this is the number of records you want to advance in the record set with each duplication of an object or group. This permits each copy to display a distinct selection of data. Note that this offset does not work with objects that use custom data selections.

Column: Set the number of columns you want to advance in the data page with each duplication of an object or group. This permits each copy to display a distinct selection of data. Note that this offset does not work with objects that use custom data selections. This offset has no effect in database emulation.

4. Click OK.

Related topics:

- User Options (Page 28)
- Change Languages (Page 30)
- Set User Options (Behavior): Notification Messages (Page 30)
- Set User Options (Behavior): Miscellaneous (Page 33)
- Set User Options (Appearance): Object Inspector (Page 36)
- Set User Options (Appearance): Rulers (Page 37)
- Set User Options (Appearance): Document Page (Page 38)
- Set User Options (Appearance): Compiler Messages (Page 39)
- Set User Options (Document default values): Document and Pages (Page 39)
- Set User Options (Document default values): Pictures (Page 40)

4.2.6 Set User Options (Behavior): Miscellaneous

The Miscellaneous options include zoom factors, the unit of measure, the object selection mode, a snap to guides option, and options that determine object dialog behavior.

1. From the PlanetPress Design Button, choose Preferences.
2. If necessary, expand Behavior, and click Miscellaneous.
3. Adjust the object selection mode.

Object selection mode: Use to determine where you must position the pointer on an object or group in order to select it. This is particularly important when you are selecting overlapping objects and/or groups. Select bounding box to select an object or group when the pointer is anywhere inside or along the perimeter of the bounding box of the object. Select Pixel to select an object or group only when the pointer is over the perimeter of the object.

4. Adjust how objects and groups behave with respect to guidelines.

Snap to guidelines: Select to have objects and groups automatically snap to the nearest guide (or guides) when you move or resize those objects and groups on the page. More precisely, when you move or resize an existing object or group, as the edge of the object or group approaches a guide, the edge jumps to lie flush with that guide. When you select this option, existing objects and groups in the document remain in their current position. Only if you subsequently move or resize them, will they snap to the guides.

5. Adjust the zoom factors. PlanetPress Design uses these values to determine the new zoom when you zoom in or out on the document page.

Zoom factor: Set the zoom factor PlanetPress Design uses when you zoom in or out on the document page using the Zoom tool in the Objects toolbar, the Zoom in and Zoom out tools in the Zoom toolbar, and the plus (+) and minus (-) keys on the numeric keypad. Values can range from 10 to 1000.

Fine zoom factor: Set the fine zoom factor PlanetPress Design uses when you zoom in using SHIFT+ the plus key (+) on the numeric keypad, or zoom out using SHIFT+ the minus key (-) on the numeric keypad.

6. Adjust the unit of measure you want to use in PlanetPress Design.

Unit of measure: Set the unit of measure. This determines the units PlanetPress Design uses for the rulers and for all measurements outside of PlanetPress Talk. Units can be centimeters or inches.

7. Adjust the nudge factor.

Nudge factor: Set the magnitude of the resize that occurs when you resize an object or group using keyboard shortcuts. Units are as set in the unit of measure.
8. Adjust the dialog box options.

**Remember last dialog box position:** Select to have PlanetPress Design remember the last screen position of each type of dialog box, and, if the dialog box is resizable, the last size of the dialog box. Resizable dialog boxes include the Text/Box properties dialog box and the Data Selector.

**Remember last dialog box page:** Use this to control the area that is displayed when you open a dialog box. Select to have PlanetPress display the area that was visible when you last closed a dialog box of that type.

9. Click **OK**.

**Related topics:**

- Use Guides
- **User Options (Page 28)**
- **Change Languages (Page 30)**
- **Set User Options (Behavior): Notification Messages (Page 30)**
- **Set User Options (Behavior): Object Duplication (Page 32)**
- **Set User Options (Appearance): Object Inspector (Page 36)**
- **Set User Options (Appearance): Rulers (Page 37)**
- **Set User Options (Appearance): Document Page (Page 38)**
- **Set User Options (Appearance): Compiler Messages (Page 39)**
- **Set User Options (Document default values): Document and Pages (Page 39)**
- **Set User Options (Document default values): Pictures (Page 40)**

### 4.2.7 Set User Options (Editor): Editor

This topic is not available in the User Guide in your current language. For more information on this topic, please refer to the Reference Guide (English only), using the following link:

**Set User Options (Editor): Editor**

### 4.2.8 Set User Options (Editor): Display

This topic is not available in the User Guide in your current language. For more information on this topic, please refer to the Reference Guide (English only), using the following link:

**Set User Options (Editor): Display**

### 4.2.9 Set User Options (Editor): Color

This topic is not available in the User Guide in your current language. For more information on this topic, please refer to the Reference Guide (English only), using the following link:

**Set User Options (Editor): Color**

### 4.2.10 Set User Options (Behavior): Notification Messages

To set the Notification Messages options:

1. From the **PlanetPress Design Button**, choose **Preferences**.
2. If necessary, expand **Behavior**, and click **Notification messages**.

**Invalid Undo/Redo action warning:** When enabled, issues a message when an Undo or Redo operation is not possible.

**Text object’s tab support warning for right to left text:** When enabled, issues a message when tabulation with right to left text is not supported in text fields.
Text object's PlanetPress Talk before/after paragraph support warning for right to left text: When enabled, issues a message when PlanetPress Talk before/after paragraph with right to left text is not supported in text fields.

Text object's UTF8 style warning: When enabled, issues a message when a UTF8 style is not supported in text fields.

Text object's indent support warning for right to left text: When enabled, issues a message when indent support with right to left text is not supported in text fields.

PDF version warning: When enabled, issues a message when PDF version is greater than 1.5 (Adobe® Acrobat® 6) and identifies PDF files with which PlanetPress Design may have compatibility issues, such as PDF’s that contain transparent objects. PlanetPress Design supports PDF 1.3 (Adobe® Acrobat® 4), 1.4 (Adobe® Acrobat® 5) and 1.5 (Adobe® Acrobat® 6) formats without transparent objects. PlanetPress Design does not support PDF 1.6 format (Adobe® Acrobat® 7).

Send to Host notification of success: When enabled, a notification message appears indicating the document transfer is successful. If an error occurs, a notification message appears whether or not this option is enabled.

3. Set the Notification Messages options.

Invalid name: Select to have PlanetPress Design display an error message when you enter an invalid name for an element. Clear to prevent the display of the error message.

Invalid added resources: Select to have PlanetPress Design display a message reporting whether it added all selected resources successfully when you add resources to a document.

Save before closing: Select to have PlanetPress Design prompt for confirmation to save an unsaved document before closing it. This option applies only to documents that have been saved at least once during a session.

New version of attachments: Select to have PlanetPress Design monitor all attachment resources and prompt for confirmation to update its copy of an attachment resource when the original file changes. If the original attachment resource file changes between sessions, PlanetPress prompts for confirmation to update the document’s copy the next time you open the document.

New version of data file: Select to have PlanetPress Design monitor the sample data file and prompt for confirmation to update its copy when the original data file change. PlanetPress prompts for confirmation either when you return to PlanetPress after making the changes to the data file, or when the focus changes to an element that references the data.

New version of picture resource: Select to have PlanetPress Design monitor all image resources and prompt for confirmation to update its copy of an image resource when the original file changes. If the original image resource file changes between sessions, PlanetPress prompts for confirmation to update the document’s copy the next time you open the document. Note that if you edit an image resource from PlanetPress Design, the edits apply only to the copy of the image internal to the document, and have no effect on the original, external image file.

Invalid PPD notification: Select to have PlanetPress Design display an error message when you attempt to add a PostScript Printer Description (PPD) file that is either not a valid PPD, or is a PPD that does not use Level 2 PostScript or higher.

Document name too long for host: Select to have PlanetPress Design issue a warning when you try using file names that contain more characters than the host computer can support.

PostScript Language Level 3 warning: Select to have PlanetPress Design display a warning when you select Line art in the Image quality box. The warning reminds you that Line art works only with PostScript Language Level 3 printers.

ASCII emulation warning: Select to have PlanetPress Design warn you if your document uses an ASCII emulation and the settings of the Optimized PostScript Stream option and the Read in binary mode option may cause discrepancies between the visual appearance of the preview and the visual appearance of the document in the Page area of the PlanetPress Design Program window. This warning may occur for both hard copy and on-screen previews.

Invalid Undo/Redo action warning: When enabled, issues a message when an Undo or Redo operation is not possible.

Double-byte text tab support warning: When enabled, issues a message when tabulation with double-byte fonts is not supported in text fields.

PDF version warning: When enabled, issues a message when PDF version is different and identifies PDF files with which PlanetPress Design may have compatibility issues, such as PDF versions 1.4 and 1.5 formats. PlanetPress Design supports only PDF 1.3 format (Adobe® Acrobat® 4) and PDF 1.4 format without transparent objects. PlanetPress Design does not support PDF 1.5 format (Acrobat 6). PDF 1.4 (Acrobat 5) format files that contain transparent objects are not supported.
**Send to Host notification of success**: When enabled, a notification message appears indicating the document transfer is successful. If an error occurs, a notification message appears whether or not this option is enabled.

4. Click **OK**.

**Related topics:**

- User Options (Page 28)
- Change Languages (Page 30)
- Set User Options (Behavior): Object Duplication (Page 32)
- Set User Options (Behavior): Miscellaneous (Page 33)
- Set User Options (Appearance): Object Inspector (Page 36)

**4.2.11 Set User Options (Appearance): Object Inspector**

To set the Object Inspector options:

1. From the **PlanetPress Design Button**, choose **Preferences**.
2. If necessary, expand **Appearance**, and click **Object Inspector**.
3. Adjust the Object Inspector options.
   - **Colors**: Use to set the colors of individual Object Inspector components. To set a color, in the Colors list, click the component whose color you want to change.
   - **Vertical line 3D**: Select to display the vertical line between property names and their values using a three-dimensional effect.
   - **Use groups**: Select to organize the display of properties into groups. Clear to display properties in alphabetical order. When the Object Inspector displays properties in groups, it displays an expand/collapse button to the left of the name of the group that you use to expand or collapse the group.
   - **Sunken active property**: Select to use a recessed effect to display the currently selected property.
   - **Border active property**: Select to display a border around the currently selected property.
   - **Show lines**: Select to display lines between elements.
   - **Line Style**: Select a style for the lines.
4. To reset the Object Inspector options to their default values, click **Reset to Default**.
5. Click **OK**.
4.2.12 Set User Options (Appearance): Document Structure Area

To set the **Document Structure** options:

1. From the **PlanetPress Design Button**, choose **Preferences**.
2. If necessary, expand **Appearance**, and click **TreeView**.
3. Adjust the TreeView options as necessary.
   - **Colors**: Use to set the colors of individual Structure area components. To set a color, in the colors list, click the component whose color you want to change, and then choose a color from the list below the colors list.
   - **Line style**: Select a line style for tree lines and grid lines. Use Show tree lines and Show grid lines to show or hide the lines.
   - **Selection rectangle**: Select a style for the selection rectangle that appears when you click and drag inside the TreeView area to select one or more elements.
   - **Button style**: Select a style for the TreeView area expand/collapse buttons.
   - **Show tree lines**: Select to display lines that represent the hierarchical relationship between elements. Use the Line style list to select a style for the lines.
   - **Show grid lines**: Select to display lines between elements. Use the Line style list to select a style for the lines.
   - **Hot track**: Select to have the TreeView area underline an element when you pass the mouse over it.
4. To reset the TreeView area to its default appearance, click **Reset to Default**.
5. Click **OK**.

4.2.13 Set User Options (Appearance): Rulers

To configure the appearance of the rulers:

1. From the **PlanetPress Design Button**, choose **Preferences**.
2. If necessary, expand Appearance, and click Rulers.
3. Adjust the Rulers options.
   - **Colors**: Use to set the colors of individual ruler components.
   - **Flat style**: Select to display the rulers without a bevelled edge.
   - **Show rulers all around**: Select to display a ruler along each edge of the page area. Clear to display a ruler only along the left and top edges of the page area.
   - **Show minus signs**: Select to display minus signs in front of negative ruler values.
   - **Show hairlines**: Select to display hairlines in the ruler that indicate the current position of the pointer on the page.
4. To reset the rulers to their default appearance, click Reset to Default.
5. Click OK.

Related topics:

- Use Guides
- User Options (Page 28)
- Change Languages (Page 30)
- Set User Options (Behavior): Notification Messages (Page 30)
- Set User Options (Behavior): Object Duplication (Page 32)
- Set User Options (Behavior): Miscellaneous (Page 33)
- Set User Options (Appearance): Object Inspector (Page 36)
- Set User Options (Appearance): Document Page (Page 38)
- Set User Options (Appearance): Compiler Messages (Page 39)
- Set User Options (Document default values): Document and Pages (Page 39)
- Set User Options (Document default values): Pictures (Page 40)

### 4.2.14 Set User Options (Appearance): Document Page

To set the Document Page area options:

1. From the PlanetPress Design Button, choose Preferences.
2. If necessary, expand Appearance, and click Document pages.
3. Adjust the border option for document pages.
   - **Show imageable area**: Select to display a border around the printable area of the page. This helps ensure you do not inadvertently place an object or part of an object in an area of the page that does not print. The PPD you select determines the printable area of the page. Not all printers can print to the edge of the page.
4. Adjust the colors for overlays.
   - **Overlay/underlay color**: Select the color for overlay pages. The overlay page appears in this color in the Page area.
   - **Overlay/underlay border color**: Select the color for the border around overlay pages. The border around the overlay page appears in this color in the Page area.
5. Adjust the colors for imposed pages.
   - **Imposed page color**: Select the color for virtual pages. The virtual page appears in this color in the Page area.
   - **Imposed page border color**: Select the color for the border around virtual pages. The border around the virtual page appears in this color in the Page area.
6. Click OK.

Related topics:

- Document Setup
- User Options (Page 28)
- Change Languages (Page 30)
- Set User Options (Behavior): Notification Messages (Page 30)
- Set User Options (Behavior): Object Duplication (Page 32)
- Set User Options (Behavior): Miscellaneous (Page 33)
4.2.15 Set User Options (Appearance): Compiler Messages

To set Converter Messages options:

1. From the PlanetPress Design Button, choose Preferences.
2. If necessary, expand Appearance, and click Compiler messages.
3. Adjust the color you want to use for each type of message.
   - **Compile error**: Select the color for any compilation error messages that appear in the Messages area of the Program window or of the Object Preview.
   - **Run error**: Select the color for any run error messages that appear in the Messages area of the Program window or of the Object Preview.
   - **Warning**: Select the color for any warning messages that appear in the Messages area of the Program window or of the Object Preview.
   - **Output Debug String**: Select the color for any output debug string messages that appear in the Messages area of the Program window or of the Object Preview. Consult the PlanetPress Talk Language Reference for help with the `outputdebugstring()` command that produces these messages.
4. Set the behavior of the Messages area when a new message arrives.
   - **Show Messages area on new message**: Select to have PlanetPress Design make the Messages area, if it is currently hidden, visible when a new message arrives. Note that if you select this option, and the undocked Messages area appears over the page in the Page area, you cannot close the Messages area if any of the objects or groups on the page issues a converter message when it executes. Each time you attempt to close it, PlanetPress Design redraws the page, executing each of the objects or groups on the page; the compiler messages that result from the execution cause the Messages area to become visible again. In this case you must move the Messages area outside the page to close it.
5. Click OK.

Related topics:

- Messages Area
- User Options (Page 28)
- Change Languages (Page 30)
- Set User Options (Behavior): Notification Messages (Page 30)
- Set User Options (Behavior): Object Duplication (Page 32)
- Set User Options (Behavior): Miscellaneous (Page 33)
- Set User Options (Appearance): Object Inspector (Page 36)
- Set User Options (Appearance): Rulers (Page 37)
- Set User Options (Appearance): Document Page (Page 38)
- Set User Options (Document default values): Document and Pages (Page 39)
- Set User Options (Document default values): Pictures (Page 40)

4.2.16 Set User Options (Document default values): Document and Pages

To set the Document and pages options:

1. From the PlanetPress Design Button, choose Preferences.
2. If necessary, expand Document default values, and click Document and pages.
3. Adjust the default PPD and form cache default values.
   - **Default printer**: Select the PPD file that appears by default in the Designed for property box in the Document properties dialog box.
4. Adjust the default paper size and orientation for the pages of the document.

**Default paper size**: Select the page size that appears by default in the page size box in the page properties dialog box.

**Default page orientation**: Select the paper size that appears by default in the Paper orientation box in the Page properties dialog box.

5. Adjust the default options for the Style properties dialog box.

**Default font type**: Select the type of font that appears by default in the Style properties dialog box when you create a new style. Double-byte or CID-keyed fonts are required for Asian text and data. Also bear in mind that you should use Unicode fonts (UTF8) for Arabic text and data. PostScript fonts are recommended to improve printer performance and reduce file size. The type you select determines the contents and availability of the Default font name list. *Note that using double-byte TrueType fonts for data only works if the Optimized PostScript Stream printing option is turned selected.*

**Default font name**: Select the name of the font that appears by default in the Style properties dialog box when you create a new style.

**Default single byte font encoding**: Select the encoding table that appears by default in the Encoding list in the Style properties dialog box.

6. Adjust the default options for the Compilation options dialog box.

**Default max form item**: Enter the value that appears by default in the Max page item box in the Document properties dialog box.

**Default max form cache**: Enter the value that appears by default in the Max page item box in the Document properties dialog box.

**PostScript level**: Select the PostScript level for the converted document (recall that a variable content document is a PostScript program). Select 2 to use PostScript Level 2, 3 to use PostScript Level 3, and PPD if you want PlanetPress Design to determine the level from the PPD selected for the document.

7. Click **OK**.

**Related topics:**
- User Options (Page 28)
- Change Languages (Page 30)
- Set User Options (Behavior): Notification Messages (Page 30)
- Set User Options (Behavior): Object Duplication (Page 32)
- Set User Options (Behavior): Miscellaneous (Page 33)
- Set User Options (Appearance): Object Inspector (Page 36)
- Set User Options (Appearance): Rulers (Page 37)
- Set User Options (Appearance): Document Page (Page 38)
- Set User Options (Appearance): Compiler Messages (Page 39)
- Set User Options (Document default values): Pictures (Page 40)

### 4.2.17 Set User Options (Document default values): Pictures

To set the Image resources options:

1. From the **PlanetPress Design Button**, choose **Preferences**.
2. If necessary, expand **Default values** and click **Pictures**.
3. Adjust the options that appear by default in the Picture properties dialog box.
   - **Color (DPI)**: Select the resolution that appears by default in the Color resolution property of picture objects.
   - **Grayscale (DPI)**: Select the resolution that appears by default in the Grayscale resolution property of picture objects.
   - **Monochrome (DPI)**: Select the resolution that appears by default in the Monochrome resolution property of picture objects.
4. Adjust the options that appear by default in the Document properties dialog box.
   - **Convert to monochrome**: Select the option that appears by default in the Convert to monochrome box in the Document properties dialog box.
   - **Scanline orientation**: Select the option that appears by default in the Scanline orientation box in the Document properties dialog box.
**Picture quality**: Select the option that appears by default in the Image quality box in the Document properties dialog box.

**Picture compression ratio**: Select the value that appears by default in the Picture compression ratio box in the Document properties dialog box. The value that appears here when you start PlanetPress Design for the very first time indicates a 70% compression of image resources.

5. Click **OK**.

**Related topics:**

- Set Up a Document
- Add a Static Image
- Add a Dynamic Image that References Image Resources
- User Options (Page 28)
- Change Languages (Page 30)
- Set User Options (Behavior): Notification Messages (Page 30)
- Set User Options (Behavior): Object Duplication (Page 32)
- Set User Options (Behavior): Miscellaneous (Page 33)
- Set User Options (Appearance): Object Inspector (Page 36)
- Set User Options (Appearance): Rulers (Page 37)
- Set User Options (Appearance): Document Page (Page 38)
- Set User Options (Appearance): Compiler Messages (Page 39)
- Set User Options (Document default values): Document and Pages (Page 39)
- Minimize and Customize the Ribbon (Page 41)

### 4.2.18 Minimize and Customize the Ribbon

To minimize the **Ribbon**:

1. Right-click anywhere on the Ribbon and choose **Minimize the Ribbon**.

To customize the Ribbon:

1. From the **PlanetPress Design Button**, choose **Preferences**.
2. If necessary, expand **Appearance**, and click **Ribbon**.
3. Select your **Ribbon Color Scheme**.
4.3 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide:

- Set User Options (Behavior): Pictures
- Set User Options (Behavior): Color
- Set User Options (Appearance): Document Structure Area
5 Capturing Data

To create your document, you need a reliable sample of the variable data you intend to use with the document.

This chapter describes what a sample data file is and the two criteria that determine its reliability. It also provides general procedures for capturing a reliable sample data file. Consult the Trigger and Data Capture Guide for platform-specific data capture procedures.

This section answers the following questions:

- What is a sample data file? (Page 44)
- What is a spool file? (Page 44)
- What is the data capture tool? (Page 44)
5.1 Key Concepts

To capture data files, you should understand the following key concepts:

- Sample Data File (Page 44)
- Spool File (Page 44)
- Data Capture Tool (Page 44)

5.1.1 Sample Data File

What is a sample data file?

The sample data file is a text file that contains a representative sample of the input data destined for the document, as that input data arrives at a printer or a PlanetPress Suite Workflow Tools process.

The following are the two criteria for a reliable sample data file:

1. It includes all possible variations on the data that the document may encounter when it executes. Things to check for variation include field lengths, the location of decimal points in numeric data, and whether or not a field always contains data.
2. It exactly represents the input data at the moment that data arrives at the printer or a PlanetPress Suite Workflow Tools process. A difference of a single character can result in a document that does not produce accurate results. If your sample data file does not meet this criteria, you end up creating a document that executes with a different input data structure than the one for which you designed it.

Related topics:

- Spool File (Page 44)
- Data Capture Tool (Page 44)

5.1.2 Spool File

What is a spool file?

A spool file is a file containing a job destined for a specific printer. It is common to use a spool file as the sample data file for a document you intend to install on a printer.

Related topics:

- Sample Data File (Page 44)
- Data Capture Tool (Page 44)

5.1.3 Data Capture Tool

What is the data capture tool?

The data capture tool lets you capture real data to be used as sample data. It can capture data sent to a Windows Queue, Serial, LPD or Telnet input. The captured data can then be saved to a file and used immediately by PlanetPress Design to design or troubleshoot a document. You must correctly configure the output queue on the server if you use the data capture tool. Also, if you want to use the data capture tool, you must correctly set a proper queue on the server to sent an LPR to the IP address of the PC which is running PlanetPress Design as well as for the data capture tool. This rule is true for all possible channels.

Related topics:

- Spool File (Page 44)
- Sample Data File (Page 44)
5.2 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide (English only):

- Capture Sample Data Using the Data Capture Tool
6 Setting Up a Document

Once you have a sample data file to work with, you are ready to start creating your document in PlanetPress. This chapter describes how to set up a document, the first step in document creation.

In this section, you learn to:

- Set Up a Document (Page 48)
- View or Edit the Properties of a Document (Page 51)
- Associate Attachments with a Document (Page 51)

This section also answers the following questions:

- What does document setup involve? (Page 47)
- What is digit substitution? (Page 47)
6.1 Key Concepts

To set up a document, you should understand the following key concepts:

- Document Setup (Page 47)
- Digit Substitution (Page 47)

6.1.1 Document Setup

*What does document setup involve?*

Document setup is the first step in creating a document and involves associating the document with a PPD. PPD files, or PostScript Printer Description files are used by PostScript printer drivers to print to PostScript devices.

The PPD, along with the sample data file you associate with the document and the emulation you select define how your document handles its input data, and consequently determine the accuracy of the output the document produces with the data stream it receives at runtime.

Document setup also involves giving the document a name, setting default printer options for the document, associating one or more attachments with the document if necessary, setting any binding margins you want the document to use, and adjusting options that can improve the document performance at runtime.

Normally the default PPD can be used. However, if the default PPD fails, it is recommended you search for one made available by the manufacturer. You can modify any of the document setup settings at any point during the document creation process. If you change or modify the PPD associated with the document, you should verify the change does not compromise the accuracy of the output the document produces.

6.1.2 Digit Substitution

*What is digit substitution?*

PlanetPress Design gives you the option to display numbers in Arabic, Farsi or Hindi. This document specific option is called Digit substitution and is available in the Document properties.
6.2 Detailed Directions

This section includes the following procedures:

- **Set Up a Document (Page 48)**
- **View or Edit the Properties of a Document (Page 51)**
- **Associate Attachments with a Document (Page 51)**

6.2.1 Set Up a Document

To set up a document:

1. Double-click on the **Document** node.
2. In the Document properties dialog box, click **Basic Attributes** and enter the name and printer properties of the document, and any notes you want to insert at the head of the document. **Name:** Enter a name for the document. If you install the document on a printer, this is the name under which the printer stores the converted document. The name you choose for the document should be both descriptive and unique, cannot begin with a number, and can contain only the following ASCII characters: underscore, upper and lower case letters of the alphabet, all digits 0 through 9. If you use an underscore in the name, it should not appear as either the first or last character of the name as this may cause internal conflicts in the software. Names are case-insensitive and must be unique; no two elements in a document can have the same name. Names can be a maximum of 50 characters in length. Finally, PlanetPress Talk variable and command names are reserved words; you cannot use any of these reserved words as a name. **Description:** Enter a short text description of the document. **Designed For:** Select a PPD for the document. The contents of the PPD subfolder in the PlanetPress program folder determine the contents of this list. In PlanetPress Design, you can now open PPD files as well as other attachments emanating from Macintosh and UNIX workstations. The PPD that appears by default here is the one selected in the Default printer box in the User Options dialog box. The Default printer is an optimized PPD. Rather than send a request for a setting to the printer, it first queries the printer to see if that setting is already in effect. The Alternate default printer PPD does not query the printer before it sends a request for a setting. **Printer Password:** Enter the password for the printer on which you intend to install the document. A password value of 0 means there is no password for the printer. You can determine whether a printer requires a password by printing a PlanetPress Design printer status page. **Printer Working Path:** Enter the path of the folder on the printer in which you want to install the document. This is necessary only if you plan to install the document in a specific folder on the printer’s hard drive or in a specific folder in its flash memory. **Notes:** Enter any notes you want to insert at the head of the document. Notes do not print as part of the output of the document. **Sign:** Click to append the current date and time, the name of the owner of this copy of PlanetPress Design, and the name of the company to which this copy is licensed. 3. In the Document properties dialog box, click **Paper Handling** and adjust the basic paper handling properties for the document. **Default Page Size:** Select the default paper format the document uses. In most cases, you never need to set this option, unless the same job, or multi-jobs require using various paper sizes. In a small number of printers however, when you are executing a document in which several consecutive pages use the same paper format, you may need to set this option. When the document subsequently executes each page, it compares the current paper format with the one set for the page, and only issues a paper format command if the two formats are different. The formats available depend on the PPD selected in the Design for box of the Document properties dialog box. If you select Default, no command is issued to the printer regarding the paper format and the document uses the printer setting in effect at execution time. **Selection Type:** Set the default input paper tray to use for this document. The trays available depend on the PPD you selected for the document. The selection you make here determines the contents of the Paper source area. Select Input tray to specify a specific input tray, and select match paper size to have the printer automatically use the tray that contains the paper format defined for this page. Select manual feed to use the printer’s manual feed, and select media selection to set specific media characteristics. You can select an input tray, paper size, and paper orientation for each document page.
If the printer supports it, you can also select duplex mode. Note that the document must be able to recognize the output printer during the job to perform load balancing. You can set the output printer name using a variable for either the printer output or the Windows printer output. You can add start/end document commands to support subset job handling. You can activate Run-locally+GDI with speed limits (specified as categories or absolute speed) and either block or enable the use of multi-processor systems.

**Input Tray**: Select the input tray you want to use in this box. This option is available only when you select Input tray in the Selection type box.

**Media Type**: Select the paper type for the page. This option is available only when you select media selection in the Selection type box.

**Media Color**: Select the paper color for the page. This option is available only when you select media selection in the Selection type box.

**Media Weight**: Select the paper weight for the page. This option is available only when you select media selection in the Selection type box.

**Output Tray**: Set the output paper tray you want to use for this document. The options available depend on the PPD selected for the document in the document properties dialog box.

**Duplexing**: Select the duplexing options for the document. The duplexing options available depend on the PPD you selected for the document. Note that duplexing options apply only to normal pages since these are the only pages that can print. If you want to print simplex and duplex in the same document, and your printer supports switching between simplex and duplex in the same job, you can set the duplexing options on a page-by-page basis using the duplexing option in the page properties dialog box. If your printer does not support switching between simplex and duplex in the same job, you can simulate the switch by setting the duplexing option here and printing a blank page on the back of each page that you want to print simplex. If you select default, no command is issued to the printer regarding duplexing for this document, and the document uses the printer setting in effect at execution time.

4. In the **Document** properties dialog box, click **Advanced Paper Handling** and, if necessary, specify any operations you want the printer to execute before or after the document executes.

**Paper handling before the document**: Display, define, and/or edit the paper handling operations you want the printer to execute before it executes the document. The printer executes the operations sequentially, from top to bottom. Right-click in this area and use the menu to manipulate the data.

**Paper handling after the document**: Display, define, and/or edit the paper handling operations you want the printer to execute after it executes the document. You can also delete an item by selecting it and pressing **DELETE**. You can manipulate or move data to the Paper handling before the document area by clicking it and dragging it to the new location. Double-click an item to display and, if necessary, edit the condition associated with it.

5. In the **Document** properties dialog box, click **Compilation Options** and, if necessary, adjust the compilation options of the document.

**Raster Image Processor Options**

For help creating documents that use Fiery® FreeForm™ or Freeform 2 features, see Create and Use FreeForm Documents in PlanetPress Design (Page 0) or Create and Use FreeForm 2 Documents in PlanetPress Design (Page 0). For help creating a document in VPS or VDX format, refer to Create a Document in VPS or VDX Format (Page 0).

**Caching method**: Select the caching method you want to use. • Select None to prevent the RIP from using any caching. • Select Generic to use the standard caching provided by PostScript Level 2. • Select FreeForm and use the options that appear to either make the current document a FreeForm master document, or make the current document a document that calls a FreeForm master document. • Select FreeForm 2 and use the options that appear to make the current document a FreeForm 2 master document. To make the current document call a FreeForm 2 master document, select individual pages and use the options that appear in the Page properties dialog box. • Select VPS to cache all virtual and cachable pages. • Select VDX to cache only those pages of type virtual that are defined as cachable. • Select VIPP to cache and display all internal images using the VIPP caching method. This option can significantly improve performance when documents that include large internal image files (high resolution background images, for instance) are run on VIPP enabled printers.

**printer level versioning**

**Use Form Versioning at printer level**: Use this option to set a version number for the document.

**Form Version**: You use a version number to tell a document to check its version number before executing, and only execute if it is the most recent version.

**PlanetPress Search**

**Search Database Name**: Specify the name you want to use for this document in PlanetPress Search. This is the name of the record PlanetPress Search creates for this document in any search database it builds that contains the document. In the PDI file, this is the value of the ~SearchDBName entry. You can
type a name in the box, or select one of the two choices in the drop-down list. The drop-down list choices are the name of the file containing this document, and the name of the document entered in the Name box of the Basic attributes of the Document dialog box.

PostScript
**PostScript Level:** Select the PostScript Level for the converted document.

FreeForm Options
**This Document is a Master:** Select to create a FreeForm or FreeForm 2 master document.

**Form number:** Enter a FreeForm document reference number. If the document you are creating is a FreeForm master document, it will be assigned the number entered in this box. If the document you are creating is not a master document, it will be associated with the FreeForm master document identified by the number entered in this box.

**Master ID:** Enter the FreeForm 2 master document name. When you create a FreeForm 2 master document, you must name it. This makes it possible for multiple FreeForm 2 master documents to be cached on a given printer and for any FreeForm 2 document to specifically call any cached FreeForm 2 master document.

Emulation Options
**Maximum Data Line Length:** Define the number of columns in a data page. Enter the value, or use the spin buttons to increment or decrement the value. The maximum value for this option is 65,535 characters. The default value is also 256 characters. You should tune this value to the longest line in your input data. Setting a maximum data line length that greatly exceeds the length of the longest line in your input data may increase execution time depending on the printer manufacturer. Also, the 65,535 value affects imaging, faxing, archiving, and caching VDX functionality. Optimized PostScript Stream is not affected by this value.

**Behavior**

**Use end of job keyword:** Use this option when you want to execute several documents by sending a single job that contains all the triggers and input data for those documents.

**End of Job Keyword:** Enter the keyword for the end of job.

**Skip blank data pages:** Select to have the document ignore any empty data pages it encounters at runtime. Clear to have the document execute with any empty data pages it encounters.

PostScript Printer Form Cache
**Set Form Cache:** Select to set the size of the printer form cache and/or the size of the largest item the cache can contain.

**Max Form Item:** Set the size (in bytes) of the largest single EPS, PDF, or bitmapped image that the form cache can contain. You use the size of the largest and most frequently used image in your document to determine an appropriate value for this option.

**Max Form Cache:** Set the size (in bytes) of the PostScript printer form cache. You base the setting for this option on the number of images in your documents, their sizes, and how frequently each image repeats in a document.

6. In the **Document** properties dialog box, click **Resource Options** and, if necessary, adjust the image resource options.

**Resource Location**

**Resource location:** Select the runtime location for the resource files associated with the document when the document executes on a printer. Select In memory to copy the resource files into RAM at runtime. Select On file system to copy the resource files onto the printer’s hard drive at runtime; this option is recommended for documents that occupy large amounts of space.

Image Resource RESOLUTIONS
See **Resolution (Page 0)** and **Adjust Image Resolution (Page 0)** for help understanding and using these options.

**Conversion Options**
See **Convert Color Images to Grayscale (Page 0)**. For help understanding and using the Scanline orientation option see **Scanline Orientation (Page 0)** and **Adjust the Scanline Orientation of Images (Page 0)**.

**Photo quality compression level** and **Image Quality:** Use these options to set the image quality for all image resources you add to the document.

7. In the **Document** properties dialog box, click **Binding** and set any binding margins you want the document to use.

**Use binding:** Select to make binding margins for the document available.

**Odd pages**

**Horizontal:** Set the binding margin you want to leave along the left edge of each odd-numbered page. This value is relative to the left edge of the physical page, and units are as set in the User Options dialog box.
Vertical: Set the binding margin you want to leave along the bottom edge of each odd-numbered page. This value is relative to the bottom edge of the physical page.

8. If necessary, in the Document properties dialog box, click Attachments and associate any attachments with the document that you want to execute before or after the document executes.

9. In the Document properties dialog box, click Job Infos and specify any PlanetPress Suite Workflow Tools job info values. Job info values are typically passed by PlanetPress Suite Workflow Tools. Job info numbers and the information associated with them may vary depending on input types as well as PlanetPress Suite Workflow Tools configurations, with the exception of job info 0%, which is reserved for the job file name.

   Info #: The job info number.
   Value: Enter a static text value that you want to associate with the corresponding job info reference number. This value is typically overridden, if a job info value is passed by PlanetPress Suite Workflow Tools.

   Ignore PlanetPress Suite Workflow Tools job info values: Enable this option to prevent values passed by PlanetPress Suite Workflow Tools from overriding the values you have entered. This option is typically used for debugging purposes and is disabled by default.

10. If necessary, add PlanetPress Talk code to the document.
    • In the Document properties dialog box, click PlanetPress Talk before to enter PlanetPress Talk code that you want to execute before the document executes, or click PlanetPress Talk after to enter PlanetPress Talk code that you want to execute after the document executes.

11. Click OK.

To add or edit an advanced paper handling operation:

1. To add an operation, right-click in the appropriate paper handling area and choose Add.

6.2.2 View or Edit the Properties of a Document

You can view or edit the properties of a document using either the Object Inspector or the Document properties dialog box.

To view or edit properties using the Object Inspector:

1. In the Structure area, select the document icon.
2. In the Object Inspector, make any necessary modifications to the properties.

To view or edit properties using the Document properties dialog box:

1. Double-click on the Document node to display the Document properties dialog box.
2. Use the Document properties dialog box to edit the document properties, if necessary.
3. In the Document properties dialog box, click OK.

Related topics:

- Document Setup (Page 47)
- Set Up a Document (Page 48)
- View or Edit the Properties of a Page (Page 84)
- Associate Attachments with a Document (Page 51)

6.2.3 Associate Attachments with a Document

When you associate an attachment with the document, you define whether you want that attachment to execute before or after the document executes. You can associate a condition with each attachment that determines whether the attachment executes.
To associate attachments with a document using drag and drop:

- In the Structure area, select the attachment resources you want to associate with the document, and drag and drop them onto the document symbol (_attachment_icon_).

To associate attachments with a document using the Document properties dialog box:

1. Double-click on the Document node to display the Document properties dialog box.
2. In the Document properties dialog box, click Attachments.
3. Add the attachments you want to execute before and/or after the document.
   - **Attachments to execute before document**: Display, define, and/or edit the list of attachments you want to execute before the document executes. The attachments execute sequentially, from top to bottom. Right-click in this area and use the menu that appears to add or delete items, move items up or down in the list, or clear the list altogether. You can also delete an item by selecting it and pressing DELETE. You can also move an item up or down in the list, or move it to the Attachments run after document list, by clicking it and dragging it to the new location. Double-click an item to display it. Note that you cannot set a condition on any attachment you execute before the document executes, as these attachments execute before the document evaluates conditions.
   - **Attachments to execute after document**: Display, define, and/or edit the list of attachments you want to execute after the document executes.
4. Click OK.

To add or edit an item in the attachments list:

1. Double-click on the Document node to display the Document properties dialog box.
2. In the Document properties dialog box, click Attachments.
3. To add an attachment, right-click in the appropriate list and choose Add.
4. Use the Attachment Selection dialog box to add a new item or edit an existing one.
   - **Attachment name**: Select one of the existing attachment resources in the document. If the attachment resource does not yet exist in the document, use the Attachment button to add it.
   - **Attachment button**: Click to display the Select attachments dialog box and select an attachment resource to add to the document. When you exit this dialog box, PlanetPress Design adds the attachment resource to the document, and returns you to the Attachment Selection dialog box.
   - **Condition**: Specify the condition under which this attachment executes. You can select an existing condition from the drop-down list, or define a condition using PlanetPress Talk expression. The current value of the condition appears below the Condition box. Clear the contents of the box if you want the attachment to always execute.
5. Click OK.
6.3 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide (English only):

- Setting Up Pages: Cachable Execution Options
- Set the Maximum Data Line Length
- Create and Use FreeForm Documents in PlanetPress Design
- Create and Use FreeForm 2 Documents in PlanetPress Design
- Create a Document in VPS or VDX Format
- Create and use a Document in VDX Format
- Use the VPS RIP
- Add or Remove PPDs
- Refresh the PPD Lists
- Define a Custom Paper Size
- Specify PlanetPress Suite Workflow Tools Job Information in a PlanetPress Design Document
7 Selecting an Emulation

The emulation defines how your document receives and processes its input data. You select an emulation when you set up your document.

This chapter explains what an emulation is, the different types of emulations available in PlanetPress Design, and how to fine-tune the emulation to your input data. Since you must first understand what a data page is before you can understand emulations, it also explains data pages, and introduces the Hex Viewer.

In this section, you learn to:

- Use the Data Selector (Page 62)
- Associate Sample Data File(s) with a Document (Page 63)
- Select and Set Up an Emulation (Page 64)
- Stabilize Your Data (Page 66)
- Set Up a Database Emulation (Page 68)
- Export or Import a Database Emulation Configuration (Page 69)

This section also answers the following questions:

- What is a data page and what is the data page buffer? (Page 55)
- What is the Hex Viewer and why might I use it? (Page 55)
- What is an emulation and what emulations are available in PlanetPress Design? (Page 55)
- What is the Data Selector? (Page 55)
7.1 Key Concepts

To select an emulation, you should understand the following key concepts:

- Data Page (Page 55)
- Hex Viewer (Page 55)
- Emulation (Page 55)
- Data Selector (Page 58)

7.1.1 Data Page

*What is a data page and what is the data page buffer?*

A data page is the amount of data that can be printed on a page.

Data is typically formatted in order to print correctly on the media for which it is destined, and a data page corresponds to the amount of data that can be printed on a page of a specific size and configuration. For a piece of plain paper, it may be a given number of characters per line and lines per page, and for a pay slip or any preprinted form, it may be a number of data fields per form.

When you create a document with PlanetPress Design, you can give it the size and structure you want, so long as the configuration you create is compatible with your printing devices.

**Related topics:**

- Emulation (Page 55)
- Data Selector (Page 58)

Data Page Buffer

The data page buffer is a two-dimensional array that the document uses at runtime to store one or more data pages. Imagine a table with a specific number of rows and columns, where each cell contains one character of input data.

7.1.2 Hex Viewer

*What is the Hex Viewer and why might I use it?*

The Hex Viewer is a tool for viewing the characters in the sample data file as hexadecimal values. ASCII characters appear on the right side of the Hex Viewer, and the corresponding hexadecimal values on the left side. This is useful when you are selecting an emulation or fine-tuning the size and structure of the data page.

**Related topics:**

- Sample Data File (Page 44)
- Data Page (Page 55)
- Emulation (Page 55)
- Data Selector (Page 58)

7.1.3 Emulation

*What is an emulation and what emulations are available in PlanetPress Design?*

Emulation is the process by which PlanetPress Design imitates the behavior of a line printer by using a process that reads the data and replicates the data pages that would have been printed on such a printer. The emulation can replicate the behavior of a line printer using ASCII formatted data or channel skip data.
In PlanetPress Design, other emulations are available, though they are not actually emulating an existing process. The ASCII, CSV, database, and, most recently, XML emulations handle data in a unique way.

Various emulation specific options can be set for most emulations, with the exception of the line printer and database emulations. All emulations, except the database and XML emulations, also let you perform operations on the data to stabilize it, such as add and remove characters or lines.

The sample data file you associate with the document, the emulation you select and the PPD you associate with the document define how your document handles its input data, and consequently determine the accuracy of the output the document produces with the data stream it receives at runtime. If you alter any of these settings, you should verify the change does not compromise the output accuracy of the output.

**Line Printer Emulation**

Line printer emulation tells the document to treat the input data as data destined for a line printer.

In this emulation, a form feed signals the end of a data page. If no form feed occurs in the data stream, the emulation adds lines to the data page buffer until the buffer is full.

Line printer emulation offers the best overall performance of all the emulations.

**PDF Emulation**

PDF Emulations allow you to capture data from fully composed documents in a PDF format.

PDF Emulation slightly differs from other PlanetPress Suite emulations: with other emulations, data is read either one line at a time or one character at a time, while PDF emulation processes the input data from the PDF file in such a fashion that every PDF page becomes a full data page. Each PDF page is thus graphically represented in the PlanetPress Design Data Pane as one data page.

Note that protected PDF and PDF of versions above 1.7 are not supported by PlanetPress Suite 7.

**ASCII Emulation**

ASCII emulation tells the document to treat the input data as a stream of ASCII characters. The document reads the data stream one character at a time, constructs a line, and adds that line to the data page buffer.

In this emulation, you can define how the document handles carriage returns that are not followed by line feeds and how it handles tabs. You can also define whether you want the document to remove any Hewlett Packard Printer Control Language (HP PCL) escape sequences it encounters.

If you use an ASCII emulation, you need to know if your printer supports binary mode as this is the recommended mode for ASCII emulation. On printers that support binary mode, you can switch the printer to binary mode using the printer keypad or by sending the appropriate PostScript code to the printer.

In binary mode, the printer reads the end of line characters (carriage return [CR], line feed [LF], and carriage return followed by a line feed [CRLF]) as they appear in the data stream and does not perform any substitution. A printer that does not support binary mode or is not running in binary mode replaces any CR, LF, or CRLF that appears at the end of a line of data with a LF.

A form feed signals the end of a data page in ASCII emulation. If no form feed occurs in the data stream, the emulation adds data to the data page buffer until the buffer is full.
**Channel Skip Emulation**

Channel skip emulation is a variant of line printer emulation. It tells the document to read the data stream one line at a time, and to treat the first character of each line as a code that indicates how to position the line of data in the data page buffer.

By default, in channel skip emulation, the integer 1 signals the end of a data page. You can change this default when you set up the emulation.

Note that if a given value is used for multiple channels, the result may be different at design time, or when the document is previewed or printed.

Also note that Split on FormFeed (FF) is not supported with the Channel Skip emulation in Optimized PostScript Stream mode or when printing using a Windows driver.

**XML Data Emulations**

XML data emulations allow you to capture data emanating from web databases, E-mail fulfillment, ecommerce, and general XML database engines. In XML emulation, the data elements in markup language format are organized in a folder view with a root node and sub-level nodes. Depending on the document configuration, a data page can be associated with a sublevel element contained in an XML data file much in the way a data page can be associated with an individual record in a CSV emulation. When you set-up an XML emulation, you define whether to separate the data by the root or the second level element.

Note that when XML data is merged with PlanetPress Design documents on a printer DOCTYPE and ENTITY tags are ignored.

Also note that characters referenced using the `&#999;` syntax are limited to values ranging from 000 (`&#000;`) to 256 (`&#256;`).

**Comma Separated Value (CSV) Emulation**

CSV emulation tells the document to read the input data one line at a time and to treat each line as a database record. It also specifies the field delimiter the document uses to distinguish the different fields of a record. The document reads the data stream one line at a time and puts each field of the database record on a separate line in the data page buffer.

In CSV emulation, the emulation adds lines to the data page buffer until the buffer is full. You can force a new data page for each record when you set up the emulation.

Note that a double text delimiter within a field is not considered a normal character when not using the Optimized PostScript Stream option or when printing using a Windows printer driver.

**Database Emulation**

This emulation differs from other emulations in regards to PlanetPress Suite applications. With other emulations, data is pushed either to PlanetPress Design documents residing on printers or to PlanetPress Suite Workflow Tools processes running on servers. But in the case of the database emulation, data must be pulled from the data source.

Like with every other emulation, it is possible to send a PlanetPress Design document set up to use the database emulation to a printer. But contrary to documents that use the other emulations, you cannot send a raw data file to the document and expect the document and data to merge and print automatically. In this case someone or something must query the database and extract the data that will populate the PlanetPress Design document.
We can imagine two basic scenarios. In the first one, we can imagine someone in a print shop who needs to use data from a database to print a bunch of personalized letters using PlanetPress Design. That person opens a PlanetPress Design document and uses the Data Selector to select a database. By making a connection to the database, its structure can be accessed and it becomes possible to determine how data is to be pulled into PlanetPress Design. The process actually pulls data into PlanetPress Design and lets the print shop employee visualize and print the data on the personalized letters.

The second scenario involves PlanetPress Suite Workflow Tools. In this case, a PlanetPress Suite Workflow Tools PlanetPress Database action task takes the place of the print shop employee and performs the database query automatically. The task generates a PlanetPress Design compatible data file that it passes to the following task, be it another action task, or any output task.

Bear the following in mind:

- The person or plugin performing the query must have full access to the database.
- The data is extracted at the time of the query. A new query must be performed whenever the data needs to be updated.
- Any changes to the structure of the database may have an impact on automated data querying tasks.
- You must have the proper ODBC driver installed to use this emulation.

Database emulation supports SQL ANSI 92 or higher, and supports the following data types: string, integer, floating point, all date formats, and text-only MEMO. It does not support any binary data types such as Binary Large Object (BLOB), images, sound files, and MEMO data that includes binary data.

Database emulation requires version 2.5 or higher of Microsoft Data Access Components (MDAC), including JET 4.0, and you can save database emulation configurations to a file.

**User-Defined Emulation**

In user-defined emulation, you use PlanetPress Talk commands to define how you want the document to treat the input data. You use this emulation when the structure of your input data prevents you from using any of the other emulations. You must ensure the emulation you create handles any variations in the data properly and under all circumstances.

In user-defined emulation, the document reads the data stream one line at a time. After it reads a line, it places all the characters in that line in a string variable. You use PlanetPress Talk commands to specify how the document handles the contents of this variable.

Note that when a user-defined emulation is used, whenever you request a data page that is passed the last data page, the last data page will be displayed.

**Important Note:** When a user-defined emulation is used with metadata, results and behavior are unknown and unsupported. For instance, refreshing the metadata file may cause the document to crash and/or corrupt. For this reason, it is strongly advised to create backup copies of your documents beforehand.

**Related topics:**
- Data Page (Page 55)
- Data Selector (Page 58)

### 7.1.4 Data Selector

**What is the Data Selector?**

The Data Selector is the tool you use to choose your sample data file, to select the appropriate emulation, make data selections, and to stabilize your data.

The major components of the Data Selector are the Data Options and Selector Options tabs, the Sample data file box, the Configuration area, and the Data Pane.
You use the Data Options tab to configure an emulation, and the Selector Options tab to set options that modify the content and appearance of the Data Pane. You use the Sample data file box to associate a sample data file with the document, and you use the Configuration area to select an emulation and stabilize your data. The Data Pane of the Data Selector displays each data page in the sample data file as it will appear in the data page buffer at runtime. If you use a database emulation, the Data Pane displays the records in the record set. Individual records may be displayed one per page or multiple records may be displayed on the same page, one record per line. Each field appears in a separate column and the name of the field is typically displayed at the top of the column.

If you use an XML emulation, the Data Pane displays the data in a tree structure. Elements can be delimited at the root level node or at the second level node.
PDF Emulation

If you use a PDF emulation, the Data Pane displays the data in a graphical fashion. A new zoom dropdown list is displayed, as well as a different status bar, displaying the (Left, Top) and (Right, Bottom) coordinate pairs.

Metadata tab

The Metadata tab allows users to either generate the metadata file for their active sample data file, or to associate an existing metadata file to their document.

The Sample Metadata Filename is the path to the metadata file describing the current sample data file. Buttons on the right can be used to load metadata from a file or to save the current metadata to a file.

The Generated PressTalk Expression is a PlanetPress Talk command corresponding to the current attribute or field being selected. Its value is editable, which allows the user to customize the string returned by the metadata selector.

The Search options defines how to retrieve the value of a given metadata element (attribute or field) when it is not present at the current metadata level. The possible search options are:

- Search from a specific location only.
- Search from level X to Job, where X can be any metadata level (Job, Group, Document, Datapage, Page). With this search option, if the selected metadata element does not exist at the specified level, then it will be searched for, starting at the lowest metadata level as specified in the search option, then one level up until the element is found.

The Raise an error if the field does not exist option allows to control what to do when a given metadata element is not found, regardless of the search option.

The Data page box lets the user choose which data page metadata elements to be displayed.

The Metadata level is a treeview allowing users to select the metadata level from which to display or select metadata elements.
The **Attributes** list displays all metadata attributes describing the current metadata level, as selected in the *Metadata Level* treeview, for the current data page, as selected in the *Data Page* control.

The **Production information** list displays all metadata fields describing the current metadata level, as selected in the *Metadata Level* treeview, for the current data page, as selected in the *Data page* box.

**Important Note:** When a user-defined emulation is used with metadata, results and behavior are unknown and unsupported. For instance, refreshing the metadata file may cause the document to crash and/or corrupt. For this reason, it is strongly advised to create backup copies of your documents beforehand.

**Related topics:**

- Data Page (Page 55)
- Hex Viewer (Page 55)
- Emulation (Page 55)
7.2 Detailed Directions

This section contains the following procedures:

- Use the Data Selector (Page 62)
- Associate Sample Data File(s) with a Document (Page 63)
- Select and Set Up an Emulation (Page 64)
- Stabilize Your Data (Page 66)
- Set Up a Database Emulation (Page 68)
- Export or Import a Database Emulation Configuration (Page 69)

7.2.1 Use the Data Selector

To open the Data Selector:

- Choose Tools | Open Active Data.

To close the Data Selector:

- Press ESCAPE.

To navigate the pages of the sample data file:

- Click either of the spin buttons in the Data page box.
  PlanetPress Design updates the contents of the Data Pane of the Data Selector.

To adjust the content and appearance of the Data Pane for all emulations except database and XML:

1. In the Data Selector, click the Selector Options tab.
2. Change the options that modify the appearance and behavior of the Data Pane.
   - **View size:** Use to adjust the size of each cell in the Data Pane, and the amount of visible data that is visible.
   - **Show used cells:** Select this to display in green all cells that contain data. When you select this option, and your document uses any emulation other than database, you use either the All pages or Pages to analyze option to specify the number of data pages to which you want to apply the Show used cells option.
   - **All pages:** Select to apply the Show used cells option to all pages in the sample data file. This option is not available in database emulation.
   - **Pages to analyze:** Use this box to limit the number of data pages to which PlanetPress Design applies the Show used cells option. Enter the number of pages to which you want PlanetPress Design to apply the option, or use the spin buttons to adjust the value. This option is not available in database emulation.
   - **Show selected cells:** Select this to display in gray all cells that your document currently references.
   - **Highlight data:** Select to have the Data Selector highlight only those cells (or fields) that contain data from the sample data file.
   - **Show position hint:** Select to have PlanetPress Design display information about the current mouse position in the Data Pane, under and to the right of the pointer as you move it in the Data Pane. If the mouse is over a current data selection, or is dragging to create a data selection, PlanetPress Design displays the line and column numbers that define the selection, or, in the case of a database emulation, the positions within the record set of the first and last records in the selection. If the mouse is not over a data selection, PlanetPress Design displays the line and column coordinates of the current mouse position), or, in the case of a database emulation, the position of the record within the record set.
3. If necessary, adjust the font the Data Selector uses to display data in the Data Panel for all emulations except XML and PDF.
4. Click OK.
To select the color the Show used cells option will use:

- Click on the Select Color button.

To set the font the Data Selector uses for all emulations except XML and PDF:

1. In the Data Selector, click the Selector Options tab.
2. Click Select Font.
3. In the Font dialog box, set the font you want PlanetPress Design to use to display the sample data file in the Data Pane.
   - Font: Select the font you want to use to display the sample data file in the Data Pane.
   - Font style: Select a weight for the font.
   - Size: Select the point size for the font.
   - Sample: Displays a preview of the font selected in the Font box.
   - Script: Select the system-level encoding table you want to use for the font selected in the Font box. The encoding tables available here are those available on the system on which you are running PlanetPress Design, and are distinct from those available when you create a style. While you can edit the encoding table a style uses, you cannot edit the system-level encoding table. If you see discrepancies between the glyphs that represent your sample data file in the Data Pane and those that appear in the data selections on the document page, the source of the discrepancy may be the encoding tables.
4. Click OK.

7.2.2 Associate Sample Data File(s) with a Document

This procedure describes how to associate one or many sample data file(s) with your document using either the Data Selector or the Data Pane of the Program window. Recall that you can set the font the Data Pane uses to display the sample data. See Use the Data Selector (Page 62).

Recall that if your document uses a database emulation, you create a sample data file and associate it with the document when you configure the database emulation. See Set Up a Database Emulation (Page 68).

To associate a sample data file with your document:

- Do any of the following to associate a sample data file with your document:
  - Click the Click here to choose a sample data file node under the Sample data files folder node in the Document Structure area.
  - Right-click on the Sample data files folder node and select Add New Data.
  - Choose Tools | Data | Add New Data.
  - In the Data Selector, click the Browse button to the right of the Sample data file box to browse and select a sample data file.
  - In the Data Selector, in the Sample data file box, enter the path of the new sample data file and either press ENTER, or click outside the Sample data file box.
  - In Windows, select the sample data file, and drag and drop it into any of the following areas of the PlanetPress Design Program window: the Structure area, the Page area, the Data Pane, or, if the Object Inspector is displaying an image resource, the Object Inspector. PlanetPress Design makes a copy of the sample data file and stores it with the document. The Sample data file box displays the path of the sample data file and the first data page of the sample data file appears in the Data Pane.
If you dragged and dropped the file into the Program window, and the filename extension of that file is not among those listed below, PlanetPress Design opens the Data Selector, and displays the contents of the file using a line printer emulation. You can then select the emulation you want the document to use with that data file.

<table>
<thead>
<tr>
<th>File name extension</th>
<th>Emulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>csv</td>
<td>CSV</td>
</tr>
<tr>
<td>pdf</td>
<td>PDF</td>
</tr>
<tr>
<td>dat, txt</td>
<td>Line printer</td>
</tr>
<tr>
<td>db, dbf, mdb</td>
<td>Database</td>
</tr>
</tbody>
</table>

You can set the User Options to have PlanetPress Design monitor the original sample data file and prompt for confirmation to update its internal copy if it detects changes in the original. See Set User Options (Behavior): Notification Messages (Page 0).

**Notes**

When using multiple sample data files, these files should be very similar. Mostly, they should represent parts of the actual data to create an appropriate and complete sample collection. They should also use the same emulation, since the PlanetPress Design engine uses the document emulation to treat those data files.

There are virtually no limit to the number of sample data files that can be associated to a given document, although common sense dictates using the minimum number of files the document to design requires.

The PlanetPress Design **Undo/Redo** feature is NOT available for the **Sample data files** folder node in the Document Structure area. Trying to revert the deletion of a sample data file, for instance, will only revert the action performed prior to deleting this sample data file.

### 7.2.3 Select and Set Up an Emulation

You need a sample data file to create a PlanetPress Design document and various emulations can be used to read the data.

To select an emulation:

1. Choose **Tools | Open Active Data**. The Data Selector is displayed.
2. If you have not already done so, associate a sample data file with the document. PlanetPress Design selects the default emulation for the selected data file type and displays it in the Emulation box.
3. Adjust the data related options as necessary. **Read in binary mode:** Select this option to force the printer to read the incoming data in binary mode. Use this option with the ASCII emulation to fix problems related to line spacing caused by LFCR character pairs found within the data. Use it with the ASCII emulation and with the **Tab on carriage return** option to fix problems related to data formatting caused by isolated CR characters found within the data. This option can only be used with the ASCII and User defined emulations. Note that you cannot select this option if the document is to be installed on a printer that cannot run in binary mode. **Cut on FF character:** Select this option if you want to force a page break whenever a Form Feed character is found in the data, regardless of the number of lines in the current page. This option cannot be selected when either Database or XML is selected in the Emulation box. **Data encoding:** Select the appropriate encoding for the sample data file. You may look at the data in the Data pane (non-English characters especially, if any) to see how the your selection affects the data.
4. If required, change the emulation currently selected in the Emulation box.
5. If required, change the emulation options currently selected (if any) in the Emulation options group.

**Line printer emulation options**

This emulation allows no specific configuration option.
PDF emulation options
This emulation allows no specific configuration option.

ASCII emulation options
Tab on carriage return: Select this option to fix formatting problems caused by isolated CR characters found within the data. When this option is selected, isolated CR characters are spaces, as defined in the Number of spaces in the tab box below. Note that this option is available only when the Read in binary mode option is selected.
Number of spaces in the tab: Enter the number of spaces you want the application to use when an isolated carriage return character is found within the data. This number typically corresponds to the maximum column number. If your data is formatted so as to occupy a maximum of 120 characters on each line, enter a value of 120 in this box, so when an isolated CR character is found, the data following the CR character will appear starting from column 121. Note that this option is available only when the Tab on carriage return option is selected.
Number of spaces per tab: Enter the number of spaces you want to use when actual TAB characters are found within the data.
Remove HP PCL escapes: Select if you want all Hewlett Packard Printer Control Language escape sequences to be removed from the data.

CSV emulation options
Text delimiter: Enter the character used to mark the beginning and end of each field within the data. Text delimiters are required if the character entered in the Delimiter box is present within the data itself. If the fields are separated using commas, and if the data itself contains commas, for example, then individual fields may be split into multiple ones. Using text delimiters ensures that actual commas within the data will not be interpreted as delimiters. If backslashes (\) are used in the data as text delimiters, enter double backslashes (\\) in this box. You can also specify ASCII characters using octal values preceded by a single backslash (for example, \041 for an exclamation mark).
Force one record per page: Select to prevent splitting records across pages. If this option is not selected, when a document is printed, it may happen that the last record at the bottom of a page may be split between two pages.
Field delimiter: Enter the character used to separate each field within the data. If backslashes (\) are used in the data as delimiters, enter double backslashes (\\) in this box. You can also specify ASCII characters using octal values preceded by a single backslash (for example, \041 for an exclamation mark).
Set tab as field delimiter: Select if tabs used to separate each field within the data. Selecting this option overrides any value entered in the Field delimiter box.
Channelskip emulation options
Skip page: Enter the code used within the data to mark the beginning of each page (the number 1 in standard channel skip emulation). Note that if the standard code is used within the data as the skip page code, it is likely that the other codes are also standard, and that you only need to make minor changes to the other codes, if any.
No line feed: Enter the code used within the data to indicate that the next line feed character should be ignored. This causes the next line to print over the current line, and is a technique impact printers use to print a line, or elements of a line, in bold or with underlining.
Skip [x] lines: Enter the code used within the data to indicate that the corresponding number of lines must be skipped.
Char and Skip to line: Enter the code used within the data to mark a jump to a different line in the Char box, and enter the corresponding line number in the Skip to line box.
Char and Go to column: Enter the code used within the data to mark a jump to a different column in the Char box, and enter the corresponding column number in the Go to column box.

Database emulation options
This emulation allows no specific configuration option.
**XML emulation options**

**Root element (entire file):** Select this option to associate all the data within the XML file with a single data page.

**Second Element:** Select this option to associate each second level element within the data file with a different data pages.

**User defined**

This emulation allows no standard configuration option. Click **Use PlanetPress Talk** to define your own options using PlanetPress Talk.

6. Stabilize your data (see Stabilize Your Data (Page 66)).
7. Click **OK** to close the **Data Selector**.

**Related topics:**

- Sample Data File (Page 44)
- Data Page (Page 55)
- Data Selector (Page 58)
- Emulation (Page 55)
- Line Printer Emulation (Page 56)
- ASCII Emulation (Page 56)
- Channel Skip Emulation (Page 57)
- Comma Separated Value (CSV) Emulation (Page 57)
- Database Emulation (Page 57)
- XML Data Emulations (Page 57)
- User-Defined Emulation (Page 58)
- Use the Data Selector (Page 62)
- Associate Sample Data File(s) with a Document (Page 63)
- Stabilize Your Data (Page 66)
- Set Up a Database Emulation (Page 68)

### 7.2.4 Stabilize Your Data

Stabilizing data is the process of defining the size of the data page and where the first data page occurs in the data stream. A stable data page is critical to obtain accurate results, however, this procedure does not apply to you if you are using either a database or an XML emulation or an XML emulation.

Before you can stabilize your data, you must select the emulation you intend to use for the document and associate a sample data file with the document.

When you stabilize your data, you also need to consider the internal structure of each data page. The internal structure of each data page must also be stable to make the data selections you use in your document reliable. Ideally, a given piece of data occupies the same position across all data pages, or provides some stable characteristic that makes it possible to locate it on every data page.

To format XML data in the PlanetPress Design environment:

1. Choose **Tools | Open Active Data.**
2. In the Emulation field, select **XML.**
3. In the XML Emulation option delimiters select:
   - **Root Element (Entire File):** Select this option to associate all data in the XML data file with a single data page.
   - **Second Element:** Select this option to associate supplements in the XML data file with separate data pages. This option is similar to forcing one record per data page where each record is a supplement in the XML data file.
4. In the Sample data file field, click the folder icon to select an XML data file.
To stabilize your data:

1. Choose **Tools | Open Active Data**.
2. If the Configuration area of the Data Selector is hidden, click the **Data Options** tab in the Data Selector to display it.
3. Verify the sample data file that appears in the Sample data file box is the one you want to use with the document. If not, open the appropriate sample data file.
4. Verify the emulation selected in the Emulation box is the one you want to use with the document. If not, select the appropriate emulation.
5. Define the offset for the first data page in the data stream as necessary. PlanetPress Design dynamically adjusts the contents of the Data Pane of the Data Selector to reflect the changes you make. **Add/remove characters**: Enter the number of characters to add to, or remove from, the head of the data stream, or use the spin buttons to increment or decrement the value. Positive values add characters while negative values remove characters. Further note that if you remove characters in a CSV emulation, you should ensure that you do not inadvertently remove field or text delimiters. **Add/remove lines**: Enter the number of lines to add to, or remove from, the head of the data stream, or use the spin buttons to increment or decrement the value. Positive values add lines while negative values remove lines.
6. Adjust the size of the data page, the number of data pages in the data page buffer, and whether or not to start a new page if the document encounters a form feed character as necessary. PlanetPress Design dynamically adjusts the contents of the Data Pane of the Data Selector to reflect the changes you make. **Lines per page**: Enter the number of lines each data page contains, or use the spin buttons to increment or decrement the value. **Note that increasing the value for this setting increases the amount of RAM used by the application and may exceed the system's capacity. Since the Show used cells option also uses up some RAM, consider removing this option (see Use the Data Selector (Page 62)) to reduce system load.**
7. Verify that the adjustments produce the results you want by stepping through the data pages in the sample data file using the Data page box in the Data Selector.
8. Repeat step 6 through step 7 until you have a stable data page or you determine that you cannot stabilize your data. If you cannot stabilize your data, define the difficulty you are having and determine which of the following can most easily solve it:
   - Use other PlanetPress Design features to solve the problem. Conditions and PlanetPress Talk programs can sometimes solve the problem, particularly when it is the internal structure of the data page that is not stable.
   - If you think a different emulation might work, try stabilizing the data in that emulation.
   - Write a user-defined emulation.
   - Set up a PlanetPress Suite Workflow Tools process that uses a PlanetPress Design script or a PlanetPress Suite Workflow Tools plug-in to handle the difficulty.
9. Click **OK**.

**Related topics:**

- Sample Data File (Page 44)
- Data Page (Page 55)
- Data Selector (Page 58)
- Emulation (Page 55)
- Line Printer Emulation (Page 56)
- ASCII Emulation (Page 56)
- Channel Skip Emulation (Page 57)
- Comma Separated Value (CSV) Emulation (Page 57)
- Database Emulation (Page 57)
- XML Data Emulations (Page 57)
- User-Defined Emulation (Page 58)
Selecting an Emulation - Detailed Directions

- Use the Data Selector (Page 62)
- Associate Sample Data File(s) with a Document (Page 63)
- Select and Set Up an Emulation (Page 64)
- Set Up a Database Emulation (Page 68)

### 7.2.5 Set Up a Database Emulation

When you set up a database emulation, you specify the database you want to use with the document, the query that retrieves the input data from the database, the number of records you want to include in each record set, and the condition that signals the end of a record set.

Database emulation is distinct in that PlanetPress Design creates the sample data file when you set up the emulation. You specify the number of records you want to include in the sample data file and PlanetPress Design uses the query you defined to query the database and retrieve the number of records you specified. It then converts the records to ASCII and saves the converted records as the sample data file.

To set up a database emulation:

1. Choose **Tools | Open Active Data**.
2. In the **Data Selector**, locate the **Emulation** box and select **Database**.
3. Click the **Database Emulation Configuration** button.
4. Associate a database with the document.
   - **Database**: Enter the path of the Microsoft Access database or dBase file, or click the Browse button to the right of the box to navigate to, the database file. Recall that a Microsoft Access database file bears the extension `.mdb`, and a dBase file bears the extension `.dbf`. If the file is a dBase file, you must specify the folder that contains the `.dbf` file. The folder in this case is considered to be the database, and the individual `.dbf` file a table in the database. Once you enter the path, the Table/query name box updates to reflect the tables and queries available in the selected database.
   - **ODBC Data Source**: Click to connect to an ODBC Data Source. Use the Select Data Source dialog box that appears to select an existing Data Source or set up a new one. When you exit the Select Data Source dialog box, the Database box updates to display the connection string it uses to connect to the database, and the Table/query name box updates to reflect the tables and queries available in the selected database.
5. Click **Edit SQL** to create the SQL query by hand to define the SQL query that retrieves the data your document requires.
6. Set the properties that define a record set.
   - **Condition**: Select the condition that signals the end of a record set. Three possibilities exist: create a new record set for each record, create a new record set after every x records, or create a new record set when the value of a specific field changes.
   - **Sort on condition field**: Select this if the condition you set is to create a new record set when the value of a specific field changes, and you want to sort the records before applying that condition.
   - **Maximum records per record set**: Set either the number of records in each record set, or the maximum number of records in a record set. An individual record set can contain a maximum of 4000 records.
7. Set the number of records you want to include in the sample data file. The number of records you set should provide a reliable sample to ensure your document executes properly with any of the data it may encounter at runtime.
   - **All**: Select to include all records in the database in the sample data file.
   - **Records**: Select to define the range of records you want to include in the sample data file. Use the box that appears to the right of this option to specify the range.
8. Click **OK**.

To enter an SQL query:

1. In the **Database Connection** dialog box, click **Edit SQL**.
2. If necessary, click **Show Tables** to display, in the Tables area, a list of the tables available in the database.
3. In the **SQL Query Entry** area, enter the SQL query. The following two sample queries both retrieve all
the fields in the Orders table. The second sorts the resulting records on the Date field.

```sql
SELECT * FROM [Orders]
SELECT * FROM [Orders] ORDER BY [Date]
```

4. Click **Test SQL** to verify the query you entered is a valid SQL query.

5. Define whether you want PlanetPress Design to automatically enclose table names and field names in
square brackets.

   **Alternate syntax (not recommended):** Select to prevent PlanetPress Design from automatically
   enclosing the names of any database tables and fields that appear in the SQL query in square brackets
   when it exits the advanced SQL Statement dialog box.

6. **Client side cursor:** Select to download result sets to client computer running the SQL query.

7. Click **OK** to return to the **Database Connection** dialog box.

**Related topics:**

- Sample Data File (Page 44)
- Data Page (Page 55)
- Data Selector (Page 58)
- Emulation (Page 55)
- Line Printer Emulation (Page 56)
- ASCII Emulation (Page 56)
- Channel Skip Emulation (Page 57)
- Comma Separated Value (CSV) Emulation (Page 57)
- Database Emulation (Page 57)
- XML Data Emulations (Page 57)
- User-Defined Emulation (Page 58)
- Use the Data Selector (Page 62)
- Associate Sample Data File(s) with a Document (Page 63)
- Select and Set Up an Emulation (Page 64)
- Stabilize Your Data (Page 66)
- Export or Import a Database Emulation Configuration (Page 69)

### 7.2.6 Export or Import a Database Emulation Configuration

**PlanetPress Suite Workflow Tools**

The exported configuration file is in XML format and bears the file name extension `.cfg`.

To export a database emulation configuration:

1. Open the document that uses the database emulation configuration you want to export.
2. Choose **Tools | Open Active Data**.
3. In the **Data Selector**, click the **Database Emulation Configuration** button to display the Database
   Connection dialog box.
4. In the **Database Connection** dialog box, set the password option.
   **Include password on export:** Select to include the password required to access the database, in the
   exported database emulation configuration.
5. In the **Database Connection** dialog box, click **Export**.
6. In the Export Database Configuration dialog box, navigate to the folder in which you want to save the
   configuration, enter a name for the exported file, and click **Save**.
   PlanetPress Design exports the configuration and returns the focus to the Database Connection dialog. If
   you selected Include password on export, the exported configuration file contains the password required
   to access the database.
7. Click **OK** to exit the Database Connection dialog.
8. Click **OK**.
To import a database emulation configuration:

1. Open the document in which you want to import a database emulation configuration.
2. Choose Tools | Open Active Data.
3. In the Data Selector, click the Database Emulation Configuration button to display the Database Connection dialog box.
4. In the Database Connection dialog box, click Import.
5. In the Open dialog box, navigate to the folder containing the configuration file you want to import, select the configuration file, and click Open.
6. If necessary, adjust the database emulation configuration options in the Database Connection dialog.
7. Click OK.
8. Click OK.
7.3 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide:

- Create a User-Defined Emulation
- Use the Hex Viewer
8 Setting Up Pages

Each page of the document can have its own distinct characteristics.

This chapter explains what is meant by a document page, describes the difference between a page that executes and one that outputs, introduces the features that can help you lay out your pages, and provides guidelines and procedures for working with pages.

In this section, you learn to:

- Add a Document Page (Page 81)
- Set Up a Page (Page 82)
- Associate Attachments with a Page (Page 84)
- View or Edit the Properties of a Page (Page 84)
- Scroll on a Document Page (Page 85)
- Navigate the Pages of a Document (Page 85)
- Edit the Order of Pages (Page 85)
- Duplicate a Page (Page 86)
- Delete a Page (Page 86)
- Create an Overlay Page (Page 87)
- Add or Remove Overlays (Page 87)
- Use Guides (Page 88)
- Use the Rulers (Page 89)

This section also answers the following questions:

- What is a page? (Page 73)
- In what order does a document execute pages? (Page 73)
- What is the difference between executing a page and including it in the output? (Page 73)
- When do I use the n-up object? (Page 73)
- What are some guidelines for working with pages? (Page 73)
- What features does PlanetPress Design provide that can help me lay out my pages? (Page 73)
8.1 Key Concepts

To set up a page, you should understand the following key concepts:

- Page (Page 73)
- Execution Order of Pages (Page 75)
- Executing a Page vs. Including a Page in Output (Page 76)
- N-Up Object (Page 77)
- Cut Marks (Page 78)
- Guidelines for Working with Pages (Page 79)
- Layout Features (Page 80)

8.1.1 Page

What is a page?

There are three types of pages in PlanetPress Design: normal pages, overlay pages, and virtual pages.

Normal Page

A normal page is one that can print depending on the conditions you set for that page.

Overlay Page

An overlay page is one that you can place either underneath or over top of the contents of another page. A simple example of an overlay that goes under a page is a company logo that appears as a background graphic on all pages of the document.

An overlay page can print only if it is associated with a normal page, and only if the normal page with which it is associated prints. You can have many overlay pages associated with a single page.

In PlanetPress Design, overlay pages are displayed in the Page area in mauve with a yellow border. Mauve and yellow are both defaults, which you can modify in the User Options dialog box. In the Structure area, you can distinguish overlay pages by the horizontal lines that appear inside the page symbol.

When you rename an overlay page associated with a normal page, you break the association between both pages. To fix this, you must recreate the association.

Virtual Page

A virtual page is a page you want to execute n-up. N-up means n instances of the page print on a single sheet of paper.

The only time a virtual page executes is when an n-up object executes it. If you have a virtual page in a document, and a no n-up object that executes that virtual page, the virtual page does not execute.

In PlanetPress Design, virtual pages are displayed in the Page area in gray with a yellow border. Gray and yellow are both defaults, which you can modify in the User Options dialog box. In the Structure area, you can distinguish a virtual page by its symbol.

Related topics:

- Execution Order of Pages (Page 75)
- Executing a Page vs. Including a Page in Output (Page 76)
• Guidelines for Working with Pages (Page 79)
• Layout Features (Page 80)
8.2 Execution Order of Pages

In what order does a document execute pages?

The order in which the normal pages appear in the Structure area determines the order in which the document executes them.

You can change the execution order of the pages by changing the order in which they appear in the Structure area.

Related topics:

- Page (Page 73)
- Executing a Page vs. Including a Page in Output (Page 76)
- N-Up Object (Page 73)
- Guidelines for Working with Pages (Page 79)
- Layout Features (Page 80)
8.3 Executing a Page vs. Including a Page in Output

*What is the difference between executing a page and including it in the output?*

A document may contain many pages. Some may be intended for the printer output of the document, some only for the archive version of the document, others only for a fax version of a document. When the document executes, it must determine two things:

1. Whether to execute the page.
2. For each page that it executes, whether to output the page.

In the Structure area, a red “X” appears in the page symbol of a page that executes but does not output. You use the Page properties dialog box to control whether a page executes, how it executes, and whether it outputs after it executes.
8.4 N-Up Object

When do I use the n-up object?

You use the n-up object when you want to execute a page n-up. N-up refers to executing a page such that two or more instances of it print on one side of a sheet of paper. The page you execute n-up must be of type virtual. You cannot execute either normal or overlay pages n-up, however, you can execute a virtual page that has one or more overlays associated with it. When PlanetPress Design scales the virtual page in the n-up object, it simultaneously scales any overlays associated with that page.

In the n-up object you select the virtual page you want to execute n-up, the scale at which you want each instance of the page to appear, the number of instances of the page you want to execute (the $n$ in n-up), the row and column layout you want to use for the instances of the page. If your document uses any emulation other than user-defined, you can also choose to have the data page change with each repeat of the virtual page.

8.4.1 N-Up Objects and Data Selections

Recall that in a document that uses any emulation other than user-defined, in an n-up object you can choose to have the data page change with each repeat of the virtual page. It is of critical importance to understand the implications of the data page change for any other objects in the document that use data selections.

A document that contains an n-up object that repeats its virtual page 10 times, and changes the data page on each repeat. The document also contains a number of data selection objects that execute after the n-up object. When the n-up object completes execution, it has advanced 10 data pages.

The document then proceeds to execute the data selection objects. Each data selection object executes with the same data page as that used for the last repeat of the virtual page, in this case page 10. On the next execution pass, the n-up object executes data pages 11 through 20, and the data selection objects all execute with data page 20.
8.5 Cut Marks

Cut Marks are small horizontal and vertical lines that appear outside the physical boundaries of a page. They are typically used in N-Up projects that print multiple pages on large paper. They indicate where to trim the pages in post-processing. PlanetPress Design allows you to add cut marks to any type of page.
8.6 Guidelines for Working with Pages

What are some guidelines for working with pages?

Determining the pages you need in your document and working out the logic of how they work is not always an easy task. The following are some basic rules of thumb to help you get started:

- The ideal document is one that is small in size, executes quickly, and is straightforward to maintain.
- Always aim for the simplest solution.
- Use overlays to separate static and dynamic elements.
- Give all pages meaningful names.
- As you create the document, continually create backups to ensure you can roll back to an earlier version if necessary. A simple way to do this is to always use the Save As option when you save the document, and append a number to the name of the file in which you save the document. At each save, increment the number appended to the file name by 1.
- Test the document continually throughout the creation process to ensure the pages are working as you intend.
- Do not place objects you want to print, outside the printable area of the page. The PPD file you select for the document defines the printable area of the page. Use the Show imageable area option in the User Options dialog box to display a gray box that defines the printable area of the page.
8.7 Layout Features

*What features does PlanetPress Design provide that can help me lay out my pages?*

There are several features that help you lay out the visual appearance of the page. The Show imageable area option, the rulers, and the guides all provide references for precisely positioning and aligning objects on the page.

Other tools that may be useful when you are working with the layout of a page are the Zoom tool and the Alignment tools.
8.8 Detailed Directions

This section contains the following procedures:

- Add a Document Page (Page 81)
- Set Up a Page (Page 82)
- Associate Attachments with a Page (Page 84)
- View or Edit the Properties of a Page (Page 84)
- Scroll on a Document Page (Page 85)
- Navigate the Pages of a Document (Page 85)
- Edit the Order of Pages (Page 85)
- Duplicate a Page (Page 86)
- Delete a Page (Page 86)
- Create an Overlay Page (Page 87)
- Add or Remove Overlays (Page 87)
- Use Guides (Page 88)
- Use the Rulers (Page 89)

8.8.1 Add a Document Page

To add a page:

- Choose Home | Page.

Related topics:

- Page (Page 73)
- Execution Order of Pages (Page 75)
- Guidelines for Working with Pages (Page 79)
- Set Up a Page (Page 82)
- Associate Attachments with a Page (Page 84)
- View or Edit the Properties of a Page (Page 84)
- Navigate the Pages of a Document (Page 85)
- Edit the Order of Pages (Page 85)
- Duplicate a Page (Page 86)
- Delete a Page (Page 86)
- Create an Overlay Page (Page 87)
- Add or Remove Overlays (Page 87)

8.8.2 Associate attachments with a page using the Page properties dialog box

To associate attachments with a page using the Page properties dialog box:

1. Double-click on the Document node to display the Document properties dialog box.
2. In the Page properties dialog box, click Attachments.
3. Add the attachments you want to execute before and/or after the page.
   Attachments run before page: Display, define, and/or edit the list of attachments you want to execute before the page executes. The attachments execute sequentially, from top to bottom. Right-click in this area and use the menu that appears to add or delete items, move items up or down in the list, or clear the list altogether. You can also delete an item by selecting it and pressing DELETE.
   Attachments run after page: Display, define, and/or edit the list of attachments you want to execute after the page executes.
4. Click OK.
8.8.3 Set Up a Page

To set up a page:

1. Double-click on the **Document** node to display the Document properties dialog box.
2. In the **Page** properties dialog box, click **Basic attributes** and define the name, execution options, page type and any condition you want to set on the page.
   - **Name**: Enter a name for the page.
   - **Execution Options**
     - **Page ejects**: Select to include this page in the output after it executes. This option applies only to pages that execute. In the Structure area, a red “X” appears in the page symbol for a page that executes but does not output.
     - **Cachable**: Select to have the printer cache this page. This option is enabled and is applied based on the document’s caching method and on the page type as follows:

<table>
<thead>
<tr>
<th>Document method:</th>
<th>Result:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Option disabled. No images are cached.</td>
</tr>
<tr>
<td>Generic (or PostScript Level 2)</td>
<td>Option disabled. All images are cached.</td>
</tr>
<tr>
<td>FreeForm</td>
<td>Option enabled. Selected virtual pages are cached (overlays are not cached).</td>
</tr>
<tr>
<td>FreeForm 2</td>
<td>Option disabled. See the options below.</td>
</tr>
<tr>
<td>VPS</td>
<td>Option enabled. Selected overlays and virtual pages are cached.</td>
</tr>
<tr>
<td>VDX</td>
<td>Option enabled for virtual pages only. Selected virtual pages are cached (overlays are not cached).</td>
</tr>
<tr>
<td>VIPP</td>
<td>Option disabled. All internal images are cached.</td>
</tr>
</tbody>
</table>

   - **Master ID**: Enter the ID of the master document this page must call. This option is only displayed if FreeForm 2 is selected as the document’s caching method in the document’s compilation options.
   - **Page number**: Enter the number of the page within the master document identified in the **Master ID** box. This option is only displayed if FreeForm 2 is selected as the document’s caching method in the document’s compilation options.
   - **Force front**: Select if you are printing your document in duplex mode, and want to force this page to always print on the front side of the paper. You can fine-tune this by using the **When** box to define the condition under which the document forces this page to print. This option is not available on virtual pages for obvious reasons. Also note that this option may not work properly when generating previews.
     - **When**: Define the condition that must resolve to True for the document to force this page to print on the front side of the paper. You can enter the condition manually, select an existing global condition from the box, or define a condition using a PlanetPress Talk expression. This option is available only when you select Force front.
   - **Print**, **Fax**, and **Archive**: Select to include this page when PlanetPress Design converts the document to produce printer output, output in PlanetPress Fax, or output in PlanetPress Image.
   - **Page Type and Condition**

   - **Page type**: Select the type of the page: normal, overlay, or virtual.
**Condition:** Enter the condition, if any, you want to set on the page. This determines whether or not the page executes at runtime; the page executes only if the condition is True. You can enter the condition manually, select an existing global condition from the box, or define a condition using a PlanetPress Talk expression.

3. In the **Page** properties dialog box, click **Paper handling** and, if necessary, adjust the page size, duplexing and orientation for the page, and add cut marks. Note that you can define a custom paper size for the page, in this case without modifying the PPD. You can also define a custom paper size by editing the PPD associated with the document.

**Page size:** Select the paper format for this page. The format that appears here by default is the one set for the document in the User Options dialog box. The formats available depend on the PPD you selected in the Document properties dialog box. In addition to the formats available in the PPD, you can also select Custom and use the Page width and Page height boxes to define a custom paper size. A custom paper size is useful if the printer supports the paper size you require but the PPD does not include it in its list of supported paper formats. Before you define a custom paper size you should consult your printer documentation to verify your printer can handle the custom paper size you define. When you select a page size you should ensure you set the appropriate input and output trays for the page.

If you are printing in 2-up mode, the Default page size box in the Document properties dialog box determines the size of the paper on which the two pages print, and the page size you select here determines the scaling required to fit the two pages on that paper size.

**Page width:** Enter the width of the custom page size. Units are as selected in the User Options dialog box. This option is available only when you select Custom in the Page size box.

**Page height:** Enter the height of the custom page size.

**Duplexing:** Select the duplexing option for the page. The default duplexing option that appears here is the one you set for the document in the Document properties dialog box. The duplexing options available depend on the PPD you selected in the Document properties dialog box.

**Paper orientation:** Select the orientation for this page.

**Add Cut Marks:** Cut Marks are small horizontal and vertical lines that appear outside the physical boundaries of a page. They are commonly used in N-Up projects that print multiple pages on large paper. They indicate where to cut the pages in post-processing.

**X Offset:** Set the distance of the cut mark stems from the left and right edges of the page.

**Y Offset:** Set the distance to the cut mark stems from the top and bottom edges of the page.

**Cut Mark Length:** Set the length of the stems of the cut marks.

4. In the **Page** properties dialog box, click **Paper input/output** and, if necessary, adjust the printer input and output trays for the page.

**Selection type:** Select the type of input paper tray the printer uses for this page. The Selection type that appears here by default is the one set for the document in the Document properties dialog box. The trays available depend on the PPD you selected for the document. The selection you make here determines the contents of the Paper source. Select Input tray to specify a specific input tray; and use the Input tray box that appears in the Paper source area when you select this option to select the tray. Select Match paper size to have the printer automatically use the tray that contains the paper format defined for this page. Select Manual Feed to use the printer’s manual feed. Select Media selection to set specific media characteristics for the page, and use the Media type, Media color, and Media weight options that appear in the Paper source area to specify these characteristics.

**Input tray:** Select the input tray. This option is available only when you select Input tray as the Selection type option.

**Media type:** Select the paper type. This option is available only when you select Media selection as the Selection type option.

**Media color:** Select the paper color. This option is available only when you select Media selection as the Selection type option.

**Media weight:** Select the paper weight. This option is available only when you select Media selection as the Selection type option.

**Output tray:** Set the output paper tray. The options available depend on the PPD selected for the document in the Document properties dialog box.

5. In the **Page** properties dialog box, click **Advanced paper handling** and, if necessary, specify any operations you want the printer to execute before or after the page.

**Paper handling before the page:** Display, define, and/or edit the paper handling operations you want the printer to execute before it executes this page. The printer executes the operations sequentially, from top to bottom. Right-click in this area and use the menu that appears to add or delete items, move items up or down in the list, or clear the list altogether. You can also delete an item by selecting it and pressing **DELETE.** A warning appears in red for any operations not supported in the new PPD.

**Paper handling after the page:** Display, define, and/or edit the paper handling operations you want the printer to execute after it executes this page.
6. If necessary, in the Page properties dialog box, click Overlays and add overlays to the page.
7. If necessary, in the Page properties dialog box, click Attachments and associate one or more attachments with the page.
8. If necessary, add PlanetPress Talk code to the page.
   • In the Page properties dialog box, click PlanetPress Talk before to enter PlanetPress Talk code that you want the document to execute before it executes the page, or click PlanetPress Talk after to enter PlanetPress Talk code that you want the document to execute after it executes the page.
9. Click OK.

To add or edit an advanced paper handling operation:

1. In the Advanced paper handling area of the Page properties dialog box, do either of the following to display the Paper Handling dialog box:
   • To add an operation, right-click and choose Add in the appropriate paper handling area.
   • To edit an existing operation, double-click it.
2. In the Paper Handling dialog box, enter a new paper handling operation or edit the existing one.
   Section: Select the name of a paper handling property. This determines the contents of the Selection box. The PPD you selected in the Designed for box of the Document properties dialog box determines the contents of the Section box.
   Selection: Select the value you want to associate with the paper handling property selected in the Section box.
   Condition: Specify the condition under which this operation executes. You can select an existing condition from the drop-down list, or define a condition using a PlanetPress Talk expression. The current value of the condition appears below the Condition box. Clear the contents of the box if you want the operation to always execute.
3. Click OK.

### 8.8.4 Associate Attachments with a Page

When you associate an attachment with a page, you define whether you want that attachment to execute before or after the page executes. You can associate a condition with each attachment that determines whether the attachment executes.

To associate attachments with a page using drag and drop:

- In the Structure area, select the attachment resources you want to associate with the page, and, staying in the Structure area, drag and drop them onto the page with which you want to associate them. A symbol for each of the dropped attachments appears on the right of the page in the Page area.

See also: [Associate Attachments with a Page Using the Page Properties Dialog](Page 81).

### 8.8.5 View or Edit the Properties of a Page

To view or edit properties using the Object Inspector:

1. In the Structure area, select the page whose properties you want to view or edit.
2. In the Object Inspector, make any necessary modifications to the properties.

To view or edit properties using the Page properties dialog box:

1. In the Structure area or in the Page area, select the page and double-click on it to display the Page properties dialog box.
2. Use the Page properties dialog box to view and/or edit the page properties.
3. In the Page properties dialog box, click OK.
Related topics:

- Page (Page 73)
- Document Structure Area (Page 11)
- View or Edit the Properties of a Document (Page 51)
- Add a Document Page (Page 81)
- Navigate the Pages of a Document (Page 85)
- Edit the Order of Pages (Page 85)
- Duplicate a Page (Page 86)
- Delete a Page (Page 86)
- Create an Overlay Page (Page 87)
- Set User Options (Appearance): Document Page (Page 38)
- Select and Move Elements in the Structure Area (Page 20)
- Cut, Copy, and Paste Elements in the Structure Area (Page 21)

8.8.6 Scroll on a Document Page

To scroll on a single document page:

- Press **SHIFT** and rotate the mouse wheel to scroll left or right on the page.

Related topics:

- Page (Page 73)
- Navigate the Pages of a Document (Page 85)

8.8.7 Navigate the Pages of a Document

To navigate through the pages of a document:

- In the Structure area, select one of the document pages and use the **DOWN ARROW** or **UP ARROW** to navigate forward and backward respectively, one page at a time.

Related topics:

- Page (Page 73)
- Edit the Order of Pages (Page 85)
- Scroll on a Document Page (Page 85)

8.8.8 Edit the Order of Pages

To edit the order of pages in a document:

- In the Structure area, select the page whose position you want to edit, drag it to its new position and release.
  As you drag, a blue bar appears indicating the new position the page will occupy if you release the mouse button at that point.
Related topics:

- Page (Page 73)
- Execution Order of Pages (Page 75)
- Executing a Page vs. Including a Page in Output (Page 76)
- Add a Document Page (Page 81)
- View or Edit the Properties of a Page (Page 84)

### 8.8.9 Duplicate a Page

To duplicate one or more page(s):

1. In the Structure area, select the page(s) you want to duplicate.
2. Choose **Page Layout** | **Duplicate** or use the **Ctrl-D** keyboard shortcut to duplicate the selected page(s).

Related topics:

- Page (Page 73)
- Add a Document Page (Page 81)
- View or Edit the Properties of a Page (Page 84)
- Edit the Order of Pages (Page 85)
- Delete a Page (Page 86)
- Create an Overlay Page (Page 87)

### 8.8.10 Delete a Page

To delete one or more page(s):

1. In the Structure area, select the page(s) you want to delete.
2. Either use the **Delete** key or right-click and choose **Delete**.
   - If no elements in the document reference any of the selected page(s), PlanetPress Design performs the deletion.
   - If any elements in the document reference any of the selected pages, PlanetPress Design prompts you to define how you want to handle the deletion of each of the referenced pages.

To use the Page Deletion dialog box:

1. Adjust the options to reflect how you want PlanetPress Design to handle the deletion request. The name of the page you selected for deletion appears in the title bar of the Page Deletion dialog box, and the list of elements that reference it appear on the right of the dialog box.
   - **Replace reference by**: Select to delete the page and to replace all references to it with a reference to another page in the document.
   - **Pages available**: Select the page you want to use as the replacement reference. When you delete the page, PlanetPress Design replaces all references to the deleted page with a reference to the page you select here. You can use the Page button to create a new page to add to this list.
   - **Page button**: Click to create a new page.
   - **Delete**: Select to delete the page and all document elements that reference it.
2. Click **OK**.
8.8.11 Create an Overlay Page

To create an overlay page:

1. If the page you want to make into an overlay does not currently exist, create it.
2. In the Structure area or in the Page area, select the page and double-click on it to display the Page properties dialog box for the page you want to make into an overlay.
3. In the Page properties dialog box, click Basic attributes.
4. In the Page type box, select Overlay.
5. Click OK.

PlanetPress Design closes the Page properties dialog box, and displays the page in mauve in the Page area, with a yellow border. The mauve color indicates the page is an overlay page.

8.8.12 Add or Remove Overlays

To add or remove overlays:

1. In the Structure area or in the Page area, select the page and double-click on it to display the Page properties dialog box for the page to which you want to add, or from which you want to remove, overlays.
2. In the Page properties dialog box, click Overlays, and select the overlay pages you want to add to this page, and/or clear the overlay pages you want to remove from the page. You can also adjust the order in which you want to layer the overlays.

   **Underlays**: Select the overlay pages you want to place under this page, and clear any overlays you do not want to place under the page. All overlay pages in the document appear in this list. PlanetPress Design layers the selected pages under this page, in the order in which they occur in the list (topmost page in the list becomes the bottommost layer). You can drag and drop the items in the list to control the order in which PlanetPress Design layers the overlays.

   **Overlays**: Select the overlay pages you want to place on top of this page, and clear any overlays you do not want to place on top of the page.
3. Click **OK**.
   Any overlays you add to a normal page are displayed as part of that page in the Page area, however, you cannot edit the content of an overlay from the normal page.

**Related topics:**

- Page (Page 73)
- Guidelines for Working with Pages (Page 79)
- Add a Document Page (Page 81)
- Set Up a Page (Page 82)
- View or Edit the Properties of a Page (Page 84)
- Create an Overlay Page (Page 87)

### 8.8.13 Use Guides

Guides are vertical or horizontal reference lines that you place on a page to help you accurately align and position elements. You can set a guide for an individual page or for all pages of a document. Guides cannot print and thus never appear on the output of a document.

You can select the Snap to guides option in the User Options dialog to have the edge of an object or group automatically snap to a guide when it approaches a guide. See Set User Options (Behavior): Miscellaneous (Page 33).

To create a guide:

- Click in the top ruler (to create a vertical guide) or the left ruler (to create a horizontal guide) at the point at which you want to create the guide.
  A dark blue triangle appears in the ruler, and the guide appears in the document. By default the guide appears only on the document page on which you create it. If you want to have it appear on all document pages, see To edit the properties of a guide:
To reposition a guide:

- In the ruler, click and drag the black triangle of the guide to the new position.

To edit the properties of a guide:

1. In the ruler, double-click the black triangle of the guide you want to edit.
   The Guide dialog box appears.
2. Edit the properties of the guide.
   **Position**: Enter the ruler position for the guide. Units are as set in the User Options dialog.
   **Display on all pages**: Select to have this guide display on all pages in the document. Clear to have the guide display only on the page on which you created it.
3. Click OK to exit the Guide dialog box.
   PlanetPress Design updates the guide to reflect the new settings.

To delete a guide:

- Click and drag the black triangle of the guide inside the Page area, and release.
  PlanetPress Design deletes the guide.

**8.8.14 Use the Rulers**

To use the rulers:

- Move the pointer in the Page area.
8.9 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide:

- Execute Pages N-Up
9 Selecting Data

You use data selections to integrate your input data into your document. This chapter explains data selections and describes how to create them. It also explains data selection objects and the Data Selector.

In this section, you learn to:

- Add a Data Selection Object (Page 93)
- Add a Postal Address Object (Page 95)
- Create Data Selections within Objects (Page 96)
- Create Data Selections in Database Emulation (Page 97)
- Create Data Selections in XML Emulation (Page 98)
- Use the Data Selector to Create a Data Selection (Page 99)
- Edit a Data Selection (Page 101)
- Define Email, PDF, and Index Information for PlanetPress Image (Page 102)
- Define Index Terms for PlanetPress Search (Page 102)
- Define Fax Information for PlanetPress Fax (Page 102)
- Associate XML Data Selection with Objects (Page 103)
- Setting Repeat Properties (Page 104)
- Navigate Data Pages (Page 104)

This section also answers the following questions:

- What is a data selection? (Page 92)
- What is a data selection object? (Page 92)
- What is a postal address object? (Page 92)
- What is XPath? (Page 92)
9.1 Key Concepts

To add data selections, you should understand the following key concepts:

- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Postal Address Objects (Page 92)

9.1.1 Data Selection

What is a data selection?

A data selection is a set of input data characters that you select in the sample data file and associate with an object in a document.

A data selection may be composed of contiguous or non-contiguous data.

9.1.2 Data Selection Objects

What is a data selection object?

A data selection object adds a data selection to your document, and lets you do the following:

- Select the font in which to display the data.
- Adjust the vertical spacing, rotation, and alignment of the data as it appears in the document.
- Set a filter on the data selection.
- Flag the data selection as a PDF bookmark and/or search index term, or as the E-mail address, subject line, or message text for PlanetPress Image.
- Flag the data selection as a fax number and/or fax description for PlanetPress Fax.
- Insert a string before or after the data selection.

Related topics:

- Data Selection (Page 92)
- Postal Address Objects (Page 92)
- Data Page (Page 55)
- Emulation (Page 55)
- Data Selector (Page 58)
- Conditions (Page 224)
- Line Conditions (Page 226)

9.1.3 Postal Address Objects

What is a postal address object?

Postal address information can be displayed on PlanetPress Design documents using such objects as data selections, or text or box objects, but they can also be displayed using postal address objects. These objects offer some interesting options:

- Empty address lines can be skipped.
- Addresses can be printed from the base up, so when different addresses are processed (some with only four address lines, for example, and others with as many as eight lines), it is not the bottom of the object that moves up or down, but rather the top. This is especially useful when you add a barcode object below the postal address object and when you snap both objects together, because changes in the size of the first object will not change the position of the second one. If the barcode object is used to display a postal barcode, it will always appear in the exact same spot.
9.2 Detailed Directions

This section includes the following procedures:

- **Add a Data Selection Object** (Page 93)
- **Add a Postal Address Object** (Page 95)
- **Create Data Selections within Objects** (Page 96)
- **Create Data Selections in Database Emulation** (Page 97)
- **Create Data Selections in XML Emulation** (Page 98)
- **Use the Data Selector to Create a Data Selection** (Page 99)
- **Edit a Data Selection** (Page 101)
- **Define Email, PDF, and Index Information for PlanetPress Image** (Page 102)
- **Define Index Terms for PlanetPress Search** (Page 102)
- **Define Fax Information for PlanetPress Fax** (Page 102)
- **Associate XML Data Selection with Objects** (Page 103)
- **Setting Repeat Properties** (Page 104)
- **Navigate Data Pages** (Page 104)

9.2.1 Add a Data Selection Object

To add a data selection object using the Data Pane of the Program window:

1. In the Data Pane, click and drag to select a region of data, or click and use any of the Data Pane keyboard shortcuts. If you are using a database emulation, and want to select all records in the record set for a given field, you can click the column header for that field.
   - If you selected Show position hint in the Data Selector, PlanetPress Design displays information about the current mouse position in the Data Pane, under and to the right of the pointer.
2. Right-click on the selected region, drag it into the Page area and release. In the menu that appears, choose Add Data Selection.
3. If necessary, edit the properties of the new data selection object.

To add a data selection object using the Data Selection Object properties dialog box:

1. Choose Home | Data Selection.
2. Move the pointer inside the Page area, and click at the point at which you want to add the object and drag to define an initial size for the object. A rectangular guide appears as you drag, indicating the size of the object. Then release.
3. In the Data Selection Object properties dialog box, click Basic attributes and enter the name, position, size, style, and condition properties for the data selection object.
4. Click Data to show the data selection you want to display.
5. Set the options for the data selection.
   - **Lines per inch**: Set the lines per inch for the data selection object. This makes sense only for data selection objects that contain two or more lines, or two or more records in the case of a database emulation.
   - **Alignment**: Align the data selection within the data selection object, as well as the data selection object itself. The alignment of the data selection object is with respect to the Left position setting. For example, if Left=3.5000, and you select a Right alignment, PlanetPress Design aligns the data selection on the right edge of the object and aligns the right edge of the object to 3.5000.
   - **Trim leading spaces**: Remove any ASCII space characters that appear before the data in the data selection.
   - **Trim trailing spaces**: Remove any ASCII space characters that appear after the data in the data selection.
6. In the Data Selection Object properties dialog box, click Lines and specify how you want the document to handle each line of data.
   - Text before/after each line of data (or record)
Text before each line: Enter any text you want to appear in the document before each line of the data selection. For example, if the data selection is lines 32 through 34, and you enter the string "ITEM:" in this text box, ITEM: appears three times in the document: before the data on line 32, before the data on line 33, and before the data on line 34. You can enter either text or a PlanetPress Talk expression that resolves to a text string in this box.

Text after each line: Enter any text you want to appear in the document after each line of the data selection. For example, if the data selection is lines 20 through 22, and you enter the string "SHIPPED" in this text box, SHIPPED appears three times in the document: after the data on line 20, after the data on line 21, and after the data on line 22. You can enter either text, or a PlanetPress Talk expression that resolves to a text string, in this box.

empty lines

On empty lines: Use to control how the document treats lines that do not contain data. Select Do not skip to have the document display a blank line when it encounters an empty line in the data selection. Select Skip completely empty line to have the document ignore empty lines in the data selection. No blank line appears in the document in this case. Select Skip empty region to have the document ignore the line when the portion of the line included in the data selection is empty. No blank line appears in the document in this case. In Custom data selections, Skip empty region is equivalent to Skip completely empty line.

Skip empty line: Enabling this means that PlanetPress Design considers a line empty if the portion of it that appears in the data selection is empty.

7. In the Line condition box, set the line condition, if any, that you want to apply to the data selection. Select No line condition if you do not want to set a line condition on this data selection.

8. If necessary, click Archive/E-mail/fax and set the necessary options for PlanetPress Fax and PlanetPress Image.

PlanetPress Image

Index: Select to use this data selection as an index term in PlanetPress Search. The name of the index term is the one you specify in the Name box, and its value is the value of the data selection you specify in the Data properties of the data selection object. PlanetPress Image uses this information to generate the .PDI file it creates for each PDF file it creates. The default length for the value of the index term in the PlanetPress Search database is the length of the data selection. The length of the data selection is its length after PlanetPress Design applies the settings of the Trim leading spaces and Trim trailing spaces boxes in the Data properties of the data selection object. If you have two or more data selection objects that provide values for the same index term, PlanetPress Design sets the length to that of the longest of the data selections.

Index Name: Specify the name you want to use for the PlanetPress Search index term. You can enter a name, select one from the drop-down list, or leave the box empty. If you leave the box empty, PlanetPress Design uses the name of the data selection object as the name of the index term. The drop-down list contains the names of all index terms defined to date in the document. If you select one of these, the data selection you create in this object becomes an additional value for that index term. You can create as many index terms as you require in a document. In the .PDI file the name you specify here appears as the value of an ~IndexName field. Note that the name cannot contain a colon (:). Note that the name of the index should not include a closing bracket (]), since this would prevent the index from building.

This is a Recollect index: Select to use this data selection as an index term in Recollect from Rebus software. TIFFs and JPSGs containing index values that match those provided by a Recollect query are displayed with a red box around the corresponding index value. There will be inconsistencies with how the red binding box containing the index is rendered in Recollect if a Data Selection that is configured as an index for Recollect is rotated or contained in an N-Up object in PlanetPress Design.

The name of the index term is the one you specify in the Name box, and its value is the value of the data selection you specify in the Data properties of the data selection object. PlanetPress Image uses this information to generate the .PDI file for each PDF, TIF and JPEG file it creates.

PDF bookmark: Select to have PlanetPress Image use this data selection as a bookmark in the PDF file it generates for this document.

E-mail address: Select to have PlanetPress Image use this data selection as the E-mail address to which to send the PDF file.

Subject: Select to have PlanetPress Image use this data selection as the text of the subject line of the E-mail it sends with the PDF file. Use the Trim box to the right of the Subject box to specify how you want to treat any leading or trailing spaces that appear in the data selection. Select Trim to trim both leading and trailing spaces. Select Do not trim to leave any leading or trailing spaces in the data.
selection. Note that the Trim leading spaces and Trim trailing spaces boxes in the Data properties of the data selection object are independent from the Trim box here and have no effect on the data selection PlanetPress Image receives.

**Message text:** Select to have PlanetPress Image use this data selection as the body text of the E-mail it sends with the PDF file. Use the Trim box to the right of the Message text box to specify how you want to treat any leading or trailing spaces that appear in the data selection. Select Trim to trim both leading and trailing spaces. Select Trim leading to trim only leading spaces. Select Trim trailing to trim only trailing spaces. Select Do not trim to leave any leading or trailing spaces in the data selection.

PlanetPress Fax

**Fax number:** Select to have PlanetPress Fax use this data selection as the fax number to which to fax the PDF file.

**Information:** Select to have PlanetPress Fax use this data selection as the description of the fax in both the PlanetPress Fax dialog box and the fax log file.

9. Click **Manipulation** and define any constraints you want to set on resizing, moving, or selecting the data selection object with the mouse or with keyboard shortcuts.

10. If necessary, click **Snapping points** to set either or both snapping points for the data selection object.

11. If necessary, add PlanetPress Talk code to the object:
   - In the Data Selection Object properties dialog box, click **PlanetPress Talk before** to enter PlanetPress Talk code that you want the document to execute before it executes the data selection object, or click **PlanetPress Talk after** to enter PlanetPress Talk code that you want the document to execute after it executes the data selection object.

12. If necessary, click **Repeat** to set the Repeat properties for the data selection object.

13. Click **OK**.

**Related topics:**

- Add a Postal Address Object (Page 95)
- Data Page (Page 55)
- Emulation (Page 55)
- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Data Selector (Page 58)
- Conditions (Page 224)
- Line Conditions (Page 226)
- Create Data Selections within Objects (Page 96)
- Create Data Selections in Database Emulation (Page 97)
- Create Data Selections in XML Emulation (Page 98)
- Use the Data Selector to Create a Data Selection (Page 99)
- Edit a Data Selection (Page 101)

### 9.2.2 Add a Postal Address Object

To add a Postal Address object:

1. Choose **Home** | **Postal Address**.
2. Move the pointer inside the Page area, and click at the point at which you want to add the object and drag to define an initial size for the object. A rectangular guide appears as you drag, indicating the size of the object. Then release.
3. In the **Postal Address Object** properties dialog box, click **Basic attributes** and enter the name, position, size, style, and condition properties for the postal address object.
4. Click **Address Data** to show the address data you want to display.
5. Add the required address information in any of the eight available address line fields, using data selections for variable data.
6. If you wish to group the generated documents based on information found within the data files (such as client IDs), add a data selection in the Group ID box (currently only used for PB First).
7. Set the remaining options as required:
   - **Skip Empty Lines:** Select if you want to remove empty lines when addresses are processed.
From bottom to top: Select if you want the top of the object to move up or down, rather the bottom. When the Skip Empty Lines option is selected, address blocks of different sizes may appear on different documents at runtime. When the From bottom to top option is also selected, the bottom of the postal address object always remains in the same position regardless of its size, it is the top of the object that is stretched up or down.

8. Click OK.

Related topics:
- Add a Data Selection Object (Page 93)
- Data Page (Page 55)
- Emulation (Page 55)
- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Postal Address Objects (Page 92)
- Data Selector (Page 58)
- Conditions (Page 224)
- Line Conditions (Page 226)
- Create Data Selections within Objects (Page 96)
- Create Data Selections in Database Emulation (Page 97)
- Create Data Selections in XML Emulation (Page 98)
- Use the Data Selector to Create a Data Selection (Page 99)

9.2.3 Create Data Selections within Objects

To create a Contiguous data selection:

1. Open the properties dialog box for the object for which you want to create a data selection.
2. In the properties dialog box, click Data.
3. If the From and To boxes for lines and columns are not visible, clear Custom data selection.
4. Click the Data Selector button ( ) and select the data in the Data Selector to select the data.
5. Click OK.
6. Step through the sample data file if necessary to verify the data selection is accurate for the pages in the sample data file.

To create a Custom data selection in the properties dialog box:

1. Open the properties dialog box for the object for which you want to create a data selection.
2. In the properties dialog box, click Data.
3. Select Custom data selection.
4. Create the data selection. You can enter the selection on a single line, or divide it over several lines. If you create a complex data selection, breaking it up over several lines can make it more readable. When you break a selection over several lines, for each line, you determine whether to terminate it with a carriage return followed by a line feed (CRLF).

Enter a single line
You enter a single line of a Custom data selection as follows. Note that both the String to display lines and the CRLF lines accept PlanetPress Talk expressions.

- In a line in the String to display column, enter the data selection.
- If necessary, click in the CRLF column, and indicate whether you want to include a CRLF at the end of this line. You enter either true or false, or a PlanetPress Talk expression that evaluates to true or false. If you enter true or false, you can subsequently double-click the value at any point to invert it.
- If your data selection extends beyond this line, press ENTER to advance to the next line. Navigate, Insert, delete, or reposition lines.
- To navigate within the Custom data selection: Use either the mouse or the ARROW keys.
To insert a line: Position the cursor on the line that precedes the position at which you want to insert the new line, and either press ENTER or right-click and choose Custom Data Selection CRLF.

To delete a line: Highlight the contents of the line and press BACKSPACE twice.

To reposition a line: Click the line you want to reposition and use the arrow buttons on the right of the Custom data selection area to move the line up or down in the String to display lines.

5. Click OK.
6. If necessary, step through the sample data file to verify the data selection is accurate for the pages in the sample data file.

Related topics:

- Data Page (Page 55)
- Emulation (Page 55)
- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Data Selector (Page 58)
- Add a Data Selection Object (Page 93)
- Create Data Selections in Database Emulation (Page 97)
- Create Data Selections in XML Emulation (Page 98)
- Use the Data Selector to Create a Data Selection (Page 99)
- Edit a Data Selection (Page 101)

9.2.4 Create Data Selections in Database Emulation

To create a Contiguous data selection with a database emulation:

1. Open the properties dialog box for the object for which you want to create a data selection.
2. In the properties dialog box, click Data.
3. If the Field name, From child record, and To child record boxes are not visible, clear Custom data selection.
4. Click the Data Selector button ( ) and select the data in the Data Selector select the data.
5. Click OK.
6. If necessary, step through the sample data file to verify the data selection is accurate for the record sets in the sample data file.

To create a Custom data selection with a database emulation:

1. Open the properties dialog box for the object for which you want to create a data selection.
2. In the properties dialog box, click Data.
3. Select Custom data selection.
4. Create the Custom data selection using PlanetPress Talk. You can enter the selection on a single line, or divide it over several lines, depending on the selection you are trying to create and how you define it. If you create a complex data selection, breaking it up over several lines can make it more readable. When you break a selection over several lines, for each line, you determine whether to terminate it with a carriage return followed by a line feed (CRLF).

Enter a single line
You enter a single line of a Custom data selection as follows. Note that both the String to display lines and the CRLF lines accept PlanetPress Talk expressions.
- In a line in the String to display column, enter the data selection.
- In a line in the String to display column, enter the data selection. If the selection you create extends over more than one field, only the first field selected appears in the Custom data selection.
If necessary, click in the CRLF column, and indicate whether you want to include a CRLF at the end of this line. You enter either true or false, or a PlanetPress Talk expression that evaluates to true or false. If you enter true or false, you can subsequently double-click the value at any point to invert it.

If your data selection extends beyond this line, press ENTER to advance to the next line. Navigate, Insert, delete or reposition lines

- **To navigate within the Custom data selection**: Use either the mouse or the ARROW keys.
- **To insert a line**: Position the cursor on the line that precedes the position at which you want to insert the new line, and either press ENTER or right-click and choose Custom Data Selection CRLF.
- **To delete a line**: Highlight the contents of the line and press BACKSPACE twice.
- **To reposition a line**: Click the line you want to reposition and use the arrow buttons on the right of the Custom data selection area to move the line up or down in the String to display lines.

5. Click OK.
6. If necessary, step through the sample data file to verify the data selection is accurate for the record sets in the sample data file.

**Related topics:**

- Data Page (Page 55)
- Emulation (Page 55)
- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Data Selector (Page 58)
- Add a Data Selection Object (Page 93)
- Create Data Selections within Objects (Page 96)
- Create Data Selections in XML Emulation (Page 98)
- Use the Data Selector to Create a Data Selection (Page 99)
- Edit a Data Selection (Page 101)

### 9.2.5 Create Data Selections in XML Emulation

To create a Contiguous data selection with an XML emulation:

1. Open the properties dialog box for the object for which you want to create a data selection.
2. In the properties dialog box, click Data.
3. Set options for the XML data selection:
   - **XPath**: Specify the path in the structure for the data selection you want to obtain.
   - **From iteration and To iteration fields**: Use these fields to specify the range of the data selection. The To iteration field allows a value of 0. When To iteration is not zero, it must be higher than the value of From iteration and is the last iteration index. If it is zero, the repetition occurs from the From iteration to the maximum (or entire) number of elements.
   - **Data Type**: Specify how you want to select the information: by Count, Name, or Value as follows.

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>Returns an integer indicating the number of nodes for the specified XPath.</td>
</tr>
<tr>
<td>Name</td>
<td>Returns a string that represents the name of the current node or the first node in the specified XPath.</td>
</tr>
<tr>
<td>Value</td>
<td>Returns a string that represents the content of the node in the specified XPath.</td>
</tr>
</tbody>
</table>

- **Element on which to iterate field**: Select the element on which to iterate. Using this in conjunction with the From iteration and To iteration fields narrows the scope of the data selection set.
- **Data Selector**: Click the data selector button to open the Data Selector. Opening the Data Selector carries over the selections made in the fields of the Data Selection dialog box.

4. Click OK.
5. If necessary, step through the sample data file to verify the data selection is accurate for the record sets in the sample data file.

To create a Custom data selection with an XML emulation:

1. Open the properties dialog box for the object for which you want to create a data selection.
2. In the properties dialog box, click Data.
3. Select **Custom data selection**.
4. Create the Custom data selection using PlanetPress Talk. You can enter the selection on a single line, or divide it over several lines, depending on the selection you are trying to create and how you define it. If you create a complex data selection, breaking it up over several lines can make it more readable. When you break a selection over several lines, for each line, you determine whether to terminate it with a carriage return followed by a line feed (CRLF).

Enter a single line

You enter a single line of a Custom data selection as follows. Note that both the String to display lines and the CRLF lines accept PlanetPress Talk expressions.

- On a line in the String to display column, enter the data selection. If the selection you create extends over more than one field, only the first field selected appears in the Custom data selection.
- If necessary, click in the CRLF column, and indicate whether you want to include a CRLF at the end of this line.
- If your data selection extends beyond this line, press ENTER to advance to the next line.

Navigate, Insert, delete or reposition lines

- To navigate within the Custom data selection: Use either the mouse or the ARROW keys.
- To insert a line: Position the cursor on the line that precedes the position at which you want to insert the new line, and either press ENTER or right-click and choose **Custom Data Selection CRLF**.
- To delete a line: Highlight the contents of the line and press BACKSPACE twice.
- To reposition a line: Click the line you want to reposition and use the arrow buttons on the right of the Custom data selection area to move the line up or down in the String to display lines.

5. Click OK.
6. If necessary, step through the sample data file to verify the data selection is accurate for the record sets in the sample data file.

Related topics:

- Emulation (Page 55)
- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Data Selector (Page 58)
- Add a Data Selection Object (Page 93)
- Create Data Selections within Objects (Page 96)
- Create Data Selections in Database Emulation (Page 97)
- Use the Data Selector to Create a Data Selection (Page 99)
- Edit a Data Selection (Page 101)

9.2.6 Use the Data Selector to Create a Data Selection

To create a data selection using the Data Selector for all emulations except database and XML:

1. If useful, adjust Show selected cells and Show used cells.
2. In the **Data Selector**, use any of the following to create the data selection. Note that the data selection you create appears in blue, and the selection coordinates appear in the Line and Column boxes. Line and Column Boxes
   Enter the range values using the Line and Column boxes.
   Mouse
Click and drag the mouse over the region of the Data Pane you want to select. If you selected Show position hint in the User Options dialog box, PlanetPress Design displays information about the current mouse position in the Data Pane, under and to the right of the pointer. If the mouse is over a current data selection, or is dragging to create a data selection, PlanetPress Design displays the line and column numbers that define the selection. If the mouse is not over a data selection, PlanetPress Design displays the line and column coordinates of the current mouse position.

Keyboard Shortcuts

Click in the Data Pane and use any of the following keyboard shortcuts to navigate and select data.

**HOME, END:** Move the currently active cell to the first cell of the current line (HOME), or the last cell of the current line (END). This shortcut collapses the current data selection to only the currently active cell.

**PAGE DOWN, PAGE UP:** Move the currently active cell forward (PAGE DOWN) or backward (PAGE UP) one screen, where the size of a screen is defined as the number of lines currently visible in the Data Pane. Thus you can adjust the size of a screen by resizing the Data Pane. This shortcut collapses the current data selection to only the currently active cell.

**CTRL+PAGE DOWN, CTRL+PAGE UP:** Move the currently active cell right (CTRL+PAGE DOWN) or left (CTRL+PAGE UP) one screen, where the size of a screen is defined as the number of columns currently visible in the Data Pane. Thus you can adjust the size of a screen by resizing the Data Pane. This shortcut collapses the current data selection to only the currently active cell.

**SHIFT+ARROW:** Add cells to, or remove cells from, a data selection.

**ALT+ARROW** or **CTRL+SHIFT+ARROW:** Move the current data selection region within the Data Pane.

**SHIFT+HOME, SHIFT+END:** Increase the size of the data selection to include all cells on the same lines, from the first column of the data page to the first column of the selection (SHIFT+HOME), or from the last column of the data selection to the last column of the data page (SHIFT+END). The Maximum line width set in the Data Selector determines the number of the last column.

**ARROW:** Move the currently active cell. This shortcut collapses the current data selection to only the currently active cell.

3. Click **OK.**

To create a data selection in database emulation using the Data Selector:

1. In the **Data Selector**, use any of the following to create the data selection.
   **FIELD NAME AND Range Coordinates**

   In the **Field name** box, select the field you want to use for the data selection, and use the **From record** and **To record** boxes to specify the range of records you want to include in the data selection.

   **Mouse**

   Click in the field you want to use for the data selection, in the first of the records you want to include in the data selection, then drag the mouse to select the remaining records to include.

   **Keyboard Shortcuts**

   Click in the Data Pane and use any of the following keyboard shortcuts to navigate in the Data Pane.

   **HOME, END:** Move the currently active cell to the first field of the current record (HOME), or the last field of the current record (END). This shortcut collapses the current data selection to only the currently active cell.

   **PAGE DOWN, PAGE UP:** Move the currently active cell forward (PAGE DOWN) or backward (PAGE UP) one screen, where the size of a screen is defined as the number of lines currently visible in the Data Pane.

   **CTRL+PAGE DOWN, CTRL+PAGE UP:** See Use the Data Selector to Create a Data Selection.

   **ALT+ARROW** or **CTRL+SHIFT+ARROW:** See Use the Data Selector to Create a Data Selection.

   **SHIFT+HOME, SHIFT+END:** See Use the Data Selector to Create a Data Selection.

   **CTRL+SHIFT+ARROW:** Move the current data selection.

   **ARROW:** Move the currently active cell. This shortcut collapses the current data selection to only the currently active cell.

2. Click **OK.**

To create a data selection in XML emulation using the Data Selector:

1. In the **Data Selector**, use the mouse to create the data selection.
   **FIELD NAME AND Range Coordinates**

   In the **Field name** box, select the field you want to use for the data selection, and use the **From record** and **To record** boxes to specify the range of records you want to include in the data selection.

   **Mouse**
Click in the field you want to use for the data selection, in the first of the records you want to include in the data selection, then drag the mouse to select the remaining records to include.

Keyboard Shortcuts
Click in the Data Pane and use any of the following keyboard shortcuts to navigate in the Data Pane.
HOME, END: Move the currently active cell to the first field of the current record (HOME), or the last field of the current record (END). This shortcut collapses the current data selection to only the currently active cell.
PAGE DOWN, PAGE UP: See Use the Data Selector to Create a Data Selection.
CTRL+PAGE DOWN, CTRL+PAGE UP: See Use the Data Selector to Create a Data Selection.
SHIFT+ARROW: Use the Data Selector to Create a Data Selection.
ALT+ARROW: Use the Data Selector to Create a Data Selection.
SHIFT+HOME, SHIFT+END: Use the Data Selector to Create a Data Selection.
CTRL+SHIFT+ARROW: Use the Data Selector to Create a Data Selection.
ARROW: Use the Data Selector to Create a Data Selection.

2. Click OK.

Related topics:
- Data Page (Page 55)
- Emulation (Page 55)
- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Data Selector (Page 58)
- Add a Data Selection Object (Page 93)
- Create Data Selections within Objects (Page 96)
- Create Data Selections in Database Emulation (Page 97)
- Create Data Selections in XML Emulation (Page 98)
- Edit a Data Selection (Page 101)

9.2.7 Edit a Data Selection

To edit the size of a data selection using the mouse:

1. In the Page area, select the data selection object whose data selection you want to edit. A red rectangle appears around the selected object. It contains eight resize handles, one on each corner, and one in the middle of each edge of the rectangle.
2. Position the pointer over the appropriate resize handle to display the double-headed arrow pointer, then click and drag to adjust the size of the object. Release when the object contains the data selection you require. Note that if you defined the data selection in the object using PlanetPress Talk expressions, you cannot resize the object along any of the edges defined by those expressions.

To edit the size of a data selection or reposition it on the data page using keyboard shortcuts:

1. In the Page area, select the data selection object whose data selection you want to edit.
2. Use the following keyboard shortcuts to resize or reposition the data selection.
   PlanetPress Design updates the data selection in the selected object with each press of an ARROW key. More precisely, it adjusts the From line, To line, From column, and To column properties of the data selection in the selected object to reflect the changes. The Data Pane also updates to reflect the changes to the data selection.
   Resize
   SHIFT+DOWN ARROW: Increase the size of the data selection by one line along its bottom edge.
   SHIFT+UP ARROW: Decrease the size of the data selection by one line along its bottom edge.
   SHIFT+RIGHT ARROW: Increase the size of the data selection by one column along its right edge.
   SHIFT+LEFT ARROW: Decrease the size of the data selection by one column along its right edge.
   Reposition
   ALT+UP ARROW: Move the selection up one line (or record in the case of a database emulation).
   ALT+DOWN ARROW: Move the selection down one line.
   ALT+LEFT ARROW: Move the selection to the left one column.
   ALT+RIGHT ARROW: Move the selection to the right one column.
9.2.8 Define Email, PDF, and Index Information for PlanetPress Image

You use data selection objects in PlanetPress Design to select the data that defines the address, subject line, and text of the email message that contains the PDF file, the data that defines each bookmark you want to set in the PDF, and the data that defines each index term you want to use to search the document in PlanetPress Search.

Related topics:

- Define Index Terms for PlanetPress Search (Page 102)
- Define Fax Information for PlanetPress Fax (Page 102)

9.2.9 Define Index Terms for PlanetPress Search

Recall that you use PlanetPress Search to search the Portable Document Format (PDF) archives you generate from a document you execute in PlanetPress Image (see PlanetPress Search (Page 7)). You define the index terms PlanetPress Search can search on when you create the document in PlanetPress Design. More precisely, you use a data selection object to select the data that defines those terms, one data selection object per index term. See Add a Data Selection Object (Page 93). You can define as many index terms as you require in a document.

Note that you can also define the name that PlanetPress Search uses for this document, in the Conversion options of the Document dialog box. See Set Up a Document (Page 48).


Related topics:

- The PlanetPress Suite (Page 3)
- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Add a Data Selection Object (Page 93)
- Define Email, PDF, and Index Information for PlanetPress Image (Page 102)
- Define Fax Information for PlanetPress Fax (Page 102)

9.2.10 Define Fax Information for PlanetPress Fax

Recall that you use PlanetPress Fax to fax the output of a document (see PlanetPress Fax (Page 7)). You use data selection objects in PlanetPress Design to select the data that defines the fax numbers PlanetPress Fax uses, as well as the description of the fax that appears in both the PlanetPress Fax dialog box and the fax log file. See Add a Data Selection Object (Page 93), as well as the PlanetPress Suite Workflow Tools User Guide for help using PlanetPress Fax.

Related topics:

- The PlanetPress Suite (Page 3)
- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Add a Data Selection Object (Page 93)
- Define Email, PDF, and Index Information for PlanetPress Image (Page 102)
- Define Index Terms for PlanetPress Search (Page 102)

9.2.11 About Planet Press Design XPath

What is XPath?

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In supporting XML programming functionality, PlanetPress Design data selection makes use of a proprietary version of XPath. The proprietary version of XPath is derived from the W3C standard XPath. In the context of PlanetPress Design, XPath selects data from the XML file that is associated with a PlanetPress Design document and is used in the data emulation.

In XPath, there are various types of nodes: element, attribute, text, namespace, processing-instruction, comment, and document (root) nodes. XML documents are treated as trees of nodes. The root of the tree is called the document node (or root node).

The characteristics of PlanetPress Talk XPath are:

- Uses a 1-based system. This means XPath accesses the first element in the XML structure using the predicate [1]. W3C XPath also uses base 1.
- Returns a single value only. Each time PlanetPress Talk XPath encounters an element that is not indexed in the XML structure, an index of [1] is returned instead, thus returning the value of the first element.
- Returns the content of the specified tag—meaning the W3C XPath command /text() is inherent in PlanetPress Design XPath.
- Does not read values or attributes of the top level node if the Second Element emulation option is enabled in the Data Selector dialog box.

PlanetPress Design XPath uses the following subset of W3C XPath:

<table>
<thead>
<tr>
<th>Syntax</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/agency/crew</td>
<td>Navigates the data file content in a standard way</td>
</tr>
<tr>
<td>/agency/crew[1]</td>
<td>PlanetPress Design XPath supports simple indexing embedded in square brackets. Result selects the first crew element that is the child of the agency element.</td>
</tr>
<tr>
<td>*</td>
<td>Matches any element node</td>
</tr>
<tr>
<td>/name()</td>
<td>Obtains the name of the element’s tag</td>
</tr>
<tr>
<td>@</td>
<td>Obtains an attribute</td>
</tr>
</tbody>
</table>

Any remaining XPath expressions and syntax used by W3C XPath are not implemented by PlanetPress Talk XPath.

### 9.2.12 Associate XML Data Selection with Objects

To add a data selection object using the Data Selection Object properties dialog box:

1. Display the Data Selection Object properties dialog box.
2. Click **Basic Attributes** and set the Basic Attributes for the data selection object.
3. Click **Data** to create the data selection.
4. Set options for the XML data selection:
   - **XPath**: Specify the path in the structure for the data selection you want to obtain.
   - **From iteration and To iteration fields**: Use these fields to specify the range of the data selection. The To iteration field allows a value of 0. When the To iteration is not zero, it must be higher than the value of the From iteration and is the last iteration index. If it is zero, the repetition occurs from the From iteration to the maximum (or entire) number of elements.
Data Type: Specify how you want to select the information: by Count, Name, or Value as follows.

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>Returns an integer indicating the number of nodes for the specified XPath.</td>
</tr>
<tr>
<td>Name</td>
<td>Returns a string that represents the name of the current node or the first node in the specified XPath.</td>
</tr>
<tr>
<td>Value</td>
<td>Returns a string that represents the content of the node in the specified XPath.</td>
</tr>
</tbody>
</table>

Element on which to iterate field: Select the element on which to iterate. Use this in conjunction with the From iteration and To iteration fields to narrow the scope of the data selection set.

Data Selector: Open the Data Selector. Opening the Data Selector carries over the selections made in the fields of the Data Selection dialog box.

9.2.13 Setting Repeat Properties

You can repeat on a group or an object according to the node selected by XPath. This group can contain more than one object such as barcodes, text, and business graphics.

To set Repeat properties for XML emulations:

1. In the Repeat mode field, select **Line repeat**.
2. Click ![XML data] to select the XML data.
3. In the **From iteration** and **To iteration** fields, enter the iteration range on which to repeat.

Related topics:

- The PlanetPress Suite (Page 3)
- Data Selection (Page 92)
- Data Selection Objects (Page 92)
- Add a Data Selection Object (Page 93)
- Define Email, PDF, and Index Information for PlanetPress Image (Page 102)
- Define Index Terms for PlanetPress Search (Page 102)

9.2.14 Navigate Data Pages

To move through the pages in a sample data file using a Data page box:

1. Locate a Data page box in the toolbar in the PlanetPress Design Program window.
2. Click in the Data page box and press **SHIFT+PAGE UP** to move forward one page or **SHIFT+PAGE DOWN** to move backward one page.

To move through the pages in a sample data file, in the Data Selector:

- In the Data Selector, press **SHIFT+PAGE UP** to move forward one page or **SHIFT+PAGE DOWN** to move backward one page.

Related topics:

- Data Page (Page 55)
- Emulation (Page 55)
- Data Selector (Page 58)
- Use the Data Selector (Page 62)
- Associate Sample Data File(s) with a Document (Page 63)
- Navigate the Pages of a Document (Page 85)
9.3 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide:

- Arabic Support in the Data Selector
10 Adding Text

This chapter explains how to add text to your document and how to format the text you add. It includes explanations of styles, PostScript vs. TrueType fonts, and encoding tables.

In this section, you learn to:

- Add a Box Object (Page 120)
- Add a Text Object (Page 120)
- Define the Colors or Borders of a Box or Text Object (Page 122)
- Change the View on the Text Properties (Page 124)
- Change the Width of the Text Object in the Text Area (Page 125)
- Change the Background Color of the Text Area (Page 125)
- Adjust Margins and Indents (Page 126)
- Set Tabs (Page 127)
- Select, Cut, Copy, Paste, Move or Delete Text in a Text Object (Page 129)
- Undo or Redo Editing Operations (Page 130)
- Insert Text from an External Application into a Text Object (Page 131)
- Use Variables in a Text Object (Page 131)
- Apply a Style to Text in a Text Object (Page 133)
- Adjust Text Justification and Lines per Unit (Page 135)
- Position Text within the Text Object (Page 136)
- Turn Word Wrap On or Off (Page 136)
- Spell Check Text in a Text Object (Page 114)
- Use the Thesaurus (Page 119)
- Create a Style (Page 111)
- Apply a Style (Page 110)
- View or Edit the Properties of a Style (Page 119)
- Delete a Style (Page 113)
- Set the Default Style for New Objects and Groups (Page 114)
- Refresh the Font Lists (Page 113)

This section also answers the following questions:

- What are the features of the text and box objects? (Page 107)
- What are styles? (Page 107)
- What is an encoding table and why is there more than one? (Page 107)
10.1 Key Concepts
To add text, you should understand the following key concepts:

- Text and Box Objects (Page 107)
- Styles (Page 107)
- Encoding Tables (Page 107)

10.1.1 Text and Box Objects
What are the features of the text and box objects?

You use the text and box objects in PlanetPress Design to do the following to your document:

- Enter text.
- Insert data selections.
- Set top and left margins for the text, as well as set indents for individual paragraphs of text.
- Adjust the lines per unit and the text justification on a per paragraph basis.
- Set tabs on a per paragraph basis.
- Use any number of fonts within the body of the text.
- Spell check the text.
- Insert PlanetPress Talk code before or after individual paragraphs in the text object.
- Create a background box for the text.
- Control the relationship between the background box and the text in the object.

Related topics:
- Styles (Page 107)
- Encoding Tables (Page 107)
- Variables (Page 227)

10.1.2 Styles
What are styles?

A style is a font with a specific set of properties.

You use styles to change the font in which text appears in the document. The text may be a data selection, text in a box or text object, the human-readable text under a bar code, or text in a business graphic. All text in a document has a style associated with it. If you do not explicitly associate a style with a piece of text, PlanetPress Design assigns the default style to that text.

Related topics:
- Text and Box Objects (Page 107)
- Encoding Tables (Page 107)

10.1.3 Encoding Tables
What is an encoding table and why is there more than one?

Encoding tables are tables computers use to map keystrokes to font glyphs. Your keystroke generates a numeric code and the computer consults an encoding table for the Helvetica font. The encoding table tells the computer which glyph is associated with that numeric code, in this case the glyph for the upper case 'A'. The computer displays the upper case 'A' glyph for the Helvetica font on the screen.
Why have different encoding tables

The obvious immediate strategy was to extend the ASCII character set. Each character in the standard ASCII character set fits in a single byte, but it uses only seven of the eight bits in the byte to represent characters. Using the full 8 bits of a byte to represent a character increased the number of characters you could represent from 128 to 255 and made it possible to represent many more languages.

Other strategies also developed for multi-byte character sets, such as those for the Chinese, Japanese and Korean languages.

Encoding Tables in PlanetPress Design

Encoding tables can vary across platforms. When you create your documents in PlanetPress Design, you want to ensure that the input data the document receives maps to the correct glyphs in the output. You use encoding tables to make any necessary adjustments.

In PlanetPress Design you specify the encoding table you want a given style to use, or you define your own encoding table for that style. You can rearrange the glyphs in the encoding table, altering the glyph associated with a specific numeric code. You can also add glyphs to the encoding table from the list of all glyphs in the font. Not all glyphs in a font necessarily appear in an encoding table.

You also specify an encoding table for the font you select to display the sample data file in the Data Pane.

There are four key points to keep in mind as you work with encoding tables in PlanetPress Design:

1. A font usually contains more glyphs than an encoding table references.
2. Different fonts have different glyphs. If you use two different fonts, there may be differences in the glyphs available in each.
3. Different encoding tables reference different glyphs and/or may place the same glyphs in different positions. If you use the same font but a different encoding table, the glyph that represents a given input character may change.
4. You can edit the encoding table a style uses, and adjust both the glyphs the encoding table references and the positions of those glyphs within the encoding table. You cannot edit the encoding table for the font you use to display the sample data file. The output of the document always reflects what appears in the data selections on the document page.

Related topics:

- Text and Box Objects (Page 107)
- Styles (Page 107)
10.2 PostScript and TrueType Fonts

THIS WHOLE SECTION/TOPIC IS PUT ON THE ICE UNTIL THE APPLICATION HAS BEEN CHANGED/FIXED.

PlanetPress Design uses both TrueType and Postscript fonts, but not in the same situations:

- TrueType fonts are primarily used to display your documents on screen in the PlanetPress Design Document Page Area. PostScript fonts are never used in this case.

A) Text is always displayed using TrueType fonts in the PlanetPress Design Document Page Area.

- PostScript fonts are primarily used to print your documents be it as a hard copy on a PostScript printer or as a soft copy on a PlanetPress Suite workstation. TrueType fonts, although less efficient, may also be used in this case.

A) The fonts used when you generate a hard or soft copy of a PlanetPress Design document may be PostScript or TrueType, based on the actual font that was selected when the document was created.
10.3 Detailed Directions

The section includes the following procedures:

- Add a Box Object (Page 120)
- Add a Text Object (Page 120)
- Define the Colors or Borders of a Box or Text Object (Page 122)
- Change the View on the Text Properties (Page 124)
- Change the Width of the Text Object in the Text Area (Page 125)
- Change the Background Color of the Text Area (Page 125)
- Adjust Margins and Indents (Page 126)
- Set Tabs (Page 127)
- Select, Cut, Copy, Paste, Move or Delete Text in a Text Object (Page 129)
- Undo or Redo Editing Operations (Page 130)
- Insert Text from an External Application into a Text Object (Page 131)
- Use Variables in a Text Object (Page 131)
- Apply a Style to Text in a Text Object (Page 133)
- Adjust Text Justification and Lines per Unit (Page 135)
- Position Text within the Text Object (Page 136)
- Turn Word Wrap On or Off (Page 136)
- Spell Check Text in a Text Object (Page 114)
- Use the Thesaurus (Page 119)
- Create a Style (Page 111)
- Apply a Style (Page 110)
- View or Edit the Properties of a Style (Page 119)
- Delete a Style (Page 113)
- Set the Default Style for New Objects and Groups (Page 114)
- Refresh the Font Lists (Page 113)

10.3.1 Apply a Style

The procedures here describe how to apply a style to one or more objects in a document. Note that when you first create an object or a group, PlanetPress Design assigns the default style to that object or group. You can subsequently change that style using the object's properties dialog box, the Object Inspector, or the procedures described here.

You can also change the style PlanetPress Design assigns to new objects by default. See Set the Default Style for New Objects and Groups (Page 114).

To apply a style to a single object or group:

1. In the Structure area, drag the style to the object or group to which you want to apply it.
2. Release it.

To apply a style to one or more objects and/or groups in a document:

1. Select one or more objects and/or groups.
2. In the Object Inspector, select the style you want to associate with the selected objects and/or groups. Note that if you associate a style with a text object as a whole, that style overrides any others defined in the text object.

   PlanetPress Design applies the style to all text in the selected objects and/or groups. This style becomes the default style for any PlanetPress Talk code you add in the PlanetPress Talk properties of the objects/groups.
10.3.2 Create a Style

This procedure describes how to create a style.

To create a style:

1. Do one of the following to display the Style properties dialog box:
   - In the Structure area, right-click on the Styles folder and choose Style.
   - Choose Home | Style.
     The Style properties dialog box appears.

2. If you want to preview the style as you work, click the Preview button to display the Style Preview. Click the Preview button a second time to hide the Style Preview. You can show or hide the Style Preview at any time as you work in the Style dialog. As you work the Style Preview updates to reflect any changes you make to the properties in the Style dialog. See To work in the Style Preview: for help using the Style Preview.

3. In the Style properties dialog box, click Style properties, enter a name for the style, indicate whether or not you want to set it as the default style, and set the font properties for the style.
   **Name:** Enter a name for the style. Although PlanetPress Design supplies a default name, it is recommended you choose a name that reflects the purpose of the style. A meaningful name makes it easier to distinguish one style from another in a document, and thus makes the document easier to design and maintain. Names cannot begin with a number, and can contain only the following ASCII characters: underscore, upper and lower case letters of the alphabet, all digits 0 through 9. If you use an underscore in the name, it should not appear as either the first or last character of the name as this may cause internal conflicts in the software. Names are case-insensitive and must be unique (no two elements in a document can have the same name). Names can be a maximum of 50 characters in length. Finally, PlanetPress Talk variable and command names are reserved words; you cannot use any of these reserved words as a name.
   **Default style:** Select to make this style the default style. The default style is the style PlanetPress Design associates by default with each new object it creates. It is the style that appears by default in the Style box in the Basic attributes properties of an object when you create that object. The current default style appears in bold in the Structure area.
   **Font Definition**
   **Font type:** Select the type of font for the style. PostScript fonts are strongly recommended to improve printer performance and reduce the file size of a document. The type you select determines the contents and availability of the remaining options. The Default font type option in the User Options dialog box determines the font type that appears here by default.
   **Refresh Fonts List button:** Click to refresh the list of available fonts. You use this button if you added fonts to, or removed fonts from, your PlanetPress Design installation after you began your current PlanetPress Design session. PlanetPress Design automatically refreshes the list of available fonts each time it starts.
   **Font name:** Select the font you want to use for the style. The Font type you selected determines the contents of this box. If the font you want to use is a Bold, Italic, or Bold Italic font, you should choose the regular version of the font in this box, and use the Bold and/or Italic buttons to adjust its Bold and Italic properties. For example, if you want to use the Helvetica Bold font, select Helvetica in this box, and click the Bold button. This increases the flexibility of the style; rather than create a new style for each version of the font, you create a single style and adjust the properties as necessary when you reference the style. Note that if the font you select exists in the PPD file of the document (i.e. is printer-resident), PlanetPress Design does not include the font when it performs a hard copy preview or installation of the document. If you did not modify the Font type option, the font name that appears by default is the one set in the Default font name option in the User Options dialog box.
   **Default attributes**
   **Font size:** Select or type the point size for the font. Note that this is the default font size for the style. You can override the default as necessary in various places in PlanetPress Design, including the text in text/box objects, and in PlanetPress Talk using the setstyleext() command.
   **Bold button:** Click to turn the Bold property of the font on or off. When you turn the Bold property on, the style uses the font selected in the Bold font name box, or, if the Italic property is also on, the font selected in the Bold italic font name box, of the Advanced Fonts dialog box. The property is on when the button appears recessed.
**Italic button**: Click to turn the Italic property of the font on or off. When you turn the Italic property on, the style uses the font you selected in the Italic font name box, or, if the Bold property is also on, the font selected in the Bold italic font name box, of the Advanced Fonts dialog box. The property is on when the button appears recessed.

**Underline button**: Click to turn the Underline property of the font on or off. When you turn the Underline property on, the style underlines the characters of its font. The property is on when the button appears recessed. Note that spaces may not appear underlined in PlanetPress Design, but that they will be when the document is used to generate output.

**Color box**: View the current color for the style. When you select a color in the Color Picker, this box updates to reflect the selected color.

**Color button**: Click to select a color for the style using the Color Picker. The Color box displays the selected color for the style.

**Font ratio**: Enter a percentage by which you want to shrink or stretch the font spacing. This value adjusts both the width of each glyph and the spacing between glyphs. This is in contrast to kerning, which modifies the spacing between characters without modifying the width of characters.

4. If necessary, click **Set advanced fonts** (the button to the right of the Font name box), and use the Advanced Fonts dialog box to specify the fonts to use when you set the Bold, Italic, and BoldItalic properties on this style.

**Bold font name**: Select the font to use when you set the Bold property on this style. You use the Bold button to set the Bold property. The Font type you selected determines the contents of this box, and the Font name you selected determines which font appears by default in this box. It is important to select a font from the same family as the font you selected for the style in the Font name box. For example, if you selected Helvetica in the Font name box, you should select a Helvetica font (for example, Helvetica Bold) in this box. This ensures all fonts the style references use the same encoding table, and thus prevents unpredictable results. Note that if the font you select exists in the PPD file of the document (i.e. is printer-resident), PlanetPress Design does not include the font when it performs a hard copy preview or an installation of the document.

**Italic font name**: Select the font to use when you set the Italic property on this style. You use the Italic button to set the Italic property. The Font type you selected determines the contents of this box, and the Font name you selected determines which font appears by default in this box. It is important to select a font from the same family as the font you selected for the style in the Font name box. For example, if you selected Helvetica in the Font name box, you should select a Helvetica font (for example, Helvetica Oblique) in this box. This ensures all fonts the style references use the same encoding table, and thus prevents unpredictable results. Note that if the font you select exists in the PPD file of the document (i.e. is printer-resident), PlanetPress Design does not include the font when it performs a hard copy preview or an installation of the document.

**Bold italic font name**: Select the font to use when you set both the Bold and Italic properties on this style. You use the Italics and Bold buttons to set these properties. The Font type you selected determines the contents of this box, and the Font name you selected determines which font appears by default in this box. It is important to select a font from the same family as the font you selected for the style in the Font name box. For example, if you selected Helvetica in the Font name box, you should select a Helvetica font (for example, Helvetica Bold Oblique) in this box. This ensures all fonts the style references use the same encoding table, and thus prevents unpredictable results. Note that if the font you select exists in the PPD file of the document (i.e. is printer-resident), PlanetPress Design does not include the font when it performs a hard copy preview or an installation of the document.

5. In the **Encoding** box, select the encoding table you want to use for the font.

6. Click **OK**.

   PlanetPress Design creates the style. The style appears in the Styles folder in the Structure area.

To work in the **Style Preview**:

1. If the Style Preview is not visible, in the Style dialog click the Preview button.
   The Style Preview appears, and displays the test string using the settings entered to date in the Style dialog.

2. In the Style Preview do any of the following:
   - To change the test string, in the Test string box either modify the currently selected string or select a previously entered string. The Preview updates to reflect the changes to the test string.
To change the zoom level, use the Zoom toolbar in the upper left of the Style Preview. Click in the Current zoom factor box and enter the new zoom (the zoom factor can be any value from 10 to 1000). Alternatively click the Zoom in or Zoom out tool to zoom in or out respectively, by the zoom factor set in the User Options dialog box. PlanetPress Design updates the Current zoom factor box to reflect the new zoom level.

10.3.3 Delete a Style

This procedure describes how to delete one or more styles. When you delete a style, you must define how you want PlanetPress Design to handle references to that style in existing document elements.

To delete one or more styles:

1. In the Structure area, select the styles you want to delete.
2. Do any of the following:
   - Select your style and go to Home | Clipboard | Delete.
   - In the Structure area, right-click one of the selected styles and choose Delete.
   - Press DELETE.
     If no objects or groups reference any of the selected styles, PlanetPress Design performs the deletion.
     If any objects or groups reference any of the selected styles, PlanetPress Design prompts you to define how you want to handle the deletion of each referenced style. More precisely, for each referenced style, it displays the Style Deletion dialog box. You use that dialog box to set the deletion options and proceed with the deletion. See To use the Style Deletion dialog box:

To use the Style Deletion dialog box:

1. Adjust the options to reflect how you want PlanetPress Design to handle the deletion request. The name of the style you selected for deletion appears in the title bar of the Style Deletion dialog box, and the list of objects and groups that reference it appear on the right of the dialog box.
   - Replace reference by: Select to delete the style and to replace all references to it with a reference to another of the styles in the document.
   - Styles available: Select the style you want to use as the replacement reference. When you delete the style, PlanetPress Design replaces all references to the deleted style with a reference to the style you select here. You can use the Styles button to create a new style to add to this list.
   - Style button: Click to create a new style. PlanetPress Design creates the new style, and selects it in the Styles available box.
   - Delete: Select to delete the style and all objects and groups that reference it. All objects and groups that reference the style appear in the list on the right of the Style Deletion dialog box.
2. Click OK.
   PlanetPress Design deletes the style according to the selected option.
   If the style you deleted was the default style, PlanetPress Design makes the topmost style in the Structure area the new default style. Recall that the style whose name appears in bold in the Structure area is the default style.

10.3.4 Refresh the Font Lists

If you update the set of fonts in the PlanetPress Design installation, you can refresh the contents of the relevant boxes in the interface either by restarting PlanetPress Design or by using the Refresh Fonts List button in the Style properties dialog box.

To refresh the list of fonts using the Refresh Fonts List button:

1. Do one of the following to display the Style properties dialog box:
   - In the Structure area, double-click an existing style.
   - In the Structure area, click an existing style and press ENTER.
   - In the Structure area, right-click on the Styles folder and choose Style.
   - In the Structure area or in the Page area, right-click and choose Style.
   - Choose Home | Style.
The Style properties dialog box appears.

2. In the Style properties dialog box, click Font properties.
3. Click the Refresh Fonts List button located on the right of the Font type box.
4. PlanetPress Design refreshes all font lists in the interface.

10.3.5 Set the Default Style for New Objects and Groups

You can set the default style PlanetPress Design uses for objects and groups you add to a document. The default style is the one that appears by default in the Style box in the Basic attributes properties of an object or a group. The style that appears in bold in the Structure area is the current default style.

To set the default style:

- Do either of the following:
  - In the Structure area, click the style you want to set as the default style. Then, in the Object Inspector, locate the property IsDefaultStyle, click Press to Set as Default, then click the button that appears on the right of the property.
  - Open the Style properties dialog box of the style you want to set as the default style (either double-click the style in the Structure area, or select it in the Structure area and press ENTER). In the Style properties dialog box, click Style properties, select Defaultstyle, then click OK to exit the dialog box.
    PlanetPress Design updates the default style to reflect the chosen style. The chosen style appears in bold in the Structure area.

Related topics:

- Styles (Page 107)
- Encoding Tables (Page 107)
- Create a Style (Page 111)
- Apply a Style (Page 110)
- View or Edit the Properties of a Style (Page 119)

10.3.6 Spell Check Text in a Text Object

You can spell check a selection of, or all of, the text you enter in the Text area of a text object. The options you set for a spell check remain in effect across all text objects. The spell checker does not check variable

To spell check text:

1. If necessary, verify the dictionaries and the other options set for the spell check are correct.
2. Do either of the following:
   - If you want to spell check all text, click anywhere in the text. The spell check proceeds forward from that point to the end of the text, then starts at the beginning of the text and proceeds forward to that point.
   - If you want to spell check only a region of text, highlight that region in the Text area.
3. In the menu bar of the Text properties, choose Tools | Spelling.
4. When the Spelling dialog box appears, define how you want to handle the spelling error.
   - Spelling Error
     - Not found: Displays the misspelled word the spell check encountered.
     - Replace with: Enter the word with which you want to replace the misspelled word.
     - Suggestions: Displays a list of suggested replacements for the misspelled word.
   - Actions
     - Ignore: Click to have the spell check ignore this spelling error and continue with the spell check.
     - Ignore All: Click to have the spell check ignore all instances of this spelling error in the current spell check.
     - Change: Click to have the spell check replace the misspelled word with the contents of the Replace with box.
**Change All**: Click to have the spell check replace all instances of this misspelled word in the current spell check with the contents of the Replace with box.

**Add**: Click to have the spell check add the word to the Added Words of the custom dictionary selected for this spell check.

**Auto-Correct**: Click to have the spell check add this misspelled word and the contents of the Replace with box to the Auto Correct Pairs of the custom dictionary selected for this spell check.

**Undo**: Click to undo the most recent action.

**Options**: Click to display the Spelling Options dialog box.

**Cancel**: Click to exit the spell check.

See how to:

- Set spell check options (Page 116)
- Add a dictionary (Page 118)
- Create a custom dictionary (Page 115)

**Related topics**:

- Text and Box Objects (Page 107)
- Add a Text Object (Page 120)
- Define the Colors or Borders of a Box or Text Object (Page 122)
- Change the View on the Text Properties (Page 124)
- Change the Width of the Text Object in the Text Area (Page 125)
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- Use the Thesaurus (Page 119)

**How to Create a custom dictionary**

*(Page 118)*

To create a custom dictionary:

1. In the Text area, right-click and choose **Spell Check Options**.
2. In the lower right of the **Spelling Options** dialog box, click **Dictionaries**.
3. In the **Dictionaries** dialog box, click **New**.
4. In the **New Custom Dictionary** dialog box, enter a name for the new dictionary, and click **OK**.
5. To exit the Dictionaries dialog box and return to the Spelling Options dialog box, click **OK**.
6. Click **OK**.

To edit a custom dictionary:

1. In the **Spelling Options** dialog box, click **Dictionaries**.
2. In the **Dictionaries** dialog box, select the custom dictionary you want to edit and click **Edit**.
3. Click **Added Words** and enter any words you want the spell check to treat as legal words when it uses this custom dictionary.
Ignore this word: Type the word you want to add to the list of words the spell check treats as legal when it uses this custom dictionary. Click Add to add it to the Word list.

Word list: Displays the words the spell check treats as legal when it uses this custom dictionary.

Add: Click to add the word entered in the Ignore this word box, to the Word list.

Delete: Click to delete the word that is currently selected in the Word list.

4. Click Auto Correct Pairs and enter any automatic corrections you want the spell check to perform.

Replace/With: Use these boxes to define an automatic correction you want the spell check to perform when it uses this custom dictionary. Type the string you want the spell check to automatically replace in the Replace box, and the replacement string in the With box. Click Add to add it to the Auto-correct pairs list.

Auto correct pairs list: Displays the automatic corrections the spell check performs when it uses this custom dictionary. The misspelled string appears on the left and its correction on the right.

Add: Click to add the contents of the Replace/With boxes to the Auto-correct pairs list. This button is not available if either or both of the Replace/With boxes are empty.

Delete: Click to delete the auto-correct pair that is currently selected in the Auto-correct pairs list.

5. Click Excluded Words and add any words you want the spell check to always treat as misspellings.

Exclude this word: Type the word you want to add to the list of words the spell check always treats as misspellings when it uses this custom dictionary. Click Add to add it to the Excluded word list.

Excluded word list: Displays the words the spell check always treats as misspellings when it uses this custom dictionary.

Add: Click to add the word entered in the Ignore this word box, to the Excluded word list.

Delete: Click to delete the word that is currently selected in the Excluded word list.

6. Click OK to return to the Dictionaries dialog box.

7. In the Dictionaries dialog box, click OK to return to the Spelling Options dialog box.

To delete a custom dictionary:

1. In the Spelling Options dialog box, click Dictionaries.

2. In the Dictionaries dialog box, select the custom dictionary you want to delete and click Delete.

3. Click OK.

Related topics:

- Text and Box Objects (Page 107)
- Spell check in a text object (Page 114)
- Add a Text Object (Page 120)
- Define the Colors or Borders of a Box or Text Object (Page 122)
- Change the View on the Text Properties (Page 124)
- Change the Width of the Text Object in the Text Area (Page 125)
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- Use the Thesaurus (Page 119)

Set spell check options

To set spell check options:

1. In the menu bar of the Text properties, choose Tools | Speller Options.

2. In the Spelling Options dialog box, adjust the options.
Options

**Check spelling as you type:** Select to have the spell check underline misspelled words in red as you type in the Text area.

**Correct spelling errors as you type:** Select to have the spell check use the Auto Correct Pairs in the custom dictionary selected for the spell check, to automatically correct any misspelled words it detects as you type in the Text area.

**Ignore words in upper case:** Select to prevent the spell check from spell checking any words written in upper case.

**Ignore words containing numbers:** Select to prevent the spell check from spell checking any words that contain numbers.

**Ignore markup languages:** Select to prevent the spell check from spell checking any words that are part of the HTML or XML markup languages.

**Ignore Internet addresses:** Select to prevent the spell check from spell checking email or Web site addresses.

**Ignore quoted lines:** Select to have the spell check exclude from the spell check any text that appears between quotes. This applies only to double quotes ("); it does not apply to single quotes (’).

**Ignore abbreviations:** Select to have the spell check treat any abbreviations it encounters as legal words. The abbreviation must appear in at least one of the dictionaries selected for the spell check.

**Prompt on repeated word:** Select to have the spell check prompt you if it encounters two instances of a word together in the text. This option is case sensitive.

**Automatically correct dual capitals:** Select to have the spell check automatically correct words that begin with two upper case characters by changing the second to a lower case character.

**Dictionary options**

**Dictionaries list:** Select the dictionaries you want the spell check to use. The name of the dictionary appears on the left, and the name of the file that contains it on the right. Select Locate dictionaries to browse the file system and add a dictionary to this list.

**Custom dictionary:** Select the custom dictionary you want to use for the spell check. All of the custom dictionaries you created appear in the drop-down list in this box.

**Dictionaries button:** Click to create, edit, or delete a custom dictionary.

To reset the spell check options to their default values:

1. In the Text area, right-click and choose **Spell Check Options**.
2. In the **Spelling Options** dialog box, click **Reset Defaults**.
3. Click **OK**.
How to add a dictionary

To add a dictionary:

1. Make sure the dictionary is accessible on the computer on which you are running PlanetPress Design. Additional dictionaries are available at http://www.addictivesoftware.com/dicts.htm.
2. In the Text area, right-click and choose Spell Check Options.
3. In the Spelling Options dialog box, in the Dictionaries list, click Locate dictionaries.
4. In the Browse for Folder dialog box, navigate to the dictionary you want to add and click OK.
10.3.7 Use the Thesaurus

To use the Thesaurus:

1. In the Text area, highlight the word you want to search for in the thesaurus.
2. In the menu bar of the Text properties, choose Tools | Thesaurus.
   - Looked up: Displays the word for which the thesaurus is currently displaying choices. Use the box to view and select words you previously entered in this thesaurus session.
   - Contexts: Displays a list of the different contexts in which the word might occur.
   - Choices list: Displays a list of possible synonyms for the selected word in the selected context. Click a word in this list to have it appear in the Replace with box.
   - Replace with: Displays the word with which you want to replace the word that appears in the Looked up box. You can either enter the word manually or click a word in the Choices list.
3. Do any of the following:
   - To replace the word with one of the words in the Choices list, click the word in the Choices list, then click Replace.
   - To look up another word, either enter the word in the Replace with box and click Lookup or, if the word appears in the Choices list, click it and then click Lookup.
   - To return to a previous lookup, click Previous or, in the Looked up box, select the previous lookup.

Related topics:

- Text and Box Objects (Page 107)
- Add a Text Object (Page 120)
- Define the Colors or Borders of a Box or Text Object (Page 122)
- Change the View on the Text Properties (Page 124)
- Change the Width of the Text Object in the Text Area (Page 125)
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- Spell Check Text in a Text Object (Page 114)

10.3.8 View or Edit the Properties of a Style

You can view or edit the properties of a style using either the Object Inspector or the properties dialog box for the style. If the property you want to edit is the name of the style, also see Change the Display Name of an Element in the Structure Area (Page 21).

To view or edit properties using the Object Inspector:

1. In the Structure area, select the style whose properties you want to view or edit.
   - The Object Inspector displays the properties of that style. If the Object Inspector is not visible, see Show or Hide Areas of the Program Window (Page 14).
2. In the Object Inspector, make any necessary modifications to the properties. See Use the Object Inspector (Page 14) for help.
PlanetPress Design updates the style. If you edited the name of the style, PlanetPress Design also updates the name of the style in all objects that reference it.

To view or edit properties using the properties dialog box:

1. In the Structure area, do any of the following to display the properties dialog box for the style:
   • Double-click the style.
   • Select the style and press ENTER.
   • Select the style and, in the Object Inspector, double-click one of its properties.
2. Use the properties dialog box to edit the style properties, if necessary.
3. In the properties dialog box, click OK. PlanetPress Design updates the style. If you edited the name of the style, PlanetPress Design also updates the name of the style in all objects that reference it.

### 10.3.9 Add a Box Object

A box object and a text object differ only in the way you add them to a document.

To add a box object:

1. Choose Home | Box. In the Page area, click and drag to create the box.
2. Release the mouse.
3. If necessary, reposition or resize the box.
4. To edit the properties of the box object, double-click the box object to display the Box properties dialog box in the Structure area or in the Page area.

**Related topics:**

- Text and Box Objects (Page 107)
- Add a Text Object (Page 120)

### 10.3.10 Add a Text Object

To add a text object by dragging and dropping text:

1. In the external application, highlight the text you want the text object to contain, and drag and drop it in the Page area.
2. Adjust the properties of the new text object as necessary. To display the properties dialog box for the object, in either the Structure area or the Page area, double-click the text object, or select the text object and press ENTER.

To add a text object using the Data Pane of the Program window:

1. In the Data Pane, click and drag to select a region of data. If you selected Show position hint in the Data Selector, PlanetPress Design displays information about the current mouse position in the Data Pane, under and to the right of the pointer.
2. Release.
3. Right-click on the selected region, drag it into the Page area and release.
4. In the menu that appears, choose Add Text.
5. Adjust the properties of the new text object as necessary. To display the properties dialog box for the object, in either the Structure area or the Page area, double-click the text object, or select the text object and press ENTER.

To add a text object:

1. Choose Home | Text. Move the pointer inside the Page area, and click at the point at which you want to add the object, and release to display the Text properties dialog box.
2. In the **Text** properties dialog box, click **Basic attributes** and enter the name, position, size, style, and condition properties for the text object.

3. In the **Text** properties dialog box, use the **Borders** and **Color** properties to define the background box for the text.

4. In the **Text** properties dialog box, click **Text** and enter and format the text for the text object by doing any of the following. Use the Object Preview to verify the result as you work. The Object Preview displays the result the contents of the Text area yield when the document executes, and also lets you do the following.
   - Enter text directly in the Text area.
   - Insert text from an external application.
   - Copy, paste, delete, or move text.
   - Insert data selections.
   - Use variables.
   - Apply a style to any or all of the text.
   - Adjust margins and indents.
   - Set tabs.
   - Adjust text justification and lines per unit.
   - Position text within the text object.
   - Turn word wrap on or off.
   - Spell check the text.
   - Insert PlanetPress Talk code before or after individual paragraphs in the text object.
   - Adjust the view to show or hide the rulers and/or control characters, or show or hide toolbars or toolbar items.
   - Change the background color of the Text area.
   - Change the width of the text object when you are working in the Text area.

5. Click **Manipulation** and define any constraints you want to set on resizing, moving, or selecting the text object with the mouse or with keyboard shortcuts.

6. If necessary, click **Snapping points** to set either or both snapping points for the text object.

7. If necessary, add PlanetPress Talk code to the object.
   - In the **Text** properties dialog box, click **PlanetPress Talk before** to enter PlanetPress Talk code that you want the document to execute before it executes the text object. Click **PlanetPress Talk after** to enter PlanetPress Talk code that you want the document to execute after it executes the text object.

8. If necessary, click **Repeat** to set the Repeat properties for the text object.

9. Click **OK**.

**Related topics:**

- **Text and Box Objects** (Page 107)
- **Styles** (Page 107)
- **Add a Box Object** (Page 120)
- **Define the Colors or Borders of a Box or Text Object** (Page 122)
- **Change the View on the Text Properties** (Page 124)
- **Change the Width of the Text Object in the Text Area** (Page 125)
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- **Select, Cut, Copy, Paste, Move or Delete Text in a Text Object** (Page 129)
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- **Adjust Text Justification and Lines per Unit** (Page 135)
- **Position Text within the Text Object** (Page 136)
- **Turn Word Wrap On or Off** (Page 136)
- **Spell Check Text in a Text Object** (Page 114)
10.3.11 Define the Colors or Borders of a Box or Text Object

To define the colors of a Box or Text object:

1. Double-click the object.
2. In the **Box** or **Text** properties dialog box, click **Color** and set the fill and shadow properties of the background box. Use the Object Preview to verify the result as you work.
   - **Fill**
   - **Fill color**: Select to set a fill color for the background box.
   - **Color box**: View the current fill color for the background box.
   - **Color button**: Click to select the fill color for the background box using the Color Picker.
   - **Gradient fill**
   - **Gradient fill**: Select to use a gradient fill for the background box. The start color for the gradient is the fill color. Use the controls in this area to set the end color for the gradient, the number of gradations the gradient uses, and the direction of the gradient. Gradients are not available if the background box you select for the text/box object has one or more rounded corners.
   - **Color box**: View the end color for the gradient.
   - **Color button**: Click to select the end color for the gradient using the Color Picker.
   - **Steps**: Enter the number of gradations you want to use in the gradient, or use the spin buttons to set the value. The number of gradations determines how obvious the transition is between the Fill color and the Gradient fill color. The maximum number of gradations is 100.
   - **Gradient direction**: Select the direction for the gradient.
   - **Reverse**: Select to reverse the start and end colors for the gradient.
   - **Shadow**
   - **Shadow**: Select to display a drop shadow with the background box.
   - **Color box**: View the current color for the drop shadow.
   - **Color button**: Click Color to select a color for the shadow using the Color Picker.
   - **Width**: Enter the width for the drop shadow. Units are typographical points.
   - **Scale ratio**: Enter the percentage by which you want to scale the text object to create the drop shadow.
   - **X shift, Y shift**: Select the X and Y offsets respectively for the center of the drop shadow. The coordinates (0,0) align the center of the drop shadow with the center of the text object. Positive X values move the shadow to the right of the center of the text object, and negative X values move it to the left of the center of the text object. Positive Y values move the shadow below the center of the text object, and negative Y values move it above the center of the text object.
3. If necessary, edit any other properties of the text/box object.
4. Click **OK**.

To define preset borders for a Box or Text object:

1. If necessary, in the **Box** or **Text** properties dialog box, click **Borders**.
2. In the Settings area, select one of the predefined borders.
   **None**: Select to make the border of the background box invisible.
   **Box**: Select to use a rectangle as the border of the background box.
   **Shadow**: Select to use a rectangle with a drop shadow as the border of the background box.
   **Round**: Select to use a rectangle with rounded corners as the border of the background box. Use the Radius box to define the curve that occurs at each corner.
   **Radius**: Set the radius of the circle to use to create round corners. The maximum value is one half of the smaller of the Width and Height values set for the object. Units are as set in the User Options dialog box. This setting applies to all rounded corners in the background box. If you resize the text object such that the value of the radius exceeds the maximum allowed, PlanetPress Design automatically adjusts the value of the radius to the maximum. In the latter this case PlanetPress Design does not update the value of the radius in the Object Inspector or the Text properties dialog box; you can update the value by entering a new value that exceeds the current maximum value.

3. Set the width, style, and color for the line to use in the border. Again, use the Object Preview to verify the result as you work. Note that if you change the border you selected in the Settings area at any point, the new border uses the line settings in effect at the time of the change.
   **Line width**: Enter the width of the line to use in the border. Units are points.
   **Line style**: Select the line style.
   **Line color box**: View the current color for the line.
   **Color button**: Click to select a color for the line using the Color Picker.

To define custom borders for a Box or Text object:

1. If necessary, in the **Box** or **Text** properties dialog box, click **Borders**.
2. In the Settings area, select **Custom**, and repeat step 3 through step 5 of this procedure to define the color, width and style of each of the lines in the border of the background box. There are 12 lines you can define: the four sides of the box, the four corners, two diagonals, a vertical bisecting line, and a horizontal bisecting line. You can make any of these 12 lines visible or invisible.
3. Define the width, style, and color for the line.
   **Line width**: Enter the line width.
   **Line style**: Select the line style.
   **Line color box**: View the current color for the line.
   **Color button**: Click to select a color for the line using the Color Picker.
4. Click the button for each of the lines you want to define using those line settings. Use the Object Preview to preview the background box.
Top, Bottom, Left, Right sides: Click one of these to select a side of the background box and apply the current line settings to it.

Corners

Upper left, upper right, lower right, lower left corners: Click to switch between a right-angled and rounded corner, or to apply the current line settings to a rounded corner. If you want to apply the current line settings to a rounded corner that is not currently visible, click that corner. If the rounded corner is currently visible, click the corner twice: the first click switches to the right-angled corner style, the second switches back to the rounded corner style and applies the settings to that style.

Bisections

Left, Right diagonal: Click to apply the line settings to a diagonal that bisects the background box. Note that if you use diagonal lines in a box with round corners the lines will cross the corners.

Vertical, Horizontal line: Click to apply the line settings to a line that bisects the background box.

5. If you created any rounded corners in the background box, and if necessary, adjust the curve for those corner(s).

Radius: Set the radius of the circle to use to create round corners. The maximum value is one half of the smaller of the Width and Height values set for the object.

Related topics:

- Text and Box Objects (Page 107)
- Add a Text Object (Page 120)
- Change the View on the Text Properties (Page 124)
- Change the Width of the Text Object in the Text Area (Page 125)
- Change the Background Color of the Text Area (Page 125)
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- Use the Thesaurus (Page 119)

10.3.12 Change the View on the Text Properties

To show or hide a toolbar:

- In the menu bar or toolbars area of the Text properties, right-click and choose the toolbar you want to show or hide.

To show or hide an individual item in a toolbar:

1. In the toolbar on which you want to show or hide an item, click the edit arrow.
2. In the Add or Remove Buttons menu that appears, click the arrow.
3. Choose the items you want to show or hide.
4. Click anywhere outside the menu of toolbar items.

To reposition a toolbar:

1. Move the pointer over the move handle of the toolbar. The pointer changes to a four-directional arrow.
2. Click and drag the move handle to reposition the toolbar.
To show or hide the rulers:

- Choose **View | Rulers**.

To show or hide control characters:

- Choose **View | Control Characters**.

**Related topics:**

- **Text and Box Objects (Page 107)**
- **Add a Text Object (Page 120)**
- **Define the Colors or Borders of a Box or Text Object (Page 122)**
- **Change the Width of the Text Object in the Text Area (Page 125)**
- **Change the Background Color of the Text Area (Page 125)**
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- **Use the Thesaurus (Page 119)**

### 10.3.13 Change the Width of the Text Object in the Text Area

To change the width of a text object in the Text area:

1. In the Text area, locate the width marker. The width marker is initially aligned with the right edge of the right indent marker.
2. Position the pointer over the width marker to display the resize pointer, then click and drag the width marker to the new position.

**Related topics:**

- **Adjust Margins and Indents (Page 126)**
- **Set Tabs (Page 127)**
- **Change the Background Color of the Text Area (Page 125)**
- **Select, Cut, Copy, Paste, Move or Delete Text in a Text Object (Page 129)**
- **Undo or Redo Editing Operations (Page 130)**
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### 10.3.14 Change the Background Color of the Text Area

To change the background color of the Text area using the menus:

1. In the Text area, choose **View | Change Background of Editor**.
2. In the Color Picker, select the color you want to use for the background of the Text area, then click OK.

To change the background color of the Text area using the View toolbar:

- In the View toolbar, use the color controls to set the background color of the Text area.  
  - Color box: View the current background color for the Text area. When you select a color in either the Color list or the Color Picker, this box updates to reflect the selected color.
  - Color list: Click and select a background color for the Text area from the list of colors that appears.
  - Color button: Click to select a background color for the Text area using the Color Picker.

Related topics:

- Change the View on the Text Properties (Page 124)
- Change the Width of the Text Object in the Text Area (Page 125)
- Adjust Margins and Indents (Page 126)
- Set Tabs (Page 127)
- Select, Cut, Copy, Paste, Move or Delete Text in a Text Object (Page 129)
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10.3.15 Adjust Margins and Indents

To adjust the default margins for the text object:

2. In the Margins dialog box, set the margins.  
   - Left: Enter the left margin, relative to the left edge of the text object. The maximum value for the left margin is the width of the text or box object, minus the sum of the largest left indent and the largest first line indent.
   - Top: Enter the top margin, relative to the top edge of the text object.
   - Right: Enter the right margin, relative to the right edge of the text object.
   - Bottom: Enter the bottom margin, relative to the bottom edge of the text object.
3. Click OK.

To adjust the indents for an individual paragraph:

1. Do any of the following to define the region of text to which you want to apply the indent settings:
   - To change the indent settings for a single paragraph, click anywhere in that paragraph.
   - To change the indent settings for one or more contiguous paragraphs, click and drag to highlight those paragraphs.
   - To change the indent settings for text you enter from this point forward, click at the new paragraph position.
2. Click on an indent marker and drag it to the new position.  
   - First line indent marker: Click and drag to change the left indent for the first line of a paragraph of text. This indent is relative to the left margin set for the text.
   - Left indent marker: Click and drag to change the left indent for all lines of a paragraph except the first. This indent is relative to the left margin set for the text.
   - Hanging indent marker: Click and drag to move both the First line indent marker and the Left indent marker simultaneously, thus preserving the offset between the two while changing their position with respect to the left margin.
**Right indent marker:** Click and drag the Right indent marker to change the right indent for the paragraph. This indent is relative to the right edge of the text object, and has an effect only if word wrap is on. If word wrap is off, text extends along the same line until you enter a carriage return, regardless of whether it extends beyond the Right indent marker you set for the text.

**Related topics:**

- Text and Box Objects (Page 107)
- Add a Text Object (Page 120)
- Define the Colors or Borders of a Box or Text Object (Page 122)
- Change the View on the Text Properties (Page 124)
- Change the Width of the Text Object in the Text Area (Page 125)
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- Select, Cut, Copy, Paste, Move or Delete Text in a Text Object (Page 129)
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### 10.3.16 Set Tabs

To set default tabs:

1. In the Format toolbar, click the tab tool to display the Tabs dialog box.
2. In the **Tabs** dialog box, set the default tabs using the Default tab stop box. **Default tab stop:** Enter the space to leave between each default tab. This is also the initial ruler position for the first default tab. You can also use the spin buttons to adjust the value. Units are as set in the User Options dialog box.
3. Click **OK**.

To clear the default tabs:

1. Click the tab tool to display the **Tabs** dialog box.
2. In the **Tabs** dialog box, set the value in the **Default tab stop** box to zero.
3. Click **OK**.

To set tabs for individual paragraphs using the tab tool:

1. Do any of the following to define the region of text for which you want to set tabs:
   - To set tabs for a single paragraph, click anywhere in that paragraph.
   - To set tabs for one or more contiguous paragraphs, click and drag to highlight those paragraphs.
   - To set tabs for text you enter from this point forward, click at the new paragraph position.
2. Locate the tab tool to the left of the horizontal ruler.
3. Click the tab tool until it displays the alignment type of the tab you want to set.
   - Left alignment tab
   - Right alignment tab
   - Center alignment tab
   - Decimal alignment tab
4. Click in the ruler at the position at which you want to set the tab. If you want to set more than one tab of this type, click in the ruler at the appropriate position for each additional tab.

5. Repeat step 3 through step 4 for any additional tabs you want to set.

To set tabs for individual paragraphs using the Tabs dialog box:

1. Do either of the following to define the region of text for which you want to set tabs:
   - To set tabs for a paragraph, click anywhere in that paragraph. Note that you cannot set tabs for more than one paragraph at a time using the Tabs dialog box.
   - To set tabs for text you enter from this point forward, click at the new paragraph position.

2. In the Format toolbar, click the tab tool to display the Tabs dialog box.

3. Set the properties of the tab.
   - **Tab stop**: Enter the ruler position for the tab, or use the spin buttons to adjust the value.
   - **Alignment**: Select the alignment type for the tab you want to set: Left, Right, Center, or Decimal.

4. Click **Insert**.
   PlanetPress Design sets the new tab. The new tab appears in the Current tabs list, preceded by the tab marker representing its type. PlanetPress Design orders tabs in the Current tabs list in ascending order, within each alignment type.

5. Repeat step 3 through step 4 for each new tab you want to set.

6. Click **Close**.

To reposition a tab:

- In the Text area, right-click on the tab, then drag it to the new position and release.

To delete tabs from individual paragraphs:

1. Click anywhere in the paragraph containing the tab or tabs you want to delete.

2. Do either of the following:
   - In the horizontal ruler, click the tab marker for the tab you want to delete. Repeat for each tab you want to delete.
   - In the **Format** toolbar, click the tab tool to display the **Tabs** dialog box. Click **Delete All** to delete all tabs set in the defined region of text. Click **OK** to close the Tabs dialog box.
Related topics:

- Text and Box Objects (Page 107)
- Add a Text Object (Page 120)
- Define the Colors or Borders of a Box or Text Object (Page 122)
- Change the View on the Text Properties (Page 124)
- Change the Width of the Text Object in the Text Area (Page 125)
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10.3.17 Select, Cut, Copy, Paste, Move or Delete Text in a Text Object

To select a region of text:

- Choose Edit | Select All.

To edit the size of the selected region:

1. Press **SHIFT+ARROW** to increase or decrease the region one line at a time, or one character at a time. To cut a region of text:
2. Select the region of text you want to cut.
3. Choose Edit | Cut.

To copy a region of text:

1. Select the region of text you want to copy.
2. Choose Edit | Copy.

To paste the last region of text copied:

1. Click at the point at which you want to paste the text.
2. Choose Edit | Paste.

To delete a region of text:

1. Select the region of text you want to delete.
2. Press DELETE.

To move a region of text:

1. Select the region of text you want to move, and release.
2. Click and drag the region to the new location, and release.

Related topics:

- Text and Box Objects (Page 107)
- Styles (Page 107)
- Add a Text Object (Page 120)
• Define the Colors or Borders of a Box or Text Object (Page 122)
• Change the View on the Text Properties (Page 124)
• Change the Width of the Text Object in the Text Area (Page 125)
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10.3.18 Undo or Redo Editing Operations

Not all operations can be undone or redone.Margins, the word wrap setting, and the control character setting cannot be undone or redone. You can undo or redo all of the following: text entry, cut, copy, paste, select all, tab settings, font settings, alignment, PlanetPress Talk before/after insertions, spell check, word replacement from the thesaurus, and variable addition.

To undo one or more operations:

1. Choose Edit | Undo.
2. Repeat step 1 as many times as necessary to move backwards through the sequence of operations carried out to date, undoing one operation at a time.

To reverse the effect of one or more undo commands:

1. Choose Edit | Redo.
2. Repeat step 1 as many times as necessary to move backwards through the sequence of undo commands entered to date, reversing the effect of each command.
10.3.19 Insert Text from an External Application into a Text Object

To insert text from an external source:

- In the external application, highlight the text you want to insert, and copy it to the Clipboard. In the Text area, click at the point at which you want to insert the text and press **CTRL+V**.

10.3.20 Use Variables in a Text Object

You can reference both system and global variables from a text object. The global variables you reference within a text object can be of type string, measure, integer, and currency.
Adding Text - Detailed Directions

If you reference a global variable in a text object and subsequently change the type of the global variable to one not supported by the text object, PlanetPress Design replaces the global variable in the text object with a blank space. The next time you open the text object, an error message appears in the Messages area of the Object Preview and in the status bar of the text object. You cannot exit the text object until you remove all references to the global variable.

You can also create local variables that are internal to the text object. The value of a local variable can be a data selection, a constant, or a PlanetPress Talk expression.

You insert a data selection in a text object by creating a local variable that contains the data selection. Note that you cannot modify the value of those variables through the PlanetPress Talk before paragraph and PlanetPress Talk after paragraph properties.

Also note that if you use a global variable to display Arabic text in a Text object, the data will not be displayed correctly in the application. To fix this, you need to initialize the variable content using the MapUTF8 PlanetPress Talk command.

To determine the variables currently available in the text object:

- Do any of the following:
  - To determine the global variables available Choose Variables | Global Variables.
  - To determine the local variables available Choose Variables | Data Selections Available.

To insert an existing variable:

- Do one of the following:
  - To insert a local variable Choose Variables | Data Selections Available. Then choose the local variable you want to insert from the menu that appears.
  - To insert a global variable Choose Variables | Global Variables. Then choose the global variable you want to insert from the menu that appears. PlanetPress Design inserts the variable in the Text area, displays its value on the current data page and highlights it in blue.

To quickly insert a data selection as a local variable:

1. Choose Variables | Select Data.
2. Use the Data Selector to select the data for the variable.
3. Close the Data Selector.
   PlanetPress Design inserts the variable, highlights it in blue, and displays its value on the current data page. PlanetPress Design also adds the variable name to the menu that appears when you right-click and choose Data Selections Available.
   You can use the Data page box in the toolbars to navigate through the data pages and view the value of the variable on other data pages.

To create a new local variable using the Variables dialog box:

1. Choose Variables | Edit Data Selection.
2. Click Add Variable.
3. Click the variable name to select the variable. Then click the variable name a second time to select the name. Edit the name, then click outside the variable name.
4. Click the variable in the Variables list to select it.
5. Use either of the following to define the value of the local variable. The value of the variable on the current data page appears in the Variables list, beside its name and type.
   Define a Data Selection value
   Clear Custom data selection and define the new value by creating a data selection using either the line and column boxes or the Data Selector.
   If you use the Data Selector to select the data for the variable, and you select data that extends over more than a single line, PlanetPress Design uses only the data on the first line (or record) as the data selection for the variable. Note that in a database emulation, the Data Selector does not permit selections that extend over more than a single field.
**Trim leading spaces:** Select to remove any ASCII space characters that appear before the data in the data selection for the variable.

**Trim trailing spaces:** Select to remove any ASCII space characters that appear after the data in the data selection for the variable.

Define a Constant value OR a PlanetPress Talk Expression

Select **Custom data selection** and enter a constant value or a PlanetPress Talk expression in the **String to display** box.

6. Click **OK**.

To display the name of a variable in the Text area:

- Pause the pointer over the variable.

To edit the definition of a local variable:

1. Choose **Variables | Edit Data Selection**.
2. In the Variables list, select the variable you want to edit.
3. Right-click the variable name and choose **Rename**. Edit the name, then click outside the variable name.
4. In the Variable value area, edit the value of the local variable.
5. Click **OK**.

To delete a reference to a variable:

- In the Text area, highlight the reference you want to delete and press any key.

To delete a local variable in the Text area:

1. In the Text area, select any reference to the variable you want to delete.
2. Right-click and choose **Delete data selection**.

To delete a local variable using the Variables dialog box:

1. Choose **Variables | Edit Data Selection**.
2. In the **Variables list**, select the local variable you want to delete.
3. Press **DELETE**.
4. Click **OK**.

To avoid an empty line in output when a line contains only variables, none of which contain data:

1. In the **Format** toolbar, locate the **Skip Empty Paragraphs** icon. If this toolbar is not visible, right-click in the toolbar area of the Text area and choose **Format**.
2. Set the **Skip empty paragraphs** option. Click to turn this option on or off. When the option is on, if a line in the Text area contains only variables, and none of those variables contain data, the line does not appear in the output. When this option is off, an empty line appears in the output.

**10.3.21 Apply a Style to Text in a Text Object**

To apply a style to text in a text object:

1. Do any of the following to define the region of text to which you want to apply the style:
   - To apply a style to existing text, highlight that text.
   - To apply the style to text you enter from this point forward, click in the Text area at the point at which you want the style to become active.

2. Choose **Format | Font** and use the Font dialog box, to select an existing style and, if necessary, modify its properties. Note that the modifications you make to the style properties are local to this instance of the style and do not affect those defined for the style.

**Style box:** Select the existing style you want to use for the text. If you type a style name that does not exist, PlanetPress Design updates the selection to the style that most closely matches the name entered, or if no existing style name is a possible match, reverts to the previous selected style.
**Font size:** Enter the point size you want to use for the text.

**Font ratio:** Enter a percentage by which you want to shrink or stretch the font spacing.

**Color list:** Click and select a color for the text from the list of colors that appears.

**Color box:** View the current color for the style.

**Color button:** Click to select a color for the style using the Color Picker.

**Bold:** Click to toggle the bold property on and off.

**Italic:** Click to toggle the italic property on and off.

**Underline:** Click to toggle the underline property for the currently selected style on and off. Note that spaces may not appear underlined in PlanetPress Design, but that they will be when the document is used to generate output.

**Outline:** Click to toggle the outline property for the current selected style on and off.

To create a new style from within a text object:

1. Use either the toolbar or the dialog box to display the **Style** properties dialog box.

   **Toolbar**
   In the **Style** toolbar, click the new style tool ( ).
   
   ![New style tool](image)

   **Font Dialog**
   Choose **Format | Font** and click the New Style button.

   ![New Style button in the Font dialog box](image)

2. In the Style properties dialog box, define the new style.

**Related topics:**
- Text and Box Objects (Page 107)
- Styles (Page 107)
- Add a Text Object (Page 120)
- Define the Colors or Borders of a Box or Text Object (Page 122)
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• Use the Thesaurus (Page 119)

10.3.22 Adjust Text Justification and Lines per Unit

To adjust the text justification:

1. Verify that word wrap is on. The justification tools are available only when word wrap is on.
2. Do any of the following to define the region of text to which you want to apply a new text justification setting:
   ▪ To change the justification for a single paragraph, click anywhere in that paragraph.
   ▪ To change the justification for one or more contiguous paragraphs, click and drag to highlight those paragraphs.
   ▪ To change the justification for text you enter from this point forward, click at the new paragraph position.
3. Locate the Text Justification toolbar.
4. Click the appropriate justification tool.
   • Left justify the text.
   • Right justify the text.
   • Center justify the text.
   • Left and right justify the text.

To adjust the lines per unit:

1. Do any of the following to define the region of text to which you want to apply a new lines per unit (LPU) setting:
   ▪ To change the LPU for a single paragraph, click anywhere in that paragraph.
   ▪ To change the LPU for one or more contiguous paragraphs, click and drag to highlight those paragraphs.
   ▪ To change the LPU for text you enter from this point forward, click at the new paragraph position.
2. Locate the Lines per unit box in the toolbar.
3. Do any of the following:
   ▪ Select an LPU value from the drop-down list.
   ▪ Enter a new integer value in the Lines per unit box.
   ▪ Select Automatic to have PlanetPress Design automatically adjust the LPU to accommodate the largest font size in the paragraph. If you subsequently modify the font size of any of the styles the paragraph uses, PlanetPress Design automatically adjusts the LPU to reflect the modification. Automatic is the default value for the LPU setting.

Related topics:

• Text and Box Objects (Page 107)
• Add a Text Object (Page 120)
• Define the Colors or Borders of a Box or Text Object (Page 122)
• Change the View on the Text Properties (Page 124)
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10.3.23 Position Text within the Text Object

To position text relative to the bounding box:

1. Verify that word wrap is off.
2. Use either of the following.
   Alignment toolbar
   In the Alignment toolbar, in the Text in box box, select the position you want the text in the Text properties to occupy within the text/box object.
   Alignment Dialog Box
   In the menu bar of the Text properties, choose Format | Alignment to display the Alignment dialog box. In the Text in box box, select the position you want the text in the Text properties to occupy within the text/box object. Click OK to exit the Alignment dialog box.

Related topics:

- Text and Box Objects (Page 107)
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10.3.24 Turn Word Wrap On or Off

When word wrap is off, text moves to the next line only when you enter a carriage return. In this case text may extend beyond the width as well as beyond the height of the text object, and more importantly, beyond the background box if one is defined for the text object.

There are two word wrap options:

- **Normal (Word based) wrap - default option**: When word wrap is on, PlanetPress Design moves text to the next line as soon as it exceeds the width set for the object in the Basic attributes.
- **Forced (character based)**: Forced word wrap allows fitting strings within the corresponding Text or PressTalk object width by inserting a CR/LF just before the character located at the position exceeding the object width.
To turn the word wrap on or off:

- In the menu bar of the Text properties, choose Format | Word Wrap.

To switch between Normal (word based) and Forced (character based) word wrap:

1. Turn Word wrap on.
2. In the menu bar of the Text properties, choose Tools | Word Wrap Options.

Related topics:

- Text and Box Objects (Page 107)
- Add a Text Object (Page 120)
- Define the Colors or Borders of a Box or Text Object (Page 122)
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10.4 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide:

- Arabic Content in PlanetPress Design Documents
- Double-byte Character Sets
- CID-Keyed Fonts
- Edit the Encoding Table for a Style
- Export an Encoding Table
- Set a Default Encoding Table
- Create a MICR Style for Account Information on Cheques
- Install a PostScript Font in PlanetPress Design
11 Adding Shapes

This chapter describes the shape object and how to use it to add simple shapes to your document, or to create more complex shapes.

In this section, you learn to:

- **Add a Shape** (Page 141)

This section also answers the following questions:

- **What are shapes in PlanetPress Design?** (Page 140)
11.1 Key Concepts
To add line art, you should understand the following key concept:

- Shapes (Page 140)

11.1.1 Shapes

What are shapes in PlanetPress Design?

Use the shape object to add a variety of lines, arrows, or geometric shapes to your document. Add shapes one at a time. You can also group one or more shapes that you add to the document and manipulate the group as a single shape, and you can also use the box type of shape object to create document elements such as tables.
11.2 Detailed Directions

The section includes the following procedure:

- Add a Shape (Page 141)

11.2.1 Add a Shape

To add a shape:

1. Choose Home | Shape.
2. Move the pointer inside the Page area, and click at the point at which you want to add the object, and release.
3. In the Shape properties dialog box, click Basic attributes and enter the name, position, size, style, and condition properties for the shape object.
4. In the Shape properties dialog box, click Type and select the type of shape from the Shape type box. Use the options below the Shape type box to set the appearance of the lines in the shape.
   - **Style**: Select the style for the lines in the shape.
   - **Width**: Enter the width, in units of points, for lines in the shape.
   - **Color box**: View the current color for the lines in the shape.
   - **Color button**: Click to select a color for the lines in the shape using the Color Picker.
   - **Arrow**
     - **Beginning Style**: Select a style for the arrowhead at the start of the arrow.
     - **End Style**: Select a style for the arrowhead at the end of the arrow.
   - **Checkbox**
     - **Text**: Enter the text for the label that appears beside the check box.
     - **Style**: Select a style for the check box.
     - **Checked**: Select to edit the background color of the check box.
     - **Color**: Click to select a background color for the check box using the Color Picker.
     - **Color box**: View the current background color for the check box.
   - **Circle**
     - **Radius**: Set the radius of the circle.
5. In the Shape properties dialog box, click Color to set the fill color and shadow properties for the shape.
   - **Fill color**
     - **Color**: Click to select a fill color for the shape using the Color Picker.
     - **Color box**: View the current fill color for the shape.
   - **Gradient fill**
     - **Gradient fill**: Select to activate the options in this group and to use a gradient fill for the box shape. Note that gradient fill is not available for objects with rounded corners.
     - **Color box**: View the end color for the gradient.
     - **Color button**: Click to select the end color for the gradient using the Color Picker.
     - **Steps**: Enter the number of gradations you want to use in the gradient, or use the spin buttons to set the value.
     - **Gradient direction**: Select the direction for the gradient.
     - **Reverse**: Select to reverse the start and end colors for the gradient.
   - **Shadow**
     - **Shadow**: Select to display a drop shadow with the shape.
     - **Color box**: View the current color for the shadow.
     - **Color button**: Click to select a color for the shadow using the Color Picker.
     - **Width**: Enter a width for the shadow.
     - **Scale ratio**: Enter the percentage by which you want to scale the shape object to create the drop shadow.
     - **X shift, Y shift**: Select the X and Y offsets respectively for the center of the drop shadow.
6. Click Manipulation and define any constraints you want to set on resizing, moving, or selecting the shape object with the mouse or with keyboard shortcuts.
7. If necessary, click Snapping points to set either or both snapping points for the shape object.
8. Add PlanetPress Talk code to the object.
   - In the **Shape** properties dialog box, click **PlanetPress Talk before** to enter PlanetPress Talk code that you want the document to execute before it executes the shape object, or click **PlanetPress Talk after** to enter PlanetPress Talk code that you want the document to execute after it executes the shape object.

9. Click **Repeat** to set the Repeat properties for the shape object.

10. Click **OK**.
12 Adding Resources

Resources are external images or PostScript attachments you add to your document.

In this section, you learn to:

- Add Resources (Page 145)
- Update All Image Resources in the PP7 File (Page 0)
- Add PostScript Attachment Resources (Page 146)
- View or Edit the Properties of a PostScript Attachment Resource (Page 146)
- Edit a PostScript Attachment Resource (Page 147)
- View or Edit the Properties of an Image Resource (Page 147)
- Edit an Image Resource (Page 148)
- Replace a Resource (Page 149)
- Delete a Resource (Page 149)
- Remove Unused Resources (Page 151)
- View the Individual Pages of a Multi-Page PDF Resource (Page 151)

This section also answers the following questions:

- What are resources? (Page 144)
12.1 Key Concepts

To add images, you should understand the following key concept:

- Resources (Page 144)

12.1.1 Resources

*What are resources?*

Any PostScript Attachment you add to your document, and any image you add to your document to create a static image, is considered a resource. You add a resource once, and it becomes available for re-use throughout the document. All resources in the document appear in the Resources area of the document's Structure area.
12.2 Detailed Directions

This section includes the following procedures:

- Add Resources (Page 145)
- Update All Image Resources in the PP7 File (Page 0)
- Add PostScript Attachment Resources (Page 146)
- View or Edit the Properties of a PostScript Attachment Resource (Page 146)
- Edit a PostScript Attachment Resource (Page 147)
- View or Edit the Properties of an Image Resource (Page 147)
- Edit an Image Resource (Page 148)
- Replace a Resource (Page 149)
- Delete a Resource (Page 149)
- Remove Unused Resources (Page 151)
- View the Individual Pages of a Multi-Page PDF Resource (Page 151)

12.2.1 Add Resources

To add image resources:

1. Choose Home | Document | Image Resource and in the Open dialog box that appears, navigate to the folder.
2. In the folder, select the images you want to add to the document. Click on the first file you want to add, and then CTRL+click each additional file you want to add to the selection. CTRL+click a file a second time to remove it from the selection.
3. Press CTRL+C to copy the files, then click the Image resources folder in the Structure area and press CTRL+V to paste the files.
   PlanetPress Design makes a copy of each selected file and adds it to the Image resources folder of the Structure area. If any file has a read-only flag set, PlanetPress Design removes that flag on its copy, making it possible to subsequently edit that resource within PlanetPress Design.
   For performance reasons, PlanetPress Design displays PDF and EPS image resources as either grayscale or color images during document design. The user will have more available resources from the host of the color option is selected.
   If you selected Invalid added resources messages in the User Options dialog box, PlanetPress Design reports any failure to add some or all the files. The dialog containing the error message includes a checkbox you can use to suppress these messages in the future.
4. If necessary, rename the resources.

12.2.2 Update All Image Resources in the PP7 File

The .pp7 file contains a copy of all image resources a document uses. If one or more of the original image resources on the file system are modified, PlanetPress Design displays a confirmation dialog box.

Yes: Click this button to update the image resource specified in the dialogue box with the changes applied to the image on the file system.

No: Click this button so as not to update the image resource specified in the dialogue box.

Yes to All: Click this button to update all image resources in the document.

No to all, never update to new version of picture resources: Select this checkbox to never update any images in the document.
12.2.3 Add PostScript Attachment Resources

To add PostScript attachment resources:

1. Do the following to select the attachment or attachments you want to add to the document:
   Single POSTSCRIPT attachment resource
   ▪ Choose Home | Document | Attachment, and in the Open dialog box that appears, navigate to
   the attachment file you want to add and select it.
   Single or multiple POSTSCRIPT attachment resources
   ▪ Locate the attachment files on the desktop. Click on the first file you want to add, and then
   CTRL+click to add individual files to the selection. CTRL+click a file a second time to remove it
   from the selection.
2. Press CTRL+C to copy the files, then click the Attachments folder in the Structure area and press
   CTRL+V to paste the files.
   If you add an attachment with the same name as an attachment that currently exists in the document,
   PlanetPress Design appends a number to the name of the new attachment.
   If you selected Invalid added resources messages in the User Options dialog box, PlanetPress Design
   reports any failure to add some or all the files.
3. If necessary, rename the Postscript attachment resources.

Related topics:

- Resources (Page 144)
- Drag and Drop Files into the Program Window Areas (Page 22)
- View or Edit the Properties of a PostScript Attachment Resource (Page 146)
- Edit a PostScript Attachment Resource (Page 147)
- View or Edit the Properties of an Image Resource (Page 147)
- Edit an Image Resource (Page 148)
- Replace a Resource (Page 149)
- Delete a Resource (Page 149)
- Remove Unused Resources (Page 151)
- View the Individual Pages of a Multi-Page PDF Resource (Page 151)
- Change the Image Resource Associated with a Static Image (Page 156)
- Add a Static Image (Page 154)

12.2.4 View or Edit the Properties of a PostScript Attachment Resource

To edit the properties of an attachment resource:

1. In the Structure area, select the PostScript Attachment you want to view and/or edit.
2. In the Object Inspector, view and/or edit the properties.
   Name: Specifies the name of the PostScript Attachment resource in PlanetPress Design.
   Original file name: Specifies the pathname of the file from which PlanetPress Design created the
   attachment resource. Editing this is equivalent to replacing the PostScript Attachment.
12.2.5 Edit a PostScript Attachment Resource

You cannot edit a PostScript attachment resource from PlanetPress Design. You must edit a PostScript attachment resource in Windows using the appropriate application.

Related topics:

- Resources (Page 144)
- Add Resources (Page 145)
- View or Edit the Properties of a PostScript Attachment Resource (Page 146)
- Edit an Image Resource (Page 148)
- Replace a Resource (Page 149)
- Delete a Resource (Page 149)
- Remove Unused Resources (Page 151)
- View the Individual Pages of a Multi-Page PDF Resource (Page 151)
- Change the Image Resource Associated with a Static Image (Page 156)

12.2.6 View or Edit the Properties of an Image Resource

To edit the properties of an image resource:

1. In the Structure area, select the image resource you want to view and/or edit.
2. In the Object Inspector, view and/or edit the properties.
   - **Name**: The name of the image resource in the document.
   - **Color depth**: Indicates the color depth of the image resource. Color depth is meaningful only for image resources of type bitmap. You cannot edit this property; PlanetPress Design automatically determines the color depth by examining the file specified in the File name box.
   - **Edit image**: Use to launch the image editor and edit the image resource. You define the image editor you want to use in the User Options dialog box.
   - **File name**: Specifies the pathname of the image file from which PlanetPress Design created the image resource. Editing this is equivalent to replacing the image resource.
   - **Image quality**: Select the image quality for this image resource. Select Photo if edges in the image are not sharply defined and thus not highly sensitive to any loss of image information that occurs through compression. The compression PlanetPress Design applies to line art images is lossless.
   - **Image type**: Specifies the type of the image file (bitmap, EPS, or PDF). You cannot edit this property; PlanetPress Design automatically determines the type by examining the file specified in the File name box.
   - **Height (pixels)**: Adjust the number of pixels in the height of the bitmapped image resource. If you adjust this value PlanetPress Design also automatically adjusts the value in the Width box to maintain the aspect ratio of the image. A pixel height adjustment has an irreversible effect on quality and for this reason PlanetPress Design prompts for confirmation before proceeding with the operation. The only way to restore the original pixel dimensions of an image resource at its original quality is to add the image resource to the document again.
**Width (pixels):** Adjust the number of pixels in the width of the bitmapped image resource. If you adjust this value PlanetPress Design also automatically adjusts the value in the Height box to maintain the aspect ratio of the image.

When you import a PDF file into a PlanetPress Design document, its size may not be set accurately, so you should set it manually.

**Scanline orientation:** Specify the scanline orientation for the image resource. When PlanetPress Design adds an image resource to the document, it sets the scanline orientation of the image resource to the value of the Scanline orientation box in the Document properties dialog box. If you have the value properly set in the Document properties dialog box, you should only need to adjust the value here if you rotate the image resource within a picture object by a multiple of 90 degrees. If you use the same image resource in both a rotated and unrotated presentation, you should add the image file as two distinct image resources, and set the scanline orientation for each image resource separately.

**Related topics:**

- Resources (Page 144)
- Add Resources (Page 145)
- Edit an Image Resource (Page 148)
- View or Edit the Properties of a PostScript Attachment Resource (Page 146)
- Edit a PostScript Attachment Resource (Page 147)
- Replace a Resource (Page 149)
- Delete a Resource (Page 149)
- Remove Unused Resources (Page 151)
- View the Individual Pages of a Multi-Page PDF Resource (Page 151)
- Change the Image Resource Associated with a Static Image (Page 156)
- Change the Size of an Image (Page 159)
- Adjust the Image Quality Options (Page 160)

### 12.2.7 Edit an Image Resource

To edit an image resource:

1. In the **Structure area**, select the image resource you want to edit.
2. In the **Object Inspector**, locate the **Edit image** property, click the property value and click the edit button that appears on the far right of the property value. PlanetPress Design launches the image editor. If the image resource is a bitmapped image resource (an image resource in GIF, TIFF, PNG or BMP format), PlanetPress Design launches the image editor you defined in the User Options dialog box. If you did not define an image editor in the User Options dialog, or if the image resource is in either PDF or EPS format, PlanetPress Design launches the default editor defined for those formats in Windows.
3. Edit the image resource.
4. Save the changes and exit the image editor.
12.2.8 Replace a Resource

To replace one resource with another:

1. In the Structure area, select the resource you want to replace.
2. In the Object Inspector, locate the property **Original file name**, and click the button on the right of the property value. In the Open dialog box, navigate to the replacement image and click **OK**.

12.2.9 Delete a Resource

To delete one or more image resources:

1. In the Structure area, select the image resources you want to delete.
2. Choose **Home | Document | Delete**.

To use the Image Resource Deletion dialog box:

1. Adjust the options to reflect how you want PlanetPress Design to handle the deletion request. The name of the image resource you selected for deletion appears in the title bar of the Image Resource Deletion dialog box, and the list of elements that reference it appear on the right of the dialog box.
Replace reference by: Select to delete the image resource and to replace all references to it with a reference to another image resource in the document.

Image resources available: Select the image resource you want to use as the replacement reference. When you delete the image resource, PlanetPress Design replaces all references to the deleted image resource with a reference to the image resource you select here. You can use the Picture button to add a new image resource to this list.

Picture button: Click to add a new image resource.

Delete: Select to delete the image resource and all document elements that reference it.

2. Click OK.

To delete one or more PostScript attachment resources:

1. In the Structure area, select the PostScript attachment resources you want to delete.

To use the Attachment Deletion dialog box:

1. Adjust the options to reflect how you want PlanetPress Design to handle the deletion request. The name of the PostScript attachment resource you selected for deletion appears in the title bar of the Attachment Deletion dialog box, and the list of elements that reference it appear on the right of the dialog box.

Replace reference by: Select to delete the PostScript attachment resource and to replace all references to it with a reference to another PostScript attachment resource in the document.

Attachments available: Select the PostScript attachment resource you want to use as the replacement reference.

Attachment button: Click to add a new attachment resource.

Delete: Select to delete the attachment resource and all document elements that reference it.

2. Click OK.

Related topics:

- Resources (Page 144)
- Add Resources (Page 145)
- View or Edit the Properties of a PostScript Attachment Resource (Page 146)
- Edit a PostScript Attachment Resource (Page 147)
- View or Edit the Properties of an Image Resource (Page 147)
- Edit an Image Resource (Page 148)
• Replace a Resource (Page 149)
• Remove Unused Resources (Page 151)
• View the Individual Pages of a Multi-Page PDF Resource (Page 151)
• Change the Image Resource Associated with a Static Image (Page 156)
• Add a Static Image (Page 154)

12.2.10 Remove Unused Resources
You can remove all unused resources from the document by optimizing the document. See Optimization.

Related topics:
• Resources (Page 144)
• Add Resources (Page 145)
• View or Edit the Properties of a PostScript Attachment Resource (Page 146)
• Edit a PostScript Attachment Resource (Page 147)
• View or Edit the Properties of an Image Resource (Page 147)
• Edit an Image Resource (Page 148)
• Replace a Resource (Page 149)
• Delete a Resource (Page 149)
• View the Individual Pages of a Multi-Page PDF Resource (Page 151)
• Change the Image Resource Associated with a Static Image (Page 156)

12.2.11 View the Individual Pages of a Multi-Page PDF Resource
To navigate the pages of a multi-page PDF image resource:

1. In the Structure area, select the multi-page PDF image resource.
2. In the Object Inspector, locate the Page box and either enter the page of the PDF you want to view, or use the spin buttons to navigate the pages of the PDF.

Related topics:
• Resources (Page 144)
• Add Resources (Page 145)
• View or Edit the Properties of a PostScript Attachment Resource (Page 146)
• Edit a PostScript Attachment Resource (Page 147)
• View or Edit the Properties of an Image Resource (Page 147)
• Edit an Image Resource (Page 148)
• Replace a Resource (Page 149)
• Delete a Resource (Page 149)
• Change the Image Resource Associated with a Static Image (Page 156)
13 Adding Images

You can integrate images into the document itself, as well as have the document retrieve images at runtime.

In this section, you learn to:

- Add a Static Image (Page 154)
- Change the Image Resource Associated with a Static Image (Page 156)
- Add a Dynamic Image that References Image Resources (Page 156)
- Add a Dynamic Image that References External Images (Page 158)
- Change the Size of an Image (Page 159)
- Adjust the Image Quality Options (Page 160)
- Troubleshoot Image Problems (Page 161)

This section also answers the following questions:

- What are static images and what are dynamic images? (Page 153)
13.1 Key Concepts
To add images, you should understand the following key concept:

- Static and Dynamic Images (Page 153)

13.1.1 Static and Dynamic Images

What are static images and what are dynamic images?

A static image is an image that does not change during document execution. A dynamic image is an image that changes during document execution. Static images are independent of the input data. Dynamic images depend on the input data to determine the image file to display. PlanetPress Design supports most image formats including EPS and PDF formats. Images can be part of the document and can also be considered as resources within the document.

You create both static and dynamic images using picture objects. In the case of a static image, the picture object references a single image resource. In the case of a dynamic image, the reference in the picture object is a PlanetPress Talk expression that resolves to a different image name on each data page.

Image Files for Static and Dynamic Images

The image files for static images are always part of the converted document. You add the images to the document at design time and PlanetPress Design includes them in the converted document.

The image files for dynamic images may or may not be part of the converted document. If the image files for a dynamic image are not part of the converted document, the document must retrieve the images at runtime. In the latter case, you must ensure the images are in a location the document can access at runtime. When you create the picture object for the dynamic image, in that picture object you specify a PlanetPress Talk expression that resolves to the pathname of the images you want the dynamic image to reference at runtime.

In most cases you add all of the images a dynamic image references to the document at design time.

How Static and Dynamic Images Work

When you create a static image, in the picture object properties dialog for that static image, in the Image box, you select one of the image resources in the document.

When you create a dynamic image, instead of selecting an image resource, you enter a PlanetPress Talk expression in the Image box. The expression references a selection of input data and resolves to the name of an image. In the case of a dynamic image that references image resources (images internal to the document), the expression resolves to the name of an image resource. In the case of a dynamic image that references external images, the expression resolves to the pathname of an image file. As the input data changes during document execution, each time the document resolves the expression, it obtains the name of a different image resource or to the pathname of a different image file.

Thus to create a dynamic image you must be able to construct a PlanetPress Talk expression that resolves to the name of the image resource, or, in the case of a dynamic image that references external images, to the pathname of the image file.
13.2 Detailed Directions

This section includes the following procedures:

- Add a Static Image (Page 154)
- Change the Image Resource Associated with a Static Image (Page 156)
- Add a Dynamic Image that References Image Resources (Page 156)
- Add a Dynamic Image that References External Images (Page 158)
- Change the Size of an Image (Page 159)
- Adjust the Image Quality Options (Page 160)
- Troubleshoot Image Problems (Page 161)

13.2.1 Add a Static Image

For performance reasons, PlanetPress Design displays PDF and EPS image resources as grayscale images during document design. They appear in color only when you perform a screen or print preview or execute the document.

To quickly add one or more static images that use existing image resources:

1. Do any of the following:
   - To add a single static image: In the Structure area, click on the image resource and drag it into the Page area. Alternatively, if the image resource is already selected and its image is visible in the Object Inspector, click the image in the Object Inspector and drag it into the Page area.
   - To add a single static image that references a page of a multi-page PDF: In the Structure area, click on the multi-page PDF image resource, and then, in the Object Inspector, in the Page box, navigate to the page of the PDF you want to use as the static image. Finally, in the Object Inspector, click on the image and drag it into the Page area.
   - To add one or more static images: In the Structure area, select the image resources and then click and drag them into the Page area. You can do any of the following to select image resources in the Structure area. Click on the first image resource, then CTRL+click each additional image resource, or SHIFT+click to select all image resources between the one you click and the last one selected. You can also click and drag a marquee around the image resources. To remove an item from the selection, CTRL+click it a second time.
   - To add a static image using a clipped region: With a PDF sample data file loaded in the Data pane, select the region to clip and create an image object with, then right-click and drag the selected region to the selected page. Release the right mouse button and choose Insert Clipped Region to insert the selected PDF region.

2. Release the image resource(s) in the Page area. PlanetPress Design creates a new picture object for each image resource you dragged into the Page area. Each new picture object appears in the Page area and its name appears in the Structure area hierarchy. The height and width of the picture object reflect the height and width of the image resource.

3. If necessary, adjust the properties of each new picture object, as described in step 3 through step 11 of To add a static image:

To add a static image:

2. Move the pointer inside the Page area and click at the point at which you want to add the object, and release.
3. In the Picture properties dialog box, click Basic attributes and enter the name, position, size, style, and condition properties for the picture object.
4. In the Picture properties dialog box, click Settings and use one of the following to associate an image with the picture object.
   - Image: Specify the image resource to associate with the picture object. Select or type the name of the image resource you want to associate with the picture object. The image resource must already exist in the document.
Adding Images - Detailed Directions

**Browse button:** Click to select an image file using the Open dialog box. Once you select an image file, PlanetPress Design makes a copy of that image file and adds it to the Image resources of the document. If the image resource is a bitmapped image, it sets the image quality and scanline orientation of the resource to reflect the values set in the Document properties dialog box.

5. If the image is a multi-page PDF, select the page of that PDF you want to use as the image for this picture object. If the image is a monochrome bitmapped image, you can adjust the transparency and duotone properties.

**PDF Page**

**Page:** If the image resource is a multi-page PDF file, enter the page number of the PDF that you want to use as the image for this picture object. You can also use a PlanetPress Talk expression in this box to specify the page number. When PlanetPress Design adds an image resource that is in PDF format, it adds the complete PDF file; a picture object can reference only a single page of that image resource.

**Monochrome Properties**

**Transparent:** If the image is a monochrome bitmapped image, select to make the background color of that image transparent. This makes the white pixels of the image transparent.

**Duotone:** Select to create a duotone by replacing the foreground color in the bitmapped image with a color. Click **Color** to select the color using the Color Picker. The Color box displays the current duotone color. Note that any changes to the foreground color are internal to the picture object and do not have any effect on the image resource itself.

**Color:** Click to select the foreground color for the duotone using the Color Picker. The color you select replaces the current foreground color in the bitmapped image.

**Color box:** View the current duotone color. This is the color that replaces the foreground color in the bitmapped image.

**Clipped region:** Select to specify whether the image resource must be clipped, defining a clipped region using **Left**, **Top**, **Width** and **Height** coordinates.

**Invert clipped region:** Select to invert the specified clipped region, thus using the reverse of the designated region.

6. In the **Fit setting** box, define how you want PlanetPress Design to adjust the size of the static image with respect to the size of the picture object.

**Fit setting:** Select how you want the document to size the image relative to the size of the picture object. Then select Constant resolution to display the image at the resolution specified in the relevant resolution box in the Document dialog box or at the default size. This is the least time-consuming of all the resolution options since it does not require any scaling of the image at runtime. Select Constant height to scale the image such that its height is equal to the height of the picture object. The scaling preserves the aspect ratio of the image, and thus in some cases may result in the image extending beyond the right edge of the picture object. Select Constant width to scale the image such that its width is equal to the width of the picture object. The scaling preserves the aspect ratio of the image, and thus in some cases may result in the image extending beyond the bottom edge of the picture object. Select Best fit to scale the image to create the best fit with the width and height of the picture object. The scaling preserves the aspect ratio of the image. This is the most time-consuming of all the Fit setting options since it requires calculating the image size that yields the best fit with the picture object. Best fit is the default Fit setting.

7. Click **Manipulation** and define any constraints you want to set on resizing, moving, or selecting the picture object with the mouse or with keyboard shortcuts.

8. If necessary, click **Snapping points** to set either or both snapping points for the picture object.

9. If necessary, add PlanetPress Talk code to the object:
   - In the **Picture** properties dialog box, click **PlanetPress Talk before** to enter PlanetPress Talk code that you want the document to execute before it executes the picture object, or click **PlanetPress Talk after** to enter PlanetPress Talk code that you want the document to execute after it executes the picture object.

10. If necessary, click **Repeat** to set the Repeat properties for the picture object.

11. Click **OK**.

**Related topics:**

- Static and Dynamic Images (Page 153)
- Drag and Drop Files into the Program Window Areas (Page 22)
- View or Edit the Properties of an Image Resource (Page 147)
- Change the Image Resource Associated with a Static Image (Page 156)
- Change the Size of an Image (Page 159)
13.2.2 Change the Image Resource Associated with a Static Image

To change the image resource associated with a static image:

- In the Document structure area, in the Image resources folder, select an image resource, and drag and drop it onto the picture object for the static image in the Document structure area.

Related topics:

- Static and Dynamic Images (Page 153)
- Resources (Page 144)
- Add a Static Image (Page 154)
- View or Edit the Properties of an Image Resource (Page 147)
- Replace a Resource (Page 149)
- Delete a Resource (Page 149)
- View the Individual Pages of a Multi-Page PDF Resource (Page 151)
- Add a Static Image (Page 154)
- Change the Size of an Image (Page 159)
- Adjust the Image Quality Options (Page 160)

13.2.3 Add a Dynamic Image that References Image Resources

To add a dynamic image:

1. Add the images you want the dynamic image to reference, to the document.
2. Verify that you can construct a PlanetPress Talk expression that resolves to the names of the image resources you want to reference.
4. Move the pointer inside the Page area and click at the point at which you want to add the object, and release.
5. In the Picture properties dialog box, click Basic attributes and enter the name, position, size, style, and condition properties for the picture object.
6. In the Picture properties dialog box, click Settings and in the Image box, enter the appropriate PlanetPress Talk expression.
   - **Image**: Enter the PlanetPress Talk expression that resolves to the name of the image resource you want to associate with this dynamic image (remember that to enter a PlanetPress Talk expression you type the equals sign character (=) followed by the expression).
7. Set the options for any multi-page PDF images or monochrome bitmapped images that the dynamic image references.
8. Select the types of images you want the picture object to accept for this dynamic image and adjust the relevant image properties for each type, as necessary. For efficient documents, you should select only those types the dynamic image uses. This limits the file type checking the document performs when it retrieves an image. If you clear a type, and the document encounters an image of that type when it executes, it treats it as a missing image and responds according to the setting in the On error box (see step 10).
   - **EPS**: Select to have this picture object accept images in EPS format. For performance reasons, PlanetPress Design displays EPS files as grayscale images during document design. Color EPS images appear in color only when you perform a screen or print preview, or execute the document.
   - **PDF**: Select to have this picture object accept images in PDF format. Use the Page box to specify the page number of the PDF on which the image occurs. For performance reasons, PlanetPress Design displays PDF files as grayscale images during document design. Color PDFs appear in color only when you perform a screen or print preview, or execute the document.
   - **Page**: Enter the page number of the PDF that you want to use as the image. You can also use a PlanetPress Talk expression in this box to specify the page number.
   - **Bitmaps**: Select to have this picture object accept bitmapped images in any of the following formats: BMP, JPEG, PNG, TIFF.
PDF Page

**Page:** If any of the images the dynamic image references is a multi-page PDF file, enter the page number of the PDF that you want to use as the image. You can also use a PlanetPress Talk expression in this box to specify the page number.

**Monochrome Properties**

- **Transparent:** If any of the images the dynamic image references is a monochrome bitmapped image, select to make the background color of that image transparent. This makes the white pixels of the image transparent.
- **Duotone:** Select to create a duotone by replacing the foreground color in the bitmapped image with a color.
- **Color:** Click to select the foreground color for the duotone using the Color Picker. The color you select replaces the current foreground color in the bitmapped image.
- **Color box:** View the current duotone color. This is the color that replaces the foreground color in the bitmapped image.
- **Clipped region:** Select to specify whether the image resource must be clipped, defining a clipped region using **Left, Top, Width and Height** coordinates.
- **Invert clipped region:** Select to invert the specified clipped region, thus using the reverse of the designated region.

9. In the **Fit settings** box, define how you want the document to adjust the size of the dynamic image with respect to the size of the picture object.

   - **Fit setting:** Select how you want the document to size the image relative to the size of the picture object. Select Constant resolution to display the image at the resolution specified in the relevant resolution box in the Document dialog box at the time you install and/or convert the document (in the case of a bitmapped image) or at the default size (in the case of an EPS or PDF image). If you select Constant resolution, and image size varies, there may be images that extend beyond the left and/or bottom edge of the picture object, or that do not occupy the entire image area of the picture object; you should thus verify that all of the images fit into the area of the page designated for them, in the way you intend. Constant resolution is the least time-consuming of all the resolution options since it does not require any scaling of the image. Select Constant height to scale the image such that its height is equal to the height of the picture object. The scaling preserves the aspect ratio of the image, and thus in some cases may result in the image extending beyond the right edge of the picture object. Select Constant width to scale the image such that its width is equal to the width of the picture object. The scaling preserves the aspect ratio of the image, and thus in some cases may result in the image extending beyond the bottom edge of the picture object. Select Best fit to scale the image to create the best fit with the width and height of the picture object. The scaling preserves the aspect ratio of the image.

10. Define how you want the document to handle missing images for this picture object.

   - **On error:** Select how you want the document to handle any image it cannot locate. Select Print square to have the document display a square with an X in it in the image area. Select Blank to have the document leave the image area blank. Select Stop job to have the document abort execution and output a PostScript error.

11. Click **Manipulation** and define any constraints you want to set on resizing, moving, or selecting the picture object with the mouse or with keyboard shortcuts.

12. If necessary, click **Snapping points** to set either or both snapping points for the picture object.

13. If necessary, add PlanetPress Talk code to the object:

   - In the **Picture** properties dialog box, click **PlanetPress Talk before** to enter PlanetPress Talk code that you want the document to execute before it executes the picture object, or click **PlanetPress Talk after** to enter PlanetPress Talk code that you want the document to execute after it executes the picture object.

14. If necessary, click **Repeat** to set the Repeat properties for the picture object.

15. Click **OK**.

16. Navigate the data pages of the document to see the image in the picture object change as the input data changes.

**Related topics:**

- Static and Dynamic Images (Page 153)
- Add a Static Image (Page 154)
- Add a Dynamic Image that References External Images (Page 158)
- Change the Size of an Image (Page 159)
• Adjust the Image Quality Options (Page 160)

13.2.4 Add a Dynamic Image that References External Images

To add a dynamic image that references external images:

1. Choose **Home** | **Document** | **Picture**.
2. Move the pointer inside the Page area and click at the point at which you want to add the object, and release.
3. In the **Picture** properties dialog box, click **Basic attributes** and enter the name, position, size, style, and condition properties for the picture object.
4. In the **Picture** properties dialog box, click **Settings** and enter the PlanetPress Talk expression that resolves to the pathnames of the images for this dynamic image.
   - **Image**: Enter the PlanetPress Talk expression that resolves to the pathnames of the images you want to associate with this dynamic image (remember that to enter a PlanetPress Talk expression you type the equals sign character (=) followed by the expression). Note that the backslash character is a special character in PlanetPress Talk, and you must therefore precede it by a backslash to have PlanetPress Talk treat it as the literal, and not the special, character. It is critical to remember that the expression you enter must resolve to pathnames accessible in the environment in which you intend to execute the document. It is also critical to remember that the execution environment of the document determines the image formats that document accepts. If you intend to execute the document on a host, although you can use a Uniform Naming Convention (UNC) path, network latency may decrease performance.
5. Set the options for any multi-page PDF images or monochrome bitmapped images that the dynamic image references.
6. Select the types of images you want the picture object to accept for this dynamic image and adjust the relevant image properties for each type, as necessary. For efficient documents, you should select only those types the dynamic image uses. This limits the file type checking the document performs when it retrieves an image. If you clear a type, and the document encounters an image of that type when it executes, it treats it as a missing image and responds according to the setting in the On error box.
   - **EPS**: Select to have this picture object accept images in EPS format.
   - **PDF**: Select to have this picture object accept images in PDF format.
   - **Page**: Enter the page number of the PDF that you want to use as the image. You can also use a PlanetPress Talk expression in this box to specify the page number.
   - **Bitmaps**: Select to have this picture object accept bitmapped images in any of the following formats: BMP, JPEG, PNG, TIFF.
   - **PDF Page**: If any of the images the dynamic image references is a multi-page PDF file, enter the page number of the PDF that you want to use as the image (an individual image can be at most a single page of a PDF). You can also use a PlanetPress Talk expression in this box to specify the page number.
   - **Monochrome Properties**: Select to make the background color of that image transparent.
   - **Duotone**: Select to create a duotone by replacing the foreground color in the bitmapped image with a color.
   - **Color**: Click to select the foreground color for the duotone using the Color Picker. The color you select replaces the current foreground color in the bitmapped image.
   - **Color box**: View the current duotone color. This is the color that replaces the foreground color in the bitmapped image.
   - **Clipped region**: Select to specify whether the image resource must be clipped, defining a clipped region using **Left**, **Top**, **Width** and **Height** coordinates.
   - **Invert clipped region**: Select to invert the specified clipped region, thus using the reverse of the designated region.
7. In the **Fit settings** box, define how you want the document to adjust the size of the dynamic image with respect to the size of the picture object.
8. Define how you want the document to handle missing images for this picture object.
**On error:** Select how you want the document to handle any image it cannot locate. Select Print square to have the document display a square with an X in it in the image area. Select Blank to have the document leave the image area blank. Select Stop job to have the document abort execution and output a PostScript error. Select any of the image resources that appear in this list to have the document display that image resource in the image area.

9. Click **Manipulation** and define any constraints you want to set on resizing, moving, or selecting the picture object with the mouse or with keyboard shortcuts.

10. If necessary, click **Snapping points** to set either or both snapping points for the picture object.

11. If necessary, add PlanetPress Talk code to the object:
   - In the **Picture** properties dialog box, click **PlanetPress Talk before** to enter PlanetPress Talk code that you want the document to execute before it executes the picture object, or click **PlanetPress Talk after** to enter PlanetPress Talk code that you want the document to execute after it executes the picture object.

12. If necessary, click **Repeat** to set the Repeat properties for the picture object.

13. Click **OK**.

**Related topics:**

- Static and Dynamic Images (Page 153)
- Add a Static Image (Page 154)
- Add a Dynamic Image that References Image Resources (Page 156)
- Change the Size of an Image (Page 159)
- Adjust the Image Quality Options (Page 160)

**13.2.5 Change the Size of an Image**

To change the default size of an image:

- Do any of the following:
  - **Bitmaped image resources.** If the image is a bitmapped image resource you can adjust the pixel dimensions of the image resource to change the size of the image at a given resolution. Recall that the default size of a bitmapped image in a picture object depends on the resolution you set for bitmapped images of that color depth.
  - **External bitmapped images.** If the image is a bitmapped image external to the document, you must adjust the pixel dimensions of the image in an external editor prior to transferring the image to its runtime location.
  - **Vector or metafile images.** If the image is a vector or metafile image you must edit the file in the appropriate editor to adjust its default size. If the image is an image resource, you can edit it from within PlanetPress Design. If the image is an external image referenced by a dynamic image, you must open that image file in an editor outside of PlanetPress Design.

To change the size at which an image appears on the document page:

- Do any of the following:
  - **Resize the picture object that contains the image.** The way an image resizes when you resize the picture object that references it depends on the fit setting you selected in that picture object. Recall that in the case of bitmapped images, the resize changes the resolution of the image and thus can affect the quality of that image in the document output. Whether the change in quality is noticeable depends on the image, its new resolution, and the resolution of the printer on which it outputs.
  - **Change the fit setting for the image in the picture object.** In the case of bitmapped images, all settings other than Constant resolution can change the resolution of the image, and thus can affect the quality of that image in the document output. Whether the change in quality is noticeable depends on the image, its new resolution, and the resolution of the printer on which it outputs.
  - **Adjust the resolution setting in the Document dialog box (if the image is a bitmapped image and you selected a Fit setting of Constant resolution).** This affects the resolution of all images in the document, and thus the size at which all of the images appear.
• Change the default size of the image (if you selected a Fit setting of Constant resolution). This in turn changes the size at which it appears on the document page.

Related topics:
• Static and Dynamic Images (Page 153)
• View or Edit the Properties of an Image Resource (Page 147)
• Adjust the Image Quality Options (Page 160)

13.2.6 Adjust the Image Quality Options

To set the default image quality and the photo quality compression level:

2. In the Document properties dialog box, click Resource options and adjust the compression options.

   **Image quality**: Select the image quality for this image resource.

   **Photo quality compression level**: Set the compression level you want PlanetPress Design to use for image resources of Photo image quality. Legal values are 1 to 100. Compression may affect print speed because each image on the printer must be uncompressed at print time, which may affect print quality. Some formats such as JPEG compression may cause image degradation, whereas LZW compression does not. The user can select the type and degree of depression PlanetPress Design uses to send to the printer.

   A. Force PostScript mode option; B. Refresh List button; C. Save to File button

   **Force PostScript mode**: Select this option when the destination printer is used for printing jobs in other formats such as PJL, and when PlanetPress Suite Workflow Tools is not sending the output to the printer’s hard disk. When this option is selected, PlanetPress Design inserts the following command statement: \[\text{Esc}\%-12345X@PJL ENTER LANGUAGE = POSTSCRIPT}\] to precede the document as well as any other command statement.

   **Refresh List**: Click this button to refresh the list of available hosts to which the images may be downloaded.
**Save to File:** Click this button to save all the image files in the Files to download list to the filename you specify with a PS file extension. The Image Downloader makes a copy of each image, applies the image settings to the copy, and then converts the copy to PostScript.

3. Click **OK**.

4. When you add an image resource to the document, PlanetPress Design associates the specified image quality with that image resource. If you selected Photo as the image quality, it uses the specified compression to compress the image resource when it converts the document.

To adjust the compression algorithm for an individual image resource in the document:

- Edit the Image quality property of the image resource whose image quality you want to change.

**Related topics:**

- Static and Dynamic Images (Page 153)
- Change the Size of an Image (Page 159)

## 13.2.7 Troubleshoot Image Problems

**Cannot add an image resource to the document**

*You receive an error message when you attempt to add an image resource to the document.*

<table>
<thead>
<tr>
<th>Possible causes:</th>
<th>The image is not in one of the supported formats. The image format uses an unsupported feature of one of the supported formats. For example, PlanetPress Design does not support images in TIFF format that use LZW compression. Use an image editor or image conversion utility to convert the image format, or one of the image format features to one of those PlanetPress Design supports.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action:</td>
<td></td>
</tr>
</tbody>
</table>

---
13.3 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide:

- Supported Image Formats
- Resolution
- Color Depth
- Pixel Dimensions
- Image Quality
- Scanline Orientation
- Image Size on the Document Page
- PlanetPress Talk Expressions for Dynamic Images that Reference Image Resources
- PlanetPress Talk Expressions for Dynamic Images that Reference External Images
- Image Name and Pathname Resolution in Dynamic Images
- Caches
- Guidelines for Optimizing Images
- Optimization
- Adjust Image Resolution
- Convert Color Images to Grayscale
- Adjust the Pixel Dimensions of a Bitmapped Image
- Copy External Images for a Dynamic Image to the Runtime Environment
This chapter covers barcodes and business graphics and how they can be added to your PlanetPress Design documents.

In this section, you learn to:

- Add a Barcode (Page 183)
- Add a Business Graphic (Page 183)
- Add an Excel Business Graphic (Page 185)

This section also answers the following questions:

- How does PlanetPress Design support barcodes? (Page 164)
- What rules must I observe to successfully integrate barcodes into my documents? (Page 164)
- What business graphics are available in PlanetPress Design? (Page 180)
- Can I use Excel business graphics in PlanetPress Design documents? (Page 181)
14.1 Key Concepts

To add barcodes or business graphs, you should understand the following key concepts:

- Barcodes (Page 164)
- Information on the Barcodes Supported by PlanetPress Design (Page 164)
- Business Graphics (Page 180)
- Excel Business Graphics (Page 181)

14.1.1 Barcodes

*How does PlanetPress Design support barcodes?*

The most commonly known barcodes are composed of a sequence of vertical bars and spaces varying in width. Some barcodes use start and stop characters, which are defined as patterns of bars and spaces that tell the barcode reader where the code begins and ends. Others have a checksum, which is an integer value that the reader can use to verify the integrity of the barcode data. Some include human readable characters below the bars.

With PlanetPress Design, you can add a variety of barcodes to your documents simply by using drag and drop. For more information on barcodes and how to use them, refer to Add a Barcode (Page 183), or to Information on the Barcodes Supported by PlanetPress Design (Page 164).

For detailed descriptions of each one of the options offered by specific barcodes, or for background information on barcodes, refer the documentation provided by individual barcode suppliers.

Note that PlanetPress Design supports barcodes created in PlanetPress Design 4 and PlanetPress Design 5. It does not modify the PlanetPress Talk code for those barcodes.

It should be noted that none of the barcodes used in PlanetPress Design supports Double Byte or Arabic characters.

14.1.2 Information on the Barcodes Supported by PlanetPress Design

*What rules must I observe to successfully integrate barcodes into my documents?*

This section provides basic information on the barcodes supported by PlanetPress Design, such as which characters are compatible with which barcodes, how many characters can be used in a given barcode, etc.

**Australia Post**

This barcode must begin with one of the following two digit Format Control Code (FCC) number: 11, 59, or 62.

*What rules must I observe to successfully integrate barcodes into my documents?*

This section provides basic information on the barcodes supported by PlanetPress Design, such as which characters are compatible with which barcodes, how many characters can be used in a given barcode, etc.

**Australia Post**

This barcode must begin with one of the following two digit Format Control Code (FCC) number: 11, 59, or 62.

The FCC number must be followed by eight (8) digits. These are mandatory to specify the destination. Additional characters may be used for the Customer Information Field. The number characters varies according to each FCC format:

- Format 11: No extra characters.
• Format 59: Up to 8 digits or 5 letters.
• Format 62: Up to 15 digits or 10 letters.

Compatible characters for the Customer Information Field include:

• Upper and lower case letters: a to z and A to Z.
• Digits: 0 to 9.
• Symbols: space and # (pound).

A checksum is automatically calculated.

**Aztec**

This 2D barcode can currently only be used in documents that will be printed using either the Optimized Postscript or Windows Printing mode (printer centric mode will be added in a future release).

This barcode can be used to generate Normal, Compact or Full Aztec barcodes. This barcode supports the full ASCII character set and its maximum data capacity depends on the selected barcode type:

• Normal barcode mode: Up to 3800 digits, or up to 3000 alphanumeric characters.
• Compact barcode mode: Up to 58 digits, or up to 47 alphanumeric characters.
• Full barcode mode: Up to 310 digits, or up to 250 alphanumeric characters.

Bar width is set using millimeters and corresponds to the minimum barcode width.

Error correction levels correspond to the percentage the symbol that includes error checking data. Note that level 0 provides optimal error correction. Each barcode mode has its own value range (Normal mode values range from 0 to 99, Compact from 0 to 4; and Full from 0 to 32).

**Codabar**

This barcode must start with a Start character and end with a Stop character. Characters A, B, C and D can be used as Start and Stop characters.

For the remaining barcode data, the following characters may be used:

• Digits: 0 to 9.
• Symbols: - (hyphen), $(dollar),: (colon), / (slash),. (period), + (plus).

A checksum is automatically calculated.

**CodablockF**

This 2D barcode can currently only be used in documents that will be printed using either the Optimized Postscript or Windows Printing mode (printer centric mode will be added in a future release).

This barcode supports the full ASCII character set based on the 3 alphabets used in the Code128 barcode (see below). The switch between alphabets is done automatically. Special characters in the A alphabet are called with their ASCII value using the following syntax: ^nnn (such as ^010 for LineFeed).

A minimum of 3 characters is required in this barcode. The maximum string length for this barcode varies depending on the control characters used in the code. Bar width is set using millimeters and corresponds to the minimum barcode width.

**Code 11**
The following characters are valid for this barcode:

- Digits: 0 to 9.
- Symbol: - (hyphen).

A checksum is optional, but should be added to ensure data reliability. When the Checksum option is selected, the required checksum digits are added automatically.

- For data with fewer than 10 characters, a single checksum digit is used.
- For data with 10 characters or more, two checksum digits are used.

**Code16k**

This 2D barcode can currently only be used in documents that will be printed using either the Optimized Postscript or Windows Printing mode (printer centric mode will be added in a future release).

This barcode supports the full ASCII character set based on the 3 alphabets used in the Code128 barcode (see below). A maximum of 5 characters per row over 16 rows is permitted. If the first 4 characters in the data are numeric, a 'SwitchC' character is automatically added before the data. Special characters within the data can be used to switch alphabets in the same way as with the Code 128 barcode.

The selected barcode mode determines the starting codeset and leading character:

- Automatic: The codeset and leading character are selected automatically.
- Mode 0: Selects codeset A.
- Mode 1: Selects codeset B.
- Mode 2: Selects codeset C.
- Mode 3: Selects codeset B and sets the leading character to 'Fnc1'.
- Mode 4: Selects codeset C and sets the leading character to 'Fnc1'.
- Mode 5: Selects codeset C and sets the leading character to 'Shift B'.
- Mode 6: Selects codeset C and sets the leading characters to two successive 'Shift B' characters.

Bar width is set using millimeters and corresponds to the minimum barcode width.

**Code 39**

The following characters are valid for this barcode:

- Digits: 0 to 9.
- Upper case letters: A to Z.
- Symbols: space, - (hyphen), $(dollar), / (slash), + (plus), % (percent), . (period).

Star in a code39 is the start/stop character, which PlanetPress Design automatically includes. As such, there should be no star character added by the user in the data.

To go beyond the 44 basic characters listed above, you may use extended ASCII characters (granted that scanners are programmed for this, otherwise extended characters will simply be read as basic characters).
To use extended characters, use the encodings listed in the following table:
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<thead>
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<th>Character</th>
<th>Encode as</th>
<th>Character</th>
<th>Encode as</th>
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<th>Encode as</th>
<th>Character</th>
<th>Encode as</th>
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<tbody>
<tr>
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<td>y</td>
<td>+Y</td>
<td></td>
</tr>
<tr>
<td>SUB</td>
<td>$Z</td>
<td>:</td>
<td>/Z</td>
<td>Z</td>
<td>z</td>
<td>+Z</td>
<td></td>
</tr>
<tr>
<td>ESC</td>
<td>%A</td>
<td>;</td>
<td>%F</td>
<td>[</td>
<td>%K</td>
<td>{</td>
<td>%P</td>
</tr>
</tbody>
</table>
A checksum is optional, but should be added to ensure data reliability.

**Code49**

This 2D barcode can currently only be used in documents that will be printed using either the Optimized Postscript or Windows Printing mode (printer centric mode will be added in a future release).

The data for this barcode can include both numeric and alphanumeric characters. When only numbers are present in the data, the maximum number of characters is 82. When alphanumeric characters are present, the maximum is 50 characters.

Bar width is set using millimeters and corresponds to the minimum barcode width.

**Code 93**

The following characters are valid for this barcode:

- Digits: 0 to 9.
- Upper case letters: A to Z.
- Symbols: space, - (hyphen), $(dollar), / (slash), + (plus),% (percent), * (star),. (period).

To go beyond the 44 basic characters listed above, you may use extended ASCII characters (granted that scanners are programmed for this, otherwise extended characters will simply be read as basic characters).
To use extended characters, use the encodings listed in the following table:
<table>
<thead>
<tr>
<th>Character</th>
<th>Encode as</th>
<th>Character</th>
<th>Encode as</th>
<th>Character</th>
<th>Encode as</th>
<th>Character</th>
<th>Encode as</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUL</td>
<td>(%)U</td>
<td>SP</td>
<td>Space</td>
<td>@</td>
<td>(%)V</td>
<td>`</td>
<td>(%)W</td>
</tr>
<tr>
<td>SOH</td>
<td>($)A</td>
<td>!</td>
<td>(/)A</td>
<td>A</td>
<td>A</td>
<td>a</td>
<td>(+)A</td>
</tr>
<tr>
<td>STX</td>
<td>($)B</td>
<td>”</td>
<td>(/)B</td>
<td>B</td>
<td>B</td>
<td>b</td>
<td>(+)B</td>
</tr>
<tr>
<td>ETX</td>
<td>($)C</td>
<td>#</td>
<td>(/)C</td>
<td>C</td>
<td>C</td>
<td>c</td>
<td>(+)C</td>
</tr>
<tr>
<td>EOT</td>
<td>($)D</td>
<td>$</td>
<td>(/)D</td>
<td>D</td>
<td>D</td>
<td>d</td>
<td>(+)D</td>
</tr>
<tr>
<td>ENQ</td>
<td>($)E</td>
<td>%</td>
<td>(/)E</td>
<td>E</td>
<td>E</td>
<td>e</td>
<td>(+)E</td>
</tr>
<tr>
<td>ACK</td>
<td>($)F</td>
<td>&amp;</td>
<td>(/)F</td>
<td>F</td>
<td>F</td>
<td>f</td>
<td>(+)F</td>
</tr>
<tr>
<td>BEL</td>
<td>($)G</td>
<td>'</td>
<td>(/)G</td>
<td>G</td>
<td>G</td>
<td>g</td>
<td>(+)G</td>
</tr>
<tr>
<td>BS</td>
<td>($)H</td>
<td>(</td>
<td>(/)H</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td>(+)H</td>
</tr>
<tr>
<td>HT</td>
<td>($)I</td>
<td>)</td>
<td>(/)I</td>
<td>I</td>
<td>I</td>
<td>i</td>
<td>(+)I</td>
</tr>
<tr>
<td>LF</td>
<td>($)J</td>
<td>*</td>
<td>(/)J</td>
<td>J</td>
<td>J</td>
<td>j</td>
<td>(+)J</td>
</tr>
<tr>
<td>VT</td>
<td>($)K</td>
<td>+</td>
<td>(/)K</td>
<td>K</td>
<td>K</td>
<td>k</td>
<td>(+)K</td>
</tr>
<tr>
<td>FF</td>
<td>($)L</td>
<td>,</td>
<td>(/)L</td>
<td>L</td>
<td>L</td>
<td>l</td>
<td>(+)L</td>
</tr>
<tr>
<td>CR</td>
<td>($)M</td>
<td>-</td>
<td>-</td>
<td>M</td>
<td>M</td>
<td>m</td>
<td>(+)M</td>
</tr>
<tr>
<td>SO</td>
<td>($)N</td>
<td>.</td>
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<td>N</td>
<td>N</td>
<td>n</td>
<td>(+)N</td>
</tr>
<tr>
<td>SI</td>
<td>($)O</td>
<td>/</td>
<td>(/)O</td>
<td>O</td>
<td>O</td>
<td>o</td>
<td>(+)O</td>
</tr>
<tr>
<td>DLE</td>
<td>($)P</td>
<td>0</td>
<td>0</td>
<td>P</td>
<td>P</td>
<td>p</td>
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</tr>
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<td>T</td>
<td>T</td>
<td>t</td>
<td>(+)T</td>
</tr>
<tr>
<td>NAK</td>
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<td>U</td>
<td>U</td>
<td>u</td>
<td>(+)U</td>
</tr>
<tr>
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<td>($)V</td>
<td>6</td>
<td>6</td>
<td>V</td>
<td>V</td>
<td>v</td>
<td>(+)V</td>
</tr>
<tr>
<td>ETB</td>
<td>($)W</td>
<td>7</td>
<td>7</td>
<td>W</td>
<td>W</td>
<td>w</td>
<td>(+)W</td>
</tr>
<tr>
<td>CAN</td>
<td>($)X</td>
<td>8</td>
<td>8</td>
<td>X</td>
<td>X</td>
<td>x</td>
<td>(+)X</td>
</tr>
<tr>
<td>EM</td>
<td>($)Y</td>
<td>9</td>
<td>9</td>
<td>Y</td>
<td>Y</td>
<td>y</td>
<td>(+)Y</td>
</tr>
<tr>
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<td>(/)Z</td>
<td>Z</td>
<td>Z</td>
<td>z</td>
<td>(+)Z</td>
</tr>
</tbody>
</table>
A checksum is mandatory for this barcode (it is always added automatically).

**Code 128**

Code 128 uses 3 alphabets, each containing 106 characters:

- Alphabet A contains no lower case characters but includes special characters, such as NUL, ACK and FF.
- Alphabet B contains upper and lower case characters.
- Alphabet C is used almost exclusively for double density numeric values, ranging from 00 to 99.

In the case of alphabet A, to enter the non-printable characters listed as ordinals 64 to 94 in the following table, you must use alphabet B equivalents (for the ACK character, for example, use character f).

The non-printable characters listed as ordinals 95 to 105 can be entered using their ordinal value preceded by ^\(^.\) To enter FNC1, for example, you would enter ^102. To enter an actual ^ character, you would enter ^062.

Numeric values entered using alphabet C are always considered as digit pairs (0001, for example, for values 0 and 1). Only when you use alphabets A or B can you enter an odd number of digits (001, for example, for values 0, 0 and 1).

Having \{\} taken as a pair of characters to be converted into alphabet C will fail the job and result in a typecheck error.
The following table lists the characters that can be used in all three alphabets:
<table>
<thead>
<tr>
<th>Ordinal</th>
<th>Value in alphabet</th>
<th>Encoding</th>
<th>Ordinal</th>
<th>Value in alphabet</th>
<th>Encoding</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>SP</td>
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<td>53</td>
<td>U</td>
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</tr>
<tr>
<td>01</td>
<td>!</td>
<td>01   11001101100</td>
<td>54</td>
<td>V</td>
<td>1110101100</td>
</tr>
<tr>
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<td>&quot;</td>
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<td>55</td>
<td>W</td>
<td>11101000110</td>
</tr>
<tr>
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<td>#</td>
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<td>56</td>
<td>X</td>
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</tr>
<tr>
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<td>$</td>
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<td>57</td>
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<td>%</td>
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<td>60</td>
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</tr>
<tr>
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<td>61</td>
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<tr>
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</tr>
<tr>
<td>10</td>
<td>*</td>
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<td>,</td>
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<td>65</td>
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<td>-</td>
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</tr>
<tr>
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<tr>
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<td>68</td>
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<tr>
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<td>71</td>
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<tr>
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</tr>
<tr>
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</tr>
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<td>24</td>
<td>8</td>
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</tr>
<tr>
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<td>25   11100101100</td>
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</tr>
</tbody>
</table>
The checksum is always calculated automatically.

**Datamatrix**

<p>| | | | | | | | | | | | | | | | | |</p>
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This 2D barcode can currently only be used in documents that will be printed using either the Optimized Postscript or Windows Printing mode (printer centric mode will be added in a future release).

This barcode supports the full ASCII character set and its maximum data capacity depends on the data type and the selected barcode mode:

- Square: Up to 2046 double-digits (00 to 99), or up to 2047 alphanumeric characters.
- Rectangular: Up to 98 double-digits (00 to 99), or up to 70 alphanumeric characters.

Bar width is set using millimeters and corresponds to the minimum barcode width.

Error correction levels depends on the selected barcode mode. Levels range from 0 to 6 in Rectangular mode, and from 0 to 24 in Square mode.

**Discrete 2 of 5**

The following characters are valid for this barcode:

- Digits: 0 to 9.

A checksum is automatically calculated. Optional bearer bars can be added for added reliability.

**EAN-13**

The standard code must contain exactly 13 characters (this includes one checksum character).

The following characters are valid for this barcode:

- Digits (0 to 9).

Apart from the standard EAN-13 code, two additional codes can also be used:

- EAN-13+2 (15 characters in all).
- EAN-13+5 (18 characters in all).

A checksum is automatically calculated for this barcode.

Human readable characters are always included in the code.

**EAN-8**

The standard EAN-8 code must contain exactly 8 characters (this includes one checksum character).

The following characters are valid for this barcode:

- Digits (0 to 9).

Apart from the standard EAN-8 code, two additional codes can also be used:

- EAN-8+2 (10 characters in all)
- EAN-8+5 (13 characters in all)

Human readable characters are always included in the code.

**FIM**

This static code can only represent one of three available FIM types: FIMA, FIMB, and FIMC.

**Interleaved 2 of 5**

This code must have an even number of characters (including the checksum character), so if number of characters in the data is odd, it should be prefixed with the digit 0.
The following characters are valid for this barcode:

- Digits (0 to 9).

Bearer bars are optional, but can be added for added reliability.

The checksum is optional and can be added with the checksum option.

**ISBN**

Standard ISBN barcodes contain 10 digits (9 digits for the data plus 1 checksum digit) or 13 digits (a 3 digit prefix, 9 digits for the data plus 1 checksum digit).

- ISBN 10 digit codes typically include 4 sections and 3 hyphens or spaces.
- ISBN 13 digit codes include 5 sections and 4 hyphens or spaces. The prefix is usually 978 or 979.

Using hyphens or spaces is not compulsory but recommended to clearly separate each part of the code.

The following characters are valid for this barcode:

- Digits: 0 to 9.
- Symbols: space, - (hyphens).

Apart from the standard ISBN code, two additional codes can also be used:

- ISBN+2 (10 or 13 characters + 2 supplemental digits).
- ISBN+5 (10 or 13 characters + 5 supplemental digits).

**Maxicode**

This 2D barcode can be used in documents that will be printed using the Optimized Postscript, Windows Printing or printer centric mode.

This barcode supports various data types and the maximum number of characters allowed is based on the selected barcode mode:

- Mode 2: For shipping data including a zipcode.
- Mode 3: For shipping data including a postal code.
- Mode 4: For any data (full ASCII supported) up to 84 characters.
- Mode 5: For any data (full ASCII supported) up to 68 characters.
- Mode 6: For any data (full ASCII supported) up to 84 characters.

Note that the **Barcode Options** page of the **Barcode** dialog box may also be used to enter the data. When mode 2 or 3 is selected, all the corresponding dialog box fields are accessible. When mode 4, 5 or 6 is selected, only the Message dialog box field may be used to enter data. Entering data this way supersedes any data entered using the Data page of the Barcode dialog box.

**MicroPDF**

This 2D barcode can currently only be used in documents that will be printed using either the Optimized Postscript or Windows Printing mode (printer centric mode will be added in a future release).

This barcode supports various data types and the maximum number of characters allowed is based on the selected barcode mode:

- Text compaction: Alphanumeric characters up to a maximum of 250 characters.
- Numeric compaction: Numeric characters up to a maximum of 366 characters.

The number of columns in the barcode may be selected as required up to a maximum limit of 4 columns.

Bar width is set using millimeters and corresponds to the minimum barcode width.
Note that the error correction level is always set automatically.

**MicroQR**

This 2D barcode can currently only be used in documents that will be printed using either the Optimized Postscript or Windows Printing mode (printer centric mode will be added in a future release).

This barcode supports various data types and the maximum number of characters allowed is based on the selected barcode mode:

- **Numeric:** Numeric characters up to a maximum of 35 digits.
- **Alphanumeric:** Numeric and alphanumeric characters (limited to uppercase letters, spaces, and the following characters: dollar ($), percent (%), star (*), plus (+), minus (-), period (.), slash (/), and colon (:) only up to a maximum of 21 characters.

Bar width is set using millimeters and corresponds to the minimum barcode width.

Error correction may be set from Level 0 to Level 3.

**MSI Plessey**

This code can contain a variable number of characters. The following characters are valid for this barcode:

- **Digits:** 0 to 9.

A checksum is added automatically.

**PDF417**

This 2D barcode replaces the PDF417 barcode used in previous versions of PlanetPress Design. It can be used in documents that will be printed using the Optimized Postscript, Windows Printing or printer centric mode.

If you open a document that uses the “old PDF417 barcode”, existing PDF417 barcodes will remain unchanged, and any new PDF417 barcode that you may add to that document will also use the “old PDF417 barcode”. If you want this older document to use the new barcode, you will have to delete all its “old PDF417 barcodes”, to save the document, and then to add new PDF417 barcodes. Barcodes added to older documents that did not contain any PDF417 barcode or to new documents will be added using the “new PDF417 barcode”.

This barcode supports various data types and the maximum number of characters allowed is based on the selected barcode mode:

- **Text:** Basic alphanumeric characters up to a maximum of 1847 characters.
- **Binary/ASCII Plus:** Extended ASCII character set (all 256 characters) up to a maximum of 1847 characters.
- **Numeric:** Numeric characters up to a maximum of 2707 digits.

The number of columns in the barcode may be selected as required up to a maximum limit of 20 columns.

Bar width is set using millimeters and corresponds to the minimum barcode width.

Error correction may be set from Level 0 to Level 8.

Place a checkmark in the **Truncated** box to make the barcode a truncated PDF417 barcode. By default, barcodes are added as standard PDF417 barcodes.

**Plessey**

This code can contain a variable number of characters. The following characters are valid for this barcode:

- **Digits:** 0 to 9.
• Upper case letters: A to F.

A two-digit checksum is added automatically.

**Postnet**

Standard Postnet codes must contain exactly 5 characters. The following characters are valid for this barcode:

• Digits: 0 to 9.

Apart from the standard Postnet code, two additional codes can also be used:

• Postnet+4 (5 digits + 4 supplemental digits).
• Postnet+6 (5 digits + 6 supplemental digits).

A checksum is added automatically.

**QRCode**

This 2D barcode can currently only be used in documents that will be printed using either the Optimized Postscript or Windows Printing mode (printer centric mode will be added in a future release).

This barcode supports various data types and the maximum number of characters allowed is based on the selected barcode mode:

• Numeric: Numeric characters up to a maximum of 7089 digits.
• Alphanumeric: Numeric and alphanumeric characters (limited to uppercase letters, spaces, and the following characters: dollar ($), percent (%), star (*), plus (+), minus (-), period (.), slash (/), and semicolon (:)) only up to a maximum of 4296 characters. Note that lowercase characters within the data are automatically converted to uppercase.

Bar width is set using millimeters and corresponds to the minimum barcode width.

Error correction may be set from Level 0 to Level 3.

**Royal Mail**

The following characters are valid for this barcode:

• Digits: 0 to 9.
• Upper case letters: A to Z.

A checksum is added automatically.

**RSS**

This 2D barcode can be used in documents that will be printed using the Optimized Postscript, Windows Printing or printer centric mode (only RSS-14 and RSS-Limited can be used in printer centric mode).

This barcode supports digits only and the maximum number of characters allowed is based on the selected barcode mode:

• RSS-14, RSS-14 Truncated, RSS Limited, RSS-14 Stacked, RSS-14 Stacked Omnidirectional: Limited to 14 digits (this includes a 1 digit checksum).
• RSS Expanded and RSS Expanded Stacked: No set character limit.

Bar width is set using millimeters and corresponds to the minimum barcode width.

**UPC-A**
Standard UPC-A codes must contain exactly 12 characters (including the checksum character). The following characters are valid for this barcode:

- Digits: 0 to 9.

Apart from the standard UPC-A code, two additional codes can also be used:

- UPC-A+2 (12 digits + 2 supplemental digits).
- UPC-A+5 (12 digits + 5 supplemental digits).

A checksum is added automatically.

**UPC-E**

Standard UPC-E codes must contain exactly 8 characters:

- Must start with the digit 0 (must be added if not included in data).
- Six variable digits
- One checksum digit (added automatically).

The following characters are valid for this barcode:

- Digits: 0 to 9.

Apart from the standard UPC-E code, two additional codes can also be used:

- UPC-E+2 (8 digits + 2 supplemental digits).
- UPC-E+5 (8 digits + 5 supplemental digits).

### 14.1.3 Business Graphics

*What business graphics are available in PlanetPress Design?*

A business graphic in PlanetPress Design is a bar graph, pie chart, or line graph. PlanetPress Design builds the graphic from the static or variable data you select for the graphic.

In a bar graph, PlanetPress Design calculates the maximum width of each bar by dividing the width of the business graph object by the number of bars in the graph. It then calculates the actual width of the bar using the Spacing percentage property you set for the bar graph.

In a line graph, PlanetPress Design calculates the position of each point by dividing the width of the business graph object by the number of points on the graph.

In a pie chart, all data values must be greater than or equal to zero.
Can I use Excel business graphics in PlanetPress Design documents?

Microsoft Excel graphics can be added to your PlanetPress Design documents just like any other PlanetPress Design business graphic. Data selections are used to populate the graphics at runtime, so each document displays context-specific information, such as stock prices or monthly expenses.

Like other images, Excel business graphics can be moved or resized. At design time, only a placeholder is displayed on the page (the actual graphics are generated at runtime).

This feature is only available for Optimized Postscript printing and for Windows Printing. Microsoft Excel 2000 or better must be installed on the server running the PlanetPress Design documents (although only the Excel template is actually required to design the PlanetPress Design document).

Related topics:
- Business Graphics (Page 180)
• Add an Excel Business Graphic (Page 185)
14.2 Detailed Directions

This section includes the following procedures:

- Add a Barcode (Page 183)
- Add a Business Graphic (Page 183)
- Add an Excel Business Graphic (Page 185)

14.2.1 Add a Barcode

There are two ways you can add barcodes. The first method lets you select data from the data pane and add a Code 128 barcode in a single operation. The second one lets you add any type of barcode, but requires that you select the data afterwards.

To select data from the Data Pane and to add a Code 128 barcode:

1. In the Data Pane, click and drag to select a region of data.
   If you selected Show position hint in the Data Selector, PlanetPress Design displays information about the current mouse position in the Data Pane, under and to the right of the pointer.
2. Release.
3. Right-click on the selected region, drag it into the Page area and release.
4. In the menu that appears, choose Insert Barcode.
5. If necessary, double-click the barcode and edit its properties as required.

To add any type of barcode:

1. Choose Home | Objects | Barcode.
2. Move the pointer inside the Page area and click at the point at which you want to add the object, and release.
3. In the Barcode properties dialog box, click Basic attributes and enter the name, position, size, style, and condition properties for the barcode object.
4. Click Barcode options and select the type of barcode you want to add from the barcode type list. Depending on the type of barcode you selected, options that may be edited are displayed.
5. Click OK.

Related topics:

- Barcodes (Page 164)
- Add a Barcode

14.2.2 Add a Business Graphic

To add a business graphic object using the Data Pane of the Program window:

1. In the Data Pane, click and drag to select a region of data.
2. Release.
3. Right-click on the selected region, drag it into the Page area and release.
4. In the menu that appears, choose Insert Business Graphic.

To add a business graphic using the Business Graphic properties dialog box:

2. Move the pointer inside the Page area and click at the point at which you want to add the object, and release.
3. In the Business Graphic properties dialog box, click Basic attributes and enter the name, position, size, style, and condition properties for the business graphic object.
4. In the **Business Graphic** properties dialog box, click **Graphic** and select the type of business graphic you want to create (bar graph, line graph, or pie chart) from the **Graph type** list.

5. Set the properties for the type of business graphic you selected. PlanetPress Design grays out properties that are not available for a specific type of business graphic.

**Bar graph**

- **Show text on graphic**: Select to display the data as text under the bar.
- **Baseline value**: Enter a baseline value for the bar graph.
- **Spacing percentage**: Enter the amount of space, expressed as a percentage, to leave to the right of each bar. This determines both the width of each bar and the amount of space to its right, as follows. PlanetPress Design divides the width of the business graphic object by the number of bars in the graph to obtain the maximum width for each bar. It then uses the Spacing percentage to determine the amount of space the bar itself occupies.

**Set bar width**: Select to specify an exact width for each of the bars in the graph, and enter the width in the Bar width box. In this case PlanetPress Design uses the Spacing percentage to determine only the amount of space to leave to the right of each bar; the value in the Bar width box overrides the bar width value the Spacing percentage yields. Unless the bar width you specify is equal to the one the Spacing percentage yields, setting the bar width results in an automatic adjustment to the size of the business graphic object.

- **Bar width**: Enter an exact width for each of the bars in the graph.
- **Automatic height adjustment**: Select to automatically make the height of the tallest bar in the bar graph, equal to the height of the business graphic object. Clear to specify the height using Units per inch/centimeter.
- **Units per inch/centimeter**: Enter the number of units PlanetPress Design displays for each unit of measure. The unit of measure is as set in the User Options dialog box.
- **Use 3D effect**: Select to use a 3D effect on each bar of the bar graph.
- **Angle**: Enter the angle, in degrees, for the 3D effect.
- **Depth**: Enter a depth to use for the 3D effect. Units are as set in the User Options dialog box.

**Line graph**

- **Show text on graphic**: Select to display the data as text above each point on the graph.
- **Baseline value**: Enter a baseline value for the line graph.
- **Automatic height adjustment**: Select to automatically make the highest point in the line graph, equal to the height of the business graphic object. Clear to specify the height using Units per inch/centimeter.
- **Units per inch/centimeter**: Enter the number of units PlanetPress Design will display for each unit of measure. The unit of measure is as set in the User Options dialog box.

**Pie chart**

- **Show text on graphic**: Select to display the data as text alongside the pie chart. If this is selected, PlanetPress Design uses the style set for the business graphic in Basic attributes.
- **Use 3D effect**: Select to use a 3D effect with the pie chart.
- **Angle**: Enter the angle, in degrees, for the 3D effect.
- **Depth**: Enter a depth to use for the 3D effect. Units are as set in the User Options dialog box.

6. In the **Business Graphic** properties dialog box, click **Data**, select the data you want to use for the business graphic, and set the options for the data selection.

- **Skip lines with invalid data**: Select to remove any empty lines or lines that do not contain valid integer, measure or currency values from the data selection.
- **Thousands separator**: Enter the thousands separator the input data uses. PlanetPress Design requires this to ensure it reads the input data correctly. It does not use this or any other thousands separator in the values it displays.
- **Decimal separator**: Enter the decimal point separator the input data uses. PlanetPress Design requires this to ensure it reads the input data correctly. It does not use it as the decimal separator in the values it displays. Rather, it uses a period as the decimal separator.
- **Currency symbol**: Enter the currency symbol the input data uses. PlanetPress Design requires this to ensure it reads the input data correctly. It does not use this or any other currency symbol in the values it displays.

7. In the **Business Graphic** properties dialog box, click **Colors** and select the colors you want the business graphic to use.

8. Click **OK**.
To select colors for a business graphic:

1. In the **Business Graphic** properties dialog box, click **Colors** to display the list of colors the business graphic uses. The Color list is initially empty; you must define each of the colors you want the graphic to use.

   ![Color list](Image)

   **Color list**: Displays the colors the graph uses. Each entry you add to the list displays both a sample of the color and the numerical value of the color in the color model you are currently using. Recall that you select the default color model in the User Options dialog box. The order in which you organize the colors in the Color list determines the assignment of colors to the lines, bars, or pie sections of the graph. PlanetPress Design cycles through the colors in the Color list, starting at the top, and assigns colors to the lines, bars or pie sections of the graph.

2. Adjust the entries in the Color list.

**Related topics:**

- [Add an Excel Business Graphic (Page 185)]

### 14.2.3 Add an Excel Business Graphic

For each Excel business graphic you want to use in PlanetPress Design, you must create an Excel template file (see the example below for more details). At runtime, PlanetPress Design uses this file to generate the graphic and to display it on the document.

To add an Excel business graphic:

- Create an Excel workbook:
  - The first sheet in your workbook must include the sample data on which your graph will be based. The data displayed in the graph must appear in the first one hundred cells of the same column. Some of the cells may remain empty, but no data should appear past cell number 100. These 100 cells must not have any special formatting (use the standard formatting). You may add a table on the same sheet for the purpose of organizing your data, but any data included in that table should be referenced to your sample data cells.
A) The source data cells. These cells contain the data displayed by the graph. At runtime, the data from your job file replaces the sample data from these cells. B) A table placed on the same sheet for the purpose of organizing the data that will appear in the graph. C) A cell from the table. As you can see, this cell only contains a reference to one of the sample data cells.

- The graph itself must be placed on a new sheet. Any variable information appearing in the graph must be referenced to the sample data cells from the other sheet, or to cells from the table, but only if those cells are referenced to the sample data cells. If you use the Chart Wizard to create your Excel business graph, bear in mind that at the end of the procedure, you should select the As new sheet option so as not to place the graph on the same sheet as the sample data.

A) The sheet containing your sample data and the chart itself (both are on separate sheets). B) The graph showing variable data referenced from Sheet1.

- Save the template file in the following location: Documents and Settings\All Users\Application Data\Objectif Lune\PlanetPress Suite N\PlanetPress Design\ (where N is the PlanetPress Suite version number).

- Add an Excel Business graph object on your PlanetPress Design document:
  - Place an Excel business graph object on your document page.
  - In the Graphic page of the Excel Business Graphics properties dialog box, select any of your Excel graph template files and set its properties.
  - In the Data page of the Excel Business Graphics properties dialog box, select the data that will be placed in the source data cells of your Excel graph template file.
• Bear in mind that when you design a document, only a placeholder is displayed. The actual graphs are only appear when documents are generated.

Excel Business Graphics properties are as follows:

**Graphic page**

**Excel template:** Select the template you want to use for your graphic. Click the Refresh button to redisplay all the currently available templates.

**Excel sheet column:** Enter the letter that corresponds to the Excel data column in which the variable data is to be entered at runtime.

**On error:** Select the desired behavior if an Excel graph cannot be generated.

**Data page**

**Excel data graph data column:** Select the data that should be entered in the cells of the Excel data sheet at runtime.

**Related topics:**

• Add a Business Graphic (Page 183)
14.3 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide:

- Description of each type of barcode
15 Working with Objects

PlanetPress Design provides many ways to work with objects either individually or in groups.

This chapter explains the concept of objects and groups, and describes properties and procedures common to all objects and groups. It also explains the layering order of objects in PlanetPress Design, and presents suggestions on how to create some common document elements using boxes.

In this section, you learn to:

- Set the Basic Attributes of an Object or Group (Page 198)
- Set the Manipulation Properties of an Object or Group (Page 199)
- Select Objects and/or Groups (Page 200)
- Lock and Unlock Objects and Groups (Page 201)
- Reposition Objects and/or Groups (Page 201)
- Resize Objects and/or Groups (Page 202)
- View or Edit the Properties of an Object or Group (Page 203)
- Delete Objects and/or Groups (Page 203)
- Align Objects and/or Groups (Page 204)
- Rotate Objects and/or Groups (Page 206)
- Duplicate Objects and/or Groups (Page 206)
- Snap or Unsnap Objects and/or Groups (Page 207)
- Group and Ungroup Objects and/or Groups (Page 209)
- Edit the Layering Order of Objects (Page 211)
- Copy Values of Properties between Objects and/or Groups (Page 212)
- Convert an Object to PlanetPress Talk (Page 213)
- Debug an Object or Group (Page 214)

This section also contains answers to the following questions:

- What is an object in PlanetPress Design? (Page 18)
- Is the order in which objects appear in the Structure area significant? (Page 18)
- What is a group? (Page 18)
- What are snapping points? (Page 191)
- Why would I repeat objects and what types of repeats are available? (Page 194)
15.1 Key Concepts

To work with document objects, you should understand the following key concepts:

- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Group (Page 190)
- Snapping Points (Page 191)
- Repeat Properties of an Object or Group (Page 194)

15.1.1 PlanetPress Design Object

What is an object in PlanetPress Design?

There are eight different types of objects in PlanetPress Design: data selection, text or box, bar code, business graphic, shape, picture, PlanetPress Talk, and n-up.

Properties common to all types of objects include the size and position of the object on the page of the document, the condition, if any, associated with the object, snapping points, Repeat properties, PlanetPress Talk before and PlanetPress Talk after properties, and whether the object permits scaling, moving or selecting it with the mouse or with keyboard shortcuts.

The properties that distinguish one object type from another are the kind of information the object can contain, and the specific properties associated with that kind of information.

For detailed information on PlanetPress Talk objects, refer to the PlanetPress Talk Help (English only).

Related topics:

- Object Layering Order (Page 190)
- Group (Page 190)
- Snapping Points (Page 191)
- Repeat Properties of an Object or Group (Page 194)

15.1.2 Object Layering Order

Is the order in which objects appear in the Structure area significant?

The order in which objects appear in the Structure area determines the order in which the document executes them, as well as which object appears on top when two objects overlap.

You can think of each object as existing on its own layer. As you add objects, you add layers. The most recently added object always occupies the foreground layer. In the Structure area, the topmost object occupies the background layer.

If two objects overlap, the one closest to the foreground appears on top. If you have several objects you want to place either on top of or under another object or group, it may be useful to group them into a single unit and then edit the layering order of the group.

Related topics:

- PlanetPress Design Object (Page 190)

15.1.3 Group

What is a group?
A group is a set of objects that you group together to treat as a single unit. A group may be composed of individual objects, groups, or both. There is no restriction on the type of object you can include in a group, or on the number of different types of objects you can include in a single group. However, any objects and groups you want to include in the group must exist on the same page of a document.

Related topics:
- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Snapping Points (Page 191)
- Repeat Properties of an Object or Group (Page 194)

15.1.4 Snapping Points

What are snapping points?

If you snap an object to the bottom of a text object whose contents vary in length, and you want that object to always remain in the same position relative to the last line of text in the text object, be sure you select Dynamic height in the Basic attributes of the text object. Recall that the Dynamic height option is available only when Word wrap is on.

You select Dynamic height to have the height of the text object vary with its contents, and snap the signature to the bottom of the text object. The signature always appears immediately after the last line of text in the text object.

An object or group has nine snapping point sites on its bounding box: one on each corner, one in the middle of each edge, and one in the center of the object. The bounding box of an object or group is defined by the Position properties of the object or group, and it appears as a red rectangle in the Page area when you select an object or group. Note that the snapping point sites of an object or group are not visible in the Page area; the handles that appear along the bounding box in the Page area when you select an object or group are resize handles.

You can set a snapping point at any of the nine snapping point sites. When you snap two objects/groups together, PlanetPress Design positions the relevant snapping point of each object/group such that the two points lie one on top of the other. In the following example, the black dot marks a snapping point.

When using snapping points with objects that may dynamically change width or height, you should only use Top-Left or Bottom-Left snapping points, as other snapping points may not work properly.
PlanetPress Design snaps one object/group to another by positioning the two snapping points one on top of the other.

You can also set a horizontal and/or vertical offset for a snapping point. You can do this to control the spacing between the two objects/groups. In the following example, the white circle marks a snapping point on the horizontal rectangle. That point snaps to a snapping point set on the upper-right corner of the vertical rectangle.

A. No offset  B. Vertical offset  C. Horizontal offset  D. Vertical and horizontal offset

Understanding Snapping Points

To snap two objects/groups together, consider the following five key points.

1. Objects/groups that can snap together
   Only objects/groups that exist on the same page and at the same level in the Structure area hierarchy can snap together.

2. Number of objects/groups that can snap to another object/group
   An object/group can snap to at most one of the objects/groups that appear above it and at the same level in the Structure area hierarchy. Any number of objects/groups can snap to the same object/group, provided that object/group appears above the objects/groups and at the same level in the Structure area hierarchy.

3. Snapping point properties of each object/group
   Every object/group has two snapping point properties, each defining a distinct snapping point for the object/group. One is the snapping point PlanetPress Design uses when it snaps the object/group to an object/group that appears above it in the Structure area hierarchy. The other is the snapping point PlanetPress Design uses when it snaps objects/groups that appear below an object/group in the Structure area hierarchy to that object/group. The two snapping points may or may not use the same snapping point site. An object/group can have none, one, or both of it snapping point properties set. By default, an object/group has no snapping points set.
You snap one object to another by setting the appropriate snapping point property in each of the two objects/groups.

4. Object/group PlanetPress Design moves to accomplish the snap
When PlanetPress Design snaps two objects/groups together, in most cases, it must move one of the two in the Page area to accomplish the snap. It always moves the one lower in the Structure area hierarchy. For example, consider the effect of snapping B to A in the following Structure area hierarchy. The black diamond marks a snapping point set in the **Set snapping point** property, and the white circle marks a snapping point set in the **Snap to previous object** property.

![Diagram showing the effect of snapping B to A](image)

Note that PlanetPress Design does **not** adjust Top and Left properties of the object/group it moves. If you subsequently unsnap that object/group, it returns to its original position.

5. Proximity of objects/groups in the Structure area hierarchy
PlanetPress Design always snaps an object/group to the closest object/group at the same level in the Structure area hierarchy that has the appropriate snapping point set. If objects/groups appear between the two you want to snap together, you must verify whether those objects/groups have either of their snapping point properties set, and if so, whether those snapping points interfere with snapping the two objects/groups together.

**Snapping Several Objects/Groups to Another Object/Group**

As described earlier, any number of objects/groups can snap to the same object/group, provided that object/group appears above the objects/groups and at the same level in the Structure area hierarchy.

It is important to remember that when you snap several objects/groups to another object/group, they all snap to the same snapping point. Given the Structure area hierarchy in the previous example, consider what happens when you snap both B and C to A using the snapping points defined in the following illustration. Again, the black diamond marks a snapping point set in the **Set snapping point** property, and the white circle marks a snapping point set in the **Snap to previous object** property.

![Diagram showing several objects being snapped to another](image)

**Choosing Snapping Point Sites**

There are always a number of ways to accomplish a specific arrangement by varying the snapping point and offsets for each object/group. The one you choose depends on the relationship you want the individual objects/groups to have to each other when they move or change size.

Assume you want objects A, B, and C to appear in the following arrangement.

![Diagram showing arrangement of A, B, and C](image)

You can accomplish the arrangement in a variety of ways, including the following three. The black diamond marks a snapping point set in the **Set snapping point** property, and the white circle marks a snapping point set in the **Snap to previous object** property.
Case 1: Snap C to B, and B to A.

Case 2: Snap C to B, and B to A, using different snapping points for B and C.

Case 3: Snap both B and C to A, and use a vertical offset for C.

In all three cases, A is the only object that does not have its Snap to previous object property set, and thus is the only object you can move or resize along any of its edges. The difference between each of the cases lies in the relationships the snapping points establish among the objects, and consequently how resizing one affects each of the others.

Related topics:
- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Group (Page 190)
- Snap or Unsnap Objects and/or Groups (Page 207)

15.1.5 Repeat Properties of an Object or Group

Why would I repeat objects and what types of repeats are available?

The Repeat properties of an object or group are useful when you want to create a row, column, diagonal, or table from that single object or group. PlanetPress Design repeats the object or group to create the structure you specify. The Repeat properties can speed up the document design process and in some cases make the document more efficient to execute by optimizing the PostScript code for the resulting structure as a whole.

There are two types of repeats: static and line. In a static repeat, data selections remain static; the data selections in each repeat are identical to those in the source object or group. In a line repeat, data selections change with each repeat.

Line Repeat

A line repeat is meaningful only with an object whose data selection exists on a single line. When PlanetPress Design performs the repeat, it advances to the next line of the data page after each repeat of the object. The data selection thus changes with each repeat. In the case of a group, each of the data selections referenced by objects in the group must exist on a single line (or in the case of a database emulation or XML file, in a single record). Note that when using Line repeat with a Repeat choice of Vertical only with a Vertical displacement, an initial displacement will be performed before the first item.
Note that in both cases, the specific line number you define in the Data properties of the object or objects is not important. You determine the start and end lines for the repeats when you set up the line repeat. When you do this, PlanetPress Design automatically sets the values of the From line and To line boxes in the Data properties of each object to `&current.line`. This ensures the data selection changes with each repeat. If you use a Custom data selection, you must manually adjust the references to the line (or record) to `&current.line`; if you do not make this adjustment, the Custom data selection remains the same for all repeats.

The start and end lines you define in the Repeat properties also determines the total number of repeats. In the Repeat properties you also define the layout you want to create, the horizontal and/or vertical order in which you want the data selection changes to occur. An Iteration condition can also be applied to determine whether the data selections that reference the current line or record that are being processed appear in the output.

**When is a Line Repeat Useful?**

A line repeat is useful when all of the following are true:

- The input data contains two or more contiguous lines or records with the same structure.
- In your document, you want to reference the data on those lines or records by proceeding consecutively, one line or record at a time.
- You cannot accomplish your goal only by creating data selections that cover the line range.
- The input data contains more text than a PlanetPress Design document page can accommodate, due to layout or paper size constraints.

**Data Overflow**

When a data page contains more information than can be printed on a document page, data overflow allows PlanetPress Design to dynamically generate additional pages.

**Line Repeat and Data Overflow**

When a data page contains more text than can be fitted on a document page due to layout or paper size constraints, data overflow allows PlanetPress Design to accommodate the surplus data by dynamically generating additional document pages.

You can implement simple data overflow on a document page by using objects with repeat properties that have a set condition to exit and overflow.
A) If you do not know in advance how many lines of data each data page contains, enter a 0 value in the To line property to ensure that all the lines of data will be processed by the object. B) If this object can be used to process no more than 15 lines of data, for example, use the &iteration count variable in the Condition to exit and overflow property and equate it (>=) with a fixed value of 15. When the variable is larger or equal to the fixed value, the object stops iterating, the current page is completed and repeated to accommodate the overflowing data.

When PlanetPress Design is processing an object with repeat properties and this condition becomes true, it stops repeating the object, performs the remaining objects on the document page and then performs the whole page once again, only this time using the surplus data. When all the data included in the current data page has been printed, PlanetPress Design stops repeating that page and goes on to the other pages that may be included in the document.

The fact that the same page is repeated to accommodate the surplus data does not mean that the initial page and the additional pages have to have the same appearance. The status of the condition to exit and overflow may be used to turn on objects that were turned off on the first page and vice versa. Note that all these objects must belong to the same group.

**Static and Line Repeat Examples**

As an example of a Static repeat, you might use the Repeat properties to create an empty table to use as an overlay on a page containing data selections. If the table consists of five columns, each of different widths, you might use text/box objects to create a single row of the table, group those objects, and then use the Repeat properties of the group to build the remaining rows of the table.

As an example of a Line repeat, consider an invoice document for car parts. The invoice document uses a CSV emulation. In the data page, the information for each item in the invoice appears on a separate line, and there is a definable range of lines containing item information. You want the invoice document to present the item information in a table, one item per line, with each piece of information (part number, a description, quantity ordered, quantity shipped, quantity backordered, price of the item, amount charged) aligned in a column. You want each piece of information to appear in its own box. You create a Contiguous data selection for each piece of information, associate the appropriate style with each data selection, define a border for the background box of each piece of information, and organize the data selections into a row, spaced as you want them to appear in the final invoice. You then group the data selections, and use the Repeat properties of that group to create the remaining rows of the table. In the Repeat properties of the group, you select Line repeat and
select the line range you want the line repeat to use. PlanetPress Design automatically adjusts the From line and To line boxes in the Data properties to &current.line. The result is that for each repeat of the objects in the group, the data selections change to reflect the line change in the data page.
15.2 Detailed Directions

This section includes the following procedures:

- Set the Basic Attributes of an Object or Group (Page 198)
- Set the Manipulation Properties of an Object or Group (Page 199)
- Select Objects and/or Groups (Page 200)
- Lock and Unlock Objects and Groups (Page 201)
- Reposition Objects and/or Groups (Page 201)
- Resize Objects and/or Groups (Page 202)
- View or Edit the Properties of an Object or Group (Page 203)
- Delete Objects and/or Groups (Page 203)
- Align Objects and/or Groups (Page 204)
- Rotate Objects and/or Groups (Page 206)
- Duplicate Objects and/or Groups (Page 206)
- Snap or Unsnap Objects and/or Groups (Page 207)
- Group and Ungroup Objects and/or Groups (Page 209)
- Edit the Layering Order of Objects (Page 211)
- Copy Values of Properties between Objects and/or Groups (Page 212)
- Convert an Object to PlanetPress Talk (Page 213)
- Debug an Object or Group (Page 214)

15.2.1 Set the Basic Attributes of an Object or Group

To set the Basic attributes properties of an object or group:

- In the properties dialog box, click Basic attributes and enter the name, position, size, style, and condition properties for the object.

  **Name:** Enter a name for the object or group. Although PlanetPress Design supplies a default name, it is recommended you choose a name that reflects the content or purpose of the object/group.

  **Position AND SIZE**

  Note that you can also click and drag on the object or group after you add it to the document to adjust its position and/or size.

  **Left:** Set the distance to offset the left edge of the object/group from the left edge of the page. If the object/group is within a group, this is the distance to offset the left edge of the object/group from the left edge of the group that contains it. The unit of measure is that set in the PlanetPress Design User Options dialog box.

  **Top:** Set the distance to offset the top edge of the object/group from the top edge of the document page. If the object/group is within a group, this is the distance to offset the top edge of the object/group from the top edge of the group that contains it. The unit of measure is that set in the PlanetPress Design User Options dialog box.

  **Width:** Set the width of the object/group. An object/group can measure a maximum of 32 inches (80 centimeters) in width. The unit of measure is that set in the PlanetPress Design User Options dialog box. Note that in the case of a data selection object, you should not adjust this value; PlanetPress Design automatically adjusts the width of the data selection based on the longest width in the data selection and the style selected for the data selection object. Similarly, in the case of a picture object you use to create a static image, PlanetPress Design automatically adjusts the Width to that of the image resource referenced by that picture object. In the case of a bar code object, Width is automatically set to the width of the bounding box, a width determined by the bar code you define in the object; you cannot manually adjust this width. When you adjust the width of a group, PlanetPress Design scales the width of each element in the group, such that the new width of the group accommodates all the elements and preserves their spatial relationships. The width of the contents of an n-up object depends on the scaling of each of the repeated pages, the number of repeats of each page, and the horizontal space between each repeat; the Width box does not update to reflect these settings. The Repeat properties of an n-up object use the width as it appears in the Width box. Finally, note that if you use PlanetPress Talk code to define the width, PlanetPress Design automatically locks the object to prevent an inadvertent change to this value due to selecting, moving, or resizing the object using the mouse or keyboard shortcuts.
**Height:** Set the height of the object/group. An object/group can measure a maximum of 32 inches in height. The unit of measure is that set in the PlanetPress Design User Options dialog box. Note that in the case of a data selection object, you should not adjust this value; PlanetPress Design automatically adjusts the height of the data selection based on the number of lines per inch (LPI) set for the data selection and the number of lines in the data selection. Similarly, in the case of a picture object you use to create a static image, PlanetPress Design automatically adjusts the Height to that of the image resource referenced by that picture object, at the resolution specified in the Document dialog at the time you create the picture object. In the case of a bar code object, the height of the object determines the height of the bars in the bar code. If a shape object of type Line, you cannot change the Height property; PlanetPress Design automatically sets the Height property to the Line width you set for the Line. When you adjust the height of a group, PlanetPress Design scales the height of each element in the group, such that the new height of the group accommodates all the elements and preserves their spatial relationships. The height of the contents of an n-up object depends on the scaling of each of the repeated pages, the number of repeats of each page, and the vertical space between each repeat; the Height box does not update to reflect these settings. The Repeat properties of an n-up object use the height as it appears in the Height box. Finally, note that if you use PlanetPress Talk code to define the height, PlanetPress Design automatically locks the object to prevent an inadvertent change to this value due to selecting, moving, or resizing the object using the mouse or keyboard shortcuts.

**Dynamic height:** This option is available only in text objects, and only when word wrap is on in the text object. You use it when you define a background box for the text object. It determines whether the background box, when word wrap is on, adjusts to fit the word-wrapped text. Select to have the height of the background box adjust to accommodate all of the word-wrapped text. Clear to leave the size of the background box fixed and independent of the word-wrapped text. You define the default setting for this option in the User Options dialog box. If you select this option, you cannot adjust the object height.

**Dynamic width:** This determines the width of the bounding box for the text object used when you carry out operations on that text object. Select to have the width of the bounding box dynamically adjust to the width of the text entered in the Text area. Clear to have the bounding box always set to the width of the text object.

**Angle:** Set the angle of rotation. The pivot point for the rotation is the lower-left corner of the object/group. Note that if you use PlanetPress Talk code to define the angle of rotation, PlanetPress Design automatically locks the object to prevent an inadvertent change to this value due to selecting, moving, or resizing the object using the mouse or keyboard shortcuts.

**Style and Condition**

**Style:** Select the style for the object/group. This is the style all text in the object/group uses by default. It is also the style any PlanetPress Talk code you enter in the PlanetPress Talk properties of the object/group uses by default. The default style is the style that appears by default in this box. Note that the style for a group does **not** override any styles referenced by individual objects/groups within that group.

**Size:** Select or type the point size for the font the style uses.

**Bold:** Click to turn the Bold property for the style on or off.

**Italic:** Click to turn the Italic property for the style on or off.

**Underline:** Click to turn the Underline property for the style on or off.

**Color button:** Click to select a color for the style using the Color Picker.

**Color box:** Displays the current color for the style.

**Ratio:** Enter the percentage by which you want to shrink or stretch the font spacing in the style.

**Condition:** Select the condition you want to associate with the object/group. You can select or enter the name of an existing global condition. You can also enter a PlanetPress Talk expression that defines the condition. The expression must evaluate to a Boolean value.

### 15.2.2 Set the Manipulation Properties of an Object or Group

To set the Manipulation properties of an object or group:

- In the properties dialog box, click **Manipulation** and define any constraints you want to set on resizing, moving, or selecting the object/group with the mouse or with keyboard shortcuts.

**Scalable orientation:** Define the axes along which you can resize the object/group when you click and drag the handles on its bounding box or select it and use keyboard shortcuts to resize it. This does not prevent changes to the Height and Width properties of the object/group using either the Object Inspector or the object's/group’s properties dialog box. Select Horizontal only to restrict resizing the object/group along the X axis. Select Vertical only to restrict resizing the object/group along the Y axis. Select Horizontal Vertical to permit resizing along both the X and Y axes. Select None to prevent resizing along either the X or Y axis. If you clear Selectable, PlanetPress Design automatically sets Scalable...
orientation to None. Note that in a shape object of type Line, Scalable orientation is set to Horizontal only (the line width you set for the shape determines the height of the line). Note that for bar code objects, Vertical only and None are the only two choices available. Also note that in a text object, if you select Dynamic height in the Basic attributes, you cannot adjust the height of that object. Also note that you cannot resize an n-up object using the mouse or keyboard shortcuts; you resize the n-up object by manually adjusting its Width and Height properties, and resize the contents of the n-up object by adjusting the N-up options of the object. Finally, if you use PlanetPress Talk code to define the Angle, Height, Width, Top, or Left properties of an object/group, PlanetPress Design automatically sets Scalable orientation to None, to prevent an inadvertent change to the PlanetPress Talk code due to a resize of the object/group using the mouse or keyboard shortcuts.

**Movable orientation:** Define the axes along which you can move the object/group when you click and drag it in the Page area or select it and use keyboard shortcuts to move it. This does not prevent changes to the Left and Top properties of the object/group using either the Object Inspector or the object’s/group’s properties dialog box. Select Horizontal only to restrict moving the object/group along the X axis. Select Vertical only to restrict moving the object/group along the Y axis. Select Horizontal Vertical to permit moving along both the X and Y axes. Note that if you clear Selectable, PlanetPress Design automatically sets Movable orientation to None.

**Selectable:** Select to permit selection of the object/group with the mouse in the Page area. Clear to lock the object/group. When you lock an object/group, you cannot select it using the mouse in the Page area, or resize or move it using the mouse or keyboard shortcuts. This option applies only to selecting, moving and resizing the object/group in the Page area and does not affect selecting the object in the Structure area, or using the Object Inspector to resize or move the object/group. Note that when you clear this option, PlanetPress Design automatically sets both Scalable orientation and Movable orientation to None to also prevent moving and resizing the object or group using the mouse or keyboard shortcuts. You can also use the items in the Tools menu to lock and unlock objects/groups.

**Related topics:**

- Lock and Unlock Objects and Groups (Page 201)
- Set the Basic Attributes of an Object or Group (Page 198)
- Snap or Unsnap Objects and/or Groups (Page 207)

### 15.2.3 Select Objects and/or Groups

To select all objects and groups at the same level in the Structure area hierarchy:

1. In the Structure area or in the Page area, click on one of the objects or groups that occupies the level in the Structure area hierarchy whose objects and groups you want to select.
2. Choose Home | Clipboard | Select All.

To select one or more objects and/or groups in the Structure area:

1. In the Structure area, if necessary, expand the page containing the objects and/or groups you want to select.
2. Click an object or group, and then **CTRL**+click each subsequent object or group you want to include in the selection. **SHIFT**+click to select all objects between the currently selected object or group and the last object or group selected. **CTRL**+click an object or group a second time to remove it from the selection.

To select one or more objects or groups in the Page area:

- In the Page area, click the object or group you want to select.

**Related topics:**

- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Group (Page 190)
- Lock and Unlock Objects and Groups (Page 201)
- View or Edit the Properties of an Object or Group (Page 203)
15.2.4 Lock and Unlock Objects and Groups

To lock an individual object/group:

- Select the object or group, and, in the Object Inspector, set the Selectable property to False. You can set it to False either by selecting False in its list or by double-clicking its value to toggle between True and False.

To unlock an individual object/group:

- Select the object or group, and, in the Object Inspector, set the Selectable property to True. You can set it to True either by selecting True in its list or by double-clicking its value to toggle between True and False.

To lock one or more objects/groups in a single operation:

1. If necessary, in the Structure area, select the page containing the object(s) and/or group(s) whose Selectable property you want to clear.
2. Do either of the following:
   - To lock only a selected set of objects/groups: Verify that all the objects you want to lock are selected, then choose Page Layout | Lock/Unlock | Lock Selected Objects.
   - To lock all objects/groups: Choose Page Layout | Lock/Unlock | Lock All Objects on Page.

To unlock one or more objects/groups in a single operation:

1. If necessary, in the Structure area, select the page containing the object(s) and/or group(s) you want to unlock.
2. Do either of the following:
   - To unlock only a selected set of objects/groups: In the Structure area, select each object you want to unlock, then choose Page Layout | Lock/Unlock | Unlock Selected Objects.
   - To unlock all objects/groups: Choose Page Layout | Lock/Unlock | Unlock All Objects on Page.

Related topics:

- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Group (Page 190)
- Select Objects and/or Groups (Page 200)
- View or Edit the Properties of an Object or Group (Page 203)
- Copy Values of Properties between Objects and/or Groups (Page 212)
- Group and Ungroup Objects and/or Groups (Page 209)

15.2.5 Reposition Objects and/or Groups

To reposition objects and/or groups:

1. Select the objects and/or groups you want to reposition.
   A red rectangle appears around the selected objects and groups. It contains eight resize handles, one on each corner, and one in the middle of each edge of the rectangle.
2. Press **CTRL+ARROW** to move the objects and/or groups. You set the magnitude of the move that occurs with each press of the **ARROW** key in the User Options dialog. If you are repositioning an object/group within a group, after you select it in the Structure area you must click it in the Page area to use the **CTRL+ARROW** shortcut.

**Related topics:**

- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Group (Page 190)
- Select Objects and/or Groups (Page 0)
- Lock and Unlock Objects and Groups (Page 201)
- View or Edit the Properties of an Object or Group (Page 203)
- Align Objects and/or Groups (Page 204)
- Rotate Objects and/or Groups (Page 206)
- Edit the Layering Order of Objects (Page 211)
- Copy Values of Properties between Objects and/or Groups (Page 212)

### 15.2.6 Resize Objects and/or Groups

The following describes how to resize text objects, picture objects, and data selection objects.

**Text Objects**

If you resize a text object that uses a background box, it is important to understand how the background box resizes with respect to the text in the object. First, the margins and indents remain constant when you resize a text object. Thus the top edge of the text is always the same distance from the top edge of the background box, and the left edge of the text is always the same distance from the left edge of the background box. What changes are the right and bottom edges of the text relative to the right and bottom edges of the background box. The change that occurs depends on whether word wrap is on or off, and whether the Dynamic height box is selected in the Basic attributes of the text object.

<table>
<thead>
<tr>
<th>Word wrap:</th>
<th>Dynamic height:</th>
<th>Resize behavior:</th>
</tr>
</thead>
<tbody>
<tr>
<td>on</td>
<td>cleared</td>
<td>Background box resizes horizontally to maintain the relationship between the right indent and the right edge of the background box. It resizes vertically without regard for the bottom edge of the text. Thus in this case text may extend below the bottom edge of the background box.</td>
</tr>
<tr>
<td>on</td>
<td>selected</td>
<td>PlanetPress Design dynamically adjusts the height of the background box to accommodate all of the text. In this case you cannot manually adjust the height of the text object; you can only resize the width.</td>
</tr>
<tr>
<td>off</td>
<td>cleared</td>
<td>Background box resizes without regard for either the right or bottom edges of the text. Text may extend beyond either or both of the right and bottom edges of the background box.</td>
</tr>
</tbody>
</table>

**Picture Objects**

The ability to resize a picture object, and the effect of the resize on the image that object references and on the height and width of the picture object, depends on the Fit setting selected for the image. If you selected a Fit setting of Constant resolution, you cannot resize the picture object.
In the case of any of the other Fit settings (Constant height, Constant width, and Best fit), PlanetPress Design carries out the resize in accordance with the Fit setting. For example, if you selected Constant height, when you resize the picture object, PlanetPress Design scales the image such that its height reflects the new height of the picture object. It then adjusts the width of the picture object to the new width of the image. Note that when you resize a dynamic image, you are resizing a single image. If the dynamic image references more than one image, and the images are different sizes, you should consider the effect the resize has on all of the images referenced by the dynamic image.

**Data Selection Objects**

If you defined the data selection in a data selection object using PlanetPress Talk expressions, you cannot resize the object along any of the edges defined by those expressions. You cannot resize a data selection object that contains a Contiguous data selection in database emulation, along the horizontal axis. A Contiguous data selection in a database emulation cannot span more than one field.

To resize one or more objects and/or groups:

1. Select the object(s) and/or group(s) you want to resize.
2. Press SHIFT+DOWN ARROW or SHIFT+UP ARROW to respectively increase or decrease the size of the object or group along its bottom edge. You set the magnitude of the resize that occurs with each press of the ARROW key in the Preferences dialog.

**15.2.7 View or Edit the Properties of an Object or Group**

To view or edit properties using the Object Inspector:

1. Select the object or group.
2. In the Object Inspector, make any necessary modifications to the properties.

To view or edit properties using the properties dialog box:

1. Double-click the object or group.
2. Edit the Properties for the object or group.
3. Click OK.

**Related topics:**

- PlanetPress Design Object (Page 190)
- Group (Page 190)
- Object Inspector (Page 11)
- Select Objects and/or Groups (Page 0)
- Lock and Unlock Objects and Groups (Page 201)
- Edit the Layering Order of Objects (Page 211)
- Copy Values of Properties between Objects and/or Groups (Page 212)
- Set the Basic Attributes of an Object or Group (Page 198)
- Set the Manipulation Properties of an Object or Group (Page 199)
- Snap or Unsnap Objects and/or Groups (Page 207)

**15.2.8 Delete Objects and/or Groups**

To delete one or more objects and/or groups:

1. Select the objects and/or groups you want to delete.
2. Choose **Home | Clipboard | Delete**.
   - If no elements in the document reference any of the selected objects/groups, PlanetPress Design performs the deletion.
If any elements in the document reference any of the selected objects/groups, PlanetPress Design prompts you to define how you want to handle the deletion of each of the referenced objects/groups. More precisely, for each referenced object/group, it displays the Object Deletion dialog box. You use that dialog box to set the deletion options and perform the deletion.

To use the Object Deletion dialog box:

1. Adjust the options to reflect how you want PlanetPress Design to handle the deletion request. The name of the object/group you selected for deletion appears in the title bar of the Object Deletion dialog box, and the list of elements that reference it appear on the right of the dialog box.
   - **Replace reference by**: Select to delete the object/group and to replace all references to it with a reference to another of the objects/groups in the document.
   - **Objects available**: Select the object/group you want to use as the replacement reference. When you delete the object/group, PlanetPress Design replaces all references to the deleted object/group with a reference to the object/group you select here. You can use the Objects button to create a new object to add to this list.
   - **Objects button**: Use to create a new object. Click and choose the object you want to create. PlanetPress Design creates the new object and selects it in the Objects available list.
   - **Delete**: Select to delete the object/group, and all document elements that reference it. All document elements that reference this object/group appear in the list on the right of the Object Deletion dialog box.

2. Click **OK**.

**Related topics:**

- PlanetPress Design Object (Page 190)
- Group (Page 190)
- Select Objects and/or Groups (Page 200)
- Lock and Unlock Objects and Groups (Page 201)
- Group and Ungroup Objects and/or Groups (Page 209)
- View or Edit the Properties of an Object or Group (Page 203)
- Rotate Objects and/or Groups (Page 206)
- Duplicate Objects and/or Groups (Page 206)
- Edit the Layering Order of Objects (Page 211)
- Copy Values of Properties between Objects and/or Groups (Page 212)

### 15.2.9 Align Objects and/or Groups

To align objects:

1. Select the reference object or group and then each of the objects and/or groups you want to align with it.
2. Use one of the following to align the objects and/or groups:
   - Click on Alignment in the Page Layout Ribbon.
Alignment dialog box
Hit CTRL+ L to display the Alignment dialog box. In the Alignment dialog box, select a horizontal and vertical alignment option and click **OK**.
15.2.10 Rotate Objects and/or Groups

You rotate an object or group in PlanetPress Design by adjusting the Angle property in the Basic attributes properties of the object/group.

Related topics:

- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Layout Features (Page 80)
- Select Objects and/or Groups (Page 200)
- Lock and Unlock Objects and Groups (Page 201)
- Reposition Objects and/or Groups (Page 201)
- Rotate Objects and/or Groups (Page 206)
- View or Edit the Properties of an Object or Group (Page 203)
- Copy Values of Properties between Objects and/or Groups (Page 212)

15.2.11 Duplicate Objects and/or Groups

To duplicate one or more objects and/or groups:

1. Select the objects and/or groups you want to duplicate.
2. Choose **Page Layout** | **Duplicate** | **Duplicate** to have PlanetPress Design duplicate the selected objects and/or groups using the displacement and data page offsets set in the User Options dialog box.
Related topics:

- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Group (Page 190)
- Repeat Properties of an Object or Group (Page 194)
- Select Objects and/or Groups (Page 200)
- Lock and Unlock Objects and Groups (Page 201)
- View or Edit the Properties of an Object or Group (Page 203)
- Group and Ungroup Objects and/or Groups (Page 209)
- Copy Values of Properties between Objects and/or Groups (Page 212)

15.2.12 Snap or Unsnap Objects and/or Groups

To snap one object or group to another using the properties dialog boxes:

1. Determine the snapping point you want to use for each object and/or group, and whether or not you require an offset. In other words, determine the relationship you want to establish between the two.
2. In the Structure area, examine the relationship between the two and if necessary, edit their positions in the Structure area.
3. If, in the object/group of the two that is lower in the Structure area hierarchy, the Snap to previous object property is already selected and the proper offset set, proceed to step 9.
4. In the Structure area or the Page area, double-click that object or group to display the properties dialog box for the object/group that is lower in the Structure area hierarchy. This is the object/group PlanetPress Design moves when it performs the snap.
5. In the properties dialog box, click **Snapping points**.

![Snapping Points](image)

6. Select **Snap to previous object** and click the snapping point you want this object/group to use when it snaps to an object/group that precedes it in the Structure area. A dot in the center of the snapping point indicates it is selected.
Working with Objects - Detailed Directions

A. Selected snapping point

7. If necessary, set offsets for the snapping point.
   - **Horizontal offset**: Enter a horizontal offset for the snapping point.
   - **Vertical offset**: Enter a vertical offset for the snapping point.

8. In the properties dialog box, click **OK**.
   - If the **Set snapping point** property is already set in the object/group of the two that is higher in the Structure area hierarchy, you have completed this procedure. Otherwise, proceed to step 9.

9. In the Structure area or the Page area, double-click that object or group to display the properties dialog box for the second object/group. This object/group is the one **higher** in the Structure area hierarchy.

10. In the properties dialog box, click **Snapping points**.
11. Select **Set snapping point** and click the snapping point you want this object/group to use for all objects that snap to it.
12. In the properties dialog box, click **OK**.

To snap one object or group to another using the Object Inspector:

1. Determine the snapping point you want to use for each object and/or group, and whether or not you require an offset. In other words, determine the relationship you want to establish between the two.
2. In the Structure area, examine the relationship between the two and if necessary, edit their positions in the Structure area.
3. If, in the object/group of the two that is lower in the Structure area hierarchy, the **Snap to previous object** property is already selected and the proper offset set, proceed to step 6.
4. Select the object/group that is **lower** in the Structure area hierarchy. This is the object/group PlanetPress Design moves when it performs the snap.
   - The Object Inspector displays the properties of that object/group.
5. In the **Object Inspector**, set the following snapping points properties. If you have set the Object Inspector to use groups, all of these properties appear in the Snapping points group.
   - Set **Snap to previous object** to True. If an object/group that precedes it in the Structure area has its **Set snapping point** property set, PlanetPress Design snaps this object/group to it.
   - Set **Snapping point before** to the snapping point you want this object/group to use when it snaps to an object/group that precedes it in the Structure area (Top left, Top middle, Top right, for example).
   - Set **Snapping point horizontal offset** to the horizontal offset you want to use for the snapping point. This is useful when you want a horizontal offset between this object/group and the one to which you are snapping it. Units are as set in the User Options dialog box.
   - Set **Snapping point vertical offset** to the vertical offset you want to use for the snapping point. This is useful when you want a vertical offset between this object/group and the one to which you are snapping it.
   - If, in the object/group of the two that is higher in the Structure area hierarchy, the **Set snapping point** property is already selected, you have completed this procedure. Otherwise, proceed to step 6.
6. Select the object/group that is higher in the Structure area hierarchy.
7. In the **Object Inspector**, set the following snapping points properties for this object/group:
   - Set **Snapping point after** to the snapping point you want this object/group to use for all objects/groups that snap to it.
   - Set **Snapping point after** to True.

To unsnap one object or group from another using the properties dialog box:

1. In the Structure area or the Page area, double-click that object or group to display the properties dialog box for the object/group (of the two snapped together) that is **lower** in the Structure area hierarchy. This is the object/group PlanetPress Design moved when it performed the snap.
2. In the properties dialog box, click **Snapping points**.
3. Clear **Set snapping point before**.
4. In the properties dialog box, click **OK**.
   If the object/group you just unsnapped was not the only one snapped to the other object/group, you have completed this procedure. Otherwise, proceed to step 5 to clear the **Set snapping point** property of the second of the two objects/groups.
5. In the Structure area or the Page area, double-click that object or group to display the properties dialog box for the second object/group. Of the two objects that were snapped together, it is the one **higher** in the Structure area hierarchy.
6. In the properties dialog box, click **Snapping points**.
7. Clear **Set snapping point**.
8. In the properties dialog box, click **OK**.

To unsnap one object or group from another using the Object Inspector:

1. Select the object/group that is **lower** in the Structure area hierarchy. This is the object/group PlanetPress Design moved when it performed the snap.
2. In the **Object Inspector**, set the **Snap to previous object** property to False.
   If the object/group you just unsnapped was not the only one snapped to the other object/group, you have completed this procedure. Otherwise, proceed to step 3 to clear the **Set snapping point** property of the second of the two objects/groups.
3. Select the object/group that is **higher** in the Structure area hierarchy.
4. In the **Object Inspector**, set the **Set snapping point after** property to False.

### 15.2.13 Group and Ungroup Objects and/or Groups

**To create a group:**

1. Select the objects and/or groups you want to include in the group.
2. Choose **Page Layout | Arrange | Group**.

**To ungroup a group:**

1. In the Structure area or the Page area, select the group you want to ungroup.
2. Choose **Page Layout | Arrange | Ungroup**.

**Related topics:**

- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Group (Page 190)
- Repeat Properties of an Object or Group (Page 194)
- Select Objects and/or Groups (Page 200)
- Lock and Unlock Objects and Groups (Page 201)
- Snap or Unsnap Objects and/or Groups (Page 207)
- Edit the Layering Order of Objects (Page 211)

### 15.2.14 Use the Repeat Properties of an Object or Group

**To repeat an object or group using a Static repeat:**

1. In the Structure area or the Page area, double-click the object or group.
2. In the properties dialog box, click **Repeat**.
3. In the **Repeat mode** list, select a **Static Repeat**.
4. Set the Static repeat properties.
   Horizontally
   **Number of repeats:** Enter the number of times you want to repeat the object or group along the horizontal axis.
**Space between each repeat:** Enter the amount of space to leave between each repeat of the object or group, along the horizontal axis.

**Vertically**

**Number of repeat:** Enter the number of times you want to repeat the object or group along the vertical axis.

**Space between each repeat:** Enter the amount of space to leave between each repeat of the object or group, along the vertical axis.

**Other**

**Create a table:** Select this checkbox to have PlanetPress Design use the values you enter in the Number of repeat boxes to create a table rather than a single row and/or column. The number of horizontal repeats, plus one for the source object, becomes the number of rows in the table. The number of vertical repeats, plus one for the source object, becomes the number of columns in the table. The total number of cells in the table is equal to the number of rows times the number of columns.

5. Click **OK**.

To repeat an object or group using a Line repeat:

1. In the Structure area or the Page area, double-click the object or group.
2. In the properties dialog box, click **Repeat**.
3. In the **Repeat mode** list, select **Line repeat**.
4. Set the Line repeat properties.
   - **From/to line:** Enter the range of lines on the data page you want PlanetPress Design to use to create the structure, or click the Data Selector button to use the Data Selector to select the range. This property determines the number of copies the resulting structure contains.
   - **Repeat choice:** Select the axis or axes along which PlanetPress Design repeats the source object or group. Select Horizontal to create the repeats along the horizontal axis, starting to the right of the source object or group and progressing towards the right. Select Vertical to create the repeats along the vertical axis (a column), starting below the source object or group, and progressing towards the bottom of the document page. If you select Horizontal only, or Vertical only, you use the Horizontal displacement or Vertical displacement boxes, respectively, to set the horizontal or vertical distances to leave between each repeat. Select Both horizontal first to create the repeats along both the horizontal and vertical axis, starting with repeats along the horizontal axis first (a table, constructed row by row). Use the Iterations per row/column box to set the number of repeats in each row. Select Both vertical first to create the repeats along both the horizontal and vertical axis, starting with repeats along the vertical axis first. Use the Iterations per row/column box to set the number of repeats in each column. If you select either Both horizontal first, or Both vertical first, you use the Horizontal displacement box to set the horizontal distance between each of the columns in the table, and the Vertical displacement box to set the vertical distance between each of the rows in the table.
   - **Condition to Exit and Overflow:** Use this condition to manage data overflow. Set it the to number of iterations after which this object should stop processing data from the current data page. When this condition becomes true, PlanetPress Design executes the remaining objects in the page and repeats the page until all the remaining data has been processed. Set it by equating the condition with the &iteration count variable and with the maximum number of lines that the object can process. If the object can be used to print 15 lines of data from a statement, for instance, enter $\text{\&iterationcount} = 15$
   - **Horizontal displacement:** Enter the amount of space between each repeat of the source object or group, along the horizontal axis.
   - **Vertical displacement:** Enter the amount of space between each repeat of the source object or group, along the vertical axis.
   - **Iterations per row/column:** Enter the number of repeats in each row (if you selected Both horizontal first in Repeat choice) or in each column (if you selected Both vertical first in Repeat choice). This option is available only when you select either Both horizontal first, or Both vertical first in Repeat choice.

**DATA SELECTION CHANGE ACCORDING TO CURRENT LINE:** Select to have PlanetPress Design change the From and To line properties of all data selections in the source object or group, to **&current.line.** Because PlanetPress Design advances to the next line of the data file for each line repeat, each repeat references a new line. IMPORTANT! The only way to undo the effect of this property once you select it is to manually edit each of the From and To line properties of all data selections in the source object or group. Clear this option to leave the From and To line properties of all data selections in the source object or group, untouched. In this case, if necessary, you manually edit the From and To line properties of any data selections in the source object or group that you want to tie to the value of **&current.line.** Clear this option when one or more data selections that you do not want to modify within each repeat.
**Iteration condition:** Set a condition on the current line of data. This is effective only within the line range defined in the From/to line property. It determines whether the data selections of the element that PlanetPress Design is currently processing and that reference that line or record appear in the output. If a data selection does not appear in the output (the condition resolves to False), PlanetPress Design inserts a blank space for it in the element. If the source object or group contains a data selection object, and you do not want a blank space to appear when the condition you set here resolves to False, you can set a line condition in that data selection object to remove the blank space. Any condition set on the source object or group takes precedence over this condition. In other words, if a condition set on the source object or group resolves to False, the object or group is not displayed, regardless of whether the condition here resolves to True or False.

5. Click **OK**.

To repeat an object or group using a Line repeat for XML emulations:

You can repeat a group or an object according to the node selected by XPath.

1. In the Repeat mode field, select **Line repeat**.
2. Click **Repeat** to select the XML data.
3. In the From iteration and To iteration fields, enter the iteration range on which to repeat. The To iteration field allows a value of 0. When To iteration is not zero, it must be higher than the value of From iteration and is the last iteration index. If it is zero, the repetition occurs from the From iteration to the maximum (or entire) number of elements.
4. **Condition to Exit and Overflow:** Use this condition to manage data overflow. Set it to the to number of iterations after which this object should stop processing data from the current data page. When this condition becomes true, PlanetPress Design executes the remaining objects in the page and repeats the page until all the remaining data has been processed. Set it by equating the condition with the \&iterationcount variable and with the maximum number of lines that the object can process. If the object can be used to print 15 lines of data from a statement, for instance, enter \&iterationcount>=15.

To collapse a structure created using the Repeat properties:

1. In the Structure area or the Page area, double-click the object or group.
2. If necessary, in the properties dialog box, click **Repeat**.
3. In the **Repeat mode** list, select **No repeat**.
4. Click **OK**.

### 15.2.15 Edit the Layering Order of Objects

To edit the layering order of objects:

- In the PlanetPress Design main menu, choose **Page Layout** | **Arrange** | **Order** and then choose any of the following:
  - **Bring Forward:** Move the selected objects or groups forward one layer graphically. This also results in moving the selected objects or groups downward one spot in the Document Structure.
  - **Send Backward:** Move the selected objects or groups backward one layer graphically. This also results in moving the selected objects or groups upward one spot in the Document Structure.
  - **Bring to Front:** Move the selected objects or groups to the very front of all layers graphically. This also results in moving the selected objects or groups to the bottom of the Document Structure.
  - **Send to Back:** Move the selected objects or groups to the very back of all layers graphically. This also results in moving the selected objects or groups to the top of the Document Structure.

**Related topics:**

- PlanetPress Design Object (Page 190)
- Object Layering Order (Page 190)
- Group (Page 190)
- Select Objects and/or Groups (Page 200)
- Lock and Unlock Objects and Groups (Page 201)
- Reposition Objects and/or Groups (Page 201)
15.2.16 Copy Values of Properties between Objects and/or Groups

To copy values of properties between objects:

1. Select the reference object or group. This is the object/group that contains the properties whose values you want to copy.
2. In the Structure area or the Page area, CTRL+click each object and/or group to which you want to copy the property value.
3. In the Object Inspector, click the property whose value you want to copy.
4. If necessary, edit the value of the property.
5. Repeat step 3 through step 4 for each property whose value you want to copy.
6. Click anywhere outside the Object Inspector to enter the last edit you made.

To copy values using the cut and paste features:

1. Select an object in the document.
2. Choose Edit | Copy.
3. Select the second object.
5. Select the desired properties and click OK.
15.2.17 Convert an Object to PlanetPress Talk

It is important to understand the conversion is not reversible. Once you convert an object to PlanetPress Talk, it becomes a PlanetPress Talk object and any modifications to it must be made in PlanetPress Talk.

This procedure applies only to objects. You cannot convert a group, or a page, to PlanetPress Talk.

To convert an object to PlanetPress Talk:

1. Select the object.
2. Choose **Tools** | **Advanced** | **Convert to PlanetPress Talk**.

Related topics:

- PlanetPress Design Object (Page 190)
- Group (Page 190)
- Select Objects and/or Groups (Page 0)
- Lock and Unlock Objects and Groups (Page 0)
- View or Edit the Properties of an Object or Group (Page 203)
15.2.18 Debug an Object or Group

You can use the Messages area in either the Program window or the Object Preview to help you debug an object. The PlanetPress Talk Editor also offers a number of features for debugging any PlanetPress Talk code you enter in a document.

Related topics:

- PlanetPress Design Object (Page 190)
- Group (Page 190)
- Select Objects and/or Groups (Page 0)
- Lock and Unlock Objects and Groups (Page 201)
- View or Edit the Properties of an Object or Group (Page 203)
- Edit the Layering Order of Objects (Page 211)
- Convert an Object to PlanetPress Talk (Page 213)

15.2.19 PlanetPress Talk Before / PlanetPress Talk After

If necessary, click PlanetPress Talk before to enter PlanetPress Talk code that you want the document to execute before it executes the object, or click PlanetPress Talk after to enter PlanetPress Talk code that you want the document to execute after it executes the object.

Please refer to the PlanetPress Talk Reference Guide (English only), using the following link: PlanetPress Talk Reference Guide
16 Working with Metadata

PlanetPress Design provides many new and intuitive ways to work with job metadata. This chapter explains the concept of metadata, and describes metadata objects.

- Add a Metadata Field (Page 216)

For a deeper understanding of the theory behind PlanetPress Design metadata fields, refer to PlanetPress Design Reference Guide (English only).

- Metadata Manipulation API Reference
- More on Metadata Structure
16.1 Add a Metadata Field

To add a metadata field:

- Choose Home | Document | Metadata Field.
- Move the pointer inside the Page area, and click at the point at which you want to add the object, and release.
- Enter the PlanetPress Talk ID, the unique identifier for your new metadata field (Note that Metadata objects do not possess a Display Name attribute).
- Choose the Level where your new field should be created in the metadata structure.
- Use the Fields list to add metadata fields, providing a Value, a Condition (optional) and a Create action.
- Click OK.

Metadata Field

![Metadata Field](image)

**PlanetPress Talk ID**: A unique identifier for the metadata field.

**Level**: The hierarchical level where the new field will be created.

**Fields**: Attributes for the actual field(s) to be created:

**Value**: The actual value of the new field(s).

**Condition**: A global or local condition to determine whether or not the field will be created.

**Create action**: How the field(s) creation will behave if the currently added field already exists.

**Add button**: Used to add a new element to the current metadata field, thus creating an array of metadata values withing this field.
Delete button: Used to remove a given value from the metadata field.

Move up/Move down buttons: Used to modify the order of the values within the current metadata field.

Important note: When a user-defined emulation is used with metadata, results and behavior are unknown and unsupported. For instance, refreshing the metadata file may cause the document to crash and/or corrupt. For this reason, it is strongly advised to create backup copies of your documents beforehand.

Related topics:

- Working with Metadata (Page 215)
17 Graybar Reports

This chapter explains graybar reports and how to create them in PlanetPress Design.

In this section, you learn to:

- Create a Graybar Report (Page 220)

This section also answers the following question:

- What is a graybar report? (Page 219)
17.1 Key Concepts
To create graybar reports, you should understand the following key concept:

- Graybar Report (Page 219)

17.1.1 Graybar Report

What is a graybar report?

A graybar report is a report that uses bands of gray printed across each page of the report. The bands make it easier to quickly locate information on the page.

Graybar Reports in

PlanetPress Design extends the properties of the traditional graybar report. You can use as many as ten bars to compose the band that repeats, and specify the color, border, and height of each of these bars. You can also use any of the features available in PlanetPress Design to enhance your graybar report documents.
17.2 Detailed Directions

This section includes the following procedure:

- Create a Graybar Report (Page 220)

17.2.1 Create a Graybar Report

You use the Graybar Wizard to:

- Enter a name for the graybar report document.
- Associate a data file with the document.
- Select the PPD you want the document to use.
- Define the properties of the graybar page. These properties are the page format, page orientation, duplexing, and the height, color, and border of each bar in the band.

You use the Graybar Wizard to:

- Enter a name for the graybar report document.
- Associate a data file with the document.
- Select the PPD you want the document to use.
- Define the properties of the graybar page. These properties are the page format, page orientation, duplexing, and the height, color, and border of each bar in the band.

In PlanetPress Design, a graybar report document contains at most one graybar page. It can contain as many other pages as you need. You can create the graybar page using the Graybar Wizard, and any other pages you need by adding pages to the document once you exit the Graybar Wizard.

You use the Graybar Wizard once, and only once, to set up the graybar document. Once you exit the Graybar Wizard, you can design the rest of the graybar report document using any of the features available in PlanetPress Design. Note that the graybar page you created using the Graybar Wizard contains a set of box objects, where each box object is a bar on the graybar page. You can edit the properties of, or delete, any of these box objects. If you want to change any of the bar and/or page properties you set in the Graybar Wizard, you must start a new document and begin a new session with the Graybar Wizard.

To create a graybar report document:

1. From the **PlanetPress Design Button**, choose **New**.
2. Choose **Tools** | **Application** | **Graybar Wizard**.
3. In the **Graybar Wizard**, click **Introduction** and enter a name for the graybar report document.
   **Document name**: Enter a name for the document. PlanetPress Design uses the name you enter here as the value of the Name box in the Document properties dialog box for this graybar report document. If you install the document on a printer, this is the name under which the printer stores the converted document. Note that when you convert a document for PlanetPress Suite Workflow Tools, the converted document bears the name of the PP4 file for the document, not the name you enter here.
4. In the **Graybar Wizard**, click **Select data file** and select the sample data file for the document.
   **Data file**: Displays the path of the sample data file associated with the graybar report document. Click the **Browse** button to the right of the box to use the Data Selector to select a sample data file. You can also set up the emulation you want to use with the graybar report in the Data Selector.
5. In the **Graybar Wizard**, click **Page setup**, select a PostScript Printer Definition (PPD) file, and define the default paper format and orientation for the graybar report document.
   **Printers**: Select the PPD for the graybar report document. PlanetPress Design uses the PPD you select here as the value of the Designed for box in the Document properties dialog box for this graybar report document. The contents of the PPD subfolder in the PlanetPress program folder determine the contents of this list. The PPD that appears by default here is the one selected in the Default printer box of the User Options dialog box.
   **Paper type**: Select the default paper format for the graybar page. The format that appears here by default is the one set in the User Options dialog box. The formats available depend on the PPD you selected in the Printers box. Note that you should not adjust the paper format for the graybar page once you exit the Graybar Wizard; the bands of the graybar page do not adjust to reflect any change.
If you are printing in 2-up mode, the Default page size box in the Document properties dialog box determines the size of the paper on which the two pages print; the page size you select here determines the scaling required to fit the two pages on that paper size.

**Paper orientation:** Select the orientation for the graybar page (Portrait, Landscape, Rotated portrait, Rotated landscape). PlanetPress Design uses the paper orientation you select here as the value of the Paper orientation box in the Page properties dialog box for the graybar page. Rotated options rotate the paper 180 degrees, and can be useful when you are working with perforated paper or using an attachment created in another application. You rotate the document page instead of the attachment. Note that you should not adjust the paper orientation for the graybar page once you exit the Graybar Wizard; the bands of the graybar page do not adjust to reflect a change.

**Duplexing:** Select the duplexing options for the document. The duplexing options available depend on the PPD you selected for the document. Note that duplexing options apply only to normal pages since these are the only pages that can print. If you want to print simplex and duplex in the same document, and your printer supports switching between simplex and duplex in the same job, you can set the duplexing options on a page-by-page basis using the Duplexing option in the Page properties dialog box. If your printer does not support switching between simplex and duplex in the same job, you can simulate the switch by setting the duplexing option here and printing a blank page on the back of each page that you want to print simplex. If you select Default, no command is issued to the printer regarding duplexing for this document; the document uses the printer setting in effect at execution time. Consult the PlanetPress Talk lesson related to duplex mode for an example of the latter approach.

6. In the **Graybar Wizard**, click **Margins** and set the top, bottom, right, and left page margins, and the border options for the graybar page.

   **Left:** Enter the left margin, relative to the left edge of the physical page.
   **Right:** Enter the right margin, relative to the right edge of the physical page.
   **Top:** Enter the top margin, relative to the top edge of the physical page.
   **Bottom:** Enter the bottom margin, relative to the bottom edge of the physical page.
   **Border:** Select to display a border along the margins of the graybar page. Use the Line width box to specify the width of the line the border uses.
   **Line width:** Enter the width of the line you want to use as the border. Units are typographical points. This option is available only when you select Border.

7. Click **Bar definitions** and define each bar that makes up the band that repeats to create the graybar page.

   **Bar list:** Lists all the bars that make up the band, in the order in which they appear in the band. The band can contain a maximum of ten bars. The default band contains a gray and white bar. The height of a band is the sum of the heights of all bars. PlanetPress Design creates the graybar page by repeating this band from top to bottom on the page.

8. In the **Graybar Wizard**, click **Finish**.

   The graybar page contains a set of box objects, where each box object is a bar on the graybar page.

   The graybar page also contains a data selection object that displays a page of the sample data file or a set of data selection objects that together reference a record set. If the single data page fits neatly on to the graybar page, you may not need to adjust these data selection objects. If this is not the case you can adjust or delete any or all of these data selections, as well as add new data selection objects to the page.


To add a bar:

1. If necessary, in the **Graybar Wizard**, click **Bar definitions**.
2. Click **Add Bar**.
3. In the Bar list, select the newly added bar, and adjust the properties for that bar.
   **Bar Properties**
   **Height:** Displays the height of the bar currently selected in the Bar list.
   **Color button:** Click to select the color for the bar using the Color Picker.
   **Color box:** View the current color for the bar.
   **Line:** Select to display a black border around the bar.
   **Line width:** Enter the width of the line the border uses.

To edit the properties of a bar:

1. In the **Bar list**, select the bar you want to edit.
2. Edit the height, color, and border properties for that bar.

To delete a bar:
1. In the Bar list, select the bar you want to delete.
2. Click **Remove Bar**.

**Related topics:**
- Graybar Report (Page 219)
18 Conditions

This chapter explains conditions, variables, and PlanetPress Talk and how to use these features in your document.

In this section, you learn to:

- Create a Global Condition (Page 234)
- View or Edit the Properties of a Global Condition (Page 236)
- Apply or Remove a Global Condition (Page 236)
- Use a Global Condition as a Variable (Page 237)
- Create a Global Variable (Page 238)
- View or Edit a Global Variable (Page 239)
- Delete a Global Variable (Page 239)
- Combine Global Conditions (Page 240)
- Override a Global Condition (Page 243)
- Delete a Global Condition (Page 243)
- Create, Edit, or Delete Local Conditions (Page 244)
- Create or Remove a Line Condition (Page 245)
- Verify a Condition (Page 246)
- Add a Global Function (Page 247)
- View or Edit a Global Function (Page 247)
- Delete a Global Function (Page 248)
- Add a PlanetPress Talk Object (Page 229)
- Use the PlanetPress Talk Properties (Page 231)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

This section also answers the following questions:

- What is a condition? (Page 224)
- What is a global condition? (Page 224)
- What is a local condition? (Page 224)
- What is a line condition? (Page 224)
- What is a variable? (Page 224)
18.1 Key Concepts
To add intelligence to your document you should understand the following key concepts:

- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Variables (Page 227)

18.1.1 Conditions

What is a condition?

A condition is a PlanetPress Talk expression that performs a test on the data page and resolves to either True or False. The condition may be as simple or as complex as you require. You use conditions to make the display of a page, object, group, or line of data in a data selection object dependent on input data. The page, object, group, or line of data in a data selection object displays only if the condition resolves to True.

There are three kinds of conditions: global conditions, local conditions, and line conditions. You can associate at most one global or local condition at a time with a page, object, or group. A line condition is internal to a data selection object. You can associate a global or local condition with a data selection object, regardless of whether that data selection object uses a line condition. The global or local condition you set determines whether the data selection object will display. The line condition alters what the object displays. Note that global conditions are the only ones that appear in the Structure area, and are the only ones available for use with any of the pages, objects, or groups in the document.

It is important to understand the order in which the document processes conditions when it executes. At runtime, the document evaluates global conditions before it executes a data page. It evaluates local conditions and line conditions as it executes the pages or objects with which they are associated.

Related topics:

- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Data Selection Objects (Page 92)

18.1.2 Global Conditions

What is a global condition?

A global condition is a condition that is available for re-use throughout the document. Global conditions are the only type of conditions that appear in the Structure area, and are thus available for re-use by other elements in the document.

You create global conditions for conditions you expect to use more than once in the document. For example, consider a form letter that includes a few pages of information relevant only for residents of Kyoto. You create a global condition to test for the presence of “Kyoto” in the client address in the data page, and associate the condition with each of the relevant pages.
18.1.3 Local Conditions

What is a local condition?

A local condition is one that you associate with a particular page, object, or group. It is not available to any other page, object, or group in the document, and appears only within the element in which you define it; it does not appear in the Structure area. You cannot re-use or combine a local condition.

You can use global conditions as variables in a local condition.

Related topics:

- Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Data Selection Objects (Page 92)
18.2 Line Conditions

What is a line condition?

A line condition is a condition that acts as a filter on a data selection. Only data selection objects can use line conditions. The line condition determines two things: what lines (or records in the case of a database emulation) to display in the data selection, and whether to display an empty line for any line (or record) that does not display. Line conditions only make sense for data selections that extend over more than one line of the data page (or record of the record set in the case of a database emulation).

A line condition performs its test on each line of the data page a data selection object references. There are three types of line conditions you can define: one that tests for the presence of a text string, one that tests for the absence of a text string, and one that you define yourself using a PlanetPress Talk expression.

18.2.1 What is a Line?

In a line condition, a line refers to an entire line of the data page, not just the portion of the line that falls inside the data selection. The document tests the entire line of the data page when it evaluates a line condition.

If you set a line condition, the document tests all lines of the data page that have a portion lying within the data selection region. If the line condition resolves to True, the portion of the line that lies in the data selection region displays. If the line condition resolves to False, the portion of the line that lies in the data selection region does not display.

18.2.2 Examples of Line Conditions

You might use a line condition to accommodate an unstable data page structure. For example, consider a document that uses ASCII emulation and for which the data selection you want does not always appear in exactly the same place on every data page; the data selection shifts up or down by a few lines. The string “PREF” appears on those data lines, making it possible to uniquely identify them. You create a data selection object that spans the entire area in which the data selection can appear, and set a line condition to test for the presence of the string “PREF.” The data selection applies only to those lines in the data selection region that contain the string “PREF.”

Related topics:

- Line Conditions (Page 226)
- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Data Selection Objects (Page 92)
18.3 Variables

What is a variable?

Variables are part of PlanetPress Talk, and are described in the PlanetPress Talk Language Reference.

A variable is a value that changes over time, that has a name, a specific type, and a defined scope. The name makes it possible to reference the variable. All variable names in PlanetPress Talk begin with an ampersand, for example, &printermode.

The type of a variable defines what kind of data it contains and consequently what kinds of operations you can perform on it.

The scope of a variable is the context in which it is available. A variable may be available only to a specific object (a local variable), or available wherever you can enter a PlanetPress Talk expression (a system variable or a global variable). You can enter a PlanetPress Talk expression in the PlanetPress Talk properties of any object or page, the PlanetPress Talk properties of the Document properties dialog box, or in any text box that accepts PlanetPress Talk code (by default these text boxes have a maroon label).

You can define, set and delete both local and global variables in PlanetPress Design. You cannot define or delete system variables, and, with a few exceptions, neither can you set system variables. Consult the PlanetPress Talk Language Reference for more precise definitions of system, global, and local variables.

18.3.1 Common Uses of Variables

The following are several common uses for variables:

- **Store values that you want to reference at various places in the document.**
- **Concatenate strings** For example, you want to create a footer for each page of a patient record document that contains the patient’s name, physician’s name, file number, and date the record was last updated. All the pieces of information are available in the input data.
- **Perform calculations** For example, the input data for your financial statement document does not include a figure for year-to-date earnings, but does include earnings per month.
- **Create counters** For example, the input data for your invoice document contains a variable number of line items for each invoice.

18.3.2 System Variable Example

The system variable &current.datapage contains the page number of the data page the document is currently processing. The type of this variable is integer; it always contains an integer value. It is a system variable and thus is automatically initialized and set in PlanetPress Design, and available anywhere you can enter a PlanetPress Talk expression. Consult the PlanetPress Talk Language Reference for more information on this and other system variables in the &current system object.

Related topics:

- Variables (Page 227)

18.3.3 Global Variables

You can insert global variables of type string, measure, integer, and currency in the Text properties of a text object. A submenu of variable types appears when you choose Variables | Global Variables, or right-click at the point at which you want to insert the variable and choose Global Variables, or in the Variables toolbar, click Global Variables. You use this submenu to select the global variable you want to insert.
If you reference a global variable in a text object and subsequently change the type of the global variable to one not supported by the text object, PlanetPress Design replaces the global variable in the text object with a blank space.
18.4 Detailed Directions

This section includes the following procedures:

- Create a Global Condition (Page 234)
- View or Edit the Properties of a Global Condition (Page 236)
- Apply or Remove a Global Condition (Page 236)
- Use a Global Condition as a Variable (Page 237)
- Combine Global Conditions (Page 240)
- Override a Global Condition (Page 243)
- Delete a Global Condition (Page 243)
- Create, Edit, or Delete Local Conditions (Page 244)
- Create or Remove a Line Condition (Page 245)
- Verify a Condition (Page 246)
- Add a PlanetPress Talk Object (Page 229)
- Use the PlanetPress Talk Properties (Page 231)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

18.4.1 Add a PlanetPress Talk Object

To add a PlanetPress Talk object:

2. Move the pointer inside the Page area click at the point at which you want to add the object, and release.
3. In the PlanetPress Talk Object properties dialog box, click Basic Attributes and enter the name, position, size, style, and condition properties for the PlanetPress Talk object.
4. In the PlanetPress Talk Object properties dialog box, click PlanetPress Talk code to enter the PlanetPress Talk code for the object.
5. Click Manipulation and define any constraints you want to set on resizing, moving, or selecting the PlanetPress Talk object with the mouse or with keyboard shortcuts.
6. If necessary, click Snapping points to set either or both snapping points for the PlanetPress Talk object.
7. If necessary, add PlanetPress Talk code before or after that of the object:
   - Click PlanetPress Talk before to enter PlanetPress Talk code that you want the document to execute before it executes the PlanetPress Talk object.
   - Click PlanetPress Talk after to enter PlanetPress Talk code that you want the document to execute after it executes the PlanetPress Talk object.
8. If necessary, click Repeat to set the Repeat properties for the PlanetPress Talk object.
9. Click OK.

Related topics:

- Use the PlanetPress Talk Properties (Page 231)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

18.4.2 Enter a PlanetPress Talk Expression in a Text Box

You can enter a PlanetPress Talk expression in any parse field. Parse fields can be identified by their maroon field label text. (note that maroon is a default setting that you can modify in the User Options dialog box).
A. Maroon label

The following procedure describes how to enter a PlanetPress Talk expression in such a text box. You can enter the complete PlanetPress Talk expression by hand, build it using items from the menu that appears when you right-click in the text box, or create it using a combination of the two. For help with PlanetPress Talk, consult the PlanetPress Talk Language Reference.

The menu that appears when you right-click in the text box contains some or all of the following items.

<table>
<thead>
<tr>
<th>Choose:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Selection</td>
<td>Launch the Data Selector and create a data selection to insert in the PlanetPress Talk expression.</td>
</tr>
<tr>
<td>Get Data</td>
<td>Launch the Data Selector and retrieve characters to insert in the PlanetPress Talk expression. The string you retrieve is static.</td>
</tr>
<tr>
<td>Color</td>
<td>Launch the Color Picker and select a color to include in the expression. When you exit the Color Picker, the CMYK values for the color appear in the expression.</td>
</tr>
<tr>
<td>Style</td>
<td>Display a menu of the styles defined in the document and choose the name of a style to add to the expression. PlanetPress Design adds the style as a variable of type string.</td>
</tr>
<tr>
<td>Global Condition</td>
<td>Display a menu of the global conditions available in this document, and choose one of those functions to include in the expression.</td>
</tr>
<tr>
<td>Global Variable</td>
<td>Display a menu of the different types of global variables defined in the document (integer, Boolean, string, ...), and choose a global variable to add to the expression.</td>
</tr>
<tr>
<td>System Variable</td>
<td>Display a menu of the different types of system variables (integer, Boolean, string, ...), and choose a system variable to add to the expression.</td>
</tr>
<tr>
<td>Local Variable</td>
<td>Display a menu of the different types of local variables defined in the object (integer, Boolean, string, ...), and choose a local variable to add to the expression. This menu item is available only when the object contains local variables.</td>
</tr>
<tr>
<td>Global Function</td>
<td>Display a menu of the global functions available in this document, and choose one of those functions to include in the expression.</td>
</tr>
<tr>
<td>Integer</td>
<td>Display a menu of the integer functions available in PlanetPress Talk, and choose one of those functions to include in the expression.</td>
</tr>
<tr>
<td>Measure</td>
<td>Display a menu of the measure functions available in PlanetPress Talk, and choose one of those functions to include in the expression.</td>
</tr>
<tr>
<td>String</td>
<td>Display a menu of the string functions available in PlanetPress Talk, and choose one of those functions to include in the expression.</td>
</tr>
<tr>
<td>Boolean</td>
<td>Display a menu of the Boolean functions available in PlanetPress Talk, and choose one of those functions to include in the expression.</td>
</tr>
<tr>
<td>Custom Data Selection CRLF</td>
<td>Add a new line to the Custom data selection. This menu item is available only when you are defining a Custom data selection.</td>
</tr>
</tbody>
</table>

To enter a PlanetPress Talk expression in a text box:

1. Enter the equals sign (=) in the text box.
2. Construct the PlanetPress Talk expression using one or more of the following methods.
   - Type directly in the text box. Note that if you want to use an apostrophe (') or a backslash (\) in a string, you must precede it by a backslash. For example: `show( 'Don\'t miss this offer!' )`
   - Click in the text box at the position at which you want to insert a variable, function, or data selection, then right-click and use the menu to choose the item you want to insert. PlanetPress Design inserts the chosen item in the text box. Note that if you did not enter an equals sign (=) as the first character of the text box, and this is the first item you are adding from the right-click menu, PlanetPress Design automatically inserts an equals sign in front of the item.
   - Highlight a section of the expression entered to date, and then right-click and choose a function from the menu. The function appears in the text box, with the highlighted section of the expression as its argument. In this case, you must be careful that the content of the highlighted section is in fact a valid argument for that function. If necessary, consult the PlanetPress Talk Language Reference for the function in question. Note that if you use a data selection to retrieve Arabic text, you must nest your data selection in a maputf8() command. For example: `maputf8( @(21,10,28) )`
   - PlanetPress Design reports any errors in the expression in the Status area of the dialog box that contains it. If you attempt to close the dialog box that contains it, PlanetPress Design returns the focus to the text box. You must correct the error before you can close the dialog box.

**Related topics:**
- Variables (Page 227)
- Use the PlanetPress Talk Properties (Page 231)
- Add a PlanetPress Talk Object (Page 229)

### 18.4.3 PlanetPress Supports Global Variables in the Global Function Library Manager

To view global variables in the Global Function Library Manager:

- In the PlanetPress main menu, choose **Tools | Application | Global Function Library Manager**.

In the Global functions in the current document column, global variables are sorted first followed by global functions in alphabetical order. For each global variable, the Global Function Library Manager contains variable names, data types, and default values. In the Libraries column, libraries are listed in alphabetical order.

### 18.4.4 Use the PlanetPress Talk Properties

To enter code directly:

- Type the code in the Code area.
A. Code area
To enter code directly:
• Type the code in the Code area.
The Code area of the **PlanetPress Talk (Page 4)** properties provides the following subset of the functionality offered in the Code area of the PlanetPress Talk Editor. For help with these features, consult the PlanetPress Talk Language Reference. Features marked with an asterisk work using keyboard shortcuts only.

<table>
<thead>
<tr>
<th>Feature:</th>
<th>Notes on Usage:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command entry</td>
<td>You can enter commands by right-clicking in the Code area of the PlanetPress Talk properties, and choosing commands from the menu that appears</td>
</tr>
<tr>
<td>Command and variable name completion</td>
<td></td>
</tr>
<tr>
<td>Argument entry</td>
<td>Both manual argument entry and alternate techniques for argument entry work, except those involving the Commands area of the Editor. In addition to these techniques, you can also enter arguments by right-clicking in the Code area of the PlanetPress Talk properties, and choosing arguments from the menu that appears.</td>
</tr>
<tr>
<td>Argument list display</td>
<td></td>
</tr>
<tr>
<td>Code selection*</td>
<td></td>
</tr>
<tr>
<td>Cut, copy, paste, or delete a selected region of code*</td>
<td></td>
</tr>
<tr>
<td>Comment or remove comments on code*</td>
<td></td>
</tr>
<tr>
<td>Indent or remove an indent*</td>
<td></td>
</tr>
<tr>
<td>Bookmarks*</td>
<td></td>
</tr>
<tr>
<td>Search, search and replace*</td>
<td></td>
</tr>
<tr>
<td>Undo*</td>
<td></td>
</tr>
<tr>
<td>PlanetPress Talk online help*</td>
<td></td>
</tr>
</tbody>
</table>

You cannot import or export code, or use the execution or debugging features of the Editor in the PlanetPress Talk properties Code area. Except for Gutter and Line number options, any options set in the User Options dialog box that affect the Code area of the Editor also affect the Code area of the PlanetPress Talk properties.

To enter code using the PlanetPress Talk Editor:
1. Click **Use PlanetPress Talk Editor**.
2. Enter the code in the PlanetPress Talk Editor.
   Note that if you want to use an apostrophe (‘) or a backslash (\) in a string, you must precede it by a backslash. For example:
show('Don’t miss this offer!')

3. Exit the PlanetPress Talk Editor.

To preview the result of executing the object or page:
1. If necessary, make the Object Preview visible.
2. If necessary, use the Data page box at the lower left of the dialog box to navigate to the data page with which you want the object or page to execute.
3. In the **PlanetPress Talk** property, click **Refresh Preview**.

### 18.4.5 Create a Global Condition

To add a global condition:

1. Choose **Home** | **Document** | **Condition**.
2. In the **Condition** properties dialog box, click **Identification** and enter a name for the global condition.
3. In the **Condition** properties dialog box, click **Condition** and select the type of condition from the Condition type box.
   Options specific to that type of condition appear below the box. Adjust these options as necessary to define the condition.
   **Invert the condition**: Invert the value of the condition. If the condition evaluates to True, its final value is False. If the condition evaluates to False, its final value is True.

**Text-Based**

A text-based condition tests whether a string exists in a defined region of the data page, or compares a string with one found at a specific location in the data page.

<table>
<thead>
<tr>
<th>Condition type</th>
<th>Override mode</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text based</td>
<td>Data</td>
<td>Invert the condition</td>
</tr>
</tbody>
</table>

**String to find**: Enter the text string you want to test for on the data page. Note that if you leave this box empty, select an operator that requires a data selection, and use the Data Selector to create the data selection for that operator, PlanetPress Design enters the first line of the data selection you create in this box.

**Operator**: Select a location or comparison operator. Location operators look for the specified string in a specific area of the data page. Comparison operators compare the specified string with the one that starts at a specific line and column in the data page, and are intended for comparing one number to another. Comparison operators work by comparing the ASCII values of the two strings, proceeding character by character until a comparison yields an answer for the selected operator. For example, consider the case where the operator is Greater than, the string to find is 1348 and the string on the data page is 1506. The comparison operator first compares “1” to “1”; since it cannot determine from this comparison which is greater, it must proceed to a comparison of the next two characters, “3” and “5”. This comparison permits it to determine which is greater thus it does not proceed with further comparisons of the string. If you select a location operator, for all except On page, you must specify the appropriate data...
Conditions - Detailed Directions

page coordinates in the boxes that appear. If you select a comparison operator, you must specify the line and column numbers that start the string you want to compare with the specified string.

On value change

The result of the On value change condition is based not on the data value itself, but on whether the data has changed from one data page to another. The On value change condition has two parameters:

- As with all other conditions, the first parameter is mandatory and it represents the data region to monitor. Depending on the emulation, the selection can be a block of data, a single field or an advanced PlanetPress Talk statement.
  - All Text/PDF emulations: Allow the selection of a block of data.
  - XML/Database: Allow the selection of a single field.
  - Any emulation: Allow any valid PlanetPress Talk expression.
- The second parameter allows the user to specify an existing condition or a PlanetPress Talk expression that controls whether the On value change condition should be evaluated or not. This option is useful, for instance, to monitor the contents of an Address block, but only when the string "Page 1 of" is found on the data page as well (otherwise, the address block would be considered as “changed” on datapage 2 if it is not repeated in the data stream).

Page based

A page-based global condition compares the page number of the current data page with a page number you define, or compares the position of the data page in a set sequence of data pages with a page position you define.

Type of test: Select the type of test you want the condition to perform. There are five types of tests: On page, Less than, Greater than, Less than or equal to, Greater than or equal to. For example, if you know the first data page is always a banner page, you might want to suppress printing it by creating a condition to test for a page number equal to 1 (an On page test) and associating that condition with the first page of the document. Or, you might want to insert a separator page before the first page of every sequence of 9 data pages. In this case, you create a condition to test for the data page being the first in a sequence of 9, and then create a separator page that prints only if the condition is True.

Page number: Enter the page number or use the spin buttons to adjust the value. This is either the page number of the data page, or the position of the data page within a set sequence of data pages. In the latter case, you select Of, and use Sequence to define the number of pages in the sequence.

Of: Select to indicate the test is on a sequence of data pages.
Sequence: Enter the number of data pages in the sequence, or use the spin buttons to adjust the value.

Advanced

An advanced global condition is a condition that you define using PlanetPress Talk expressions. You can include existing global conditions in an advanced condition.

Advanced condition: Enter the PlanetPress Talk expression that defines the test you want the condition to perform.

4. In the Override mode box, select how you want PlanetPress Design to evaluate the condition during the design phase.

Data: Select to have the value of the condition depend on the contents of the sample data file. This in effect removes any override, and results in the condition behaving as it will at runtime.

True: Select to have the value of the condition always equal to True.
False: Select to have the value of the condition always equal to False.

5. If necessary, add PlanetPress Talk code to the object.

- In the Condition properties dialog box, click PlanetPress Talk before to enter PlanetPress Talk code that you want the document to execute just before it evaluates the condition, or click PlanetPress Talk after to enter PlanetPress Talk code that you want the document to execute just after it evaluates the condition.
6. Click **OK**.

**Related topics:**

- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- View or Edit the Properties of a Global Condition (Page 236)
- Apply or Remove a Global Condition (Page 236)
- Use a Global Condition as a Variable (Page 237)
- Delete a Global Condition (Page 243)
- Combine Global Conditions (Page 240)
- Override a Global Condition (Page 243)
- Create, Edit, or Delete Local Conditions (Page 244)
- Create or Remove a Line Condition (Page 245)
- Verify a Condition (Page 246)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

### 18.4.6 View or Edit the Properties of a Global Condition

To view or edit properties using the Object Inspector:

- Select the global condition in the Structure area.

To view or edit properties using the Condition properties dialog box:

1. Double-click the global condition in the Structure area.
2. Enter any edits you want to make to the global condition.
3. Click **OK**.

**Related topics:**

- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Object Inspector (Page 11)
- Create a Global Condition (Page 234)
- Apply or Remove a Global Condition (Page 236)
- Use a Global Condition as a Variable (Page 237)
- Delete a Global Condition (Page 243)
- Combine Global Conditions (Page 240)
- Override a Global Condition (Page 243)
- Create, Edit, or Delete Local Conditions (Page 244)
- Create or Remove a Line Condition (Page 245)

### 18.4.7 Apply or Remove a Global Condition

To apply a global condition to a page, object or group:

- In the **Structure** area, drag the global condition to the page, object, or group in the Structure area to which you want to apply it, and release.
  The condition indicator appears in the upper-left corner of the page, object, or group symbol in the Structure area. The color of the indicator reflects the current value of the condition (green indicates True; red indicates False).
To remove an applied global condition:

- Select the page, object, or group from which you want to remove the applied global condition, and then, in the Object Inspector, locate the Condition property. Highlight the contents of the Condition property and press BACKSPACE to clear the property.

**Related topics:**

- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Create a Global Condition (Page 234)
- View or Edit the Properties of a Global Condition (Page 236)
- Use a Global Condition as a Variable (Page 237)
- Delete a Global Condition (Page 243)
- Combine Global Conditions (Page 240)
- Override a Global Condition (Page 243)
- Create, Edit, or Delete Local Conditions (Page 244)
- Create or Remove a Line Condition (Page 245)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

**18.4.8 Use a Global Condition as a Variable**

To use a global condition as a variable:

- Place an ampersand before the first character of the condition name. For example, the following line of PlanetPress Talk code references the condition backordered as a global variable:
  
  ```
  show(if(&backordered,'Out of stock',''))
  ```

  When the condition evaluates to True, the line “Out of stock” prints; when it evaluates to False, nothing prints.
Related topics:
- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Create a Global Condition (Page 234)
- View or Edit the Properties of a Global Condition (Page 236)
- Apply or Remove a Global Condition (Page 236)
- Delete a Global Condition (Page 243)
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- Create, Edit, or Delete Local Conditions (Page 244)
- Create or Remove a Line Condition (Page 245)
- Verify a Condition (Page 246)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

18.4.9 Create a Global Variable

To create a global variable:

2. Enter the name and type of the global variable you want to create.
   - **Name**: Enter a name for the global variable.
   - **Variable type**: Select the type of the global variable (string, integer, measure, currency, Boolean, integer array, measure array, string array, Boolean array, or directory array).
3. Define the properties specific to the type of variable you selected. Consult the PlanetPress Talk Language Reference for help understanding the various types.
   - If you selected a variable type of string, integer, measure, currency or Boolean, enter an initial value for the variable in the Default value box. Note that you cannot use PlanetPress Talk code to define an initial value.
   - If you selected a variable type of color array, click the Color button to use the Color Picker to select an initial color for the color array. The Color box updates to reflect the selected color.
   - If you selected a variable type of integer array, measure array, string array, or Boolean array, enter the number of elements you want the array to contain in the Array size box, or use the spin buttons to adjust the value.
   - If you selected a variable type of directory array, enter the path to the folder containing the files you want to reference, and any filter you want to apply to names of the files in that folder, in the Path and filter box.
4. Click OK.
   The new global variable appears in the Global variables folder in the Structure area.

```
Global variables:
  subtotal (subtotal)
```

It also appears on the Global variables submenu available from the Code area of the PlanetPress Talk Editor, from the PlanetPress Talk properties of an object, and from any text box that accepts PlanetPress Talk expressions.

To reference a global variable:

- Enter the name of the global variable by hand, preceding it by an ampersand. For example, to reference the global variable `subtotal`, enter `&subtotal`. In the case of an array element, you must include the position of the element in the array.

To set a global variable:

- Use either the PlanetPress Talk assignment operator (:=) or set() command. For example:
  
  `&code := &code + 1`
set( &code, (&code + 1) )
set( &imagefiles[0], 'c:\images\sushi.png' )
See the PlanetPress Talk Language Reference for complete information on the assignment operator and the set() command.

18.4.10 View or Edit a Global Variable

To view or edit the properties of a global variable using the Object Inspector:

1. In the Structure area, select the global variable.
2. In the Object Inspector, make any necessary modifications to the properties.
   If you made a modification that may cause execution problems in the document, PlanetPress Design reports an error in the Messages area.
   If you make a modification that may cause execution problems in the document, PlanetPress Design requests confirmation before proceeding with the modification.

To view or edit the properties of a global variable using the Global Variable dialog box:

1. In the Structure area, double-click the global variable. Use the Global Variable dialog box to edit the properties of the global variable, if necessary.
2. Click OK.
   If you edited the properties of the global variable and made a modification that may cause execution problems in the document, PlanetPress Design requests confirmation before proceeding with the modification.

18.4.11 Delete a Global Variable

To delete one or more global variables:

1. Select the global variables you want to delete.
2. Choose Home | Clipboard | Delete.
   If no elements in the document reference any of the selected global variables, PlanetPress Design performs the deletion.
   If any elements in the document reference any of the selected global variables, PlanetPress Design prompts you to define how you want to handle the deletion of each of the referenced global variables. More precisely, for each referenced global variable, it displays the Global Variable Deletion dialog box.

To use the Global Variable Deletion dialog box:

1. Adjust the options to reflect how you want PlanetPress Design to handle the deletion request. The name of the global variable you selected for deletion appears in the title bar of the Global Variable Deletion dialog box, and the list of elements that reference it appear on the right of the dialog box.
A. Global Variables button

**Replace all references with**: Select to delete the global variable and to replace all references to it with a reference to another global variable in the document.

**Global variables available**: Select the global variable you want to use as the replacement reference. When you delete the global variable, PlanetPress Design replaces all references to the deleted global variable with a reference to the global variable you select here. You can use the Global Variables button to create a new global variable to add to this box.

**Global Variables button**: Click to create a new global variable. PlanetPress Design creates the new global variable, and selects it in the Global variables available box.

**Delete all elements**: Select to delete the global variable, and all document elements that reference it. All document elements that reference this global variable appear in the list on the right of the Global Variable Deletion dialog box.

2. Click **OK**.

### 18.4.12 Combine Global Conditions

You can use either the Condition properties dialog box or the Object Inspector to combine global conditions. When you combine conditions, it is important to understand the significance of the position in which a condition appears in the Structure area. The position of a condition in the Structure area both determines the conditions with which you can combine it, and limits how you can move it in the Structure area. More precisely, you can combine a condition only with conditions that appear above it, and you cannot move a condition above any condition it references.
You combine conditions by creating a valid Boolean expression that references conditions as variables. You construct the expression using Boolean logic, and the four Boolean operators: AND, OR, NOT, ().

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Operates on two conditions. The result is True only if BOTH conditions are True.</td>
<td>&amp;red AND &amp;round</td>
</tr>
<tr>
<td>OR</td>
<td>Operates on two conditions. The result is True if EITHER condition is True or BOTH conditions are True.</td>
<td>&amp;blue OR &amp;square</td>
</tr>
<tr>
<td>NOT</td>
<td>Operates on a single condition. The result is the inverse of the condition.</td>
<td>NOT (&amp;over_50)</td>
</tr>
<tr>
<td>()</td>
<td>Assigns the highest precedence to its contents. See below for an explanation of precedence rules.</td>
<td></td>
</tr>
</tbody>
</table>

The expressions you create using these operators can be either simple or complex. For example:

&red OR &blue

&over_50 AND &under_300 AND NOT (&red) AND &round

(NOT (&red OR &blue)) AND (&big OR (&round AND &tin))

Precedence rules determine the order in which PlanetPress Design evaluates the expression. The final result of an evaluation can depend on the precedence rules. For example, consider that you want a line item on an invoice to print only if the part number is greater than 50, and the part is either red or round. You write:

&over_50 AND &red OR &round

Depending on the precedence rules, this could also mean print the line item only if both the part number is greater than 50 AND the part is red, or the part is round. In the latter case, line items for parts that are round print, regardless of whether their part number is greater than 50.

PlanetPress Design uses standard Boolean precedence rules:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Precedence</th>
</tr>
</thead>
<tbody>
<tr>
<td>()</td>
<td>1</td>
</tr>
<tr>
<td>AND</td>
<td>2</td>
</tr>
<tr>
<td>NOT</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td>3</td>
</tr>
</tbody>
</table>

Thus, the contents of parentheses are always evaluated first. If two operators in an expression have the same precedence, they are evaluated left to right. Since parentheses have the highest precedence, you can override the precedence of a lower-precedence operator by enclosing it in parentheses. In the following example, although the OR operator has a lower precedence than the AND operator, the OR expression evaluates before the AND expression because parentheses enclose the OR expression.

(&before_2002 OR &under_50) AND &over_300

Thus, to return to the earlier example, to print the line item only if the part number is greater than 50, and the part is either red or round, you would rewrite the expression as:

&over_50 AND (&red OR &round)
To combine global conditions using the Condition properties dialog box:

1. In the Structure area, double-click the condition to open the Condition properties dialog box for the condition with which you want to combine one or more existing conditions:
2. In the Condition properties dialog box, click Concatenation. The name of the condition you are defining appears in the Completed condition box, and the names of the conditions you can combine with it appear in the Conditions available for concatenation box.
3. Do one or more of the following to combine conditions into a valid Boolean expression. As you work, PlanetPress Design reports any syntax errors in the Status area.

A. Status area
   - Type directly in the Completed condition box. Names of conditions and Boolean operators are both case-insensitive. Note that if you want to use a NOT operator, you must enclose the condition on which you want it to operate in parenthesis. Thus you enter NOT (&black) rather than NOT &black.
   - Drag and drop conditions from the Conditions available for concatenation box. Click on the name of the condition you want to add, drag it to the Completed condition box, release it at the position at which you want to insert it in the expression, and choose either And or Or from the menu PlanetPress Design displays. Legal positions for insertions are displayed in blue as you drag. Releasing over a condition name inserts the condition after that condition. Releasing over an opening parenthesis inserts the condition before that opening parenthesis. Releasing over a closing parenthesis inserts the condition after that closing parenthesis.
   - Apply the NOT operator to a condition by right-clicking the condition and choosing Insert “Not” Operator. PlanetPress Design encloses the expression on which you clicked in parentheses, and precedes it by the NOT operator.
   - Remove the NOT operator from a condition by right-clicking the condition and choosing Remove “Not” Operator.
   - Delete a condition by right-clicking the condition and choosing Delete Item from Condition. Note that you cannot delete the condition you are currently defining.
   - Delete any or all conditions by highlighting the section you want to delete and pressing BACKSPACE, or by backspacing through the section.

4. Click OK.
   If the Boolean expression contains a syntax error and you attempt to close the Condition properties dialog box, PlanetPress Design returns the focus to the Concatenation area of the Condition properties dialog box. You must fix the error to close the dialog box.
To combine global conditions using the Object Inspector:

1. In the Structure area, select the condition to which you want to add one or more existing conditions.
2. In the Object Inspector, locate the Combined condition property.
3. In the Combined condition property, enter a valid Boolean expression that references one or more of the conditions that appear above the currently selected condition in the Structure area, and describes how you want to combine those conditions. This expression must reference the condition whose Combined condition property you are editing.

18.4.13 Override a Global Condition

To override a global condition:

1. In the Structure area, double-click the global condition to display the Condition properties dialog box for the condition whose value you want to override.
2. In the Condition properties dialog box, click Condition and select the override for the condition in the Override mode box.
   - Data: Select to have the value of the condition depend on the contents of the sample data file. This in effect removes any override, and results in the condition behaving as it will at runtime.
   - True: Select to have the value of the condition always equal to True. Note that this override is valid only during document design and has no effect at runtime.
   - False: Select to have the value of the condition always equal to False.
3. Click OK.

Related topics:

- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Create a Global Condition (Page 234)
- View or Edit the Properties of a Global Condition (Page 236)
- Apply or Remove a Global Condition (Page 236)
- Use a Global Condition as a Variable (Page 237)
- Delete a Global Condition (Page 243)
- Combine Global Conditions (Page 240)
- Create, Edit, or Delete Local Conditions (Page 244)
- Create or Remove a Line Condition (Page 245)
- Verify a Condition (Page 246)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

18.4.14 Delete a Global Condition

To delete one or more global conditions:

1. Select the global conditions you want to delete.
2. Choose Home | Clipboard | Delete.
   - If no elements in the document reference any of the selected global conditions, PlanetPress Design performs the deletion.
   - If any elements in the document reference any of the selected global conditions, PlanetPress Design prompts you to define how you want to handle the deletion of each referenced global condition.

To use the Condition Deletion dialog box:

1. Adjust the options to reflect how you want PlanetPress Design to handle the deletion request. The name of the global condition you selected for deletion appears in the title bar of the Condition Deletion dialog box, and the list of elements that reference it appear on the right of the dialog box.
Replace all references with: Select to delete the global condition and to replace all references to it with a reference to another of the global conditions in the document.

Conditions available: Select the global condition you want to use as the replacement reference. When you delete the global condition, PlanetPress Design replaces all references to the deleted global condition with a reference to the global condition you select here. You can use the Conditions button to create a new global condition to add to this box.

Conditions button: Click to create a new global condition. PlanetPress Design creates the new global condition and selects it in the Conditions available box.

Delete all elements: Select to delete the global condition and all document elements that reference it. All document elements that reference this global condition appear in the list on the right of the Condition Deletion dialog box.

2. Click OK.

Related topics:

- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Create a Global Condition (Page 234)
- View or Edit the Properties of a Global Condition (Page 236)
- Apply or Remove a Global Condition (Page 236)
- Use a Global Condition as a Variable (Page 237)
- Combine Global Conditions (Page 240)
- Override a Global Condition (Page 243)
- Create, Edit, or Delete Local Conditions (Page 244)
- Create or Remove a Line Condition (Page 245)
- Verify a Condition (Page 246)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

18.4.15 Create, Edit, or Delete Local Conditions

To create a local condition:

- Select the page, object, or group for which you want to create the condition. In the Object Inspector, locate the Condition property and enter the PlanetPress Talk expression that defines the local condition. The condition indicator appears on the upper-left corner of the page, object, or group symbol in the Structure area. The color of the indicator reflects the current value of the condition (green indicates True; red indicates False).

To edit a local condition:

- Select the page, object, or group whose local condition you want to edit. In the Object Inspector, locate the Condition property and edit the PlanetPress Talk expression that defines the local condition.

To delete a local condition:

- Select the page, object, or group whose local condition you want to delete. In the Object Inspector, locate the Condition property and either highlight its contents and press BACKSPACE, or select an existing global condition with which you want to replace the local condition. If the element no longer has a condition associated with it, PlanetPress Design removes the condition indicator from its symbol in the Structure area.

Related topics:

- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
• Create a Global Condition (Page 234)
• Apply or Remove a Global Condition (Page 236)
• Use a Global Condition as a Variable (Page 237)
• Delete a Global Condition (Page 243)
• Combine Global Conditions (Page 240)
• Override a Global Condition (Page 243)
• Create or Remove a Line Condition (Page 245)
• Verify a Condition (Page 246)
• Enter a PlanetPress Talk Expression in a Text Box (Page 229)

18.4.16 Create or Remove a Line Condition

To create a line condition using the Data Selection properties dialog box:

1. If the properties dialog box for the data selection object for which you want to create a line condition is not already open, open it doing the following: In the Structure area or in the Page area, double-click the data selection object.
2. In the Data Selection properties dialog box, click Lines, and locate the Line Condition Properties area.
3. Select the type of line condition you want to create, and set the options associated with that type. If you select When advanced condition is true, and need help understanding how to enter the PlanetPress Talk expression, see Enter a PlanetPress Talk Expression in a Text Box (Page 229).

   **Line condition**: Select the type of line condition you want to create. Select When text is present to create a line condition that tests for the presence of a text string. Select When text is absent to create a line condition that tests for the absence of a text string. When you select either of these, a Text to search for box and a Location box appear. Use the Text to search for box to enter the string you want the condition to look for, and the Location box to define the line, or the line and column number, (or in the case of a database emulation, the record, or the record and field name) on which you want to perform the test.

   Select When advanced condition is true to define your own line condition using a PlanetPress Talk expression. Use the Line displays if box that appears to enter the PlanetPress Talk expression.

   *When text is present / When text is absent* These boxes appear when you select either When text is present or When text is absent in the Line condition box.

   **Text to search for**: Enter the string whose presence/absence on the line you want the condition to test.

   **Location**: Select the line, or the line and column number, that you want to test for the presence/absence of the string you specified in the Text to search for box. In database emulation line refers to a record. The selections available are relative to the current line. Select On line, On previous line, or On next line to test for the presence/absence of the string on the current line, the preceding line, or the succeeding line respectively. In all emulations except database, select On line at column, On previous line at column, or On next line at column to test for the presence/absence of the string at a specific column on the current line, the preceding line, or the succeeding line respectively. In this case you use the From column spin box that appears to enter the column number. You cannot specify both a record (line) and a field (column) in database emulation.

   **From column**: Enter the column number at which to test for the string. This box appears when you select On line at column, On previous line at column, or On next line at column in the Location box. Recall that these options are not available in database emulation.

   **When advanced condition is true**

   This box appears when you select When advanced condition is true in the Line condition box.
Line displays if: Enter the PlanetPress Talk expression that defines the line condition. Remember that a condition, and thus this expression, must always resolve to either True or False.

4. Define whether or not you want the document to display a blank line when the line condition resolves to False for a given line (or record).

Do not display a blank line when condition is false: Select to prevent a blank line from appearing when the line condition resolves to False. Clear to display a blank line when the line condition resolves to False.

5. This completes the line condition definition. If you have no other adjustments to make in the Data Selection properties dialog box, click OK to exit the dialog box.

To create a line condition using the Object Inspector:

1. Select the data selection object on which you want to set a line condition.
2. In the Object Inspector, locate the Line condition properties and adjust them to create the line condition you want to set on the object.

To remove a line condition using the Data Selection properties dialog box:

1. In the Structure area or in the Page area, double-click the data selection object.
2. In the Data Selection properties dialog box, click Lines.
3. In the Line condition box, select No line condition.
4. If you have no other adjustments to make in the Data Selection properties dialog box, click OK to exit the dialog box.

To remove a line condition using the Object Inspector:

1. Select the data selection object from which you want to remove a line condition.
2. In the Object Inspector, locate the Line condition property and select No line condition.

Related topics:

- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Create a Global Condition (Page 234)
- Apply or Remove a Global Condition (Page 236)
- Use a Global Condition as a Variable (Page 237)
- Delete a Global Condition (Page 243)
- Combine Global Conditions (Page 240)
- Override a Global Condition (Page 243)
- Create, Edit, or Delete Local Conditions (Page 244)
- Verify a Condition (Page 246)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

18.4.17 Verify a Condition

To verify a global condition:

1. In the Conditions area of the Structure area, locate the global condition you want to verify.
2. Navigate through the sample data file.

To verify a local condition:

1. In the Structure area, locate the page, object, or group whose local condition you want to verify.
   The color of the condition indicator on the upper-left corner of the page, object, or group symbol in the Structure area reflects the current value of the condition. The indicator appears in green when the condition is True and in red when the condition is False.
2. Navigate through the sample data file.
The color of the condition indicator updates to reflect the value of the local condition on the current data page.

Related topics:
- Conditions (Page 224)
- Global Conditions (Page 224)
- Local Conditions (Page 225)
- Line Conditions (Page 226)
- Create a Global Condition (Page 234)
- Apply or Remove a Global Condition (Page 236)
- Use a Global Condition as a Variable (Page 237)
- Delete a Global Condition (Page 243)
- Combine Global Conditions (Page 240)
- Override a Global Condition (Page 243)
- Create, Edit, or Delete Local Conditions (Page 244)
- Create or Remove a Line Condition (Page 245)
- Enter a PlanetPress Talk Expression in a Text Box (Page 229)

18.4.18 Add a Global Function

To add a global function:

2. In the Structure area, double-click the new global function, or select it and press ENTER.
3. Replace the default name, @GlobalFunction1, with a name that reflects the purpose of the global function. Note that the initial @ character is part of the name of the function. If you omit it when you call the function from a PlanetPress Talk script, the script produces a syntax error.
4. Enter the code for the new global function.
The function you define may or may not return a value. If it does return a value, you must assign the return value to the predefined variable &result on the last line of the function definition (the line that immediately precedes the endfunction() line).
You use the @name() command to subsequently call the function you define. Consult the PlanetPress Talk Language Reference for further help with this and any other command you want to use within the global function.
5. Click OK.

18.4.19 View or Edit a Global Function

To view or edit a global function:

1. In the Structure area, double-click the global function.
2. Use the PlanetPress Talk Editor to edit the properties of the global function, if necessary.
3. Click OK.
   If you made a modification that may cause execution problems in the document, PlanetPress Design reports an error in the Messages area.
   If you made a modification that may cause execution problems in the document, PlanetPress Design requests confirmation before proceeding with the modification.

To change the name of a global function:

- Do any of the following:
  - Rename the function in the Structure area: In the Structure area, select the function, then press F2 or click the name of the function a second time to select the name. Edit the name. You can press ESC at any point to abort the rename operation. When you have completed the modification, press ENTER or click outside the name.
- **Rename the function in the Object Inspector:** In the Structure area, select the global function. The Object Inspector displays the properties of that function. In the Object Inspector, edit the Name property to reflect the new name, then press **ENTER** or click outside the name box.
- **Rename the function in the PlanetPress Talk Editor:** In the Structure area, double-click the global function, or select it and press **ENTER**. The PlanetPress Talk Editor appears. Change the name of the function in the Editor then click **OK** to exit the Editor.

### 18.4.20 Delete a Global Function

To delete one or more global functions:

1. Select the global functions you want to delete.
2. Choose **Home | Clipboard | Delete**.
   - If no elements in the document reference any of the selected global functions, PlanetPress Design performs the deletion.
   - If any elements in the document reference any of the selected global functions, PlanetPress Design prompts you to define how you want to handle the deletion of each of the referenced global functions.

To use the Global Function Deletion dialog box:

1. Adjust the options to reflect how you want PlanetPress Design to handle the deletion request. The name of the global function you selected for deletion appears in the title bar of the Global Function Deletion dialog box, and the list of elements that reference it appear on the right of the dialog box.
   - **Replace all references with:** Select to delete the global function and to replace all references to it with a reference to another global function in the document.
   - **Global functions available:** Select the global function you want to use as the replacement reference. When you delete the global function, PlanetPress Design replaces all references to the deleted global function with a reference to the global function you select here. You can use the Global Functions button to create a new global function to add to this box.
   - **Global Functions button:** Click to create a new global function. PlanetPress Design creates the new global function, and selects it in the Global functions available box.
   - **Delete all elements:** Select to delete the global function and all document elements that reference it. All document elements that reference this global function appear in the list on the right of the Global Function Deletion dialog box.
2. Click **OK**.
18.5 Advanced Concepts and Procedures

The following are additional concepts and/or procedures you can find in the PlanetPress Design Reference Guide:

- PlanetPress Talk code samples
19 Previewing and Installing Documents

You preview a document during the design phase to verify it produces the output you intend, and to catch any errors early on in the variable content document design workflow. Once you are confident that your document produces the results you want, you are ready to install it.

This chapter describes the procedures for previewing and installing documents. Understanding these procedures requires an understanding of both a converted document and the PP7 file of the document.

In this section, you learn to:

- Preview a Document On Screen (Page 257)
- Print a Document Preview (Page 260)
- Print Using a Windows Driver (Page 261)
- Generate a Soft Proof (Page 263)
- Convert a Document and Save It to a File (Page 265)
- Control Access to Your Locally Installed Services (Page 266)
- Install a Document (Page 267)
- Perform a Batch Conversion and/or Installation (Page 268)
- Move a Document between PlanetPress Design Installations (Page 269)

This section also contains answers to the following questions:

- What is a converted document? (Page 251)
- What is a PP7 file? (Page 252)
- What is a PTK file? (Page 251)
- What is a PTZ file? (Page 252)
- Can I print using a Windows driver and how does it differ from other printing methods? (Page 251)
- Can I create a Preview of my document that shows no watermark? (Page 251)
- What should I know about previews of documents that use ASCII emulation? (Page 251)
- How can I see the images that were downloaded to a given computer? (Page 251)
19.1 Key Concepts

To preview and install documents, you should understand the following key concepts:

- Converted Document (Page 251)
- PP7 File (Page 252)
- PTK File (Page 252)
- Printing Using a Windows Driver (Page 253)
- Soft Proofs (Page 253)
- Previews of Documents that Use ASCII Emulation (Page 253)

19.1.1 Converted Document

What is a converted document?

A converted document is the final format of a document in PlanetPress Design: a PostScript program. A single document can contain pages destined to execute on a printer, pages destined to execute in PlanetPress Image, and pages destined to execute in PlanetPress Fax. For discussion purposes, we refer to each of these as an output type. When PlanetPress Design or a PlanetPress Suite Workflow Tool converts a document, it converts it for only one type of output at a time: printer, PlanetPress Image, or PlanetPress Fax.

PlanetPress Design converts a document automatically when you preview it on-screen, or install it on a printer or in PlanetPress Design iWatch. It uses the information in the document’s PP7 file to generate the PostScript code of the converted document.

If you install a document in a PlanetPress Suite Workflow Tool, PlanetPress Design uses the information in the document’s PP7 file to generate a PlanetPress Talk version of the document, a PTK file, that it then installs in a PlanetPress Suite Workflow Tool. The PTK file contains all of the information PlanetPress Suite Workflow Tools require to generate the PostScript code for any output type. When you execute a PlanetPress Suite process that references the document PlanetPress Suite Workflow Tools use the PTK file to generate the PostScript code for the specific output type.

You can also manually convert a document that executes on a printer.

The file name extension on a converted document indicates the type of output it produces.

<table>
<thead>
<tr>
<th>Extension</th>
<th>Indicates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS</td>
<td>The converted document produces printer output.</td>
</tr>
<tr>
<td>PSI</td>
<td>The converted document produces PlanetPress Image output. The converted document in this case includes PostScript code to generate the PDI file PlanetPress Search uses to search archives created by PlanetPress Image.</td>
</tr>
<tr>
<td>PSF</td>
<td>The converted document produces PlanetPress Fax output.</td>
</tr>
</tbody>
</table>

The font information included in a converted document depends on the type of output the document produces. If it produces PlanetPress Image or PlanetPress Fax output, the converted document contains font information for all fonts that the document uses. If it produces printer output, it consults the PPD you selected in the Document properties dialog box, and includes font information only for fonts that the document uses that are not printer-resident.
19.1.2 PTZ File

What is a PTZ file?

A PlanetPress Document Package, or PTZ, is a file format that consists in a ZIP file containing all form data and resources. With a PTZ, resources are extracted and uncompressed only once when the Workflow Tool receives the file. All the resource files are stored in a sub-folder from where they are used as needed by the Workflow Tool's PressTalk Interpreter, and a smaller PTK file, which only contains the actual form definition and links to the resources and PPD, is placed in the document folder.

Related topics:
- Converted Document (Page 251)
- PP7 File (Page 252)
- PTK File (Page 252)

19.1.3 PP7 File

What is a PP7 file?

A PP7 file is a file that contains all the information PlanetPress Design requires to convert and execute the document. It includes a description of the visual layout of the document, the sample data file, the PPD for the document, all the static images for the document, and all page and document attachments.

By default it also includes the sample data file.

You create a PP7 file for a document the first time you save the document. You can also set a password on a PP7 file.

Related topics:
- Converted Document (Page 251)
- PTK File (Page 252)
- PTZ File (Page 252)

19.1.4 PTK File

What is a PTK file?

A PTK file is a file that is destined to execute in the PlanetPress Suite Workflow Tools. It is the file PlanetPress Design copies into the Documents folder of the PlanetPress Suite Workflow Tools installation when it installs a document in the PlanetPress Suite Workflow Tool.

The content of the PTK file is a PlanetPress Talk program that describes the document and contains all of the information PlanetPress Suite Workflow Tools require to convert the document for any output type. Thus it includes all of the information contained in the PP7 file for the document.
19.1.5 Printing Using a Windows Driver

Can I print using a Windows driver and how does it differ from other printing methods?

PlanetPress Design lets you print your document and data using any Windows printer driver. Note that this option generates large print files and that it therefore does not provide the same level of speed and performance as the Optimized PostScript Stream and Printer Centric methods (the latter being the fastest and most efficient). See Print Using a Windows Driver (Page 261).

Related topics:
- Soft Proofs (Page 253)
- Previews of Documents that Use ASCII Emulation (Page 253)

19.1.6 Soft Proofs

Can I create a Preview of my document that shows no watermark?

The Soft Proof command lets you generate limited previews of your documents that show no watermarks. With this feature, you can create PDF files of up to 10 pages. This means that if you generate a 10 page soft proof of a 5 page document, your PDF will show a maximum of two data pages. The generated file can be displayed, saved to file or attached to an email message. See Generate a Soft Proof (Page 263).

Related topics:
- Printing Using a Windows Driver (Page 253)
- Previews of Documents that Use ASCII Emulation (Page 253)

19.1.7 Previews of Documents that Use ASCII Emulation

What should I know about previews of documents that use ASCII emulation?

If your document uses the ASCII emulation, the appearance of any hard copy and on-screen previews you perform may differ from the appearance of the document in the Page area of the PlanetPress Design Program window. The following describes why and when this discrepancy can occur.
Discrepancies can occur when the PostScript interpreter that performs the preview and the internal code that displays the document in the Page area, do not have the same Read in binary mode setting. Thus discrepancies can occur in any of the following three cases.

<table>
<thead>
<tr>
<th>If you perform a:</th>
<th>And you:</th>
<th>A discrepancy occurs because:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard copy preview on a printer running in binary mode</td>
<td>Clear Optimized PostScript Stream in the Print dialog box. Clear Read in binary mode.</td>
<td>PlanetPress Design displays the document in the Page area with data in which it has performed end of line character replacements, while the printer prints the document with data that has not had any end of line character replacements.</td>
</tr>
<tr>
<td>Hard copy preview on a printer that does not run in binary mode</td>
<td>Clear Optimized PostScript Stream in the Print dialog box. Select Read in binary mode.</td>
<td>PlanetPress Design displays the document in the Page area with data that has not had any end of line character replacements, while the printer prints the document with data that has end of line character replacements.</td>
</tr>
<tr>
<td>On-screen preview</td>
<td>Clear Optimized PostScript Stream in the Print dialog box. Clear Read in binary mode.</td>
<td>PlanetPress Design displays the document in the Page area with data that has not had any end of line character replacements, while the PostScript interpreter performs the preview with data that has end of line character replacements. These PostScript interpreters always run in binary mode.</td>
</tr>
</tbody>
</table>

The PlanetPress Suite Access Manager is available in both the PlanetPress and PlanetPress Suite Workflow Tools applications to facilitate the transfer of files among computer systems connected over a network. An exclusive service component called PlanetPress Suite Messenger allows PlanetPress Suite components to work together across the network and identifies workstations on which PlanetPress Suite products are installed (note that PlanetPress Suite Messenger 6 only works with version 6 components). In this way, users can share image files, documents, and jobs.

Use the Access Manager to assign permission for other computers to access your workstation.

Related topics:

- ASCII Emulation (Page 56)
- Printing Using a Windows Driver (Page 253)
- Soft Proofs (Page 253)

### 19.1.8 Virtual Drive Manager

How can I see the images that were downloaded to a given computer?

When you use the Send images to printer action in a given process, you have the option of, at the same time, sending the images to the virtual drive (a local storage folder used by PlanetPress Design Suite applications) of any computer included in your network. You need to do this, for instance, if you plan to run documents that
contain dynamic images on those computers (using the **Optimized PostScript Stream** option). You can then use the Virtual Drive Manager to see the images that were downloaded to your computer as well as to delete them from your virtual drive.
19.2 Detailed Directions

This section includes the following procedures:

- Preview a Document On Screen (Page 257)
- Print a Document Preview (Page 260)
- Print Using a Windows Driver (Page 261)
- Generate a Soft Proof (Page 263)
- Convert a Document and Save It to a File (Page 265)
- Install a Document (Page 267)
- Control Access to Your Locally Installed Services (Page 266)
- Perform a Batch Conversion and/or Installation (Page 268)
- Print a Document without Data (Page 269)
- Exclude the Sample Data File from the PP7 File (Page 269)
- Move a Document between PlanetPress Design Installations (Page 269)

19.2.1 Install a Document on a Host that uses BrightQ

Install a document on a Host

Installing a Document Trigger in the Codehost BrightQ Software

Send compiled PlanetPress Design documents and associated triggers to UNIX and Linux print spooler systems using Codehost’s BrightQTM protocol. BrightQ is a third party printing suite that runs on Unix Linux operating systems.

To send a document to a UNIX or Linux print spooler system:

2. In the PlanetPress Design main menu, choose File | Send to | Host.
3. In the Host Type box, select Codehost BrightQ.
4. Set options for document output.
   - **Host name or IP address**: Enter the host name or the IP address of the UNIX or Linux workstation. PlanetPress Design transfers the document to the UNIX or Linux workstation and print spooler system using TCP/IP. Be sure to specify the accompanying password.
   - **Port**: The default port number is 5662. The port number may be modified under the specification of the network administrator. PlanetPress Design must connect to the specified TCP port and send a document conforming to the following port specifications.
   - **Password**: Enter the password for the workstation.
   - **Document name**: Enter the file name for the converted document. This must be a file name, not a path. The name must be no longer than 10 characters.
   - **Printer storage**: Select the printer location of the installed document. PlanetPress Design sends both the trigger and compiled document.
   - **Force PostScript mode**: Select this option when the destination printer is used for printing jobs in other formats such as PJL, and when PlanetPress is not sending the output to the printer’s hard disk. When this option is selected, PlanetPress Design inserts the following command statement: \[Esc\]%-12345X@PJL ENTER LANGUAGE = POSTSCRIPT to precede the document as well as any other command statement.
   - **Save Host File button**: When clicked, saves the document as a postscript file in a specified folder.
   - **Send to Host button**: When clicked, sends the document from PlanetPress Design to BrightQ.
   - **Sent to Printer button**: When clicked, sends the document only to the printer. Once you choose that option the window remains open.
5. To output the document, click Save Host File, Send to Host, or Send to Printer. A message appears indicating the document has been sent successfully, otherwise an error message appears. If you want a printer based document sent through Codehost BrightQ, first send the document to the printer, and then send the document to Codehost BrightQ.
Previewing and Installing Documents - Detailed Directions

19.2.2 Install a document in one or more PlanetPress Watch/Office/Production installations

To install a document in one or more PlanetPress Watch/Office/Production installations accessible from PlanetPress Design:

1. Verify the Conversion options and Resource options settings in the Document properties dialog box are the ones you want for this document.
2. Choose File | Send to | PlanetPress Suite Workflow.
   To install a document in one or more PlanetPress Watch/Office/Production installations accessible from PlanetPress Design:
   1. Verify the Conversion options and Resource options settings in the Document properties dialog box are the ones you want for this document.
   2. Choose File | Send to | PlanetPress Suite Workflow.
      The Send to PlanetPress Suite Workflow Tool dialog box appears. If, instead of this dialog box, you get the error message "The PlanetPress Suite Messenger is not running", you need to start the PlanetPress Suite Messenger service (note that PlanetPress Suite Messenger 7 only works with version 7 components). Consult the PlanetPress Workflow Tools User Guide for help understanding what this service is, and how to start and stop it.
   3. In the Select running instances list, select the installations of PlanetPress Suite Workflow Tool in which you want to install the document. Note that only installations of PlanetPress Suite Workflow Tools that are currently accessible via the machine on which PlanetPress Design is running appear in this list.
   4. If you start any computers with installations of PlanetPress Suite Workflow Tools after you display this dialog box, click the Refresh button to update the Select running instances list to include those instances.
   5. Click OK.
      PlanetPress Design creates a .ptk file from the contents of the document’s PP7 file and saves the .ptk file in the Documents folder of each of the selected PlanetPress Suite Workflow Tool installations. You can verify that a given installation succeeded by navigating to the Documents folder of the appropriate PlanetPress Suite Workflow Tool installation and locating the .ptk file for the document. The .ptk file bears the same name as the PP7 file for the document. For example, if the name of your document is invoice, the name of the PP7 file is invoice.PP7 and the name of the .ptk file is invoice.ptk.

19.2.3 Preview a Document On Screen

It is common to preview a document often during the creation process and it is strongly recommended you preview the final document before you install it.

When you preview a document, you preview one output type at a time. If your document contains more than one output type, you must preview each separately. You can preview the document with all data pages, or a range of the data pages in the sample data file for the document.

An on-screen preview displays the generated document as a PDF file on-screen. The Preview command gives you two options to generate PDFs: you can use the PlanetPress Design internal interpreter or you can use your system’s default PostScript interpreter. Note that if you choose the second option, you must make sure that the system’s default PostScript interpreter is correctly configured (if you are using Adobe Distiller, for example, the Output options, such as the Ask for PDF file destination, must not be selected).

If you are previewing a document that uses dynamic images that reference external images, remember that to see the referenced images in the preview, those images must be accessible from the environment in which the preview executes. Thus the PlanetPress Talk expression you entered in the Image box for each of the dynamic images that reference external images, must resolve to the correct pathnames for the external images in the preview environment.

The minimum time required to run a document for a preview is approximately 10 times longer on Windows 2000 than on Windows XP/2003.
Previewing and Installing Documents - Detailed Directions

Note that if you look at a document that uses one of the 35 standard PostScript fonts and that includes the Euro glyph, you are likely to find out that although this glyph is displayed at design time it does not show up in previews. If this is the case, faxes and archives generated using PlanetPress Suite Workflow Tools will also lack this glyph. Try printing to see if the printer is able to recognize and print this glyph.

To perform an on-screen preview:

1. From the PlanetPress Design Button, choose Preview.

   ![Preview dialog]

   A. PlanetPress Image Options button

2. Select the data pages you want to use for the preview in the Data page range group.
   - **All data pages**: Select to use all data pages (or in the case of a database emulation, all record sets) in the sample data file. It is important to understand that this refers to data pages and not document pages. The presence or absence of an individual document page in the preview depends on the output type (printer, PlanetPress Image, PlanetPress Fax) and the condition, if any, set on the page.
   - **Use data page range**: Select to specify the range of data pages in the sample data file that you want to use for this preview. Use the From and To spin boxes to enter the range. It is important to understand that this refers to data pages and not document pages. The presence or absence of an individual document page in the preview depends on the output type and the condition, if any, set on the page.
     - **From**: Enter the page number of the first data page in the range of data pages you want to use for the preview. You can type the page number or use the spin buttons to adjust the value. Remember that if you start document execution at a given data page, any effects the preceding data pages may have had on execution up to that point, are not available. This option is available only when you select Use data page range.
     - **To**: Enter the page number of the last data page in the range of data pages you want to use for the preview. You can type the page number or use the spin buttons to adjust the value. This option is available only when you select Use data page range.

3. Select the type of output you want to preview in the Simulation group.
   - **Printer Queue**: Select to preview the result of executing the document on a printer.
   - **PlanetPress Fax**: Select to preview the result of executing the document in PlanetPress Fax.
   - **PlanetPress Image**: Select to preview the result of executing the document in PlanetPress Image.

4. If you selected PlanetPress Image, click the PDF Options button to display the PDF Options dialog and set the display options for the PDF files.
   - **Zoom factor**: Select the zoom factor at which you want Adobe Acrobat or Adobe Reader to open the PDF file generated by the preview. Select Fit in window to adjust the zoom factor such that each page of the PDF occupies a full screen, or select a specific zoom factor. This is the same option available in the PDF options for the PlanetPress Image output task in PlanetPress Suite Workflow Tools. Consult the PlanetPress Suite Workflow Tools User Guide for more complete information.
   - **View**: Select the information you want Adobe Acrobat or Adobe Reader to display along with the pages of the PDF file generated by the preview. Select Page only to leave the tabs area to the left of the PDF pages empty. Select Bookmarks and page to display the contents of the Bookmarks tab alongside the PDF pages. Select Pages tab and page to display the content of the Pages tab alongside the PDF pages.
Select Full screen to hide all screen contents except the PDF page, and expand the PDF page to the maximum size it can occupy on screen. You can press ESCAPE to restore the screen contents. Note that Full screen overrides the setting in the Zoom factor box. This is the same option available in the PDF options for the PlanetPress Image output task in PlanetPress Suite Workflow Tools. Consult the PlanetPress Suite Workflow Tools User Guide for more complete information.

5. Select your preferred run mode in the Run mode group. Note that this option is important if your document contains dynamic images that reference external images.
   - **Printer centric**: Select to have PlanetPress Design execute the preview as if the document were run on the printer itself. Note that for screen previews, documents are always physically run on the host on which you are running PlanetPress Design.
   - **Optimized PostScript Stream**: Select to have PlanetPress Design execute the preview using the Optimized PostScript Stream option. Note that the external images included in the document must reside in a folder on the host on which PlanetPress Design is running. Obviously the PlanetPress Talk expression you entered in the Image box for each of the dynamic images that reference external images, must resolve to the correct pathnames for the external images in the preview environment.

6. Select the PostScript interpreter you want to use in the PostScript interpreter group.
   - **Internal interpreter**: Select to use the PostScript interpreter built in to PlanetPress Design.
   - **System default**: Select to use the PostScript interpreter your system uses as its default. Note that this option will use whatever application is associated with the .ps extension to create the preview file. If this application is not able to perform postscript conversions and to generate PDF files, the preview process will fail. Refer to your Windows documentation for information on how to associate filename extensions and applications.
   - To verify the program associated with a PS file:
     - Open Windows Explorer.
     - Choose **Tools | Folder Options**.
     - Click the **File Types** tab.
     - Scroll to select the PS file type and the associated program. In this example, the associated program is Adobe® Distiller®. This program is appropriate for converting PS files to PDF files. Programs such as Microsoft® Word and Notepad cannot convert PS files to PDF files.

7. If your document uses database emulation, set the refresh option.
   - **Refresh data from database**: Select to have PlanetPress Design refresh the sample data file by repeating the SQL query before creating the preview. Clear to have PlanetPress Design use the sample data file in its current state. This option is available only when your document uses database emulation.
   - **Refresh Metadata**: Select to have PlanetPress Design refresh the metadata file before creating the preview. Clear to have PlanetPress Design use the metadata file in the current state, without regenerating it.

8. Click OK.
   - PlanetPress Design closes the Preview dialog box, performs the preview, and displays the resulting PDF file. Note that the Objectif Lune watermark appears on all on-screen previews.
   - If you are using color management, recall that color in on-screen previews may not match color in printed output. The color settings of the PDF viewer you use for on-screen previews determine the color in an on-screen preview of a document, and thus whether that color matches that in the printed output.
Related topics:
- Converted Document (Page 251)
- Print a Document Preview (Page 260)
- Print Using a Windows Driver (Page 261)
- Generate a Soft Proof (Page 263)
- Optimization
- Convert a Document and Save It to a File (Page 265)
- Install a Document (Page 267)
- Perform a Batch Conversion and/or Installation (Page 268)
- Print a Document without Data (Page 269)
- Move a Document between PlanetPress Design Installations (Page 269)

19.2.4 Print a Document Preview

It is common to preview a document often during the creation process and it is strongly recommended you preview the final document before you install it.

A hard copy preview prints the output the document yields when it executes on a printer. When you perform a hard copy preview, PlanetPress converts the document, adds a trigger to the PostScript code, and sends the document to the printer along with the contents of the sample data file. In a hard copy preview, you cannot preview PlanetPress Image or PlanetPress Fax output. You can preview the document on any printer available on your local system. The printer you use for the preview and the printer on which the document is destined to execute must both use the same, or a compatible, PPD file for the preview to be reliable. In a hard copy preview, you can also save the output destined for the printer to a file instead of sending it to the printer.

If you are previewing a document that uses dynamic images that reference external images, remember that to see the referenced images in the preview, those images must be accessible from the environment in which the preview executes. Thus the PlanetPress Talk expression you entered in the Image box for each of the dynamic images that reference external images, must resolve to the correct pathnames for the external images in the preview environment.

To print a document preview:

1. From the PlanetPress Design Button, choose Print.
2. In the Select printers list, select the printer or printers on which you want to perform the preview.
3. If you also want to save a copy of the converted document to a file, select Print to file.
4. Select the data pages you want to use for the preview.
   - All data pages: Select to use all data pages in the sample data file. It is important to understand that this refers to data pages and not document pages. The presence or absence of an individual document page in the preview depends on the output type of the page and the condition, if any, set on the page.
   - Use data page range: Select to perform the preview using a range of the data pages in the sample data file. Use the From and To spin boxes to enter the range. It is important to understand that this refers to data pages and not document pages.
   - From: Enter the page number of the first data page in the range of data pages you want to use for the preview. You can type the page number or use the spin buttons to adjust the value. This option is available only when you select Use data page range.
   - To: Enter the page number of the last data page in the range of data pages you want to use for the preview. You can type the page number or use the spin buttons to adjust the value. This option is available only when you select Use data page range.
5. Specify whether you want to execute the preview host-based or printer-based. This option is important if your document contains dynamic images that reference external images.
   - Optimized PostScript Stream: Select to have PlanetPress Design execute the preview host-based. Clear to have PlanetPress Design execute the preview printer-based. If you clear Optimized PostScript Stream, the external images must reside on the printer on which you are printing the preview. If you select Optimized PostScript Stream, the external images must reside either on the host on which PlanetPress Design is running, or on the printer on which you are executing the preview. Obviously the PlanetPress Talk expression you entered in the Image box for each of the dynamic images that reference external images, must resolve to the correct pathnames for the external images in the
preview environment. Executing a document host-based decreases the time the printer spends executing the document and can be useful if your concern is minimizing the time the document requires to execute on the printer.

6. In the **Number of copies** box, enter the number of copies of the preview you want to print, or use the spin buttons to adjust the value. This box is available only if you have at least one printer selected in the Select printers list.

7. If your document uses database emulation, set the refresh option.
   - **Refresh data from database**: Select to have PlanetPress Design refresh the sample data file by repeating the SQL query before creating the soft proof preview. Clear to have PlanetPress Design use the sample data file in its current state. This option is available only when your document uses database emulation.
   - **Refresh Metadata**: Select to have PlanetPress Design refresh the metadata file before creating the soft proof preview. Clear to have PlanetPress Design use the metadata file in the current state, without regenerating it.

8. Click **OK** to exit the Print dialog box and execute the preview.

   PlanetPress Design converts the document and adds a trigger to the PostScript code. It then sends the document to each printer you selected in the Select printers list, along with the pages (or record sets) of the sample data file you specified for the preview. The preview prints on each of those printers. If you selected Host based execution, PlanetPress Design performs a partial execution of the document before sending it to each of the printers.

   If you selected **Print to File**, PlanetPress Design prompts you to specify the name of the file to which you want to save the converted document. Once you enter a file name and click **Save**, PlanetPress Design saves a copy of the converted document (a PostScript file).

**Related topics:**

- Converted Document (Page 251)
- Preview a Document On Screen (Page 257)
- Print Using a Windows Driver (Page 261)
- Generate a Soft Proof (Page 263)
- Optimization
- Convert a Document and Save It to a File (Page 265)
- Install a Document (Page 267)
- Perform a Batch Conversion and/or Installation (Page 268)
- Print a Document without Data (Page 269)
- Move a Document between PlanetPress Design Installations (Page 269)

**19.2.5 Print Using a Windows Driver**

PlanetPress Design generates the job file and hands it over with the available print options to the Windows print driver, which takes the relay for the actual printing part.

To print using a Windows driver:

1. From the **PlanetPress Design Button**, choose **Print Using a Windows Driver**.
Windows displays the Print dialog box. Those options which are greyed out are not available when printing from PlanetPress Design. Any options, such as the paper size or media type, you may set by clicking the Preferences button are managed by the Windows print driver. Although PlanetPress Design provides available to the Windows print driver, it cannot ensure that these options will be correctly applied.

2. From the Select Printer box, select the printer to which you want to print.
3. To print to a file, select the Print to file option.
4. Select the data pages you want to use for the printout in the Page range group. Bear in mind that you are selecting data pages, so the number of actual pages being printed will vary based on such things as the number of data pages selected, the amount of data on each page, on the number of pages in the document, as well as page conditions.
   All: Select to use all data pages (or in the case of a database emulation, all record sets) in the sample data file. It is important to understand that this refers to data pages and not document pages. The presence or absence of an individual document page in the printout depends on the condition, if any, set on the page.
   Pages: Select to specify the range of data pages in the sample data file that you want to use for this printout. In the edit box to the right of the radio button, enter the number of the first data page followed by a hyphen and then by the number of the last data page in the range of data pages you want to use for the printout.
5. To print multiple copies, enter a value in the Number of copies edit box or use the spin buttons.
6. Click OK.
   The dialog box is closed and the print job is sent to the selected printer.

Related topics:

- Converted Document (Page 251)
- Preview a Document On Screen (Page 257)
- Print a Document Preview (Page 260)
- Generate a Soft Proof (Page 263)
- Optimization
19.2.6 Generate a Soft Proof

Soft proofs are document previews that show no watermarks. Each soft proof has a maximum of 10 pages, so if your PlanetPress Design document has only 1 page, the soft proof can show as many as 10 records, but if your document has 10 pages, the soft proof can show only a single record.

As with document previews, soft proofs must be generated one output type at a time. If your document contains more than one output type, you must preview each separately.

Note that if you look at a document that uses one of the 35 standard PostScript fonts and that includes the Euro glyph, you are likely to find out that although this glyph is displayed at design time it does not show up in previews. If this is the case, faxes and archives generated using PlanetPress Suite Workflow Tools will also lack this glyph. Try printing to see if the printer is able to recognize and print this glyph.

To generate a soft proof:

1. From the PlanetPress Design Button, choose Soft Proof.

2. Select the data pages you want to use for the preview in the Data page range group. **All data pages**: Select to use all data pages (or in the case of a database emulation, all record sets) in the sample data file. It is important to understand that this refers to data pages and not document pages. The presence or absence of an individual document page in the preview depends on the output type (printer, PlanetPress Image, PlanetPress Fax) and the condition, if any, set on the page. **Use data page range**: Select to specify the range of data pages in the sample data file that you want to use for this preview. Use the From and To spin boxes to enter the range. It is important to understand that this refers to data pages and not document pages. The presence or absence of an individual document page in the preview depends on the output type and the condition, if any, set on the page. **From**: Enter the page number of the first data page in the range of data pages you want to use for the preview. You can type the page number or use the spin buttons to adjust the value. Remember that if you start document execution at a given data page, any effects the preceding data pages may have had on execution up to that point, are not available. This option is available only when you select Use data page range.
To: Enter the page number of the last data page in the range of data pages you want to use for the preview. You can type the page number or use the spin buttons to adjust the value. This option is available only when you select Use data page range.

3. Select the type of output you want to preview in the Simulation group.
   Printer Queue: Select to preview the result of executing the document on a printer.
   PlanetPress Fax: Select to preview the result of executing the document in PlanetPress Fax.
   PlanetPress Image: Select to preview the result of executing the document in PlanetPress Image.

4. If you selected PlanetPress Image, click the PDF Options button to display the PDF Options dialog and set the display options for the PDF files.

   **PDF Options**

   **Zoom factor**: Select the zoom factor at which you want Adobe Acrobat or Adobe Reader to open the PDF file generated by the preview. Select Fit in window to adjust the zoom factor such that each page of the PDF occupies a full screen, or select a specific zoom factor. This is the same option available in the PDF options for the PlanetPress Image output task in PlanetPress Suite Workflow Tools. Consult the PlanetPress Workflow Tools User Guide for more complete information.

   **View**: Select the information you want Adobe Acrobat or Adobe Reader to display along with the pages of the PDF file generated by the preview. Select Page only to leave the tabs area to the left of the PDF pages empty. Select Bookmarks and page to display the contents of the Bookmarks tab alongside the PDF pages. Select Pages tab and page to display the content of the Pages tab alongside the PDF pages. Select Full screen to hide all screen contents except the PDF page, and expand the PDF page to the maximum size it can occupy on screen. You can press **ESCAPE** to restore the screen contents. Note that Full screen overrides the setting in the Zoom factor box. This is the same option available in the PDF options for the PlanetPress Image output task in PlanetPress Suite Workflow Tools. Consult the PlanetPress Workflow Tools User Guide for more complete information.

5. Select your the output options in the Soft Proof Options group. Note that you may select all three available outputs for a single soft proof.
   Open in PDF viewer: Select to have PlanetPress Design display the generated soft proof using your PDF viewer.
   Save to file: Select to have PlanetPress Design save the generated soft proof. You can use the box to the right to specify a name and location. If no name is provided, the document’s name is used. If no location is provided, a dialog box will be generated when the soft proof is actually generated.
   Send to Email recipient: Select to have PlanetPress Design attach the generated soft proof to an Email message created within your default Email program.

6. If your document uses database emulation, set the refresh option.
   Refresh data from database: Select to have PlanetPress Design refresh the sample data file by repeating the SQL query before creating the soft proof preview. Clear to have PlanetPress Design use the sample data file in its current state. This option is available only when your document uses database emulation.
   Refresh Metadata: Select to have PlanetPress Design refresh the metadata file before creating the soft proof preview. Clear to have PlanetPress Design use the metadata file in the current state, without regenerating it.

7. Click **OK**.

   PlanetPress Design closes the Soft Proof dialog box and generates the soft proof. If you are using color management, recall that color in on-screen previews may not match color in printed output. The color settings of the PDF viewer you use for on-screen previews determine the color in an on-screen preview of a document, and thus whether that color matches that in the printed output.
19.2.7 Convert a Document and Save It to a File

Compiling a document and saving it to a file can also be useful for debugging purposes or for acquainting yourself with the contents of a converted document. Before you convert a document, you may want to optimize it to create a smaller and more efficient converted document.

To convert a document with the PostScript code to install it on a printer:

1. Verify the Compilation options and Resource options settings in the Document properties dialog box are the ones you want for this document.
2. From the PlanetPress Design Button, choose Send to | Printer.
3. Select the printer location you want the converted document to reference. Printer storage: Select the printer location. When PlanetPress Design converts the document, it includes the PostScript code to install the document in the selected location.
4. If you want to include the PostScript code for producing a confirmation page in the converted document, in the Confirmation page box, select Embedded confirmation page (less accurate). If you want to save this PostScript code to a separate file, select Confirmation page. Embedded confirmation page is useful if the printer on which you eventually want to install the document is not connected to the computer running PlanetPress Design.
5. Click Save Printer File.
6. Enter the name of the file in which you want to save the converted document and click Save. If you selected Confirmation page in the Confirmation page box, PlanetPress Design prompts you again, this time to specify the name of the file to which you want to save the PostScript code for producing the confirmation page.
7. In the Send to Printers dialog box, in the Select printers list, clear any selected printers. If any printers are selected when you exit the Send to Printers dialog box, PlanetPress Design installs the document on each of those printers.
8. Click OK.

To convert a document without the PostScript code to install it on a printer:

1. Verify the Compilation options and Resource options settings in the Document properties dialog box are the ones you want for this document.
2. From the PlanetPress Design Button, choose Send to | Host.
3. Click Save Host File.
4. Enter the name of the file in which you want to save the converted document and click Save.

To send a document to a UNIX or Linux print spooler system:

1. Verify the Compilation options and Resource options settings in the Document properties dialog box are the ones you want for this document.
2. From the PlanetPress Design Button, choose Send to | Host.
3. In the Host Type box, select Codehost BrightQ.
4. Set options for document output.
Host name or IP address: Enter the host name or the IP address of the UNIX or Linux workstation. PlanetPress Design transfers the document to the UNIX or Linux workstation and print spooler system using TCP/IP. Be sure to specify the accompanying password.

Port: The default port number is 5662. The port number may be modified under the specification of the network administrator. PlanetPress Design must connect to the specified TCP port and send a document conforming to the following specifications.

Password: Enter the password for the workstation.

Document name: Enter the file name for the converted document. This must be a file name, not a path. The name must be no longer than 10 characters.

Printer storage: Select the printer location of the installed document. PlanetPress Design sends both the trigger and compiled document.

Force PostScript mode: Select this option when the destination printer is used for printing jobs in other formats such as PJL, and when PlanetPress is not sending the output to the printer’s hard disk. When this option is selected, PlanetPress Design inserts the following command statement [Esc]%-12345X@PJL ENTER LANGUAGE = POSTSCRIPT to precede the document as well as any other command statement.

Save Host File button: When clicked, saves the document as a postscript file in a specified folder.

Send to Host button: When clicked, sends the document from PlanetPress Design to BrightQ.

Sent to Printer button: When clicked, sends the document only to the printer. Once you choose that option the window remains open.

5. To output the document, click Save Host File, Send to Host, or Send to Printer.

A message appears indicating the document has been sent successfully, otherwise an error message appears. If you want a printer based document sent through Codehost BrightQ, first send the document to the printer, and then send the document to Codehost BrightQ.

Related topics:

- Converted Document (Page 251)
- PP7 File (Page 252)
- PTK File (Page 252)
- Optimization
- Preview a Document On Screen (Page 257)
- Print Using a Windows Driver (Page 261)
- Generate a Soft Proof (Page 263)
- Install a Document (Page 267)
- Perform a Batch Conversion and/or Installation (Page 268)
- Print a Document without Data (Page 269)
- Move a Document between PlanetPress Design Installations (Page 269)

19.2.8 Control Access to Your Locally Installed Services

Use the Access Manager to control access to those services running on your computer. Access is controlled on a per computer basis. Control access to your locally installed service:


The Access Manager dialog box is displayed. It lists all those computers that have PlanetPress Design, PlanetPress Suite Workflow Tools, PlanetPress Fax or PlanetPress Image installed.

2. Grant or deny access to the services installed on this computer by checking the corresponding boxes next to the listed computers. If required, add computers to the list.

   Host name: The name of those computers on which PlanetPress Suite software are currently installed or which have been manually added.

   IP address: Enter a computer’s IP address and click to add this computer to the list displayed below. This lets you add computers on which PlanetPress Suite software are not yet installed.

   Permissions

   This list box includes all those computers on which PlanetPress Suite software are currently installed or which have been manually added. It also lets you see and change each computer’s access rights to the services available on this computer.
HTTP Input: Select if you want the PlanetPress Suite Workflow Tools HTTP Server installed on this computer to accept HTTP requests from the corresponding computer.
LPD Input: Select if you want the PlanetPress Suite Workflow Tools LDP Server installed on this computer to accept LPD requests from the corresponding computer.
Send Job: Select if you want the PlanetPress Fax and PlanetPress Image installed on this computer to accept jobs from the corresponding computer.
Send Document: Select if you want PlanetPress Suite Workflow Tools Server installed on this computer to accept PlanetPress Design documents sent from the corresponding computer.

3. Click OK.

19.2.9 Install a Document

1. To install a document on one or more printers:
2. Verify the Conversion options and Resource options settings in the Document properties dialog box are the ones you want for this document.
3. Choose File | Send to | Printer.
4. In the Send to Printers dialog box, set the options for the install.
   Select printers list: Select each of the printers on which you want to install the document. If the printers on which you want to install the document require either a password, a hard drive path, or both, be sure you have set these properly in the Document properties dialog box. A hard drive path is only necessary if you want to install the document in a specific folder on the printer's hard drive or in a specific folder in its flash memory. A password is only necessary if you want to install the document in the printer's RAM and the printer has been configured to require a password. A password value of 0 means there is no password for the printer. If two or more of the printers you select require different passwords and/or hard drive paths, you must perform separate installs for each, making the necessary adjustments in the Document properties dialog box before performing each install.
   Print to file: Select to save a copy of the converted document to a file.
   Printer storage: Select the printer location. When PlanetPress Design converts the document, it includes the PostScript code to install the document in the selected location.
   Confirmation page: Select the type of confirmation you want to receive when PlanetPress Design performs the installation. Select None to prevent a confirmation page from printing on each of the selected printers after the install. In this case, nothing confirms the installation of the document. You can of course subsequently print a listing of all documents installed on a printer to determine whether or not the document installed. Select either Confirmation page, or Embedded confirmation page to have each of the selected printers print a confirmation sheet reporting the success or failure of the installation. The distinction between these two options lies in the number of PostScript jobs sent to the printer to accomplish the installation. In the first case (Confirmation page), when PlanetPress Design installs the document on the printer, it sends two PostScript jobs to the printer. The first installs the document, the second verifies the installation and prints a confirmation page. In the second case (Embedded confirmation page), PlanetPress Design combines the two jobs into a single job. When you select either of these two options, you should be sure that the location where you want to install the document in fact exists.
5. Click OK.
   If you selected Print to File, PlanetPress Design prompts you to specify the name of the file to which you want to save a copy of the converted document. Once you enter a file name and click Save, PlanetPress Design saves a copy of the converted document. If you also selected Confirmation page in the Confirmation page box, PlanetPress Design prompts you again, this time to specify the name of the file to which you want to save the PostScript code for producing the confirmation page.
6. See also:

Send a document to PlanetPress Watch/Office/Production (Page 257)
Install a document on a Host (Page 256)
19.2.10 Perform a Batch Conversion and/or Installation

You can have PlanetPress Design perform one or more of the following in a single operation:

- Install each document on one or more printers.
- Install each document in one or more installations of a PlanetPress Suite Workflow Tool.
- Install each document in a PlanetPress Design iWatch installation.
- Convert each document and save it to a file, along with the PostScript code for installing the document on the printer.
- Save the PTK version of each document to a file.

To perform a batch conversion and/or installation:

1. If necessary, for each document you intend to convert and/or install, verify that the Conversion options and Resource options settings for that document are correct.
2. From the PlanetPress Design Button, choose Batch Send To.
3. In the Batch Send To wizard, click Select Documents and select the documents you want to convert and/or install. All of the subsequent conversion and/or installation operations you define in the wizard are performed on all of the documents you select here.
4. If you want to install the documents on one or more printers, click Select printers, and adjust the settings.
5. If you want to install the documents in one or more PlanetPress Suite Workflow Tool installations, or if you want to create the PTK file for each document and save it, click PlanetPress Suite Workflow, and adjust the settings.
6. If you want to install the documents in a PlanetPress Design iWatch, and adjust the settings.
7. If you want to convert each document and save it to a file along with the PostScript code to install the document on a printer, click Select printers and select Print to file. Use the path box below the Print to file option to specify the folder in which you want PlanetPress Design to save each converted document. You can enter a path to a folder in the path box, or click the Browse button to the right of the path box to navigate to the folder and select it.
8. If you want to convert each document and save it to a file without the PostScript code to install the document on a printer, click PlanetPress Design iWatch and select Print to file. Use the path box below the Print to file option to specify the folder in which you want PlanetPress Design to save each converted document.
9. Click Send. If you want to review any of the settings you have entered to date in the Batch Send To wizard, use either the right-hand area of the wizard, or the buttons at the bottom of the wizard. When you are ready to proceed with the batch conversion and/or installation, click Next. PlanetPress Design performs the batch conversion and/or installation you defined in the wizard, displaying status messages as it progresses through the operations.
10. If you want to perform another batch conversion and/or installation, repeat step 3 through step 9.
11. Click Finish in the right-hand area of the wizard to exit the wizard. Alternatively, click the Finish button that replaces the Next button at the bottom of the wizard when PlanetPress Design completes a batch conversion and/or installation.

The copy of PlanetPress Design launched to run the Batch Send To wizard exits and focus returns to the PlanetPress Design from which you launched the wizard.

To select documents in the Batch Send To wizard:

1. If necessary, click Select Documents in the left hand pane of the Batch Send To wizard.
2. In the Folder hierarchy, navigate to the folder containing one or more of the documents you want to include in the batch convert and/or install.
3. Select the documents. Click on the first document, and then CTRL+click each additional document, or use SHIFT+click to select a range of documents. To remove a document from the selection, CTRL+click it a second time.
4. Click and drag the selected documents to the Selected documents list, then release.
5. Repeat step 2 through step 4 until the Selected documents list contains all of the documents you want to convert and/or install.
19.2.11 Print a Document without Data

To print a document without the sample data file:

1. Locate the PP7 file for the document you want to exclude.
2. If the document contains dynamic images that reference external images, verify it can access those images from the new location. If necessary, perform the necessary steps to make those images available to the document in its new location.
3. Copy the PP7 file to the new location.

19.2.12 Exclude the Sample Data File from the PP7 File

To exclude the sample data file from the PP7 file:

1. Locate the PP7 file for the document you want to exclude.
2. If the document contains dynamic images that reference external images, verify it can access those images from the new location. If necessary, perform the necessary steps to remove those images available to the document in its new location.
3. Copy the PP7 file to the new location.

19.2.13 Move a Document between Installations

To move a document:

1. Locate the PlanetPress Design document file for the document you want to move.
2. If the document contains dynamic images that reference external images, verify it can access those images from the new location. If necessary, perform the necessary steps to move those images available to the document in its new location.
3. Copy the PlanetPress Design document file to the new location.

Related topics:

- Converted Document (Page 251)
- PP7 File (Page 252)
- PTK File (Page 252)
- Optimization
- Convert a Document and Save It to a File (Page 265)
- Preview a Document On Screen (Page 257)
- Install a Document (Page 267)
- Perform a Batch Conversion and/or Installation (Page 268)
- Print a Document without Data (Page 269)
20 Managing Documents and Printers

This chapter presents the features of PlanetPress Design that you can use to manage document on a printer, and to adjust printer settings.

In this section, you learn to:

- Obtain Information from a Printer (Page 274)
- Delete Documents or Files on the Printer (Page 274)
- Control Versions of a Document (Page 275)
- Adjust Printer Settings (Page 277)

This section also contains answers to the following questions:

- What document-related information can I request from a printer? (Page 272)
- What can prevent my printer from printing PlanetPress Design documents? (Page 272)
- What printer settings can I adjust in PlanetPress Design? (Page 272)
- What is the form cache? What options can I adjust with respect to the form cache? (Page 272)
20.1 Key Concepts

To manage documents and printers, you should understand the following key concepts:

- Information about Documents on a Printer (Page 272)
- Printer Settings (Page 273)
- Form Cache (Page 273)

20.1.1 Information about Documents on a Printer

*What document-related information can I request from a printer?*

You can request a PlanetPress Design printer status page, a listing of all files on the printer, and a listing of all variable content documents on the printer.

**PlanetPress Design Printer Status Page**

The PlanetPress Design printer status page contains the following information about the printer.

- The serial number and the full version number of the copy of PlanetPress Design making the request
- Printer information
- Information on the current job
- Information on the installed devices
- Memory size information
- Input and output tray information
- Paper handling and finishing information
- System settings

**File Listing**

You can obtain a listing of all files on the hard disk and in the flash memory of the printer.

**Variable Content Documents Listing**

You can obtain a listing of all PlanetPress Design documents currently on the hard drive, in the RAM, or in the flash memory of the printer. The listing for each document includes the Notes you entered in the Basic attributes of the Document properties dialog box.

**Related topics:**

- Printer Settings (Page 273)

20.1.2 Printer Firmware Version

*What can prevent my printer from printing PlanetPress Design documents?*

Some older PostScript printers do not integrate the full PostScript Level 2 language. This may cause PlanetPress Design print jobs to crash and the printer to display the following error message:

- *Error: undefined; OffendingCommand: execform.*

To fix this problem, you should upgrade your printer's firmware. If this cannot be done, you will need to disable caching in the document options.
20.1.3 Printer Settings

What printer settings can I adjust in PlanetPress Design?

There are five printer settings you can set from PlanetPress Design: Form cache, Manual feed timeout, Wait timeout, Print PostScript error, and Do Sys/Start.

Related topics:
- Information about Documents on a Printer (Page 272)
- Form Cache (Page 273)

20.1.4 Form Cache

What is the form cache? What options can I adjust with respect to the form cache?

The form cache is an amount of RAM set aside to hold images that the document references during execution. The cache improves performance by providing faster access to images that the document uses more than once.

The size of the cache and the order in which the document executes the images determine the contents of the cache at any given point in time. As the cache fills, the printer may have to remove images to make room for the most recent image. When it must remove an image, the printer removes the least recently referenced one.

In PlanetPress Design, you can set both the size of the printer form cache and the maximum size of an individual cache item. You can set these options for all documents that execute on the printer.

When you set the cache options, you should know that the images in the cache have already undergone part of the rasterization process and that this may have increased their size, sometimes quite substantially. Since this difference in size depends on the individual image the best approach for determining appropriate values for the cache options is empirical: if document execution is slow, adjust the value and see if performance improves.

Related topics:
- Information about Documents on a Printer (Page 272)
- Printer Settings (Page 273)
20.2 Detailed Directions

This section includes the following procedures:

- Obtain Information from a Printer (Page 274)
- Delete Documents or Files on the Printer (Page 274)
- Control Versions of a Document (Page 275)
- Adjust Printer Settings (Page 277)

20.2.1 Obtain Information from a Printer

To obtain information from a printer:

2. In the Select information to request list, select the information you require.
   - PlanetPress Design printer status page: Select to request a PlanetPress Design printer status page.
   - Printer variable content document listing: Select to request a list of all variable content documents installed on the printer. The list includes all PlanetPress Design documents on the hard drive, in RAM, and in the flash memory of the printer. The information for each document includes the comments you defined in the Notes box of the Document properties dialog box.
   - Printer files listing: Select to request a list of all files on the printer.
3. In the Select printers list, select the printers for which you want to obtain the selected information.
4. Select Send to file if you want to save the information as a PostScript file rather than output it on the printer(s).
5. Click OK.
   If you selected Send to file, for each of the selected information sheets you requested PlanetPress Design prompts you to specify the name of the file to which you want to save the information. Thus if you selected all three information sheets, PlanetPress Design prompts you three times.
   If you did not select Send to file, the information prints on each of the selected printers.

Related topics:

- Information about Documents on a Printer (Page 272)
- Delete Documents or Files on the Printer (Page 274)
- Control Versions of a Document (Page 275)
- Adjust Printer Settings (Page 277)

20.2.2 Delete Documents or Files on the Printer

To delete files on a printer:

1. Choose Tools | Managers | Printer Utilities to display the Printer Information dialog box.
2. In the Select information to request list, select Delete files from printer’s file system.
3. In the **Name of document to delete** box, enter the path of the first document or file you want to delete. The path syntax depends on whether the file is located on the hard disk or in flash memory.

<table>
<thead>
<tr>
<th>Path syntax</th>
<th>Deletes a file</th>
</tr>
</thead>
<tbody>
<tr>
<td>%&lt;DISKNAME&gt;%&lt;DOC_OR_FILE_NAME&gt;</td>
<td>On the hard disk. If the printer has more than one hard disk, you must specify the one on which the document or file you want to delete resides. For example: %sales%sale_flyer deletes the document or file “sale_flyer” on the hard disk named “sales.”</td>
</tr>
<tr>
<td>%FLASH%&lt;DOC_OR_FILE_NAME&gt;</td>
<td>In flash memory. For example: %flash%tax_bill deletes the document or file “tax_bill” from the flash memory of the printer.</td>
</tr>
<tr>
<td>&lt;DOC_OR_FILE_NAME&gt;</td>
<td>On a printer that has either only flash memory or only a single hard disk.</td>
</tr>
</tbody>
</table>

4. If you want to delete additional documents or files, at the end of the path, press **ENTER** and enter the path for the next document or file.

5. Repeat step 4 for each additional document or file you want to delete.

6. Select either **Send to file** or select one or more printers in the Select printers list:
   - If you want to save the request to a file and perform the deletion at a later time, select **Send to file**.
   - If you want to perform the deletion at this time, in the **Select printers** list, select the printer(s) from which you want to delete the document or file.

7. Click **OK**.
   - If you selected Send to file, PlanetPress Design prompts you to specify the name of the file to which you want to save the deletion request. Once you enter the file name and click **Save**, PlanetPress Design saves the request as a PostScript file.
   - If you did not select Send to file, PlanetPress Design attempts to delete the specified files and/or documents from the selected printer(s) and prints a confirmation sheet. The confirmation sheet either confirms the printer deleted the files/documents or reports that it could not delete the file.

### Related topics:

- Information about Documents on a Printer (Page 272)
- Obtain Information from a Printer (Page 274)
- Control Versions of a Document (Page 275)
- Adjust Printer Settings (Page 277)

## 20.2.3 Control Versions of a Document

You can assign a version number to a document and increment the number each time you update and reinstall the document. When you execute a document that uses a version number, the document verifies its version number against the one you specify in the trigger, and it proceeds with execution only if the two version numbers match.

You might use the version option in the following situations:

- You have a single document installed on several different printers, and you must update it on all printers. If you are unable to install the updated document on all the printers, different versions of the document exist. To ensure you don’t accidentally print a job with the wrong version of the document, you include a version number in the document. When you send a trigger to the printer, in the trigger you specify the version number of the document you want to use. The document checks its version number against the one in the trigger. If it determines it is not the latest version, it prints a page reporting it is not the latest version and does not execute.
- You want to install multiple versions of a document on a printer and have a means of controlling which one you execute at any given time.
To set the version number of a document:

2. Click **Conversion options** and locate the version options.
3. Adjust the version options.
   - **Use document versioning at printer level**: Select to use version numbers with the document. Use the Document version box to enter the version number for this document.
   - **Document version**: Enter the version number of the document, or use the spin buttons to adjust the value. In a document that uses version numbers, you normally increment the version number each time you update and reinstall the document.
4. Install the document. You must include the version number of the document in the trigger.

To execute a document that uses version numbers:

To execute a document that uses version numbers, insert the version number of the document in the trigger, just before the “run” command. The following trigger examples all execute version 3 of the document named PAY.

<table>
<thead>
<tr>
<th>Trigger:</th>
<th>Document location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;CRTL-D&gt; %!PS-Adobe &lt;CR&gt;&lt;LF&gt; (PAY) run 3 PAY &lt;CR&gt;&lt;LF&gt;</td>
<td>Hard drive of a printer that has a single hard drive. In this example, the document named PAY is loaded from the printer’s hard drive to RAM. The trigger executes version 3 of the PAY document which is stored in RAM.</td>
</tr>
<tr>
<td>&lt;CRTL-D&gt; %!PS-Adobe &lt;CR&gt;&lt;LF&gt; (Accounting\PAY) run 3 PAY &lt;CR&gt;&lt;LF&gt;</td>
<td>Accounting folder of a printer with a single hard drive. This example uses a relative path (a back slash does not precede Accounting). Whether you use an absolute or relative path depends on your printer configuration. For example, a printer may not have access to the root folder of its disk when it is running in PostScript mode, and would thus require a relative path.</td>
</tr>
<tr>
<td>&lt;CRTL-D&gt;%!PS-Adobe &lt;CR&gt;&lt;LF&gt; (%admin\PAY) run 3 PAY &lt;CR&gt;&lt;LF&gt;</td>
<td>Hard drive named “admin” of a printer. Printer may or may not have more than one hard drive.</td>
</tr>
<tr>
<td>&lt;CRTL-D&gt;%!PS-Adobe &lt;CR&gt;&lt;LF&gt; (%flash\PAY) run 3 PAY &lt;CR&gt;&lt;LF&gt;</td>
<td>Flash memory of a printer.</td>
</tr>
</tbody>
</table>

**Related topics:**

- Set Up a Document (Page 48)
- Run Several Documents as a Single Job
- Information about Documents on a Printer (Page 272)
- Obtain Information from a Printer (Page 274)
20.2.4 Adjust Printer Settings

There are five printer settings you can set from PlanetPress Design: Form cache, Manual feed timeout, Wait timeout, Print PostScript error, and Do Sys/Start.

To adjust printer settings:

2. In the Select information to request list, select Set printer’s advanced options.
3. In the Select printers list, select the printer(s) for which you want to adjust the options.
4. In the Advanced options area, adjust the options you want to set for the selected printer(s).
   - Max form items: Set the size, in bytes, of the largest single EPS, PDF, or bitmapped image that the form cache can contain. This option applies to all documents that execute on the printer. You use the size of the largest and most frequently used image in your document to determine an appropriate value for this option.
   - Max form cache: Set the size, in bytes, of the PostScript printer form cache. This sets the cache size for all documents that execute on the printer. You base the setting for this option on the number of images in your documents, their sizes, and how frequently each image repeats in a document.
   - Manual feed timeout: Enter the maximum amount of time, in seconds, you want the printer to wait for paper from a manual feed before terminating the current job.
   - Wait timeout: Enter the maximum amount of time, in seconds, you want the printer to wait for input before terminating the current job.
   - Do Sys/Start: Select to have the printer execute its Sys/Start file at boot time.
   - Print PostScript error: If the printer encounters a PostScript error during execution of a job, it terminates the job. Select this option to have the printer print an error page that reports the offending PostScript command and the status of the print stack. This can be useful in debugging a document.
5. Click OK.

Related topics:

- Form Cache (Page 273)
- Obtain Information from a Printer (Page 274)
- Delete Documents or Files on the Printer (Page 274)
- Control Versions of a Document (Page 275)