



Part I: About the Guide

The purpose of this guide is to give step-by-step instruction on each of the key functions of the Web4Print client software. We recommend printing out each section, then reading through it with the software running to try out each function yourself.

The entire guide can also be used as a reference. The Master Table of Contents lists all the contents of all 5 parts of the guide. The Annotated Guide to Features itemizes all of the Web4Print client features graphically, with page references for more information.

See the Web4Print Quick Start Guide for a quick overview of how the system works and how to create a simple template and use it to produce a print job (available at <http://www.web4print.com/downloads>).

The Complete How-To Guide comes in five separate parts, each of which is a single PDF document:

Part I: About the Guide (includes Master Table of Contents and Annotated Guide to Features)

Part II: Getting Started

Part III: Text Handling

Part IV: Variable Data

Part V: Frame Handling

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A. Master Table of Contents

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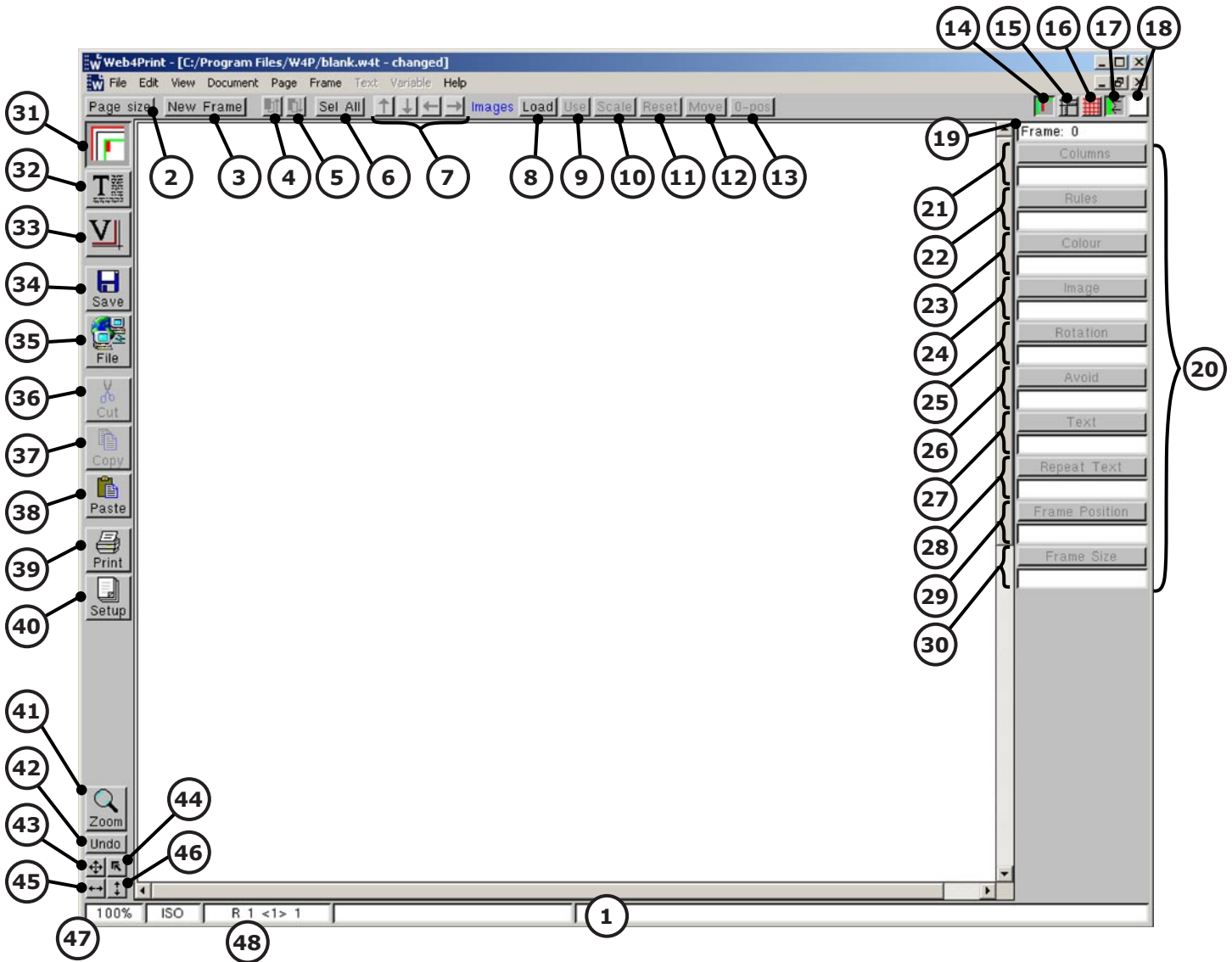
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B. Annotated Guide to Features

B.1 Toolbars in Frame Mode

In Frame Mode (when the Frame Tool is selected), these are the toolbars visible in Web4Print. For more detailed information on any of the controls, follow the page reference; for instance "II.14" refers to page 14 of Part II of this guide.



(1) Tool Tip Window: Gives a description of the function of whichever button the cursor is hovering over. This window is of particular use when first getting to know the Web4Print software.

(2) Page Size: Opens Page Size dialog box for setting page dimensions (see II.2).

(3) New Frame: Opens Frame dialog box; select type of frame, either image/color or text, and click and drag in working area to create frame (see II.2).



B. Annotated Guide to Features

B.1 Toolbars in Frame Mode (cont.)

(4) Bring to Front: Every frame exists in its own stacking layer; this is what determines whether one frame obscures another if they are both filled, for instance with a background color or an image. New frames are by default placed at the top. This button moves selected frame forward in the stacking order. Frame Number window (see 15) shows the number (layer) of the selected frame (see V.2).

(5) Send to Back: Moves selected frame backward in the stacking order (see V.2).

(6) Select All: Select all frames. Useful for deleting all frames, giving all frames same background color, etc. Note: When all frames are selected, they cannot be nudged or dragged together. However, attributes such as color or horizontal/vertical position can be set for all frames at once using this feature.

(7) Nudge: These buttons nudge selected frame (or paragraph of selected text) up, down, left or right, in 1mm increments.

(8) Load Image: Loads images into document for later use. Any images to be used must first be loaded, after which they can be used in as many different frames as desired (see II.8, IV.10).

(9) Use Image: Opens list of images; choose one to use in currently selected frame. This button can be used only when an image frame is selected (see II.8, IV.10).

(10) Scale Image: Opens Image Scaling dialog box. This button can be used only when an image frame is selected (see IV.13).

(11) Reset Scaling: Removes any image scaling applied; restores image to original scale.

(12) Move Image: Changes the cursor to a hand icon, indicating that it can be used to drag the image within the frame. This button can only be used when a frame containing an image is selected.

(13) 0-Pos: Restores image to original position; image's top left corner square to frame's top left corner. This button can only be used when a frame containing an image is selected.

(14) Show/Hide Frame Borders: Shows/hides frame borders and other page markup (see II.20).

(15) Show/Hide Rulers (see II.20)

(16) Show/Hide Grid (see II.21)

(17) Snap to Grid On/Off (see II.21)

(18) Show/Hide Attributes Bar

(19) Frame Number Window: Displays the number of the currently selected frame. This number corresponds to the frame's stacking layer, with lower-numbered frames below higher-numbered frames. If you have two frames numbered 1 and 2 and both are filled with a background color, Frame 2 will obscure Frame 1 where they overlap. If "Frame: 0" is displayed in the Frame Number Window, it indicates that there is no frame selected.



B. Annotated Guide to Features

B.1 Toolbars in Frame Mode (cont.)

(20) Attributes Bar: Displays the attributes of the currently selected frame if the Frame Tool is in use, or the attributes of selected text if the Text Tool or Variable Tool are selected. Each window displaying an attribute has a button above it. This button brings up the relevant dialog box to adjust that attribute. For instance, the Frame Position window might read "11.3mm, 6mm" – by clicking the Frame Position button above it, the Frame Position dialog box is opened and new values can be entered.

(21) Columns: Number of columns in frame. Only applies to text frames (see V.6).

(22) Rules (see V.13)

(23) Colour: Set background color for frame or for columns. Window will show "None" unless frame has a background color (see II.9).

(24) Image: Set image to be used in frame; functionally the same as the Use Image button (9) in the Images Toolbar (see II.8, IV.10).

(25) Rotation: Set frame rotation (see V.3).

(26) Avoid: Turn Frame Avoid on/off (see V.4).

(27) Text: Set text stream for frame (see II.17).

(28) Repeat Text: If current frame shares a text stream with another frame, this controls whether text *continues* from one frame to another, or if text stream is *copied* from one frame to another (see II.17).

(29) Frame Position: Set position of frame measured as horizontal and vertical distance from top left corner of document (see V.2).

(30) Frame Size: Set dimensions of frame (see V.2).

(31) Frame Tool: The Frame Tool is used to manually select, move or resize frames. Select the Frame Tool to enter Frame Mode and display the Frame Toolbars (see II.3).

(32) Text Tool: The Text Tool is used to enter, select, or modify text. Select the Text Tool to enter Text Mode and display the Text Toolbars (see II.4).

(33) Variable Tool: The Variable Tool is used to create new variables, edit existing variables, or perform other tasks associated with variables such as previewing the HTML Input Form or creating chains. Select the Variable Tool to enter Variable Mode and display the Variable Toolbars (see IV.2).

(34) Save File: Saves the editable template you are currently working on.

(35) File: Saves template as upload file (service file) with the .w4u file extension. The upload file is the file which can be uploaded to the server to make the template available for customer use (see *Quick Start Guide for more detailed example of uploading templates to the server; available at <http://www.web4print.com/downloads>*).

(36) Cut: Cut selection to clipboard.

(37) Copy: Copy selection to clipboard.

(38) Paste: Paste contents of clipboard into document.



B. Annotated Guide to Features

B.1 Toolbars in Frame Mode (cont.)

(39) Print: Print document; can also be used to print to file, for instance to output file in PostScript format for distilling to PDF.

(40) Setup: Opens Document Settings dialog box (*see II.12*).

(41) Zoom Tool: Click and drag in the work area to zoom into a particular area.

(42) Undo Zoom: Returns to previous magnification.

(43) Whole Page: Shows whole page at largest possible size that fits in window.

(44) Show at 100%: Shows page at 100% magnification.

(45) Fit Horizontal: Shows as much of the page as will fit horizontally in window.

(46) Fit Vertical: Shows as much of the page as will fit vertically in window.

(47) Zoom Box: Displays current magnification. Click in box to open Zoom dialog box and enter a new magnification value.

(48) Page Box: Displays current page. For instance, if the first page of a two-page document, displays "R 1 <1> 2"; "R" indicates that if document is printed as facing pages, this page will be on the right side. Click inside the Page Box to open the Go To Page dialog box.

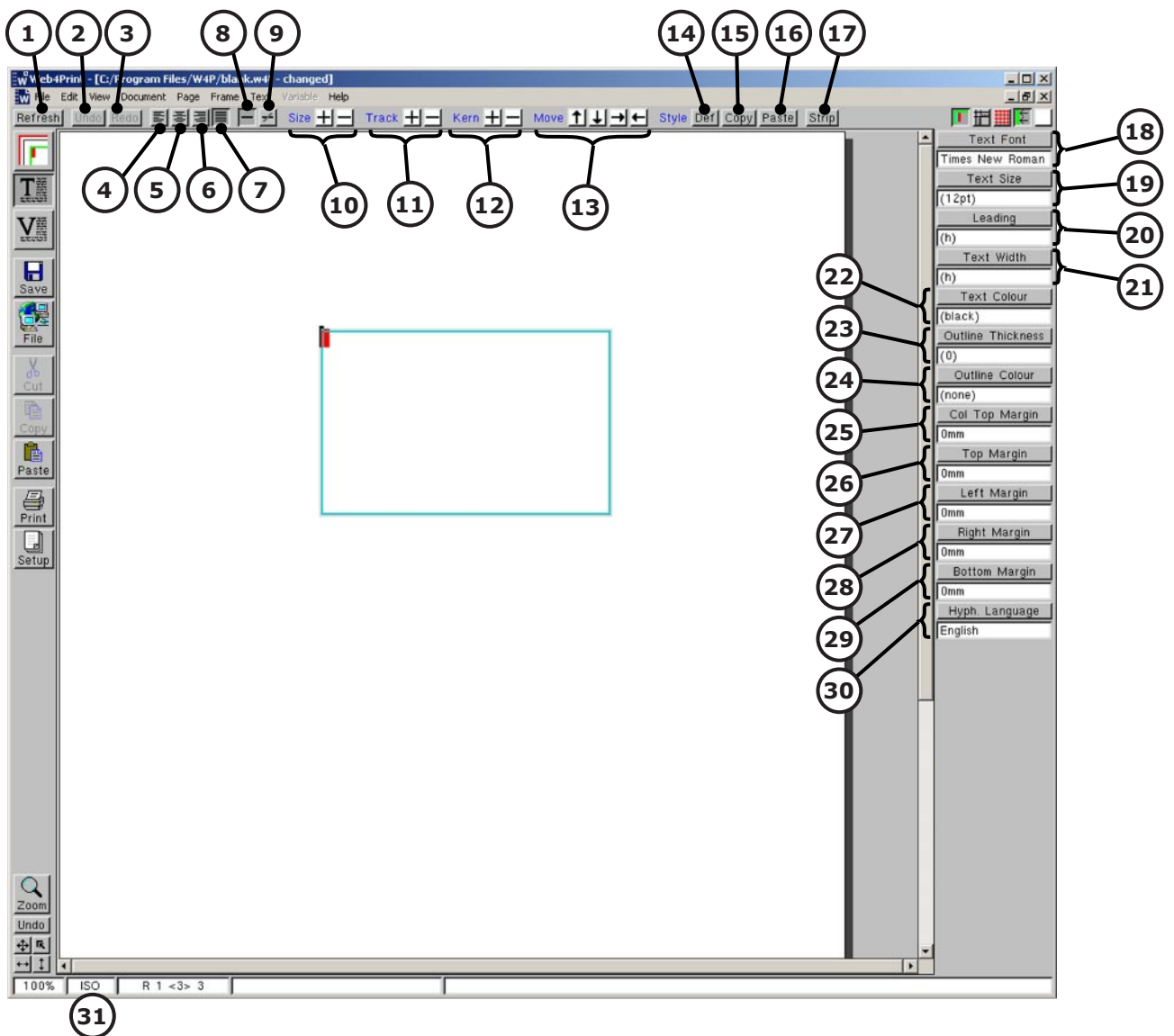


B. Annotated Guide to Features

B.2 Toolbars in Text Mode

In Text Mode (when the Frame Tool is selected), these are the toolbars visible in Web4Print. For more detailed information on any of the controls, follow the page reference; for instance "II.14" refers to page 14 of Part II of this guide.

Note: Only features unique to Text Mode are explained here; for those controls that are common to all modes, see Section B.1, pp. 6-9 of this guide.





B. Annotated Guide to Features

B.2 Toolbars in Text Mode (cont.)

(1) Refresh: Refreshes screen. It is generally useful to refresh the screen periodically as you work. Some reformatting does not refresh the screen so it can be useful to refresh manually to 'catch up' with changes. Pressing the Esc key has the same function.

(2) Undo: Undo last operation; only applies to the last single operation executed. In some cases a single Web4Print function executes multiple operations, in which case use of the Undo button can be problematic.

(3) Redo: Redo last operation after undo-ing.

(4) Align Text Left

(5) Center Text

(6) Align Text Right

(7) Justify Text

(8) Hyphenation Enabled

(9) Hyphenation Disabled

(10) Adjust Font Size Up or Down

(11) Adjust Tracking: Adjusts overall letter spacing.

(12) Adjust Kerning: Adjusts spacing between one pair of letters.

(13) Move Text buttons: Move text in 1mm increments.

(14) Default Style: Sets paragraph to default style; 12pt Times New Roman, with leading set to "h". Note that this will not affect sub-styles set to selections of text within the paragraph, only the basic paragraph style (see II.14-16).

(15) Copy Style: Copies paragraph style so it can be pasted to another paragraph (see II.14-16).

(16) Paste Style: Pastes paragraph style to current paragraph (see II.14-16).

(17) Strip: Strips all styles applied to selections within paragraph, so entire paragraph will be formatted according to the main paragraph style (see II.14-16).

(18) Text Font

(19) Text Size: Usually set in points (pt) but can be specified in any of the other measurement units such as mm, in, or dd (didot points)

(20) Leading: Space between lines of type; can be specified as a fixed size or can be expressed as a multiple of text size; for example "1.2h" specifies leading of 1.2 times the text size (see III.12).

(21) Text Width: Set width of text independently of other dimensions (distorts type); generally only useful as a special effect.



B. Annotated Guide to Features

B.2 Toolbars in Text Mode (cont.)

(22) Text Colour

(23) Outline Thickness

(24) Outline Colour

(25) Col Top Margin: Sets a margin above paragraph only if paragraph is first in a column.

(26) Top Margin: Sets margin above paragraph.

(27) Left Margin: Sets margin from left side of frame or column to left side of paragraph.

(28) Right Margin: Sets margin from right side of frame or column to right side of paragraph.

(29) Bottom Margin: Sets margin below paragraph.

(30) Hyph. Language: Sets hyphenation language. Web4Print is equipped to make "intelligent" hyphenation decisions based on your choice from a wide variety of languages.

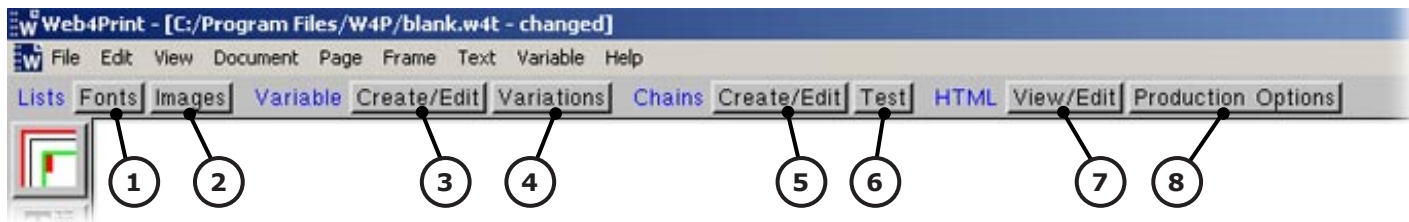
(31) ISO: Click here to open a pop-up menu of special characters, hold mouse button, select character and release to insert special character at insertion point in current paragraph.



B. Annotated Guide to Features

B.3 Toolbars in Variable Mode

In Variable Mode (when Variable Tool is selected), most toolbars are the same as in Text Mode, with the exception of the Variable Toolbar, which replaces the Text Formatting Toolbar above the document window:



(1) Font List: Create a list of fonts for later use in variations (see IV.6).

(2) Image List: Create a list of images for later use in variations (see IV.15).

(3) Create/Edit Variable: Either create new variable, or if cursor is inside an existing variable, change name of variable or maximum characters allowed; cannot change from short to long variable or vice versa (see IV.3, IV.14).

(4) Variations: Define variations for an existing variable (see IV.4, IV.8, IV.15).

(5) Create/Edit Chains: Chain variations together so that one choice causes other choices to be made automatically (see IV.17).

(6) Test Chains: Test existing chains; see the effect of chained variations on document (see IV.18).

(7) View/Edit HTML: Opens the HTML dialog to edit the form the end-user will fill out to use the Web4Print template to create print-ready documents online (see IV.5, also see *Quick Start Guide for more detailed example of uploading templates to the server; available at <http://www.web4print.com/downloads>*).

(8) Production Options: When end-user makes a final print order, they are given the opportunity to add production notes. The Production Options gives the template creator the ability to add specific choices for the end-user to make; these might be choices of quantity, paper weight, rush turnaround, etc.