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Introduction

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This chapter introduces the concept of desktop publishing and lists some of the special features of ***Ovation Pro***. It summarises all the documentation provided with the software and describes the order in which it should be read.

1.1 Overview

A desktop publisher allows you to take text and pictures and arrange them on the page in virtually any way you wish. Text may be typed in directly or imported from another source, such as a file or another word processor. You can then alter the style of the text and control how it flows around the page. Pictures can be imported from file or from another application such as Draw or Paint, and then scaled, cropped, rotated etc. as required.

Once the page has been completed, it may be printed out on a wide range of printers, such as dot-matrix, ink jet, laser and even professional typesetting machines.

Ovation Pro

Ovation Pro brings together word processing with state-of-the-art page layout features to deliver a extremely powerful desktop publishing system. You may use ***Ovation Pro*** to create just about any type of document, from a single-page letter to an entire book, or from a simple leaflet to a complex advert.

Even with such a vast range of features available, ***Ovation Pro*** is still easy-to-use, thanks to a superb user interface that makes the software easy to learn and instinctive to use. It is also extremely fast and responsive, and of course in true *What You See Is What You Get* (WYSIWYG) manner, faithfully represents the document on the screen exactly as it is printed.

Special features of ***Ovation Pro***, include:

- Toolbox attached to the active document.
- Context sensitive info palette gives information and options about the current operation.
- Definable button bar allows you to choose which options you would like to appear on a bar across the top of the document.
- Irregular frames drawn using lines and curves. Text can flow inside or around irregular frames, and pictures are cropped inside them.
- Rotated text frames with fully editable text.
- Multi-step Undo/Redo. The number of steps that may be undone is determined by the size of a user definable buffer.
- Drag and Drop for text and objects within the same page as well as to another page or document.
- User-definable named colour system allows you to use colours consistently throughout your documents. You can even create your own colour charts.
- Automatic drop-caps. These are large capitals that are often seen at the start of paragraphs.
- Pasteboard around document for temporary storage of objects and to allow objects to bleed off the page.
- Advanced justification with fully controllable letter spacing. This allows you to fit text into narrow columns easily.
- Advanced automatic hyphenation control.
- Multi-column frames, frames with rounded corners, skewed frames and vertical alignment of text in frames.
- Automatic text flow around irregular pictures.
- Picture cropping can easily be achieved using a special tool.
- Frame borders and auto drop shadows on rectangular frames.
- Straight and curved line drawing.
- Grid and ruler guidelines for easy page design. Plus facility to snap to other objects.
- Full page and chapter handling with separate master pages for each chapter. Easy-to-use headers and footers.
- Character selector and single-shift font change allow you to easily insert special characters from other fonts.
- Extensive printing capabilities including pamphlet and galley printing, tiling and other formats.
- Integrated script language based on a subset of the C programming language.

1.2 Ovation Pro Documentation

The separate CD Guide gives details of the minimum systems requirements to run ***Ovation Pro***, and how to install it on your system.

If you are a beginner to desktop publishing you should read the separate tutorial which describes how to create a simple document step-by-step.

This reference guide describes all the features of ***Ovation Pro***, but does not attempt to teach you desktop publishing or good document design. For this you are recommended to refer to the many specialised works on typography, book, magazine and layout design.

It is assumed that you are familiar with the Windows desktop environment and filing system. If you are not, please read the relevant sections of your computer user guide.

The chapters in this reference guide may be divided into a number of groups:

- The Basics

Chapter 2 describes the ***Ovation Pro*** user interface and how to create, print and save a simple document. Chapter 7 details options that change the way the document may be viewed on screen.

- Adding Style

Chapters 3, 4, 5 and 6 describe how to type in text and add style to that text. You can add local text or paragraph effects, or define named styles that may be applied at the press of a key.

- Objects

Chapters 8 and 9 describe how to draw and manipulate frames, which are the basic building blocks of desktop publishing. Chapter 10 deals with manipulating pictures in frames.

- Page Handling

All aspects of handling pages, chapters, master pages and stylesheets are described in Chapter 11.

- Miscellaneous

Chapters 12 to 18 describe all the remaining features, such as printing, spell checking and customisation. The integrated script language an introduction to which is given in chapter 19, is intended for advanced users who have a knowledge of the C programming language.

- Appendices

The appendices at the end of this guide list character sets, summarise key short-cuts and provide other advanced information not normally required in everyday use.

- Glossary

This explains many of the terms used in desktop publishing.

- The disc based version of the manual

If possible use a 256 colour or greater mode when reading this manual on screen. The pictures of windows will look clearer if a zoom of 111% is used to view the manual.

The pictures in this manual may differ slightly from what you see on screen. In general MS Sans Serif is used as desktop font and Windows NT has been used to enhance readability.

The latest version of this manual can be found on the ***Ovation Pr***o web site.

How to use the electronic manual

The original manual (1996) was printed. Because of continuous development of the program that manual could never have information on the latest developments of the program. But you can now also use an electronic version. This version may also not always contain the very latest information but it is far better and it is easier to update.

If you use the disc version, do use a copy for your investigations. The disc version has been set up so that you can "play" with it. That means you can see or discover how text, styles, effects, frames, pictures and lines have been added to a document.

Start your explorations on the electronic Tutorial.

Menus

If your menus show more or less entries than shown in this manual it is because of additional software in the form of ***Ovation Pr***o applets. This is nothing to worry about.

1.3 Typographical Conventions

The following typographical conventions are used throughout this user guide.

- Key Presses

Key presses are shown capitalised in normal type:

> Press the Page Up and Page Down keys to scroll the window up or down by one screen.

- Mouse Clicks

Mouse clicks are shown capitalised in normal type:

> Left Click to zoom up by 50%.

- Dialogue Boxes

Names of dialogue boxes, and options on them are shown in bold type:

> Click on **OK** on the **New** dialogue box.

- Menus

Menu options are shown in bold type:

> The **Misc➪Macros** dialogue box allows macros to be created and edited.

The example above means choose the **Macros** option on the **Misc** menu from the menu bar of an ***Ovation Pro*** document. Where necessary it will be mentioned as:

Menu➪.....➪..... Key

In this example the possible key short-cut has been added as "Key". *("Key" is only used as example, it does not exist as such in the program.)*

To ease finding certain options while reading this manual the menu option is given on a row of its own under Headings, Sub-headings or where appropriate within the text.

Some options are only available when the Master Page has been opened. In that case references to menus are mentioned as follows

MasterpageMenu➪.....➪.....

- Key Short-cuts

Following a menu reference, as mentioned above at **-Menus**, a possible key short-cut is added right aligned.

E.g. pressing **Ctrl+H**
will open the Change Shape menu

while pressing **Ctrl+Shift+Z**
opens the Zoom window

and pressing **Ctrl+F4**
closes the document.

- References

References to illustrations or other parts of the user guide are shown in italics:

> -These are explained in detail, later in this user guide *(see 11.2).*

This means: see Section 11.2.

> -This is the final result *(fig. 8.24)*.

This means : see Figure 8.24, i.e. figure 24 in chapter 8

> -Please refer to *Appendix A* which gives full details.

This means that you should consult Appendix A.

- Technical Terms

The first time a technical term is used, it is shown in italics:

> Inside the document window is the *default master frame* into which text may be typed or imported.

- Filenames

Filenames and pathnames are shown in Courier type:

> To run the software, double click on the file `Help.dpd`

- Messages

Warning and error messages are displayed in Courier type:

> The error message `Not enough free memory` will be displayed.

- Special Folders

The directory ***Ovation Pro*** is installed in (usually `C:\Program Files\DavidPilling\OvationPro`) is shown as <OPD>.

1.4 If you have Problems

If you discover a problem with ***Ovation Pro*** please report it in writing by either letter, fax or email to:

Ovation Pro Support

David Pilling
P.O. Box 22
Cleveleys
Blackpool
FY5 1LR.

Fax: +44 (0)870 0520941

Email: ovation@davidpilling.net

Please describe briefly the steps that must be followed to reproduce the problem, and if necessary send a copy of any problem documents. Also include the following information about the system you are using:

- The version of ***Ovation Pro*** you are running (found on the **Info** dialogue box).
- The version of Windows you are using.
- The amount of RAM you have installed.
- Any additional software that is running.
- Any additional hardware that is fitted.
- If you are having problems when printing, give details of the printer and printer driver you are using.

Please do not return any discs or packaging until requested to do so.

1.5 Latest Information

The ***Ovation Pro*** CD Guide provides supplementary information on using ***Ovation Pr***o and on software and resources supplied with it.