2

Getting Started

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This chapter explains how to run ***Ovation Pro***, and how to load **existing** documents and create new documents. It also describes the document environment in detail, and introduces the toolbox, info palette and button bar. It is assumed you have installed ***Ovation Pro*** according to the separate installation instructions.

2.1 Loading Ovation Pro

Locate ***Ovation Pro*** on the start menu and click on it (usually under Programs->David Pilling). Alternatively you may click on the ***Ovation Pro*** icon on the desktop if you created one during installation.

2.2 The Help Menu

Menu➪Help➪.....

This menu provides the following options which are described in detail later in this user guide.

- About Ovation Pro

Displays information about the version of ***Ovation Pro*** you are using *(fig. 2.2)*. The version number given should be quoted in any correspondence with David Pilling concerning this product.

- Help Topics

Launches the Windows help viewer with the ***Ovation Pro*** help file.

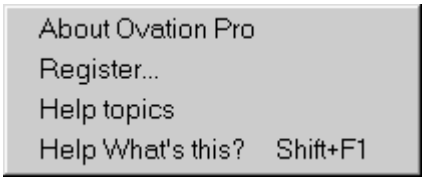

Fig. 2.1 - ***Ovation Pro*** *Help menu.*

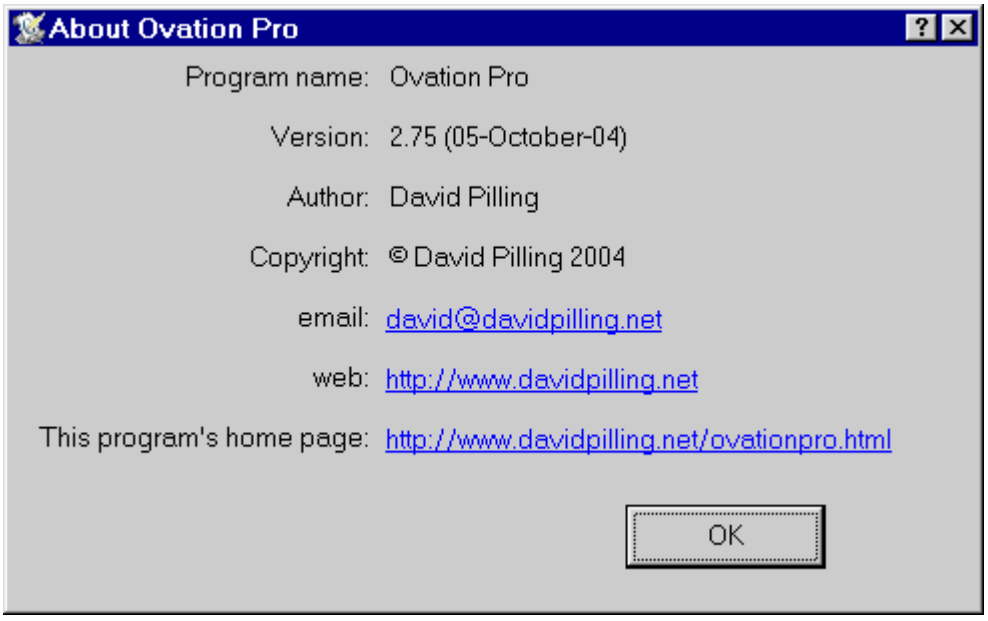

Fig. 2.2 - The ***About*** *dialogue box.*

2.3 Loading Existing Documents

To load an ***Ovation Pro*** document, double-click on the document's icon. This operation also loads ***Ovation Pro*** if it has not been already loaded.

Alternatively, drag the existing document to the ***Ovation Pro*** window.

Font Mapping

If you load an ***Ovation Pro*** document that uses fonts that are not present on your system, a warning box will be displayed *(fig. 2.3)*.

Click on **Stop loading document** to stop the document from being loaded.

Click on **Permanent replacement** to permanently replace the missing fonts. If the document is subsequently re-saved, then the replacement fonts will be saved and the original fonts will be lost. See Appendix A for more information on how the replacement fonts are chosen.

Click on **Temporary substitution** to temporarily replace the missing fonts until the document is closed or until the missing fonts are made available. See Appendix A for more information on how the replacement fonts are chosen.

Loading Ovation Documents

You may also load old ***Ovation*** documents by dragging them to the ***Ovation Pro*** window or by double clicking them. However, please note the following points:

- The Ovation1 Applet must be installed.
- ***Ovation*** documents will be bigger in size when loaded into ***Ovation Pro*** and when re-saved in ***Ovation Pro*** format.
- You will be warned if you load an ***Ovation*** document into ***Ovation Pro*** then attempt to re-save it, overwriting the original document.
- ***Ovation Pro*** does not support *nested* objects, so any nested objects in ***Ovation*** documents will not be nested in ***Ovation Pro***. This will not matter if you just wish to view or print the document, but if you wish to edit it, objects may need to be *grouped* to keep them together.
- ***Ovation*** line and border styles are emulated fairly closely in ***Ovation Pro***, but they may not be an exact match. Extended border styles in ***Ovation*** are not supported in ***Ovation Pro***.
- The operation of master pages in ***Ovation Pro*** is significantly different from ***Ovation***. This will not matter if you just wish to view or print the document, but editing the master pages in ***Ovation Pro*** may result in objects appearing twice in the document.
- A slightly different missing font window which does not have the temporary substitution facility will appear if any fonts are missing.

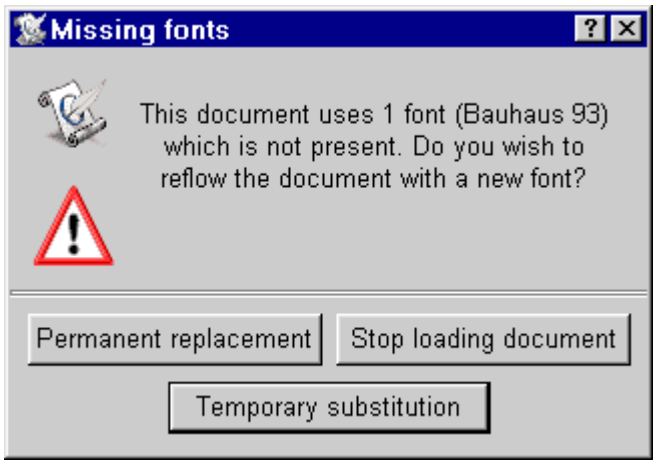

Fig. 2.3 - Warning box if fonts are missing when loading a document.

2.4 Opening a New Document

Menu➪File➪New... **Ctrl+N**

The **New** dialogue box is shown in *fig. 2.4.* The default page is A4 with 10mm margins all around, but if you want a different paper size or margins, change the page size or margins as required and click **OK** when complete. At this stage you should not change any other options on this dialogue box. The **New** dialogue box is explained in detail later in this user guide *(see 11.2)*.

If required you can edit the default document *(see 15.2)*.

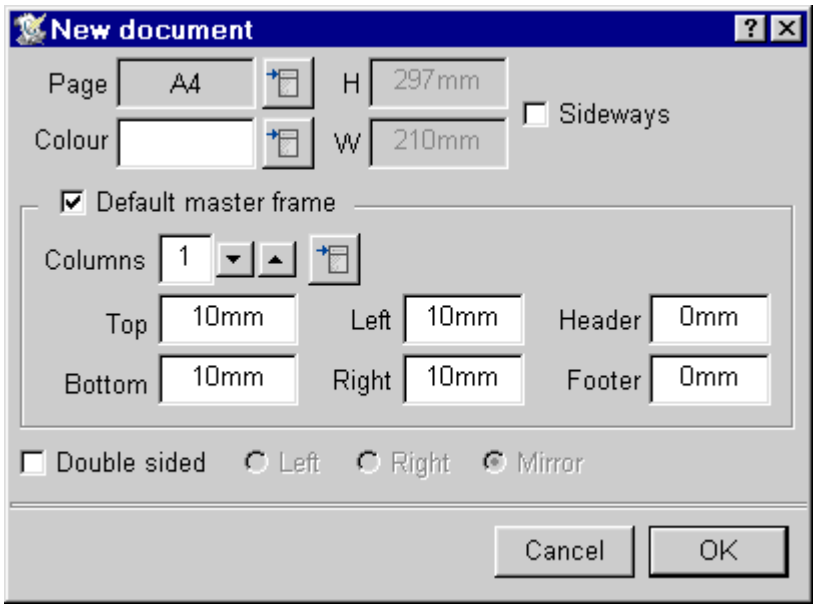

*Fig. 2.4 - The **New** document dialogue box.*

2.5 The Document Window

The document window is a standard window, but with a *toolbox*, *info palette* and *button bar* attached *(fig. 2.5)*. You can have more than one document open at the same time, but only one can be active. Clicking inside a document window makes it active; indicated by the title bar. Typing and other operations always apply to the active window. Only the active window has the toolbox and info palette attached.

The document window title bar shows the name of the document. If it is followed by the * character, it indicates that the document has been changed but not yet saved.

Scrolling the Document

The amount of the document that is in view in the window depends upon the size of the window and the current zoom *(see 2.9)*. You can move the document around in the window in the following ways:

- Use the horizontal and vertical scroll bars in the usual way.
- Press the Page Up or Page Down key to scroll the window up or down by one screen.
- Holding down the Shift key whilst pressing the Page Up or Page Down key scrolls the document to the top of the preceding or of the following page.

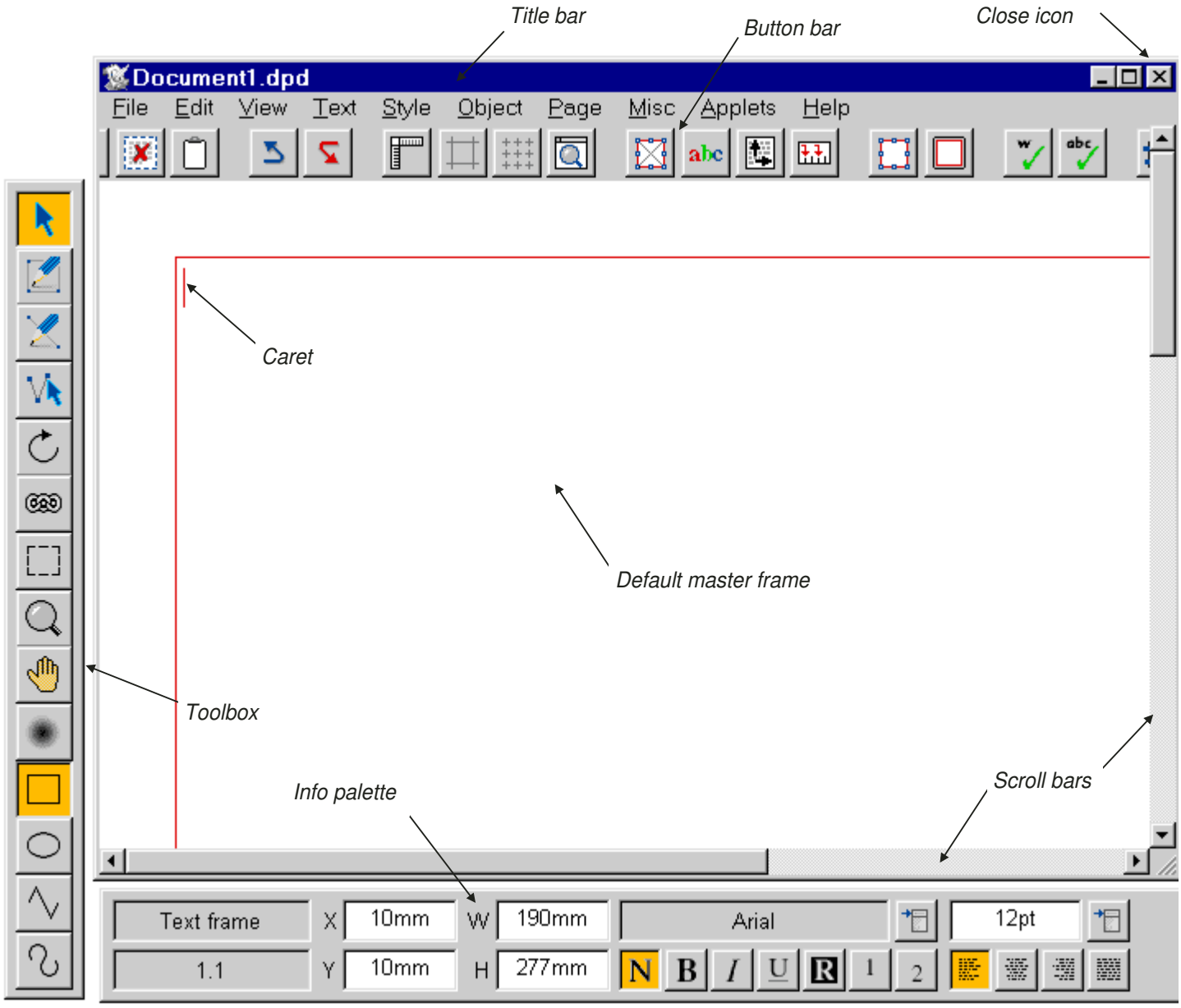

Fig. 2.5 - The active document window.

Default Master Frame

Inside the document window is the *default master frame* into which text may be typed or imported. The size of this frame is determined by the margins set in the default document.

This frame is a *master* frame, meaning that it is generated by the master pages and will appear on all pages of the chapter. The size and position of a master frame can only be changed on the master pages or by making the frame local *(see 11.3)*.

Text that overflows at the bottom of the default master frame, automatically flows onto the next page.

The default master frame has a red outline to indicate that it is *active*. Left click outside it (in the margins) to make it non-active with a grey outline. Click back inside it to make it active again.

The Caret

The red I-shaped vertical bar is called the caret and indicates where text will appear when typed or imported into the document. When a new document is opened, the caret is automatically positioned in the top left corner of the default master frame ready for text entry.

The caret is always displayed in the active text frame (unless there is a text selection). If there is no active text frame, the caret will disappear and text cannot be entered.

The Main Menu

Almost all ***Ovation Pro*** operations are available from the main menu *(fig. 2.6)*.

Fig. 2.6 - The main menu.

2.6 The Toolbox

The *toolbox* is attached to the left-edge of the active document *(fig. 2.7)*.

The top eight tools are the main tools for DTP work, including editing text and manipulating objects. One of these tools will always be selected; by default it is the **Select** tool which is used for selecting objects and editing text.

The bottom four tools provide the four shapes that may be used when drawing frames and lines. One of these will always be selected; by default it is the **Rectangle** tool.

To select a tool, left click on it. Apart from the **Frame** and **Line** tools, tools remain selected until another tool is chosen. The **Frame** and **Line** tools normally revert back to the **Select** tool once the object has been drawn.

Moving the Toolbox

By default the toolbox is attached to the left edge of the document window. However, if required you may move it to a new position by dragging on its background or by pressing Shift and dragging on a tool. If the document window is moved, the toolbox moves relative to it.

You may use an option on **Choices** to detach the toolbox from the window *(see 15.5)*.

Changing the Toolbox Shape

You can change the toolbox shape by right clicking on the toolbox background and dragging up and down until the required shape is achieved *(fig. 2.8)*.

The position and shape of the toolbox may be different for each open document. They are not saved with documents, but may be saved as default *(see 15.2)*.

Re-ordering the Tools

You can swap the order of tools by holding down Ctrl and dragging one tool onto another tool. The positions of the two tools are swapped. The order of tools may be saved with the application choices *(see 15.3)*.

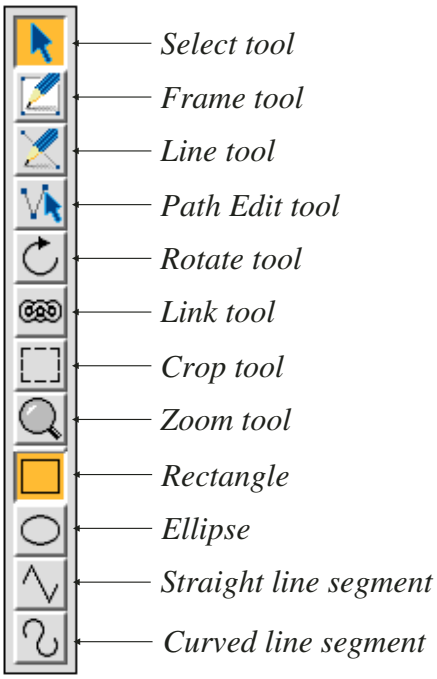

Fig. 2.7 - The toolbox.

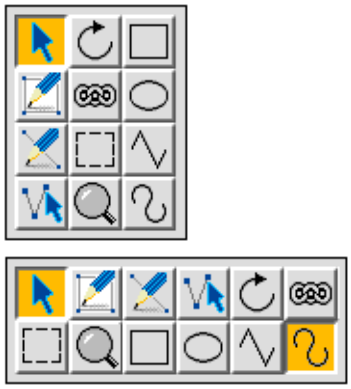

Fig. 2.8 - Other toolbox shapes.

2.7 The Info Palette

The *info palette* is attached to the bottom of the active document. It is *context sensitive* i.e. it provides information and options according to the currently selected tool or object *(figs. 2.9 to 2.14)*. So, if you are working on text, it gives options concerned with changing the font, size and style of the text.

The icon in the top left corner of the info palette shows the name of the current tool, or if the Select tool is active, it shows the type of object selected.

Current Page & Chapter

The current chapter and page number are shown in the icon in the bottom left corner of the info palette. The number is in the form *c.p*, where *c* is the chapter number and *p* is the page number.

If there is more than one page visible in the document window, the current chapter/page is the one in the centre of the window.

*Fig. 2.9 - The info palette displayed when a **Text frame** is active.*

*Fig. 2.10 - The info palette displayed when a **Picture frame** is active.*

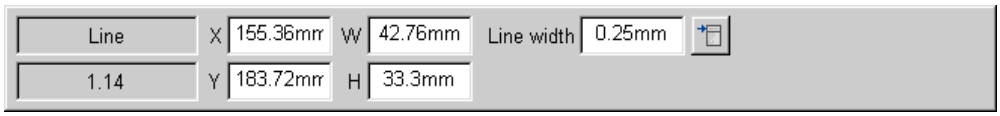

*Fig. 2.11 - The info palette displayed when a **Line** is active.*

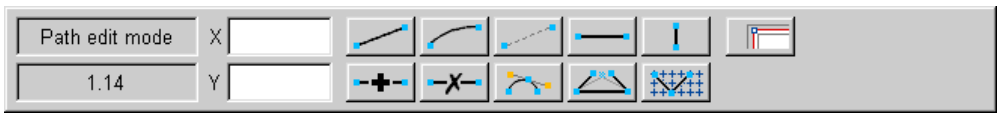

*Fig. 2.12 - The info palette displayed when in **Path Edit mode**.*

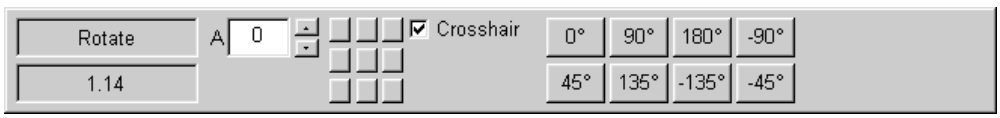

*Fig. 2.13 - The info palette displayed when the **Rotate** tool is active.*

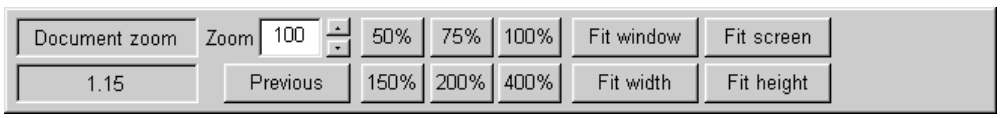

*Fig. 2.14 - The info palette displayed when the **Zoom** tool is active.*

Moving the Info Palette

By default the info palette is attached to the bottom of the document window. However, if required you can move it to a new position by dragging on its background or by pressing Shift and dragging on one of the two icons at the left-hand side. If the document window is moved, the info palette moves relative to it.

You may use an option on **Choices** to detach the info palette from the window *(see 15.5)*

The info palette position may be different for each open document, but it is not saved with documents. However, its position may be saved as default *(see 15.2)*.

2.8 The Button Bar

The button bar provides access to common functions in ***Ovation Pro***. It is located at the top of every document window *(fig. 2.15)*. A default set of buttons are provided on one row, and these are listed in the next column. You can scroll the button bar by moving the pointer over the ends of the button bar.

To change the number of rows position the pointer on the button bar (but not on a button), hold the Ctrl key and drag with the right button.

You can change the position of a button on the button bar by pressing Ctrl and dragging it to the required position. The button will be placed before the button over which it is dropped.

To insert or delete a gap before a button, hold the Ctrl and Shift keys and right click on the button.

The new positions may be saved if required using the **Save** option in the Macros dialogue box.

Menu⇨Misc⇨Macros...

The **Macros** dialogue box also allows you to add, remove or define further buttons, and save them as the default *(see 17.6)*.A larger set of buttons is also available from which you may choose those that suit your requirements *(see 17.7)*.

Default Buttons

- **File info** dialogue box *(see 3.1)*.
- **Save as** dialogue box *(see 3.10)*.
- **Print** dialogue box *(see 3.11)*.
- Select all *(see 3.6)*.
- **Cut** selection *(see 3.7)*.
- **Copy** selection *(see 3.7)*.
- **Paste** selection *(see 3.7)*.
- **Delete** selection *(see 3.7)*.
- Show/hide **Clipboard** *(see 2.2)*.
- **Undo** *(see 3.4)*.
- **Redo** *(see 3.4)*.
- Show/hide **Rulers** *(see 7.3)*.
- Show/hide **Guidelines** *(see 7.3)*.
- Enable/disable **Grid** and grid lock *(see 7.4)*.
- **Zoom** dialogue box *(see 7.5)*.
- **Modify text/picture** box *(see 4.6 & 10.7)*.
- Text **Colour** dialogue box *(see 4.5)*.
- Text **Format** dialogue box *(see 5.4)*.
- Display tab ruler *(see 5.5)*.
- **Modify** object dialogue box *(see 9.1)*.
- **Frame border** dialogue box *(see 9.6)*.
- Spellcheck **Word** *(see 14.4)*.
- Spellcheck **Story** *(see 14.3)*.

Fig. 2.15 - The default button bar.

2.9 Document Zoom

You can view and edit the document in a range of preset zooms or any variable zoom. The default zoom is 100% which shows your document on screen at approximately 100% of the true printed size.

To change the zoom choose the Zoom tool *(fig. 2.16)*. Now move the pointer over the point in the document you wish to zoom in on, and click Select to zoom up by 100% or Right click to zoom down by 50%. The current zoom is shown in the info palette.

You may enlarge a particular area of the document by dragging a box around that area with the Zoom tool.

When the Zoom tool is selected, the info palette provides the following options *(fig. 2.17)*.

The Zoom tool can be accessed by holding down Control and Alt when the Select tool is current. This will often be a handy short cut.

For example with the Select tool current a single click with Select whilst holding down Control and Alt will double the scale.

- Zoom allows you to enter any zoom value between 10% and 1000%. Press return to update the document. You may also step up and down by 1% using the up and down arrows. Or by 10% if the Shift key is held down as well.

- Previous restores the zoom that was current before the zoom tool was chosen.

- 50%, **75%**, **100%**, **150%**, **200%** and **400%** are the standard preset zooms.

- Fit window sets the document zoom so that an entire page (or pair of pages) fits in the document window.

- Fit screen sets the document zoom so that an entire page (or pair of pages) fits on the screen.

- Fit width sets the document zoom so that a page fits the total width of the screen.

- Fit height sets the document zoom so that an entire page (or pair of pages) fit the total height of the screen.

(Further information on zoom: see 7.5).

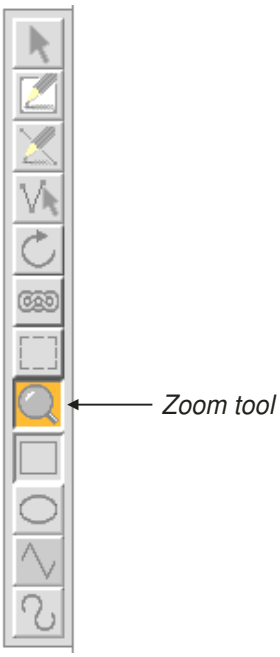

Fig. 2.16 - The Zoom tool.

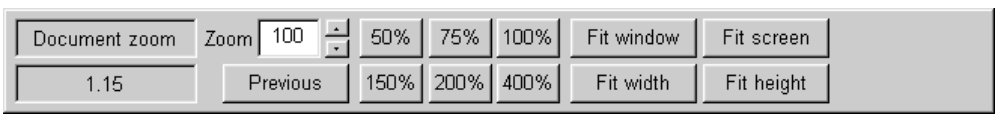

*Fig. 2.17 - The info palette displayed when the **Zoom** tool is active.*

2.10 Interactive Help

Ovation Pro supports Windows standard *Context Sensitive Help*.

Most ***Ovation Pro*** windows have a ? symbol in their title bars. If you click on this the pointer will change to a ? pointer. When in this mode if you click on any object in an ***Ovation Pro*** window a context sensitive help window will appear with information about the thing you clicked on.

As well as the ? button in the title bar you can also enter context sensitive help mode by pressing Shift+F1 or by selecting it from the Help menu.

Context sensitive help is a good way to explore the program. For example it works with the buttons on the button bar.

Some windows do not have a ? in the title bar, but Shift+F1 still works in them. The main ***Ovation Pro*** window is an example.

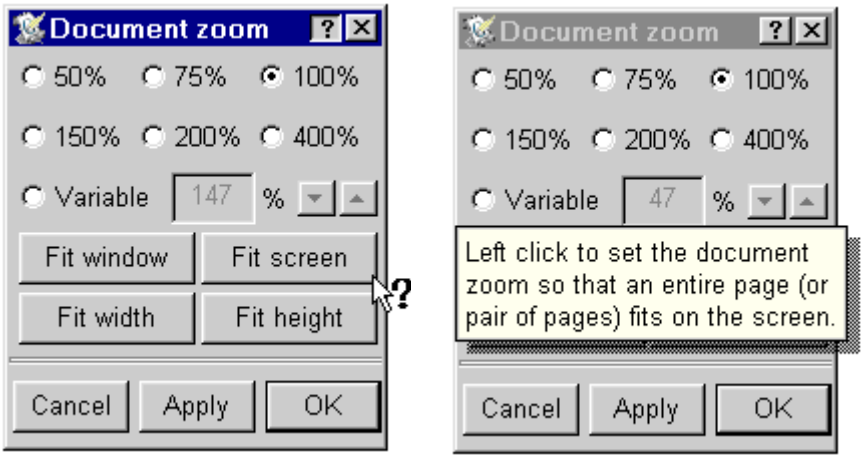

Fig. 2.18 - Interactive help in action.