7

Document View

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This chapter describes options that change the way the document looks on the screen. They do not affect how the document is printed.

The Options window lets you set the layout of the document on screen. You can select which tools or facilities are available.

The Grid window allows objects to be easily lined up, locked to certain points and text lined up and locked to certain lines which can be changed.

Zoom changes the magnification of what is seen on screen.

7.1 The View Menu

Menu➪View➪.....

The **View** menu *(fig. 7.1)* provides a range of options that control how the document is viewed on-screen. View options are saved with documents and can also be saved as default *(see 15.2)*.

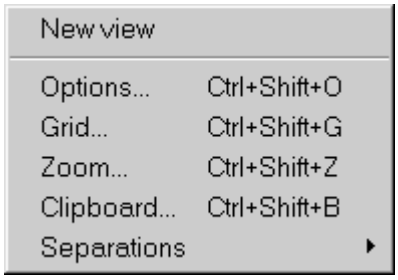

*Fig. 7.1 - The **View** menu.*

7.2 New View

Menu➪View➪New view

New view allows you to have any number of windows open on the same document. Each window can be scrolled to a different part of the document and can have its own independent zoom and view options. You can edit the document in any of the windows; all the others will be updated automatically. Typically this feature is used to open a new view at a small scale, providing an overview of the entire page.

The number of views that are currently open is shown after the document name on the title bar.

Use the normal close icon to remove new views if they are not needed.

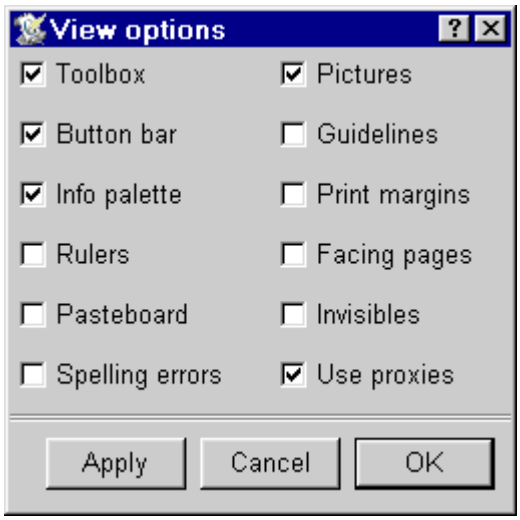

*Fig. 7.2 - The **Options** dialogue box.*

7.3 View Options

Menu➪View➪Options➪..... Ctrl+Shift+O

Options

Options opens a dialogue box allowing a number of miscellaneous view options to be enabled and disabled *(fig. 7.2)*.

Toolbox

Toolbox opens and closes the toolbox.

Button Bar

Button bar opens and closes the button bar.

Info Palette

Info palette opens and closes the info palette.

Rulers

Rulers shows or hides the page rulers *(fig. 7.3)*. Rulers are a visual aid for measuring, positioning and resizing objects.

Ruler markings are in the current document units and the origin is at the top left corner of the document. Both units and origin may be changed on **Preferences** *(see 15.12 & 15.13)*.

If you click on a ruler, a ruler guideline is created. Ruler guidelines are drawn across the page vertically or horizontally and are a further aid for positioning objects *(see 8.4)*.

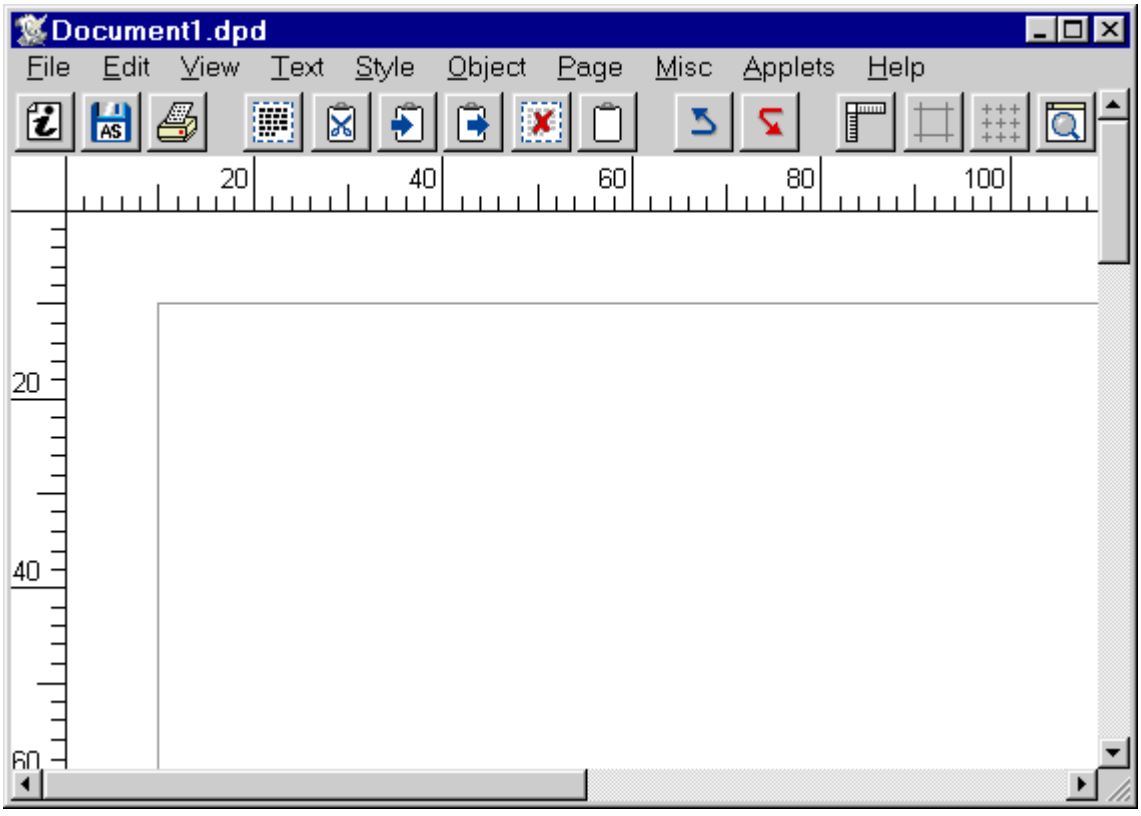

*Fig. 7.3 - Document with **Rulers** shown.*

Pasteboard

Pasteboard shows or hides the document pasteboard. The pasteboard is a grey margin around the page that may be used like the normal page, but is not printed *(fig. 7.4)*. Typically it is used to temporarily store objects. The contents of the pasteboard are saved with the document.

If objects overlap from the page onto the pasteboard, only the part of the object on the page is printed. However, if **Bleed** is specified when printing, a strip of the pasteboard around the document is also printed *(see 12.3)*.

The size of the pasteboard may be defined in **Preferences** *(see 15.13)*.

Spelling Errors

Spelling Errors will make words which are not in the spell check dictionaries for the current document be displayed with a red underline *(see 14.1)*.

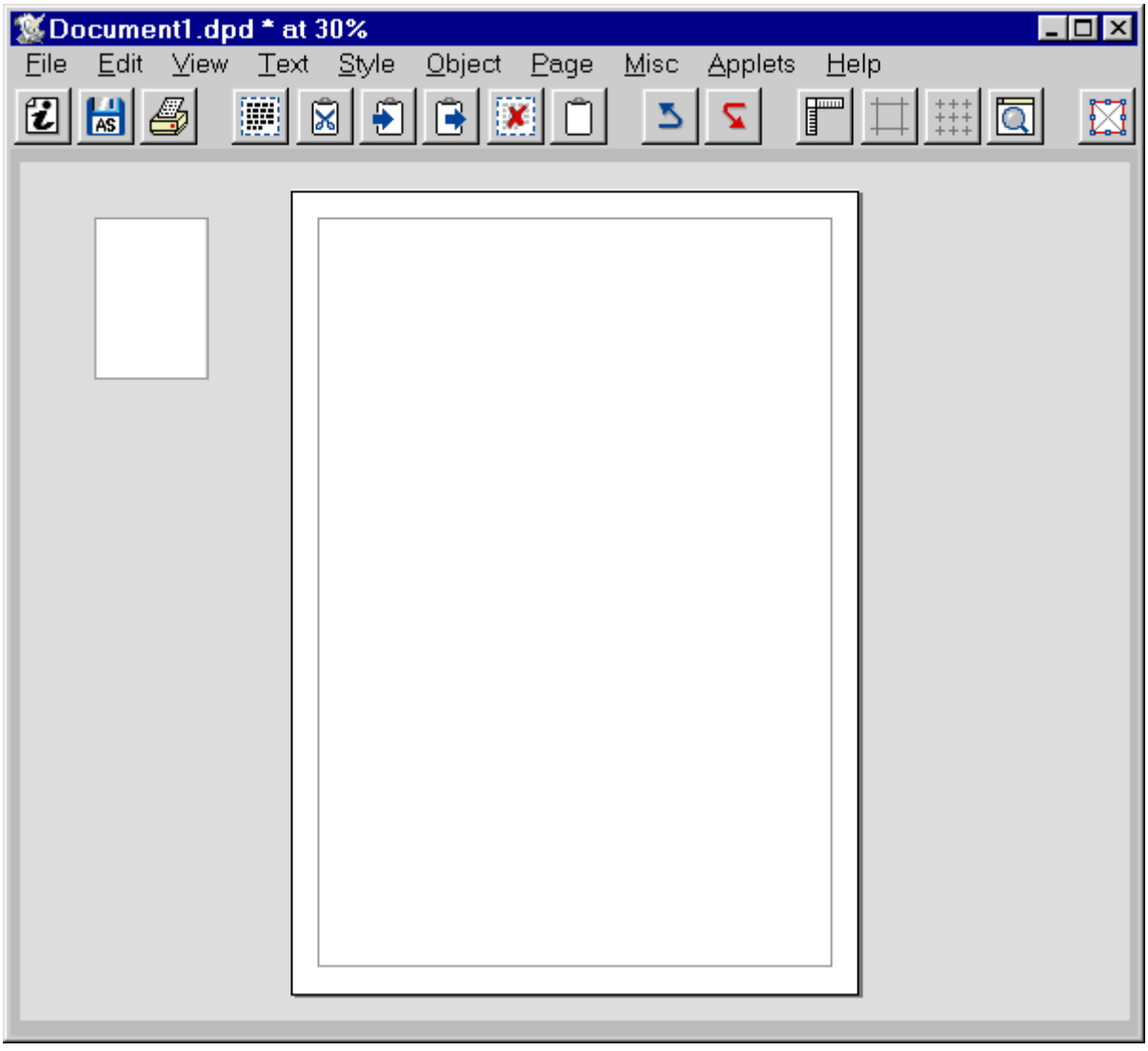

*Fig. 7.4 - Document at 30% zoom with an object on the **Pasteboard** (shown in grey).*

Pictures

Pictures shows or hides pictures in picture frames. By default pictures are shown, but if your document contains pictures that are slow to redraw, you may wish to hide them. Frames containing hidden pictures are indicated with a cross through them *(fig 7.5)*.

Guidelines

Guidelines shows or hides guidelines. By default guidelines are shown, but you may wish to hide them to see how your document will look when printed.

There are three types of guidelines *(fig 7.5)*:

- Frame guidelines
- Column guidelines
- Ruler guidelines

Print Margins

Most printers cannot print right up to the edge of the page, so **Print margins** allows you to see the margins around the paper that cannot be printed *(fig. 7.5)*. You should always ensure that everything on the page to be printed is inside these margins.

The print margins are obtained from the printer drivers, so they will only be displayed if a printer driver has been loaded.

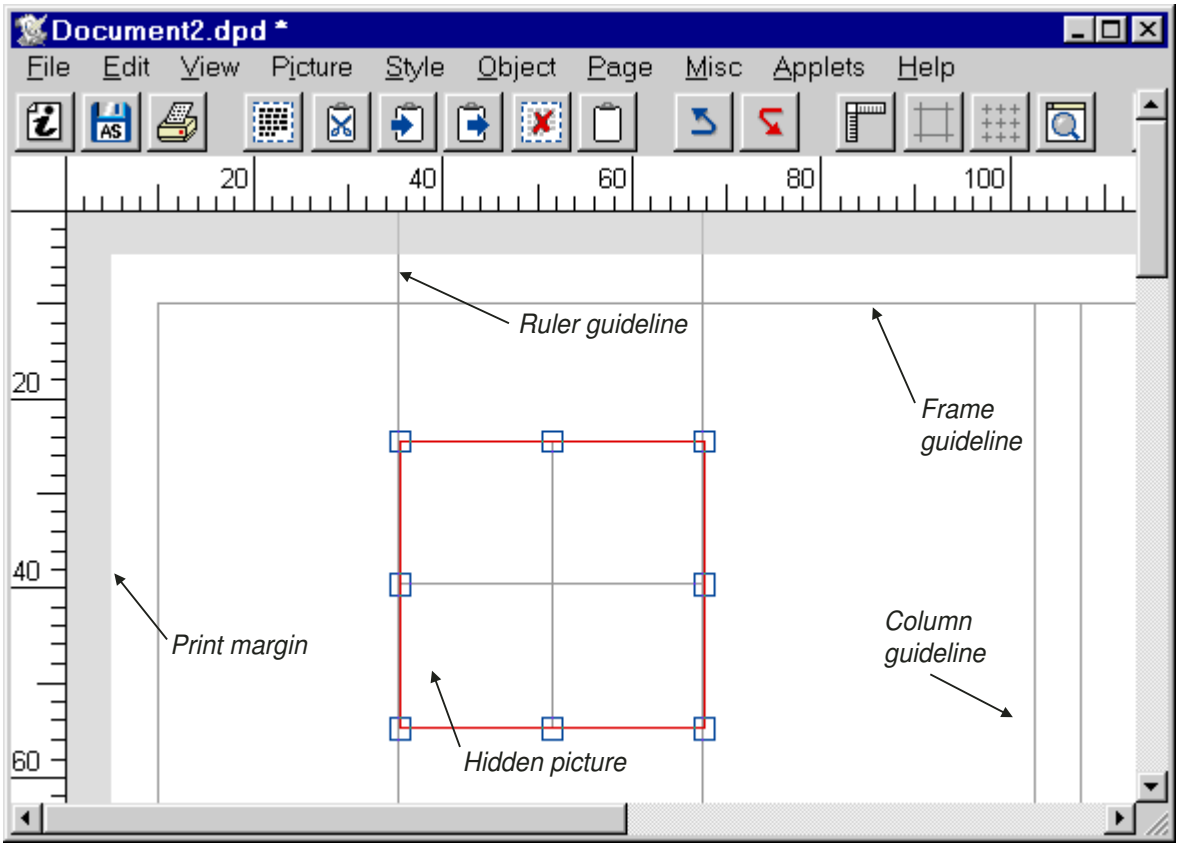

*Fig. 7.5 - Document with print **Margins** shown. The frame contains a hidden picture.*

Facing Pages

When **Facing pages** is not selected, pages are displayed vertically, one on top of another.

When **Facing pages** is selected, pages are displayed in horizontal pairs *(fig. 7.6)*. Non-existent pages such as the page before page 1, are shown in grey.

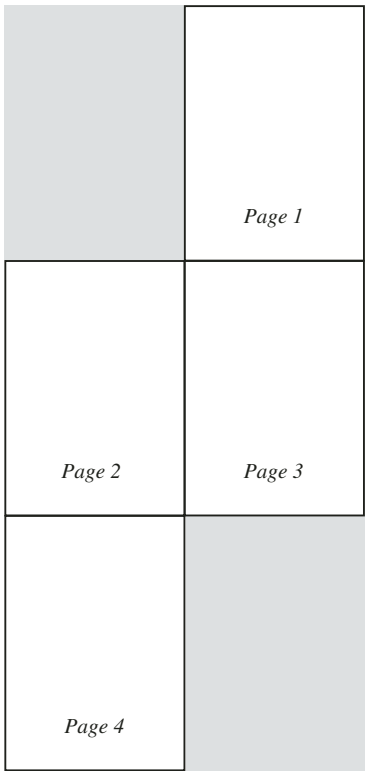

*Fig. 7.6 - The arrangement of a 4-page document when **Facing pages** is enabled.*

Invisibles

Invisibles shows or hides special symbols that represent invisible characters in the document. It is useful for finding where paragraph breaks have been inserted or to check that double spaces have not been inserted between words.

This feature is for information only and does not affect the format or final printout of the document.

The invisible characters and the symbols used to represent them are shown below.

New line	¬
New paragraph	¶
New page	§
New frame	¦
Space	·
Non-breaking space	‾
Fixed space	°
Tab	»
Soft hyphen	|
End of story	¤

7.4 Grid

There are two grids in ***Ovation Pro.*** The most obvious one is the *Object Grid*, which is used for drawing things. In addition to this, there is the *Text Baseline Grid. (Fig. 7.9).*

The Object Grid

Menu⇨View⇨Grid **Ctrl+Shift+G**

This **Grid** option allows you to superimpose a rectangular grid on the document. It is useful for lining up objects or checking their relative size. The grid is made up of 'major points', marked by a cross, and 'minor points' marked by a dot *(fig. 7.7).*

The grid is controlled from the **Grid** dialogue box *(fig 7.8).*

Show object displays the grid in the colour chosen from the palette shown.

Lock grid switches grid lock on or off. Grid lock causes new objects to align to the grid as they are created and existing objects move in steps of the grid spacing *(see 8.4).* Clicking on **Grid** on the **View** menu also switches the grid lock on or off. The grid does not have to be shown in order to use the grid lock.

For fine movements, even with the grid lock set, press and hold the mouse button on the object to be moved and use the cursor keys.

Spacing allows you to set the distance between the major points on the grid.

Sub divisions allows you to set the number of sub divisions between each major point.

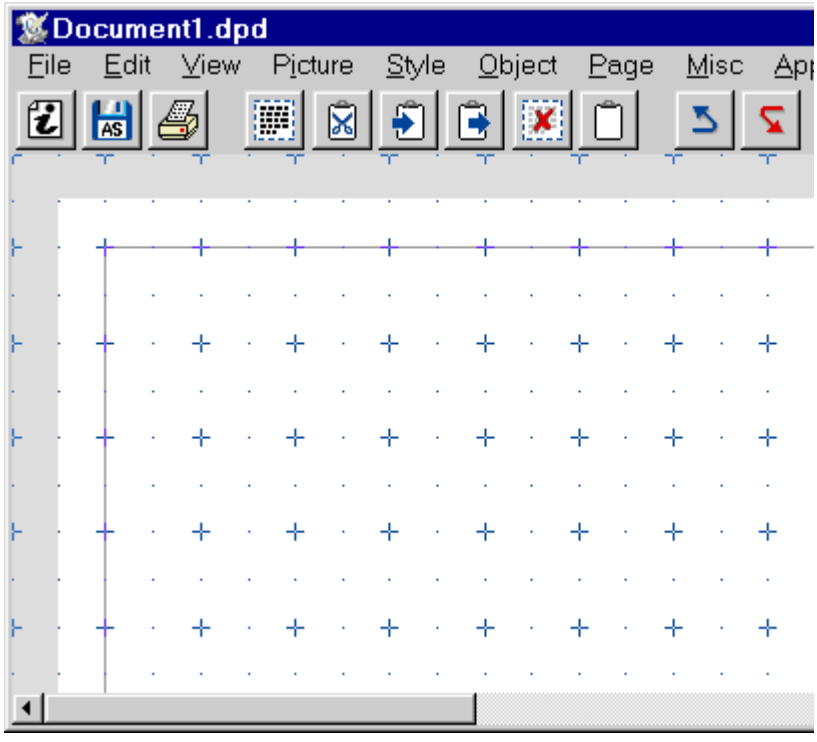

*Fig. 7.7 - Document with the **Object Grid** shown.*

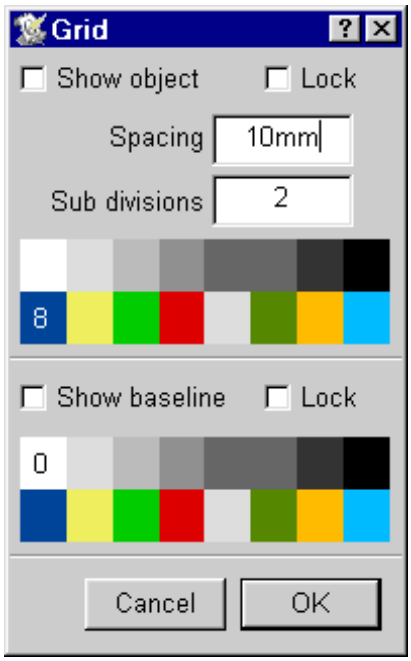

*Fig. 7.8 - The **Grid** dialogue box.*

The Baseline Grid

Menu⇨View⇨Grid **Ctrl+Shift+G**

This is a grid which text baselines can be anchored to, if the text style has the appropriate attribute set.

Menu⇨Format...⇨Lock to grid

The baseline grid configuration is set from document preferences and is independent of the object grid. Unlike the object grid which is an attribute of the current document view the baseline grid is part of the document structure. For example whilst you can have 2 different object grids on display in different views, clearly text has to be anchored to just one grid at a time.

The grid window allows the display of the text baseline grid *(fig. 7.8)*.

There is also a button which allows objects to be locked to the text baseline grid. If this is selected locking to the baseline grid takes precedence over locking to guidelines in the vertical direction. This means that you can snap objects to the baseline grid whilst simultaneously snapping to vertical guidelines.

If both lock to the baseline and the object grid are selected the object grid will take precedence.

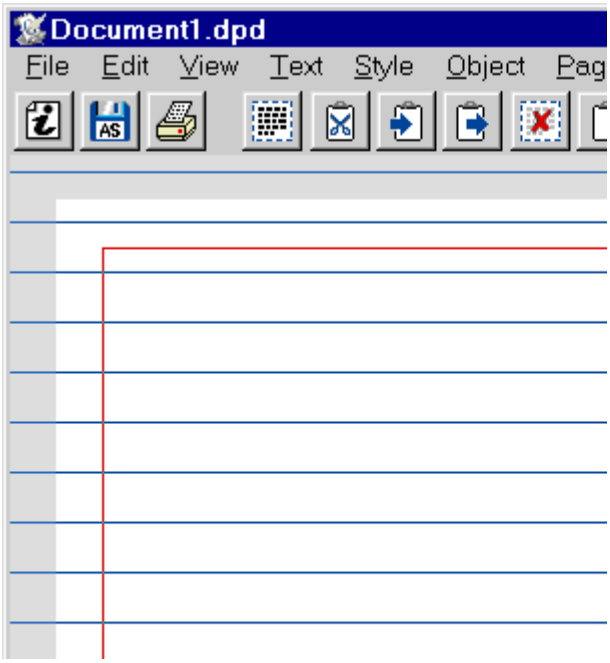

Fig. 7.9: The Baseline Grid

7.5 Document Zoom

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

One way to change the zoom is to use the Zoom tool *(see 2.9)*.

You may also set the zoom using the Zoom dialogue box *(fig. 7.10)*.

Menu⇨View⇨Zoom **Ctrl+Shift+Z**

Choose **50%**, **75%**, **100%**, **150%**, **200%** or **400%** to set one of the standard preset zooms. See *Appendix E* for keyboard short-cuts.

Choose **Variable** to specify any zoom between 10% and 1000%. Enter the zoom value in the writable icon, or use the up and down buttons to alter the current value in 1% steps.

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 an entire page (not a pair of pages) fits on the screen.

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

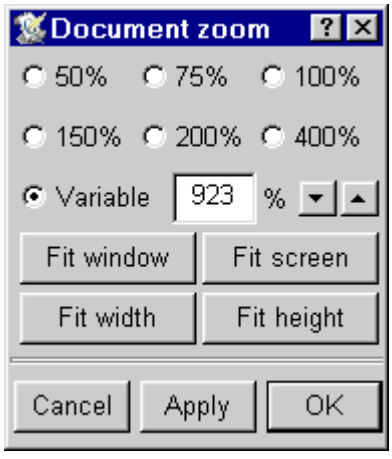

*Fig. 7.10 - The **Zoom** dialogue box.*