15

Customisation

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This chapter describes the ways in which you can customise ***Ovation Pro*** for general use or for specific applications.

Stylesheets fully describe the format and style of documents. You can save the stylesheet from a document and use it as a template for creating other similar documents. You may also save a stylesheet so that it is used as default for each new document opened.

Application Choices allow you to configure the application in various ways. There is just one set of Choices that affects all documents.

Document Preferences allow you to configure individual documents.

In addition to the above options, you may also customise the button bar *(see Chapter 16)* and the menus *(see Chapter 17)*.

15_Custom 1.00 12th July 2000

15.1 Stylesheets

Menu➪File➪Save stylesheet

The **Save stylesheet** option opens the usual Windows save window *(fig 15.1)*, which allows you to save a stylesheet for the current document. The procedure for saving a stylesheet is identical to that described previously for saving documents *(see 3.9)*.

The stylesheet describes the format and style of the document from which it is saved, but it doesn't have any actual contents. Whenever you save a document, its stylesheet is automatically saved with it. However, if you want to use the same layout for other documents, you can save the stylesheet separately.

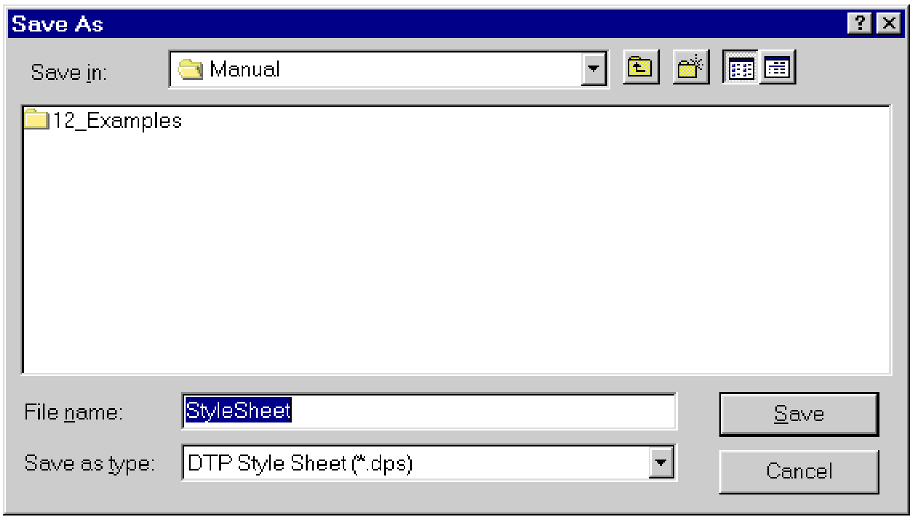
A stylesheet may be re-loaded just like any other document i.e. by double-clicking on it, or using Open on the ***Ovation Pro*** File menu.

So if you want to create a new document based on the style of an existing document, save the stylesheet from the document, then double-click on the stylesheet to create a new document. Every time you need to create a new document having the same layout, just load the stylesheet from disc.

The following information is saved in stylesheets:

- Defined styles
- Defined colours
- Master pages
- Objects on the master pages.
- View options, Grid and Zoom
- Toolbox and info palette position
- Preferences

Please note that objects, text and pictures in the document pages are NOT saved in stylesheets.



Save in: Manual

12_Examples

File name: StyleSheet

Save as type: DTP Style Sheet (*.dps)

*Fig. 15.1 - The **Save stylesheet** window.*

15.2 Changing the Default Document

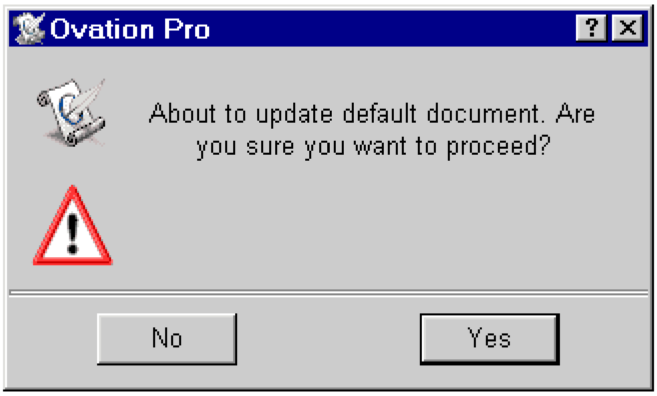
Menu➪File➪Save as default

The **Save as default** option allows you to overwrite the default document with a stylesheet based on the current document. The default document is the blank document that appears when you click on New on the ***Ovation Pro*** File menu and then click on OK.

To change the default document:

1. Click on New on the ***Ovation Pro*** File menu and then click on OK to open a blank document (or load any other document whose layout you want to use).
2. Modify the document as required. ***Ovation Pro*** uses a stylesheet to define the default document, so you may change any of the attributes that are saved in stylesheets *(see 15.1)*. Typically you might want to change the page margins, document zoom, defined styles or colours.

   Note that the default document cannot contain objects, text or pictures, except those on the master pages.
3. Click on **Save as default** to save the current document as the default document. You will be prompted for confirmation before the old default document is overwritten *(fig. 15.2)*.
4. Click on New on the ***Ovation Pro*** File menu and then click on OK to open a new default document.



About to update default document. Are you sure you want to proceed?

Fig. 15.2 - Confirmation box when using ***Save as default****.*

A feature for advanced users, is that it is possible to save a document (i.e. as opposed to a stylesheet) as the default document. This has to be done manually by opening the folder ***Ovation Pro*** saves file `Default.dps` in. This is in the Application Data folder for the current user. A typical path for it is:

C:\Documents and Settings\David Pilling\Application Data\DavidPilling\OvationPro

The first “David Pilling” being replaced with your user name.

If you do this, the first object of each type in the document which is not a master object is used as a prototype.

By this mechanism it is possible to make new text frames default to transparent fill or have no text runaround etc.

Sometimes this approach will overlap with options in the choices window being provided to control the defaults for objects (see below). Settings in the choices windows take precedence.

15.3 Application Choices

Menu➪Misc➪Choices…➪………

Choose **Choices** from the Misc menu to open a dialogue box that allows the ***Ovation Pro*** application to be configured *(fig. 15.3)*.

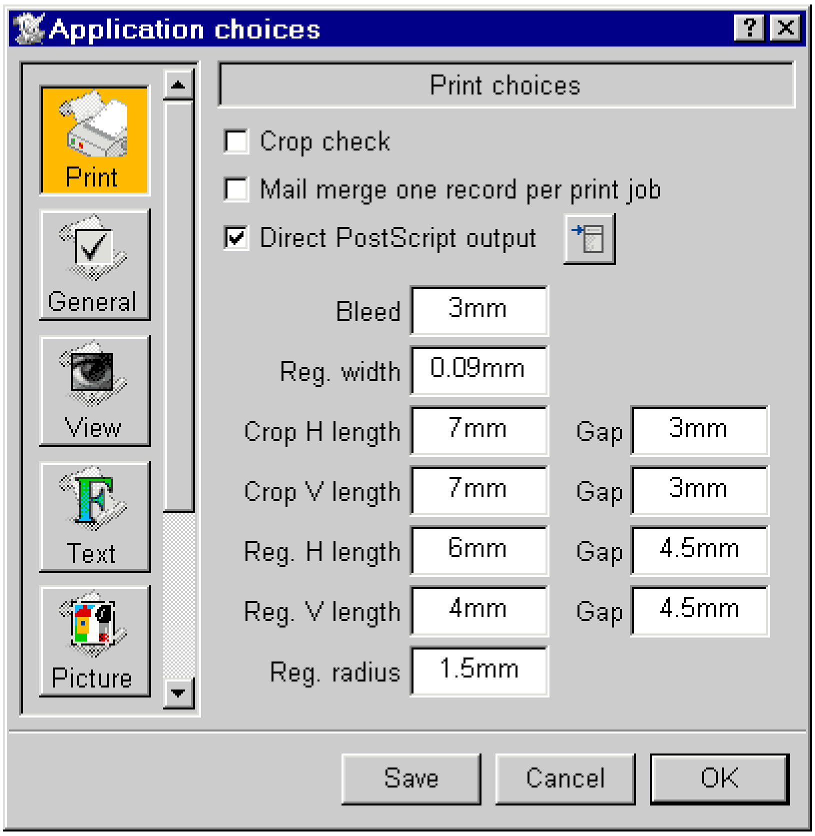
Note that choices are attached to the application, and affect all the documents that you create or load i.e there is one set of choices for all documents.

There are seven groups of choices: **Print**, **General**, **View**, **Text**, **Picture**, **Line** and **Colour**. Click on the appropriate icon in the scrolling pane at the left of the dialogue box to display all the associated choices. The choices are described on the following pages of this user guide.

Once you are happy with the choices, click on **OK** to apply them for the current session only.

Alternatively, click on **Save** to apply the choices and save them so that they will be used by default next time ***Ovation Pro*** is run. You will be prompted for confirmation before the old choices are overwritten.

In addition to the settings in the choices dialogue box, clicking on **Save** also saves the order of the tools in the toolbox *(see 2.6)*.



☐ Crop check

☐ Mail merge one record per print job

☑ Direct PostScript output

Bleed	3mm		
Reg. width	0.09mm		
Crop H length	7mm	Gap	3mm
Crop V length	7mm	Gap	3mm
Reg. H length	6mm	Gap	4.5mm
Reg. V length	4mm	Gap	4.5mm
Reg. radius	1.5mm		

*Fig. 15.3 - The **Choices** dialogue box*

15.4 Print Choices

Menu➪Misc➪Choices➪Print

For all available choices *see fig. 15.4*.

Crop check

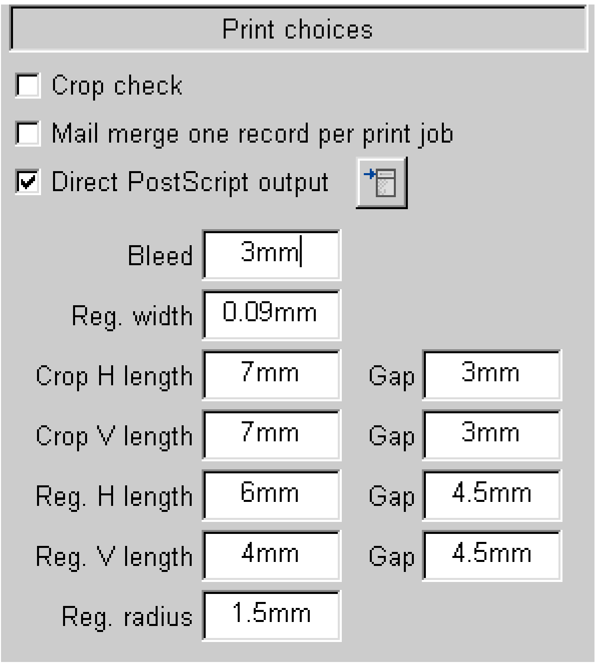
If **Crop check** has been selected you will be alerted if the area being printed is bigger than the available area on the printer.

Mail Merge…

If off a mail merge will produce one print file (or print job) containing all the merged versions. If set then a file (or print job) will be produced for each merged version. This may make more sense if you recall that some printing services append a cover sheet to each print job, a fax printer may make a phone call for each print job.

Direct PostScript output

If selected ***Ovation Pro*** will send data direct to PostScript printers, bypassing the printer driver *(see 12.4 PostScript Printing)*.



Print choices

☐ Crop check

☐ Mail merge one record per print job

☑ Direct PostScript output

Bleed 3mm

Reg. width 0.09mm

Crop H length 7mm Gap 3mm

Crop V length 7mm Gap 3mm

Reg. H length 6mm Gap 4.5mm

Reg. V length 4mm Gap 4.5mm

Reg. radius 1.5mm

Fig. 15.4 - Print choices.

Bleed and the following icons

If **Bleed** is selected an additional margin all around the page is printed. Useful if you want an object to go to the edge of the paper *(see 12.3 and fig. 12.10)*.

The other icons let you set the sizes of the crop and registration marks *(see 12.3 Printers marks)*.

15.5 General Choices

Menu➪Misc➪Choices➪General

General choices are associated with the general operation of ***Ovation Pro*** *(fig. 15.5).*

Date Format

Date format sets the format of the date string inserted by the **Menu➪Misc➪Insert➪Date** option *(see 3.2)*. A full explanation of this format is given in *Appendix D*.

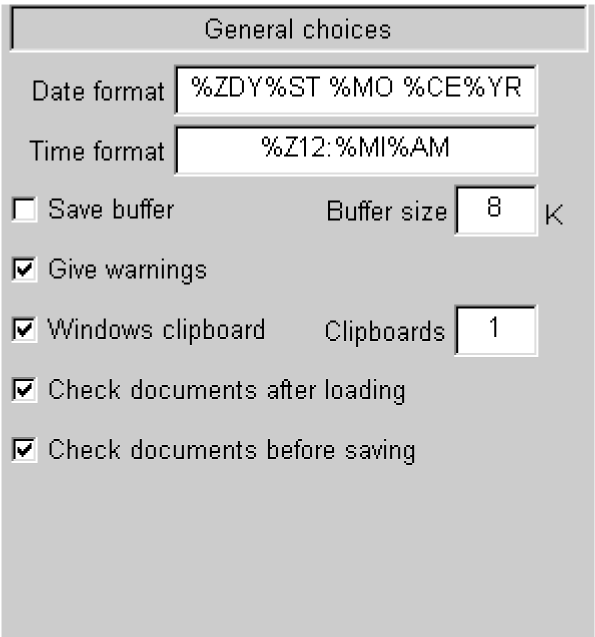
Time Format

Time format sets the format of the time string inserted by the **Menu➪Misc➪Insert➪Time** option *(see 3.2).* A full explanation of this format is given in *Appendix D*.

Save Buffer

If **Save buffer** is not selected, the undo buffer is flushed whenever documents are saved.

If **Save buffer** is selected, the undo buffer is saved with documents *(see 3.4)*. This means that when you reload the document, you can undo operations that were performed in a previous session. Another advantage is that when you reload a document, the caret will be at the position it was when the document was saved.



General choices

Date format %ZDY%ST %MO %CE%YR

Time format %Z12:%MI%AM

☐ Save buffer Buffer size 8 K

☑ Give warnings

☑ Windows clipboard Clipboards 1

☑ Check documents after loading

☑ Check documents before saving

Fig. 15.5 - General choices.

Buffer Size

Buffer size is the size of the undo buffer. The larger the buffer size, the more operations can be undone. Note that different types of operations use different amounts of memory in the buffer, so the buffer size cannot be directly related to the actual number of steps.

Give Warnings

Give warnings allows you to enable or disable various warning prompts that are displayed in certain circumstances.

Windows clipboard

If selected ***Ovation Pro*** will use the Windows clipboard, allowing data exchange with other programs that use it, as well as normal clipboard operation within ***Ovation Pro***.

Clipboards

Ovation Pro supports multiple clipboards. This icon lets you set the number of clipboards.

To use the multiple clipboards more easily, install the Clipboards applet.

Check documents

These two buttons enable checking of documents for corruption after loading and before saving. If corruption is detected you are given a choice to continue or not, selecting ‘No’ will then produce an error message which describes the nature of the corruption.

Obviously corruption of documents is undesirable, however this feature will at least allow you to avoid overwriting a good copy of a document with a bad one, or continuing working on a damaged document.

In addition to checking for corruption, a check is also made if the document contents have changed since it was saved. This check can reveal problems with filing systems.

Both these options should be selected unless you have a good reason.

15.6 View Choices

Menu➪Misc➪Choices➪View

View choices are associated with the way ***Ovation Pro*** documents look on the screen *(fig. 15.6).*

Flashing Caret

Flashing caret allows you to have a flashing caret, making it easier to locate in the document.

Period

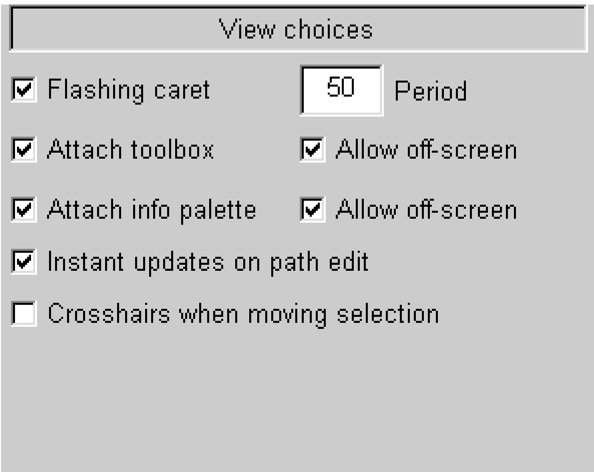
Period in the time in centi-seconds that the flashing caret is switched on/switched off.

Attach Toolbox

If **Attach toolbox** is selected, the toolbox is attached to the document window *(see 2.6)*. If the document window is moved, the toolbox moves with it.

If **Attach toolbox** is not selected, the toolbox becomes attached to the screen and doesn't move with the document window. If the choices are saved, the position of the detached toolbox is also saved.

If **Allow off-screen** is selected, the toolbox can move off screen, for example when the window is expanded to fill the screen. This may be useful on a multi-monitor system.



☑ Flashing caret 50 Period

☑ Attach toolbox ☑ Allow off-screen

☑ Attach info palette ☑ Allow off-screen

☑ Instant updates on path edit

☐ Crosshairs when moving selection

Fig. 15.6 - View choices.

Attach Info Palette

If **Attach info palette** is selected, the info palette is attached to the document window *(see 2.7)*. If the document window is moved, the info palette moves with it.

If **Attach info palette** is not selected, the info palette becomes attached to the screen and doesn't move with the document window. If the choices are saved, the position of the detached info palette is also saved.

If **Allow off-screen** is selected, the info palette can move off screen for example when the window is expanded to fill the screen. This may be useful on a multi-monitor system.

Instant Updates on Path Edit

If **Instant updates on path edit** is selected, surrounding text is continually updated as paths are edited in Path Edit Mode *(see 8.11).*

If **Instant updates on path edit** is not selected, surrounding text is not updated until Path Edit Mode is exited. This may be useful if path editing becomes very slow due to the text reflows.

Crosshairs when moving selection

If this option is selected large crosshairs will be displayed whilst objects are being moved.

15.7 Text Choices

Menu➪Misc➪Choices➪Text

Text choices are associated with text editing, text styles and text frames *(fig. 15.7)*.

Single Shift Font

Single Shift Font specifies the font used by the single shift font facility *(see 3.2)*.

Text Frame Inset

Text frame inset is the default inset used by text frames *(see 9.2)*. If you don't want text frames to have an inset by default, set this value to 0.

Rename Styles

Rename styles controls what happens when text containing defined styles is transferred to another document containing the same style names, but with different attributes.

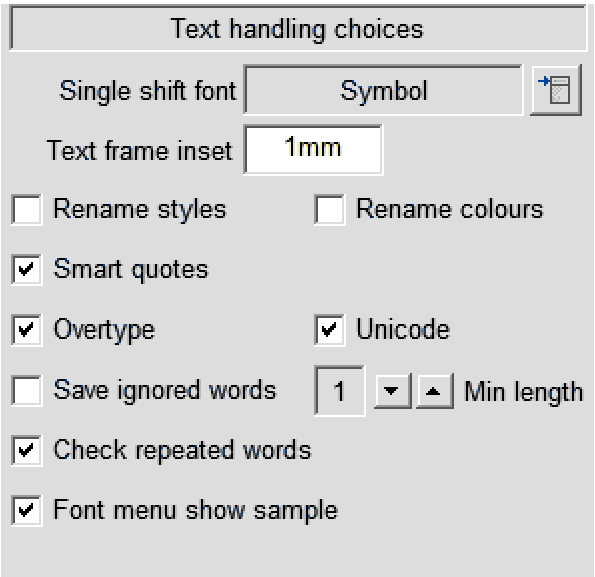
If **Rename styles** is selected, a clashing style name in the transferred text is renamed by adding a number to the end of the name.

If Rename styles is not selected, a clashing style name in the transferred text is discarded, and the style in the destination document is used.

Rename Colours

Rename colours controls what happens when text containing defined colours is transferred to another document containing the same colour names, but with different colours.

If **Rename colours** is selected, colours names are renamed, otherwise they are discarded (operation is the same as **Rename styles** above).



Text handling choices

Single shift font: Symbol

Text frame inset: 1mm

☐ Rename styles ☐ Rename colours

☑ Smart quotes

☑ Overtype ☑ Unicode

☐ Save ignored words 1 Min length

☑ Check repeated words

☑ Font menu show sample

Fig. 15.7 - Text choices.

Smart Quotes

If **Smart quotes** is selected, plain quotation marks in imported text are converted to fancy quotes *(see 3.3)*, otherwise they remain unchanged.

Overtype

Overtype controls what happens when you type while there is some text selected *(see 3.6)*.

If **Overtype** is selected, the selected text is deleted and replaced by the typed text.

If **Overtype** is not selected, the selected text is deselected and the typed text is inserted before it.

Unicode

This determines if ***Ovation Pro*** uses the Windows font manager in Unicode mode. Generally it should be selected. Some of the standard ***Ovation Pro*** characters can not be displayed without Unicode. However Unicode support is poor in the Windows 95, 98 and ME series, and you may find turning off Unicode is necessary. Windows NT, 2000, XP and later have proper Unicode support.

Save Ignored Words

If **Save ignored words** is selected, the dictionary of ignored words generated by the spelling checker `!Ignore`, is saved with the document whenever it is saved. This means that when the document is re-loaded, previously ignored words are ignored when the document is spellchecked.

If **Save ignored words** is not selected, the dictionary of ignored words is not saved with the document.

Min length

Min length sets the minimum length of words which will be spell checked.

Check repeated word

If **Check repeated words** is selected the spelling checker will report repeated words, e.g. the the.

Font menu show sample

If this is selected a sample of the currently highlighted font will be shown whilst the font menu is open. Holding down **Shift** when the font menu is open temporarily reverses this setting. For example if you don’t have this option selected you can press **Shift** to see a font sample.

15.8 Picture Choices

Menu➪Misc➪Choices➪Picture

Picture choices are associated with picture handling *(fig. 15.8)*.

Picture Frame Inset

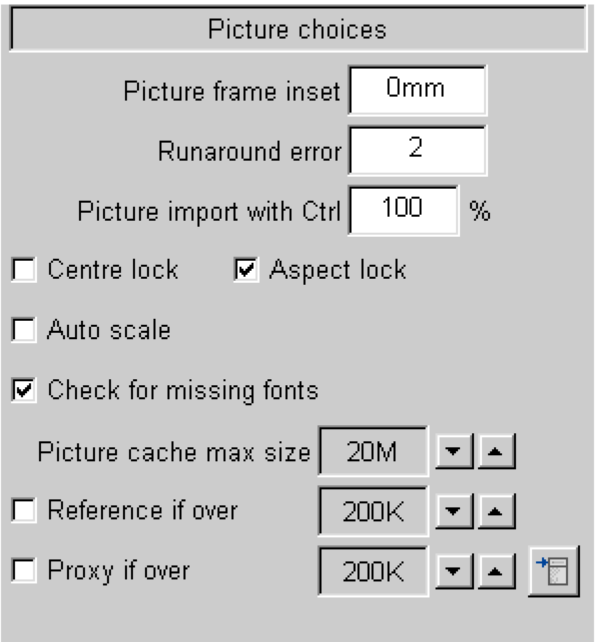
Picture frame inset is the default inset used by picture frames *(see 9.3)*.

Runaround Error

Runaround error controls how accurately ***Ovation Pro*** traces the picture when using **Picture runaround** *(see 9.7)*. The value entered is the average error for each pixel traced. Smaller values will give more accurately traced pictures, although the trace will then take longer to complete.

Picture Import with Ctrl

If you import a picture into a picture frame while pressing Ctrl, the picture is imported at a pre-defined scale *(see 10.1)*. **Picture import with Ctrl** specifies that scale. So, for example, if you want to ensure that imported pictures are always scaled to 75% of their original size, set **Picture import with Ctrl** to 75%.



Picture choices

Picture frame inset 0mm

Runaround error 2

Picture import with Ctrl 100 %

☐ Centre lock ☑ Aspect lock

☐ Auto scale

☑ Check for missing fonts

Picture cache max size 20M

☐ Reference if over 200K

☐ Proxy if over 200K

Fig. 15.8 - Picture choices.

Centre Lock

If **Centre lock** is selected, the **Centre lock** option in the **Modify picture** dialogue box will be selected by default *(see 10.7)*.

Aspect Lock

If **Aspect lock** is selected, the **Aspect lock** option in the **Modify picture** dialogue box will be selected by default *(see 10.7)*.

Auto Scale

If **Auto scale** is selected, the **Auto scale** option in the **Modify picture** dialogue box will be selected by default *(see 10.7)*.

Picture Cache Max size

Reference if over

Proxy if over

These choices are explained in *10.11*.

Check for Missing Fonts

This button in the Picture choices window allows you to specify that a check will be made for missing fonts in graphics.

If any fonts are missing a warning will be given during loading. As with missing fonts in text, ***Ovation Pro*** generates ‘events’ which may be used to tell a font manager to find and load the needed fonts. If you have such a font manager already set up then fonts in pictures will now work with it too.

There is a potential catch with this feature and referenced pictures, to check the fonts used, the graphics have to be loaded, so if you had a document with many large referenced images loading it might take a long time.

Fonts which are missing are substituted. So text will appear but not in the correct font.

15.9 Line Choices

Menu➪Misc➪Choices➪Line

Line choices are associated with line drawing *(fig. 15.9)*.

Default Line Width

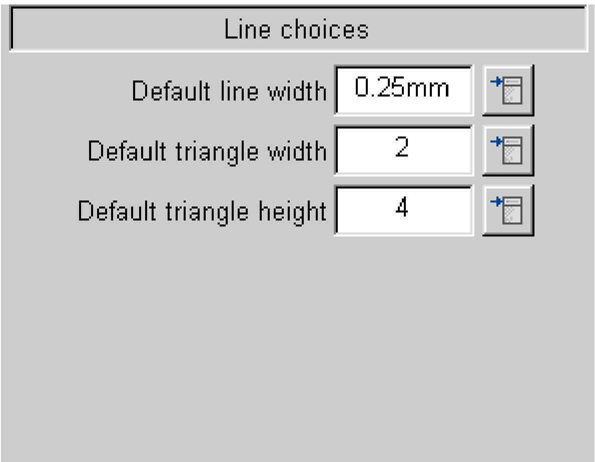
Default line width sets the default width for all lines drawn in ***Ovation Pro***. Choose a predefined width from the menu, or enter your own value in the field at the bottom of the menu *(see 9.4)*.

Default Triangle Width

Default triangle width is the default width of the triangle for lines with arrowheads. Choose a predefined width from the menu, or enter your own value in the field at the bottom of the menu. The width is specified as a multiple of the line width *(see 9.4)*.

Default Triangle Height

Default triangle height is the default height of the triangle for lines with arrowheads. Choose a predefined height from the menu, or enter your own value in the field at the bottom of the menu. The height is specified as a multiple of the line width *(see 9.4)*.



Line choices

Default line width 0.25mm

Default triangle width 2

Default triangle height 4

Fig. 15.9 - Line choices.

15.10 Colour Correction Choices

Menu➪Misc➪Choices➪Colour

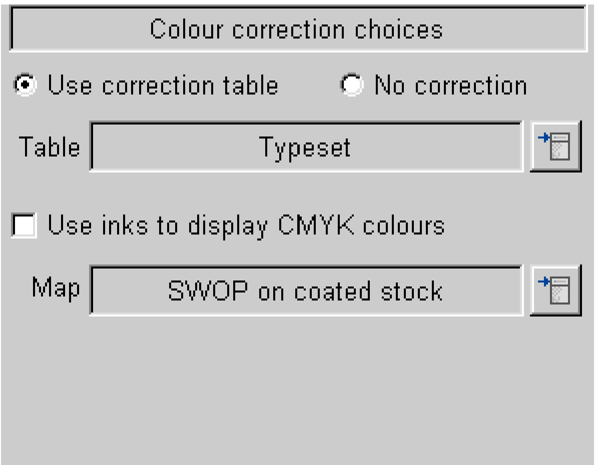
In general the colours one sees on screen are not the same as the colours output by a printer. When printing RGB (and equivalent HSV) colours must be converted to CMYK colours. For use on screen CMYK colours must be converted to RGB.

The conversion from RGB to CMYK is done using *colour correction tables.*

Colour correction choices lets you select whether this colour correction should take place or not and which table will be used.

Use inks to display CMYK colours is used to give a more realistic display of CMYK colours on screen.

See 13.5 for a full discussion.



Colour correction choices

● Use correction table ○ No correction

Table Typeset

☐ Use inks to display CMYK colours

Map SWOP on coated stock

Fig. 15.10 - Colour correction choices.

15.11 Document Preferences

Menu➪Misc➪Preferences… Ctrl+Shift+P

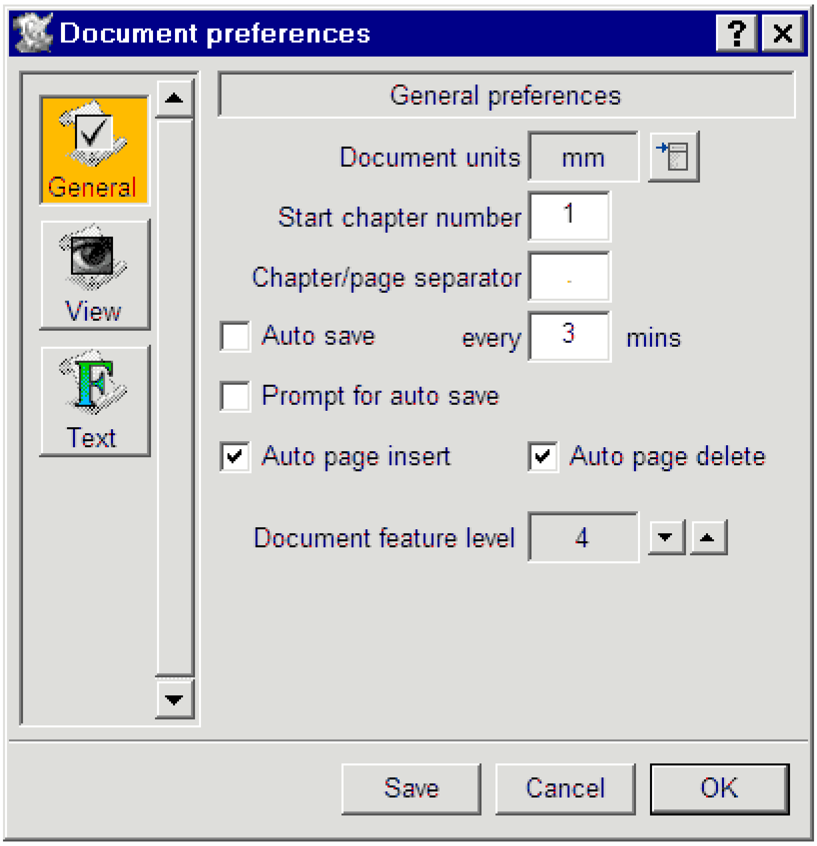
Choose **Misc➪Preferences** to open a dialogue box that allows ***Ovation Pro*** document preferences to be configured *(fig. 15.11)*.

Preferences are attached to documents, so you may have different settings for different documents. When a document is saved, its preferences are saved with it.

There are three categories of preferences: **General**, **View** and **Text**. Click on the appropriate icon in the scrolling pane at the left of the dialogue box, to display all the associated Preferences. The Preferences are described on the following pages of this user guide.

Once you are happy with the preferences, click on **OK** to apply them to the current document.

Alternatively, click on **Save** to apply the preferences and save them so that they will be used by default each time a new document is opened. You will be prompted for confirmation before the old preferences are overwritten.



General preferences

Document units mm

Start chapter number 1

Chapter/page separator -

☐ Auto save every 3 mins

☐ Prompt for auto save

☑ Auto page insert ☑ Auto page delete

Document feature level 4

*Fig. 15.11 - The **Preferences** dialogue box.*

15.12 General Preferences

Menu➪Misc➪Preferences…➪General
Ctrl+Shift+P

General preferences are associated with the general setup of the document *(fig. 15.12)*.

Document Units

Document units specifies the default units for the document. You may choose millimetres (mm), inches (in) or points (pt) from the menu *(fig. 15.13)*. The chosen units are used whenever a measurement is entered into a dialogue box or menu. They are also used for the page rulers and tab ruler.

Start Chapter Number

Start chapter number is the chapter number for the first chapter in the document. If you split a document into a number of separate files, you may need to use this option to ensure that each section starts with the correct chapter number.

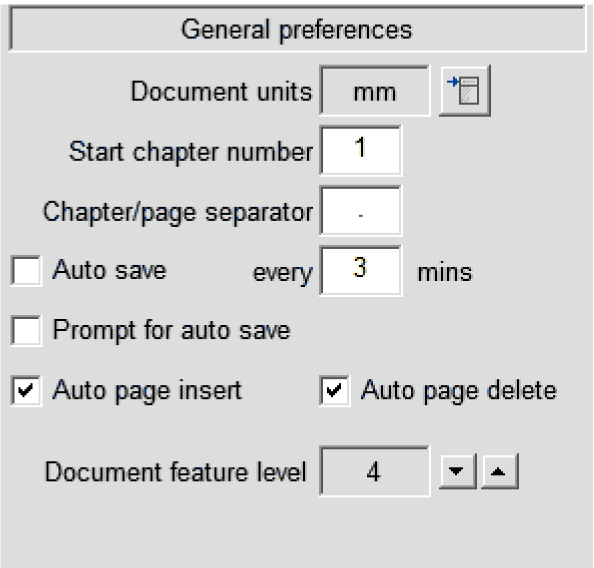
Chapter/Page Separator

Chapter/page separator is the character used to separate the chapter number and page number. This is used for example in automatic paragraph numbering *(see 5.8)*.

Auto Save

If **Auto save** is selected, the document will be automatically saved at the interval specified.

If **Prompt for auto saved** is not selected, the document will be saved without any user intervention required, except the first time that the document is saved after loading. You must then confirm that you want to save the document under the same name or you can save it under a new name.



General preferences

Document units: mm

Start chapter number: 1

Chapter/page separator: .

☐ Auto save every 3 mins

☐ Prompt for auto save

☑ Auto page insert ☑ Auto page delete

Document feature level: 4

Fig. 15.12 - General preferences.

If **Prompt for auto save** is selected, the normal **Save** window will be displayed before the document is saved. Click on **OK** to save the document, or click outside the **Save** window to cancel.

Auto save does not operate if the document has never been saved, or if it has not been modified since it was last saved.

Autosave also only takes place if at least 10 seconds have elapsed since the last keystroke, otherwise it is postponed by 10 seconds. This prevents a burst of typing ending up in the **Save** window.

Auto Page Insert/Delete

These control the automatic insertion of pages when the text in an auto linked text frame chain overflows the last frame and deletion when there isn't enough text to fill it.

This feature will be useful if you want a document which is a fixed number of pages long and don't want it to keep changing in size as you work on it.

Another consequence is that with auto page insertion and deletion turned off, the insert and delete page entries on the page menu will do exactly what you tell them *(see 11.8)*. So if you insert a page the document is guaranteed to end up one page longer - because there will be no auto page deletion of any excess page after the insertion.

Document feature level

The higher the feature level the greater functionality the document supports. For example feature level 5 or higher allows Unicode characters to be used in documents. However older versions of ***Ovation Pro*** may not load documents with feature levels higher than 4. You can reduce the feature level if you want to produce a document that will work on an old version of ***Ovation Pro***.

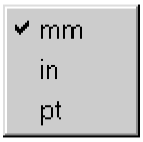


*Fig. 15.13 - The **Units** menu.*

15.13 View Preferences

Menu➪Misc➪Preferences…➪View
Ctrl+Shift+P

View preferences are associated with the way the document looks on the screen *(fig. 15.14)*.

Pasteboard Width

This is the width of pasteboard added to each side of each page. The width of the pasteboard above and below each page is fixed at 10mm.

This option does not enable the pasteboard, which is done using an option on the **View➪Options** dialogue box *(see 7.3)*.

Menu➪View➪Options➪ Ctrl+Shift+O

Ruler Origin X/Y

The ruler origin is normally at X = 0, Y = 0 i.e. in the top left corner of the page. You may change the ruler origin by modifying these values. All object coordinates in ***Ovation Pro*** are measured from the ruler origin.

Snap to Ruler Guidelines

If this option is selected, the edges of objects that are moved or resized will snap to ruler guidelines *(see 8.4)*.

This option is automatically disabled if grid lock is selected.

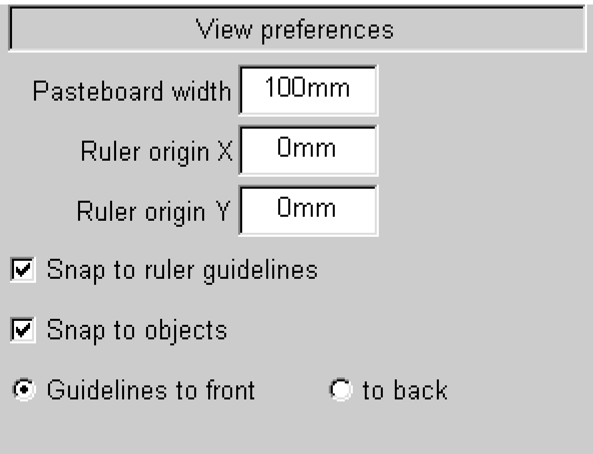
Snap to Objects

If this option is selected, the edges of objects that are moved or resized will snap to the edges of other objects *(see 8.4)*.

This option is automatically disabled if grid lock is selected.

Guidelines to Front/Back

This option determines whether ruler guidelines are drawn in front of all objects or behind all objects *(see 8.4)*.



Pasteboard width 100mm
Ruler origin X 0mm
Ruler origin Y 0mm
☑ Snap to ruler guidelines
☑ Snap to objects
● Guidelines to front ○ to back

Fig. 15.14 - View preferences.

15.14 Text Preferences

Menu➪Misc➪Preferences…➪Text
Ctrl+Shift+P

Text preferences are associated with text styles and formatting *(fig. 15.15)*.

Baseline Grid Spacing

This specifies the spacing of the baseline grid *(see 5.4)*.

Baseline Grid Origin

This specifies the origin of the baseline grid, measured from the top of the page *(see 5.4)*.

Superscript Size

This specifies the superscript size, as a percentage of the normal character size *(see 4.4)*.

Subscript Size

This specifies the subscript size, as a percentage of the normal character size *(see 4.4)*.

Small Caps Size

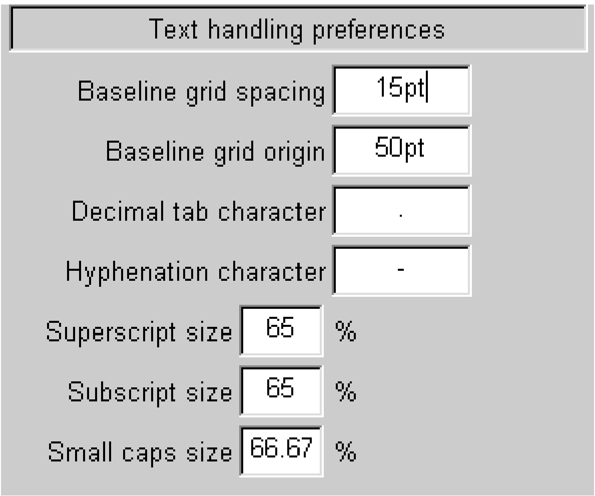
This specifies the size of small caps, as a percentage of the normal character size *(see 4.6)*.

Decimal Tab Character

This option specifies up to three characters that are aligned to decimal tabs *(see 5.5)*.

Hyphenation Character

This allows you to enter up to three characters that will be used for hyphenation. If the icon is left blank the default '-' character will be used. Words are broken at this character if they won't fit on a line.



Text handling preferences

Baseline grid spacing 15pt

Baseline grid origin 50pt

Decimal tab character .

Hyphenation character -

Superscript size 65 %

Subscript size 65 %

Small caps size 66.67 %

Fig. 15.15 - Text preferences.