

Chapter 7

Menu Function

7.1 File Menu

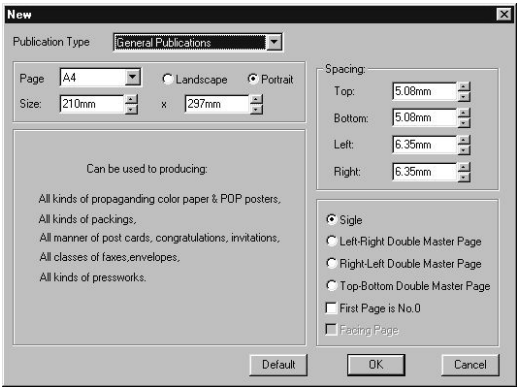
File Menu provides the functional commands of New File, New File with Mould Plate, Load and Save etc.

■ **New File (Ctrl+N)**

To create a new file window for editing file.

By selecting this command, the following types of file can be created: General Publications, Books and Periodicals, Newspapers and Calling Cards.

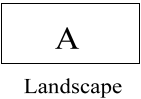
□ **Creating General Publications**



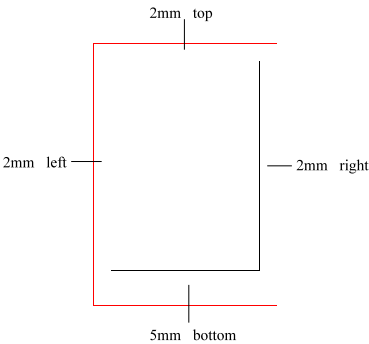
Paper Including Default Settings(A Series, B Series, LETTER, LEGAL) and Custom Settings.

Landscape, Portrait This option is used to select that the top of the page is whether the short edge or the long edge of the paper.

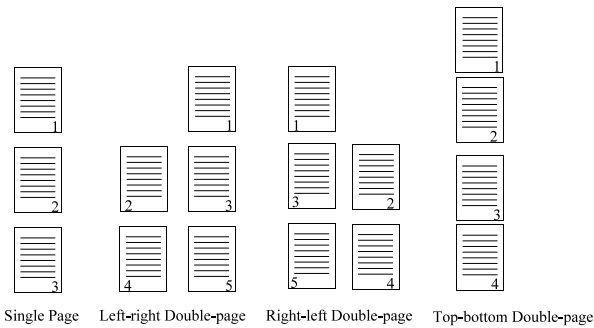
Size This option is used to select Default Settings or Custom Settings.



Spacing The empty spaces at edges of each page.

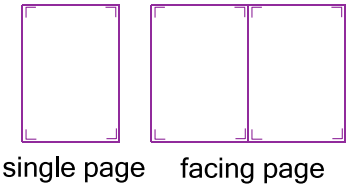


Types of Single Page, Left-right Orientation Double-page, Right-left Orientation Double-page and Top-bottom Orientation Double-page are shown below.



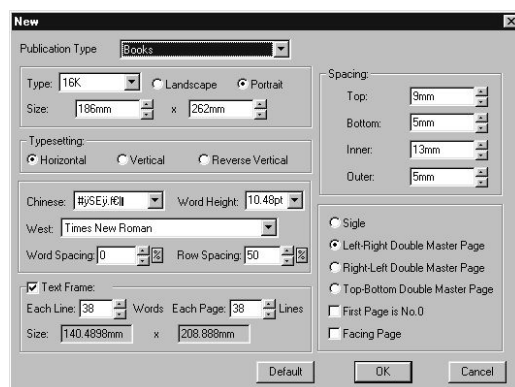
First Page is No. 0 Set page number " 0" on first page.

Facing Page When double-page displaying option is selected, the paired odd and even pages will be displayed from second page.



Default When this option is selected, all parameters inside the dialogue box are the default settings defined by the system.

☐ **Creating Books**



Type This option includes many standard paper sizes, such as A4 manuscript, 16K book etc.

Typesetting This option is used to select the orientation of text inside the frame. Three options of horizontal-orientation, vertical-orientation and reversed vertical-orientation are provided.

Horizontal Orients text horizontally in frame.

Vertical Orients text vertically in frame bottom-to-top.

Reversed Vertical ... Orients text vertically in frame top-to-bottom.

Chinese, West ... To select font of Chinese or English in frame.

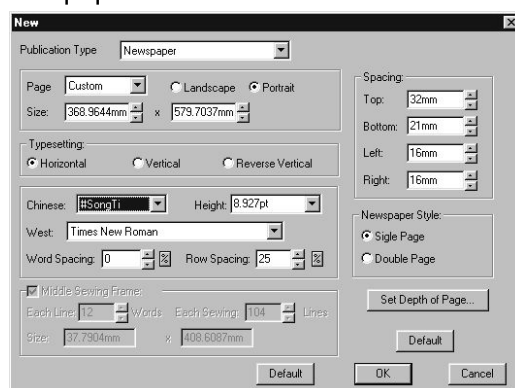
Word Height To setup height of word in frame.

Word Spacing To setup space between words in frame.

Row Space To setup space between lines in frame

Text Frame To create a frame for entering text. The size of the frame can be defined either by numbers of words or lines to be confined into the frame or by dimensions of the frame.

Creating Newspaper



Newspaper Style Two newspaper layouts of single page and double-page are available.

Middle Sewing Frame Under Double-page layout option, a column will be created on the folding line of newspaper if this function is selected. The size of the col-

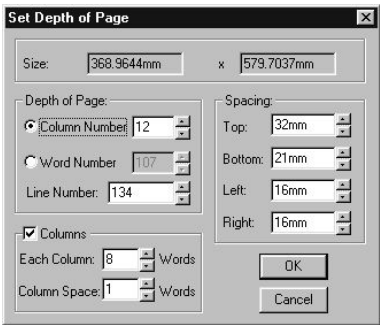
umn will be defined either by the number of words or lines confined in the column or by dimensions of the column.

Each Line..... To setup the number of words in each line inside the column on the folding line of newspaper.

Each Sewing To setup the number of lines in each column on the folding line of newspaper.

Size To setup the size of the column on the folding line of newspaper.

Set Depth of Page··· By Clicking this function button, a dialogue box will be displayed on screen through which various parameters can be setup.



Size..... Setup page size according to the needs.

Depth of Page Parameters about the page layout, such as number of columns, words per line and lines per column can be setup here.

Column Number..... Number of Columns can be setup here.

Note *This option can only be activated, after the [Sub-column] button has been pressed.*

Word Number..... To setup number of words in each line. The figures can be entered directly into the text box.

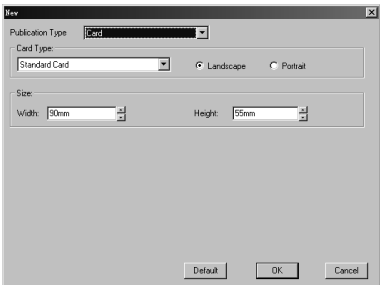
Line Number To setup number of lines in each page.

Columns To setup number of words in each column and the space between columns.

Spacing To setup margins on top, bottom, right and left of the page.

Note *Only the standard version or above can provide the function of Creating Newspaper File.*

☐ **Creating Business Card**



- Card Type** Providing two styles, portrait and landscape.
- Size** To setup height and width of calling card.

■ New from Template

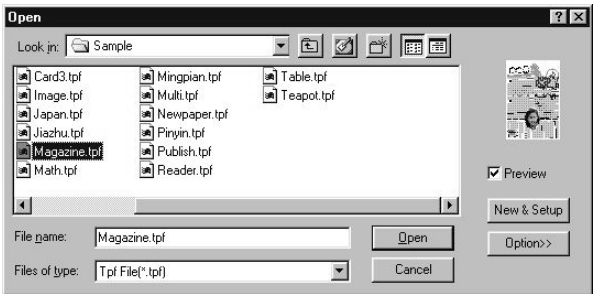
To create a new file guided by a template.

The system provides many types of templates, such as Poster, Certificate, Postcard, Calling Card, Envelope and Letter etc.

Hint *For entering new content into template: Left click the text box where new content should be entered, then input the new content into the text box.*

■ Open (Ctrl+O)

To load the existing file.



- Open**..... To open a selected file.
- New & Setup** Create a new file with the template used by original file.
- Files of type** The system can open files of Maintop TPF format as well as WORD *.doc format.
- Preview**..... If file contains picture, the content on first page will be displayed on preview window when this function is selected.
- Option** Click Option button, information about the file, such as file summary, file creating time, file size and the last file editing time etc will be displayed on screen.

Note *If the selected file is classified, the file would never be opened until the correct password is entered.*

■ Close

Close the current file.

Hint *"File has been modified, save it?" dialog box appears when you close the modified file without saving.*

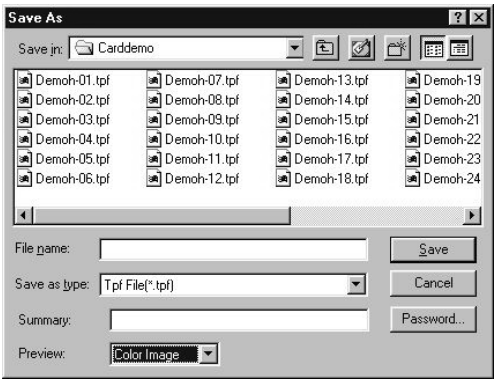
■ Save(Ctrl+S)

Save the current file.

Hint *If the current file is a new file, Save as dialog box appears. It is needed to enter the filename and path to save.*

■ Save As

If the current file is untitled,you can name it and save it;if the file already has a filename, you can save it into a different directory with a new name;if the file is an untitled new file,the corresponding dialog box appears after select Save.

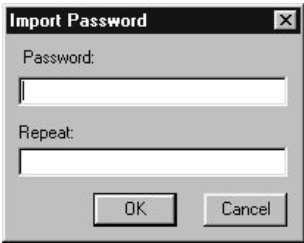


File Name Enter the filename if you save it as a new file; select the filename directly in the filename list box if you want to replace an old file.

Save as type Select a directory that the file will be saved as one of the types.

Summary The related explanation to the file.

Password Select this item, the following dialog box appears. You can add the password for the file.

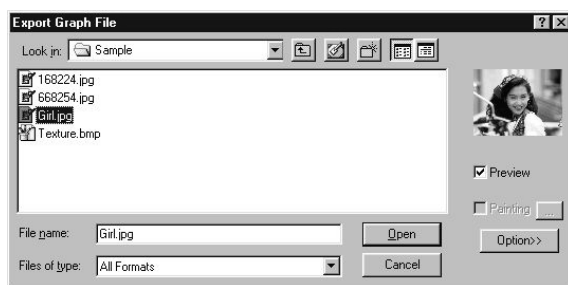


Note *When entering Password, the fore-and-aft entering must be the same otherwise the system will treat it as invalid.*

Preview If you select not save, you cannot preview when editing; If you select black & white, gray or color image, you can preview the first page of file before opening.

■ Import Picture (Ctrl+I)

To load various kinds of pictures or GMF file of MainTop.

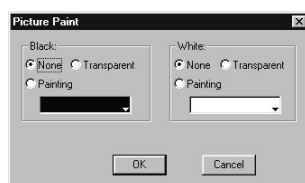


Files of Type..... File types that can be imported. It is the following kinds: TIF, JPG, BMP, PCX, GIF, TGA, EPS, DCS, PLT, ADI, AI, SVG, WMF, EMF, DXF and MainTop Graphic Meta GMF, etc.

Hint *MainTop support *. AI file of AI7.0 version or above ; although it does not support the grid of AI8.0 version but the file of AI8.0 version can be saved as AI7.0 version file for changing the grid into picture form.*

Preview..... Select this item, and the selected file will display in dialog.

Painting If the colour of the selected picture is black and white, the picture can be painted with different colours.



None Do not change the black and white parts of the picture.

Transparent To provide the black part or white part of the picture with transparent effect (Only available for black and white picture).

Painting To paint the black or white part of picture with different colours. The needed colour can be selected from the colour list below, when this function is activated.

Option The item shows the related information of the selected file such as created time, size, color, resolution and object size.


Hint *While loading a picture, if there is no frame being focused, the picture will be displayed on the centre part of page in its original size; if there is a focused frame on page, a message will be displayed on screen asking whether put the picture into the focused frame or into a new column.*

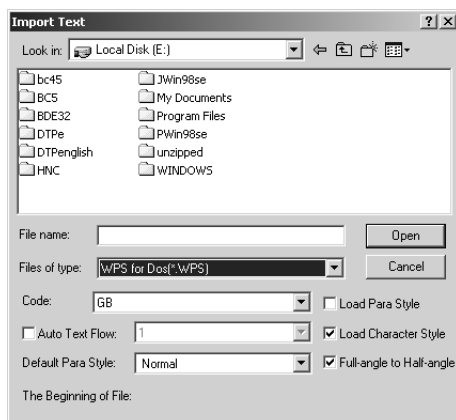
Hint *When loading a vector drawing, if a non-text box (including picture column and empty column) is pre-selected, the vector can not be edited, otherwise the profile of the vector drawing will be loaded in, and the vector can be edited then.*

Hint *According to the different attribute settings, the picture can be loaded into the column in its original size or be zoomed according to the size of the column. When the coloured picture is loaded, the system will create a preview image automatically, and when this picture is reused, the renewal speed will be very high.*

■ Import Text (Ctrl+T)

To load text file into column.

When loading a text file, if there is a focused column, the text will be loaded into the focused column, otherwise the cursor  will be displayed on screen. Under this situation, you can create a column by dragging the cursor to confine the text. You can also click the left button at the position where the text will be put on. After left-clicking the button, a 「**Frame Size**」 dialogue box will be displayed on screen, then you can enter the required size figures into the box.



Files of Type To load file type.

Pure Text After the file is imported, the new line with a length of 1K is set by paragraph separator; others by line separator.

Text with Format ... After the file is imported, each line is ended with paragraph separator.

Rich Text Format ... MainTop can automatically turn some Style commands in RTF file into MainTop style. Other commands will be ignored such as object frame, page style, etc.

WPS After the pure text format file of WPS is imported, it displays as the set style.

MS-Word6/7/8 (*.DOC) For selecting options of 「**Load Paragraph Format**」 and 「**Load Word Format**」 to load file of *.DOC format with its original word and paragraph format.

Hypertext Makeup Language (HTML) For loading file of HTML format with its original word and paragraph format, but ignoring the picture column and page format.

BD Composition Language For loading file of BD Makeup Language by changing its composition commands into the commands of MainTop Composition Language.

Hint

When it is to enter text into a column containing text, the system will inquire whether over-

write the existing text. If it is going to overwrite the existing text, the system will clean out the original text and then load the new content. If it is not going to overwrite the existing text, the system will add the new text at the end of the existing text.

Code..... The coding method of importing text files in a frame is seven kinds:

- GB** National standard code on the mainland.
- BIG5** Code of Taiwan.
- JIS** Code of Japan.
- KSC** Code of Korea.
- ANSI** American National Standards Institute.
- Unicode** The Unicode Standard.
- CUCF**..... Unicode varied code of MainTop itself(for DBCS structure), English is still represented by single character.

Auto Text Flow ... After you select this item, the system will automatically add new pages and go to the last page according to the text file's length when you import a text file in the frame.

Default Para Style To select default paragraph format.

Load Para Style ... Keep para style in text file.

Load Char Style ... Keep character style add in text file.

■ **Remove Picture**

Remove the object in a frame.

Hint When you want to remove a picture, the box"*sure to delete picture in frame?*" will appear. Next when you click *yes*, it will delete pictures in the frame.

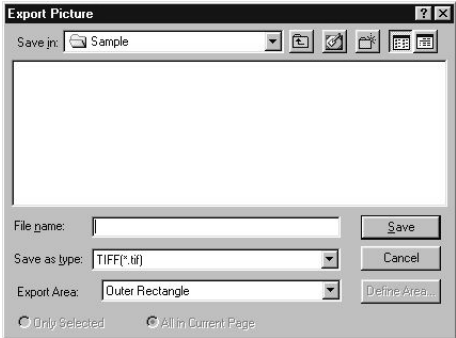
■ **Remove Text**

Remove the content of a text in the selected frame.

Hint Suppose the frame is in a list. The texts in frames of the same list will also be deleted when removing text.

■ **Export Picture (Ctrl+E)**

Save the selected object or all objects in windows as a picture.



Save as type Types of saved files are of the following kinds: TIF, PCX, DCS, EPS, GMF, etc.

Only Selected Only save the selected objects.

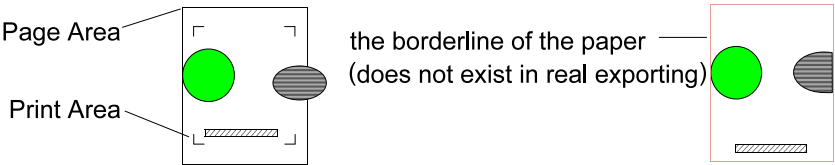
All in Current Page Save all objects in the page.

Export Area Types of export area are of the following four kinds: Page area, Print area, Outer Rectangle and Custom.

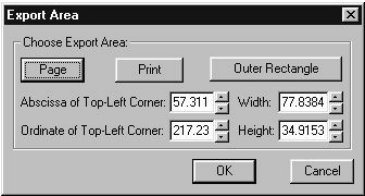
Page Area Export all object in paper area and the runover will be removed.

Print Area Export the graphic in print area and the runover will be removed.

Outer Rectangle Export the part inside the outer rectangle frame in the selected objects.



Custom..... Select **Custom** and the following dialog box pops up:



Page Coordinates of the top left serves as the top left of the paper.

Print..... Coordinates of the top left serves as the top left of the Print Area.

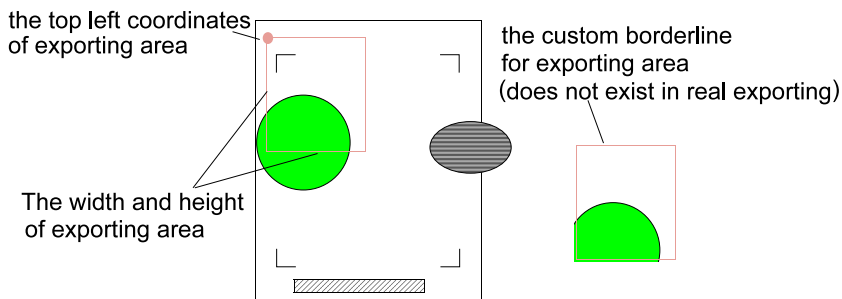
Outer Rectangle Coordinates of the top left serves as the top left of the Outer Rectangle.

X: Horizontal coordinates of the top left in the exporting area.

Y: Vertical coordinates of the top left in the exporting area.

Width Width of the exporting area.

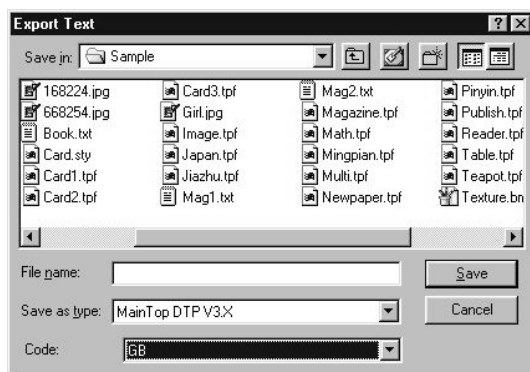
Height Height of the exporting area.



Note Only the standard version or above has this Save as Picture Format function.

■ Export Text(Ctrl+R)

Save the content in the frame list into a text file.



Save as type..... Types for saving files.It can be saved as MainTop V3.X format, pure text and text with format.

Code..... Select code of the text when saving text files.

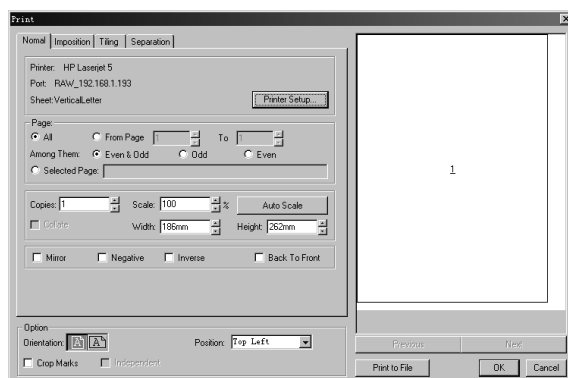
■ Print (Ctrl+P)

To print out a prepared file.

MainTop system provides 4 printing modes: Normal, Imposition, Tiling and Separation.

☐ Normal

After the 「**Print**」 option is selected from file menu, a normal printing dialogue box will be displayed on screen.



- Printer** To display the printer name and the connecting port.
- Sheet** To display the available paper sizes supported by the printer selected currently.
- Printer Setup** After this option is selected, the dialogue box of **Printer Setup** will be displayed on screen, and through which parameters about the printer can be modified.
- All** To print out the whole file.
- From page to page** To define the printing pages.
- Even & Odd** To print out all pages within the selected range.
- Odd** To print out odd number pages within the selected range.
- Even** To print out even number pages within the selected range.
- Selected Page** To print the content of the defined page numbers. Enter the page numbers into the box and divide them by commas. For entering continuous page numbers, dash mark "-" can be used between the start page number and the end page number. For example, if pages numbered 2, 5, 8, 11, 12, 13 and 15 are going to be printed, you can input numbers in form of 2,5,8,11-13,15.
- Copies** Enter number of copies required.
- Scale** To setup zooming rate for the printing copies. If the rate is less than 100%, the page size will be reduced; if the rate is bigger than 100%, the page size will be magnified.
- Auto Scale** The system will automatically zoom the size of file page according to the size of the printing paper used currently, if this option is selected.
- Collate** The printer will print the copies of document in proper binding order set by set, if this option is selected.
- Width & Height** ... Auto-calculate the scale according to the width and height when printing a file.
- Mirror** Print out the mirror image of the document.

Note *[Mirror] option can only be selected for the printers contained in the system.*

- Negative** To print out the negative image of the document.
- Inverse** To rotate the sheet of 180 degrees.

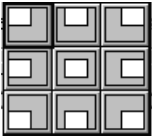
Back to Front To print out the file from the end page to the start page.

Print Preview WindowTo preview the printing page through this window.

Option To setup other parameters for printing file.

Orientation..... Two types: portrait and landscape.

Position To setup page position on the printing paper. If **Position** button is clicked, a position selecting box will be displayed as follows.



Hint Each small grid stands for a different position of the printing paper the file page setting on. The grids in first line from left to right stand for left-top, centre-top and right-top; the grids in the second line from left to right stand for left-middle, centre-middle and right-middle; the grids in the third line from left to right stand for left-bottom, centre-bottom and right-bottom.

Note If cut-line is required, the size of the printing paper must be bigger than the size of the file page, otherwise the cut-line and other information about the file could not be printed out.

Independent This option can only be selected, under the printing mode of imposition. If this option is selected, the cut-line will be printed out on every printing plate.

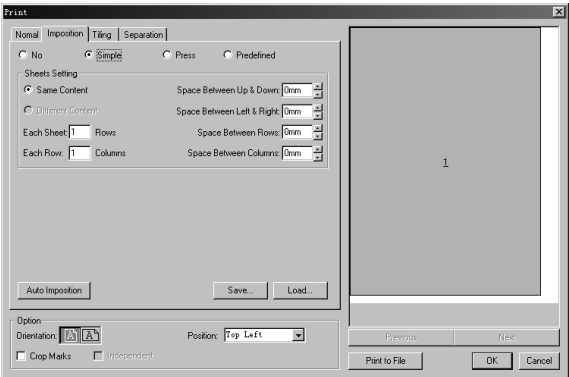
Hint If the mode of "Facing Page" is selected, the system will print out the content of other page, otherwise the content on other page will not be printed out.

☐ **Imposition**

This option can be used when several small sized pages are going to be printed out onto one paper.

☐ **Simple**

When the option of Simple is selected, the margins on the top and bottom would be same, and the margins on the left and right would be same. And the spaces between lines are also same. After this option is selected, the following dialogue box will be displayed on screen.



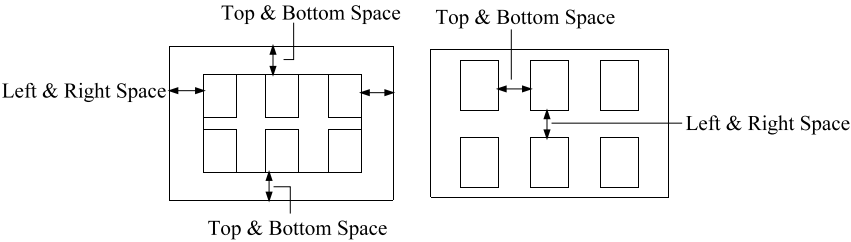
Sheet Setting Page layout settings under the printing mode of page-combina-

tion.

Same Content Multi-pages of same contents to be combined into one printing page.

Different Content ... Multi-pages of different contents to be combined into one printing page.

Each Sheet, Each Row To enter numbers of line and numbers of column on each printing page.



Space Between Up & Down The space between the first row and the top of sheet and the space between the last row and the bottom of sheet.

Space Between Left & Right The space between the first column and the left edge and the space between the last column and the right edge in each sheet.

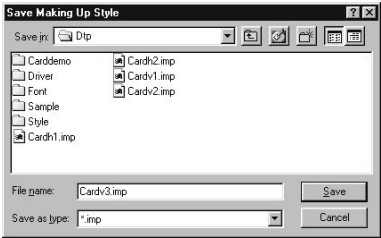
Space Between Rows The distance between the pages in a row.

Space Between Colmns The distance between the pages in a column.

Hint *Same picture with different colours can be printed onto one printing page under Simple Page-combination option.*

Auto Imposition ... If this option is selected, the system will automatically combine the pages together according to the sizes of document pages and printing page.

Save When this option is selected, the following dialogue box will be displayed on screen.

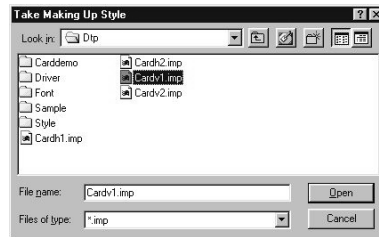


File Name..... To setup a file name under which the settings of page-combination will be saved.

Save as type..... To define the file type with which the settings of page-combination will be saved.

Hint *The saved settings of page-combination can be used repeatedly.*

Load When this option is selected, the following dialogue box will be displayed on screen.

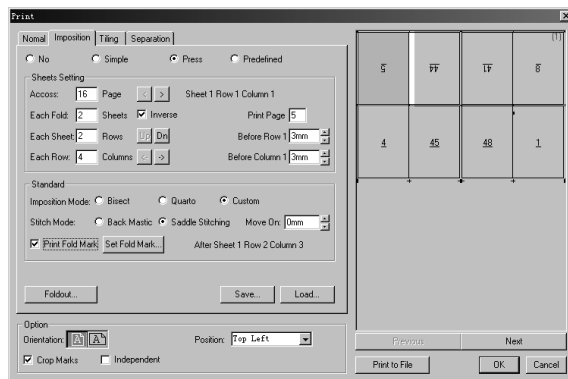


File Name File name of the settings of page-combination.

Files of Type Type of the file to be combined.

 **Press**

When 「**Press**」 option is selected, the following dialogue box will be displayed on screen.



Sheets Setting To setup parameters about page layout.

Across..... The number of pages contained in each fold. By pressing the 「<」, 「>」 button, certain lines and columns can be located according to the requirements. 「**Print N Page**」 option will be used to decide which page is going to be printed.

Each Fold N Sheets This option is used to setup numbers of Printing Plates contained in each fold. When 「**Inverse**」 option is selected, the printer will print out file back forward.

Each Sheet N Rows, Each Row N Column This option is used to setup numbers of line and column in each printing plate.

Hint You can single click the button of the option of Space between Lines or Columns to setup these parameters directly.

Hint If colour-splitting image option of the page-combination printing type is selected, the page number to be selected for printing should be its original number, but its colour-splitting images will be printed respectively.

Standard If this option is selected the Standard Page-combination plate will be adopted.

Imposition Mode... There are three types, Bisect, Quarto and Custom.

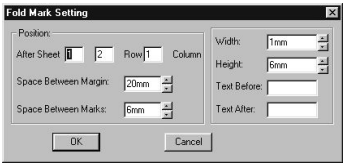
Stitch Mode This option is used to setup the binding type of the printed file. There are two types, Back Mastic and Saddle Stitching.

Saddle Stitching This option is used to setup page numbers of Saddles St-
tching through 「**Move on**」 box.

Print Fold Mark ... When the printing type of automatic page-combination is selec-
ted, the system will automatically setup the position of folding mark. When the printing
type of manual page-combination is selected, parameters about folding can be setup
manually through 「**Set Fold Mark**」 box.

Note *This function would not be activated, except the option of 「Crop Marks」 is selected.*

Set Fold Mark Select this item and the following dialog box appears:



After Sheet N Row N Column NSet the position of the fold Mark.

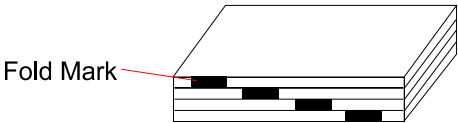
Note *The fold mark position is subject to its sheet, row and column. The values must be smaller than the actual values of the fold's page, row and column.*

Space Between MarginThe space between the fold mark and the top edge.

Space between MarksThe distance between fold marks of every sheet.

Note *Before setting a fold mark's space, you should estimate the height and space between fold marks according to the book height. If the height and space are too large, some folder's fol-
dmarks can not be printed .*

If set the fold mark space,you can find that fold marks are arranged as a trapezium when
piling up them.See the following object.



Note *When the space is set as 0, the fold mark is arranged vertically.*

Width..... Set the width of the fold mark.

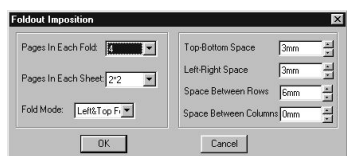
Height Set the height of the fold mark.

Text Before The text added before the fold mark.

Text After The text added after the mark.

Note *In order to distinct different books when printing several books at the same time, you can add
book names or some characteristic texts of the book before or after the mark.*

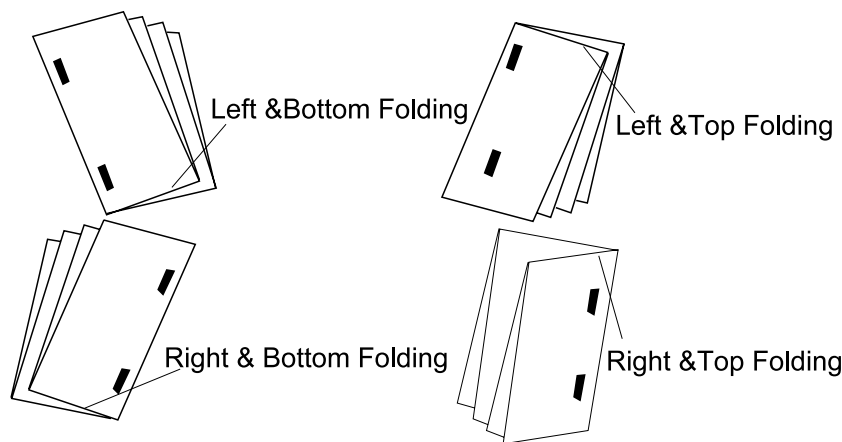
Foldout The following dialogue box will be displayed on screen when
Custom-defined page-combination option is selected.



Pages in Each Fold This option is used to setup numbers of page in each fold.
Pages in Each Sheet This option is used to setup numbers of lines and columns in each plate.

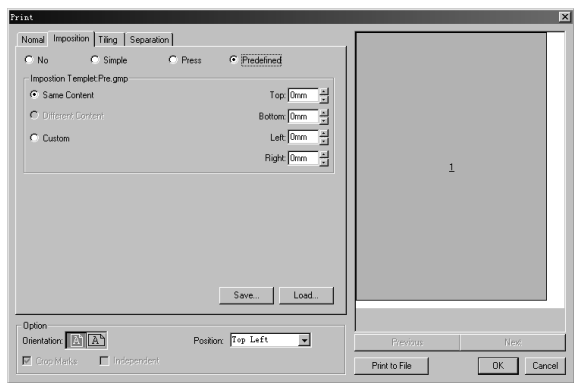
Note The maximum numbers of page in each fold is 256.

Fold Mode The folding method are the following four kinds.



☐ **Predefined**

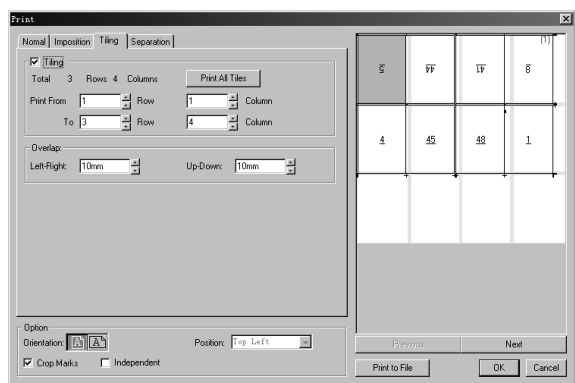
When 「**Predefined**」 option is selected, the following dialogue box will be displayed on screen.



Hint Select 「**Custom**」 to set the across pages, pages of each fold, back to front, fold mark etc.

☐ **Tiling**

When the size of file page is bigger than the size of printing paper, this option can be selected to print out the file content in each page separately. When 「**Tiling**」 option button is pressed , the following printing dialogue box will be displayed on screen.



Tiling This option is selected to print out file content of each page separately.

Note *The following functions can only be activated, if this option is selected.*

Print All Tiles Automatically print all tiles.

Print From Row N Column N to Row M ColumnM

Select the tiles want to print by the row number and column number.

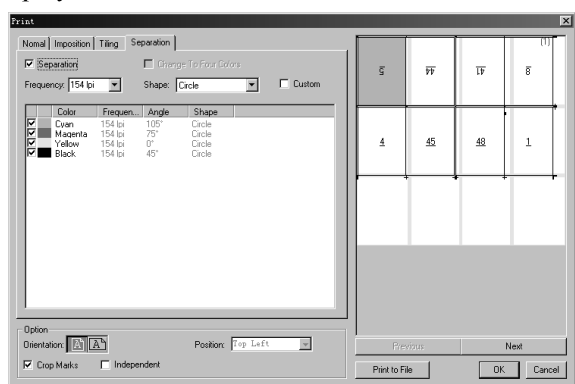
Overlap To setup overlap printing range between blocks.

Left-Right The range of the tile overlap in left-right direction.

Up-Down The range of the tile overlap in up-down direction.

☐ **Separation**

This option is used to define the file content that is going to be printed out in its colour splitting form. When 「**Separation**」 option is selected, the following dialogue box will be displayed on screen.



Separation To print out file with its colour splitting form.

Change to Four Colors When this option is selected, the system will exchange special colour with four-colours automatically.

Note *Only the standard version and above has this special colour function.*

Frequency All colour-splitting images are printed with same grid frequency. New frequency should be selected from or entered into this text box.

Shape To select the shape of grid. The system provides 5 types of grid, circle, line, ellipse, rectangle and triangle.

Note Only when the PS printer mode is selected, the 「Grid Type」 option is available.

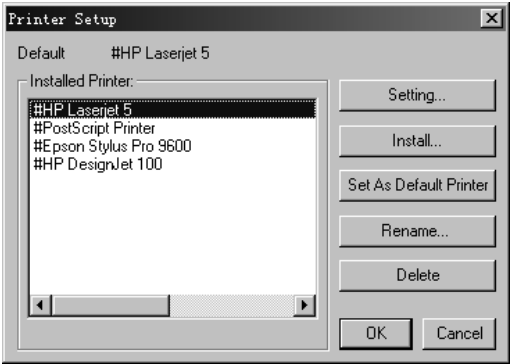
Custom Define the colour and other parameters by users.

Color List This option is used to provide colour name, grid frequency, grid angle, and grid shape etc. When 「User-defined」 option is selected, parameters of grid frequency, grid angle and grid shape can be modified freely.

Hint If you are not an expert in colour splitting operation, it is better to use the system default parameters of grid frequency and grid angle, since the random changing of these parameters of colour splitting image may influence the quality of the printed copies.

■ **Printer Setting**

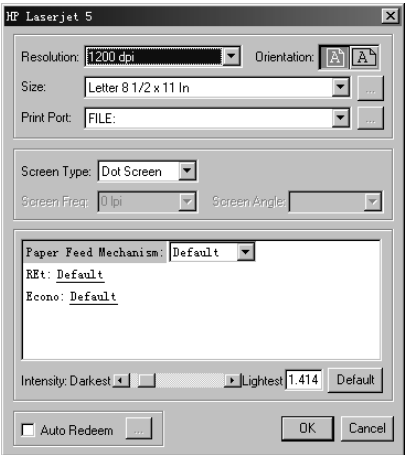
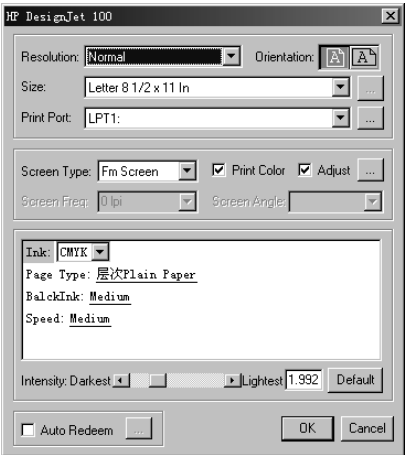
Through 「**Printer Setup**」 option, you can select printers from the installed printer list according to the needs, you can also setup various parameters or add new printer into the installed printer list.



Installed Printer ... List the names of all installed printers. The names with "#" means that they are MainTop printers.

Setting Select one of the printers and you can select this item to set the printer's parameters.

Hint The parameters in the dialog box differ with printers.



Resolution Select the printing resolution.

Orientation Set the printing direction of the file.

Size Set the paper size of the printer. It can not run over the printing range.

Print Port..... Select the port when printing.

Screen Type..... Set the screen type when printing.

Screen Freq Set the screen frequency when printing.

Screen Angle Set the screen angle when printing.

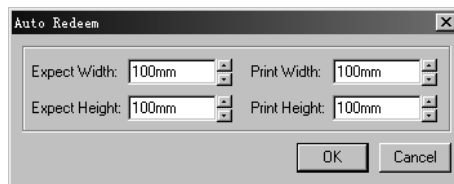
Pape Feed MachanismSelect the feeding paper method when printing.

REt The technique for enhancing print resolution. Select **De-fault**, you will use the settings of the printer itself. Select other items, you will use the settings of MainTop and ignore the settings of the printer.

Econo Select the quantity of the carbon when printing.

Intensity Control the shade of the color when printing.

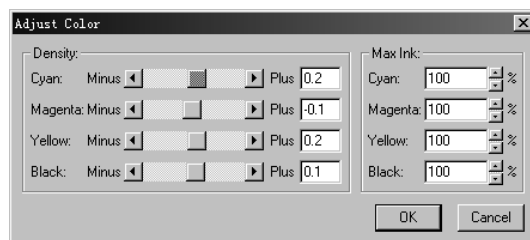
Auto Redeem When users find that it is not accurate enough to output the target's size , they can use this function to put the actual size and expected size. This system will calculate the compensating value automatically to assure the accuracy of export size.



Print Color Select color printing or white &black printing.

Note *Print Color is only available to the color printer.*

Adjust After single-click the [...] button, 「Adjust」 dialogue box will be displayed on screen. Through this dialogue box, 4 colours of C, M, Y and K can be adjusted.



Cyan..... Add or reduce the quantity of cyan ink when printing.

Megenta Add or reduce the quantity of megenta ink when printing.

Yellow Add or reduce the quantity of yellow ink when printing.

Black Add or reduce the quantity of black ink when printing.

- Black Ink** Select the quantity of the black ink when printing.
- Speed** Select the printing speed. select **Default** and you can use the settings of the printer's panel; select **HP Fast / Middle / Slow** and ignore the settings of the printer's panel and you can use the MainTop printer's standard method for printing. Select the other items and you can use the MainTop printing method while the information on the printer's panel differs with the printer's types.
- Paper Type** Select the media type for printing.
- Ink** Select the ink type for printing.

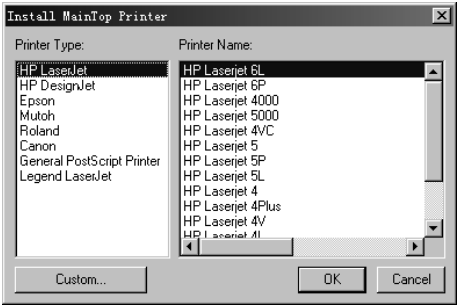
Note *Black ink, color adjusting, speed, paper type and ink are only available to some printers such as inkjet printer.*

Auto Set Paper ... Automatically set the printer's paper into the size of all paper in the current file.

Modify Page Size... Modify the paper size when custom exporting.

Hint *The above two items are only available to the custom paper.*

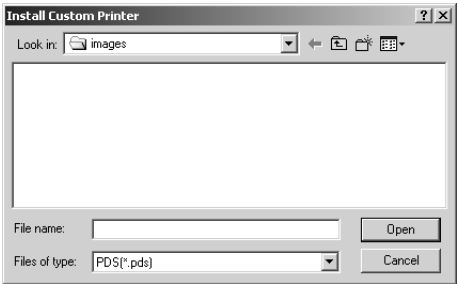
Install The system has installed many printer drivers , but if you do not want to use Windows' printers, this option can be used to install one or more new printer drivers. When this option is selected the following dialogue box will be displayed on screen.



Printer Type In this list, you can choose the printer type you need.

Printer Name You can choose the printer name in this list.

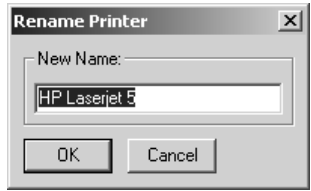
Custom..... Select this item and the following dialog box will appear.



Set As Default Printer Set the selected printer as the default printer. The system automatically uses the default printer to print when printing a file.

Rename Select a printer in **Installed Printer** list box and then select this

item, you will find the following dialog box appears.



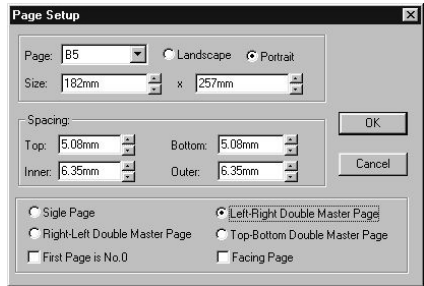
New Name Input a new name of the printer.

Hint *If you often use a MainTop printer and its parameters are different every time, you can install this printer for many times and use this function to change the printer's name. Their parameters vary with the names of the printer. When printing, you can select the different printer's name to avoid changing the printer's parameters frequently.*

Delete Delete the selected printer.

■ **Page Setting**

To setup paper type, size and margins on top, bottom, left and right of paper.



Page It includes the system defaults of A Series, B Series, LETTER, LEGAL, Calling Card and Custom Size.

Portrait, Landscape This option is used to setup page orientation, that is whether the short edge of the paper is the top of the page or the long edge of the paper is the top of the page.

Spacing Enter the distances between the edges (top, bottom, left and right) of paper and the printing contents of file.

Page Format Type There 4 page format types which are Single Page, Left-right Position Double-page, Right-left Position Double-page and Top-bottom Position Double-page.

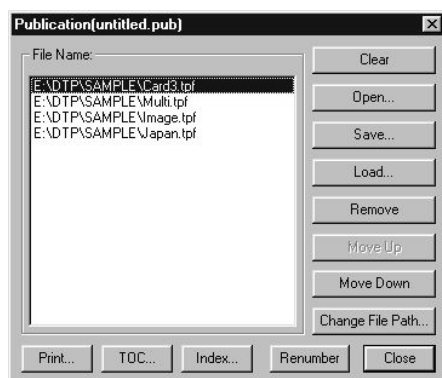
First Page is No. 0 To setup page number 0 on first page.

Facing Page To display two pages at same time.

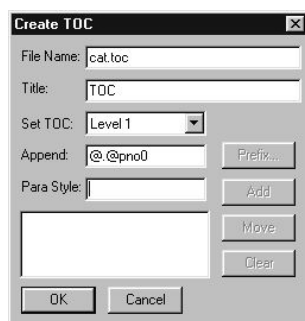
■ **Booking**

Booking can link multiple files and to renumber them, to create TOC(table of contents) & index.

Note *Before making a publication file, please close all file windows. Otherwise no **Booking** command appears.*



- File Name** List the files and their paths in the current booking file.
- Clear** Delete all files in the current booking file.
- Open** Select a saved publication file.
- Save** Users can save the current files into the selected publication file in **Save** dialog box.
- Load** Select **Load** button and **Add** dialog box appears. Users can select files to add and click **Close** to exit.
- Remove** Delete the selected files from the booking files.
- Move Up** Move the selected file a step forward.
- Move Down** Move the selected file a step backward.
- Change File Path** ... If the path of file is changed, users can use this item to set the file directory again.
- Renumber** Number all files .
- TOC** Select this item and the following dialog box appears. Users can fetch the TOC in the files according to the selected paragraph style name and make TOC.



- File Name** The TOC file's path and its filename.
- Title** The title of TOC ; the default name is "TOC".
- Set TOC** Select the TOC level which is to be set. MainTop has eight levels.
- Para Style** Set the name of the paragraph style which is correspondent to TOC.

- Hint

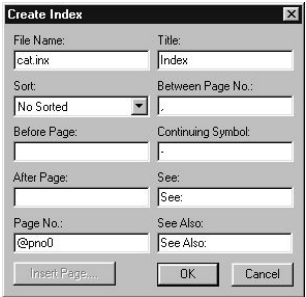
Users can select different paragraph styles for the same TOC level.

Add Input the style name in the right. The added style name is shown in the below.

Move Delete the selected style names. It means that users will not put the according in TOC.

Clear Clear all style names in the paragraph style list.

Index Create index.



- File Name

..... Input the filename for index file.
- Title

..... The title of the index file. The default name is **index**.
- Sort

..... Sort methods of texts. According to language. It can be set as alphabetic, stroke and kana.
- Before Page

..... Text before the page number.
- After Page

..... Text after the page number.
- Page No.

..... The symbol of Page No.and Chapter No..
- Between Page No.

... Set symbol between pages when the index entry occurs in multiple pages.
- Continuing Symbol

... Set the symbol between the start pages in the continuous pages when the index appears in multiple continuous pages.
- See

..... The direction text before items of the index.
- See also

..... The direction text before items of index.

Print

..... Select this item and the **Print** dialog box appears. Users can select all objects or parts for printing booking files.

7.2 Edit Menu

Functions of Undo, Redo, Delete, Cut and Paste can be implemented by the commands contained in Editing Menu.

■

Undo(Ctrl+Z)

Cancel the last operation.It can be used for many times.It cancel one step each time. Undo can not be used in the following operations:

- ◇ Change the displaying scale.
- ◇ Select object.
- ◇ Open and close the panel.

- ◇ The operations related with the file.

■ Redo(Ctrl+Y)

Opposite to Undo.It can be only activated after Undo and recover the operations canceled by Undo.Redo is same as Undo in performing times.

Hint *The Undo and Redo times are subject to computer's RAM.*

■ Delete(Del)

Delete the selected objects such as selected texts,selected frames,selected pictures,etc.

Hint *It is valid only after selecting an object.*

■ Cut(Ctrl+X)

Move the selected object into the clipboard.The object may be pasted into other locations of the same file or into other files.New objects cut or copied to the clipboard will cover old objects of the clipboard.

Hint *The pure text in MainTop clipboard can be pasted into other applications in Windows, but objects and tables cannot.*

■ Copy(Ctrl+C)

Copy the selected object into the clipboard.New objects which are cut or copied to the clipboard will cover old objects of the clipboard.

■ Paste(Ctrl+V)

Paste the objects in the clipboard.If users cut or copy in other applications,only the text in clipboard can be pasted and the characters' attributes will be ignored.If cut or copy into the clipboard in MainTop, all objects in the clipboard can be pasted into the file window as original.When paste objects,they can be pasted in the original position if the original position of the objects is in the current window;if not,they may be pasted in the center of window.If has character style in the clipboard when pasting characters,they will keep the original character style after pasted and are displayed as the paragraph style where the insertion point locates.

■ Duplicate(Ctrl+D)

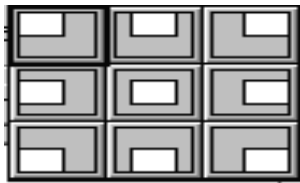
Duplicate a selected object in the sheet.The offset,the scale,the rotate center and the angle of an object can be set in **Duplicate Preference** dialog in **Option** menu.

■ Select All

Select all objects in window.

■ Insert Page

Insert one or more than one page into file.



Before & After Select the position for inserting new pages.

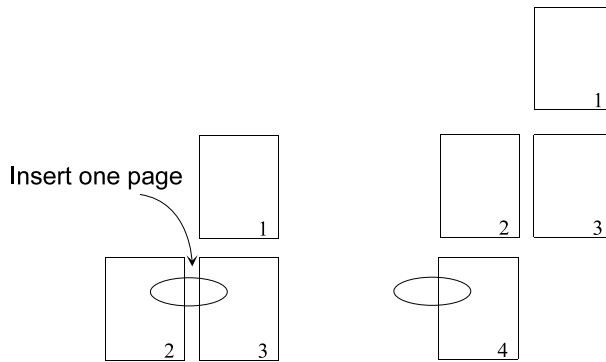
Insert N Pages Set the total page numbers for inserting.

Master Page Select the master page for inserting new pages.

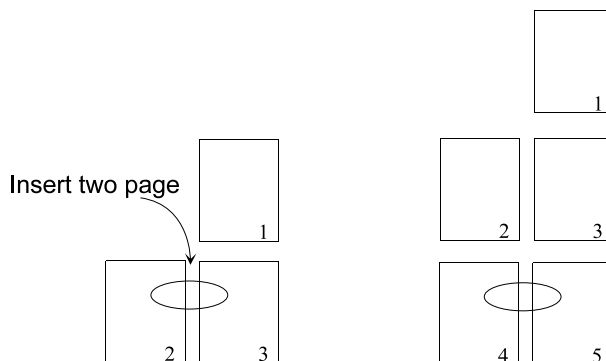
Hint

Any existed master page can be added to new page.

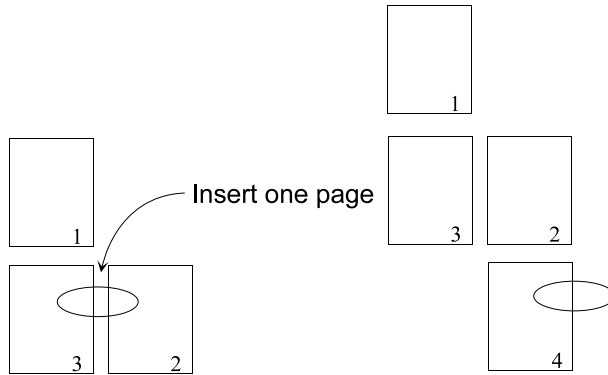
In a Left-Right Double style file,when insert pages before an odd page which have bleeding elements,bleeding elements will move to the first left page after inserting pages.For example,if inserting one page after page 2,the bleeding elements will shown in the right figure.



If the inserting page number is even, the position of bleeding elements will not change (See the following figure):



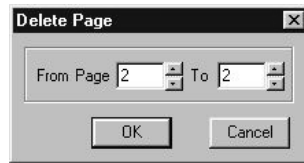
For Right-Left Double style file.The case is just the opposite(see the following figure).



Hint After moving to the last page of the file, you can also use *PageDown* to add a new page, one press, one page.

■ Delete Page

Delete one page or continuous pages in the file.

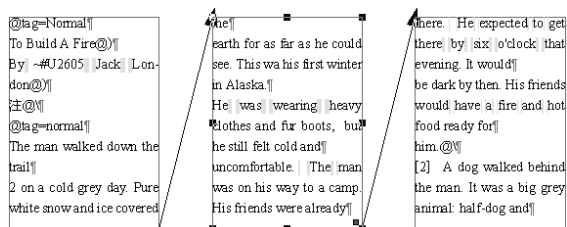


From N..... The start page to be deleted.

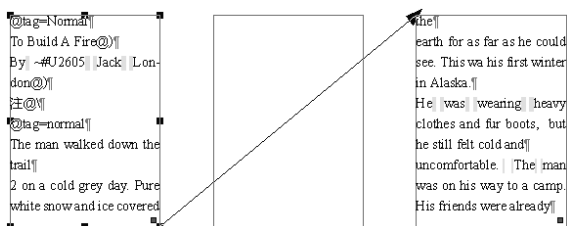
To N The end page to be deleted.

Note *There isn't any effect on TPF files after users delete the pages in Single Page Style; After the pages in Double Page Style are deleted, MainTop will automatically adjust to stagger the odd and even pages alternatively. If the second page in Double Page Style is deleted, the third page will be filled into the position of the second one. MainTop will automatically change the right master page of the third page into the left master page to stagger the odd and even pages alternatively.*

If a text spreads multiple pages and one of them is deleted, the frame text in the deleted page will flow into the frame in the next page(See below).



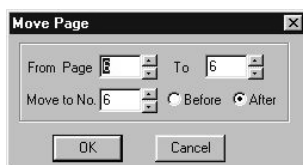
Text Flow before Deleting



Text Flow after Deleting

■ Move Page

Move one page or continuous pages before or after other page.



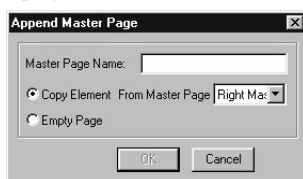
Move Pages N thru M The range for moving pages.

Before Page N Move the selected pages to the position before page N.

After Page N Move the selected pages to the position after page N.

■ Append Master Page

Append a new master page in the file.



Hint *Only in master page state, can users perform this function.*

Master Page Name The name of the newly-added master page. It can be numbers, English, Chinese and other combinations.

Copy Element from Master Page Select a master page to copy its elements into the new master page.

Empty Page Select this item and the newly-added master page is blank.

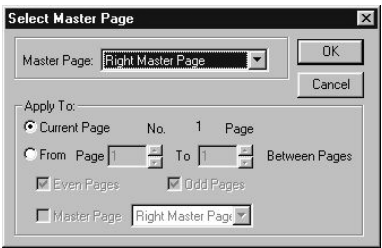
■ Delete Master Page

Delete the current master page. After deleted, all elements in the master page will disappear. The document page which used deleted master page will automatically use the of default master page.

Note *Only after going to a master page, can users delete this master page.*

■ Select Master Page

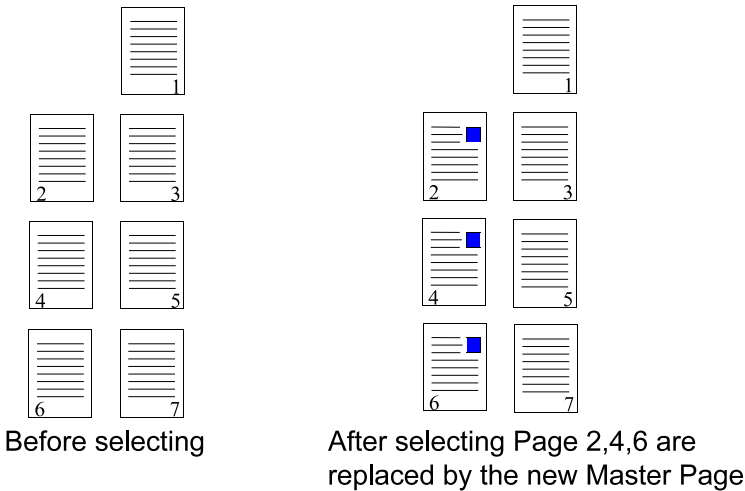
Add a master page into the selected document page.



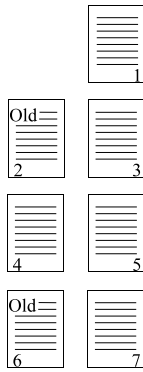
Master Page····· Select a master page.

Apply To ····· Set the application range of the master page.

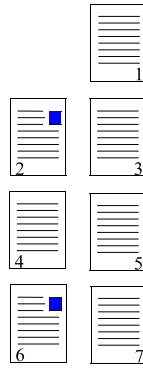
Users can set conditions if it applies to a page range. For example, if users want to apply the master page to even pages (or odd pages), users can select the master page in **Master Page** and then set "applying to 1~7 pages", next select **Even Page** and finally click **OK**. Users will find that the master page of page 2, 4, 6 is replaced by a newly-selected master page and the master page of other even pages will not change.



You can define new master page to exchange old even master pages. For example, you can exchange even master pages containing Old mark within 1 to 10 pages with new master page as shown in the following picture. The even pages (2 and 6) containing Old mark are exchanged with the New master page, while the even pages (such as 4, 8 and 10) without Old mark are unchanged when this function is used.



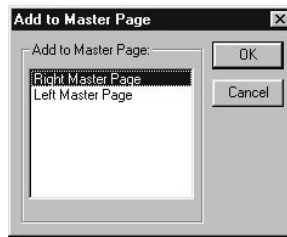
Before selecting



Page 2 and 6(with Old mark) are exchanged.
page 4(without Old mark) is not exchanged.

■ Add to Master Page

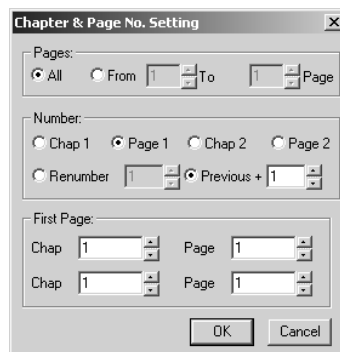
Add the selected object in document page to a master page. Then, the selected object automatically appears in all document pages which apply this master page.



Add to Master Page Select the master page to which selected objects will be added.

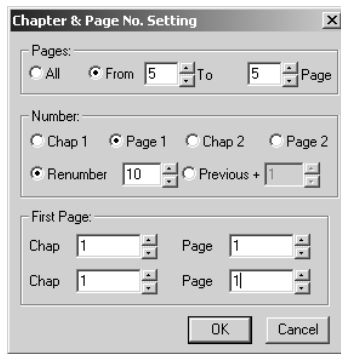
■ Chapter & Page Number Setting

Set numbering methods of the page and the first page in a file.



Pages If select **All**, the set chapter number and page number are valid to all pages in the file; if select **From N to M**, they are only valid to the page numbers in the range.

Renumber Renumber the selected page number. For example, if users want to set the fifth page as No.10, users can set values in the following dialog box.



Previous+N The numbering method is to add N for previous page number. For example, users have to use odd page number 1,3,5..., in a file, users just confirm the number group, and then select **Previous+N** and input 2.

Hint Set N as 0 means that the current page number is same as the previous page one.

Hint If a file is divided into multiple TPFs; the chapter numbers of all files will set as "**Previous+N**" except for the first one.

First Page..... The start number of chapters and pages in the first page of the file. For example, if users have to set the start page No50, just input 50 for first page in the corresponding group.

■ Copy from Master Page

In Double Page Style files, all elements in one master page can be copied into another.

Hint If a master page contains text frames, alone with the frame, text will be copied together.

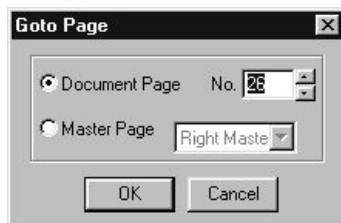


From..... Select the master page in which elements are to be copied.

To Select the target master page to which elements are to be copied.

■ Go to Page(Ctrl+Q)

Go to document page or master page.



Document Page N Select the document page to go to.

Master Page Select the master page to go to.

Hint Click the left button on the page number in Page Number Area will open the Page No.list box.

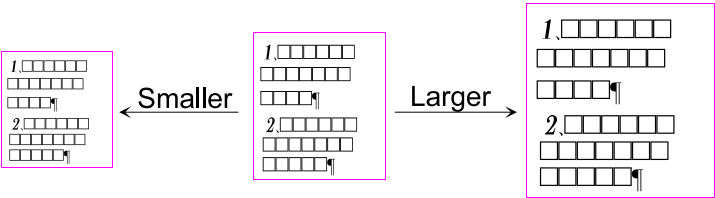
7.3 Arrange Menu

Functions of Group, Lock, Combine, Justify, Change and Copy, Path Operation, Path Calculation and Cutting along Path can be implemented by using the commands contained inside the Layout menu.

■ **Group(Ctrl+G)**

Group multiple objects. Objects keep their relative positions unchanged after grouping, users can change their attributions such as filling methods, line attributes, sizes and positions, etc at same time. When users press **Ctrl** key and select an object in group. Its attributes such as its size, color, etc can be changed. Users can perform Grouping function between individual graphics, between the individual and the group or between groups.

Hint After grouping individual frame, when scale the frame the texts or objects in the frame are scaled accordingly.





■ **Ungroup(Ctrl+U)**

Opposite to group. Every time users just can ungroup once. For example, suppose a group were combined with another group and two individual selected objects. After ungroup, this group would fall into one group and two individual selected objects instead of multiple individual selected objects.


Hint Users can only apply Ungroup to Grouped objects.

■ **Lock(Ctrl+L)**

Lock the selected objects.

Note For the locked selected objects, nothing can apply to them except selecting, duplicating, copying to the clipboard and unlocking. Lock attributes will lose if copied or pasted an object. If select the locked objects,  will appear in status line; If move the mouse to the selection block of the object, the mouse will become  too.

■ **Unlock(Shift+Ctrl+L)**

Opposite to lock after unlock,  will disappear.

■ **Order**

When multiple objects are overlapped together, Order command can adjust the front-and-back position of every object.

Hint Users can use the functions of different orders together to gain the effects of transparent, screened, XOR, invert and Covered, etc.

Bring Forward ... Move the selected object to an upper order.

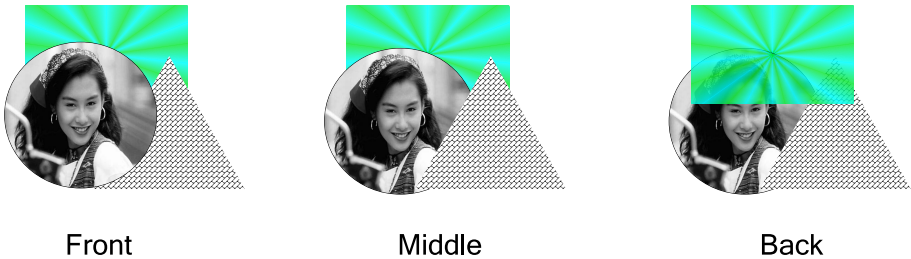
Send Backward ... Move the selected object to an lower order.

Bring to Front Move the selected object to the top order.

Send to Back Move the selected object to the bottom order.

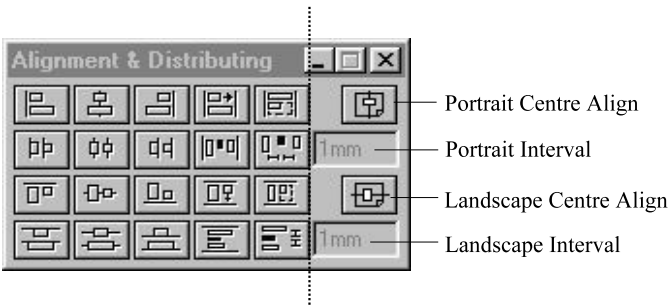
Hint When there are multiple overlappeds, users can press **Tab**(select the latter drawing first) or **Shift+Tab**(select the previous drawing first) to select the object.

The following illustrates the effects of different orders.

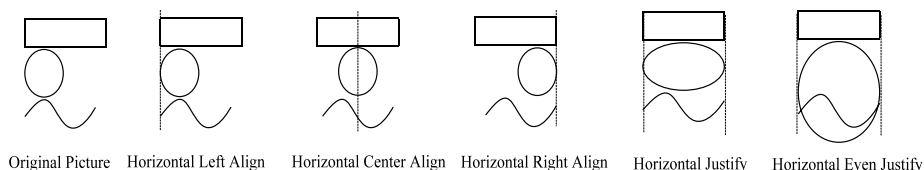


Hint Users can use  or  in **Speedbar** to move object to the top or the bottom quickly.

■ Displaying Align and Justify Plate

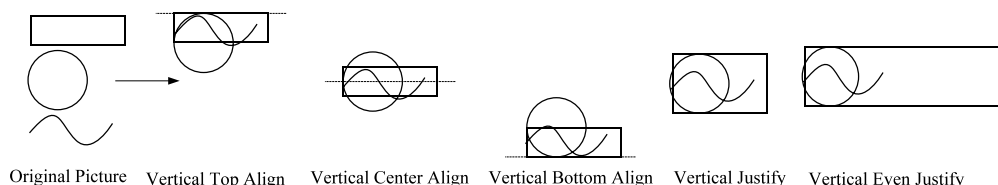


As shown above, there are 4 lines of commands on the left side of the broken line on the Displaying Align and Justify Plate. Among these commands, the first line and the third line are the horizontal and vertical align commands, the second line and fourth line are the horizontal and vertical justify commands. The commands on first line from left to right are Horizontal Left Align, Horizontal Centre Align, Horizontal Right Align, Horizontal Justify and Horizontal Even-justify. The meanings of all commands are shown in the picture below.



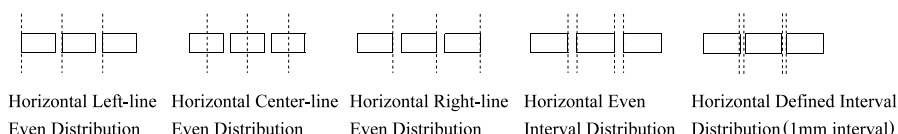
Note *The difference between Horizontal Justify and Horizontal Even Justify is that for Horizontal Even Justify the proportion of the justifying part will not be changed, but for Horizontal Justify the proportion of the justifying part will be changed.*

The commands in third line from left to right are Vertical Top Align, Vertical Centre Align, Vertical Bottom Align, Vertical Justify and Vertical Even Justify. The meaning of all commands are shown in the picture below.

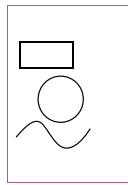


Note *The difference between Vertical Justify and Vertical Even Justify is that for Vertical Even Justify the proportion of the justifying part will not be changed, but for Vertical Justify the proportion of the justifying part will be changed.*

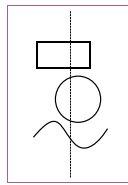
The commands in second line from left to right are Horizontal Left-line Even Distribution, Horizontal Centre-line Even Distribution, Horizontal Right-line Even Distribution, Horizontal Even Interval Distribution and Horizontal Defined Interval Distribution. The meanings of all these commands are shown in the following picture.



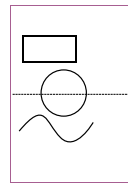
The commands in fourth line from left to right are Vertical Left-line Even Distribution, Vertical Centre-line Even Distribution, Vertical Right-line Even Distribution, Vertical Even Interval Distribution and Vertical Defined Interval Distribution. Meanings of all these commands are similar to the meanings of the horizontal distribution commands. Commands on the right side of the broken line are Horizontal and Vertical In-page Align commands. The meanings of all these commands are shown in the picture below.




Original Picture



Horizontal In-page Center

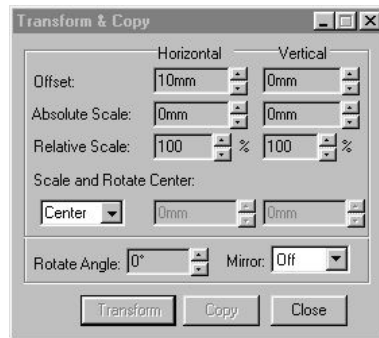


Vertical In-page Center

Hint *The Displaying and Closing of the Align and Distribution Plate can be implemented by using the  button in Short-cut function bar.*

■ Show Transform and Copy Plate (Ctrl+M)

This option is used to transform and copy picture with the defined parameters.



Horizontal Offset The horizontal distance of objects moving.

Vertical Offset The vertical distance of objects moving.

Hint *The translation will not change the picture proportion in length and width.*

Absolute Scale ... It stands for the exclusive value of picture zooming, the positive value implies picture-magnify and the negative value implies picture-reduce.

Relative Scale It stands for the percentage of picture zooming.


Hint *Zoom will change the proportion of picture in length and width.*

Hint *When it is going to zoom the picture-group, the line width of the pictures within the group will be changed in accordance with the zoom ratio of the picture-group.*

Scale and Rotate Centre It indicates the centre for rotating picture.

Rotate Angle The angle of rotating picture, it can be positive and negative.

Mirror There are two types of mirror image which are horizontal mirror image and vertical mirror image. They create the effects of horizontal mirror image and the vertical mirror image of the picture being changed or copied.

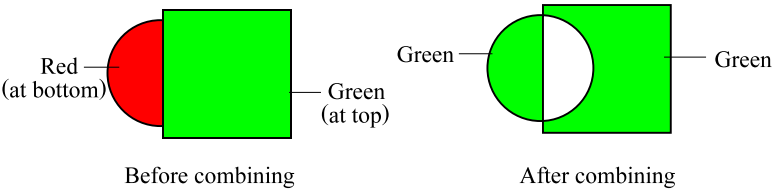
Hint *The Displaying and Closing of the Change and Copy Plate can be implemented by pressing the  button in Short-cut function bar.*

■ Remove Transform

Remove rotate,skew,mirror and other functions which have been applied to the objects.

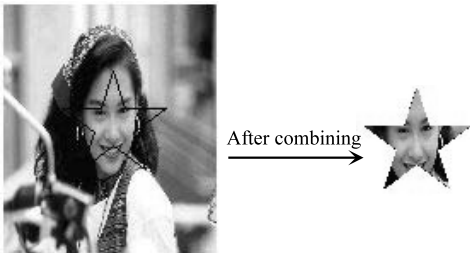
■ Combine (Ctrl+J)

Combine two or more than two objects into one objects. After Combination, the objects will automatically turn into curves. As for their colors and filling methods, It should adopt those of the not-yet-combined top objects. If the selected objects are objects and frames with imported picture, after combination, the effect of removing the background from frame would occur.



Note *If an object is a grouped one or at least been cut once along its path, this object would never be combined with any other picture.*

When selecting a graph and a frame with picture, you can get the result of the frame without background after combining.



■ **Splitting (Shift+Ctrl+J)**

Opposite to Combine. It splits the combined objects into independent single objects. The attributes of split objects are the same as those of combined objects.

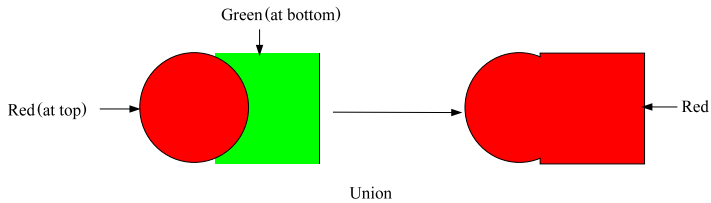
Note *The curve that is combined but un-confined can not be split.*

■ **Path Calculation**

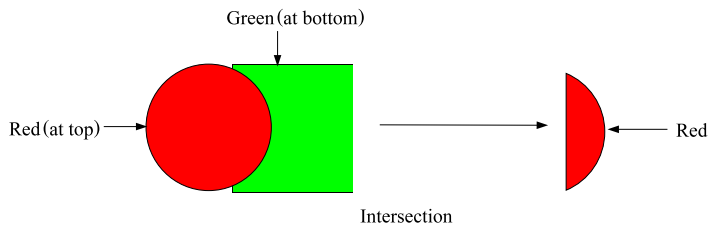
This option is used to calculate two or more path-closed pictures with different equations such as Intersection, Union, Background Subtracts Foreground and Foreground Subtracts Background etc to get different effects. After doing the path calculation, the picture will be changed into curve automatically.

Note *Path calculation operation can only be carried out between two or more path-closed pictures.*

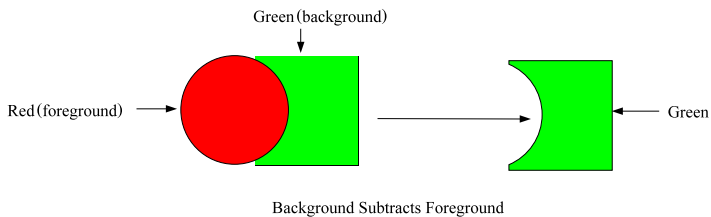
Union..... This option is used to combine many parts of different objects together to make up an Union. If these parts of different objects have different attributes (including colour, filling method etc), after combining of the objects, the attributes of all these parts will be unified to the attribute used by the top-layer object.



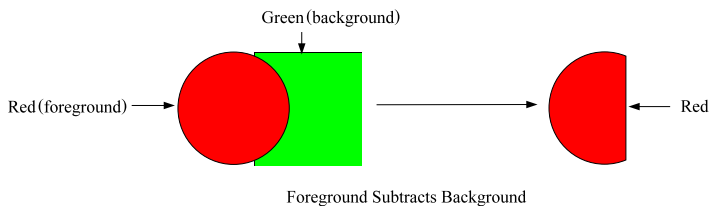
Intersection This option is used to combine the intersection parts of different objects. If these parts of different objects have different attributes (including colour, filling method etc), after combining of the objects, the attributes of all these parts will be unified to the attribute used by the top-layer object.



Background Subtracts Foreground When this option is selected the object on background (at bottom layer) is going to subtract the object on foreground (at top layer).



Foreground Subtracts Background When this option is selected the object on foreground (at top layer) will subtract the object on background (at bottom layer).

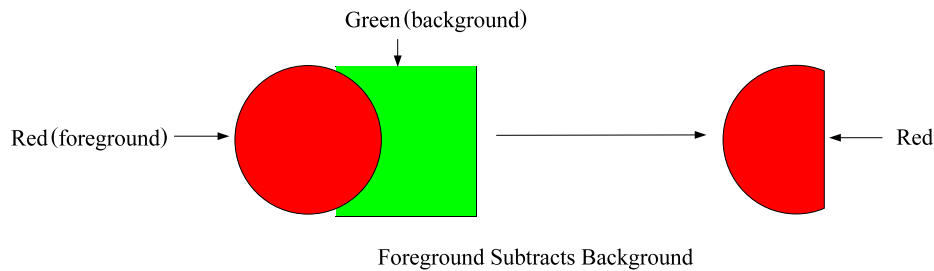


■ Path Operation

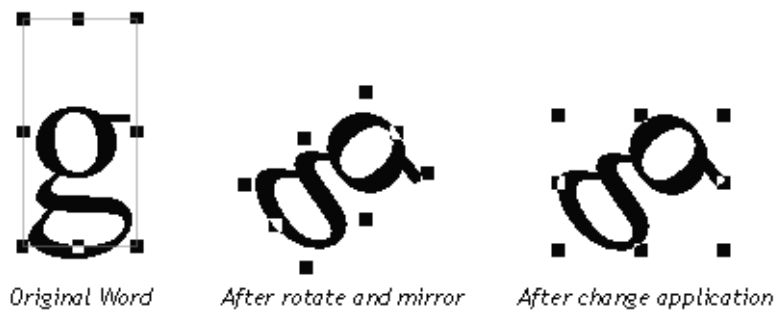
There are 3 path operation methods, Delete Redundant Crunodes, Change Application and Tidy the Crossed Path.

Note *The object of path operation must be the curve or character in image form (after curve changing).*

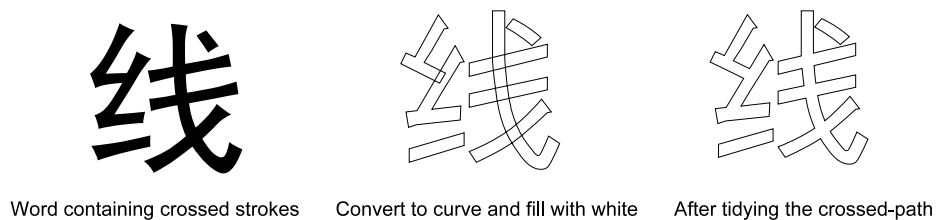
Delete Redundant Crunodes This option is used to delete the unnecessary crunodes along the path, under the condition of un-affecting the identification and precision of the curve. The picture below shows the operation of deleting the redundant crunodes after changing normal word into the word displayed with image form.



Change Application This option is used to change the path, that has been transferred by rotation, mirror image transforming, into the un-changed path.



Tidy the Crossed-path This option is used to tidy the crossed-parts along the same path. For the image words containing the crossed strokes, you can change them into curve form first and then delete the crossed strokes by using the command of Tidy the Crossed Path.



Hint The option of Tidy the Crossed Path is usually used to maintain word appearance.

■ **Cut According to Path**

This option is used to cut blocks from complex pictures and then combine the obtained blocks into one object.

Hint Two or more objects should be focused when Cut According to Path option is selected,
Cutting Rule: It is going to cut a non-path object by using one or more paths. If they are

all paths, the system will cut top layer object by bottom layer object.

■ **Cancel the option of Cut According to Path**

This option is used to recover the picture, that has been cut according to the path, back to its original formation.


7.4 Object Menu

■ **Convert to Frame**

Convert the circuit objects into frames. The graphics have all attributes as frames after conversion.

■ **Convert to Curve**

Convert the non-curve objects such as rectangles, round-corner rectangle and artistic text, etc into curves.

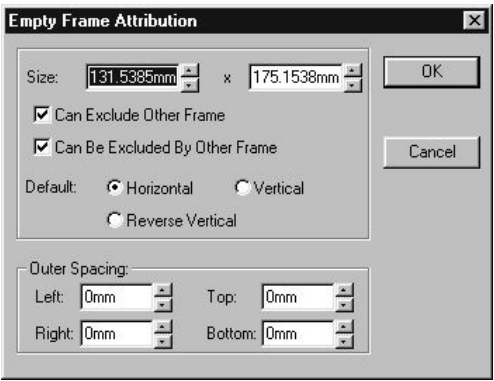
After non-curve objects turn into curves, users can use  to perform every node operation on objects; after artistic texts turn into curves, each text will automatically group; after ungroup, users can edit every character freely.

■ **Column Attribute (Ctrl+A)**

This option is used to setup column attributes, such as size and distributive relations etc.

□ **Empty Column Attribute**

If frame does not have any text or objects, the following dialog box will appear.



Size The height and width of the frame.

Can Exclude Other Frame If the empty frame overlaps other frames, some of others will be arranged around the empty frame.

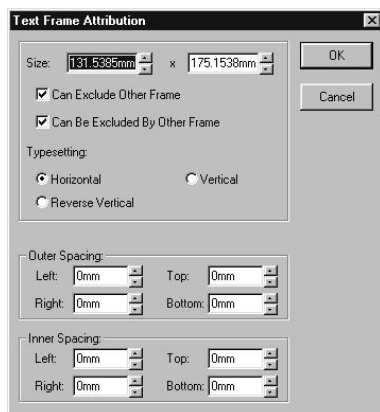
Can Be Excluded By Other Frame If users add texts into the frame, texts will be arranged around other frames' shape.

Default This option is used to select orientation of words in column.

Outer Spacing To setup margin outside column.

❑ Text Column Attribute

If texts are added into the frame, the following dialog box appears.



Size..... It shows the size of the frame; users can also input values to set new sizes for the frame.

Can Exclude Other Frames If the frame overlaps the top of other frames, objects of others will be arranged around the outer frame of the text .

Can Be Excluded By Other Frames If other frames overlap the text frame and the frame can be excluded by other frames, frame's texts will be arranged around the outer frame of the top frame.

Horizontal..... The text is typeset from left to right and from top to bottom.

Vertical The text is typeset from top to bottom and from right to left.

Reverse Vertical ... When this option is selected, words will be entered from top to bottom and from left to right.

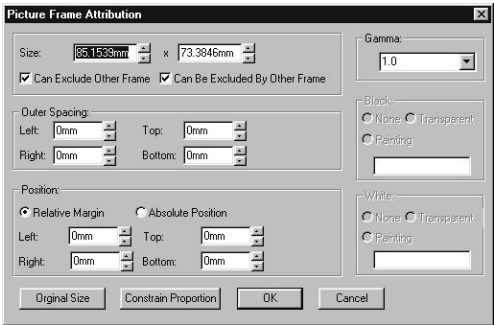
Inner Spacing To setup margins between column line and text. There are 4 types of margins, left margin, right margin, top margin and bottom margin.

Hint *For irregular column the inside margins can also be setup and the system will create margins according to its real shape.*

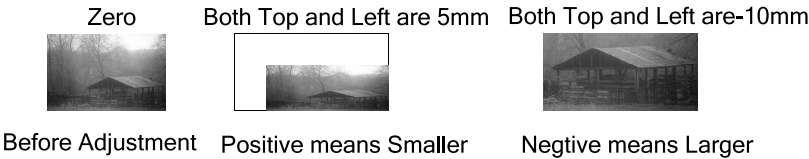
Outer Spacing To setup margins outside the column. There 4 types of outside margins, left margin, right margin, top margin and bottom margin.

❑ Picture Frame Attribute

If a picture is imported into the frame,the following dialog box will appear.



- Size** Display and edit the frame's width and height.
- Exclude** There are two kinds: Can Exclude Other Frame and Can Be Excluded by Other Frame.
- Gamma** Adjust Gamma values of the picture.
- Relative Margin** ... Set picture's position in the frame through setting the space between the picture and the frame's borderlines. If the space is a positive value, the picture will become smaller relative to the frame. If the space is negative value, the picture will become larger relative to the frame.

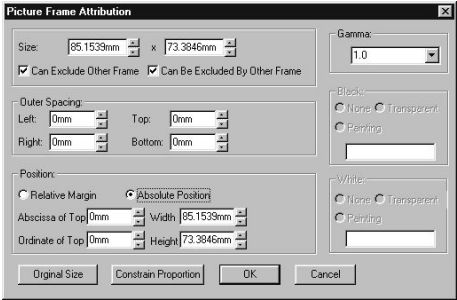


Before Adjustment

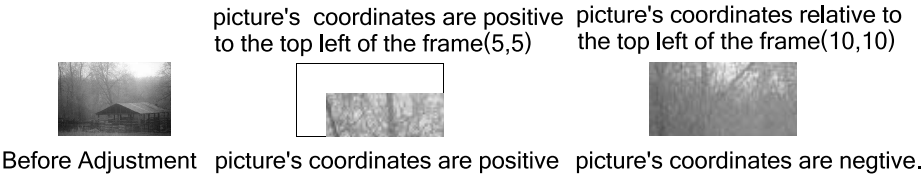
Positive means Smaller

Negative means Larger

Absolute Position Set the position relative to the top left of the frame.



Original Size MainTop automatically adjusts the frame size to display the original size. For example, when a 10X20mm picture is imported into a 10X 10mm frame, the frame size is just equal to the size(10X 10mm). In order to keep the object's original size (10X20mm), users can select this item to turn the frame into 10X20mm.



Before Adjustment

picture's coordinates are positive

picture's coordinates are negative.



Before Adjustment



After Adjustment

Constrain Proportion MainTop automatically adjusts the frame size. Thus, the adjusted proportion is the same as that of original size.



Have not Constrained Proportion Constrained Proportion

Hint

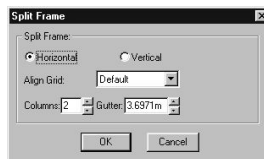
The key to adjusting the proportion is that: if the horizontal dimension is closer to the original dimension, MainTop will adjust the dimension in the vertical direction. And vice versa. Take a frame with an imported picture as an example, if its horizontal dimension is closer to the original dimension, MainTop will adjust the vertical dimension in the horizontal direction.

Black To paint the black part of black and white picture or Grey Scale Picture, or to make the black part of black and white picture transparent.

White To paint the white part of black and white picture or Grey Scale Picture, or to make the white part of black and white picture transparent.

■ Split Column

Split frame into equal columns in horizontal or vertical direction.



Horizontal Split frame in the horizontal direction.

Vertical Split frame in the vertical direction.

Align Grid To define a grid point to which the split column will align.

Note

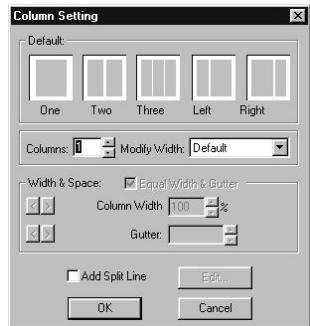
If Align Grid Point option is selected, the system will more precisely adjust the size and position of the column automatically.

Columns The number of frame splitted.

Gutter Set the distance between columns when splitting.

■ Column Setting (Ctrl+B)



This option is used to setup split-column.



Default If 1, 2 or 3 is selected, the confined contents will be divided into 1, 2 or 3 columns; if Left or Right option is selected, the confined contents will be divided into two columns unevenly.

Columns To setup numbers of columns to be divided within the defined frame.

Equal Width & Gutter If this option is selected, the widths of all divided columns and the intervals between columns will be equal.

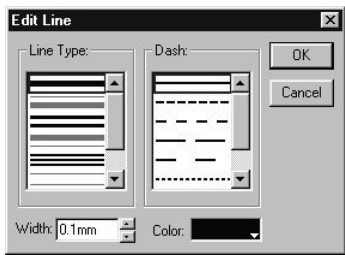
Column Width..... This option is used to setup width for each column one by one, when a format of columns with different width is required. Press the   button to select the required column number.

Gutter If columns are divided unevenly, you should setup interval distance for each interval between every two columns one by one.

Modify Width To finely adjust the column position according to the requirement, in order to align it to the pre-selected grid point. This option also can not be selected.

Add Split Line..... This option is used to create separating-line between columns.

Edit When this option is selected the following dialogue box will be displayed on screen.



Line Type This option is used to select one of the two line styles for being used as column dividing-line.

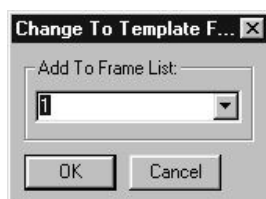
Dash This option is used to select one of the two line styles for being used as column dividing-line.

Width This option is used to setup width for the line used to separate column.

Color This option is used to select colour for the line used to separate column.

■ Convert to Template Frame

When a new column in the master page is turned into a column plate, one copy will be made and put into the text pages that using this master page. These same column plates inside many text pages that using the same master page will be stringed together automatically.



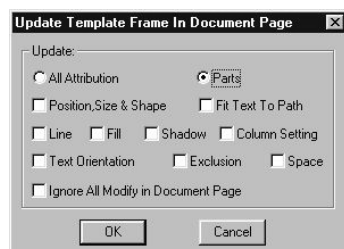
Hint *This function is only available in master page.*

Add to Frame List Select the template frame list for frame added. The template frame in the master page may have a name to become a list. After adding the frame in master page into document page the text automatically flow into the next frame that has the same name when it can't be arranged in a frame.

■ Update Template Frame in Document Page

After changing parameters of the template frame in the master page such as the position, size & shape, line style, line width, text style method, exclude attributes and frame space, etc, you may use this item to update in document page the template frame.

Hint *When the plate column inside the master page has been modified, but the plate column inside the text page has not been updated, and you turn back to the text page, a message "Do you want to update the related plate column inside the text page?" will be displayed on screen. If [Yes] is selected, the following dialogue box will be displayed on screen, but if [No] is selected, it will not update column inside the text page and the modified plate column will be only used in new page.*



All Attribution Update all changed attributes.

Parts Update some selected attributes.

Ignore All Modify in Document Page After selected this item, all template frame may be updated. If not selected this item, all modify of template frame in the document page

may be saved, other frames will be updated.

Hint *If a plate column is deleted from one text page, this plate column will not be added to this text page any longer when this command is used, except that the command of 「Add Template Frame in Current Page」 is selected.*

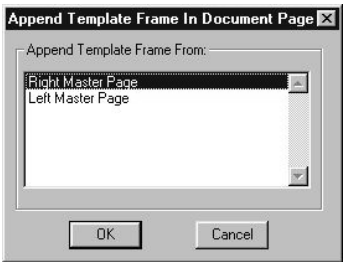
■ **Delete Template Frame in Document Page**

After the template frame is added into the document page, it may be deleted again. After deleted, the corresponding frame in document page may be disappeared.

Hint *If not selecting a template frame, when deleting the template frame in document page, this information "delete all template frame in document page?", may be appeared.*

■ **Append Template Frame To Document Page**

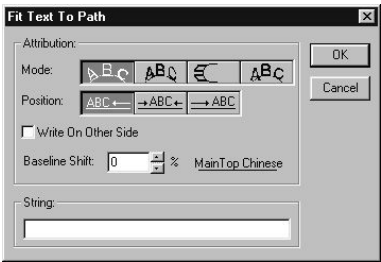
Add the template frame in master page into document page. After being added, all document pages used this master page may be added template frame.



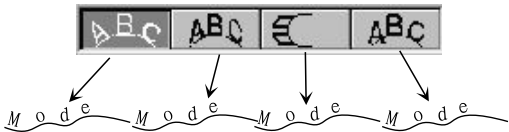
Hint *If the new appended template frame of the master page isn't added into the document page, when coming back to the document page, this information, "Add the template frame to document page?", may appears.*

■ **Fit Text to Path**

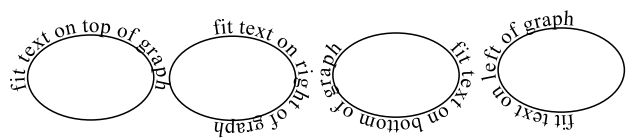
Set the write mode, text position when fitting text to path.



Mode The write mode when fitting text to path. It has four kinds method as following.



Position Select the position when fitting text to path.
When a selected object is a rectangle,round-corner rectangle and circle(viz.a circuit graph), the position of fitting text to path falls into four types:



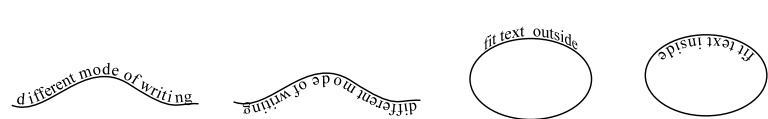
four styles of circuit graph's alignment

When the selected graph is an non-circuit graph,the position of fitting text to path falls into three kinds:left,center and right.



three styles of non-circuit graph's alignment

Write on Other Side Write the characters in reversion and the position is in reversion too.



positive direction negative direction fit text outside positive direction

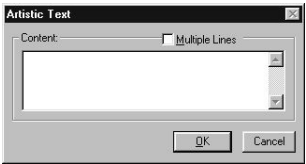
Baseline Shift The distance between character's base line and path. When the distance is positive, the text spaces up. When the distance is negative, the text spaces down.

String..... Text that fit to path.

Note *Enter text as long as 200 words in one line without turning to next line.*

■ **Artistic Text**

Change the content of artistic text.

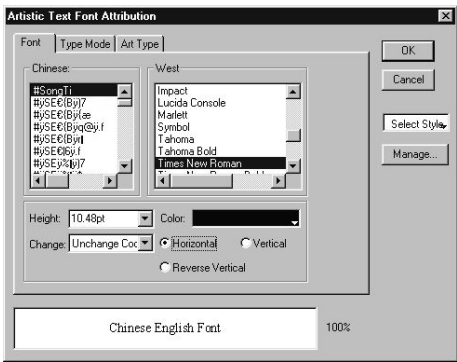


Content Enter the content of artistic text.
Multiple Lines If this option is selected, text can be entered into multiple lines.

■ **Artistic Text Attribution**

Set the font of fitting text to path or artistic text.

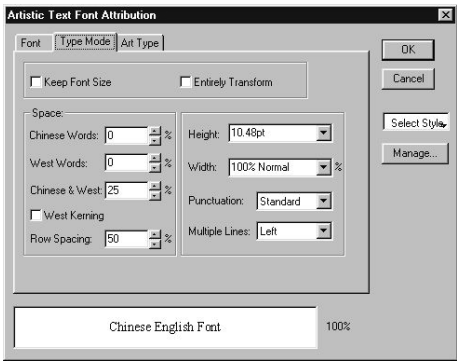
□ Font



- Chinese** Set Chinese font of fitting text to path or artistic text.
- West** Set West font of fitting text to path or artistic text.
- Height** Set the height of fitting text to path or artistic text.
- Color** Set the color of fitting text to path or artistic text.
- Change** When using CJK character lib, turn the code of artistic text into the simplified Chinese code or traditional Chinese code.
- Horizontal** Set the font horizontal.
- Vertical** Set the font vertical.
- Reverse Vertical Orientation** If this option is selected, text will be entered in the reversed vertical orientation mode.

□ Type Mode

Set the parameters of artistic text such as type mode,space,height and width of texts and punctuation type,etc.



- Keep Font Size** ... After adding attributions to the characters, their size may change automatically. After selected this item, they may still keep the size before adding.
- Entirely Transform** If not selecting this item, every character in the artistic text adds art type. If selecting this item, the artistic text adds art type as a whole.

Hint *This item only sets the display method of artistic text, doesn't affect printing.*

Space Adjust the word space between Chinese character, letters or

Chinese and letters.

West Kerning After selected this item, letters in the artistic text adopt kerning style.

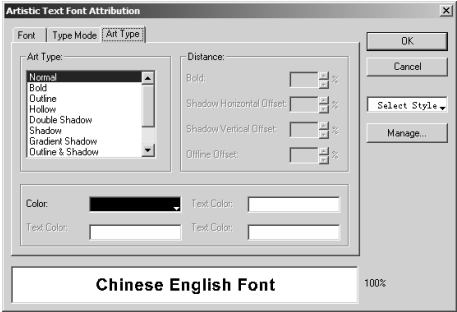
Height Height of the artistic text.

Width..... Width of the artistic text. When the width of characters is less than 100%, the characters become narrow. When the width of characters is greater than 100%, the characters become flat. The percent of the characters' width is corresponding to the characters' height.

Punctuation Select punctuation's type.

☐ **Art Type**

Set the art type of the artistic text to create diversified different art types.



Art Type The changing method of artistic text. The content of dialog box is different corresponding to the different option.

Line Width Set the line's width when there are hollow, bold, outline in art type.

Bold Set the percent of bold when the art type is Bold.

Shadow Horizontal Offset Set the distance of shadow horizontal moving when the art type includes Shadow.

Shadow Vertical Offset Set the distance of shadow vertical moving when the art type includes Shadow.

Outline Offset Set the distance between outline and characters when the art type includes Outline.

Text Color The color of artistic text.

Line Color..... The color of character outline when art type is hollow, bold or outline.

Hollow Color..... The color of hollow part of Hollow.

Line Color..... Set the outline color when Art Type is Outline or bold Outline.

Shadow Begin Set the start color of gradient when Art Type has Gradient Shadow.

Shadow End Set the end color of gradient when Art Type has Gradient Shadow.

Select Style After clicking the item, the **Format Name** pull-down box ap-

pears. You may choose the format set before in it.

Manage After clicking this button, the following dialog box is appeared.



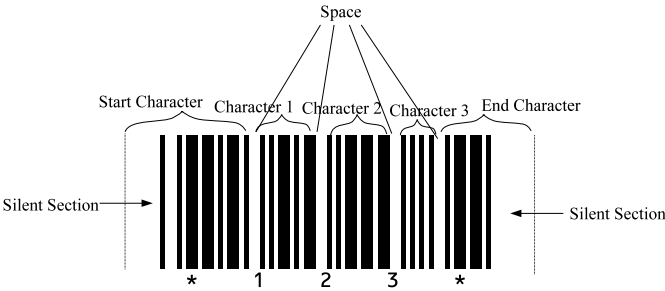
Style Name The style name of saving, deleting or changing.

Save Save the set in the dialog box as appointing style name.

Delete Delete the appointing character style.

Rename Change the name of character style.

■ Create Bar Code



Bar code is a series of black and blank bars with different width and light-reflection rate and is arranged in an order according to the coding rule for representing a set of data. As an advanced automatic identifying technique, bar code is widely applied in various fields such as industry manufacture, finance insurance, library, supermarket and store-house automatic management etc. MainTop system can provide bar codes of 24 types by using 「Create Bar Code」 option. According to the different requirements, it can also provide many additional functions such as Text Displaying, Start and End Code, Silent Section Mark, Checking Code, Text above Code, Bar Width and Height Adjusting and Input Western Character etc.

□ Basic Structure of Bar Code

The basic structure of a bar code of the 39-code type is shown in the picture above.

Silent Section The silent sections are arranged at two sides of bar code in order to inform the scanner to start or stop the operation of scanning bar code. There is not any printing mark or bar code data within these sections.

Start Character ... The first character of bar code, is used to represent the start of a bar code. When scanner finds this character, it will start to process the bar code obtained through scanning.

End Character The last character of bar code, is used to represent the end of a bar code. When scanner finds this character, it will stop the scanning.

Checking Character Some types of bar code require a checking character but some need not. Checking Character is defined by an arithmetic calculation. When the data characters of a bar code are obtained through decoding, they must be recalculated according to the same arithmetic rule and the result will be compared with the checking character. If they are identical, it implies that the obtained data is effective.

❑ Common Bar Codes Introduction

25 Code(2/5 Code) is a non-continuous digital bar code and all un-coloured bars and blanking intervals do not contain any coded information.

ITF/Interleaved 25 Code (Interleaved 2/5 Code) is a digitalized bar code with the features of high density, continuity, length changeable, double-direction reading and self-checking etc. Its coding density can reach as high as 17.8 character per 25.4mm, but requires a very high printing quality.

39 Code (Code 39) is a length changeable, dispersed self-checking and digitalized code. Its code can be either digit, English character, -\$/% or space. This is the most popular code type widely used in the fields of manufacture, military, medicine and health, except retail.

Codabar Code is a length changeable, dispersed self-checking code which is often used in the fields of storehouse, blood bank and air-express delivery etc. This kind of digitalized bar code consists of characters such as 0-9, -\$/.* and +. It has 4 different start and end characters, A, B, C and D.

EAN Code digitalized bar code primarily was an Europe product coding standard, but now it became a standard of the International Product Coding Association. China is the member of this association. EAN-8 is the compressed version of this bar code, its first two-digits stand for the product manufacturing country or area, the following 5-digits represent the product code and the last digit is a checking character. EAN-13 is the standard version of this bar code, its first two-digits (or three-digits) represent the product manufacturing country code, and the following five or four-digits represent the manufacturer, the next five-digits are the product code and the last digit is a checking character.

UPC Code (Universal Production Code) is a state unified production coding standard provided by America General Product Coding Association. It is a length-fixed continuous bar code. There are two different versions of UPC code, UPC-A and UPC-E. For UPC-A code, the first digit represent country, the following five-digits represent manufacturer, the next five-digits stand for production code, and the last digit is a checking character.

ISBN Code is an international standard book code which must be a number with 9 digits and two "-" characters. If it is required, 2 or 5 digits can be added to the code.

ISSN Code is an international standard book code which must be a number with 7 digits and two "-" characters. If it is required, 2 or 5 digits can be added to the code.

JAN-8 Code must be a number of 7 digits starting with figures of 45 or 49. According to the requirement, 2 or 5 digits can be added to the bar code.

JAN-13 Code must be a number of 12 digits starting with figures of 45 or 49. According to the requirement, 2 or 5 digits can be added to the bar code.

Code-B Code is designed as the most readable non-continuous bar code. It is a kind of bar code with a very high distinguish ability.

Matrix 25 Code (Matrix-2/5 Code) is a non-continuous, double-direction readable, digitalized bar code which has the features of high distinguish rate, high printing quality and low cost. It is widely used in the fields of industry, library and post service etc. Its starting code is 000 and ending code is 100.

11 Code (Code 11) is a dispersed, high density, double-direction readable, digitalized bar code which has five coding elements. If its checking code uses two digits, high distinguish rate can be achieved.

93 Code (Code 93) is a length-fixed, continuous, both character and figure consisted bar code. It has no self checking function, but its reliability can be increased by using two checking characters of "C" and "K". This bar code is widely used in industry field. Its character set covers all ASCII characters. ASCII character can be represented by the form of a transferring character "\" followed with 3 figures.

128 Code (Code 128) is a length changeable, continuous, both character and figure consisted bar code which increase its reliability by using checking character. It uses 3 character sets, A, B and C to encode 128 ASCII characters. ASCII characters can be represented by using transferring character "\" followed with 3 figures. Its special characters are used in the following way.

Code A(\CA): Transfer from current character set to Character Set A;

Code B(\CB): Transfer from current character set to Character Set B;

Code C(\CC): Transfer from current character set to Character Set C;

Shift(\SH): Transfer from Character Set A to Character Set B or from Character Set B to Character Set A;

START A(\SA): Start-character, implies that bar code starts encoding by using Character Set A;

START B(\SB): Start-character, implies that bar code starts encoding by using Character Set B;

START C(\SC): Start-character, implies that bar code starts encoding by using Character Set C;

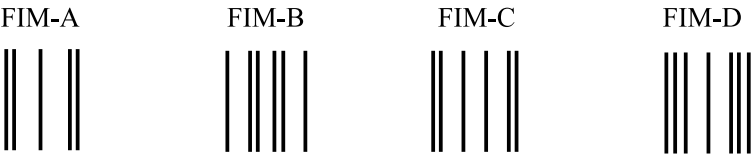
FNC1(\F1), FNC2(\F2), FNC3(\F3), FNC4(\F4): They are functional characters.

MSI Code (MSI-Code) is one kind of continuous, digitalized bar codes that were developed in the initial development stages of the bar code techniques. Although it belongs to the continuous code, its interval blank bars are not fully used, and its code density is even lower than some non-continuous code.

Telepen code is one kind of continuous, length changeable bar code and its character set covers 128 ASCII characters. This code does not require high printing quality.

FIM code has 4 styles.

If the value of width per unit is X, then the width of the coloured bar is 2*X and the widths of the non-coloured bars from small to big are $X*18/7$, $X*54/7$ and $X*90/7$ which are shown as below.

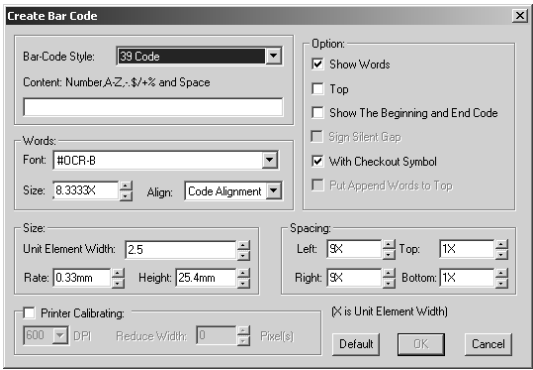


ITF-14 can consists of 13 digits (including one checking character), and if it is required it can add 5 more digits (including one checking character).

Pharmacode is a digitalized bar code, and it can select integers from [1,131070].

POSTNET code is a digitalized bar code, it can use digits of 5, 9 and 11.

☐ **Create Bar Code**



Bar Code Style To select format of bar code, such as 25 code and 39 code.

Content It is the content represented by the bar code character. Normally when entering content, there is no need to input checking code because the checking code is obtained by calculation. If the bar code has additional codes it should be separated from the main characters with a blank or a "-" character. For example, if "08" is going to be added onto the bar code of ISSN 1005-5649, the final bar code should be "1005-564-08" or "1005-564 08".

Note *The content can be selected only from its bar code character set. For example, the content of EAN-8 code must be a number of 6 digits or a number of 6 digits followed by 2 to 5 adding digits.*

Word To select font, size and align type of word being used in bar code.

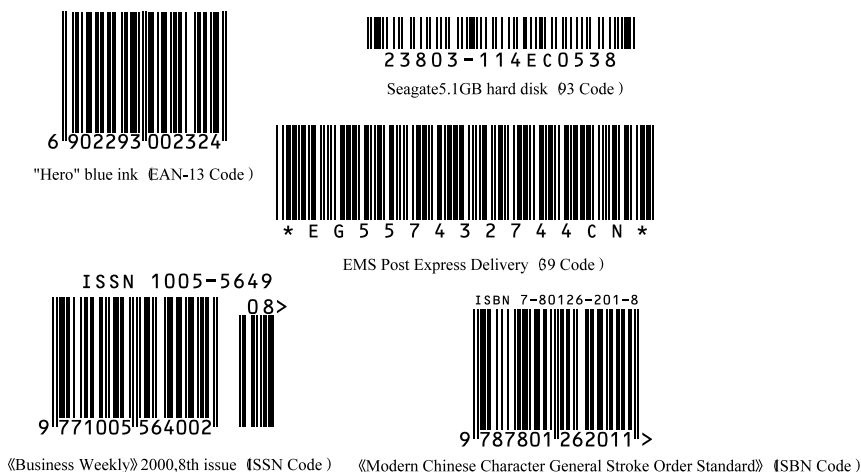
Font To select font of word being used in the content of bar code.

Hint *#OCR-B font is a word font which is specially designed for being read by Optical Character Reader or being read manually.*

Size The size of Chinese character used in bar code.

Align The align type used between the character and bar code. There are 4 align types, bar code align, left align, middle align and right align.

They are shown as follows.



Size To setup width, proportion of thick bar and thin bar, and bar height.

Unit Element Width Element is defined as the bar and blank part of bar code, and the element width defines the standard width of the elements.

Rate The proportion of thick element and thin element.

Height The height of bar code.

Option According to the requirement, you can setup various options such as Displaying Word, Word on Top, Displaying Start and End Code, Displaying Silent Section, With Checking Character and Added Character on Top etc.

Show Words If this option is selected, word will be displayed.

Top If this option is selected, word will be put on top of bar code.

Show the Beginning and End Code If this option is selected, the start and end code will be displayed.

Sign Silent Gap If this option is selected, silent section mark will be displayed.

With Checkout Symbol To add checking character onto bar code.

Put Append Words to Top To put the added character on the top of bar code.

Spacing To setup margins on top, bottom, left and right of the bar code in unit of element width.

Printer Calibrating According to the requirement, adjust DPI value (Points per Inch) and element width. When the precision of the printer is rather low (for example less than 300 DPI), it is better to use this option, but when the precision of the printer is high, there is no need to adjust DPI value. The following bar codes are created by using 「Create Bar Code」 option.



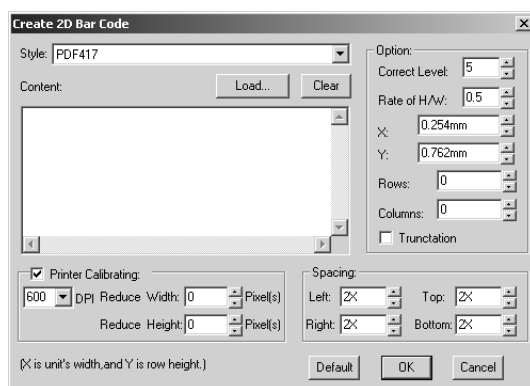
Hint It often needs to print multiple bar codes on one page. MainTop system can use its 「Convert to Copy Filter」 option in 「Filter」 menu to implement this function automatically by setting horizontal and vertical shift distance, rather than copy them one by one. If 「Auto Jump」 option is selected from 「Convert to Copy Filter」 dialogue box, the system will create the series number of the bar code on every page automatically.

Note Only standard version and above support this function.

☐ Setup Bar Code

When one bar code is focused, 「Create Bar Code」 option will be changed to 「Setup Bar Code」 option. The operation of setting bar code is as same as the operation of creating bar code, except that the operation of setting bar code is to modify the already existed bar code.

☒ Create 2D Bar Code



Style The style of 2D bar code is a fixed default value, that is PDF417.

Content The content of 2D bar code. There are two methods of inputting its content. One is to input directly in the content frame, the other is to input content by loading file.

Option According to requirement you can set each item, such as correct

level, rate of h/w, x (unit's width), y (row height), rows, columns and truncation.

Correct Level..... It has 9 levels from 0 to 8. The higher level, the more correct words and the bigger bar code. When the level is 8, code can be read correctly even if 50% being defiled.

Rate of H/W The proportion of thick element and thin element.

X The unit's width.

Y The row height.

Rows Rows of PDF417 is variable, from 3 to 90.

Columns..... Columns of PDF417 is variable, from 0 to 30.

Truncation In relative "clean" environment, the possibility of code damage is little, then you can omit the row prompt on right and reduce terminal symbol. Truncation of PDF417 is completely compatible with standard PDF417.

Spacing..... To setup margins on top, bottom, left and right of the bar code in unit of element width.

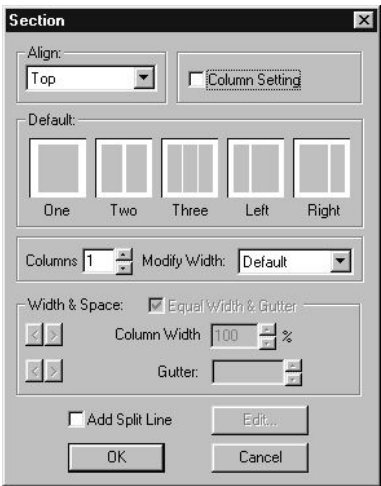
Printer Calibrating According to the requirement, adjust DPI value (Points per Inch) and element width. When the precision of the printer is rather low (for example less than 300 DPI), it is better to use this option, but when the precision of the printer is high, there is no need to adjust DPI value.

7.5 Style Menu

Use the command in style menu to take operations such as section,new section,paragraph style sheet and character style sheet,etc.

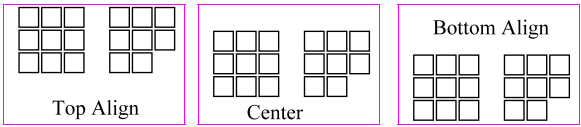
■ Section

Set columns,columns width,gutter,alignment ,line of the section where the inserting point locates.



Align..... Align formats of word in every column, which are divided into

4 types, top align, center, bottom align and un-align.





Column Setting..... When this option is selected, the area column dividing format will be as same as the format settings in column dividing, and under this situation the following options will become gray.

Default When selecting one, two, three, it may split the section into one column, two column or three column. When selecting left or right, it may split the section into two columns with unequal width.

Columns The column quantity of split section.

Equal Width & GutterAfter selected this item, each column in the section has equal width and space.

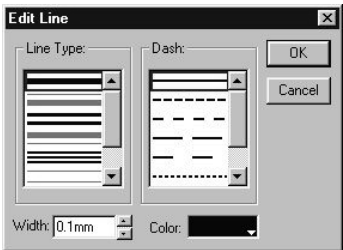
Width..... Set the width of each column when section splits into unequal columns. Press the button  or  to select the different number.

Gutter Set the space of two close columns when section splits into unequal columns.

Modify Width According to the requirement, to align the column with a pre-selected grid set. You can also select "Do not Finely Adjust Column" option.

Add Split Line Add the split line among columns.

Edit After selected this item, the dialog box appears.



Line type Select a new line type.

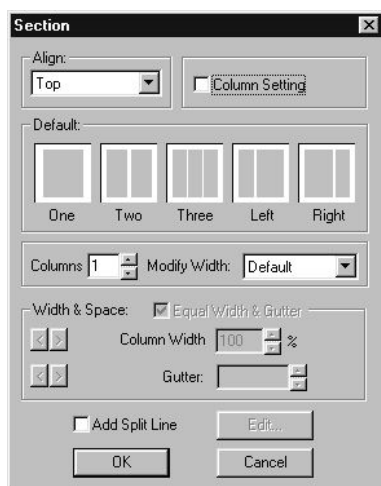
Dash Select a new dash line.

Width Set line width.

Color Set line color.

■ **New Section**

Separate paragraphs where the selected text block locates from current section to make it a new section.



Hint *After creating a new section, the section where the selected block locates is divided into three sections. The first and third sections keep the original style, and the new section displays as set style.*

Default When selecting one, two, three, the section content may be split into one column, two columns or three columns. When selecting left or right, into two unequal column.

Columns The number of the new section.

Equal Width & Gutter After selected this item, columns in the new section has equal width and space.

Width Set the width of each column when the new section splits into unequal columns.

Gutter Set the space of columns when section splits into unequal columns.

Align The method of vertical alignment between the new section and its column.

Add Split Line Add the split line between each column in the new section.

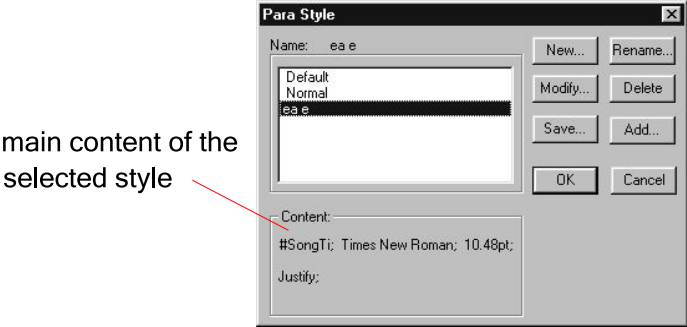
Hint *The height of column separate line equals that of character of this section.*

Edit After selected this item, **Edit Line** dialog box appears.

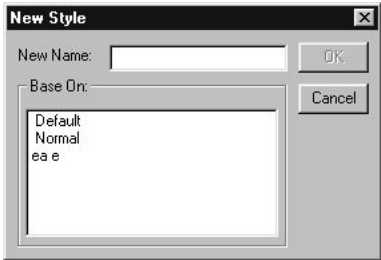
■ Paragraph Style Sheet

Paragraph style sheet command has following operations.

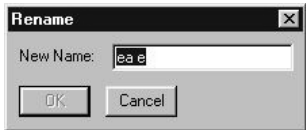
- ◇ Add a new paragraph style.
- ◇ Change the content of paragraph style.
- ◇ Change the name of paragraph style.
- ◇ Delete paragraph style.
- ◇ View the content of one style.
- ◇ Save a paragraph style.



- Name** All paragraph style names of the file.
- Content** Show the main content of the selected style.
- New** After selected this item, the following dialog box appears.



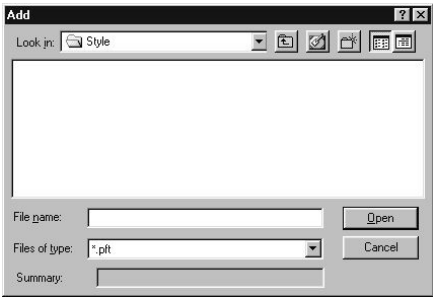
- Hint** *In the **Paragraph Style** panel, click **New** can also open **New** dialog box .*
 - New Name** The name of new style.
 - Base On** Select a style as sample of a new style.
- Hint** *The based style is better close to the new style's content to avoid setting the same style repeatedly.*
 - OK** After clicked this item, the **Edit Para Style** dialog box is appeared. You may set each parameters of the new style in it.
- Hint** *When adding a new style, the style name is better able to reflect the content of the style or the characteristic of the style. For example, the style name of each title in a file may be named as head1, head2, etc.*
 - Modify** After clicked this item, the **Edit Style** dialog box is appeared. You may change the content of the paragraph style in it such as paragraph font, spacing, phonetic, tab, style method.
 - Rename** After clicked this item, the following dialog box appears.



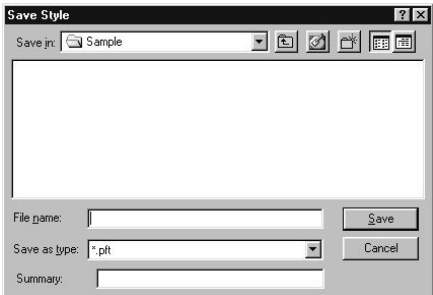
- New Name** The style name is changed from an old name to a new name. Its length is 31Byte characters.
- Delete** Select the style name in the **Style Name** list box, after clicking

this item, the selected Style Name is deleted.

Add..... If this option is selected, you can select format file to be added from the right side dialogue box.



Save..... If this option is selected, you can select format saving directory through the following dialogue box.

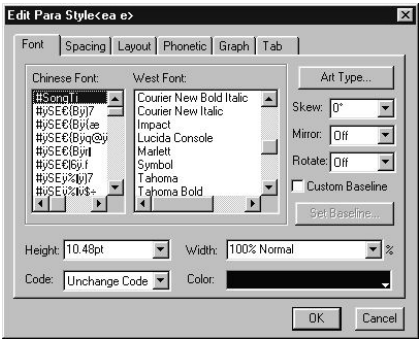


■ **Edit Paragraph Style**

This option is selected to modify the content of paragraph format that is used currently. Since the format name is effective to all paragraphs within the file, when the content of one format is changed, all paragraphs that using this format name will also be changed.

□ **Font**

Set the parameters of the paragraph style such as Chinese font, Westfont, size, color, style and art type, etc.



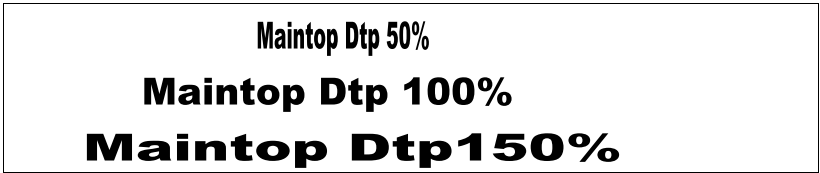
Chinese Font List all installed Chinese Font in the computer.

West Font..... List all installed West Font in the computer.

Hint *The font with # symbol expresses MainTop's font. The font with highlight expresses the font used in the current paragraph.*

Height Height of the characters in the paragraph.
Width..... Width of the characters in the paragraph.

Width of the characters is decided by the percent of the characters' height.For example: when the characters' height is set as 14pt,the characters' width is set as 50%,100%, and 150%,the effect is as follows.



The characters' height of horizontal arrangement is the characters' width of vertical arrangement,the characters' width of horizontal arrangement is the characters' height of vertical arrangement.

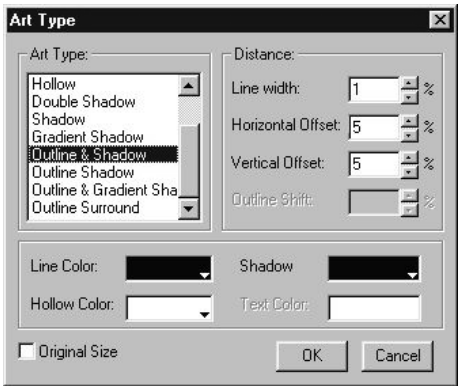
Color Select a color for paragraph. If the needed color isn't at the list, you may choose **New** and create needed color in the palette.

Code Change the internal code method of Chinese in the paragraph.
MainTop record the character code with Unicode inside. In the CJK (Chinese/Japanese/Korean) unified Chinese character's code table, one Unicode is corresponding to one Chinese character in the G, T, J, K source coded characters set. Every Chinese character has a corresponding code in the source code characters set. For example:

Skew The range of character skew is between ± 45 degree.
Mirror The mirror method of the paragraph character. It is divided into off, vertical and horizontal three kinds.
Rotate The rotate angle of the paragraph character. The option has 0,90,180 or 270 degrees.

Hint *Rotate angle may be set as Off. It cancels the rotate attributes of characters.*

Art Type After selected this item, the following dialog box appears.

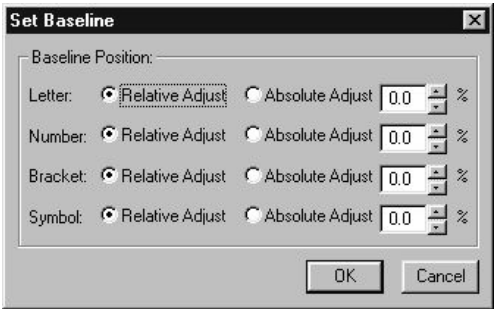


Hint When setting art type, the effect such as mirror, rotate and skew may be used with art type such as bold, shadow and bold.

- Art Type**..... The type of Art Type. The content of the dialog box is corresponding to the different option.
- Distance** Set the offset of line's width, bold scale and shadow in Art Type.
- Text Color** Set the color of characters.
- Line Color** The color of character outline when Art Type is hollow, bold or outline.
- Hollow Color** The color of hollow part of Hollow.
- Outline Color**..... Set the outline color when Art Type is outline or bold outline.
- Shadow Begin** Set the start color of Gradient when Art Type has Gradient Shadow.
- Shadow End** Set the end color of Gradient when Art Type has Gradient Shadow.
- Original Size** If this option is selected, the text will be changed according to the selected wordart style without changing the word size. As shown below, the word size of the text on the left is changed, but the word size of the text on the right is not changed.

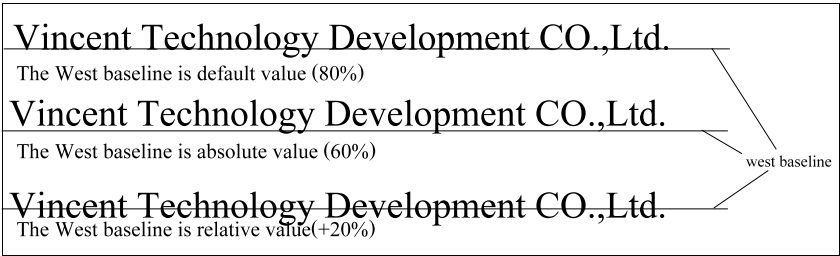


Custom Baseline ... Generally, the baseline of West font is shown as default value. After selecting this item, you may custom the baseline of West font.

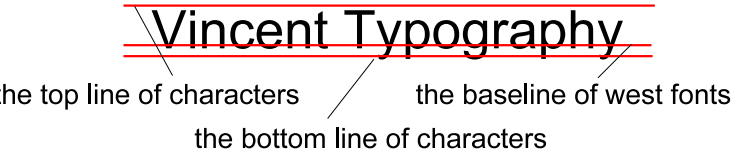


- Letter** Letters except number, bracket and symbol.
- Number** Number 0~9 .
- Bracket**..... (,) , 「 」 , { and }.
- Symbol**..... +, -, *, / .
- Absolute Adjust** ... The adjustment range is 50%~100% of character height according to absolute adjust baseline.
- Relative Adjust** ... The adjustment range is -25%~25% of default baseline accord-

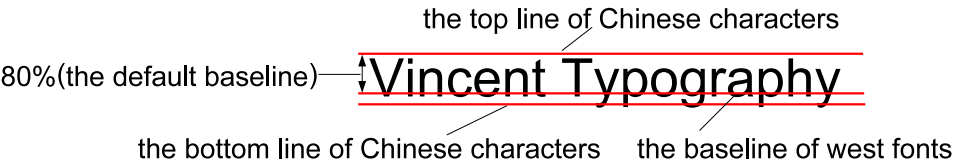
ing to relative adjust baseline.



The position of baseline bases on the bottom of Chinese character as the following picture.

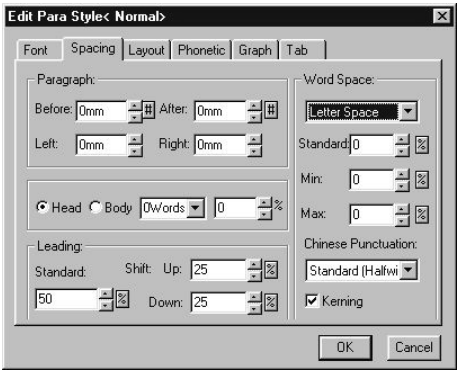


The default baseline position of characters is 80% of the Chinese character's height as the following picture.



☐ Spacing

Set the style content such as paragraph spacing, word spacing, leading, the type of Chinese punctuation in the paragraph.



Paragraph..... The space between two adjacent paragraphs or paragraph and frame.

Before The distance between a paragraph and the one before it.

After..... The distance between a paragraph and the one after it.

Left When horizontal arrangement before row, it expresses the distance between a paragraph and the left of its frame. When vertical arrangement before row, it expresses the distance between a paragraph and the top of its frame.

Right..... When horizontal arrangement after row, it expresses the

distance between a paragraph and the right of its frame. When vertical arrangement after row, it expresses the distance between a paragraph and the bottom of its frame.

Head & Body The arrangement style of paragraph is the character number of head indenting, body indenting and both.

Hint

The value of indent may be set as number or the percent of character width. For example, when indent head, you may set 2 characters, or set 200%.

Word Space Distance between two adjacent word.

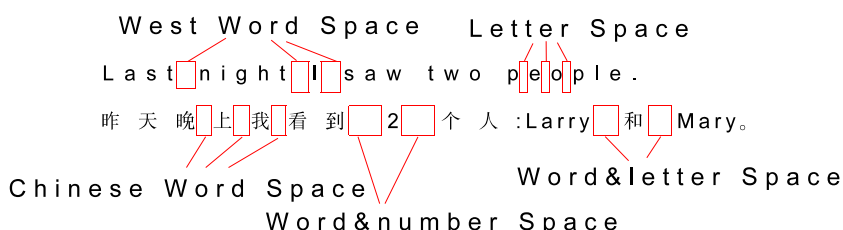
Word Space Distance between two adjacent Chinese characters.

Letter Space Distance between two adjacent West characters.

Word & Letter Space Distance between adjacent Chinese and West characters.

Word & Number Space Distance between adjacent Chinese character and number.

Words Space Adjust the distance between two adjacent West words.



Leading Distance between the character bottom line in first row and the character top line in second row between two adjacent rows.

Standard The standard size of leading.

Shift The percentage by which the character, formula, inserted picture's top and bottom lines go beyond the normal height in paragraphs. When the overvalue is larger than shift value, MainTop automatically add leading. When the overvalue is smaller than shift value, MainTop does not add leading as the left of below figure (in leading adjusted) and the right of below figure (in leading not adjusted).

VincentVincent
Vincen T Vincen T
VincentVincent

VincentVincent
Vincen T Vincen T
VincentVincent

Punctuation The type of Chinese punctuation in paragraph.

Default The system doesn't process the punctuation, and uses the width of the Windows punctuation. No kerning for punctuation marks.

Fullwidth Center ... The SBC case punctuation is at the center of the same line's character.

Fullwidth Left The SBC case punctuation is at the lower-right corner of

Chinese character.

Kerning Left The punctuation is at the lower-right corner of character. Its width is the width of DBC case character. There isn't added space between punctuation.

Standard Process punctuation by general style principle. There isn't added space between same kind punctuation.

Standard (Halfwidth) Brackets are processed as DBC case, other as standard.

Halfwidth Bracket ... DBC case using bracket of DBC case. There isn't added space before or behind bracket.

Bracket Kerning There isn't added space between punctuation such as two brackets, bracket and a full stop. The space between two adjacent punctuation is one and a half characters.

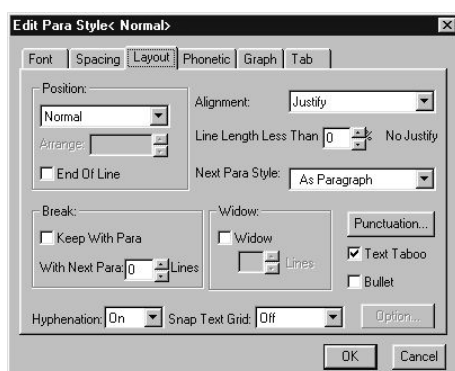
Halfwidth Bracket Kerning DBC case bracket is DBC case, There isn't added space between before and behind bracket. The width between two close punctuation is one character.

Hint *System default Chinese and West letter space is 25% of font. You may control the space between a full stop and quotation mark when style by setting letter space. In the book with traditional Chinese code, punctuation is set Fullwidth Fullwidth Center. You may set it SBC case center. In the book with simplified Chinese code, punctuation is set in the lower-right corner. You may set it Fullwidth Left case side or standard.*

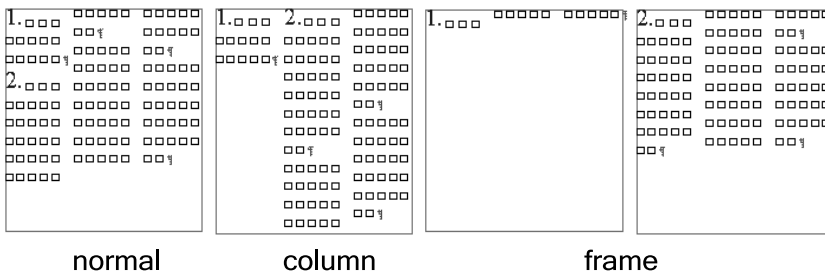
Kerning When selecting this item, the West characters in the paragraph arrange by kerning, otherwise no kerning process.

□ Layout

Set parameters of a paragraph such as paragraph position, alignment, break, hyphenation, bullet, text taboo, etc.

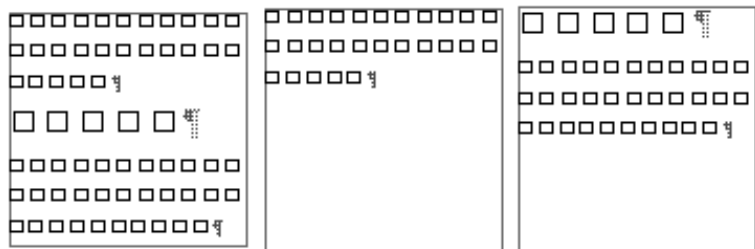


Position Set the position of paragraph to start.



- Normal** A paragraph is arranged after the before one.
- Column** The paragraph is arranged at the beginning of a column. If the paragraph isn't at the beginning of a column currently, the character may be automatically arranged at the beginning of next column.
- Frame** A paragraph is arranged at the beginning of a frame. If the paragraph isn't at the beginning of a frame currently, the character may be automatically arranged at the beginning of next frame.
- Page** A paragraph is arranged at the beginning of a page.
- Odd Page** A paragraph is arranged at the head of odd page.
- Even Page** A paragraph is arranged at the head of even page.
- Column Separator At** When the free space of current column is less than the setting range, this paragraph is automatically arranged at the next column.

Hint When set Column Separator At, it is needed to appoint the range to change column. When the free space of current column is less than the appointed range of changing column, this paragraph is automatically arranged at the next column's beginning. When the left space of current column is larger than the appointed range of changing column, this paragraph is arranged at the current column.



the range of seperate column
is less than left height

the range of seperate column
is more than left height

Alignment Set the alignment method of paragraph character relative to the frame line.

Digital cash is based on the concept of the digital signature, familiar to privacy hounds. (Left)

Digital cash is based on the concept of the digital signature,famil-

iar to privacy hounds.(Center)

Digital cash is based on the concept of the digital signature,famil-

iar to privacy hounds.(Justify)

Digital cash is based on the con-

cept of the digital signature,famil-iar to privacy hounds.(Right)
Digital cash is based on the concept of the digital signature,familiar to privacy hounds.
(Force Justify)

Left The characters are arranged from left to right according to the left borderline of its frame, until it is finished.

Right The characters are arranged according to the right borderline of its frame.

Center The characters are arranged according to the center of its frame. They have equal distance with the left and right borderline of its frame.

Justify When the actual length of paragraph is the appointed length, the first and the last character of the line align to the left and right borderline of its frame in the same time. If the last line isn't the appointed length, it aligns to the left.

Force Justify Like justify, all line of the paragraph are arranged with justifying method.

Hint *When justifying, you may set the length of the text line in paragraph. Only when the length of the text line in paragraph gets the appointed percentage, the characters in the paragraph may be arranged with justifying.*

End of Line Arrange the last line of current paragraph and the first line of next paragraph in a same line.

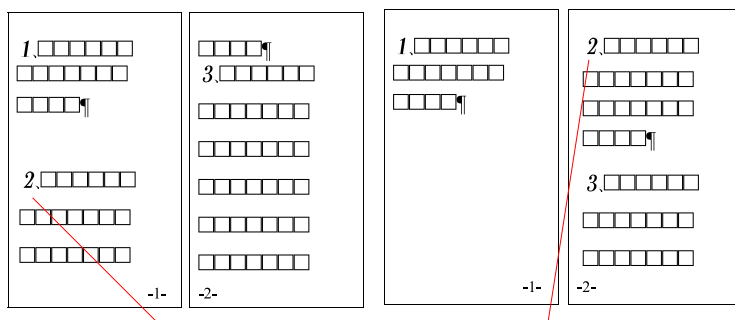
Hint *When using **End of Line**, the space before the paragraph is set as the space value in the first paragraph, the space after the paragraph is set as the space value in the second paragraph and space should be set between two paragraphs , otherwise they will overlap.*

Break Set the break method of paragraph character.

Keep With Para All lines in the paragraph are set in the same frame. If the left space of one frame isn't enough for the full paragraph, it is set into the next frame.

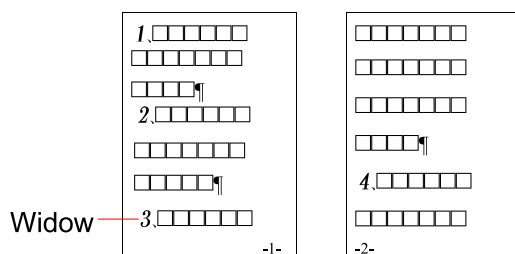
With Next Para The current paragraph is set with the appointed lines of the next paragraph in the same page.

Hint *This item has the same function as paragraph position's **Column Separator at**. This item sets the styling space of next paragraph as line number, the latter sets as concrete value.*



positions in different pages positions in the same page

Widow This item may control the line number left in the previous column of the paragraph. The line number may be set as 1~3. When the number of lines in the head paragraph is less than the appointed, the system may automatically move lines in the head paragraph into the next column to set entire line in the same column.

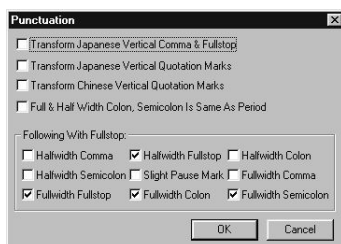


For example:when the number of Widow value is 2,if there is only one line of the paragraph in the previous page,the system may automatically move the line into the next page.If there is three lines in the previous page,the text of this paragraph may be set into two pages.

Next Para Style ... The new paragraph style created by pressing the **Enter** key at the end of paragraph .

For example:Setting the style of next paragraph as<Normal>in the paragraph style<head1>.After pressing enter key at the end of<head1>paragraph,the new paragraph style is set as<Normal>.

Punctuation After selected this item, the following dialog box appears.



Transform Japanese Vertical Comma & Fullstop

When take horizontal and vertical arrangement transformation, the comma may be converted into full stop in compliance with Japanese format.

Transform Japanese Vertical Quotation Marks

When take horizontal and vertical arrangement transformation, the quotation mark may be converted into Japanese punctuation in compliance with Japanese arranging principle, i.e. “ to ”

Transform Chinese Vertical Quotation Marks

When take horizontal and vertical arrangement transformation, the quotation mark may be converted in compliance with Chinese arranging principle.

Full & Half Width Colon, Semicolon is Same As Period

The width of colon, semicolon with SBC case and DBC case in a paragraph is processed in compliance with full stop arranging principle, otherwise be processed in compliance with bracket punctuation arranging principle.

Following With Full Stop

The selected symbols are arranged in compliance with full stop arranging principle of Japanese JIS standard.

Hyphenation When an English word slop over at the end of a line, this item automatically breaks the word in syllable, adds hyphen, and arranges the other part after hyphen to the head of the next line. If one syllable can't be arranged at the end of a line, the system automatically arranges the full word to the head of the next line.

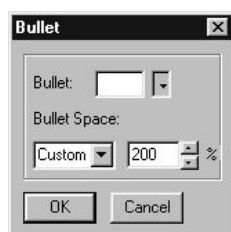
Hint

When using the Hyphenation function, the alignment style of the paragraph had better be set as justifying. This would avoids different length of text caused by Hyphenation.

Snap Text Grid Select the grid which paragraph text snap to.

Text Taboo Make paragraph text automatically avoid the head and the end punctuation. Selecting this item, when the punctuation such as ",»,) appear at the begin of line, the system automatically tracks the previous line, to move them to the end of previous line. If it can't set after tracking, they are set outside the line end in the frame. When (, ", 《 appear at the end of line, the system automatically move the last text of previous line to the next line's begin and the punctuation are set behind the text.

Bullet There is a √ sign in the check box. It expresses adding bullet for paragraph. And then clicking the **Option** button, the following dialog box appears. If there isn't a √ sign in the check box, it expresses canceling symbol with head for paragraph.



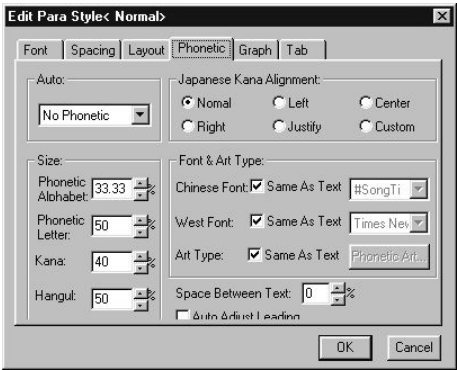
Bullet Select the character of bullet.

Bullet Space The spacing between bullet and character at the beginning of paragraph. It may be number or percentage of character height.

Hint If setting the attributes of bullet such as font size, color different from the other characters in the paragraph, or setting picture as paragraph bullet, you may set the content of bullet as graph in the Graph of Paragraph.

☐ **Phonetic**

Set parameters in paragraph such as phonetic notation type, size, font, space between phonetic notation text, Japanese Kana alignment etc.



- No Phonetic** Cancel the phonetic notation added for paragraph character.
- Auto** Select the style of automatically phonetic.
- Phonetic Letter** Add simplified Chinese phoneticize for Chinese character in paragraph.
- Phonetic Alphabet** Add phonetic for traditional Chinese in the paragraph, phonetic is set at the left of character.
- Phonetic Alphabet(Horizontal)** Add phonetic for traditional Chinese in the paragraph, phonetic is set above the character.
- Hangul Alphabet(Above)** Add phonetic for Hangul Chinese in the paragraph, phonetic is set above Chinese.
- Hangul Alphabet(Below)** Add phonetic for Hangul Chinese in the paragraph, phonetic is set below Chinese.

Hint After automatic phonetic alphabet, it doesn't process multitone, only marks the common pronunciation. You may use **Utilities / Search Multitone Character** automatically to find multitone character and select the correct phonetic alphabet. For convenient observing, you may select **Display Multitone Characters in Red** in **Option/Text Display Preference**.

- Size** Set the size of phonetic character. The size of simplified and traditional Chinese, Hangul and Japanese Chinese phonetic may be set different. The size of phonetic is set as the percentage of paragraph's size.
- Japanese Kana Alignment** When paragraph character is added Japanese phonetic notation, to set the position relation between phonetic and character.
- Font & Art Type** Set font of notation and add art type for it.
- Chinese Font** When selecting same as text, it represents the font of notation for Japanese character, traditional Chinese is same as paragraph's, otherwise

you may select the needed font in the following list box.

West Font When selecting same as text, it represents the font of phonetic is same as paragraph's, otherwise you may select the needed font in following list box.

Art Type When selecting same as text, it represents the art type of notation is same as paragraph character, otherwise you may select **Phonetic Art** button and set art type only for phonetic notation.

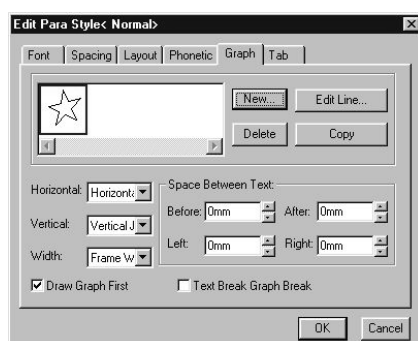
Hint *The phonetic letter's font is better selected as MainTop Font # Pinyin or # Pinyin Light.*

Space Between Text The distance between phonetic letters and character. When the value is positive, phonetic letters' position are set upward. When the value is negative, they are set downward.

Auto Adjust Leading When the phonetic character is large and exceeds the leading, the system automatically adjusts leading after selecting this item.

Graph

Add a graph of paragraph for texts in the paragraph. The graph of paragraph may move with paragraph texts.



New Select the graph source of paragraph. The selected graph in the page, content of the clipboard or picture of a file all can be paragraph graph.

Horizontal Graph and text are horizontal alignment. It is classified into four styles: Justify, left, center and right.

Vertical Graph and text are vertical alignment. It is classified into four styles: Justify, Top, Center and Bottom. The following figure are the different effect resulted from same graph under different alignment.



(origin graph of paragraph)

justify

center

left

right

Width The graph length is classified to the following three kinds.

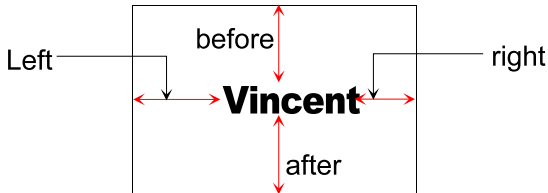
Frame Width The width of graph equals to the width of frame where the

graph locates.

Paragraph Width ... The width of graph is same as the paragraph.

Text Width The width of graph is same as that of the longest line in the paragraph.

Space Between Text Set the up, down, left and right spacing among graphs and text of paragraph.



Before The distance between graph and the first line of paragraph text.

After The distance between graph and the last line of paragraph text.

Left The distance between graph and the left of paragraph text.

Right The distance between graph and the right of paragraph text. Setting different space can get different graph effect of paragraph as following picture.



Draw Graph First If drawing graph first and arranging text later, the text may set above the graph. If arranging text first and drawing graph later, the graph may set above the text.

Text Break Graph Break

If select this option, when text separate at the end of column or frame, the graph will break two. If not, the graph of paragraph will only apply to the part in previous column or frame.

Del Selecting the graph of paragraph and clicking this item to delete this graph.

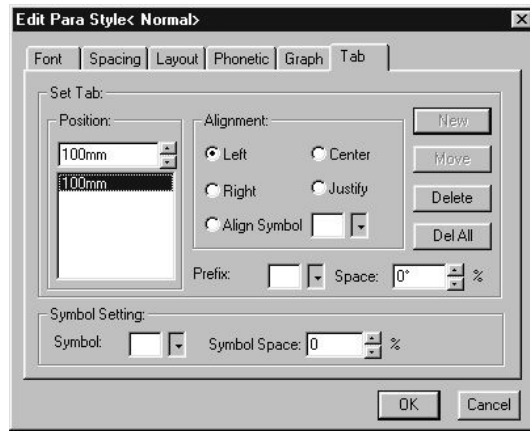
Edit Line After clicking this item, the Edit Line dialog box appears. You may set parameters of graphs outline such as line style, line width and color, etc.

Hint *When there are many contents to change, you may copy the graph to the clipboard, and paste it into the file window. After changed, it may be added into paragraph as a graph.*



Tab

Set Tab's parameters such as position,alignment,prefix,symbol etc.



Set Tab Set the position and alignment of tab.

Position Input a new Tab.

Hint *The begining of Tab would take the left borderline of the frame as standard.*

Alignment Tab's alignment is classified into left, center, right, justify and align symbol etc.

Prefix Specify the filling symbol between Tab and the character before it.

Space The letter space of prefix text.

New Add the Tab set in the position text box into the paragraph.

Move Select a Tab in **Position** list box and enter a new position. This item will replace the selected position Tab with new position.

Delete Delete the selected tab.

Del All Delete all current tabs.

Symbol Setting Set the symbol and symbol space.

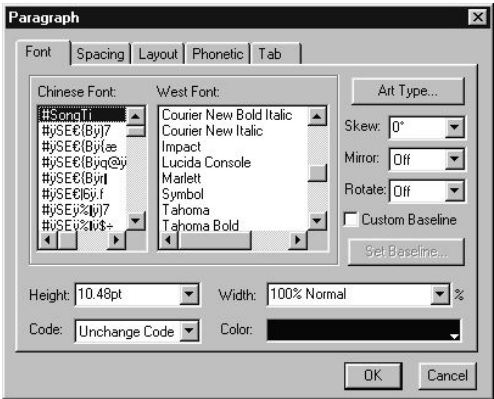
Symbol Select the character as filling symbol.

Symbol Space The distance of filling symbols.

| | | |
|--------------------------|-------|----------|
| Telephone numbers | | |
| John | | 89217286 |
| Mary | | 85566887 |
| Tom | | 88173779 |

■ Paragraph

Change the style of a paragraph which cursor or selection block in such as font,spacing, layout,phonetic and tab,etc.



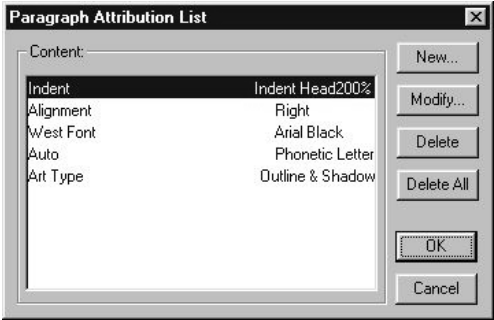
Hint *The modification in paragraph is only in effect with current selected block or paragraph which the insertion point is in.*

- Font** Change the font, size, art type, etc of paragraph.
- Spacing** Set the related space such as paragraph space, letter space, leading, etc.
- Layout** Set the related content of paragraph style method.
- Phonetic** Set the related content of phonetic.
- Tab** Set the related content of Tab.

Hint *This option can not be used to edit the picture within paragraph.*

■ **Paragraph Attribution List**

Add paragraph attributions for selected paragraph,change the attribution of paragraph and delete part or all attributions of paragraph format.



- Attribution** Added paragraph attribution for current paragraph.
- New** After clicking this command, a list appears. You may select paragraph attribution item in it and set the item's content.
- Modify** After selecting an item in and clicking this command, a menu or dialog box appears. You may change the selected item content.
- Delete** After selecting an style item in and clicking this command, you may delete the selected item.
- Delete All** After clicking this command, you may delete all paragraph at-

tributions in the current paragraph.

Note *"Do not Draw Picture within Paragraph" option can be setup only in "Partial Paragraph Format List" menu, but all other options can be setup in "Partial Paragraph Format" menu.*

■ **Alignment**

This option is used to modify the alignment types of the paragraph containing the insert point or focused text block.

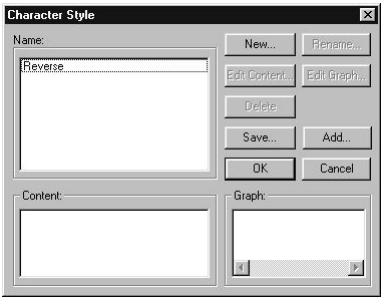
Hint *By using this command, partial paragraph format can be setup.*

■ **Paragraph Typesetting Position**

This option is used to modify the typesetting position of insert point or focused text block, and to setup partial format for this paragraph.

■ **Character Style**

You may add character style,change the content of character style,add character graph for characters,delete character style,save character style and use the content of selected character style file in the file.



Name List all character style names in the file.
Content Show the content of selected style in **Name** list box.
Graph List all character graph added in character style currently.
When it is going to select a text format for text block, first select one or several focused text blocks and then select the word format from the "T" column in word attribute plate by left-clicking this format name.

☐ **New Style**

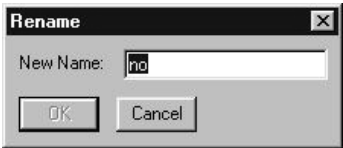
After clicking the **New** button,the following dialog box appears.



- Base On** List all character styles currently. You may select a style in it as a template for the new style.
- New Name** Enter the name of new character style.
- OK** After selecting this item, you may set the contents of new style in the **Edit Style<XX>** dialog box.

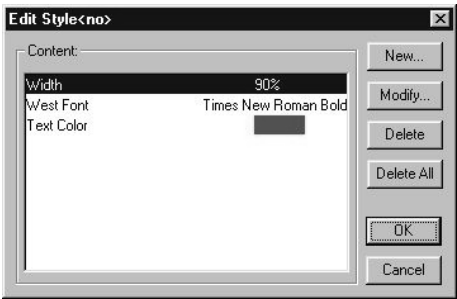
Note *When add characters style, you may add new style based on existed style. Otherwise the added style has only style name.*

- Rename** After selecting the style name and clicking this item, the following dialog box appears.



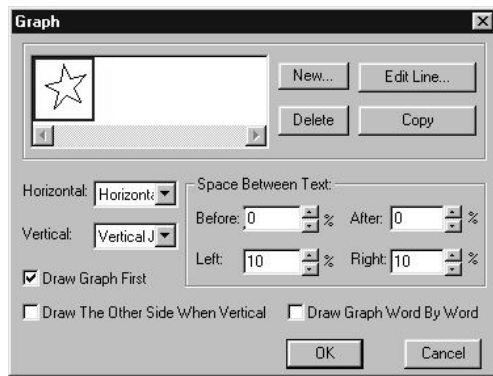
- New Name** Enter the new style name.

- ☐ **Edit Content**
This option is used to modify the content of word format.



- Content** List all style content included in the selected character style.
- New** After selecting this item and added style items in popup menu, you may set the selected content in the corresponding dialog box or list box.
- Modify** After selecting a style content and clicking this item, you may change the selected content in the corresponding dialog box or list box.
- Delete** After selecting a style content and clicking this item, you may delete the selected style content.
- Delete All** After clicking this item, you may delete all content of the selected style.

- ☐ **Edit Graph**
Set or edit text graph.



Preview Show all text graph currently added.

New After selecting this item, you may select default **Upline**, **Downline**, **Leftline**, **Rightline**, and **Box** in the pull-down list or select the selected graphs in the page, graphs in the clipboard and a picture file as text graphs.

Horizontal The alignment method of horizontal is divided into justify, center, left and right four kinds.

Vertical The alignment method of vertical is divided into justify, center, top and bottom alignment four kinds.

Space Between Text The space between text graph and character block's up, down, left, right.

Draw the Other Side When Vertical When not selected this item, the graph which is arranged at character up/down in horizontal arrangement may be arranged at character left/right in vertical arrangement.

Draw Graph Word By Word If select this item, add graph for each character. If not, add graph for whole selected text block.

Del After selecting a text graph in the list and clicking this item, you may delete the graph .

Edit Line After selected this item, the **Edit Line** dialog box appears. You may change the line attributes of graph border line.

Copy When changing many attributes, you may use this item to copy the selected text graph in the dialog box to clipboard, and use **Paste** in **Edit** to paste the graph to the page, then send the changed graph back into character style.

Del Delete the selected style name.

Save Save character style to selected file.

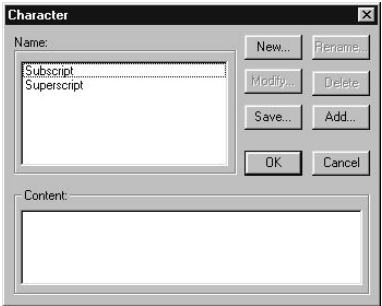
Load Add specified character style file to the current file.

■ Character

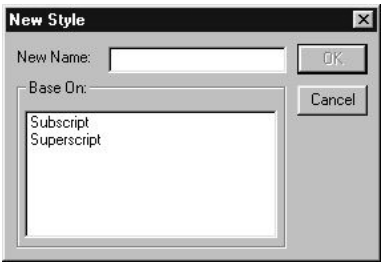
- ◇ When the content of a word format is modified, the style of words in the file using this word format will also be changed.
- ◇ Word Attribute Pre-defining option will not be applied to the currently focused word block, until it is selected. When the content of word format is being modified, it will not

influence the word in file.

- ◇ There are many system pre-defined word attributes in the "A" column of word attribute plate, and the user-defined word attribute will also be loaded into this column.
- ◇ The application method of word attribute is as same as the application method of word format, but the option of word attribute provides the objective typesetting command to the focused word block, and the option of word format provides its format name to the focused word block.



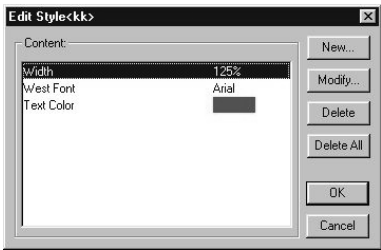
- Name** List the name of character attributions.
- Content** Show the content of selected character attributes.
- New** After selected this item, the following dialog box appears.



- Base On** You may select one as the template of new attributes.
- New Name** Enter the name of the new predefined character attribution.
- Rename** After selected this item, the following dialog box appears.



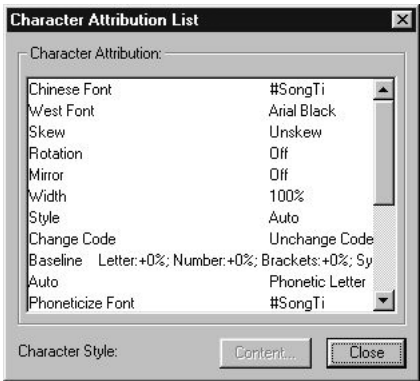
- New Name** Enter the new name of character attribution.
- Modify** After selected this item, the following dialog box appears.



- Content** List all content of selected character attribution.
- New** After selecting this item and the added attributes item in the popup menu, you may set the selected content in the corresponding dialog box or list box.
- Modify** After selecting one attributions' content and clicking this item, you may change the selected content in the corresponding dialog box or list box.
- Delete** After selecting one attributions' content and clicking this item, you may delete the selected attributions content.
- Delete All** Deleting all content of the selected attributions.
- Del** In **Style Name** list box after selecting one custom predefining character's attributions and clicking this command item, you may delete the selected attributions .
- Save** Save the character attributions into the selected file.
- Add** Append the character attributions in the selected file into the current file.

■ **Character Attribution List**

View the content of character attributions and character style in the selected text block.



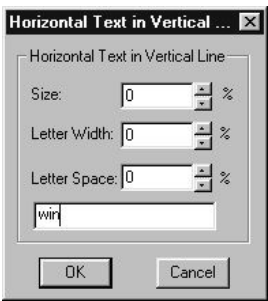
- Character Attribution** List the content of character's attributions in the selected texts.
- Character Style**..... This option is used to display the word format name last applied to the focused text block.
- Content** If the focused text block contains the word format name, when this option is selected, the content of this word format will be displayed.

7.6 Insert Menu

Insert lines note,chapter & page number,table of content entry,index entry,formula,picture,text and table in a page.

■ Horizontal Text in Vertical Line(Alt+I+R)

In the character with vertical setting,let some characters keep horizontal setting.



Size Set the size of horizontal text in vertical line according to the size of paragraph.

Letter Width Set the width of horizontal text in vertical line according to the width of paragraph character.

Letter Space Set the letter space of horizontal text in vertical line according to the letter space of paragraph character.

Text Box Change the content of horizontal text in vertical line character.

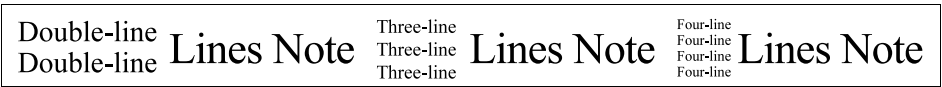
Hint *If without selected text, you may input the content of horizontal text in vertical line in the dialog box directly.*

Note *Horizontal Text in Vertical Line is a integer, and can't be edited any character's attributes lonely or be added any phonetic notation manually.*

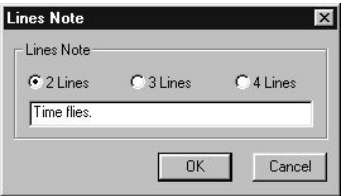
■ Lines Note (Alt+I+N)

Insert and change lines note in a file.

Lines Note This option is used to select lines note type. There are 3 lines note types, Double-line Lines Note, Three-line Lines Note and Four-line Lines Note.



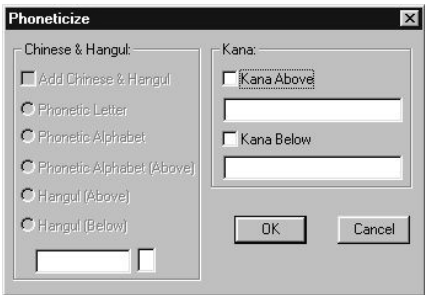
Text Box Insert and change the content of lines note in it.



Hint *After selected text block and clicked this item, the content of selected one may automatically become the content of lines note.*

■ **BOPOMOFO(Ctrl+H)**

Add phonetic notation for characters.



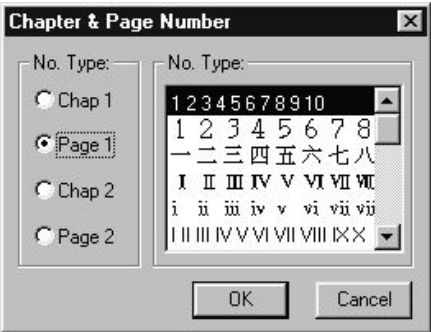
Chinese & Hangul Selecting this item represents to add phonetic notation. You may select a phonetic method in the option groups, and enter phonetic or select the correct phonetic in the following text box.

Kana Input the content of Kana.

Note *Using the Kana Above, Kana Below to add Japanese phoneticize, you may add custom super-script and suffix characters.*

■ **Chapter & Page Number(Alt+I+C)**

Insert the symbol of chapter number,page number in files.You may insert two different kinds of chapter number and page number in one page,to resolve the problem that setting two page content in one page.



Chapter 1 Selecting this item represent setting the type of Chapter Number 1's number.

Page 1..... Selecting this item represent setting the type of Page Number 1' s number.

Chapter 2 Selecting this item represent setting the type of Chapter Number 2's number.

Page 2..... Selecting this item represent setting the type of Page Number 2' s number.

No.Type Select the type of Chapter Number, Page Number.

Hint *In the same page two different type of Chapter Number and Page Number may be inserted. When setting number type, Chapter Number 1 and Chapter Number 2, Page Number 1 and Page Number 2 may be set with different types.*

Hint *The system can automatically number only in status of inserting page number in the master page when arranging long sheet such as book and magazine, (You may insert page number in both left and right master page when it is in double master page style).*

■ Group Text(Alt+I+G)

Make two or more characters become one group.

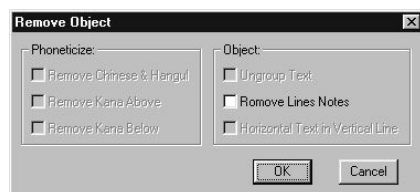
After characters have been grouped,they have the following characteristic.

- ◇ The character in a group is an integer. When selected, all characters in the group are selected. New content can't be added into group text.
- ◇ When changing character's attributes such as font, size, all characters in the group are changed in the same time.
- ◇ When automatically phonetic, the group character can't be added phonetic letters. When in-set bopomofo, the phonetic letters aligns related to the width of all group character which is as following figure.

にほん 日本 (group) にほん 日本 (ungroup)

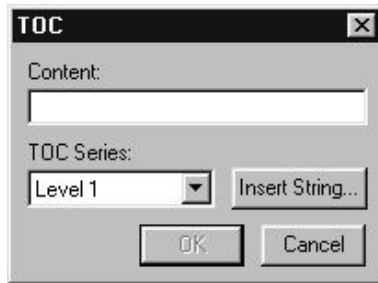
■ Remove Object (Alt+I+U)

Using this item,you may restore the group characters,horizontal text in vertical line and lines notes into common character and cancel the phonetic notation for characters.



■ Table Of Content Entry(Alt+I+E)

Insert Toc content and its parameter manually in the file.When create Toc,the content of the entry inserted manually is prior to that relating to style name.Using the booking function to take out Toc,if there is Toc entry inserted in a selected paragraph of one style,the system may take out the Toc entry, instead of the paragraph content when create Toc.

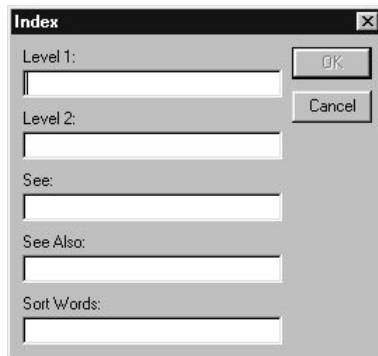


Content Enter the content of Toc.

TOC Series Select level of a Toc. It is at the utmost for setting eight-level contents.

Insert String You may insert symbol and page number behind the content.

■ Index Entry (Alt+I+S)



Level 1 Enter index word of Level 1.

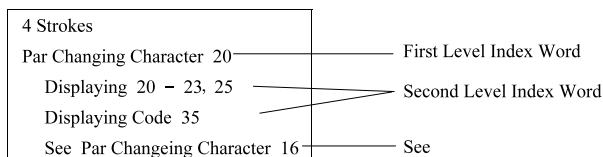
Level 2 Enter index word of Level 2.

See Input the content for being referred to by index word.

See Also Enter the other content for being referred to by index word .

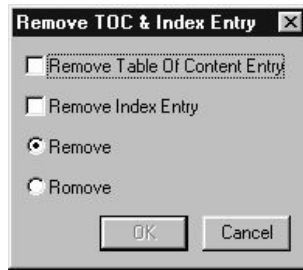
Sort Words Enter the index word of level 1. When create a index after setting the sort word, the sorting procedure can be taken with sorting word instead of index word level 1.

Hint *After index entries are inserted, you can utilize the **Display Index Entry in Setting Text Display** to show the index entry of inserting.*



■ Remove TOC & Index Entry(Alt+I+D)

Delete TOC entry and index entry added manually in the file.



Remove Table of Content Entry Selecting this item represent deleting all the TOC inserted in the file.

Remove Index Entry Selected this item represent deleting the index entry inserted in the file.

Range Set the range to be canceled. Selecting **Remove in Selected Text Block** may delete TOC and index entry all included in selected text block when selecting **Remove All**, the TOC and index entry may be deleted in all of the frame list.

■ **Space (Alt+I+L)**

Insert space with specified width among characters to obtain the effect of adjusting letter spacing.

- 1 Space** Make the character space as SBC case width .
- 1/2 Space** Make the character space as character's width 1/2.
- 1/3 Space** Make the character space as character's width 1/3.
- 1/4 Space** Make the character space as character's width 1/4.
- 1/6 Space** Make the character space as character's width 1/6.
- 1/8 Space** Make the character space as character's width 1/8.
- 1/16 Space** Make the character space as character's width 1/16.
- Number space** Make the character space as number's width, such as 0, 1, 2... 9's width.

Interpunction Space Make the character space as punctuation's width, such as, and etc.

Zero Width Space Make the character space as none. It is used to shorten the distance such as that between .and tpf in *.tpf.

SBC Case Space ... If this option is selected, the interval width between words will be in unit of SBC Case.

■ **Symbol(Alt+I+F)**

Insert filling symbol between characters.

For example, when arranging the telephone number, you may use filling symbols to let the terminate characters justify the page.

Mary **88887777**
John **85858585**
Rose **80008000**

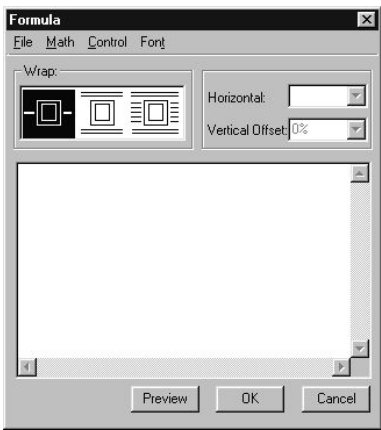
■ **Insert Tab**

If this option is selected, you can create a table mark at inserting point.

Hint *You can also insert a table mark at inserting point by pressing Tab key.*

■ **Formula (Ctrl+K)**

This option is used to insert equation at inserting point.



File..... To load the file containing equation command; to save the command entered currently into text file.

Math This is a classified math equation menu from which you can easily enter various mathematical equations. In addition, you can also turn to MainTop Input method from the currently used input method by using the option within this menu.

Control This is the classified control character menu, which can be used to enter various control equations easily.

Font This option is used to select word font of Chinese or English.

Wrap There are 3 kinds of text wrapping Equation styles. The first style is to insert the equation into the line as one word, the second style is to insert equation between two lines, and the third style is to wrap the equation with text.

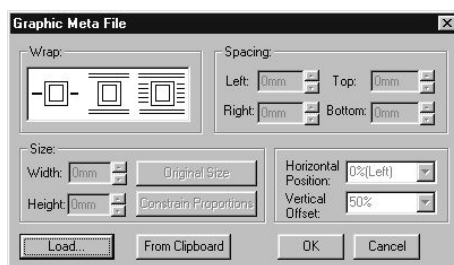
Horizontal..... Horizontal position is represented as the percentage of frame width.Only when selecting the second or third wrapping style,can the graph's horizontal positions be set.

Vertical Offset Vertical offset is denoted with percentage of height of character. Only when selecting the first or third wrapping style, can the graph's vertical positions of graph be set.

Preview This option is used to check the entered equation through preview window.

■ **Graph Meta File(Alt+I+I)**

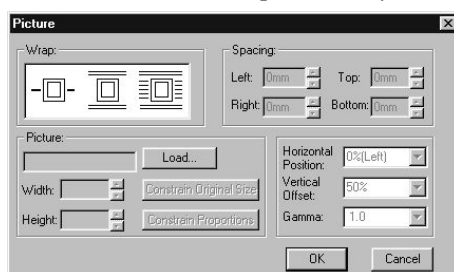
Insert a graph into line.The graphic meta file can move with the characters before it.



- Wrap** Adjust the position relation among graph and text.
- Width** Specify the width of graphic meta file.
- Height** Specify the height of graphic meta file.
- Original Size** Let the graph keep its original size.
- Constrain Proportion** When changing the width or height of graphic meta file, you select this item to keep the graph's scale as constrain proportion.
- Spacing**..... The distance between graph and character in directions of up, down, left and right
- Horizontal Position** When under the wrapping style of that character occupying full text line or being arranged around graph, horizontal position be set as 0, the graph aligns left. When 50%, centering, when 100%, aligns right.
- Vertical Offset**..... Specify the offset of graphic meta file's vertical position. Its range is 0~100%. When the value is 0, the graph aligns top.viz.characters aligns vertically with the graph. When 50%, the graph aligns center. When 100%, the aligns downward.
- Load**..... Insert the specified GMF file into file.
- From Clipboard** ... Insert the graph in the clipboard into line.

Picture(Alt+I+P)

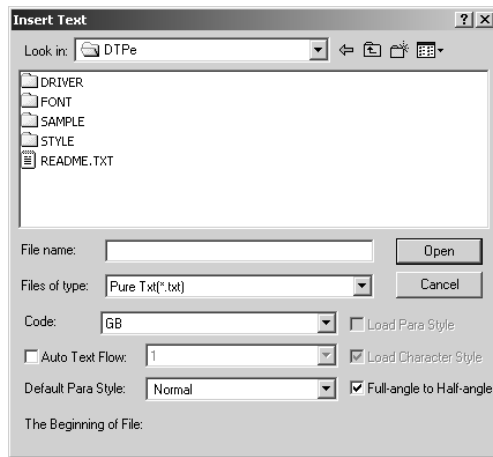
Insert pictures into line.The inserted picture may move with the character before it.



- Gamma** Enter Gamma value of pictures in text box.

Note *The distinct difference between inserted graph and picture lies in that **Graphic Meta File** may insert graph drawn by hand into character line and re-modify it in the same time.*

Text File (Alt+I+X)



This option is used to insert a selected text file into the inserting point.

Files of type Select the type of file to be loaded.

Default Para Style When inserting file, select paragraph style of character.

AutoText Flow Specify characters to load into template frame.

Code Select the internal code of a text.

Load Para Style ... Whether the paragraph format originally used in the text file will be loaded in or not.

Load Character Style Whether the word format originally used in the text file will be loaded in or not.

■ **Table (Alt+I+T)**

Insert a table in the inserting entry.

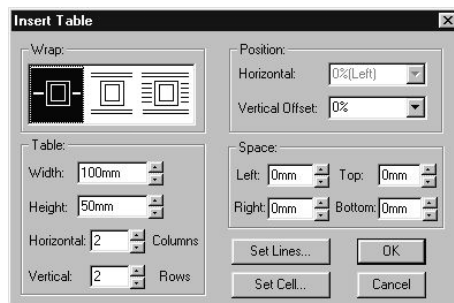
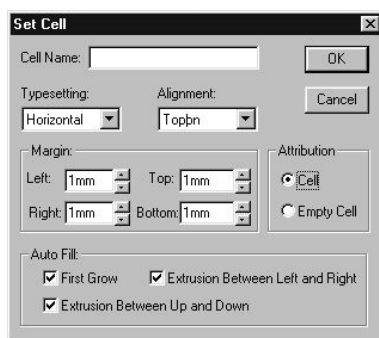


Table Setting table's height, width, columns and rows.

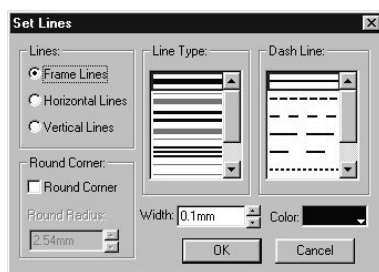
Set Cell This option is used to setup the column attribute, portrait or landscape word entering style, vertical align and column boundary margin etc.




- Cell Name** This option is used to setup cell name.
- Typesetting**..... This option is used to setup the Text typesetting orientation, such as horizontal, vertical and reversed vertical.
- Alignment** This option is used to setup vertical align mode of the text inside cell (each cell in table contains many paragraphs, and the horizontal alignment of the text inside these paragraphs can be controlled with the paragraph format.)
- Margin** This option is used to setup spaces between Chinese character and boundary line of column.
- Auto Fill**..... This option is used to justify the Chinese character automatically.
- Attribution**..... This option is used to setup empty column or non-empty column.

Note *Other options in the dialogue box would not be activated (to be selected or entering values in), until the "cell" option inside the 「Attribute」 menu is selected.*

Set Lines Set the outline of table to be inserted.



- Lines**..... Select the type of table line to be edited.
- Line Type**..... Select table line whether it is single or double style line.
- Dash Line**..... Select table line whether it is dash or continuous style.
- Width** Adjust the width of table line.
- Color** Select the color of table line.
- Round Corner**..... Set four corners of the table to be arc.
- Round Radius** Set the size of arc.

Note If the table needs to be edited, move the  cursor onto the table and double-click the left button to focus the table (a red rectangle will confine the table) and a table plate will be displayed on screen.

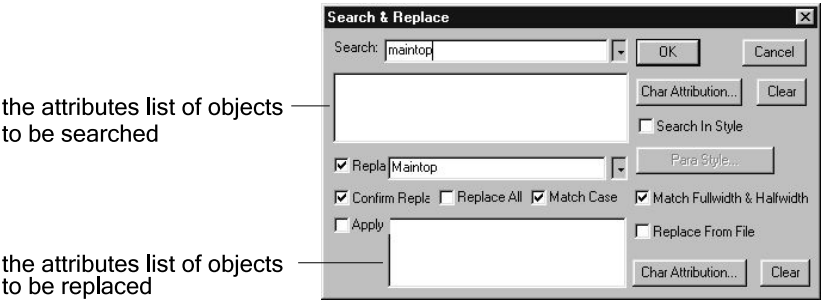
7.7 Tool Menu

■ **Show Envelope Panel (Alt+T+E)**

Show or close envelope panel.Using envelope panel,you may add envelope for graph to change its shape.

■ **Search & Replace (Ctrl+F)**

Search or replace specified character string in the frame.



Search Input the character string to be searched.

Char Attribution ... After selected this item, the **Attributes** dialog box appears. You may set character's attributes of searching character string in it.

Search in Style Selecting this item denote searching specified character string in specify paragraph style's paragraph. And then clicking the **Style** button, you may select needed style name in the popup dialog box.

Replace Selecting this item denote a replacing operation will be taken soon after,and replaced character string must be input. If operation of search and replace have been taken many times, the character string searched before may be listed in the pull-down list box, you may select the character string needed.

Confirm Replace ... After selected this item,when checking character string matched the condition, the information appears to asks if any replace is need.

Replace All After selected this item, the system may replace all character string matching conditions in the frame list. Otherwise only first matching character string will be replaced.

Match Case When there is English text in character string to be searched and replaced,select this item to distinguish uppercase and lowercase of English letter.Otherwise search all English matching the condition, not only capital but also lowercase.

Match Fullwidth & Halfwidth

Select this item to distinguish SBC case and DBC case when searching and replacing.

Otherwise SBC and DBC case are regarded as same character string .

Char Attribution····· Setting attributes added to character after replacing.

Apply ············ Select this item denote that the attribution of replacing character set by using **Attribution** command is valid.

Clear·············· Select this item delete the attribution set for replacing character.

Replace from File Select this item to denote that system take character string in the specified file as string of searching and replacing. And then you may use **Select File** button to select the replacing file.

The format of replacing file is as follows(ASCII).

searching string1@replacing string1

searching string2@replacing string2

Hint *Only one replace character string is permitted to be in a line . And multiple replacement would not be permitted to be arranged in a line.*

■ **Repeat Search & Replace(F3)**

Repeat the last search and replace operation.If the last operation is searching,you may select this item to search from the inserting entry.If it is replace operation,select this item to take replace operation.

■ **Simplified/Traditional Chinese Exchange (Alt+T+V)**

This option is used to change character set to be used in the column between Simplified and Traditional Chinese. When more than two Chinese character sets are included, a 「Select Chinese Character Set」 dialogue box containing these character sets will be displayed on screen, through which the needed character set can be selected.



Traditional To Simplified Turn characters in the frame from traditional into simplified Chinese.

Simplified To Traditional Turn characters in the frame from simplified into traditional Chinese.

Transform All ······ When transform simplified & traditional Chinese, system doesn't process one to multifly characters. If the above case occurs, it automatically selects the common character.

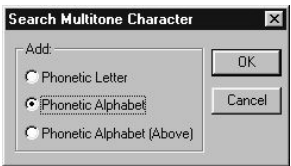
Transform All & Show One to Multifly When transform simplified & traditional Chinese, if the character of one to multifly occurs the character will displays inversely and lists many corresponding Chinese character to select correct one.

Transform Only One to Multifly When transform simplified & traditional Chinese,

only one to multify Chinese will be transformed in the frame, one to one characters would not be done. When transforming one to multify character, the character will be shown inversely after being found, and lists many corresponding Chinese character to let you select correct one.

■ **Search Multitone Character(Alt+T+S)**

Search multitone Chinese character in the frame, **Select Phoneticize** dialog box appears after finding,which lists all phoneticize of this character.And you can also enter needed phoneticize.



- Phonetic Letter**····· Add phonetic letter for the character after finding multitone character.
- Phonetic Alphabet** Add Chinese phonetic alphabet for this character after finding multitone character.
- Phonetic Alphabet (Above)**Add Chinese phonetic alphabet (above) for this character after finding multitone character.

■ **Searching for Un-composed Text (Alt+T+W)**

When this option is selected, the system will focus the column containing un-composed text. If there is no columns containing un-composed text, the system will give out a prompt.

Note *Only the standard version or above provides this function.*

■ **Drop Cap (Alt+T+B)**

Add one or more drop cap at the head of paragraph.

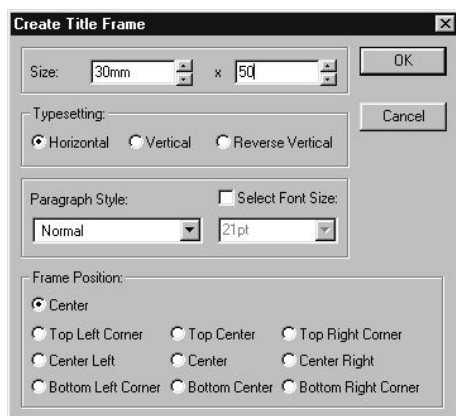


- Content** ·········· Enter characters as drop cap. If selecting characters at the head of paragraph, the selected characters may appear automatically in the dialog box.
- Size**··········· Set the number of line occupied by drop cap in the paragraph.

Hint *The function of "bigger size of word on head of paragraph" is implemented with equation mode. If you want to modify the settings of "bigger size of word on head of paragraph", you can focus the Bigger Word on head of the paragraph and select 「Insert」 「Formula」 option to carry out the modification.*

■ Create Title Frame (Alt+T+M)

This option is used to change the focused text into a title column.



Note *Only the standard version or above provides this function.*

Size This option is used to setup column size.

Typesetting This option is used to setup composition orientation of the column being created. There are 3 types, horizontal, vertical and reversed vertical.

Paragraph Style ... This option is used to select a proper format, which suits the title, from the pre-defined paragraph formats.

Select Font Size ... This option is used to setup the size of the word used for title.

Frame Position ... This option is used to define the position of the title column relative to the whole picture or all text columns.

■ Filter

This option is used to carry out some filtering operations such as Reversed Displaying, Zoom, Copy etc.

☐ Convert to Reverse

This option is used to turn part of the confined picture or the wholly confined picture into its reversed image.

The following shows the negative and positive words created by using the reversed displaying filter option.

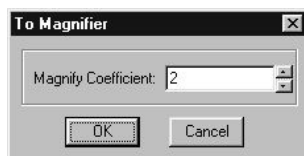


The bottom half of the black word is reversed to be white.

Hint *The colour of the reversed displaying image can be changed by using the Fill Colour option.*

☐ **Convert to Magnifier**

This option is used to zoom the confined whole picture or part of the picture.

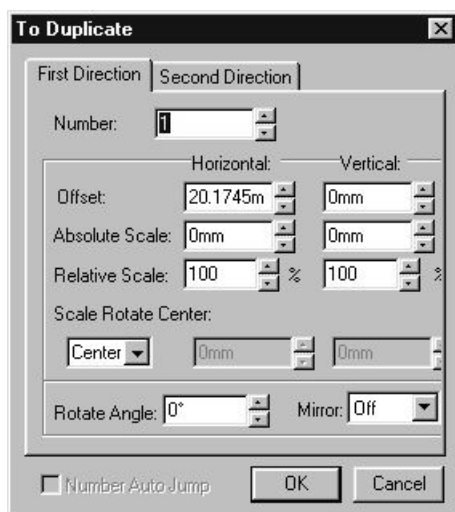


Magnify Coefficient Set the object's zoom rate.



☐ **Convert to Copy**

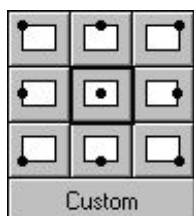
This option is used to setup copy numbers and relative parameters in two orientations separately, to copy the selected object.



First Orientation ... It indicates the landscape which is the system default orientation.

Second Orientation It indicates the portrait which is also the system default orientation.

Scale Rotate Center When this option is selected, the following picture will be displayed on screen.



From left to right on first line, they stand for left-top, middle-top and right-top; from left to right on second line, they stand for left-middle, center, right-middle; and from left to right on third line they stand for left-bottom, middle-bottom and right-bottom.

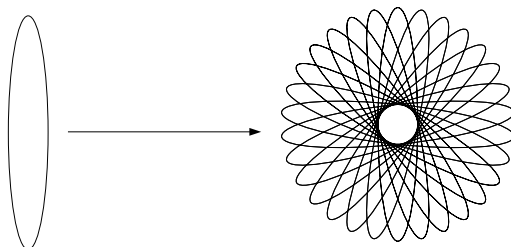
Number Auto Jump When number is contained in the bar code, the number of last group of the copied one will be automatically increased, if this option is selected.



Hint

The meanings of other parameters are as same as the meanings of the parameters in "Transform and Copy Panel" option.

An example is given below to show how to copy a picture by using the option of Copy Filter.



Hint

Copy Filter includes all functions that are provided by "Transform and Copy Panel". The feature of the Copy Filter is that it not just can save a lot of spaces of the object being copied but can easily modify the copied object.

Note

The function of Copy and Filter can only be provided by the standard version or above.



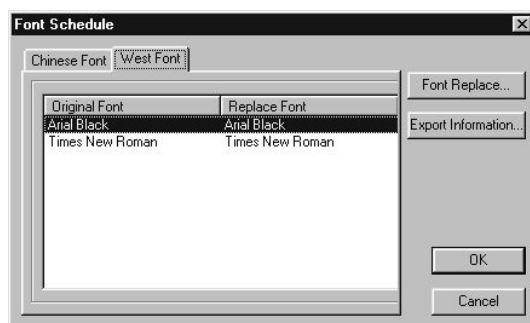
Remove Filter

This option is used to cancel all operations applied to the objects by using the option of Filter.



Font Schedule

This is a list containing the fonts that can be used in file. The fonts listed in the column can be exchanged with the fonts that have not been installed.



Original Font These are the fonts originally existed.

Replace Font These are the fonts currently used.

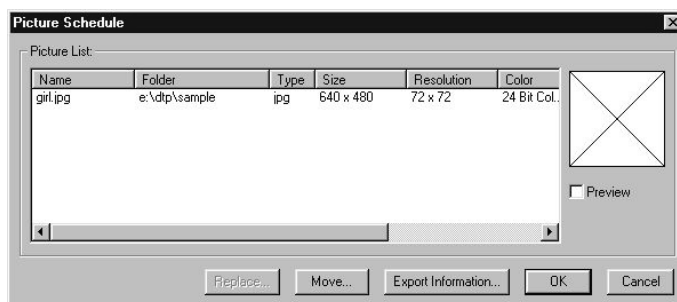
Note *If the originally existed font is not as same as the alternative font, it will be displayed in red colour.*

Font Replace When this option is selected, the currently used font can be re-exchanged.

Export Information When this option is selected, information about the currently listed fonts can be saved into a selected file.

■ Picture Schedule (Alt+T+P)

This option is used to display a list of pictures used in the file. You can also use this option to exchange and shift picture files and output information about picture files.



Picture List This option is used to display the list containing the information of picture name, picture existing folder, type, size, resolution and colour etc.

Note *For the picture with wrong name or wrong directory or un-existing, it will be displayed in red colour.*

Preview If its preview form is saved with the picture, you can consult the preview image of the picture through a preview window.

Replace When this option is selected, the 「Load Picture File」 dialogue box will be displayed on screen, through which you can exchange the selected picture file.

Move This option is used to move all picture files into a selected folder.

Export Information This option is used to output all information about the picture files listed in the table and save them into a selected directory.

7.8 View Menu

■ Fit in Window(Ctrl+W)

View files by the scale of **Fit in Window**, all content in the page appears in the file window.

Hint *Click the right button to switch between **Fit in Window** and **100%** which use two different kinds of zoom scale.*

■ Fit in Width(Ctrl+[)

With the scale of **Fit in Width** to view the file.

■ 50%(Ctrl+5)

View the file with the zoom scale of 50%.

■ 100%(Ctrl+1)

View the file with the zoom scale of 100%.

■ 200%(Ctrl+2)

View the file with the zoom scale of 200%.

■ 400%(Ctrl+4)

View the file with the zoom scale of 400%.

■ Wireframe(Shift+F9)

Switch over between only wireframe and displaying all attributes of graphs. When it is under the state of wireframe, it will only show outline border of graphs. The line style, color, width and the filling of its outline border will not display. So the editing speed is more faster. Moreover, when selecting object among multi-layer, the operation is more convenience under this state.

■ Show Frame Line(Alt+W+L)

When selecting this item, if set the line width of the frame as 0, the frame is shown as red line in the page. Envelope line of envelope graph is also visible. If not selecting this item, the frame line and envelope line are both invisible.

■ Facing Page(Alt+W+F)

When the file is in style of double master page, if selecting this item, the content of left & right pages appears in window at the same time. While under style of left-right double master page, after selecting this item, the both pages appear as the above case except the

first page.Odd and even pages locate in the right and left respectively.When under style of right-left double master page,the odd and even pages are set with contrast to left-right style.

■ Show/Hide Ruler(Alt+W+R)

Show or Hide the ruler in the window.If the ruler is shown in the window,this item is **Hide Ruler**.If the ruler doesn't show in the window,this item is **Show Ruler**.

■ Show/Hide Speed Bar(Alt+W+B)

Show or hide speed bar in the window.

■ Show Fixed/Floating Toolbox(Alt+W+T)

Show **Toolbox** with fixed or floating style.When **Toolbox** is in floating status,you may move **Toolbox** to any position of the window.When it is in fixed status,**Toolbox** is automatically position at left side of window.

■ Show/Hide Statue Line(Alt+W+S)

Show or hide statue line in the window.


■ Panel(Alt+W+P)

After selecting this item,the submenu appears.You may utilize the options in it to show or hide character,style,color,metric,graph and graph lib panel.

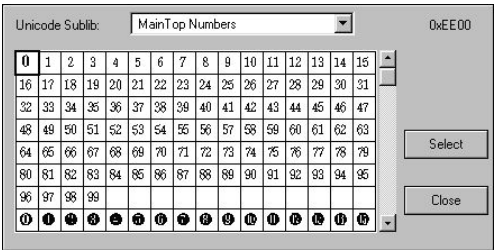
■ MainTop Input Method (Ctrl+F10)

Switch to the state of **MainTop Input**,the IME bar appears in the window.

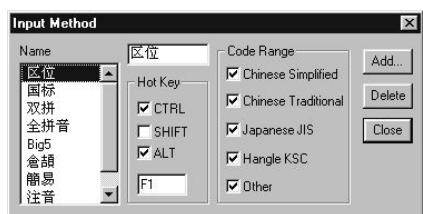


 There are many IME such as English, Kana, simplified Chinese, GB, Quwei, traditional Chinese Changji, Dayi, BIG5 in the **Input list**. Select one of the IMEs in it, you may set this input as current IME.

Unicode lib Open the following dialog box to select the needed character in it directly.



Input Method Add or delete IME, change and define the input name and its corresponding hotkey.




Name Show current installed IME name. You may change the IME name in its text box.


Hot Key Set and change the hotkey of the IME.

Code Range Set the code range of IME.

Add Add a new IME. After selecting this item, the **New** dialog box appears.

Del Delete one or more than one IME.

 **SBC/DBC case** button Realize switching over between SBC and DBC case.

 **Chinese/English punctuation** button realizes switching over between Chinese and English punctuation.

■ Title Window

All sub-windows arrange as per average square measure in main window.

■ Cascade

All sub-windows arrange as per cascade.

7.9 Option Menu

■ Unit (Alt+O+U)

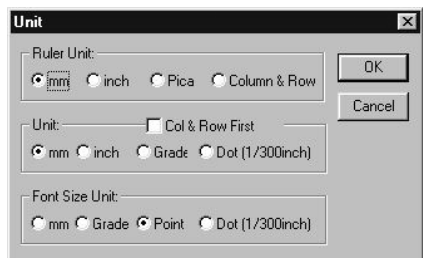
MainTop has following units:inch,millimeter,pica,point,grade and dot(1/300inch),etc.

The conversion formulas between units :

1 Dot = 1/300 inch

1 inch = 25.4 mm = 72 point

1 Pica = 12 point



Ruler Unit This option is used to setup measurement unit of the ruler. The measurement unit of the ruler can be set to : Inch, mm or Pica, row and column.

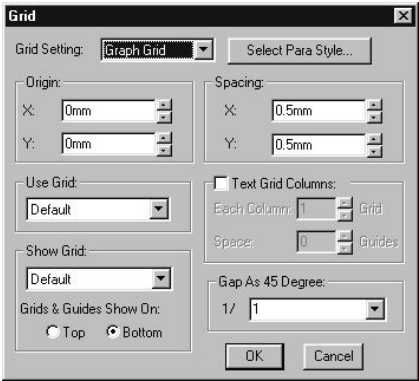
Unit This option is used to setup measurement unit of dialogue box. They are Inch, mm, Level Number, and Point (1/300inch), and Row and Column unit is prior to all other units.

Note *Only the standard version or above can provide the measurement unit of Row and Column.*

Font Size Unit This option is used to setup the measurement unit of word size. They are mm, Level Number, Pound and Point (1/300inch).

■ **Grid (Alt+O+G)**

The grid falls into graph grid and text grid .When drawing a graph,users can use graph grid to locate with precision;when arranging a text,users can use text grid to align para-graph text in horizontal or vertical direction.



Grid Setting Select the grid to set. Users can set a group of graph grids and four groups of text grids in one sheet.

Origin This option is used to setup the coordinate values of the start point of ordinate and abscissa.

Spacing Set the space between grids.

Select Para Style ... When set text grid, select this item and then appears **Select Para Style** dialog box. Next select a style in it. MainTop will automatically sets the horizontal and vertical space of grids according to the font size, word&letter space and leading space of this style.i.e.the horizontal space of grids = width + word &letter space, the vertical space of grids = height + leading space .

Use Grid This option is used to select grid set for being used as the grid point for aligning or moving of picture. There are 5 types of grid point, and 1/2 and 1/4 text grid points for being selected.

Text Grid Columns This option is used to setup the number of grids in each column, and distance between columns.

Show Grid..... Set the condition whether to show grids and select which group to show. Only one group for one time can be performed in showing grid and yet the grids which haven't been shown still are effective.

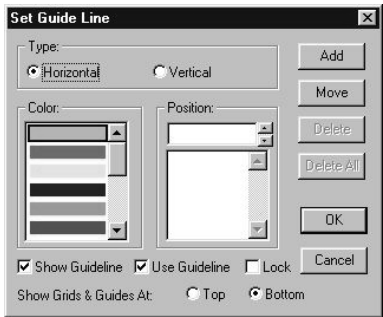
Gap as 45 Degree ... This option is used to setup the rotation increment of the object

or picture. By pressing the Shift key the object can be rotated at a fixed angle. This option can also be used to setup the increment of the Shift key.

Grids & Guides Show On Set orders of grids and guides. Select **Top** and grids & guides are arranged on the top. Select **Bottom** and grids & guides are arranged on the bottom.

■ **Guide Line(Alt+O+L)**

Set and modify positions and colors of horizontal and vertical guide lines.



Type Users can set horizontal or vertical guideline for adding or modifying .

Position Show the position of current guideline. Input new value and select **Add**, you will find that a new guideline is added; if select **Move**, you will find that current guideline's position has been changed.

Color Set the guideline's color.

Show Guideline ... Select this item and the Guideline is shown in the sheet; if not, the guideline won't appear.

Use Guideline Select this item and elements in the sheet will automatically align along with the guideline.

Lock Lock the Guideline in the sheet so as to let it not move with the mouse.

Show Grids & Guides At Set orders of grids and guidelines. select **Top**, grids & guideline will be set on the top; if select **Bottom**, grids & guidelines will be set on the bottom.

Add Input a new value in the **Position** text box and select this item to add a new guideline.

Move Change current guideline's position.

Delete Delete the current guideline.

Delete All Delete all set guidelines.

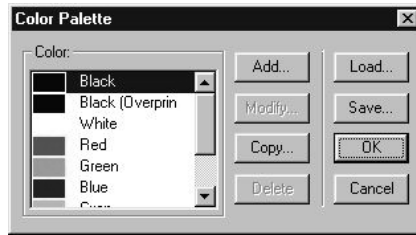
Hint *Besides setting guidelines in **Guideline** dialog box, users also can modify guidelines with mouse. The following operations are given to change guidelines with mouse.*

- ◇ Move the mouse onto the ruler and drag the mouse to the file window. Release the left button and a guideline is added at the mouse position.
- ◇ Move the guideline out of paper with mouse and a guideline is deleted.

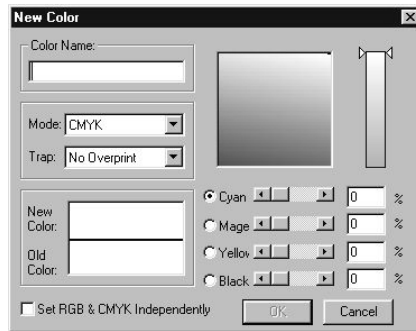
- ◇ Drag guidelines with mouse and change the guideline position in the file window.

■ Color Palette (Alt+O+C)

Add, modify, copy, delete, load and save colors in Color Palette.



Add select this item and the following dialog box appears.



Color Name Input the name of the new color.

Mode Set the mode of the new color. The color can be set as one of the three kinds: HSB, RGB and CMYK. Besides, users can add colors manually by using the colors in the following color system: Pantone, Pantone Process, Pantone Prosim, Pantone Uncoated, Focoltone and Trumatch, etc.

Trap It includes 3 types, No overlap, Overlap and Spot.

New Color Preview the newly-added color.

Old Color Display the selected color which appears before the newly-added color.

Set RGB & CMYK Independently This item shows whether to set RGB or CMYK independently. Select this item and at the same time preview colors under two modes in the dialog box.

Modify In **Color** list box, select a color and back to this item. Next **Edit Color** dialog box appears. Users can modify the selected color in it.

Copy Select this item, **Copy Color** dialog box appears. Users can copy parameters of the selected color.

Delete select this item and the selected color is deleted.

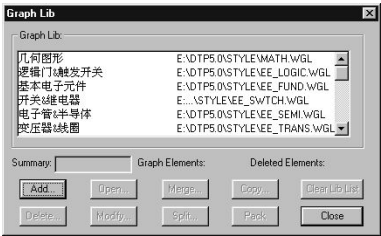
Load Select this item, the **Load** dialog box appears. Users can load the selected color in palette files into the current file.

Save Select this item and **Save** dialog box appears. Users can save the

selected color in the current file into palette files for later using.

■ **Graph Lib(Alt+O+B)**

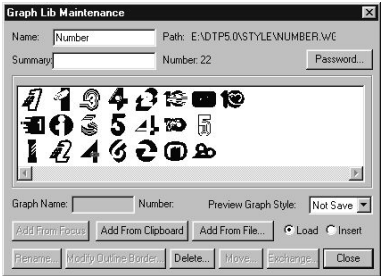
Add, delete, modify, merge and split graphs in Graph Lib.



- Graph lib** List all graph lib names in current directory.
- Summary** Display the summary of the current selected graph lib.
- Graph Elements** ... Display the number of graph elements in the current selected graph lib.

☐ **Add**
Add Select this item and **Add Graph Lib** dialog box appears. Users can add a new graphic lib in it.

☐ **Open**
Open the selected graph lib to edit graphic elements in it.

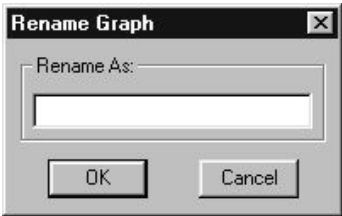


Hint *If the graph lib has a password, users must input correct password to open the selected graph lib.*

- Name** The name of the current selected graph lib.
- Summary** The summary of the current graph lib.
- Path** The path and filename of the current graphic lib.
- Graph Elements** The number of graph elements in the current graph lib.
- Number** The numbers of elements in current graph lib.
- Read only** The attributes of the current graph lib. When a graph lib is set only to be read, users can just use graph elements in it and cannot modify them. Users must use the **Modify** button in **Graphic Lib** dialog box to cancel **Read-only** to can edit graph elements in it.
- Password** Revise the password of the current graph lib.

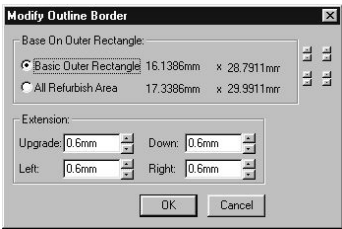
- Elements List** List all graph elements in current graph lib.
- Graph Name** The name of the current selected graph element.
- Number** List the number of the current selected graph element in the graph lib.
- Add From Focus** ... Add the selected graph into the current graph lib.
- Add From Clipboard** Add the clipboard contents into the current graphic lib.
- Add From File** Select this item and **Open** dialog box appears. Add GMF files which are created in MainTop or EPS files into the current graph lib.
- Load** Add the new graph elements into the end of current graph lib.
- Insert** Add the new graph element after the selected graph elements.

- ☐ **Rename**
Modify the name of graph elements.



New Name..... Input a new name of a graph element.

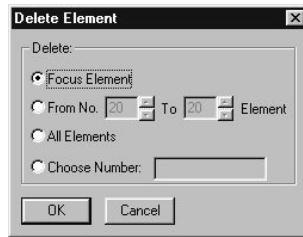
- ☐ **Modify Outline Border**
Modify the outline of graph elements.



- Base On Outer Rectangle** Select the type of outer rectangles for graph elements. It falls into Basic Outer Rectangle and All Refurbish Area.
- Extension** Set the added size of graph elements in the Top & Bottom and Left & Right areas.

Note *The expanded size of graph elements can only be set as positive.*

- ☐ **Delete**
Delete the graph elements in the graph lib.



Focus Element..... Select this item will delete the current graph elements.

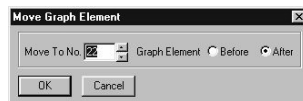
From N To M Selected this item will delete the selected continuous multiple graph elements.

All Elements Select this item will delete all graph elements in graph lib.

Choose Number ... Select this item will delete the selected graph elements and then users can delete multiple isolated graph elements. The numbers can be isolated by comma, the multiple consecutive graph elements is linked by -, eg:2-5,14,20.

☐ Move

Modify the position of graph elements in graph lib.



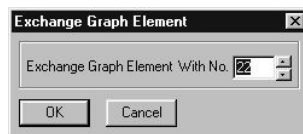
Move to Set the element's position.

Before Graph elements will be moved to the position before the selected graph elements.

After..... Graph elements will be moved to the position after the selected graph elements.

☐ Exchange

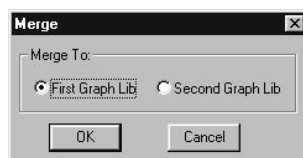
The current graph element will be exchanged with the position of the selected graph elements in graph lib.



Exchange with..... Select the number of the graph element which will exchange with the position of the current one.

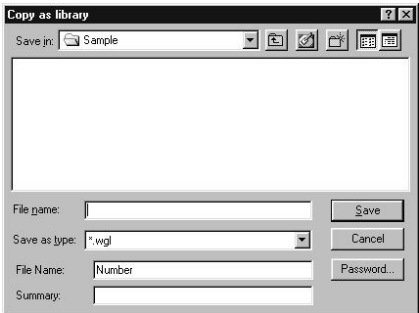
☐ Merge

Graph element in a graphic lib can be merged into another graph lib.

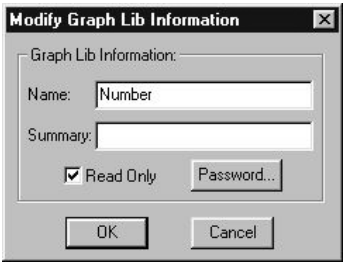


Merge to Set the graphic lib to which the selected graphic lib contents will be merged. The contents of two graph libs can be either merged into the first graph lib or into the second graphic lib.

- ☐ **Copy**
Copy the contents of the graphic lib.



- ☐ **Clear Lib List**
The graph lib name is still in the graphic lib list when it's just deleted outside MainTop. Users can use this item to clear off the deleted graph lib from the graphic lib list.
- ☐ **Delete**
Delete the selected graph lib.
- ☐ **Modify**
Modify the attributes of the graphic lib.



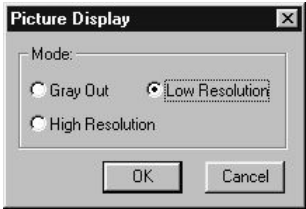
Name Input the new name of a graph lib.
Summary Input new summaries for graph lib.
Read only Select **Read Only** to set the attributes of graphic lib.
Password Modify the Password of graph lib.

- ☐ **Split**
Split the selected graphic lib into two graphic libs.
- ☐ **Pack**
When delete graph elements in graphic lib,the graph elements is only marked with "delete";in fact,it hasn't been deleted from graphic lib.

Select this item to delete those graph elements which have marked with "delete" from graphic lib.

■ **Picture Display(Alt+O+M)**

Set the picture display mode.



Gray Out The picture in file is replaced with a gray block.

Low Resolution ... The picture display resolution is lower than the resolution of the picture itself.

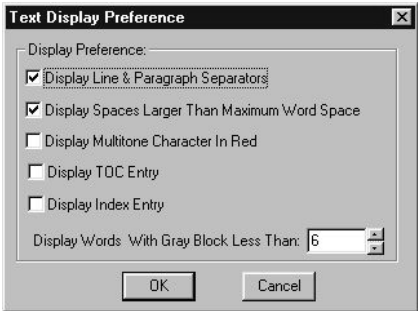
High Resolution ... Display the picture as the resolution of the picture itself.

Hint

Picture display mode only affects displaying of pictures; it doesn't affect the final printing results.

■ **Text Display Preference(Alt+O+T)**

Set the Display parameters of text in file windows.



Display Line & Paragraph Separators Use this item to decide whether to display Line & Paragraph Separator.

Display Spaces Larger Than Maximum Word Space After selecting this item where a paragraph is justified or justified by force, the gray block will be filled into the letter&word space which exceeds the max value.

Display Multitone Characters in Red After selecting this item, the phonetic notation of multitone characters will be displayed in red when adding phonetic notations for paragraphs or characters.

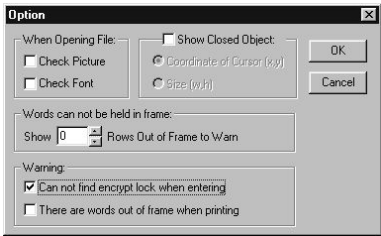
Display TOC Entry Select this item to display the inserted TOC entry in the file.

Display Index Entry Select this item to display the inserted index entry in the file.

Display Words With Gray Block Less Than Input a value in this text box, the text in file windows will not be displayed and be only displayed as a gray block if its size is smaller than this value in current displaying scale.

■ Option (Alt+O+O)

This option is used to setup relevant parameters being used for editing document.



Check Picture Before opening a file, if the directory of the picture being used in the file is wrong, or lost, a prompt will be displayed on screen by the system. **Check Font** Before opening a file, if fonts being used in the file are lost, a prompt will be displayed on screen by the system.

Coordinate of Cursor This option is used to display the coordinate when it is to draw the confined picture.

Size This option is used to display the size of the object when it is to draw a confined picture.

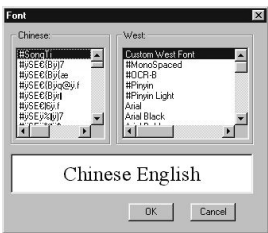
Note *It is not possible to display the coordinate of the cursor and the dimension of the object at the same time.*

Words can not be held in frame When the text overflows the column, in warning the system will indicate the un-finished lines in red colour.

Warning..... Select items of **Warning**, system will alarm under corresponding situation.

■ Font Keyboard Shortcuts (Ctrl+Alt+K)

This option is used to look over, re-define or modify the Font Short-cut Keys.



Select Type This option is used to select the type of the font short-cut key. They are divided into types of word attribute font and partial paragraph format font. **Keyboard Shortcuts List** This list contains all font short-cut keys, and you can select one short-cut key from the list as the focused one.

Edit This option is used to select the focused short-cut key from the "Keyboard Shortcuts List" to modify it. Its dialogue box as shown above will be displayed on screen after this option is selected. Select another font from the list shown in the dialogue box and click **OK** button.