Working with Pages

Working with Pages

Working with document pages

Every document has one or more document pages. Objects can be placed on document pages, and content (images, texts, etc.) can be imported into them. When creating a new document the program automatically creates at least one page. You can of course create and manage multiple pages. In this chapter you will learn what types of pages there are, how to create, Choose, delete, move and number pages automatically.

For navigation and the selection of pages the program offers you the commands in the Document menu, the Page palette, the Navigation bar and the document window.

Create a new document page

Up to 6,000 document pages may be created in a document. New document pages can be created with the command New Document Page(s) or interactively with the Page palette.

Create new document pages using the dialog:

1. Choose one of the following options:

    - Choose the menu command Document › Create › New Document Page(s).

    - Click on the Document Pages section of the Page palette and choose the command New Document Page(s) in the Context menu.

2. Define the number of new document pages in the Number entry field.

3. In the dialog section Position, Choose where the document pages should appear.

4. Choose one of the following options:

    - Click the checkbox Assign Alias Page to assign the default settings you defined in the Document Setup dialog.

    - Leave the checkbox unchecked to import a blank page with no settings or guides.

5. Click OK to close the dialog.

Create new (blank) document page(s) interactively:

1. Click the mouse in the list section of the Page palette on the option [Blank Page] and hold down the mouse button .

2. Keep the mouse button held down and move the mouse to the symbol section of the Page palette.

3. Position the mouse pointer between, above, below or next to existing document pages and release the mouse key at the desired position.

Create new (default) document page(s) interactively:

1. Click the mouse in the list section of the Page palette on the option A-Alias Page and hold down the mouse button .

2. Keep the mouse button held down and move the mouse to the symbol section of the Page palette.

3. Position the mouse pointer between, above, below or next to existing document pages and release the mouse key at the desired position.

When creating new document pages with the dialog you can take over or copy objects from the current page onto the new document pages.

Selecting document pages

The program offers different possibilities for selecting a document page:

Select a document page:

1. Click on the required page in the document window. If the required document page is not visible, use the scrolling arrows or the scroll bar of the document window or the scroll wheel of the mouse to display the document page and then click on the document page.

2. Choose one of the following options:

   - Click the page icon of the document page you want to display in the Page palette.

   - Click in the page field of the Navigation bar. Enter the document page number and press the Tab, Enter or Return key to display the document page.

   - Use the commands First Page, Last Page, Previous Page and Next Page in the Document menu.

   - Use the navigation buttons First Page, Last Page, Previous Page and Next Page in the Navigation bar.

Page views

You can choose different page views in the program:

1. If you are working on a handbook or manual with long texts, it is often suitable to have the page view in single page mode, so that all the pages are displayed below one another.

2. In other cases facing page mode is more suitable, where two or more pages are displayed next to one another.

3. If you are using an additional module for digital imposition, the document pages can be displayed as a spread or press sheet.

Document Composition:

1. Click in the document window on the arrow next to the document composition symbol.

2. Choose the option Single Page or Facing Pages.

In the Single Page mode, all the document pages will be displayed below one another, irrelevant of whether they were left or right hand pages.

In the Facing Page mode, all the document pages will be displayed as in a book, with the left and right hand pages from the second page onwards facing each other. The first document page will be displayed as a right hand single page.

Note:
The position of the document pages may be changed at any time in the Facing Page mode, so that many combinations are possible. In Single Page mode the position can also be changed (page order). However, switching to Single Page mode causes the settings for individual page composition to be lost.

Page Preview in the Page palette

The Page Preview option in the Page palette is often helpful when you are scrolling through larger documents whose pages contain graphics or images, such as catalogs. Thumbnail previews are created in the Page palette to help you recognize your pages.

Activate/Deactivate Page View:

1. Right click in the Document Pages section of the Page palette and choose the command Show Page Preview in the Context menu.

2. Repeat the command to deactivate the Page Preview.

Deleting document pages

You can delete single or multiple document pages with a menu command or with the Page palette.

Deleting document pages with the dialog:

1. Choose the menu command Document › Delete document Page(s).

2. Choose one of the following options:

    - Type a number in the Number entry field (e.g. 3) to delete a single page.

    - Type a range in the Number entry field (e.g. 3-5) to delete several consecutive pages (in this example pages 3, 4 and 5).

    - Type an open range to the end of the document in the Number entry field (e.g. 10-) to delete all pages from the named page (in this example from page 10).

    - Type numbers and ranges in the Number entry field (e.g. 3, 5, 8-12, 15) to delete several nonconsecutive pages (in this example pages 3, 5, 8 to 12 and 15).

Deleting document pages interactively:

1. 1. Choose a document page to be deleted in the Page palette.

    - - Use the Shift key to choose additional consecutive pages and/or the Ctrl key (Windows/Linux) or the Command key (Mac) to choose nonconsecutive pages.

2. Choose one of the following options:

    - - Press the Del key.

    - - Choose the command Delete in the Context menu.

After deleting, the pages following those deleted will move up.

When the Facing Page mode is selected, the pages following will be rearranged. Depending on how many and which pages were deleted, previously left hand pages will become right hand pages and vice versa.

When document pages are deleted, generally all objects and content on the pages will be deleted too.

NOT deleted are:

- Objects that cover several pages in Facing Page mode. These objects will only be deleted when all document pages are deleted on which the object is placed.

- Texts that are linked with text objects on other pages in a text chain. The text will only be deleted when all document pages in the current text chain are deleted.

- Objects on the clipboard area. These objects will only be deleted when all document pages in the spread are deleted.

Move document pages

You can move single or several document pages using the Page palette to change the page arrangement.

Move document pages interactively:

1. Click in the Page palette on the symbol of the document page that you want to move and hold down the mouse button.

2. Drag the mouse pointer between, above, below or next to existing document pages and release the mouse key at the desired position.

Note:
- *Moving pages cannot be reversed or undone with the Undo command. In this case you must move the page back to its original position.*
- *If you position new document pages on the right of existing document pages in Single Page mode and release the mouse button, the new document will be positioned not next to the page but below the page next to which it was positioned.*
- *If a document page in Facing Page mode is moved, following pages will move up auto-matically.*
- *If a document page in Facing Page mode is moved and a new spread is created by moving the page, the first page of the following spread must also be moved in order to display the Facing Page mode correctly.*

Working with Alias pages

The program differs between document pages and Alias pages. When a new document is created, a document page on which you can place your objects will then be displayed in the document window. At the same time the default A-Alias Page was automatically applied to the document page. An Alias page is a kind of page template on which you can place objects that appear again and again, so that these objects appear automatically on the required document pages.

In this manual the chapter headers and page numbers were not recreated for each page. Instead, these elements were placed on Alias pages.

Switch between Alias and document pages

You can switch between the display of Alias and document pages at any time.

Switch to an Alias page:

Choose one of the following options to display an Alias page:

- Click in the Navigation bar on the arrow next to the Page type symbol. In the Alias pages section of the popup menu, Choose the required Alias page name.

- Double-click on the name of the required Alias page in the Page palette.

- Click in the Page field of the Navigation bar. Now enter the prefix for the Alias page and press the Tab, Enter or Return key to display the Alias page.

Thanks to the striped clipboard area (default) or the view previously described in the Preferences, you can recognise immediately that you are on an Alias page. The name of the Alias page will be displayed in the Page field. Additionally, the page symbol next to the name of the Alias page is highlighted in the Page palette.

To display a document page again, the program offers you several possibilities:

Switch to document pages:

Choose one of the following options to switch from an Alias to a Document page:

- Click in the Navigation bar on the arrow next to the Page type symbol. Choose the option Document Page from the popup menu. With this option the program springs to the first page of the document.

- Double-click on the required document page in the Page palette.

- Click in the Page field of the Navigation bar. Now enter the number of the required document page and press the Tab, Enter or Return key.

Create new Alias page

In a document you can create as many Alias pages as you like. Every Alias page receives a unique prefix and a name.

The prefix consists of a maximum of 3 characters and may only appear once in a document. When creating a new document an Alias page with the prefix A will be created automatically. Therefore when a new Alias page is created the program suggests the prefix B. For further Alias pages the letters C, D, etc. will be suggested. You can choose another prefix as long as this is unique and is not used in the document.

The name consists of a maximum of 256 characters and may appear several times in a document. You can change the suggested name for the Alias Page at any time.

The option fields Single Page and Facing Pages define which page type should be applied to the Alias pages.

Choose the option Single Page if all objects on the new Alias page should always be displayed identically on left and right hand document pages.

Choose the option Facing Pages as soon as one or more objects (e.g. header bars, page number, etc.) are to be displayed differently on left and right hand document pages.

Create new Alias page:

1. Choose one of the following Options to create an Alias Page:

    – – Choose the menu command Document › Create › New Alias Page.

    – – Click in the Alias page section in the Page palette, click the mouse button to display the Context Menu and choose the command New Alias Page.

2. Enter an individual prefix and the name of the new Alias page or accept the suggestion made by the program.

3. Choose the option Single Page or Facing Page in the dialog area Page Type.

4. Click OK to close the dialog.

The program will now show the new Alias page in the document window and in the Page palette.

   – If the Alias page type is Single Page, a single page symbol will be displayed in front of the Alias page name in the Page palette.

   – If the Alias page type is Facing Pages, a facing page symbol will be displayed in front of the Alias page name in the Page palette.

Note:
Think carefully about which page type you choose, as this setting cannot be changed later! If it turns out later that you have chosen the wrong page type, you will have to create a new Alias page, copy the objects from the old Alias page to the new one and delete the old Alias page. Then you can assign the new Alias page to the required document pages.

Switch between Alias pages

The program offers different possibilities for switching between Alias pages:

Switch between Alias pages:

Choose one of the following options to switch between Alias pages:

- Click in the document window on the arrow next to the Page type symbol. Choose the name of the Alias page required from the display below Alias Pages in the popup menu.

- Double-click in the Page palette on the name of the Alias page required.

- Click in the Page field of the Navigation bar. Now enter the prefix of the Alias page and press the Tab, Enter or Return key.

- Use the commands First Page, Last Page, Previous Page and Next Page in the Document Menu.

- Click the navigation buttons First Page, Last Page, Previous Page and Next Page in the Navigation bar.

Thanks to the striped clipboard area (default) or the view previously described in the Preferences, you can recognise immediately that you are on an Alias page. The name of the Alias page will be displayed in the Page field. Additionally, the page symbol next to the name of the Alias page is highlighted in the Page palette.

Assign an Alias page to a document page

When a new document is created, the Alias page A-Alias Page is automatically assigned to the document page. You can change this assignment for document pages at any time.

Assign an Alias page to a document page with the dialog:

1. Select the document page to which you want to assign an Alias page.

2. Choose one of the following options:

   - Choose the menu command Document › Document Page Settings.

   - Click in the Page palette on the symbol of the appropriate document page and choose the command Document Page Settings in the Context menu.

3. Choose the required Alias page from the dialog area Alias Page.

4. Click OK to close the dialog.

Assign an Alias page to a document page interactively:

1. Ensure that the symbol of the appropriate document page and the name of the Alias page are displayed in the Page palette.

2. Click the mouse on the name of the Alias page and hold the mouse button down.

3. Keep the mouse button held down and move the mouse to the symbol of the appropriate document page.

4. Release the mouse button as soon as the required document page is displayed in the chosen color.

Assign one Alias page to several document pages at once:

1. Use the mouse to choose several document pages in the Page palette. Use the Shift key to choose consecutive pages and/or the Ctrl key (Windows/Linux) or the Command key (Mac) to choose nonconsecutive pages.

2. Click with the right mouse button (Windows/Linux) or with the Command key held down (Mac) on the name of the Alias page you want to assign and hold down the mouse button.

3. Choose the option Assign marked Alias to selected pages.

The document page symbol in the Page palette now shows the prefix of the assigned Alias page and the objects of the Alias page will now appear on the document page. To assign another Alias page to document pages, repeat the previous steps.

Note:
If you assign an Alias page in Single Page mode that was created as facing pages, the document page will always have the left hand Alias page assigned to it.

Deleting the assignment of Alias pages

If you want to remove the assignment of Alias pages to document pages, you can assign an empty page to a document page. Proceed exactly as previously with the assignment of an Alias page, and choose the option [Blank Page] in the Document Page Settings Dialog or in the Page palette.

Create new document pages with Alias page

Instead of assigning an Alias page to an existing document page, you can assign the Alias page automatically when new document pages are created.

The taking over of Alias pages into document pages is just as flexible as taking over objects.

You have already learned that in the creation of a new document an Alias page will be assigned automatically. This Alias page is given the default name A-Alias Page. You have also learned how the assignment of a document page and an Alias page is changed. Now you will create new document pages and assign an Alias page of your choice to them automatically.

Create new document pages with Alias page using Dialog:

1. Choose the menu command Document › Create › New Document Page(s).

2. Define the number of new pages in the Number field.

3. Choose an option in the Position area to choose where the new document pages will appear.

4. Choose the option Assign Alias Page and choose an Alias page from the popup menu.

5. Click OK to close the dialog.

Create new document pages with Alias page interactively:

1. Ensure that the name of the Alias page which will be assigned to the new document page is displayed in the Page palette.

2. Click with the mouse on the name of the Alias page (list area) and hold down the mouse button.

3. Keep the mouse button held down and move the mouse to the page symbol area of the Page palette.

4. Position the mouse pointer between, above, below or next to existing document pages and release the mouse key at the desired position.

Deleting Alias pages

When Alias pages are deleted, both the Alias page itself and also all assignments to document pages will be deleted. Here all objects on document pages whose originals were on the Alias page will also be deleted.

Delete Alias page:

1. Select an Alias Page to be deleted in the Page palette. Use the Shift key to choose consecutive Alias Pages and/or the Ctrl key (Windows/Linux) or the Command key (Mac) to choose nonconsecutive pages.

2. Choose an appropriate option to delete one or more Alias pages:

   - Press the Del key.

   - Choose the menu command Document › Delete Alias Page(s).

   - Choose the command Delete in the Context menu.

   - Double-click the Alias page symbol to switch to Alias page mode and choose the command Delete Alias Page(s) in the Context menu.

3. Confirm the Warning question by clicking OK.

Note:
- *An Alias page cannot be deleted when it is the only Alias page in the document.*
- *If an Alias page that is assigned to a document page is deleted, then a blank page is automatically assigned to that document page. Objects that do not come from the Alias page are retained.*

Change Alias page name

The prefix and the name of the Alias page may be changed at any time as long as the naming conventions are adhered to.

Change Alias page name:

1. Choose an Alias page.

2. Choose one of the following options:

    -   Double-click the Alias page and choose the command Document › Alias Page Settings, change the Prefix and/or the Name and click OK to close the dialog.

    -   Right-click the Alias page and choose the command Rename in the Context menu. Change the Prefix and/or the Name and press either Return or Enter to confirm.

Duplicate Alias Pages

For a manual or a small catalog you may want to have chapter or category-oriented Alias pages, maybe with header bars of the same size, shape and position, but in different colors. Creating each Alias Page from scratch and copying objects from one Alias page to the next is of course possible, but not an ideal way of working. Therefore the program offers the function to duplicate an Alias page.

Duplicate Alias Page:

1. Select an Alias page.

2. Right click and choose the command Duplicate from the Context menu.

A new Alias page will be created with the next available prefix. Any objects you have created on the Alias page will be duplicated as well and can of course be edited on the new Alias page.

Protect Alias Pages

If you want to give your document to someone else for editing and have put much effort into creating an Alias page structure, you may want to protect your Alias pages against unintentional loss or damage. In this case you can lock the Alias pages with a password so that they cannot be edited.

Protect Alias Page:

1. Choose an Alias page.

2. Right click the Alias page in the Page palette and choose the command Protection from the Context menu.

3. Enter a password in the Password entry field and repeat the entry in the next entry field. Choose the option Make visible to display the password in clear text on the screen.

4. Click OK to confirm the password.

Now a lock symbol will appear for the Alias page on the right hand side of the palette.

Unlock Alias Page:

1. Choose the Alias page in the Page palette.

2. Right click and choose the command Cancel Protection in the Context menu.

3. Enter the password and confirm.

Working with page numbers

Define page numbering

One document page is created automatically in the creation of a new document. This document page receives the page number 1. All following pages are then numbered automatically.

This page numbering controlled by the program may be extended by the user with the help of a prefix, or changed individually through a new numbering for every document page. In this book a new page numbering has been used for every chapter. All pages are numbered starting with page number 1, and have been given a prefix.

The chapter **Working with Text** describes how to insert page numbers in the text.

The program provides different possibilities for changing the page numbering:

Change page numbering:

1. Choose the document page whose page numbering you want to change:

    - Choose the menu command Document › Document Page Settings.

    - Right click on the document page in the Page palette and choose the command Document Page Settings in the Context menu.

2. Click the option New Numbering.

3. If you want to define a Prefix, enter a combination of max. 3 characters in the Prefix entry field (e.g. A-).

4. Enter a number between 1 and 9999 (e.g. 1234) in the entry field New Page Number.

5. If you want to choose a different numbering format, Choose an option from the popup menu Format. The program provides the option of Arabic numbers, Roman numbers in upper or lower case and also the Roman alphabet in upper or lower case.

6. Click OK to close the dialog.

The document will now be recalculated. Starting from the current page, all following document pages will receive the prefix and the page numbering assigned until a new page numbering is applied. The page number of the following pages is also increased each time by 1.

The start of a new page numbering is shown in the Page palette and in the Page field of the Navigation bar with an asterisk before the page number.

If a page with an even page number that is positioned on the left is given an odd number through the new page numbering, this page will automatically be displayed on the right when in the Preferences the option Position Chapter Page automatically is activated. This option is activated as default for the creation of new documents.

Using variables for page numbers

If you want to output page numbers in text objects, you should not enter these page numbers individually with the keyboard, but use variables that are automatically updated when the page number is changed through insertion, deletion or alteration of document pages.

The program offers a series of variables to display page numbers in text.

Inserting variables for page numbers in text:

1. Choose an appropriate option:

   - Click in an existing text object.

   - Create a text object on a document page and activate the text mode.

2. Choose one of the following options:

   - Choose the menu command Text › Insert Variable.

   - Choose the command Insert Variable in the Context menu.

3. Choose one of the following options in the popup menu:

   - Choose the command Page Number if you want to output the current page number.

   - Choose the command Number of Pages if you want to output the total number of pages.

   - Choose the command Next Page Number if you want to output the page number of the following page. If no following page exists, nothing will be displayed.

   - Choose the command Previous Page Number if you want to output the page number of the previous page. If no previous page exists, nothing will be displayed.

   - Choose the command Continued from if you want to output the page number of the page from which the text has been continued. If no document page exists from which the text was continued, nothing will be displayed.

   - Choose the command Continued on if you want to output the page number of the page on which the text is continued. If no document page exists on which the text could be continued, nothing will be displayed.

When the page number is placed in a separate text object, you should place all page numbers on Alias pages. Proceed exactly as described in the previous example. After importing the page number into the text object on the Alias page, not the page number but a variable appears. This variable will be converted to a page number automatically when the document page is displayed.

Logical and physical page numbers

In working with pages, the program differs between physical and logical page numbers. Insofar as the user makes no changes in the Page Numbering in the document using the command Document Page Settings, the physical and logical page numbering is identical. This means that the last page number will match the total number of document pages.

When a document has pages whose page number is not the same as the physical document page, the page field automatically displays first the logical page number and then in brackets the physical page number and the total number of pages.

If you have entered a page number in a document manually, and enter a page number in the page field of the navigation bar, the program will always show the first page that corresponds to the page number, whether it is a physical or logical page number.

If you have used page numbers in text objects, these always take on the logical page numbers, irrelevant of what settings you have made in the Program Preferences.

Define the page number display in the Preferences:

1. Choose the menu command Edit › Preferences (Windows/Linux) or VivaDesigner › Preferences (Mac).

2. In the Program/General tab, choose the option Physical or Logical from the Page Numbers option in the Options area.

The option is only relevant to the display of the page numbers in the Page palette and in the Page field of the Navigation bar.