

This chapter describes how to specify the way TEdit will print text on a page. Page layout specifications include:

- Page margins
- Page numbers
- Headings (used to define running headers and footers)
- Multiple columns

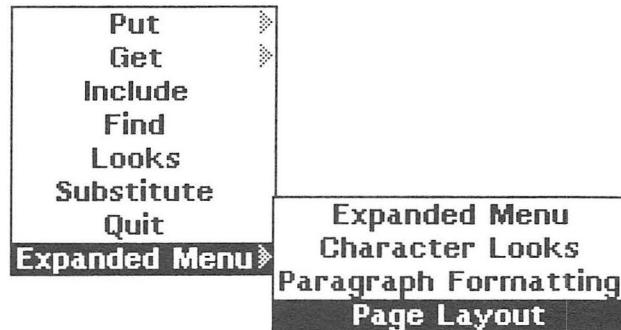
All of the various formatting commands affect only the way the file is printed and do not show in TEdit windows.

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## **The Page Layout Menu**

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You access TEdit's page-formatting commands from the Page Layout menu (see figure 38). You can bring up this menu using the Basic Commands menu (see figure 37) or you can choose Page Layout from the Expanded menu.



*Figure 37. Opening the Page Layout menu from the Basic Commands menu*

With the exception of the character looks for page numbers all commands in the Page Layout menu are two-state commands (see Chapter 4, The TEdit Menu "Persistent Menus").

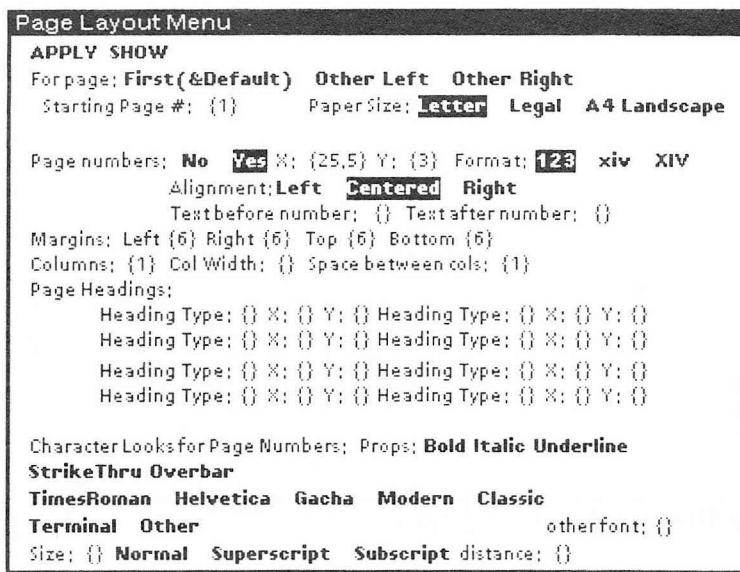


Figure 38. The Page Layout menu

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## Types of Pages

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The first item you should select when you use the Page Layout menu is the type of page the layout applies to. You will find the three choices for page type in the "For Page:" field (see figure 39).

**Forpage: First(&Default) Other Left Other Right**

Figure 39. The page type portion of the Page Layout menu

Generally, a document consists of three kinds of pages: the first page, left-hand (even-numbered, or *verso*) pages, and all other right-hand (odd-numbered, or *recto*) pages. For each kind of page, you may specify separate layout and headings.

The TEdit page options that correspond to the three kinds of pages are: **First(&Default)**, **Other Left**, and **Other Right** respectively. If you want the entire document laid out uniformly, you need only set up (and apply) parameters for the first page.

For the Page Layout menu these page types are the rough equivalent of text you select, in that just as you must select text before using any of the looks commands, you must select a page type before using any page layout commands, including Show and Apply.

## Paper Size

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TEdit lets you specify what size paper you want to format the document for (see figure 40).

Paper Size: **Letter** Legal A4

Figure 40. TEdit paper size options showing the default size selected

From the Page Layout menu the choices you have are:

### Letter

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8 $\frac{1}{2}$ "-by-11" (51 picas-by-66 picas). This is the default.

### Legal

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8 $\frac{1}{2}$ "-by-14"(51 picas-by-84 picas)

### A4

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European letter size: 8 $\frac{1}{4}$ "-by-11 $\frac{3}{4}$ "(49.5 picas-by-70.5 picas)

## Printing on Different Sizes of Paper

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Most printers have a default paper size they use to print on unless you tell them otherwise. For example, if your printer has letter size paper as its default, specifying legal size paper in the Page Layout menu will not cause the printer to use legal size paper when it prints your TEdit file. You do this by sending the file you want printed on the non-default paper size to the printer using the Interlisp function SEND.FILE.TO.PRINTER.

Thus if the default paper size for your printer is letter size paper and you want to print on legal size paper you would type the following to an Interlisp exec:

(SEND.FILE.TO.PRINTER 'FILENAME 'PRINTER '(MEDIUM US.LEGAL))

The file will be printed on the legal size paper.

## Landscape Printing

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TEdit provides a landscape printing option. TEdit will automatically adjust the "Col. Width:" field to compensate for the size of the left and right margins that you set. However, in order for page numbers to be printed in a location other than the default location for non-landscape pages you will have to adjust the X and Y coordinates for the page numbers (see the section on page numbers, below).

To specify Landscape printing follow this sequence:

1. Select the page type.
2. Select the paper size.
3. Decide if you want page numbers. If you do then enter the X and Y coordinates for a *landscape* page. For example a

landscape layout on letter size paper is 11 inches wide and  $8\frac{1}{2}$  inches high.

4. Enter any other page layout information you need, e.g., headings, page number looks, etc.
5. Select **Apply**.
6. Repeat for each type of page that you want printed in the landscape format.

When you print the TEdit file the text will be formatted in landscape format.

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## Page Margins

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You use the middle portion of the Page Layout menu to specify the size of the page margins (see figure 41).

Margins: Left {} Right {} Top {} Bottom {}  
Columns: {} Col Width: {} Space between cols: {}

*Figure 41. The middle portion of the Page Layout menu used to specify page margins*

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### Margins: Left {} Right {} Top {} Bottom {}

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Specifies the size of the margins, i.e., the amount of white space between the edge of the paper and the start of text. The right margin can be overridden by the Paragraph Looks menu.

The margins are measured in picas.

The default is six picas (one inch) for all four margins.

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## Specifying Page Numbers

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You specify page numbers using two sections of the Page Layout menu (see figure 42).

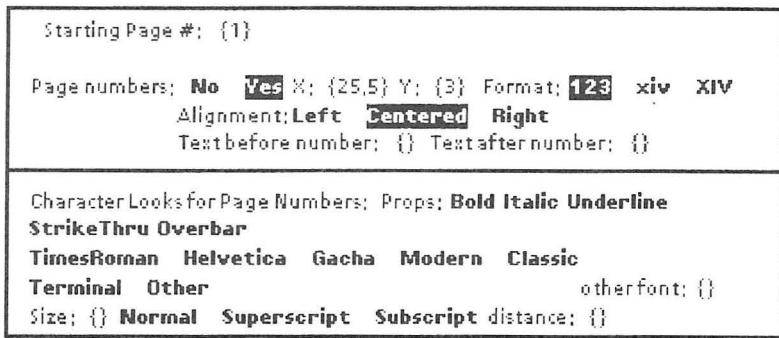


Figure 42. The two parts of the Page Layout menu used to specify page numbers

Starting Page#: {}

What page number TEdit should start with.

Default is 1.

Page numbers: No Yes

Should TEdit print pages numbers on that type of page or not.

Default is for no page numbers on the first page and page numbers on all subsequent pages.

X: {} Y: {}

Specifies where the numbers are placed on the page. The distances, in picas, are measured from the lower left corner of the paper (coordinate 0,0). Thus a specification as shown in figure 41 of  $x = 25.5$  and  $Y = 3$  means that the page numbers would be printed 25.5 picas to the right, and three picas above, the lower left corner.

Default X and Y values (in picas) are:

Page type	X	Y
First (&Default)	(no page numbers)	
Other Left	6.0	63.0
Other Right	45.0	63.0

Format: 123 xiv XIV

Determines whether the page numbers are printed as arabic numbers, lower case roman numerals, or upper case Roman numerals.

Default is for arabic numbers (123).

Alignment: Left Centered Right

Determines how the page numbers are aligned with regards to the locations specified by the X and Y coordinates. Specifically the three choices are interpreted as follows: Selecting **Left** causes the left edge of the page number to print at the location you gave; Selecting **Centered** centers the page number at the spot you specified; and selecting **Right** puts the right edge of the page number at the location you specified.

Default alignment is:

Page type	Alignment
First (&Default)	(no page numbers)
Other Left	Left
Other Right	Right
Text before number: {} Text after number: {}	

Allows you to specify that text appear before and/or after each page number. For example, if you want to create a document insert that has decimalized page numbers beginning with "33" (33.1, 33.2, etc.), type "33." in the brackets following "Text before number."

The default is for no text either before or after page numbers.

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#### Character Looks for Page Numbers:

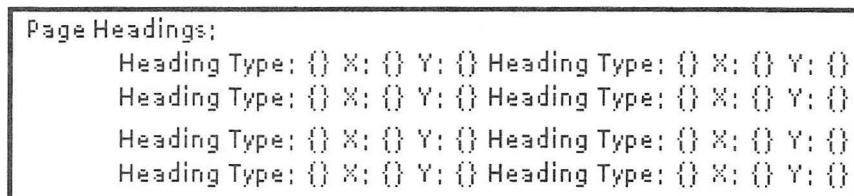
This section of the Page Layout menu duplicates the Character Looks menu, is used in the same way, but applies only to the page numbers. Set the typeface, style, and size just as you would set regular character looks (see Chapter 5, Changing Character Looks).

The default is 10-point Modern regular.

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## Specifying Headings

To specify the printing of headers and footers you use the middle portion of the Page Layout menu (see figure 43). You also need to use the Paragraph Looks menu in conjunction with the Page Layout menu. You will find a step-by-step example showing you how to coordinate the use of the Paragraph Looks and Page Layout menus to print out headings below.



Page Headings:

Heading Type: {} X: {} Y: {} Heading Type: {} X: {} Y: {}  
Heading Type: {} X: {} Y: {} Heading Type: {} X: {} Y: {}  
Heading Type: {} X: {} Y: {} Heading Type: {} X: {} Y: {}  
Heading Type: {} X: {} Y: {} Heading Type: {} X: {} Y: {}

Figure 43. The portion of the Page Layout menu used to specify headings.

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#### Heading Type: {}

A label that identifies a paragraph as a heading. The label is assigned using the Paragraph Looks menu. The heading type must be specified identically in both the Page Layout and Paragraph Looks menus or the heading will not print. You may specify up to eight headings for each page.

Default is for no headings.

X: {} Y: {}

Specifies the location for the left end of the topmost line of text in the heading. X indicates the horizontal position and Y the vertical; specify the location in picas.

## Specifying Multiple Columns

TEdit enables you to specify multiple columns to a printed page using the Page Layout menu. The portion of the Page layout menu you use to specify the number and size of columns you want is shown in figure 44.

Columns: {} Col Width: {} Space between cols: {}

*Figure 44. The part of the Page Layout menu used to specify size and number of columns*

Columns: {}

The number of columns you want printed on that page.

The default is 1.

Col. Width: {}

The width, in picas, of each column. The size of this field must be coordinated with the width of the text in the file as determined by the margin bar of the Paragraph Looks menu (see Chapter 5, Changing Paragraph Looks).

The column size you set with the Paragraph Looks menu overrides the column width you set with the Page Layout menu. For example, if you specify three columns, 12 picas wide but have set the width of text to be 25 picas (using the Paragraph Looks menu), when you print the file the columns of text will overlap producing unreadable output.

Default column width is 39 picas.

Space between cols: {}

The amount of white space, in picas, that you want between columns.

The default is 1.

## Omitting Some Column Specifications

When you specify multiple columns TEdit checks to make sure that the amount of space you have allocated for right and left margins, number and width of columns and the space between the columns equals the total space available on that page.

Thus, if you omit the specifications for either the column width or the space between columns, TEdit will compute the missing value; you cannot, however, omit both values. In checking to see that the entire space on the page is allocated, TEdit adjusts the

right margin and space between columns specifications to make everything add up (see figure 45)

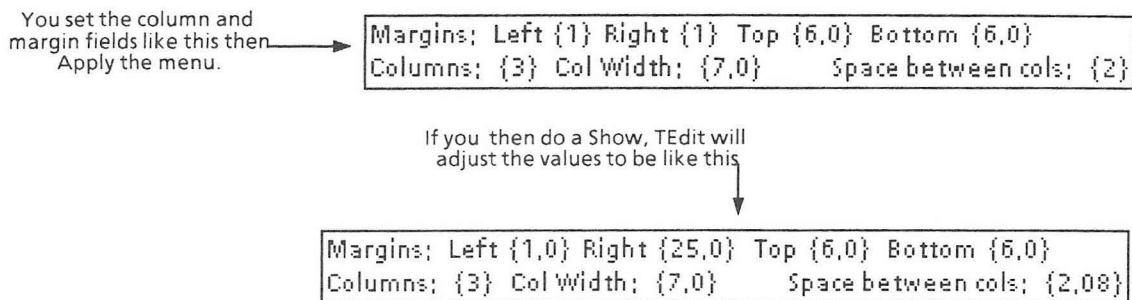


Figure 45. How TEdit adjusts the margins and columns.

## Creating Headings

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This section is a guide for putting headings into a document and assumes that you are familiar with the Page Layout and Paragraph Looks menus. The headings in this chapter are used as illustrations. You should also note that this procedure is just one of many possible ways to put headings into a document using TEdit.

Throughout this section both headers and footers will be referred to as headings.

1. Decide what you want the headings to be.
  - In this chapter there are two headings, the title of the manual (A USER'S GUIDE TO TEDIT), and the title of the chapter (THE PAGE LAYOUT MENU). They are positioned in different places (or omitted completely) for different types of pages
2. Type the text of the heading into a TEdit window.
  - To make sure the headings are on every page you should put them at the very beginning of the file, i.e., at the top of the window (see figure 46).
  - The rules that you see under the headers and over the footers are produced using the HRule Library Module. You manipulate them just as you would any other paragraph, i.e., you can give them "looks."

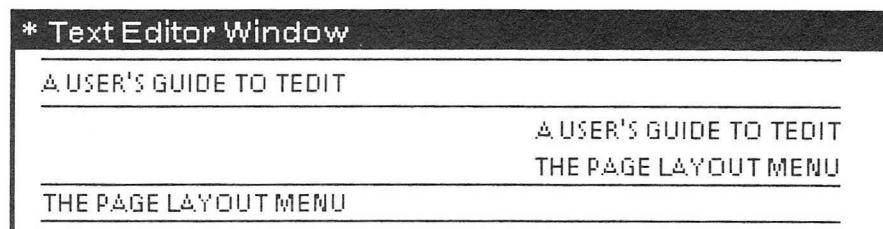


Figure 46. The headers and footers as entered into the TEdit file for this chapter

## Using the Paragraph Looks Menu

3. Select the first heading in the TEdit window.
4. Open the Paragraph Looks menu.
5. Select **Page Heading** in the Paragraph Looks menu.
6. Enter the *type* of the heading into the *type:* field of the **Page Heading** command.
  - The page heading type is a *label* that you give to a paragraph so that TEdit will recognize it as a heading. This identifying label is also entered into the Page Layout menu (see figures 49, 50, and 51).
  - Remember, the actual text that will be printed is entered into the TEdit window: Only the *labels* that identify each heading are entered into the Paragraph Looks and Page Layout menus.
  - You may find it convenient to label the headings in such a way that it is obvious which heading goes on what page. For example, in this manual the heading that prints on the bottom of right-hand (i.e., odd-numbered or recto) pages is labeled as type, FOOTINGR. Similarly, the heading that prints on the bottom of left-handed (i.e., even-numbered or verso) pages is labeled as type FOOTINGV, (see Figure 47).

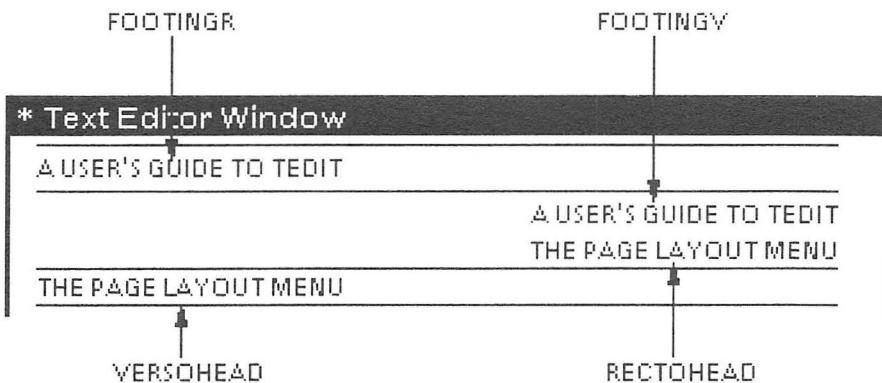


Figure 47. Heading labels. How the headings in this chapter are labeled in the Paragraph Looks and Page Layout menus

6. Fill in any other paragraph looks fields that you need, e.g., line leading, paragraph leading, etc. To see what these values are for the headings in this chapter see Table 3.

Table 3. The values of the relevant Paragraph Looks menu's fields for the headings in this chapter

Page Heading type:	Justification	Line Leading	Para Leading	Margin bar setting
FOOTINGR	Left	1	1	0.0 - 42.0
FOOTINGV	Right	1	1	0.0 - 42.0
VERSOHEAD	Left	0	0	0.0 - 42.0
RECTOHEAD	Right	0	0	0.0 - 42.0

7. Adjust the margin bar so that each heading will be placed where you want it in relation to the page margins.
  - In the illustrations of the Paragraph Looks menu the margin bar has been set so that the headings run the entire width of the page between the right and left margins.
  - You set the vertical positioning (distance from the top and bottom of a page) of headings in the Page Layout menu.
8. Select **Apply** in the Paragraph Looks menu.
  - TEdit will put a gray box next to the paragraph you selected (see Figure 48).
9. Repeat steps four through eight for all paragraphs that you want TEdit to recognize as headings.

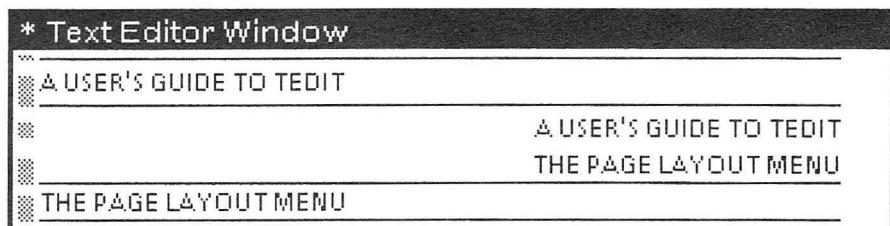


Figure 48. Gray boxes mark headings in TEdit file. After the Paragraph Looks have been Applied TEdit will place gray boxes to indicate that the paragraphs have special looks, in this case that they are headings. Notice that the HRules are also marked with gray boxes

## Using the Page Layout Menu

Using the Paragraph Looks menu you label paragraphs that you want TEdit to recognize as headings. In the Page Layout menu you use those labels to tell TEdit where on a page you want the headings printed.

The label you entered into the **Page Heading type:** field in the Paragraph Looks menu is entered into a **Heading Type:** field of the Page Layout menu. TEdit will recognize as headings (and print) only those paragraphs that have labels in both the Paragraph Looks and Page Layout menus. Moreover, the **Heading Type:** in the Page Layout menu and the **Page Heading type:** in the Paragraph Looks menu must be *exactly* alike; they are case-sensitive.

Thus, a heading that you have labeled FOOTINGV in the Paragraph Looks menu and FOOTINGv in the Page Layout menu are not the same heading as far as TEdit is concerned. The paragraph(s) you labeled as FOOTINGV will not be printed. Since no paragraph exists with the label FOOTINGv, nothing will be printed at the location specified in the Page Layout menu.

One of the best ways to ensure that the labels for headings are identical in both menus is to copy the labels from one menu to another. You copy text from one menu to another in the same way that you copy text everywhere else in TEdit—use the COPY

(or SHIFT) key. As always, text will be copied to the window with the blinking caret.

Continuing the steps for specifying headings:

9. Decide on what kind of **pages**, **First(&Default)** , **Other Left** and/or **Other Right** you want your headings printed.
10. Fill in the Page Layout menu for each type of page. See figures 49, 50, and 51 for illustrations on how the Page Layout menus are completed for this chapter.
11. Select **Apply**.

When you print the TEdit file, headers are printed at the locations you specify.

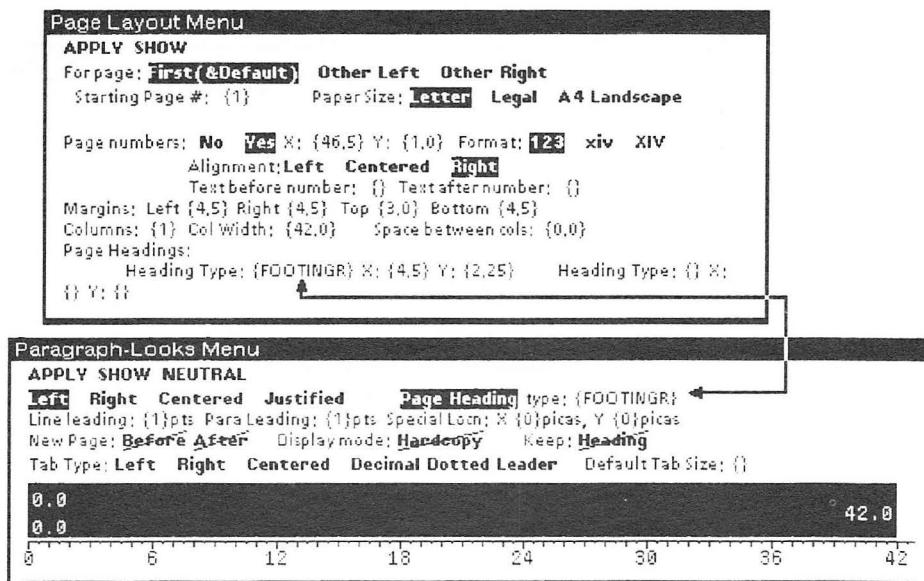


Figure 49. Page Layout and Paragraph Looks menus values for first page. How the Page Layout menu and Paragraph Looks menu interact when used to specify headers and footers. This figure illustrates how the two menus are filled out for the First page in this chapter

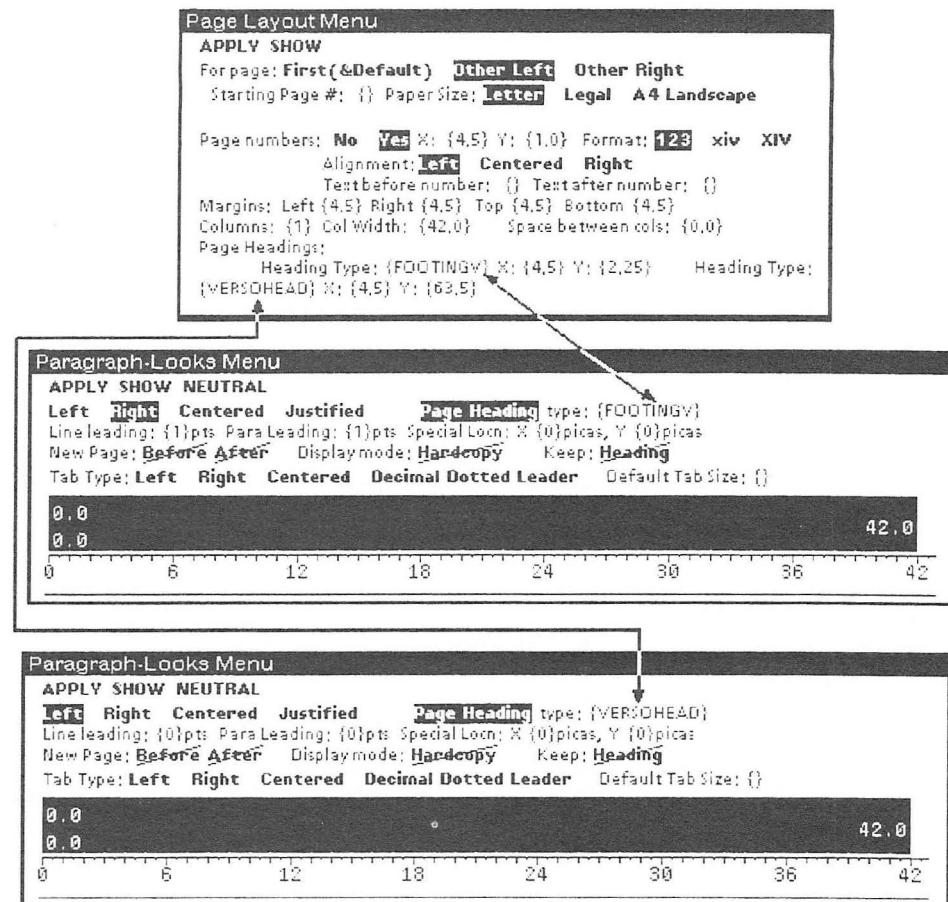


Figure 50. Page Layout and Paragraph Looks menus values for the Other Left pages

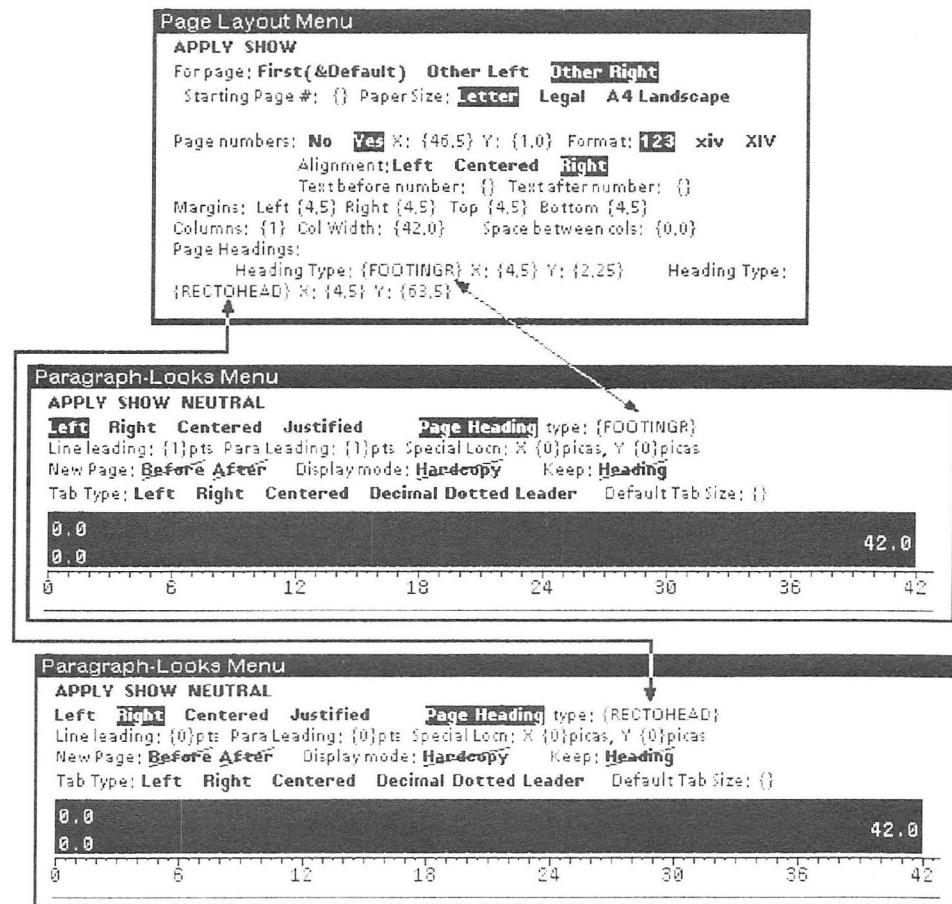


Figure 51. Page Layout and Paragraph Looks menus filled out for the Other Right pages