

**MainTop**

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**Desktop Publishing System**

**User's Guide**

**MainTop Technology Development Co., Ltd.**

## **MainTop Desktop Publishing System**      User's Guide

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# Chapter 1

## About RIP

### 1.1 What is RIP?

RIP (Raster Image Processor) is an interpreter that converts computer-edited vector graphics and/or text into a raster (bit-mapped) image. Raster image processors are widely used in laser imagesetter and large format color-printers.

### 1.2 Why Large Format Printers Use RIP?

Large format printers need RIP software support because of limitations of their hardware and drivers.

#### ■ Printer's Limitations of Hardware

##### □ Speed of Printer's Chip is Too Slow

Development of large format printer chip is much slower than that of personal computer chip. Therefore, printer chip speed is much slower than PC's chip speed at the same age. That is to say, PC's chip speed is much higher than the chip speed of printer. When a computer and a printer process the same operation, the printer's operation will be much slower than the computer's operation.

The **MainTop RIP** will make full use of the characteristics of CPU such as Pentium MMX, Pentium III. Therefore, it can easily obtain a higher speed, which is much higher than the speed of printer's chip. The **RIP** will give the printer operation to a computer to get a higher speed.

##### □ Printing Size is Limited

A general large format printer has a limited RAM and a limited external RAM. It can not process complicated or super-large format graphics, and has not the functions of tile printing the super-large format graphics.

A general large format printer has no internal hard disk. Even if it has a hard disk, it will

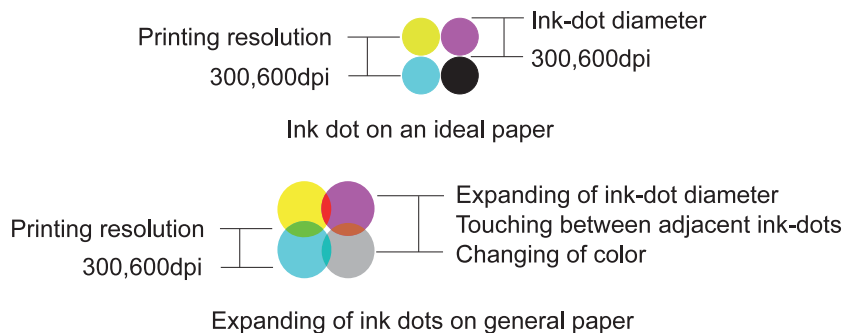
be unable to meet the requirements of super-large graphics. For example, HP Design Jet-2500CP's internal hard disk has only 420MB for output cache; and 3500CP has only 719MB.

Generally, a file (in printer RAW language) used to print an A0-size 600dpi graphics is 140~240 MB. Size of the file changes with different graphics. Therefore, to print a sheet of graphics more than 10m<sup>2</sup> needs more than 1 GB space.

The MainTop RIP software uses computer's hard disk as the cache of Printer RAW file. Therefore, it can meet the requirements of printing large-format graphics.

#### □ Types of Paper are Too Few

Different media (such as paper, film, and cloth) and different ways (such as back-printing and front-printing) need different ink-jetting capacity. To meet an ideal requirements needs a lot of tests and strict control. But, the paper types provided by printer manufacturers are too few to meet the printing requirements of different users.



#### ■ Printer Driver is Limited by Windows API

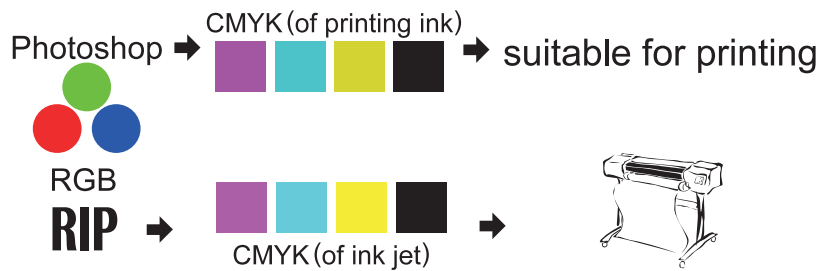
General printer driver must use the Graphic Device Interface(GDI)in the Windows API. But, the internal structure of Windows is designed for small-format office-automation software. It is not suitable to process large format printer RAW file (about 100MB or more) and complicated lines.

The MainTop RIP uses its own calculation mode without using the Windows GDI.It converts graphics into a printer RAW file through calculation in the MainTop RIP, and transmits the printer RAW file to a large format printer through a parallel interface or a network. In this way, it can guarantee that any output data will not be lost.

#### ■ Printer Driver has Poor Capacity of Color Control

Internal structure of Windows is set to process RGB graphics, incapable of color separating and CMYK processing. Common users use Photoshop to do color separation pertaining to CMYK print-ink, which is quite different from large format printer ink, and will cause great color deviation.

MainTop RIP are endowed with built-in color management, capable of color separation. They separate colors according to large format printer ink's CMYK values actually measured so that the output color is the same as the original page.



### ■ Printer Output Speed is Slow

The internal structure of Windows and the limitation of printer chip speed result in slower output. Therefore, it is very difficult to process large format graphics and complicated vector graphics such as lines, transition, and shade.

The MainTop RIP has fully improved printing speed by using the high-speed segment algorithm. As soon as the **Enter** key is pressed, the printer starts printing without waiting. It can guarantee that "pressing the **Enter** key starts continuous output", without considering the size of graphics. It will minimize the processing time by the RIP.

### ■ Built-in Printer Driver is Usually Incapable of PS File Processing

Common drivers have no built-in PostScript interpreter, and can not support the PostScript standardized PS and EPS.

MainTop RIP have a built-in PostScript interpreter, capable of exporting PostScript I, II standardized PS, EPS files and zooming at users' will.

## 1.3 Key Techniques of MainTop RIP

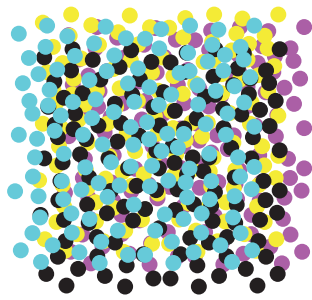
### ■ Color Separation

Color Separation is one of the MainTop RIP's key techniques. Graphic files in a computer is encode in continuous color, while ink-gun heads spray color dots one by one with only four colors of CMYK. MainTop RIP have the ability of separating four colors, and according to different CMYK color values of large format printer inks, of standardizing color separation.

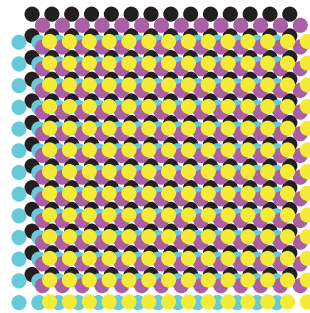
### ■ Screening

Screening Technique is the key to spray-drawing printing quality. Amplitude modulation screening dots and frequency modulation screening dots are commonly used.

Amplitude modulation screening dots are regularly set, varied dot sizes representing gray grades. And same dot pitch will very likely cause paralleling. Frequency modulation screening dots can represent more clearly and more accurately tiny fine-colored parts of an image, and can describe grays of 256 grades, which approximate continuous colors.

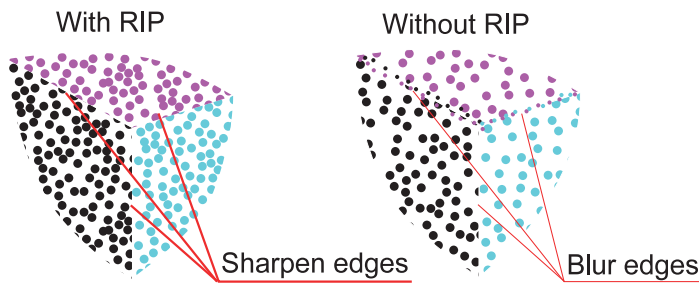


FM halftone-dots



AM halftone-dots

MainTop RIP adopts a high precision enhanced error diffusion technique to create delicate frequency modulation screen, avoiding the appearance of parallel lines and stripes, in order to obtain photo effects.



## ■ Color Management

All color information of images derives from natural visible light. Enormous amount of RGB mode color information is obtained through photographing, picture-taking and scanning. Printing output is the imitation in CMYK of RGB input by given CMYK color-values of printing ink. Narrowing of CMYK gamut results in printing output color errors.

If CMYK color-values of printing ink is adopted in spray-draw exporting, CMYK color-values of printing ink have to be converted into those of spray-draw ink. Thus a second color error occurs.

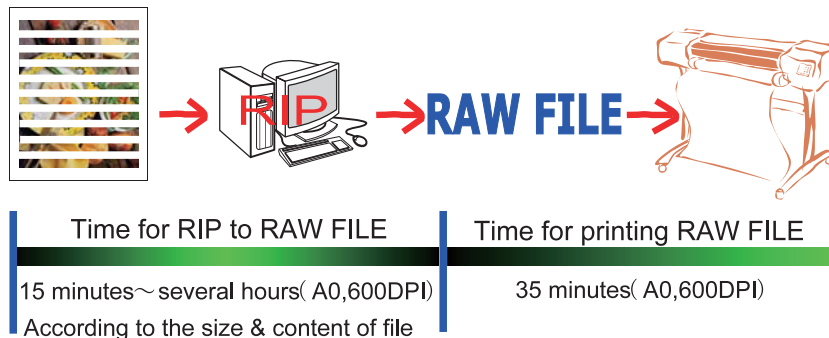
More precise colors can be achieved only through separating colors of RGB color information directly according to CMYK color-values of spray-draw ink.

MainTop software uses RGB color information instead of that of CMYK.



## 1.4 Features of MainTop RIP

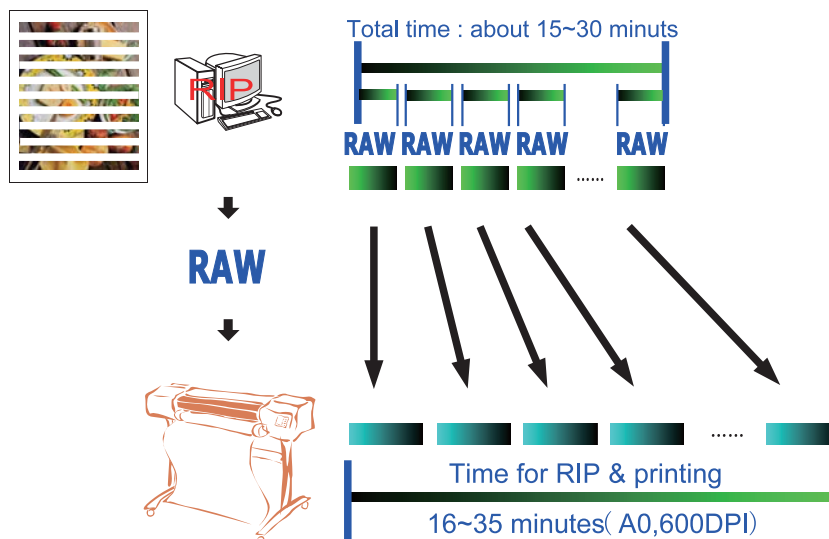
### ■ Common RIP Output Mode



### ■ MainTop RIP's Output Mode

MainTop RIP's process data in a manner of one subsection by another that enable they to have the excellence output speed of MainTop RIP in addition to their advantages over others in hardware driver program.

One-subsection-by-another processing gives MainTop RIP a process speed as fast as continuous-print starting immediately after enter button pressed. Files are into many segments with landscape mode for processing of each only several seconds needed, and then immediately sends them to a large format printer.



As more time taken for print a segment sent from RIP than that of its treatment, continuous printing by a large format printer with RIP is ensured.

# Chapter 2

## Installation of MainTopRIP

### 2.1 Composition of MainTop RIP

MainTop RIP consists of two parts which are MainTop DTP and MainTop RIP Management System. DTP RIP is within MainTop DTP.

#### ■ MainTop Desktop Publishing System

This manual is abbreviated as DTR RIP hereafter. MainTop DTP provides functions of editing, producing and printing out various files. Files are prepared by using DTP and are directly printed out by its built-in RIP.

DTP RIP is used to print out picture files of JPG, TIF, PCX formats with various functions, such as tiling printing, imposition printing, character overlapping and vector picture drawing. Most printing operations can be carried out by DTP RIP.

#### ■ RIP Management System

MainTop RIP Management System is a management program for controlling printing services without any support need from Windows. This system provides overall management of printer and printing jobs which include distribution and manipulation of current running as well as current finished printing jobs. The system keeps a diary for monitoring the overall printing status.

The system can print out files in formats of JPG, TIFF, EPS, PS, PDF. It also provides functions of plate makeup, screening, object rotation, color separating, grayish adjusting. Providing that it has been converted into one of the above five formats, files produced by any software can be printed out by using this system.

### 2.2 Requirement of MainTop RIP Installation

#### ■ RIP Management System

Operation System: Windows 98/2000/XP

RAM: 128MB above  
Hard Disk Space: 500MB, but 1G is suggested (being used to print the temporal file of PS file).  
The free space of C disk is larger than 500MB (being used of print temporal files).

**Note** *The above system requirements are required by the paper size of A0, 600DPI, and for resolution of 300DPI, a space quarter of the 600DPI's is satisfactory.*

## ■ DTP RIP

Operation System: Windows98/2000/XP  
RAM: 32MB above  
Hard Disk : 150MB (being used to install the system and Fonts), the free space of C disk is larger than 500MB (being used to process temporal files).

**Note** *The above system requirements are required by the paper size of A0, 600DPI, and in the practical installing, it is required by saler's suggestion according to printer's type or ask our company.*

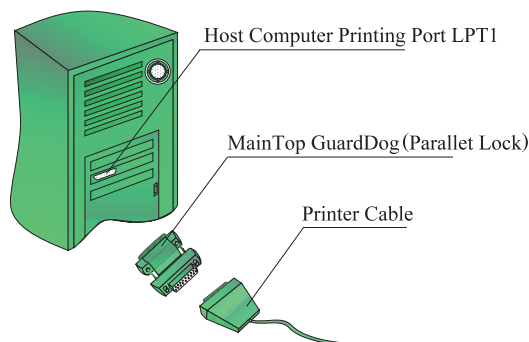
## 2.3 Installation of MainTop RIP

**Note** *For convenient explanation, an assumption that MainTop RIP has already installed into the directory of C:\maintop is made here.*

### ■ Installation of GuardDog

#### Installation of Parallel GuardDog

Before installing the System, insert the GuardDog into the parallel port of printer according to the illustration below.



1. Pull out the printer connector from the parallel port of computer.
2. Insert the MainTop GuardDog into the parallel port of computer.
3. Connect the printer connector with the GuardDog.

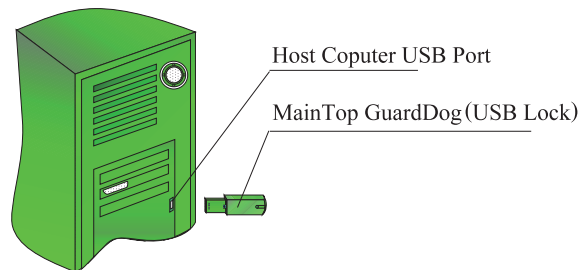
**Note** *Both host computer and printer must be perfectly grounded, otherwise the normal operation*

of the printer would be interfered. It is better that the two equipment use the separated power-sockets.

**Hint** *Parallel dog must not to be inserted or pulled out with electric, otherwise it is damaged easliy.*

**Installation of USB GuardDog**

Before installing the USB GuardDog, confirm that the USB interface supporting function inside BIOS is turned on and the USB device driving program is installed into the system correctly. All Windows98/Me/NT4.0/2000 can support USB equipment perfectly.



1. *Install MainTop Before Connecting the GuardDog.*
2. *Insert the USB GuardDog into one free USB socket . Windows will install the related driver automatically.*

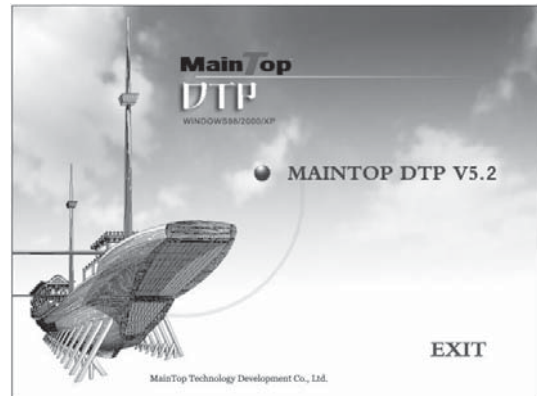
**Note** *For the operation systems its version lower than Windows 2000 , the computer needs to be restarted after finishing the above operations in order to operate the USB correctly.*

**Note** *If USB GuardDog is successfully installed, the following information will be displayed on screen after entering MainTop System: (Pro Version) or (Standard Version), otherwise (Trail Version) will be displayed on the system title column.*

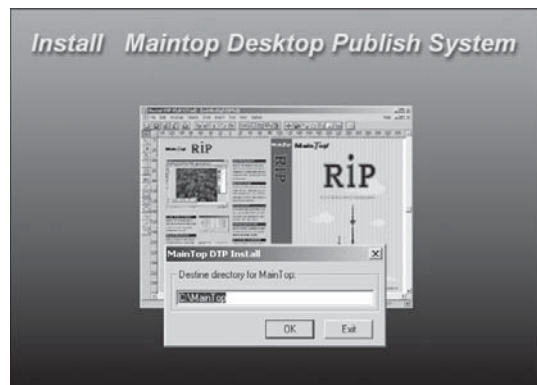
**Hint** *The compatibility of USB GuardDog is better than the parallel GaurdDog since it does not occupy printer port and has the features of high speed and freely connecting and disconnecting under operating conditions. So the USB GuardDog is prompted. If because of some software or hardware reasons the USB GuardDog can not be used, please contact us and a parallel GuardDog can be exchanged. If GuardDog is inserted before the installation of MainTop, a message requiring to install the dog driver will be prompted on screen.*

**Install System**

Under Windows 98/2000/XP, after inserting MainTop disk,the following picture appears.



- Install DTP RIP and MainTop RIP Management System  
Select "MainTop DTP V5.2", the following picture appears. Input the installing directory, then click OK.



If disk is in disk driver, you can install DTP by hand according to following steps.

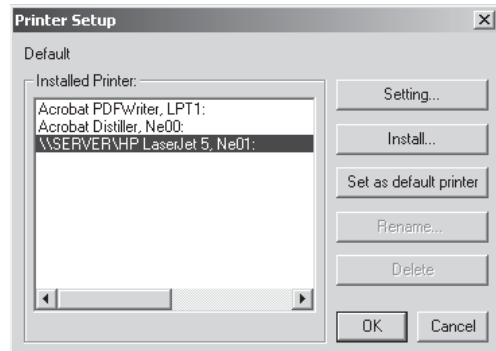
1. Click **Start** button on left bottom of the screen.
2. Click **Run** command.
3. Key in <E:\SETUP>, click **Open** button, then the main installation dialogue box will appear on screen.

**Hint** Double-click  after installing, **MainTop RIP Management System** will be displayed in title bar. If **MainTop Printing Management System** appears, it has no function of RIP, and it is only used as printing management system.

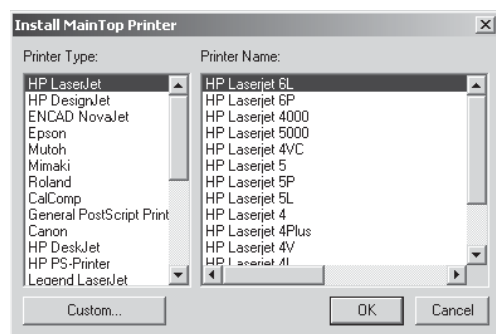
- Installation of Printer
  - ※ Install MainTop Printer

You can use Windows printer, and can also use MainTop printer. In DTP RIP, the method of installing MainTop printer is as follows:

1. Enter *MainTop*, select **Printer Setup** from **File**.



2. Select **Install** and the following dialogue box appears.



3. Select the printer which will be installed.

**Hint** Printers with mark # are MainTop printers, and those without # are Windows printers.

**Hint** If select **Set As Default Printer**, it will set MainTop printer as default printer and will auto-use it to print out.

4. Select **Close** and back to **Printer Setup** dialogue box.
5. Select **Setting** and set parameters such as paper, port etc, then click **OK**.

**Hint** In order to increase printing speed, LPT1 should be set at ECP mode if printer support it, or close ECP if printer does not support it. ECP mode can be selected in BIOS of the computer. If LPT1 has been set at ECP, it is better to select MainTop printing port (printing ports without "Queue..." indication are all MainTop printing port) when setting printing port at MainTop. Because the MainTop Printing Management System will be used more effectively if it is used in this way.

#### ※ Installation of USB Interface Printer

Install the USB driver in directory of USB98 of MainTop Color Electric Publishing System before installing the printer driver, when USB printer is to be installed under Win98 or Me. operation system.

**Note** 1. Before installing this driver, the printer's USB driver must be removed first. Taking USB HP DeskJet as an example, the installed software of Desk Jet series should be deleted first.

**Note** 2. The installation of USB driver is needed only under Win98 operation system. While

*Win2000 is used, USB driver will be installed automatically and printer driver can be installed directly.*

#### ※ Installation of 1394 Interface Printer

At present, MainTop Printing Management System can only support Epson and Minaki printer under Win2000 operation system.

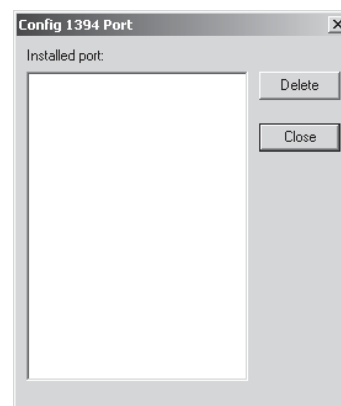
##### 1.Epson1394 Interface Printer:

Please install the 1394 driver and printer driver according to the printer manual. If installation is successful, ports of EP1394\_001, EP1394\_002...will be created and their names will be displayed in RIP management system. Then it can be used at anytime.

##### 2.Mimaki 1394 Interface Printer :

When 1394 interface printer of Minaki is connected with computer, system will give out prompting of adding new hardware.Please install printer's own Minaki 1394 driver (or Minaki 1394 driver in directory of M1394 of Printing Management System), before installing printer driver.

When Minaki 1394 is successfully installed, open MainTop RIP Management System, an indication of finding Minaki 1394 port will appear.After entering of the self- defined port name,the printer is ready for use.Minaki 1394 port can be configured by setting parameters at Manage\Set Port in MainTop RIP Management System menu.



## 2.4 Installation and Arrangement of Network Printer

The data procession method adopted by MainTop is the type of the sectional calculation scheme which can provide a very high transmission rate. So it is impossible to implement the high speed printing, which can be provided by MainTop, through the parallel printer port of computer, especially for the broad width jet plotter. Therefore, in order to implement the high speed printing, the high rate transmission ability of network must be used.

**Hint** *Currently, printers of HP DesignJet 5000, HP DesignJet3500CP, HP DesignJet2500CP are the network printers having internal network cards. The high speed printing operation can be implemented by the high rate trasmission performance of network. Printers of HP DesignJet 3000CP, HP DesignJet 2000CP etc have no internal network card but they also can be used*

*as network printers by adding an external network card. For those neither have internal network card nor external network card can be added, an external printing server can be connected with its parallel port to implement the network printing.*

## ■ System Requirement of Large Format Network Printer

Normally, all network large format printers are multi-colour printers, so the output data produced by software are in great quantity. In addition to the 100BASE-T network environment, the heavy loading of printing will also require the integrated high performances and high calculation speed of the computer. Here a computer configuration of medium level is suggested.

### □ HP Design Jet 5000

- ◇ CPU: P4, 1.4G HZ or higher
  - ◇ RAM: DDR 256M or larger
  - ◇ Main Board: P4 specialized
  - ◇ Hard Disk: above 20G, 7200T/S
  - ◇ Video Card: Stable performance and perfect colour recovery ability.
  - ◇ Monitor: Perfect colour recovery ability.
  - ◇ Other:Others : Method 1: HUB of 100 Base-T (SITHC is better) and two high quality network cables of 100M super Cat 5 are used; Method 2: Parallel port transmission cable of standard IEEE 1284 is used ( Method 1 is recommended).
- Operation System: WINDOWS 98/2000, WINDOWS 2000 is recommended.

### □ ENCAD 850/880 or KODAK 4860

- ◇ CPU: P4 1.4GHZ Minimum
  - ◇ HD: 7200 T/S high speed hard disc driver
  - ◇ RAM: DDR 256M minimum( INTEL P4 specific RAM is recommended)
  - ◇ Main Board: Support high performance P4 specific mother board with ECP mode (INTEL product is recommended)
  - ◇ Monitor: Perfect color reproducing ability
  - ◇ Video Card: Stable performance, perfect color reproducing ability
  - ◇ Others: Method 1: HUB of 100 Base-T (SITHC is better) and two high quality network cables of 100M super Cat 5 are used; Method 2: Parallel port transmission cable of standard IEEE 1284 is used ( Method 1 is recommended).
- Operation System:WIN98/2000( WIN98 is recommended.)

### □ MIMAKI JV4

Hardware Configuration for MIMAKI JV4:

- ◇ CPU: P4 1.4GHZ Minimum
- ◇ RAM: DDR 256M Minimum( INTEL P4 specific RAM is recommended)
- ◇ Main Board: Support high performance P4 specific mother board with ECP mode (INTEL product is recommended)
- ◇ HD: 7200 T/S high speed hard disk driver minimum
- ◇ Video Card: Stable Performance, perfect color reproducing ability



- ◇ Monitor: Perfect color reproducing ability
  - ◇ Others: Method 1: One high quantity live wire of standard IEEE 1394 and one high quality computer live wire card are used; Method 2: Parallel port transmission cable of standard IEEE 1284 is used (Method 1 is recommended)
- Operation System: WINDOWS 2000

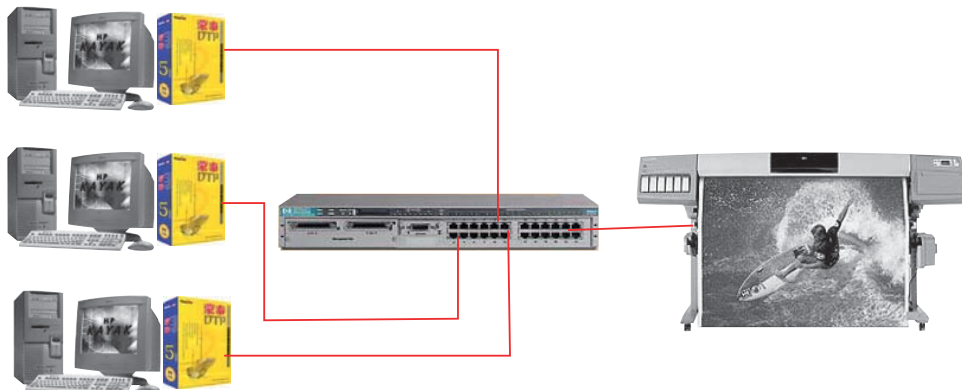
❑ MUTOH RJ8000

- ◇ CPU: P4 1.8GHZ Minimum
  - ◇ HD: 7200 T/S high speed hard disk driver minimum
  - ◇ RAM: DDR 512M minimum (INTEL P4 specific RAM is recommended)
  - ◇ Main Board: Support high performance P4 specific mother board with ECP mode (INTEL product is recommended)
  - ◇ Monitor: Perfect color reproducing ability
  - ◇ Video Card: Stable performance, perfect color reproducing ability
  - ◇ Others: Method 1: One HUB of 100 Base-T (SITHC is better) and two high quality network cables of 100M super Cat 5 are used; Method 2: Parallel port transmission cable of standard IEEE 1284 is used (Method 1 is recommended).
- Operation System :WIN98/2000( WIN98 is recommended)

❑ ROLAND FJ-600/500/400

- ◇ CPU: P4 1.4GHZ Minimum
  - ◇ HD: 7200 T/S high speed hard disc driver minimum
  - ◇ RAM: DDR 256M minimum (INTEL P4 specific RAM is recommended)
  - ◇ Main Board: Support high performance P4 specific mother board with ECP mode (INTEL product is recommended)
  - ◇ Monitor: Perfect color reproducing ability
  - ◇ Video Card: Stable performance, perfect color reproducing ability
  - ◇ Others: Method 1: One HUB of 100 Base-T (SITHC is better) and two high quality network cables of 100M super Cat 5 are recommended; Method 2: Parallel port transmission cable of standard IEEE 1284 is used (Method 1 is recommended).
- Operation System: WIN98/2000 (WIN98 is recommended)

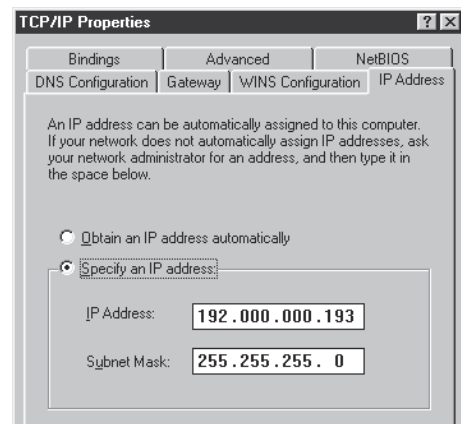
**An Illustration of Connecting MainTop and Network Printer**



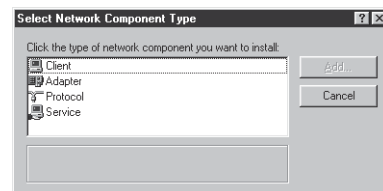
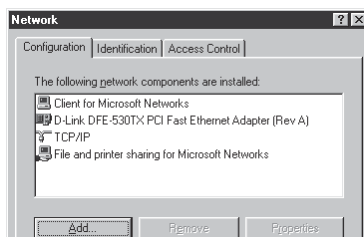
## ■ Configuration Procedure of MainTop RIP Network Environment

### □ Add TCP/IP protocol into Windows

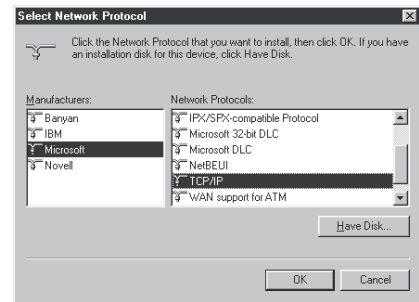
1. First define the required IP address and mask code of the network. For example, the IP addresses are from "192.0.0.1 to 192.0.0.10" and sub-network mask code is "255.255.255.0", which means that inside the sub-network with the mask code of "255.255.255.0", there are 10 sets of network equipment with addresses from "192.0.0.1" to "192.0.0.10" respectively.



2. Place the cursor on **Network Neighbours** button, click the right button on Mouse. Select **Configuration** from **Network**, select **Add...** from the display, then **Protocol**. Click **Add...**, then select **Microsoft** and then **TCP/IP**, at last click **OK** button.

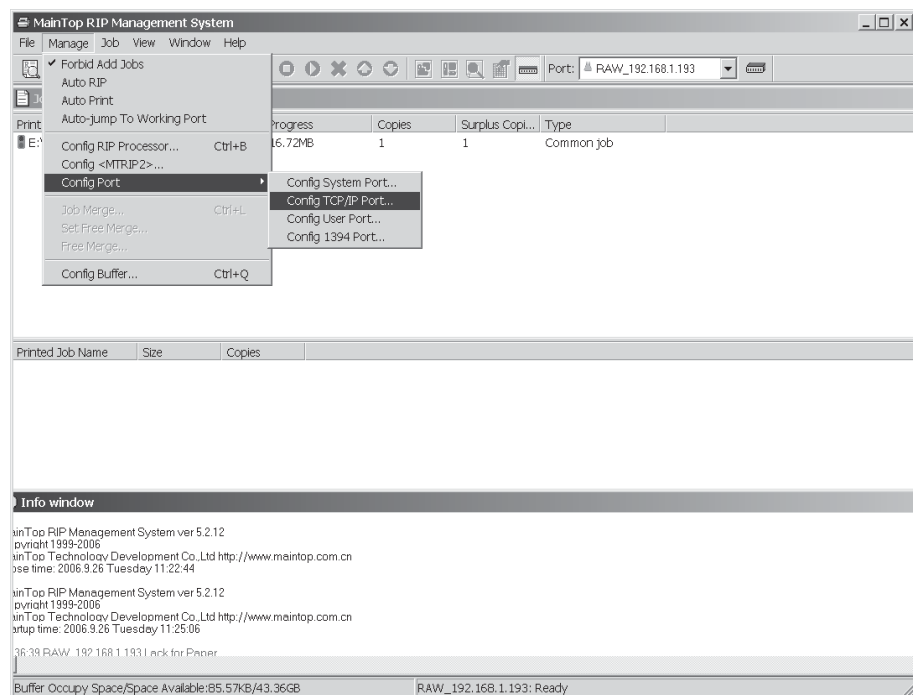


3. When the last step is finished, a **TCP/IP** protocol will be added into the system automatically by computer. One of them is the network card protocol. Select this protocol, then click **Attribute**, then select **IP address** column from the displayed dialogue box and key in the data described on step 1. At last click **OK**, a restart requirement will be prompted on screen.

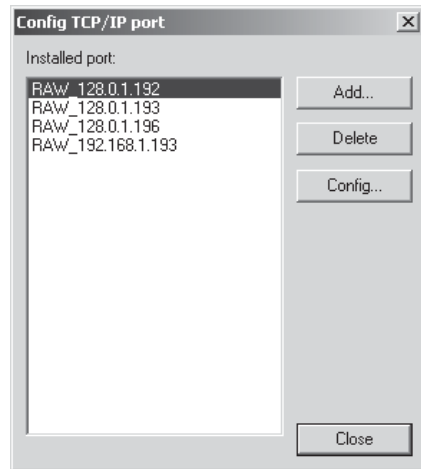


□ Add TCP/IP Port into MainTop RIP Management System

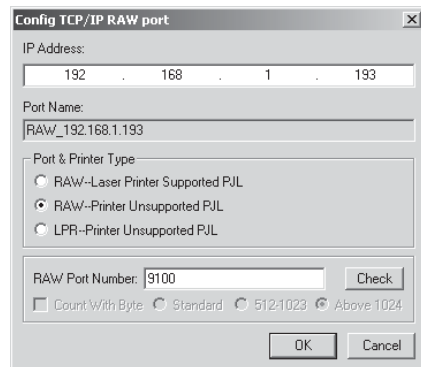
1. First, select **Config Port** command from **Manage** menu of **MainTop RIP Management System**.



2. Select **Config TCP/IP port** from **Config Port**.



3. *Input the IP Address, Port Name, Port&Printer Type in the following dialogue box.*



**IP Address ...** One network printer relates to one unique IP address. IP address can be found from test page and can be set at printer panel. For detailed explanation please read relevant document of the printer.

**Port Name ...** No special requirement for port name.

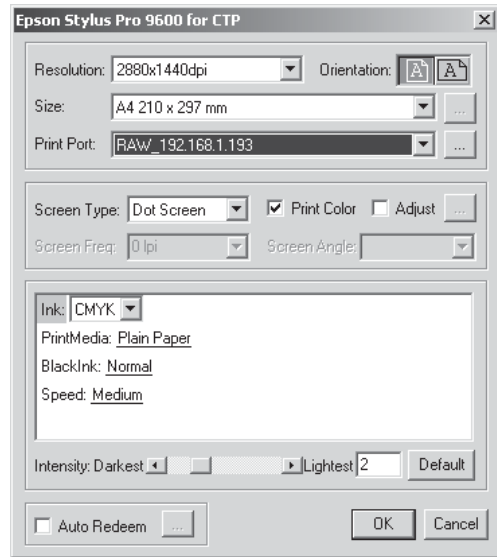
**Port&Printer Type ...** Difference between RAW port and LPR port is in their protocols. RAW port is the primary port. For the server of printing which needs to communicate with host computer (for example UNIX or VAX computer), it is better to select LPR port.

**RAW Port Number ...** The default port number of TCP/IP is 9100.

**Check ...** Check Equipment.

**Select Pinter Port**

1. *After Entering MainTop, select **Printer Setup** from **File**, then select **Install MainTop Printer**. Select the installation of network printer and Set as Default Printer.*
2. *Select **Close**, then set Printing Port as **TCP/IP port name** given in **MainTop RIP Management System**.*



### ■ How to Print Multiple Jobs

Printer can start operation, when all parameters for computer and printer are entered. However, MainTop can support printer to carry out one or more printing jobs. After one file is finished, the second, third and more files can be edited and printed.

### ■ How to View Printing Queue

When MainTop port is printing file, a printer icon appears on the right-bottom corner of the screen. Double click it, "MainTop RIP Management System" window will be displayed on screen. Operation status of all printing jobs can be monitored and managed through this window.

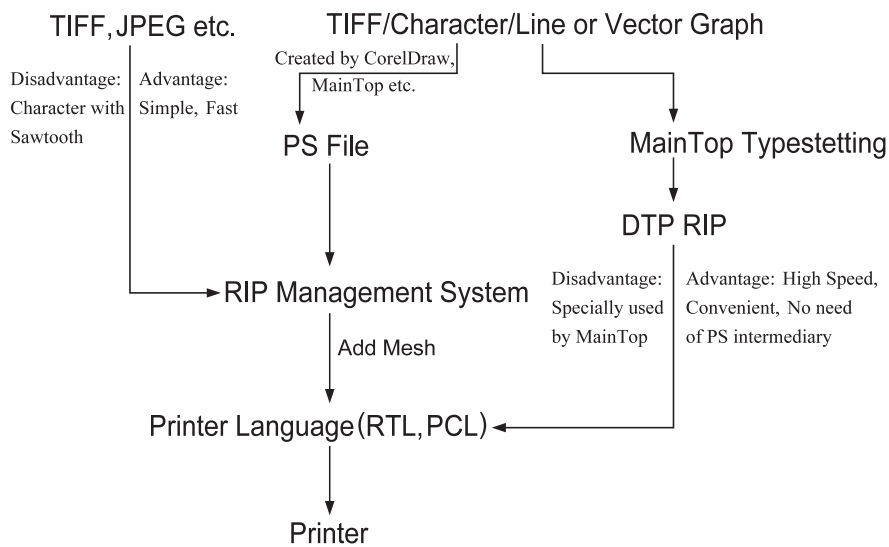
### ■ How to Support HP5000, ENCAD NovaJet 850, MIMAKI by Multiple-MainTop Systems

If the capability of one printer supported by one computer can not be fully used, two or more computers can be connected with this printer under the support of MainTop systems. However, MainTop system should be installed into all computers first, and select the same TCP/IP port at "MainTop RIP Management System" in each computer. When all these have been done, multiple printing jobs can be carried out simultaneously.

# Chapter 3

## Operation of MainTop RIP

### 3.1 Procession Flow Chart of MainTop RIP



### 3.2 Operation of DTP RIP

#### ■ Start DTP RIP

Double click system icon of  inside MainTop RIP folder.

#### ■ Establish New File

1. Select **New** from **File** menu, a dialog box of **New File** will be displayed on screen.
2. Select **Free Size** from **Paper Type** menu.

3. Type in the required printing size of picture.
4. Input 0 into the columns of Top, Bottom, Left and Right margins.
5. Click **OK** button.

Open a new file screen.

**Note** Since the real values of margins on top, bottom, left and right of paper will be decided by the large format printers, so the setup values of margins on top, bottom, left and right of paper will be useless for the large format printer.

## ■ Load Picture

1. Select **File**, then **Import Picture**, a dialogue box will be displayed on screen.
2. Select the required picture file.

**Hint** By selecting **Preview** menu, you can check content of the picture; and by selecting **Option** button, you can find some information, such as size, about the picture.

3. Click **OK** button.



The selected picture will be displayed on screen.

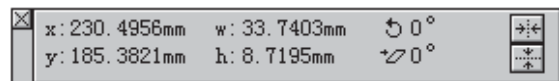
**Note** In order to guarantee the correct printing colour, all loaded pictures must be coloured in RGB mode.

Colour mode of the picture can be checked by selecting **Option** dialogue box. The message 24 bits colour in this dialogue box means that the picture is made up by RGB colour mode, and CMYK means that the picture is made up by CMYK mode. If the picture is made up by CMYK mode, it must be changed to RBG mode before being put out.

## ■ Modify Size and Position of Picture

### Fine Positioning of Picture

1. Select  tool from **Tool Box** to focus the picture.
2. Select  from **Speed Bar**, open **Positioning Plate** as shown below.




The values of **x,y**: inside the positioning plate are the coordinate values of the position on which the left corner of the picture is located;and **w, h**: show the width and height of the picture.

3. Delete values of **x**, **y**, then input the required new values, for example: **0mm**, **y: 0mm**, press the **Enter** button. The picture will be moved onto the top-left corner of the frame.

### Picture Zoom


MainTop provides many picture zooming methods for changing the size of picture in accordance with the real need.

### Method 1: Zoom Picture Proportionally


1. Use  to focus the picture.
2. Move the cursor onto the focus mark on corner of the picture, press the Ctrl key and left button on mouse simultaneously, track the focus mark to zoom the picture into a proper size, then release the key and button.

**Note** Only the focus mark on corners of the picture can be used to zoom the picture proportionally. Focus marks on middle are used to zoom the picture either vertically or horizontally. So it is better to zoom the picture proportionally by tracking the focus mark on corner of the picture, otherwise the picture will be out of proportion.

### Method 2: Use Positioning Plate to Edit Picture

1. Select  to focus the picture.
2. Input the values of height and width of the picture into **w** , **h**: input columns inside **Positioning Plate**.
3. Select **Object**, then **Column Attribute**, the **Picture Column Attribute** dialogue box will be displayed on screen.
4. Select **Proportion Unchanged** button, in order to keep the proportion of the picture unchangeable.
5. Click **OK** button.

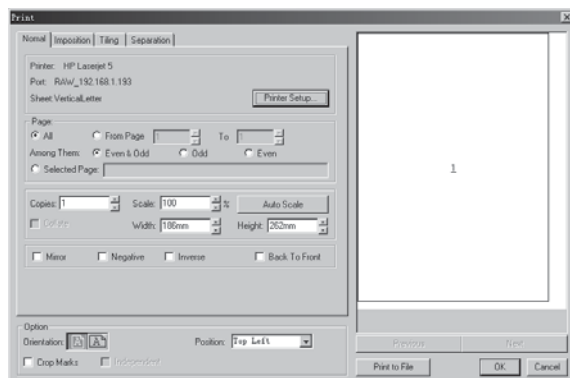
### Method 3: Zoom Picture Freely

1. Select  to focus the picture.
2. Track the small black mark on the focus mark.
3. If the proportion of the picture should not be changed, please zoom the picture by the steps 3-5 of method 2.

## ■ Print

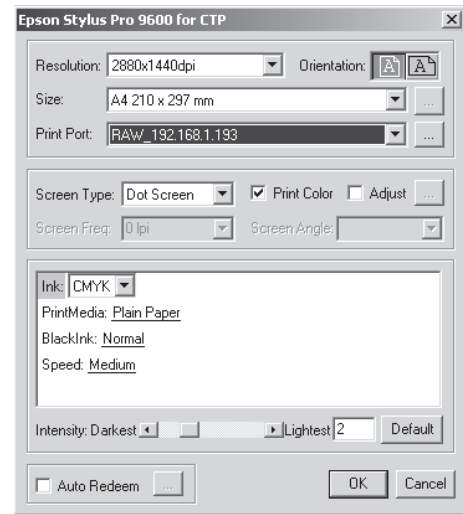
**Note** If printer is installed already, go to printing directly. Otherwise, install the printer first, then carry on the following operations. About the method of printer installation, please see Chapter 2 Section 3.

1. Select **File**, then **Print**, the **Print** dialogue box will be displayed on screen.








2. Select **Printer Setup** button, the following dialogue box will be displayed on screen.



**Resolution** ····· Can be set to 600dpi, 300dpi, 150dpi or 75dpi according to the printer type and user requirement.

**Orientation** ····· Set up the printing direction of paper. If the paper output direction of printer is as same as the file page direction, then select ; if the paper output direction of printer is different from the file page direction by 90°, then select , to turn the file page direction around by 90°.

**Hint** *For printing by 600DPI or higher resolution, it is better to select  to use vertical paper output mode in order to guarantee the printing speed. See details about the picture turning around operation on Section 4.5.*

**Page** ····· Select printing paper size, the maximum size selected must be within allowable range of the printer.

**Print Port** ····· Select output port for printing.

**Note** *When the selected port is the port (such as LPT Port, COM Port, TCP/IP Port) that is controlled by MainTop, the printing job will be delivered into the MainTop RIP Management System directly. Otherwise, if it is the Queue···, it indicates that it is the port of Windows and its printing job will be delivered into Windows Printing Management System. MainTop port is recommended here, because many improvements have been done in MainTop RIP Management System based on Windows Printing Management System.*

**Screen Type** ····· It is used to select the mesh type for printing. In general Frequency Modulation Mesh is used.

**Colour Printing** ····· It is used to select the mode of colour printing or black and white printing.

**Hint** *If colour picture is going to be printed in black and white mode, it is better to change the colour picture into a black and white one through Photoshop, and then print it out by Colour Printing Mode of MainTop.*

**Colour Blending**·····By using this function, C,M,Y and K 4 colours can be set up respectively in order to obtain the required picture colour.

**Note** *Unless there is a special need, do not modify the default setup when printing.*

**Paper**·····Select the type of paper to be used for printing. Paper made by different materials should use inks of different density.

**Ink**·····Select the type of ink to be used for printing.

**Ink Application**·····Select the application quantity of the ink used by printing.

**Hint** *Because various types of printer use different types of inks, MainTop RIP adjust the ink with this special function. It is better to select the default value.*

**Speed**·····Select the printing speed. If **Default** is selected, the operation modes set up on the front panel of the printer will be used. If **HP High/Middle/Low Speed** is selected, the standard printing mode controlled by MainTop will be used without considering of the modes set up on front panel of printer. If other options are selected, MainTop printing mode will be used. However under this situation, the displaying on the front panel of the printer will be different in accordance with the different types of printer. For example, some printer will show "Printing (Special)",and indications of Best/Normal/Highest Speed of other printers will flicker.

**Note** *If not too many copies are required, it is better to select the PassBurst technique of very high speed printing to obtain perfect printing quality. This technique is applicable only to HP DesignJet 2000CP/2500CP/3000CP/3500CP. For the old 2000CP/2500CP (Firm Ware Version A. 01. XX), its Firm Ware must be updated to A. 02. XX above.*

**Note** *When high printing speed is used, the CPU version used by computer must be higher than Pentium II 300 (or the same speed version). If the speed of computer is too low, the PassBurst feature of MainTop could not be fully used.*

**Hint** *For normal quality paper, 5pass of high/medium printing speed can be selected to obtain good printing result, if 4pass is used, the printing quality could be acceptable. But for papers of bad ink absorption ability, 8,10, even 12pass should be selected. For papers of different quality, it is suggested to test the printing results with different speeds.*

**Hint** *For printing small size paper, such as A4, it is better to increase the printing passes, since it has to wait until the ink is not wet and the speed could not be increased reasonably.*

In order to guarantee the stability of ink, the following rules must be observed.

For in-door ink,when 3pass mode is selected, it is better not to select high speed.

For out-door ink, it is better not to select 3/4 and 5pass modes, but if it is necessary to use high speed mode, please select 5pass medium high speed mode.

It is better to select medium high speed mode and not to use high speed mode if it is possible.

**Intensity**·····Control the ink output quantity of printer.

**Hint** *Because different paper has different default setup, it is better to use the default density value.*

**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.

**Modify Page Size**…… According to the requirement, define the paper size.

**Auto Set Page**…… According to the paper size used by the file, automatically select the printer paper size.

3. Select the related options, then click **OK**, return to **Print** dialogue box.
4. Select the related printing parameters, then click **OK**, start printing.

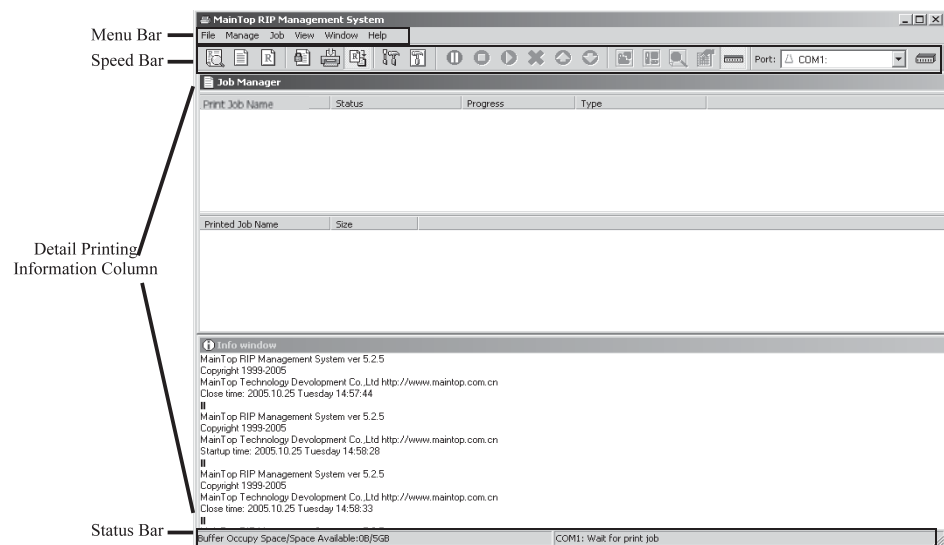
## ■ Characters Overlapping, Word Artistic Changing and MainTop Drawing

Since the DTP RIP is contained inside the MainTop Desktop Publishing System, the characters and pictures made by MainTop are more smooth, comparing with the characters and pictures made by other drawing programs.

### 3.3 Operation of RIP Management System

#### ■ System Configuration

Double-click  to enter MainTop RIP Management System, the following picture appears.





















**Note** If "MainTop Printing Management System" appears on title bar, it means that the system has not found encrypt lock.


**Note** Because not all icons have been configured, some are gray and some are not displayed in menu at all. For example, "Add RIP Job" option is gray.



#### ■ Speed Bar



"Preview File" in "File" menu.

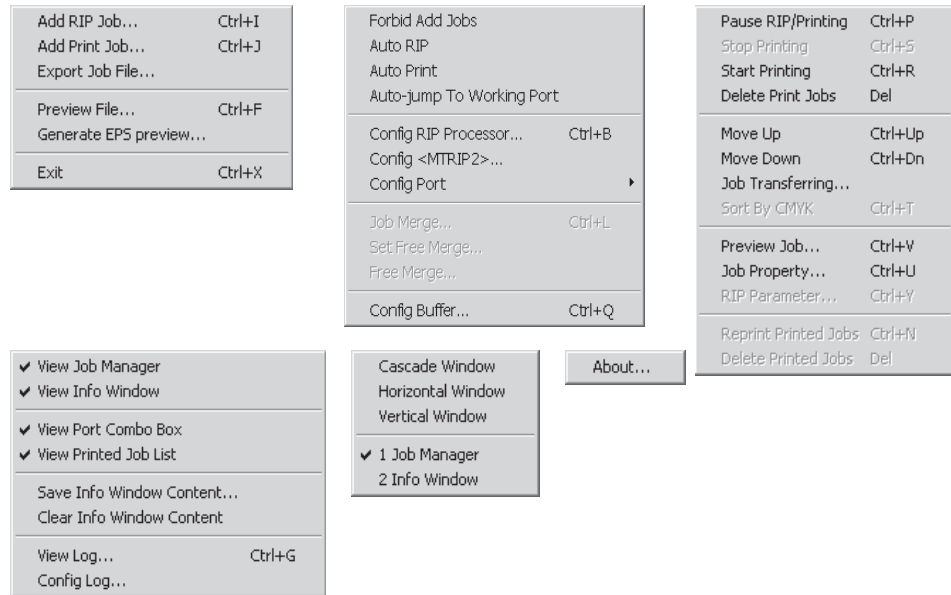
	"Add Print Job" in "File" menu.
	"Add RIP Job" in "File" menu.
	"Forbid Add Jobs" in "Manage" menu
	"Auto Print" in "Manage" menu. When this button is selected, printer will start operation automatically.
	"Auto RIP" in "Manage" menu. When this button is selected, RIP operation will start automatically.
	"Config RIP Processor" in "Manage" menu. It is used to set parameters for RIP processor.
	"Config <xxx>" in "Manage" menu. It is used to set parameters for processor currently used, and "xxx" is the name of current processor.
	"Pause RIP/Printing" in "Job" menu.
	"Stop RIP/Stop Printing" in "Job" menu. It is used to interrupt current running RIP job or printing job. If RIP Job is selected, "Stop RIP" appears in "Job" menu; if it is printing job, "Stop Print" appears.
	"Restart RIP/Start Printing" in "Job" menu. It is available, when the selected job is not in printing status or "Auto Print" option is not selected. If RIP job is selected, "Restart RIP" appears in menu; if print job is selected, "Start Print" appears in menu.
	"Delete Print Jobs" in "Job" menu. It is available when job is selected at "RIP Job List" or "Printing Job List". If it is to delete job in the printed job list, select "Delete Printed Job" from "Job" menu or click right button for selecting "Delete Job" command.
	"Move Up" in "Job" menu. It is available when the selected job is not at the top of list.
	"Move Down" in "Job" menu. It is available when the selected job is not at the bottom of list.
	"Job Merge" in "Job" menu. It is available when the selected job has finished its RIP and the job is not in printing status.
	"Free Merge" in "Job" menu. It is available when the selected job has finished its RIP and is not in printing status.
	"Preview Job" in "Job" menu. It is available when the selected job is before or after RIP has been finished.
	"Job Property" in "Job" menu. It is available when the selected job has finished RIP procession.
	Display port combination box. After clicking this button, port combination box as shown below appears. If there is only one port currently, this button will not appear which means port combination box is not available.


 This is Port Combination Box. System ports are shown in middle. When the selected port is the port currently being used, the tri

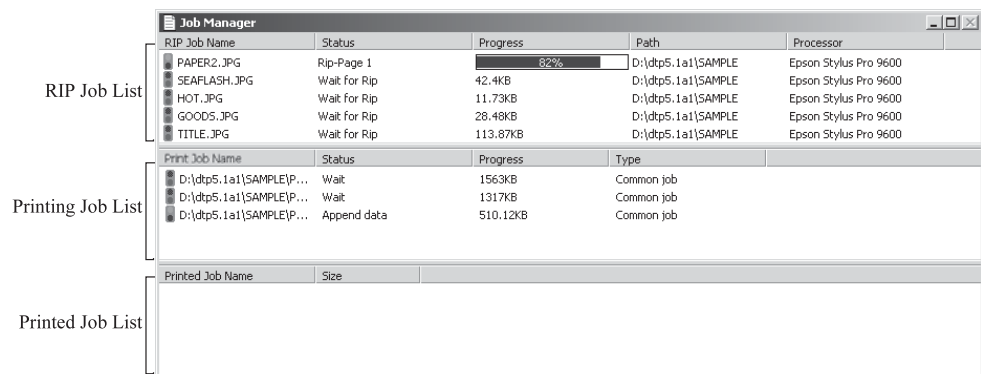
angle mark at front of the port will become dark blue. Otherwise, this triangle mark is white. Below is the port status mark. When the port is ready, it shows like . Otherwise it becomes red, and shows like .

## Menu Bar

There are File, Manage, Job, View, Window and Help 6 menus show on menu bar. Contents in 6 menus are shown below sequentially.



## Job Mananer



There are three job lists in job controller. They are RIP Job list, Printing Job list and Printed Job list. Among them, default for Printing Job list stands for absent. It can be activated by selecting "Display Printed Job List" option from 'View' menu. This job management window can be zoomed but can not be closed.

## RIP Job List and Printing Job List

RIP Job Name	Status	Progress	Path	Processor
PAPERS.JPG	Rip-Page 1	30%	D:\dtp5.1a1\SAMPLE	Epson Stylus Pro 9600

Job Name	Status	Progress	Type
D:\dtp5.1a1\SAMPLEP...	Wait	1563KB	Common job
D:\dtp5.1a1\SAMPLEP...	Wait	1317KB	Common job
D:\dtp5.1a1\SAMPLEP...	Wait	1296KB	Common job
D:\dtp5.1a1\SAMPLES...	Wait	7147KB	Common job
D:\dtp5.1a1\SAMPLEH...	Wait	72.79KB	Common job

Above lists are RIP Job list and Printing Job list. RIP Job list shows jobs of all ports, but Printing Job list only shows the job of current port. Jobs that have been transferred to other ports or their ports have been changed through RIP processor, will not be shown in the current list.

- Column Name of RIP Job List

Job shown in RIP Job List is called RIP job.

As shown in figure above, column names of RIP Job List sequentially are RIP Job Name, Status, Progress, Path and Processor.

**RIP Job Name** Show RIP Job Name.

**Status** Show current status of RIP job.

Status of RIP job are Waiting RIP, RIP-pre-processing and RIP-Page N (N is changing according to the RIP progressing time and specific job. Hereafter it is the same). Waiting RIP should be started manually.

**Progress** RIP progressing bar displays percentage of the completed RIP or job size, while it is at waiting status.

**Path** If a RIP job is added from a file, directory of the RIP job file will be displayed. Otherwise it will be empty.

**Processor** Display the name of RIP processor which is used by RIP job.

- Column Name of Printing Job list

Jobs shown in Printing Job list are called printing job.

As shown in figure above, column names of printing job list sequentially are Job Name, Status and Progress.

**Job Name** Display name of RIP job. For example, if it is a PS job produced by MainTop DTP, NAME.tpf-1C will be displayed. "NAME.tpf" is the original file name, "1" stands for first page, and "C" represents the color-separated C(dark blue) plate (If it is a single color or color file, this option is unavailable).

**Status** Display the current status of printing job. Printing job status includes appending data and wait etc.

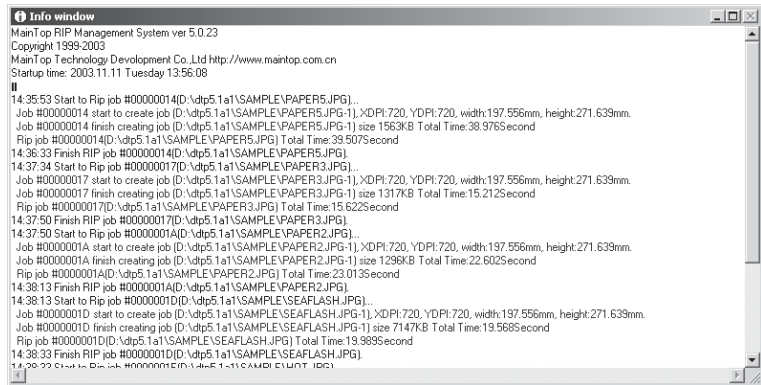
**Progress** Display the size of appending or printing data.

- Printed Job List

The printed job will be shown in this list, if option of "Save after printing" is selected

at job attribution setting box. Select one or more jobs from the list and click right button, "Restart the printed job" and "Delete Job" will be available.

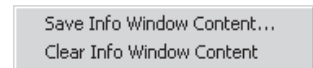
Info Window



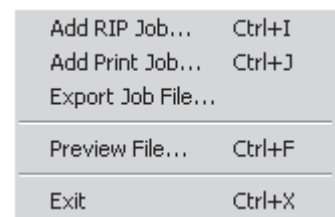
Info Window displays operation status of system start, system exit, RIP job, merge, free merge, printing and create EPS preview etc. This screen can be zoomed but can not be closed.

**Hint** *Content in this screen can be deleted by using "Clear Info Window Content" command under "View" menu and its contents are recorded in a log automatically.*

**Hint** *In addition, Information screen text can be saved or cleared by using right side button menu on info window.*

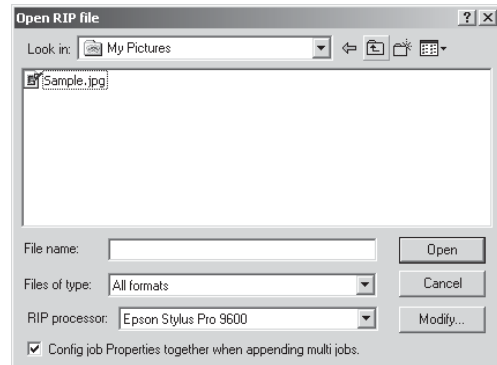


File Menu



Add RIP Job

This command adds RIP job in PS, EPS, PDF, TIF and JPG format.



**Hint** *Multiple RIP files can be selected and put into input job queue by pressing Ctrl or Shift key.*

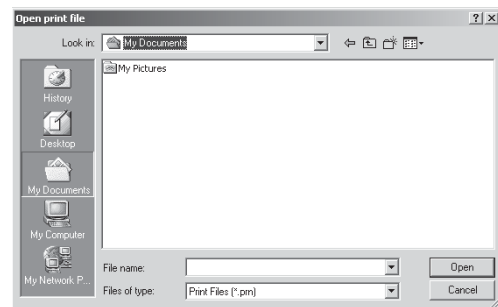
There is the pull-down box of "RIP Processor" at bottom of the dialogue box, which contains all RIP processors added by using "Manage→Config RIP Processor" function. Default is current RIP processor. RIP processor currently selected can be modified by clicking "Modify" button at right side.

**Add Print Job**

Add print file into printing queue as a new job.

Printing files added here are common files which are created by using PCL printing driver, or saved after RIP processing. Default suffix is prn.

**Note** *Because default for the printing job to be added now is to export the job to current port, so RIP processor port for this printing job should be selected first.*



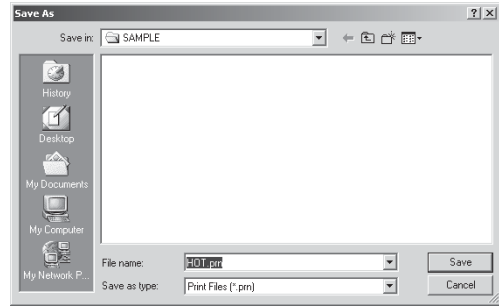
**Note** *Under default condition, the added job can not be printed automatically. "Job →Start Printing" function should be selected to start this operation. If "Manage→Auto Print" function is selected, printing jobs in job list will be exported to the relevant port sequentially.*

**Hint** *Multi RIP files can be selected and put into job list by pressing Ctrl or Shift key.*

**Export Job File**

If this command is used after one job is selected from printing job list, the job will be exported to a PRN file.





If this command is used after a RIP job is selected, this RIP job can be exported to a RIP file.

**Note** *If job size is bigger than 2G, this job will be exported to several formatted files each size less than 2G.*

**Preview File**

Preview next file for checking the correctness of file content.

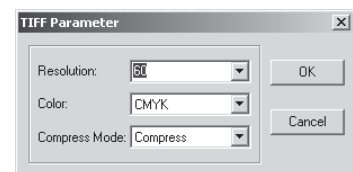
**Note** *This function is used to preview RIP file directly, not used to add job into RIP job queue. Function of file preview is as same as the function of job preview. If a job has only one page, **Next Page** command in tool column or **File** menu is used to close the preview screen.*



**Generate EPS Preview**

While EPS file is being saved, a preview of the file can be created if it is required.

**Note** *This command is used to create a preview of TIFF format for EPS file which could not provide preview by itself. Parameters such as resolution, color mode (256 gray scale, 24 bit RGB or CMYK) and compressing of preview can be selected.*

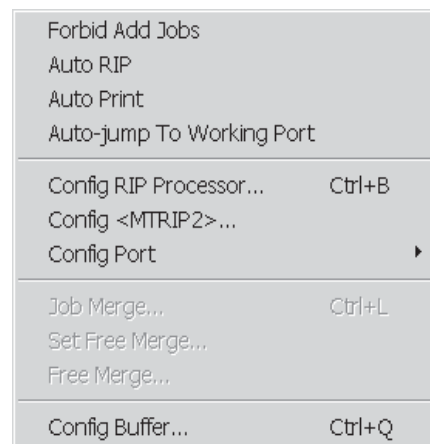




**Note** *This function is available only under the system attached to MainTop Newspaper System*

- Exit**  
Exit MainTop RIP Management System.

**Note** *This is the only command that can really exit RIP Management System. Other commands, such as Minimize, Close Window, can only put the MainTop system into the system tray of the operation system after minimizing it.*

## ■ Management Menu



- Forbid Add Jobs**  
This command will inhibit all jobs, if is being selected. It means not only the jobs added by suing "File→Add Printing Job", but all the jobs exported to the printing control system from application program will be inhibited. At same time, icon  of MainTop RIP Management System in the indication bar of Windows system will become icon , and commands of "Add Printing Job", "Add RIP Job" and short-cut icon all will become unavailable with their gray-changed color.

- Auto RIP**  
If this function is selected, RIP will start automatically, when RIP job is exported to RIP Management System. Jobs in "Wait for RIP" status in list will go through RIP in sequence of top to bottom.

- Auto Print**  
If this function is selected, jobs in list will be exported to printing port (it means to real output equipments such as Laser Printer, Large Format Printer and Phototypesetter at queue sequence continuously.

**Hint** *This function is effective to all printing ports.*

- Auto-jump to Working Port**

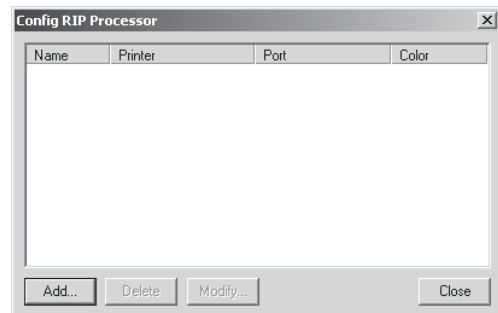
When this function is selected, screen will automatically jump to the job window if the port displayed in current Ports Combining Box has no job at all.

**Hint** *This command is used to ensure that the port with printing jobs can always be monitored.*

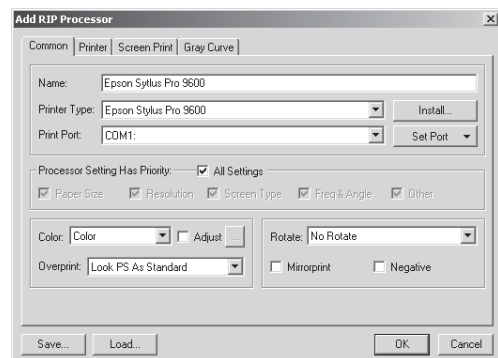
**Config RIP Processor**

RIP processor is not used for one series of printer or printing driver but for one certain printing driver and set of many parameters (such as port, separation, and screen print etc).

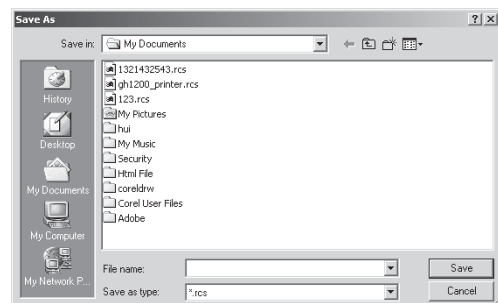
As shown in figure below, RIP processor options can be added, deleted and modified at "Config RIP Processor" dialogue box.



When "Add" button is clicked, the following dialogue box appears.

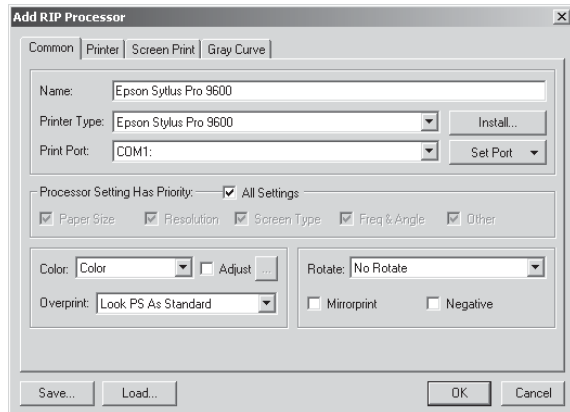


**Save** Save all parameters inside RIP processor into a file and for reuse.



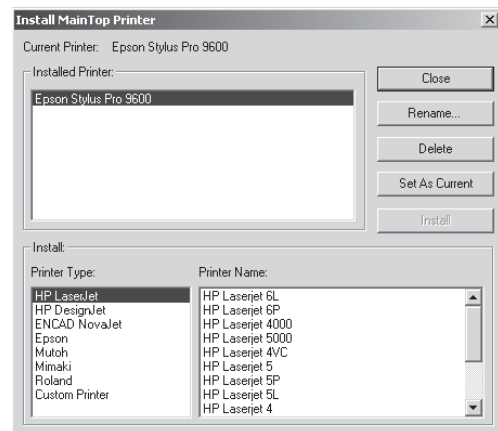
**Load** Load parameter file prepared before.

**Common**



**Name** Set RIP processor name which will be listed in RIP processor list. It is better to include information such as printer driver, port, single color or separation etc that are to be used.

**Printer Type** In this pull-down menu, the installed printer drivers are listed. All these listed printer drivers are available. Click the right side "Install" button, the dialogue box of Install MainTop Printer appears on screen. As show in figure below, operations such as adding, rename and deleting drivers can be carried out at this dialogue box.



Select drivers from both 'Printer Type' pull-down menu and printer name list, and then select "Install" button.

**Processor setting has priority**

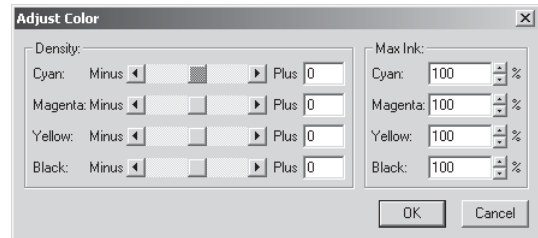
This option is used to decide whether some parameters that is already inside RIP file are prior to the settings of this RIP processor. The selectable parameters are pager size, DPI, screen type, screen frequency, screen angle and other items.

**Note** For the selected items, parameters inside the RIP processor will be effective, for other items, parameters inside RIP job are effective.

**Hint** If "Screen Type" and "Screen Frequency/Angle" of printer are selected as standards, "Screen

*Type" and "Screen Angle" can be modified at "Screening" option.*

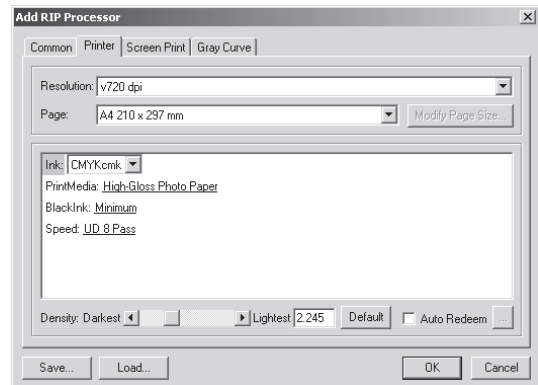
- Color** Decide color (single color, color or separated-color)of job exported by RIP processor. The relationship between the parameters and printing driver is shown in the table above (It is the same below).
- Adjust** Adjust the shade of 4 ink colors for color printing of large format printer.



- OverPrint** Select method of overlap printing from 4 options. They are PS Standard, Without Overlap, Black Overlap and Overlap.
- Rotate** Select rotation angle from 4 options. They are without rotation, 90 degree, 180 degree and 270 degree.
- Mirrorprint** Select mirror image output function.
- Negative** Select negative printing function.

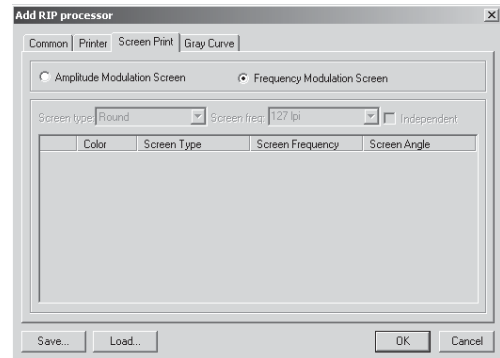
- **Printer**

Select a driver from the pull-down menu of "Printer Type", and then select "Printer". At this moment, relevant parameters concerning the printer appear on screen.



- Print Port** Three types of port added by "Manage→Config Port" function are shown in this pull-down box. "Config Port" on right side can be used to add or delete various types of port.

- **Screen Print**



**Mode** Select screening mode of Frequency modulation(FM) or Amplitude Modulation(AM).

**Hint** *If "FM Mode" is selected, "Screening Mode", "Screen Frequency" and options for individual color-separated films become unavailable with their changed-gray color.*

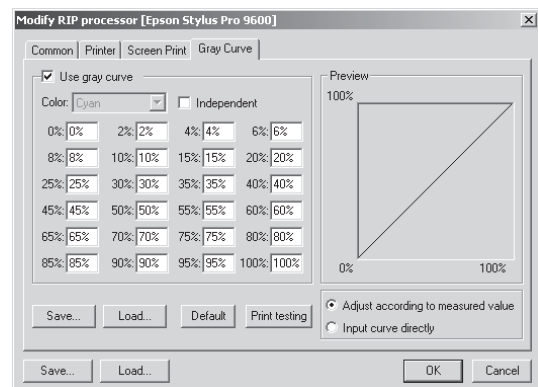
**Screen type** Select screen shape. There are shapes of default, circle, line, ellipse, rectangle, triangle and diamond. Screen shape settings can be modified when "Take Printer's Screen Type as Standard" in "Normal" option is selected, but "Color Film Independent Setting" at right side is not selected,

**Screen Freq** Select screen frequency. The selectable frequency range will be different according to the differences of DPI. It can not be modified until "Take Printer's Screen Mesh as standard" is selected.

**Independent** It is available when "Take Printer's Screen Type as Standard" is selected. If this option is not selected, the above "Screen Type" and "Screen Frequency" are available, and all colors are selected unani-

**Hint** *If "Color" is set at separated-color, checking box on front of each color film will be available for setting its output. If color mode is selected, checking box on front of each color film will become unavailable.*

- Gray Curve



**Color** If "Separated Color" is selected at "Color" in "Printer" option, gray

scale transform curve can be selected for 4 colors at "Gray Scale Curve" option. If "Single Color " is selected at "Color", the selected grey scale curve will be applied to gray color.

**Independent** Set gray curve for each of the 4 color films individually.

**Adjust according to measured value**

If this option is selected, only the covering rate at current percentage position will be changed, when value relevant to the percentage position is modified. For example, when the value at 2% position is changed to 98%, and "Direct Input Curve" is not selected, value 2% will be taken at the position from 2% to 98% during test printing period.

**Input Curve Directly**

If this option is selected, only covering rate at 2% position is changed to 98%, other places does not change at all during the test printing period.

**Save** If this option is selected, the modification value can be stored for future use.

**Load** If this option is selected, the gray scale curve parameters saved before can be loaded in.

**Default** If this option is selected, default value will be recovered. It means that ink covering rate at each percentage position will become the same value as its primary one.

**Print testing** It is used to print out a proof of gray scale curve just set for checking its correctness.

Ink covering rate at each percentage position can be modified in text frame at each percentage position.

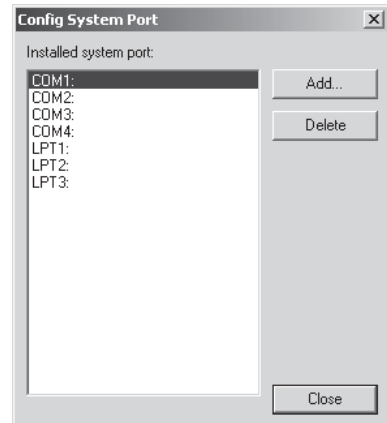
**Config Current RIP Processor**

It is used to directly modify the RIP processor currently used.

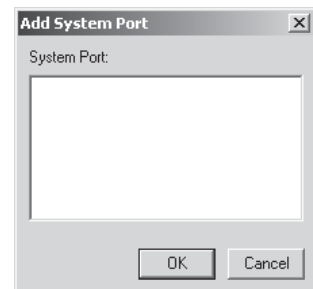
**Config Port**

**Config System Printing Port**

When this option is selected, available ports of operation system can be included into or excluded from the application range of MainTop RIP Management System.

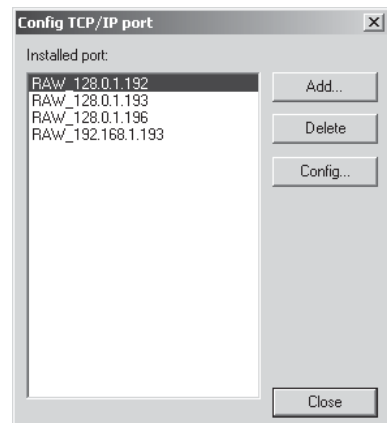


Under normal condition, there is no need for installing this kind of ports, except the system ports that have been deleted before by using "Delete Port" function. Therefore, as shown below, all available ports except system ports that have been installed already will be displayed in the adding system printing port dialogue box.



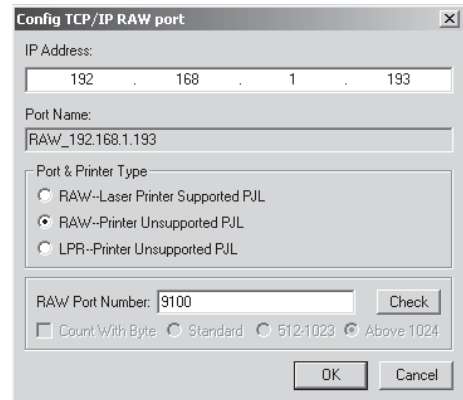
**Note** *If one job is exported to a system port which is not in this table, RIP Management System will automatically absorb it and put this job into the job list of this port.*

- Config TCP/IP Port



Click "Add" button, dialogue box shown below appears. IP address, port name and PJJ application can be set, added and deleted at this dialogue box.





**IP Address ...** One network printer relates to one unique IP address. IP address can be found from test page and can be set at printer panel. For detailed explanation please read relevant document of the printer.

**Port Name ...** No special requirement for port name.

**Port&Printer Type ...** Difference between RAW port and LPR port is in their protocols. RAW port is the primary port. For the server of printing which needs to communicate with host computer (for example UNIX or VAX computer), it is better to select LPR port.

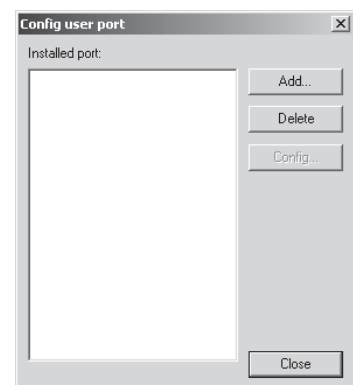
**RAW Port Number ...** The default port number of TCP/IP is 9100.

**Check ...** Check Equipment.

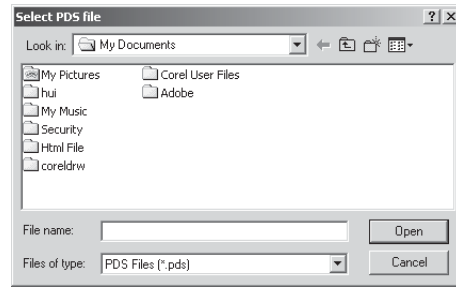
**Hint** *If first or second option is selected, text frame of "RAW Port Number " will be displayed at bottom of the dialogue box. If third option is selected, text frame of "LPR Queue Name " will be displayed.*

● **Config User Port**

User port is the port reserved for the printer of special company. When user port is selected, printing job will be exported to the printer of special company directly.



**Add** Add user port. Click "Add" button, the following dialogue box appears. Select one .pds file from the dialogue box.

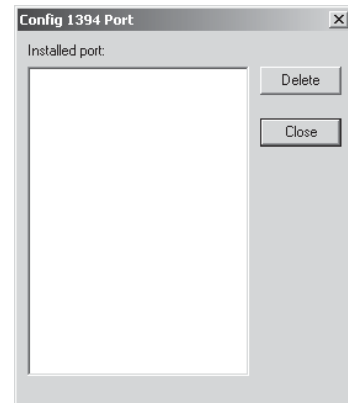


**Delete** Delete user port set before.

**Config** Some user ports, such as WD Port, can be modified.

● **Config 1394 Port**

If 1394 port is successfully installed, a prompting of 1394 port will appear when Main-Top RIP Management System is opened. Enter custom port name, operation can be started. 1394 port can be managed through "Manage" "Config 1394 Port" option.



□ **Job Merge**

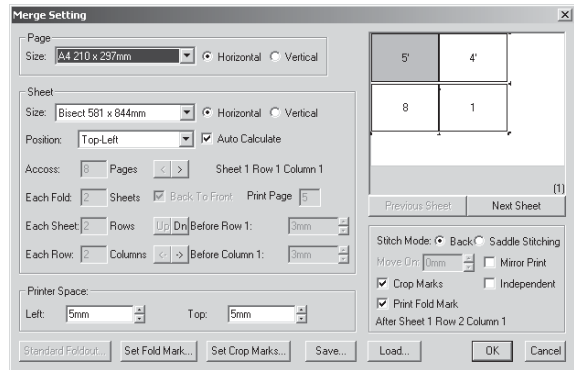
Select the wanted printing job from job list (by using mouse or Ctrl, Shift key, multiple jobs can be selected). Job that goes through RIP or is being printed currently can not be selected for merge.

The sequences for selecting jobs will be shown in the dialogue box as page numbers of 1, 2,3 and 4.

If same kind of merge will be carried out for many times, it is better to prepare a master sheet for future use.

After job merge is finished, the primary job will disappear or transfer to the "Printed Job list", and create a new job name such as Merge-one or Merge-two, for the merged job.

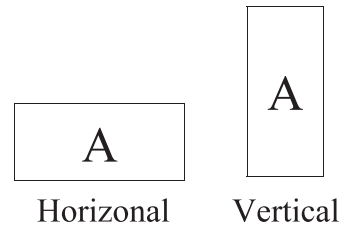
When "Set Merge Template (L)..." is selected, the following dialogue box appears.



**Page** Relevant parameters about makeup page is going to be set here.

**Size** Type of default page (A series, B series) and self-defined type are all included.

**Vertical, Horizontal** Paper direction, vertical or horizontal.



**Sheet** Relevant parameters about makeup plate are going to be set here.

**Size** There are 4 options which are 2-fold, 4-fold, 8-fold and custom.

**Vertical, horizontal** Plate direction, vertical or horizontal.

**Position** Relative position between file page and printing page positions. They are left-top, middle-top, right-top, left-middle, central, right-middle, left-bottom, middle-bottom, and right-bottom.

**Auto Caculate** When this option is selected, system will automatically carry out makeup operation in accordance with the sizes of page and plate.

**Across** Total page number per one fold for merge. Different row or line can be selected by pressing "Forward" and "Backward" button. Different page number can be selected by using "Printing N page" option.

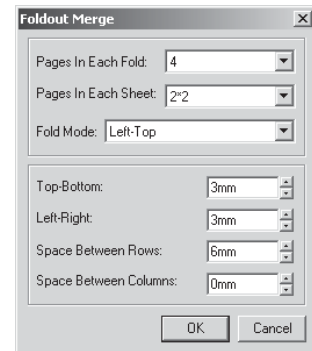
**Each Fold** Plate number per fold for merge contents is selected. Page can be printed out in reverse direction by selecting 'Reverse Printing' option.

**Each Sheet** Line and row number per page for merge is selected.

**Note** When "Auto Caculate" option is canceled, cross page number, page number per fold, reverse printing and fold mark can be selected.

**Note** When "Auto Caculate" option is canceled, interval of line (row) and left and right (top and bottom) margin can be selected by single clicking the line (row) interval on left preview figure, and entering figures into left side relevant text box directly,

**Standard Foldout** When this option is selected, the following dialogue box appears.

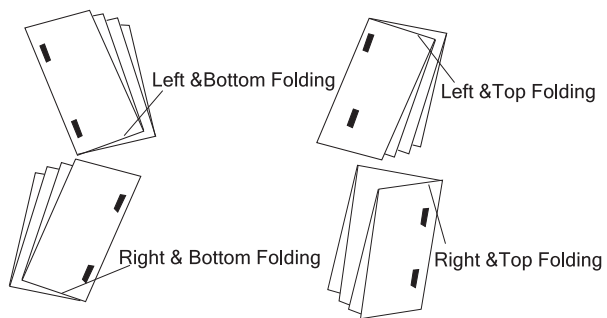


**Pages in Each Fold** Set page numbers for one fold.

**Pages in Each Sheet** Set numbers of line and row for each page in one sheet.

**Note** *Page number per one fold should not be over 256.*

**Fold Mode** There are 4 fold methods.



**Top-Bottom** Margins between the top and bottom edges of the page, and the first and last lines of the sheet.

**Left-Right** Margins between the left and right edges of the page, and the first and last rows of the sheet.

**Space between Rows** Interval between two lines.

**Space between Columns** Interval between two rows.

**Printer Space** Margin of printing paper as shown in figure below. Arrow direction in figure represents the direction of paper. Printer margin will be displayed in preview figure.

**Preview Frame** Printing plate is previewed within this frame.

**Stitch Mode** Stictch mode used for binding the printed papers. There are two methods, back and saddle stitching.

**Saddle Stitching** If this option is selected, page number for "Move on" can be set at "Move on" text box.

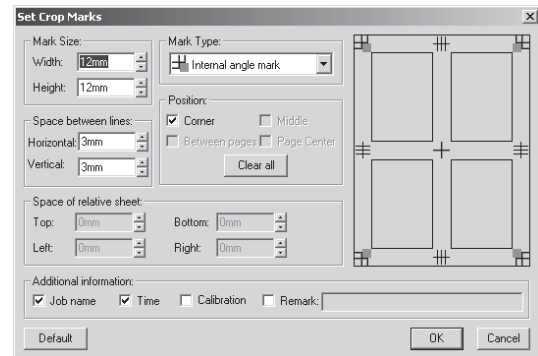
**Note** *"Move on" option will not be available until "Saddle Stitching" is selected.*

**Mirror Print**File will be printed out in mirror image form.

**Crop Marks** Cutting line,color adjusting line, file name,current page position in file and the date and time of last modification will be printed on edge of the plate.

**Note** *When crop marks is to be printed, the paper size for file layout must be smaller than the paper size used by printer. Otherwise, crop marks and relevant information about file could not be printed out.*

**Set Crop Marks**When this option is selected, the following box appears.



**Mark Size** Set size, including width and length, of cutting mark.

**Space between lines** Set interval between cutting lines, including vertical and horizontal directions.

**Mark Type** Set type of cutting mark which includes 14 cutting marks such as interior angle mark, exterior angle mark, interior angle line and exterior angel line etc.

**Position** Set position of cutting mark in sheet, including the position of page corner, page internal, page interval, page core 4 types.

**Note** *Every crop mark has its own default position. All crop marks can be deleted by selecting "Delete All" command.*

#### **Space of relative sheet**

Margin of crop marks relative to the printer paper. There are 4 margins, top, bottom, left and right which can be set manually.

#### **Additional Information**

It includes 4 options, job name, time, gradient scale and remarks.

**Job Name** Display job directory and name at left top corner of each makeup page.

**Time** Display date and time of makeup at right top corner of each makeup page.

**Calibration** Display calibration at right top corner of each imposition page.

**Remark** Display remark at right top corner of each imposition page. Remark can be defined at right side text frame freely. Maximum length of a remark is 23 halfbyte characters.

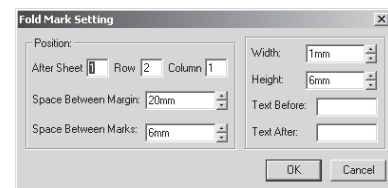
**Note** Normally default value is selected when setting crop marks.

**Independent** When this option is selected, crop mark will be printed on every sheet.

**Print Fold Mark** System will automatically set fold mark position when carrying out auto makeup; relevant parameters of fold mark can be selected at "Fold Mark Setting" box when carrying out manual makeup.

**Note** "Independent", "Print Fold Mark" and "Set Crop Marks" are available only when "Crop Marks" option is selected.

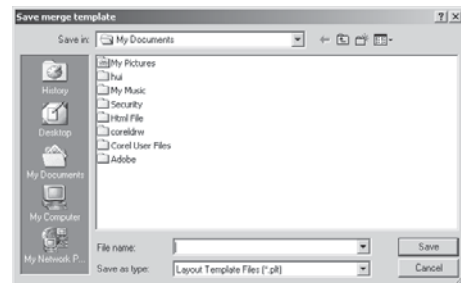
**Set Fold Mark** When this option is selected, the following dialogue box appears.



**Note** Position of fold mark will be decided by plate, line and row on which fold mark will be put. Every number must be less than the number of real plate, line and row.

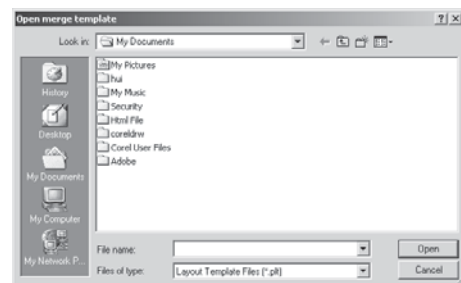
**Note** When setting the interval of fold mark, length and interval of the fold mark should be estimated according to the length of the book first.

**Save** When this option is selected, the following dialogue box appears.



**Note** The saved parameters of imposition can be repeatedly used.

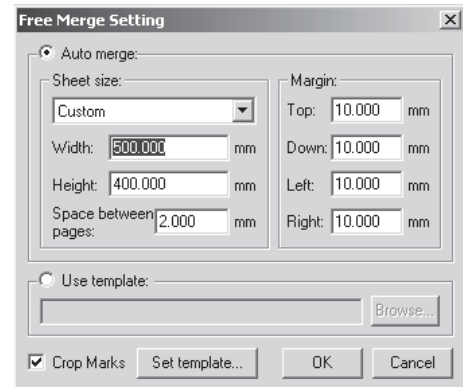
**Load** When this option is selected, the following dialogue box appears.



Set Free Merge

When there is a need to print several files of different sizes into one page, free merge can be selected to implement this requirement. This command is used to set parameters for free merge.

When this option is selected, the following dialogue box appears.



- **Auto Merge**

If this option is selected, merge master plate will be unavailable, and merge will be carried out according to the width, length and margin of page set here, when free merge is carried out. In addition, these parameters can also be modified when free merge is carried out.

**Sheet size** This option is used to set size for sheet. Parameters such as size type (A2, A3, 2-fold, 4-fold self-defined), width, length, margin between small pages inside big plate are all selectable.

**Margin** Set up, down, left and right margins for sheet.

- **Use template**

Template prepared can be used directly. Template can be set at following "Set template" dialogue box, and can be prepared and saved when free merge is carried out.

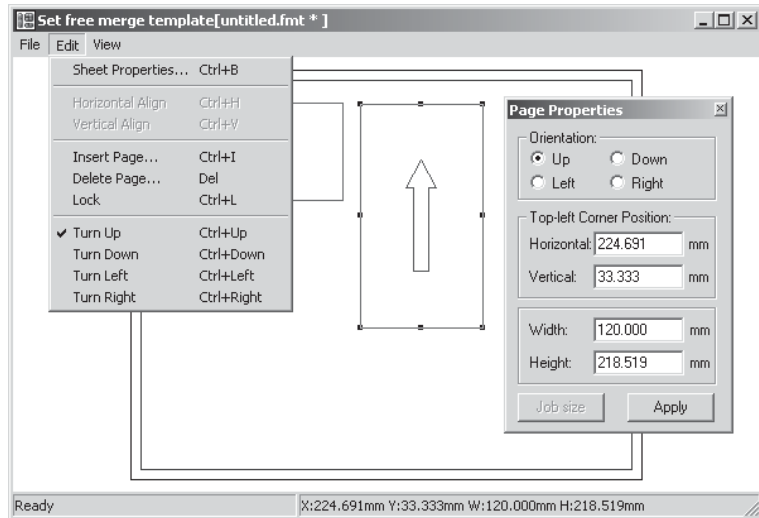
Directory and file name of master plate can be entered into the following single line text box. Click right side "Browse" button, file (with .fmt suffix) of merge master plate can be loaded in directly.

- **Crop Marks**

Set to print cutting line.

- **Set Template**

This command is used to edit the template used by free merge.

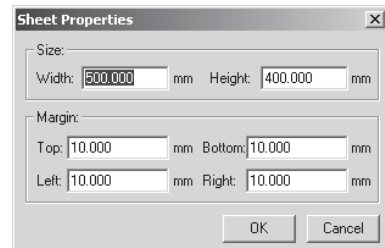


**File**

- Open** Open master plate prepared before and edit it.
- Save** Save master plate currently prepared into file with suffix of fmt.
- Save as** Save master plate prepared into another file with suffix of fmt.

**Edit**

**Sheet Properties** As shown below, set sheet attributions, such as width, length, and margin of top, bottom, left and right.

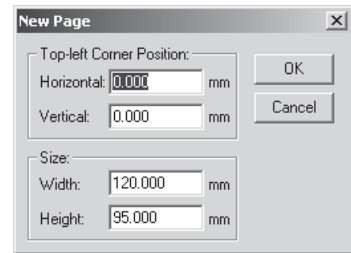


**Horizontal Align** When several small pages are selected inside the editing area, horizontal aligning can be applied. It means their vertical coordinates of left top corner in each small page attribution list are all the same.

**Vertical Align** When several small pages are selected inside the editing area, vertical aligning can be applied. It means their vertical horizontal coordinates of left up corner in each small page attribution list are all the same.

**Insert Page** Insert new small page into editing area. Its vertical and horizontal coordinates of left top corner, width and length can be set here.





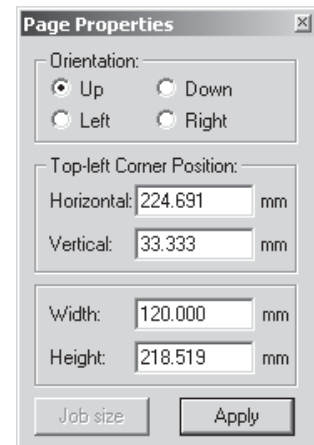
**Delete Page** Delete one or more pages selected now.

**Lock** Lock the selected page. When page is locked, its position, width and direction can not be changed. All these items inside "Page Attribution" of "View" menu becomes gray and can not be selected.

**Turn Up** Set the selected page direction upward. If the direction for current page is upward, “ ✓ ” mark will appear at front of this item (the following three items are same as this one).

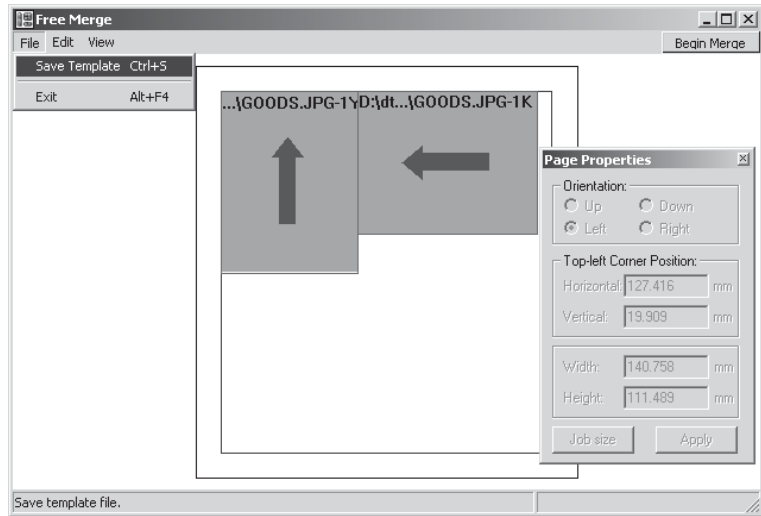
**View**

**Page Properties** Set direction, position and width for the page inside the editing area.



**Free Merge**

When merge mode is selected, merge can be carried out now. Select jobs that will join the merge and click this command, the following screen will appear. The operation of this dialogue box will be as same as the operation of "Set Free Merge Template" in "Set Free Merge" menu.

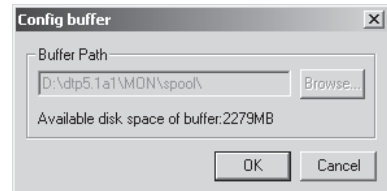


**Hint** *If "Auto Merge" is selected in free merge setting dialogue box, jobs selected will go through merge operation in accordance with the parameters set for auto merge by system.*

**Hint** *If "Use Template" is selected, jobs selected will be arranged according to the template. One job is the one page inside the merge template. If job number is different with the page number inside template, system will give out a message asking whether continues merge operation. If job size is different with the size of page inside template, select "Job Size" in "Page Properties", then click "Apply", page size will become as same as the job size automatically.*

**Config Buffer**

This option is used to set buffering area for printing.



**Position** Select location and directory in hard disc driver for buffering area.

**Note** *"Position" can be selected, only when there is no any job inside system. If there is job inside system, buffer position can not be modified.*

**Job Menu**

Pause RIP/Printing	Ctrl+P
Stop Printing	Ctrl+S
Start Printing	Ctrl+R
Delete Print Jobs	Del
Move Up	Ctrl+Up
Move Down	Ctrl+Dn
Job Transferring...	
Sort By CMYK	Ctrl+T
Preview Job...	Ctrl+V
Job Property...	Ctrl+U
RIP Parameter...	Ctrl+Y
Reprint Printed Jobs	Ctrl+N
Delete Printed Jobs	Del

- Pause RIP/Printing**  
Pause all current printing or RIP jobs temporally.

- Stop Printing**  
Stop one or more current printing or RIP jobs.

**Note** *Differences between stop and Pause are: 1. Pause function can be released later. It means the stopped printing job can be continuously carried out from its stopped position. But for Stop command, the once stopped printing job can only be restarted from its very start point. 2. While Pause command will stop all current printing or RIP jobs, Stop command only stop the selected current printing job. Therefore, there is no need to select job when pause command is used, but before using the Stop command, certain job must be selected.*

- Start Printing/Restart RIP**  
Start normal jobs selected from printing job list and are in "Wait" or "Appending Data" status. If the selected job is RIP job in "Waiting RIP-Manual Start" status, this command will become "Restart RIP" command.

- Delete Print Jobs/Delete RIP Job**  
Delete one job from printing list.

**Hint** *If the job selected is a RIP job, this command becomes "Delete RIP Job" command. If "Printing Job" is selected, this command becomes "Delete Printing Job" command.*

- Move Up**  
Shift one or more jobs one step upward.

- Move Down**  
Shift one or more jobs one step downward.

**Note** *Job which is being printed currently can not be shifted upward or downward.*

Job Transferring

Transfer one or more jobs in printing job list to other port.

Sort By CMYK

When color films are printed, 4 color films can be arranged in printing job list sequentially according to C, M, Y and K order. In order to make merge more convenient, color films (C, M, Y and K) of the selected job can be put together.

Preview Job

Two kinds of job can be previewed. One is RIP job, the other is printing job. For RIP job preview, there are no negative film and color films. Its other functions are as same as the functions of printing job preview. Here taking printing job preview as an example, introduce this function.

Before starting to print one job, it is better to preview the job first for checking content and attribution of the job. Job display can be zoomed, and display of primary pixel, whole page and page width can be implemented by using zooming tools or hand-shaped cursor.

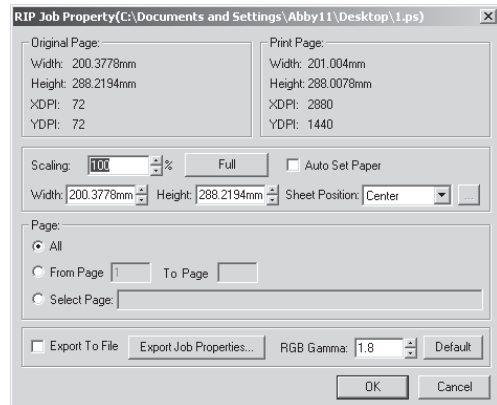
**Note** *If one preview window has already opened currently, other jobs in list can not be previewed at same time, It means only one preview window can be opened at one time.*



Job Property

RIP Job Attribution

When one RIP file is opened, the following "Job Attribution" dialogue box appears.



**Original Page** Display length, width, resolutions of horizontal and vertical directions of primary RIP job.

**Print Page** Display length, width, resolutions of horizontal and vertical directions of the output job.

**Note** *If the size of the output page is bigger than the available width size of the output equipment, a prompting will appear at right side of "Print Page" box. The exceeded parts will be cut off.*

**Scaling** Set zooming scale relative to primary page size for output page

**Full** Primary page will be filled into printing paper covering whole area.

**Auto set paper** When this option is selected, output page size will be automatically adjusted according to the primary page size, and paper size can be found in above "Output Page" box. Otherwise, it will be the size of printing paper.

**Pages** Set the range of output pages.

**Export to File** When this option and "Start RIP" are selected, job that finished RIP operation, can be exported to a .prn file. By this way, "One RIP Operation, Print many times" goal can be achieved.

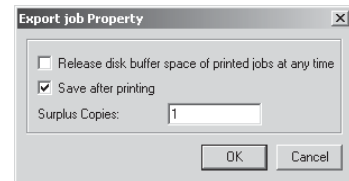
Select "OK", the following dialogue box appears.



### Export Job Properties

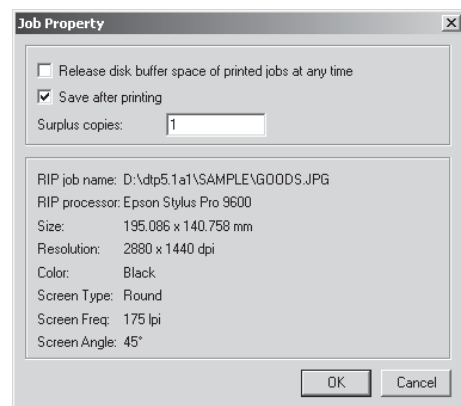
"Release Hard Disc Buffering Space Simultaneously" function can be selected for the printing job at this dialogue box. If this option is selected, the following options of "Save Printing Job when Finished" and "Remained Printing Page Number" option become un-

available. Otherwise, printing job can be saved after the job printing operation is finished.



- Print Job Attribution

Select one printing job(Job finished RIP, or RIP job) from printing job queue, then "Job Attribution" command, the following dialogue box appears.



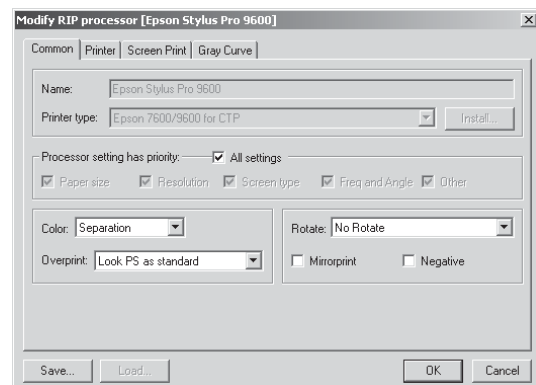
Prior options are same as the options in "Output Job Attribution" box for RIP job attribution.

RIP job name, used RIP processor, size, resolution, color, screen type, screen frequency, and screen angle are all displayed at bottom part.

**Note** For job that has set the buffer space at 0 (release the occupied hard disc buffering space simultaneously), once printing is initiated, attribution of the job can no longer be modified.

- RIP Parameters

Modify the RIP parameters of current RIP job. Select one RIP job from job list, this option becomes available, and the following dialogue box appears.



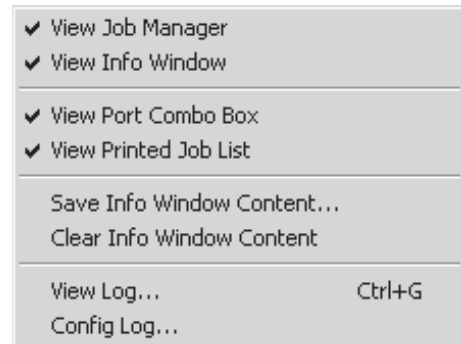
**Note** *Processor name can be changed., but printer type can not be changed, and printer can not be set and installed. All other options are as same as the options of "Config RIP Processor" in "Manage" menu.*

- Reprint Printed Job**  
Restart the printed job.

**Note** *For changing it into available status. select "Job Attribution" in "Job" menu, then "Save after Printing" in re-selection box, or set the job attribution at the right key menu directly, by selecting "Save after Printing".*

- Delete Printed Job**  
Delete the printed job from "Printed Job List"

## ■ **View Menu**



- View Job Manager**  
If this option is selected, “ ✓ ” mark will appears at front of the option, indicating that job controller, RIP Job List and Printing Job List inside will be displayed. Otherwise it will be diminished at left bottom of this management system.

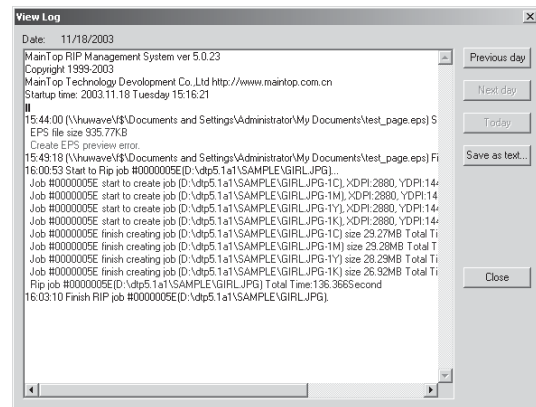
- View Info Window**  
If this option is selected, “ ✓ ” mark will appear at front of the option, information window will appear. Otherwise, it will be diminished at left bottom of this management system.

- View Port Combo Box**  
If this option is selected, “ ✓ ” mark will appears at front of the option, indicating that port combo box will be displayed in system window. By re-clicking this option, this function will be disabled.

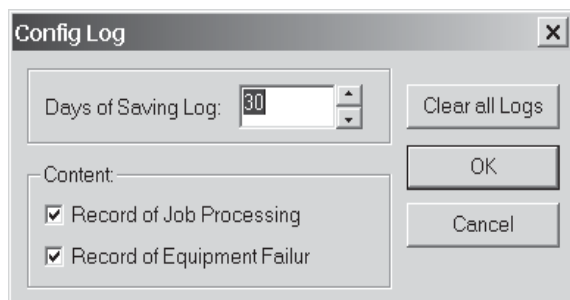
- View Printed Job List**  
If this option is selected, “ ✓ ” mark will appear at front of the option, the finished printing job will be displayed in job controller.

**Note** Contents appear in finished printing job list, only when "Save after Printing" option is selected.

- Save Info Window Content**  
When this option is selected, content in information window will be save to a text file.
- Delete Info Window Content**  
When this option is selected, content in current information window will be deleted completely.
- View Log**  
When this option is selected, content of window information in today or in several days before can be called out, and saved into a text file.



- Config Log**  
When this option is selected, log content and keeping days (Maximum 30 days) can be set or deleted completely.



## ■ Window Menu




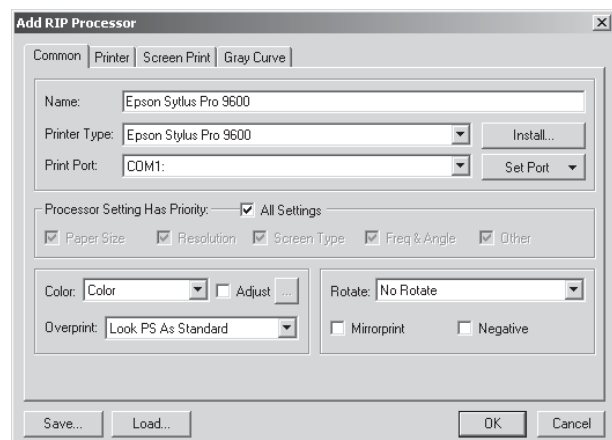


- Cascade Window  
Overlap the displayed job management window and information window. The focused window will be at top layer, otherwise it will be placed at lower layer.
- Horizontal Window  
Spread job management windows and information windows in form of one up and one down among system window.
- Vertical Window  
Spread job management windows and information windows in form of one left and one right among system window.
- Job Manager  
When this option is selected, “ ✓ ” mark will appear at front of the option, job management window becomes the focused window. If two windows is overlapped currently, job management window is always on top layer.
- Info Window  
When this option is selected, “ ✓ ” mark will appear at front of the option, information window will become the focused window. If two windows is overlapped currently, information window is always on top layer.

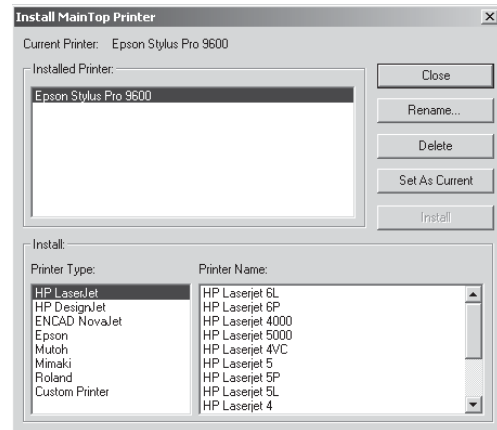
## 3.4 RIP Process

This section will introduce RIP process by taking Epson 7600/9600 for CTP large format printer as an example.

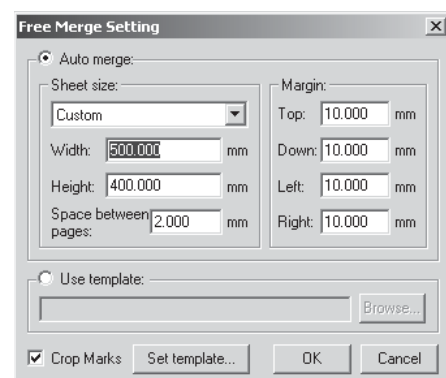
1. Double click  icon of "MainTop Printing Management System", and confirm that "MainTop RIP Management System" appears on title bar.
2. Select "Config RIP Processor" option from "Manage" menu, the following display appears on screen,



- Input "Epson 7600/9600 for CTP" into "Name", then click "Install" button on the right side of "Printer Type", the following display appears on screen.

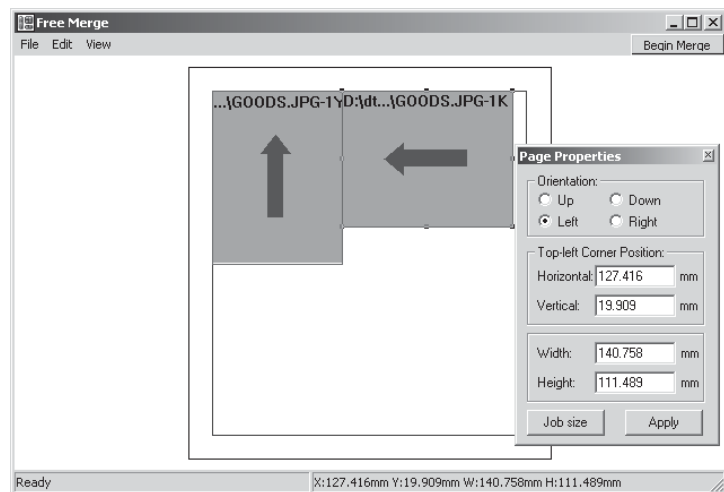


- Select "Epson" from "Printer Type" list, then select "Epson 7600/9600 for CTP" from the right side of the printer list, at last click "Install" button on up side. The selected printer driver will appears on "Installed Printer" list.
- Turn back to "Add RIP Processor" dialogue box, set printer port at "LPT1: ", paper size at "Custom: 500x500", select "Frequency Modulation" from "Screening Mode" option, and close "Config RIP Processor" after contents are confirmed.
- Add 4 PS files of B5 size, set the processor at "Epson 7600/9600 for CTP" which was just set, select "Auto RIP" from "Manage" menu to start RIP operation.
- When RIP operation is finished, select the created printing jobs respectively, then select "Job Preview" from "Job" menu and confirm its content.
- Select "Free Merge Setting" from "Manage" menu, and set sheet width, heigh and margin at 500mm, 500mm and 2.00mm according to the calculated result.



- Select 4 printing jobs, then select "Free Merge" from "Manage" menu. To avoid that page is being cutoff because the sheet size is not big enough, select each small page, draw it big enough and then click "Job Size" and "Application" button in "Page Attribution" box, for recovering its original job size. After the page position has been adjusted

well, click "Begin Merge" button on the right top corner of the screen.



10. When free merge has been completed, Merge-1 will be created in printing job list. Select this job, then select "Job Preview" from "Job" menu, confirm the content of free merge page.
11. After confirming that everything is correct, select "Start Print" from "Job" menu, the job will be exported to the large format printer.

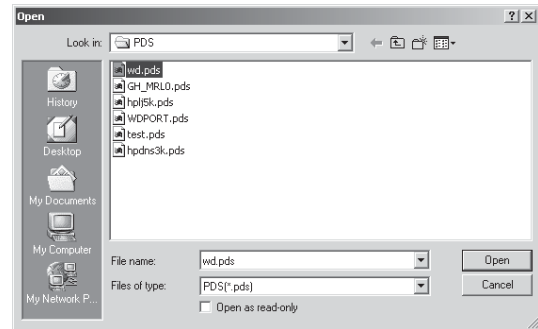
### 3.5 Photocomposition RIP Process

MainTop RIP Management System can also be used for photocomposition. RIP operation and process are all the same as conventional RIP's, except that different RIP processor is adopted.

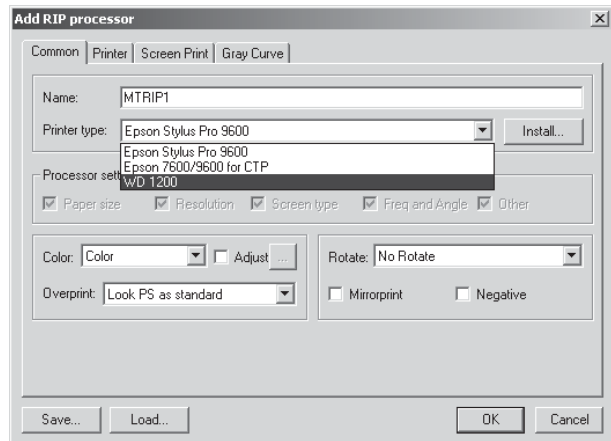
This part will explain how to add RIP processor and set parameters during photocomposition RIP processing, by taking WD1200 photocomposition driver as an example.

In general, if WanDe photocomposition version is used, RIP processor of WanDe driver will be added automatically, when RIP Management System is installed. Therefore, parameters can be entered directly if RIP Management System has been installed. Otherwise, carry out operations according to the following steps.

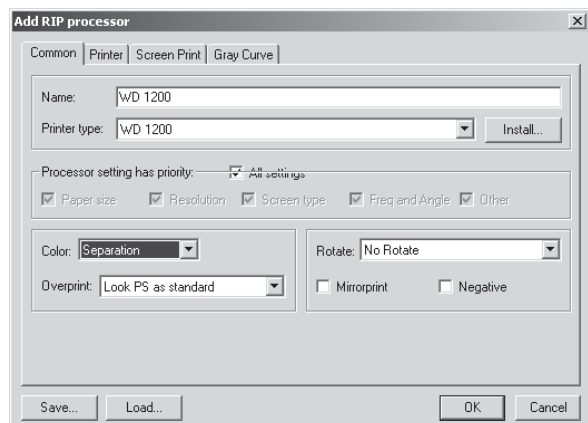
1. Select "Config RIP Processor" from "Manage" menu, then select "Add" button from the displayed dialogue box for entering "Add RIP Processor" dialogue box.
2. Click "Install" button in "Common" menu, for entering "Install MainTop Printer".
3. Select "Custom Printer" in "Printer Type", then click "Install New Printer".



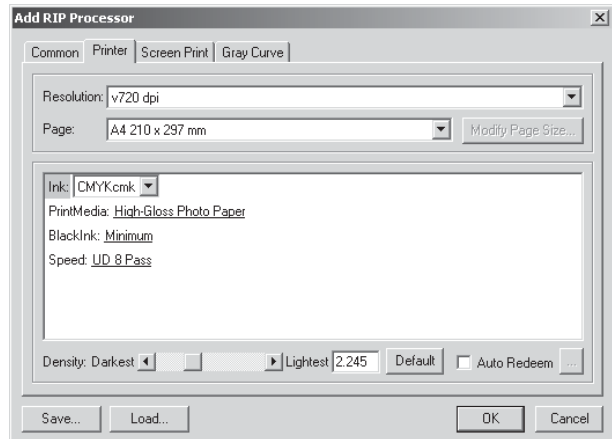
4. Find out pds file of WD 1200 driver from the above dialogue box, then click "Open" button. WD 1200 can be found from "Installed Printer" list in "Install MainTop Printer" dialogue box at this moment.
5. Close "Install MainTop Printer", turn back to "Add RIP Processor" dialogue box. Select "WD 1200" from "Printer Type" pull-down menu.



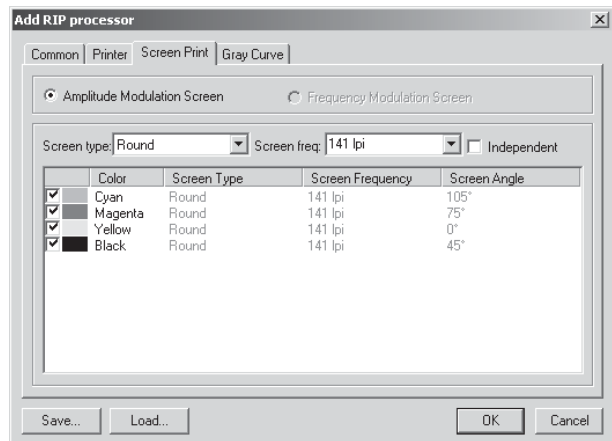
6. Input "WD 1200" into "Printer Name", and normally select "Separation" in "Color".



7. Turn back to "Printer" option, set "Resolution" at "2540dpi", and select "LPT1" if phototypesetter is connected to this port.



8. Turn to "Screening Print" option, only "AM" mode could be selected. Other items such as screen frequency, screen type and screen angel can be selected according to the requirement.



9. After everything is confirmed well, close "Config RIP Processor" dialogue box. Now it is ready for RIP process.

### 3.6 PRN File Printing

Both of RIP Management System and DTP RIP can print out the required content into PRN file directly. The advantages of PRN file are:

- ◇ Because that PRN file comes from RIP file, so PRN file can be sent to printer directly by using the related command (for example, use **Add New Job** command through **MainTop RIP Management System**). By this way, it can implement the printing operation out of RIP environment.
- ◇ If same content is going to be printed for several times, print it into PRN file first, then deliver the obtained PRN file to printer for several times, in order to get the required number of copies. By this way, there is no need to change the file from RIP to PRN every time.

The steps of printing file into PRN format are as follows.

1. Prepare the content going to be printed through DTP RIP or RIP Management System, and set up the printer according to the requirement.
2. Select **Printer Setup** from **Print**.
3. Select **FILE** from **Print Port** in **Printer Setup** dialog box, then click **OK** button.
4. Select **OK** button from **Print** dialog box, the **Select Printing File** dialog box will be displayed on screen.
5. After confirming the file name and the directory, click **OK**. MainTop RIP will print the selected content into PRN file and save it with the given name.

**Note** Normally the expanding name of PRN file can be made up freely, but for easy finding of them, PRN is recommended.  
Enough free space is needed when it is going to print file. If it is possible, save the file into the hard disk that has more free space.

6. Select **Add New File** from **Manage menu** in MainTop RIP Management System, then add PRN file and print it.

# Chapter 4

## CTP Digital Plate Making

**Note** *Only in CTP/CTF version, this CTP function can be used; Standard version has no function of CTP.*

### 4.1 System Introduction

MainTo CTP digital plate making system developed by MainTop company is a specialized CTP digital plate making solution for printing house. The system adopts new-plate making process which does not need film and eliminates the tedious manual layout steps. The system realized the digitalized, high efficient plate making process and shorten the color printing period of time. Therefore, MainTop CIP Digital Plate Making System will be the most perfect choice for printing houses to increase their operation efficiency.

### 4.2 Solution Process

A proof of customer's file is produced by using large format printer under MainTop CTP Digital Plate Making System first. RIP procession steps such as color separating, screening, merge will be followed on. Then contents of text and image are directly printed onto a specially coated CTP plate by using high quality, large format printer. By finishing the processing steps of burning, developing, fixing, the plate is ready to be inserted into printer.

### 4.3 Operation and Application

Among steps of process described above, color proof is produced by using large format printer, plate burning and printing steps are similar with the conventional processes, digital plate making is mainly completed under MainTop RIP Management System, and its operation process is also as same as the normal RIP process. For detailed explanation see "3.3 MainTop RIP Management System Application" and "3.4 RIP Process". Differences and key points will be described in following sections.

## ■ Large Format Printer

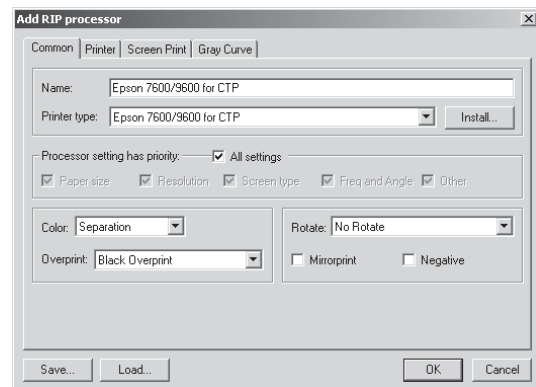
Normally Epson Stylus 7699 or Epson Stylus 9600 printer is selected. Printing format of Epson Stylus 7600 printer can reach 2-fold, and Epson Stylus 9600 can reach one-fold. In addition, their resolution can reach 2880x1440 dpi, which satisfies the printing requirement.

If USB interface printer is selected, Windows driver must be installed first. If parallel port is used, there is no need to install Windows driver.

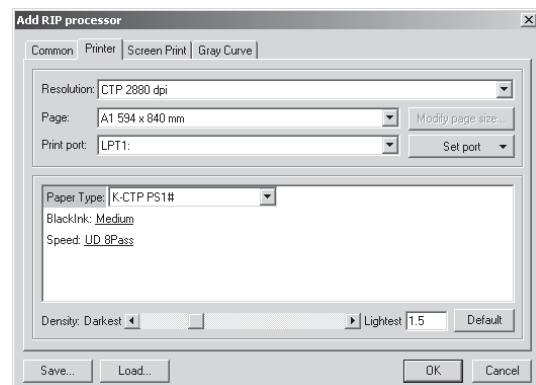
## ■ RIP Operation

### □ Config RIP Processor

As shown below, select "Epson 7600/9600 for CTP" as printer type, "Separation" as color and "Black Overprint" as overlap printing mode.

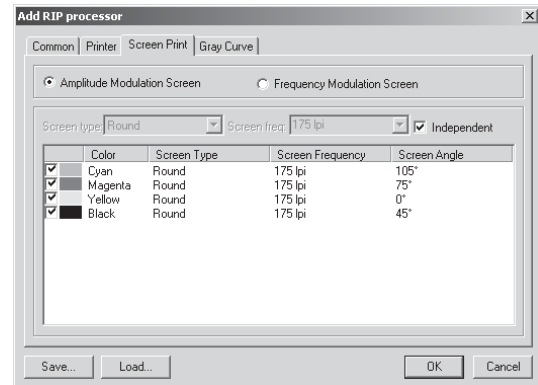


From "Printer" options, select "CTP 2880dpi" as printing quality, "USB001" or "LPT1" as printing port according to the interface of printer.



Select **Amplitude Modulation Screen** from Screen Mode.





**Imposition**

Normally combine 4 color films together. Set size of gripper edge appropriately.

**Plate Printing**

For paper type, select "Single Paper Inserting"

**Note** *Plate must be printed in dark room.*

**Plate Developing and Fixing**

Density of the developing and fixing agent can be adjusted according to the requirement. When developing and fixing operation have been finished, bath the plate with water, and touch the ink layer with finger lightly. When your finger has the rough going feeling, washing can be stopped.

**Plate Burning**

There is no vacuum need for plate burning. Plate can be placed on glass plate. Plate burning time should be shorter than conventional burning time. Reference figure is 3 quarters of original time period.

# Chapter 5



## Operation Know-how

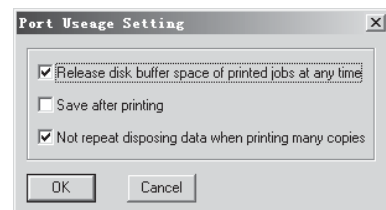
### 5.1 Increase Printing Speed

In order to reach the highest speed when prints file with large format printer, the following points should be noticed.

- ◇ Requirement of Computer Configuration: Pentium II ; Main Frequency: Higher than 266M; RAM: larger than 64M; Free Space of Hard Disk: Larger than 700M.
- ◇ Change the control mode of printing port into ECP mode through BIOS.
- ◇ If it is not necessary, do not turn the picture around in MainTop.

**Hint** *The method for turning the picture around is described in section 4.5.*

- ◇ When the selected port is the port driven by MainTop, its right side  button can be selected. Click  button, the following dialogue box will be displayed on screen.



#### Release disk buffer space of printed jobs at any time

If this command is selected it can not just increase the printing speed but also save a lot of spaces of hard disk. It means that large file can be printed with a rather small space of hard disk.

**Hint** *When this option is selected, all printing jobs that are passed through this port will be timely removed from the hard disk as soon as having been finished. If this option is not selected, the buffer function and buffer space size in hard disk for each printing job can be set up through MainTop Printing Manage System.*

**Note** *Save the finished Printing Job is prior to the Timely free the hard disk space used by the printing jobs that have been finished already.*

Not repeat disposing data when printing many copies

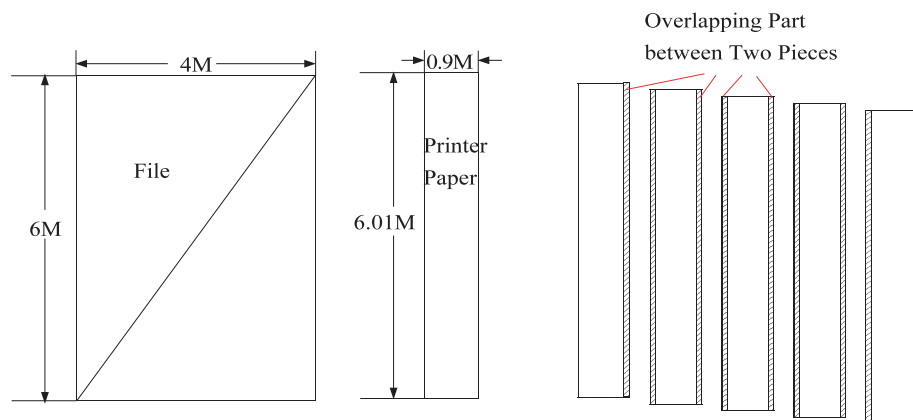
If this function is selected, when same file is to be printed for several times, the data procession will not be repeated. This not just save a lot of time but also lot of hard disk space.

**Note** If **Printing Several Arranged Pieces** option is selected, it still needs to process the same data for several times.

**Hint** If you want to process the same data only one time when **Printing Several Arranged Pieces** is selected, you can print out the file into PRN format file, and then put the PRN file into **Add New Printing Job** list through MainTot Printing Management System for several times.

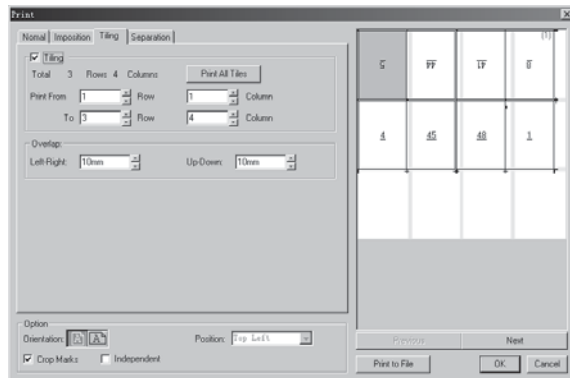
## 5.2 Dividing Large Picture into Small Pieces for Printing

If the page width of file is larger than the width of printer, the page dividing method should be used. The following example will explain how to use this method to print out a 4X6 square meters picture by an 0.91 meter width printer.



**Hint** The Tiling function of MainTop divides the page of file into small pieces according to the size of paper currently used by printer automatically.

1. Set up a new file of 4 to 6 M size, then input the picture into this file.
2. Select **File**, **Print**, then select **Printer Setup** from **Print** dialog box, the **Printer Setup** dialogue box will be displayed on screen.
3. Select **Custom** from **Page**, and then input 900mm into **Width** column and 6010mm into **Length** column.
4. Click **OK**, back to the **Printer Setup** dialogue box, select **OK**, back to **Print** dialog box..
5. Select **Tiling**, then click **Tiling** button, the following dialogue box will be displayed on screen.



**Hint** *It will be safer to print these divided pieces with block printing mode.*

**Hint** *Left-Right, Up-Down indicate the size of overlapping part of the divided pieces. If there is only one line, Up-Down can be set to 0, and Left-Right can be set freely. If the printing paper is used to make up a lantern, the overlapping part must be considered, otherwise light beams inside the lantern will leak out. When photographic paper is used, overlapping part could not be remained, because photographic paper can be connected with each other smoothly.*

6. *Input 0 into **Up-Down** column, select **Print All Tiles**, click **OK** button, return to **Print** menu.*
7. *After all parameters been set up, click **OK** button, start printing operation.*

### 5.3 Imposition

The method of Imposition can be adopted when the following situations happen.

- ◇ Several small size figures are required to be printed on one big page.
- ◇ Several small figures of different sizes in one file with MainTop TPF format are required to be printed on one page.
- ◇ One small figure is required to be printed for several times. For example, several copies of a A3 size figure are required.

The following two methods of Imposition can be used.

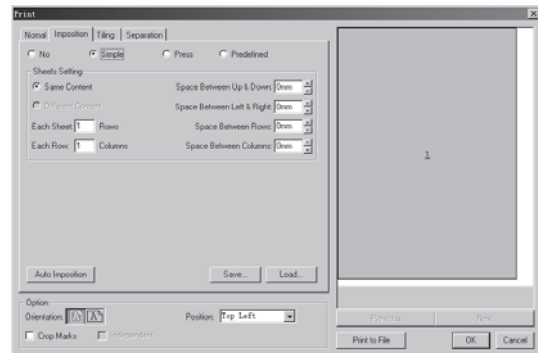
- ◇ Method 1

1. *Create a file, and set page size in accordance with the paper size of printer.*
2. *Fill all figures into the file sequentially, and adjust every figure's position.*
3. *Click [File], [Print] button to start printing.*

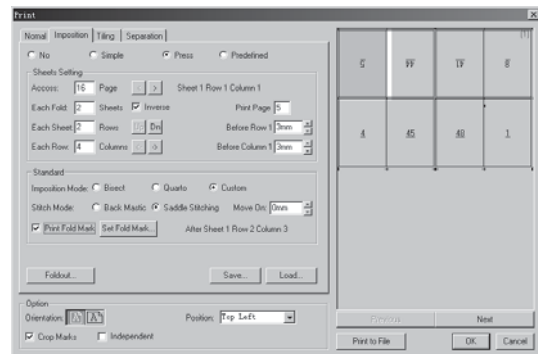
- ◇ Method 2: Carry out printing by using Imposition function in print menu.

A. *Simple*

1. *Click **File**, **Print** button.*
2. *Click **Printer Setting** button, modify paper size of printer in accordance with the size of imposition page.*
3. *Return to **Print** dialogue, and select **Imposition** option (shown in figure below).*
4. *Set parameters and click **OK** button.*



B. Press (This method is used to print file in reverse direction. For normal printing, select Simple method).

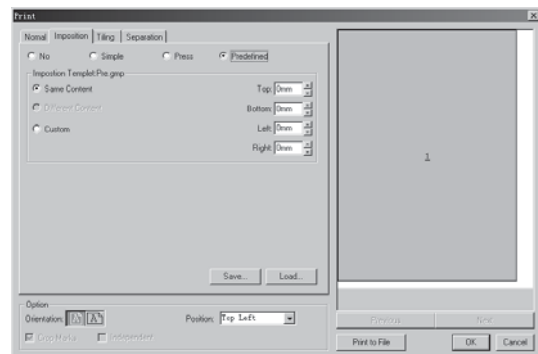


- ◇ For imposition printing, 2-fold, 4-fold and custom 3 methods are available. Select **Imposition** option from print dialogue box, then select **Press**. Select **Custom** from **Imposition Mode**, set Each Fold at 1 sheet, then enter page number being included, line number, row number, intervals between lines and rows and reverse or normal page printing direction manually.

**Hint** If the sizes of the pictures are different, the first method is suitable, but if the sizes of all pictures are the same, the second method is more appropriate.

C. Predefined

- ◇ This method is used for printing cards and certificates. Several predefined plates are stored inside system. Users can use them by directly loading from system. Select **Load** from **Predefined**. When one plate file(.gmp) is selected, the following dialogue box appears.



**Hint** *By Selecting **Custom** option, parameters such cross page number, sheet number per fold, reverse printing and fold mark etc can be set for standard imposition.*

## 5.4 Printing of Rotation Picture

In practice, the following situations would often happen.

- ◇ The size of the printing paper are width: 91.4cm, length: endless, but the size of the picture going to be printed are width: 60cm, length: 80cm. If normal printing method is used, 30cm width paper will be wasted. If rotate the picture for 90° to change the width with length, the paper can be saved when the picture is printed.
- ◇ When compose the text and picture together through MainTop, some times the picture is rotated for certain angles in order to obtain some appearance effects.

All these can be implemented through MainTop DTP RIP, but rotating picture will sharply reduce the printing speed because of the dividing calculation method which is adopted by MainTop RIP. So it is better to rotate the picture by PhotoShop before printing it out through MainTop.

**Note** *The printing speed will be influenced by rotating the picture except rotating for 180° or 360° through MainTop DRP RIP. The printing speed will not be influenced much by printing the rotated JPG file, but will be influenced apparently by printing the rotated files of other formats. PS RIP can not rotate the picture and print it out.*

The operation steps for printing the rotated picture are explained with an example below. If it is going to print a picture with size of 60cm x 80cm through MainTop RIP, the printing steps are as follows:

1. *Rotate the picture for 90° through Photoshop.*
2. *Select **File, New File** from DTP RIP window, set the size of the picture to 800mm&600mm.*
3. *Select **File, Import Picture**, load the rotated picture into the system.*
4. *Select **Print from File**, print the picture by using the method introduced above.*

## 5.5 Scan Picture

Use correct method to get perfect pictures of TIFF or JPG format by scanning photograph, negative or the printed copy.

The scanning resolution should be selected according to the master copy, output size and the resolution of the printer. Generally, the size of the picture obtained by scanning should be as same as or little bigger than the size of the printing copy. This is because if the resolution is too low, the quality of the printed picture could not be guaranteed and if the resolution is too high, printer could not reach that level, so hard disk space will be wasted and the time for processing the picture will be increased.

Normally, it is most expected that the scanning resolution level is a quarter or a half of the resolution of the printer. At least it should not less than one sixth of the resolution of the used printer. If the picture is going to be expanded, the resolution should be increased in accordance with the expanding proportion. The resolution of the picture with

sharp outline also should be increased a little bit.

The following example is used to explain how to set up the scanning resolution for an 85mm X 126mm size picture.

The output resolution of printer is 600DPI, the scanning resolution is 150DPI, if the picture is to be expanded to the size of 850X1260mm, the scanning resolution for expanding the picture should be  $150 \times 10 = 1500$ DPI (the scanning expanding coefficient is 1000%).

**Hint** *There are two kinds of scanning resolution, optical resolution and internal inserting resolution. Normally the optical resolution is used. If internal inserting resolution is used and the outline of the picture is not clear, it can be improved by PhotoShop. The mesh should be removed before scanning the master copy. The dim outline caused by removing the mesh can also be improved by PhotoShop.*

# Chapter 6

## Question Answer

### 6.1 Why Printing Data Errors Occur?

In order to transfer the large quantity of data during printing large format copy, normally parallel port is used. But parallel port is easy to be interfered. So that the printing data errors occur during printing period is an unavoidable phenomenon. Users should pay attention to the following operation points in order to lower the error probability.

#### Stable Voltage, Less Interference

- ◇ Computer and printer must be perfectly grounded, in order to reduce electrical static interference. Both computer and printer must be connected to the same grounding line and if it is possible, test the voltages between printer port and computer port, between printer port and ground with multimeter. The value of these voltages must be all zero.
- ◇ It is better to use a voltage regulator of 1000W.
- ◇ During printing, it is better not go turn on or off high power equipment or devices used with same power supply line, such as laser printer, large screen monitor etc.

#### Application of Printing Cable

- ◇ The length of the printing cable should be as short as possible, at least not longer than 3 meters.
- ◇ It is better to use the imported high quality printing cable.
- ◇ The printing cable should be fixed firmly without swinging in air.
- ◇ Instead of parallel port line, USB junction line can be used.

#### Applications About MainTop

- ◇ Because the calculation speed of MainTop is faster than the printing speed, so the MainTop system should never be turned off soon after it finishes calculations, in order to avoid interrupting of the printing operation that could be caused by restarting MainTop or open new MainTop file.
- ◇ In MainTop, since the queuing printing method is adopted, the middle files are all saved in C hard disk. So it is better to reserve a large free space in C disk for printing operation.
- ◇ If file size is very large, it is better to change the file into PRN file format at first. Although



it will take a longer time but it will be safer.

## 6.2 What Can You Do When Watermark Appears on the Printed Copy?

MainTop watermark appearing reasons are:

- ◇ There is no GuardDog fixed, please install GuardDog.
- ◇ The GuardDog is not perfectly connected, please check connecting status.
- ◇ Version mismatching, please check the version No. and its matching printer.
- ◇ If parallel port card or USB parallel junction line is used, GuardDog will become more un-damageable.
- ◇ That connect or disconnect GuardDog, while it is operating, may easy damage the Guard-Dog. If that has happened please contact our commercial agent or MainTop Company.
- ◇ Perhaps the computer's USB isn't open if use USB softdog, then you can change USB Controller(Onchip USB) to ENABLED, which in Chipest feature(setup) of Advanced of BIOS.

## 6.3 How to Guarantee the Correct Printing Colour?

Colour deviation may occur by many reasons and at any step from picture scanning, screen displaying to printing. Anyhow colour deviation is unavoidable, because the colour creating theory used by different equipment is not the same. Here a colour-mixing plan which can improve the toning result is introduced below.

First prepare a computer with a monitor having RGB controlling ability, such as monitor of Sony, Viewsonic, MAG etc. Then implement the plan following the operation steps below:

1. *Select a colourful picture, and print a copy of it through MainTop RIP.*
2. *Compare the printed copy with the picture displayed on screen. If they are not identical, adjust the values of R, G, B of monitor to make its colour as same as the copied one.*
3. *If Photoshop is used to process the picture, open this picture by Photoshop, and compare it with the picture displayed through MainTop system. If it is not identical with the picture displayed through MainTop system, adjust the colour by the screen adjusting function inside Photoshop until the colours of two pictures become identical. If the above 3 steps are finished perfectly, the colour of the printed copy will be identical with the colour of the picture displayed on screen.*

## 6.4 What Should I Do, When the Printing Operation Suddenly Stops But "Printing" Message is Still Displayed on Screen?

- ◇ Check if the power switch of printer or computer has been turned off undeliberately.
- ◇ Check if the printing cable is not firmly connected.
- ◇ Check the free space of C disk. If the free space value is 0, it indicates that there is not enough free space in hard disk. So the free space of hard disk must be reserved.
- ◇ When HP CP serial printer is used, it is better to inject ink one time and adjust paper into correct position before starting operations. This is because if a long picture is going to be printed, it would stop to insert ink during printing period and if the paper is not in correct position after inserting the ink, the printing operation will be stopped.

## 6.5 Printing Speed is Slow!

- ◇ Printing port is not in ECP mode. Solution: Restart computer, press "Del" key for entering BIOS of mother board. Set parallel port mode, print port mode at ECP.
- ◇ Computer speed may influence printing speed. Solution: For 600 dpi resolution, minimum configuration requirement for hardware is PIII500, 128MB-RAM, 2GM-HD.
- ◇ When TIFF figure is rotated in MainTop, or print file contains TIFF figure, output speed will be slowed down. Solution: TIFF figure should be rotated in Photoshop first, then load into MainTop to be exported (Notice: Output speed will not be affected, if TIFF figure is rotated in 180 degree or 360 degree).
- ◇ Because network printer requires a large number of data, if NOVA JET850 selects dual-4 color printing mode, main frequency of CPU should be higher than 1G, and high speed HD and main board of perfect performance are required.
- ◇ For network construction, it is better to select high quality wire and card, such as HUB or exchange of 100 BASE-T, standard super cat-5 dual-twisted wire.
- ◇ Why the Printing Speed on NT is Slower than the Printing Speed on Windows98?  
Because NT4.0 version and the version lower than it do not support ECP mode, so the printing speed of them is slower than the speed of Windows98. Windows2000 or higher version support ECP mode in front printing (normal speed) but do not support ECP mode in post printing(lower speed).

## 6.6 Why the Printed Copy is Shorter than the Original Picture when Printing a 10 Meters Long Picture?

This is caused by deviation values of paper feed. Under other environments and selecting other printing medias, the deviation values may become greater.

In order to avoid this kind of problem, the deviation value should be measured and expand or reduce the length of the picture according to the obtained deviation value before printing the picture.

## 6.7 Horizontal Ripples on Printings From Jet Plotter

Considered 3 reasons: 1. Printing speed was too high; 2. Ink nozzle was jammed; 3. Bad quality of printing paper also brings above problems. Solution: Low down printing speed; clean ink nozzle; change printing paper.

## 6.8 How to Export Files Made in CorelDraw, Pagemaker, Freehand, AutoCAD etc by MainTop?

- ◇ Firstly, convert their format to TIF, EPS, PS or PDF, then print them by using MainTop RIP Management System.
- ◇ RIP job also can be exported to relevant processor from other application programs directly. The relevant processor for RIP file is the added RIP processor at "Manage →Config RIP Processor" dialogue box. All processors in this list will be displayed in the printer port list of the operation system. Therefore, in theoretical speaking, any application program which can use operation system printers can export RIP job to MainTop RIP Management System.

Certainly, the file exported must be the file which can be supported by MainTop RIP Management System, such as PS format file.

## 6.9 Deformation on Picture Produced by Jet Plotter

- ◇ When deformation appears on picture printed out by jet plotter, the following reasons should be considered. 1. It happens when the picture has been stretched in different rates at two directions. 2. correct position of the two edges of picture are shift away because of the low quality, dual-direction, high speed printing mode is selected by the jet plotter. 3. Ink nozzle deviates from its original position because the adjusting work has not been carried out for a long period of time.

## 6.10 Grayish and Blurry Image on Picture Produced by Jet Plotter

- ◇ When grayish and blurry images appear on picture produced by jet plotter, the following reasons should be considered. 1. blank point appears when jet nozzle is jammed or deviated from its original position. 2. Because the acutance of the picture produced by scanner is not high enough, its image is blur and has no gradation. The first problem can be solved by cleaning and adjusting the ink nozzle. The second problem can be solved by increasing its acutance or contrast with photo processing tools.

# Chapter 7

## Menu Function

### 7.1 File Menu

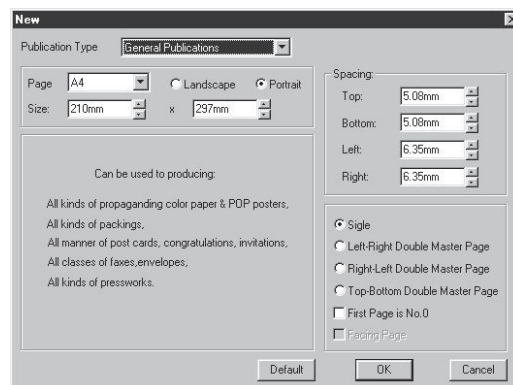
File Menu provides the functional commands of New File, New File with Mould Plate, Load and Save etc.

#### ■ New File( Ctrl+N)

To create a new file window for editing file.

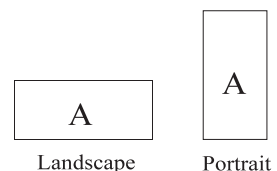
By selecting this command, the following types of file can be created: General Publications, Books and Periodicals, Newspapers and Calling Cards.

#### □ Creating General Publications



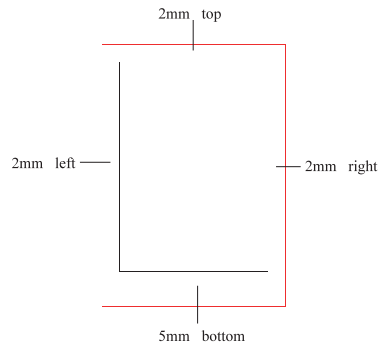
**Paper** ..... Including Default Settings(A Series, B Series, LETTER, LEGAL) and Custom Settings.

**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.

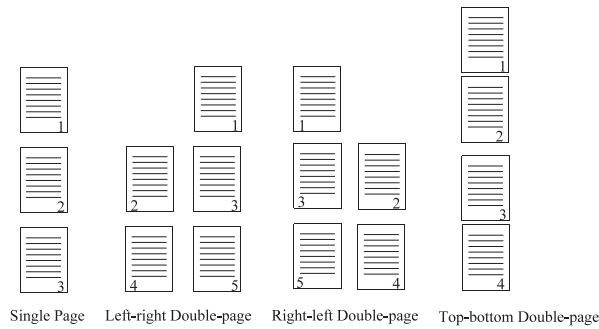


**Size** ..... This option is used to select Default Settings or Custom Settings.

**Spacing** ..... The empty spaces at edges of each page.

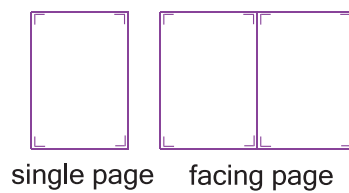


Types of Single Page, Left-right Orientation Double-page, Right-left Orientation Double-page and Top-bottom Orientation Double-page are shown below.



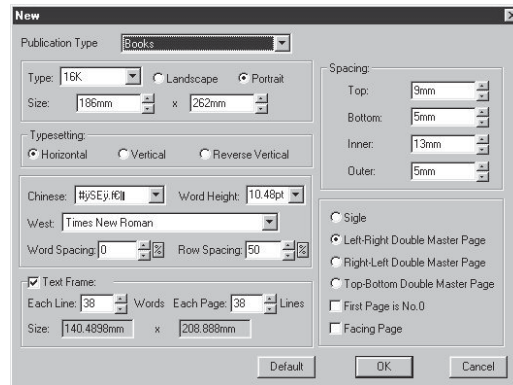
**First Page is No. 0** ..... Set page number "0" on first page.

**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.

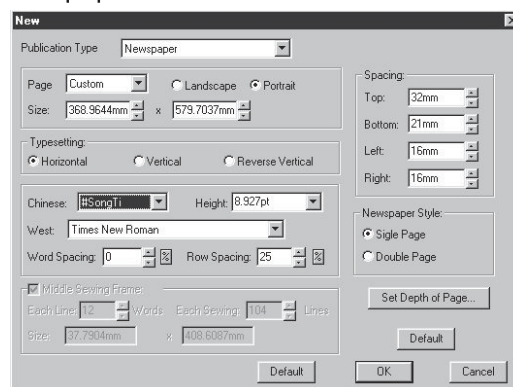
**Word Height** ..... To setup height of word in frame.

**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-

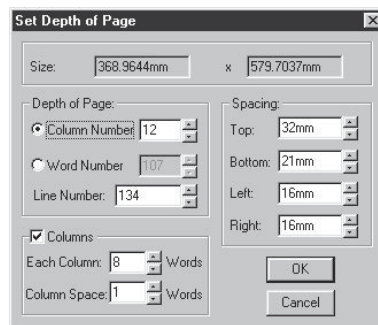
umn will be defined either by the number of words or lines confined in the column or by dimensions of the column.

**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.

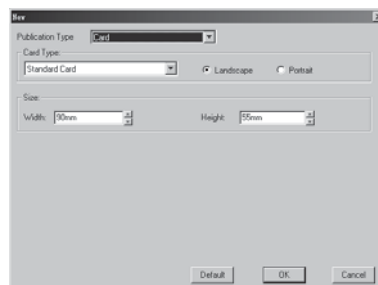
**Line Number** ..... To setup number of lines in each page.

**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**

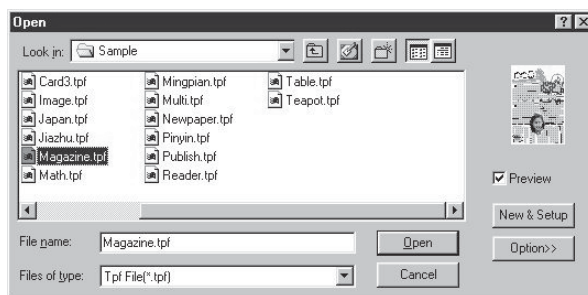
To create a new file guided by a template.

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)**

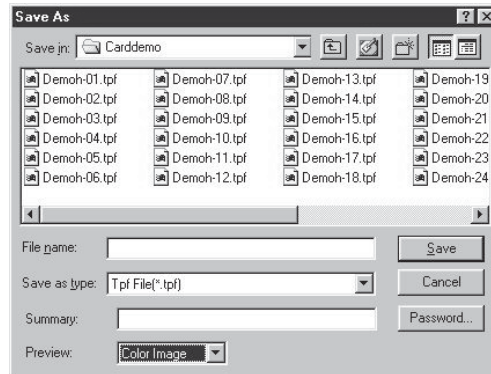
Save the current file.

**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.

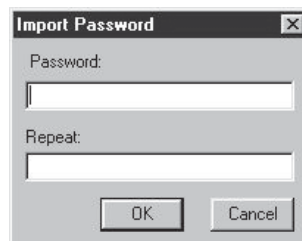


**File Name**..... Enter the filename if you save it as a new file; select the filename directly in the filename list box if you want to replace an old file.

**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.

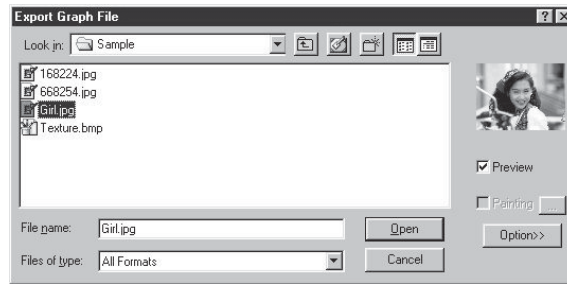


**Note** *When entering Password, the fore-and-aft entering must be the same otherwise the system will treat it as invalid.*

**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.

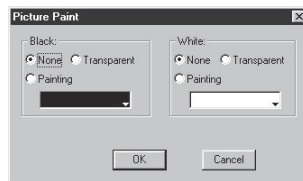


**Files of Type** ..... File types that can be imported. It is the following kinds:TIF, JPG, BMP, PCX, GIF, TGA, EPS, DCS, PLT, ADI, AI, PS, EPS, PDF and MainTop Graphic Meta GMF, etc.

**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.*

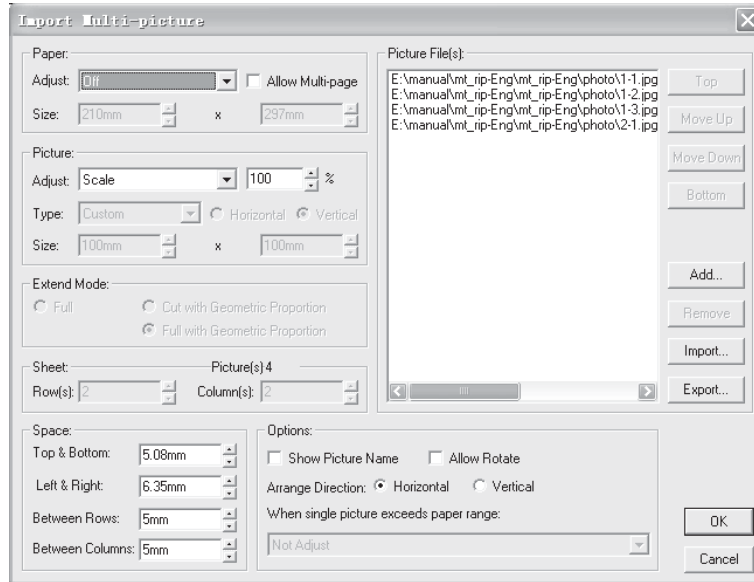
**Hint** *When loading a vector drawing, if a non-text box (including picture column and empty column) is pre-selected, the vector can not be edited, otherwise the profile of the vector drawing will be loaded in, and the vector can be edited then.*

**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 Multi-picture**

In MainTop V5.3, you can load several pictures at the same time.

After select "Import Picture" of "File" menu, you can select many picture once, then click "Open", the following dialog box will appear.



**Paper Adjust** ..... To modify the paper parameters.

**Off**..... The default size is the new file's size; if the current paper cannot arrange all pictures, it can choose "Allow Multi-page".

**Designate Width**Set the paper width as fixed value, and the height can be auto-adjusted according to the actual needed size.

**Designate Height**Set the paper height as fixed value, and the width can be auto-adjusted according to the actual needed size.

**Designate Size**Adjust the paper according to appointed width and height. If the current paper cannot arrange all pictures, it can choose "Allow Multi-page". If the layout is overstep the paper range, according to the actual loaded picture, the system will give a hint to enlarge the paper size or not.

**Allow Multi-page** After select this option, picture will auto-move to the next page according to the paper size, and then modify the imported picture size.

**Picture Adjust** ..... To select the option parameters.

**Scale** ..... Reduce or magnify the picture size according to the original scale. It can be adjusted the scale by hand.

**Scale with Fixed Width**Set the paper width as fixed value, and zoom the picture height according to its original scale. It can choose the width provided by system, and also can custom the picture width.

**Scale with Fixed Height**Set the paper height as fixed value, and zoom the picture width according to its original scale. It can choose the height provided by system, and also can custom the picture height.

**Designate Size** ..... It will zoom the picture according to the appointed width and height, and the scale may be different from the original scale.

**Horizontal** ..... The width of picture is larger than the height.

**Vertical** ..... The width of picture is smaller than the height.

**Extend Mode** ..... System provides three modes: Full, Cut with Geometric Proportion, Full with Geometric Proportion. Only when Picture Adjust is set as Designate Size, this option can be active.

**Full** ..... The picture's actual size is appointed width and height. And the picture may be stretched or compressed without scale.

**Cut with Geometric Proportion** Picture is stretched or compressed to appointed width and height. When the actual scale is not as same as the appointed scale, the picture will extend the short side and cut the long side.

**Full with Geometric Proportion** Picture is stretched or compressed to appointed width and height. When the actual scale is not as same as the appointed scale, the picture will extend the long side and the short side will full with blank.

## Hint

*Press Ctrl and select pictures at the same time, can confirm the cutting part of the picture by dragging the mouse.*

**Sheet** ..... To set the arrange method of the pictures, can adjust the sheet's rows and columns. Only after selecting "Designage Size" in "Picture Adjust", this option can be active.

**Space** ..... To set the spacing and margin of the sheet and picture.

**Show Picture Name** Display the file name after importing the picture.

**Allow Rotate** ..... To adjust the direction of picture.

**Arrange Direction** The arrange mode of pictures. Horizontal means from left to right, from top to bottom; vertical means from top to bottom, from left to right.

### **When single picture exceeds paper range:**

It has three methods: Not Adjust, Reduce Picture and Enlarge Paper. When "Paper Adjust" is set as Designate Width or Designate Height, and "Picture Adjust" is not set as Designate Size, then this option will be active.

**Not Adjust** ..... After importing multipicture, it won't adjust the picture and paper.

**Reduce Picture** ..... When single picture exceeds paper range, it will reduce the picture to ensure the picture is in the paper range.

**Enlarge Paper** ..... When single picture exceeds paper range, it will enlarge paper to ensure the picture is in the paper range.

### **Top, Move Up, Move Down, Bottom**

To arrange the order of the files in list.

**Add** ..... Add the selected picture.

**Remove** ..... Remove the picture in picture file list.

**Import** ..... Import picture file. Use text editor to edit \*.plf, and list the file


path of the picture, and then import this plf file. It can batch import multipicture.

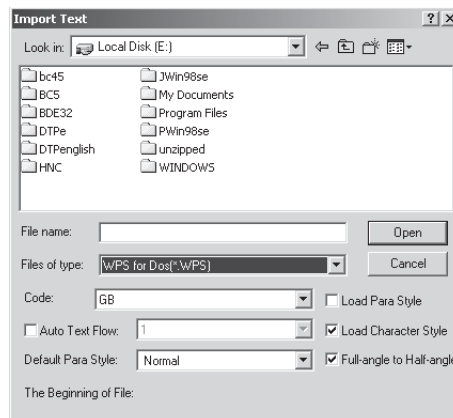
**Export** ..... Export picture file of \*.plf. Use text editor to open this file, actually it is the file path of the picture.

**Hint** After importing multipicture and selecting the several pictures in the page, you can click right mouse "Rearrange Picture" to arrange the layout once again.

## ■ 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 overwrite 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.*

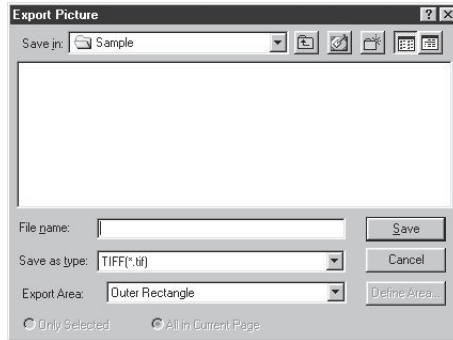
■ **Remove Text**

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.

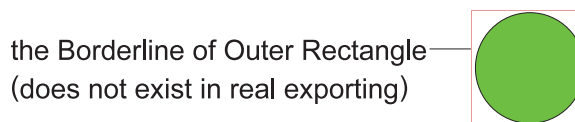
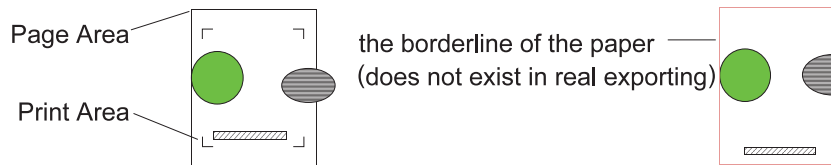
**All in Current Page** Save all objects in the page.

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

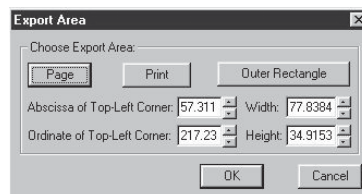
**Page Area** ..... Export all object in paper area and the runover will be removed.

**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.

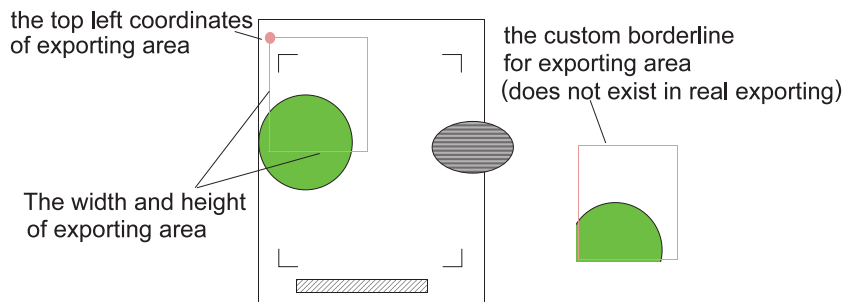
**Outer Rectangle** ..... Coordinates of the top left serves as the top left of the Outer Rectangle.

**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.

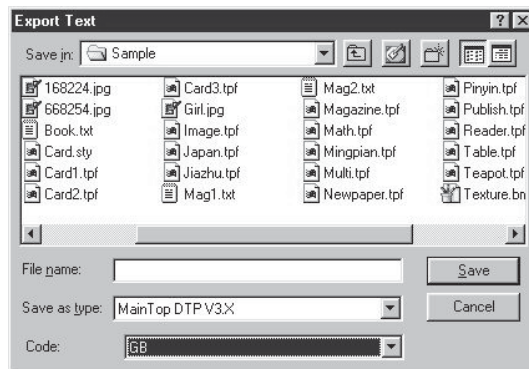
**Height** ..... Height of the exporting area.



**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)

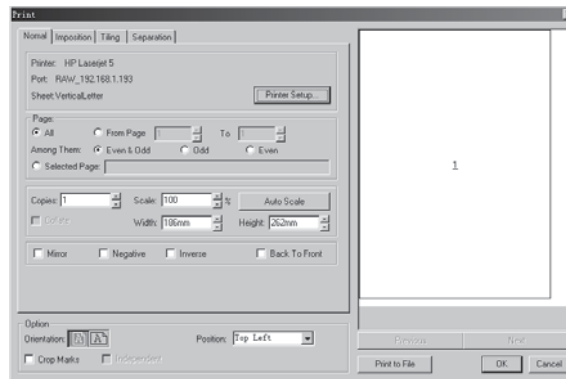
To print out a prepared file.

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

Normal



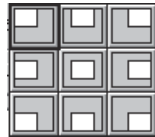
After the **Print** option is selected from file menu, a normal printing dialogue box will be displayed on screen.



- 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 Window**To 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.



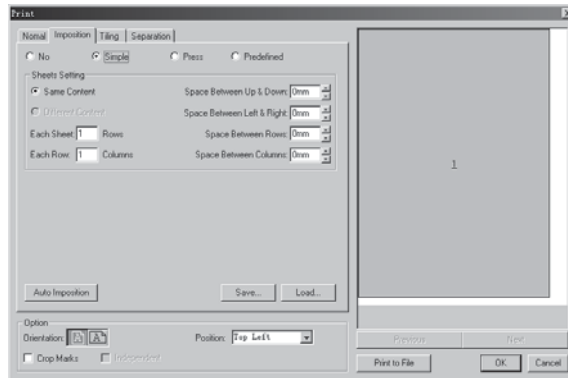
**Hint** *Each small grid stands for a different position of the printing paper the file page setting on. The grids in first line from left to right stand for left-top, centre-top and right-top; the grids in the second line from left to right stand for left-middle, centre-middle and right-middle; the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

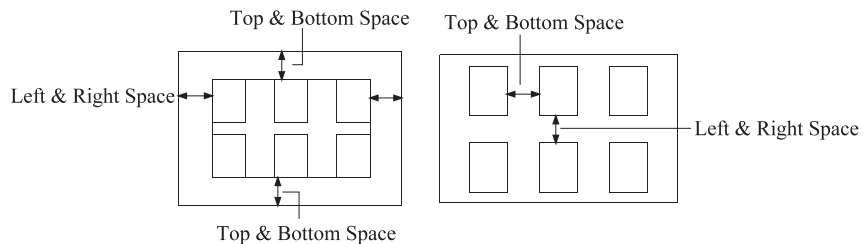


**Sheet Setting** ..... Page layout settings under the printing mode of page-combination.

**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.

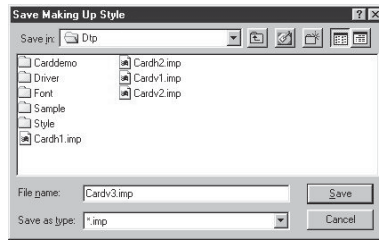
**Space Between Rows** The distance between the pages in a row.

**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.

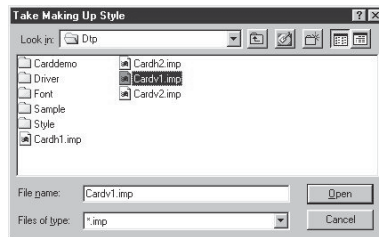


**File Name** ..... To setup a file name under which the settings of page-combination will be saved.

**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.

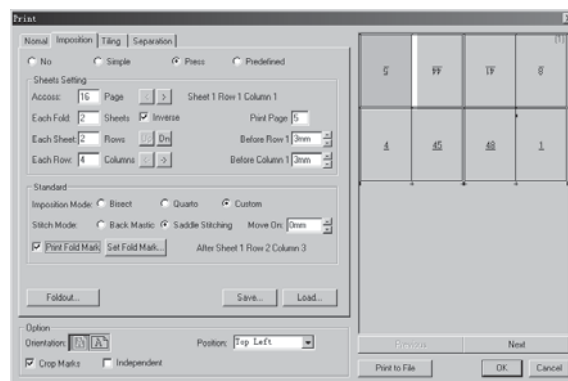


**File Name** ..... File name of the settings of page-combination.

**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.

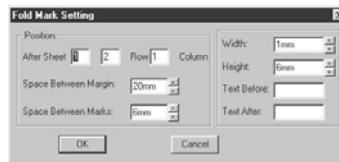
**Stitch Mode** ..... This option is used to setup the binding type of the printed file. There are two types, Back Mastic and Saddle Stitching.

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

**Print Fold Mark** ... When the printing type of automatic page-combination is selected, 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 N**Set the position of the fold Mark.

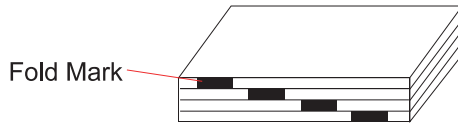
**Note** The fold mark position is subject to its sheet, row and column. The values must be smaller than the actual values of the fold's page, row and column.

**Space Between Margin**The space between the fold mark and the top edge.

**Space between Marks**The 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 foldmarks 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.

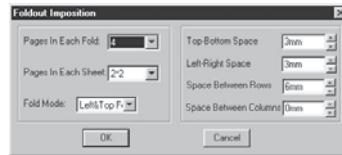


**Note** When the space is set as 0, the fold mark is arranged vertically.

- 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.

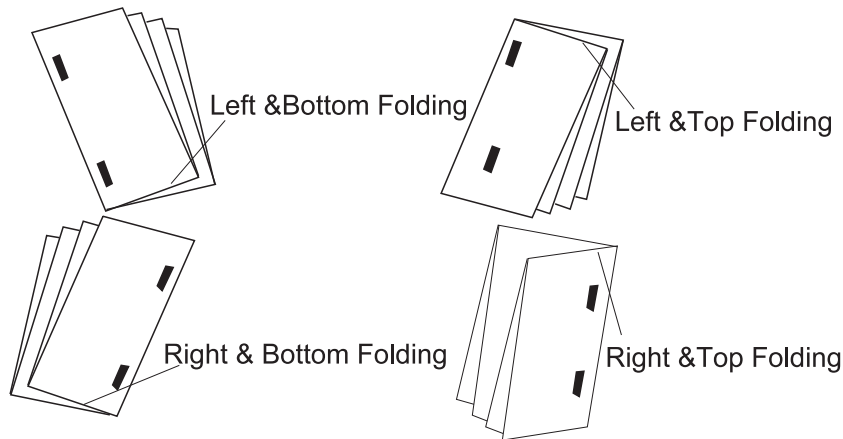
**Foldout** ..... The following dialogue box will be displayed on screen when Custom-defined page-combination option is selected.



- 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.

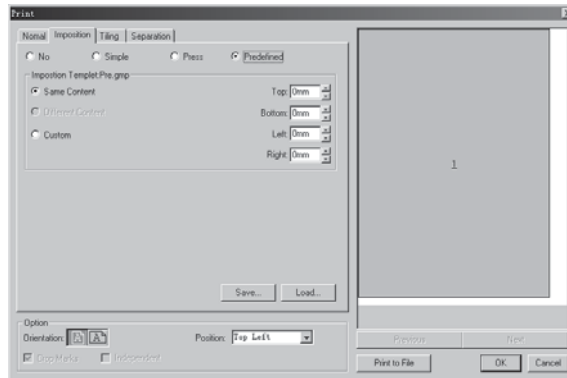
**Note** The maximum numbers of page in each fold is 256.

**Fold Mode** ..... The folding method are the following four kinds.



**Predefined**

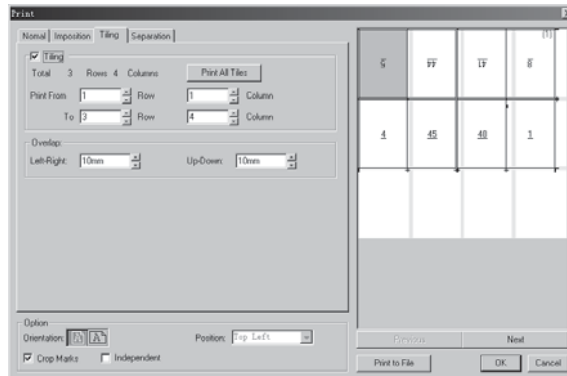
When 「**Predefined**」 option is selected, the following dialogue box will be displayed on screen.



**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.

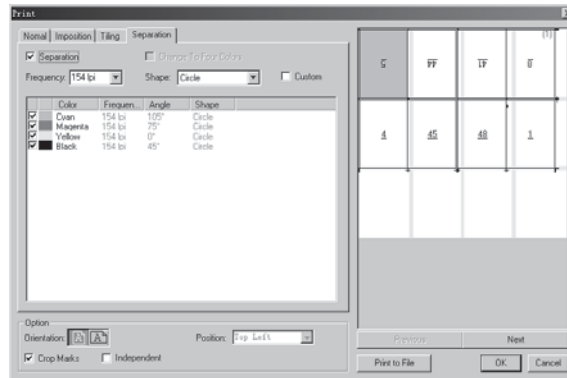
**Overlap** ..... To setup overlap printing range between blocks.

**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.*

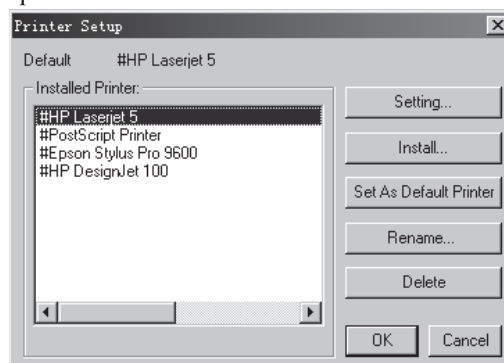
**Custom** ..... Define the colour and other parameters by users.

**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.

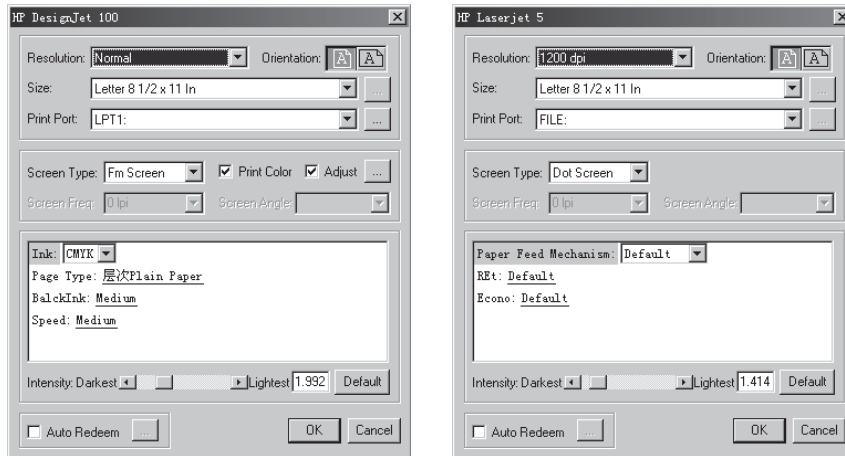




**Installed Printer** ··· List the names of all installed printers. The names with "#" means that they are MainTop printers.

**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.

**Hint** *At present, MainTop v5.3 can support the super-long print of 135 meters; and it can create super-large PRN file of over 4G.*

**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.

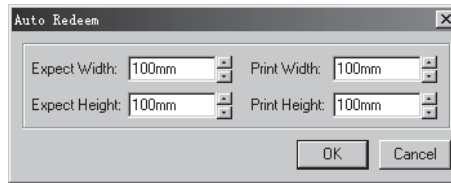
**Pape Feed Machanism** Select the feeding paper method when printing.

**REt** ··········· The technique for enhancing print resolution. Select **Default**, 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.

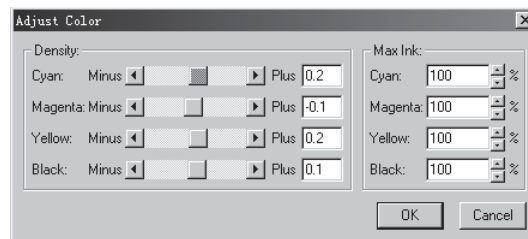
**Auto Redeem** ······· When users find that it is not accurate enough to output the target's size, they can use this function to put the actual size and expected size. This system will calculate the compensating value automatically to assure the accuracy of export size.



**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.

**Magenta** ..... Add or reduce the quantity of magenta 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.

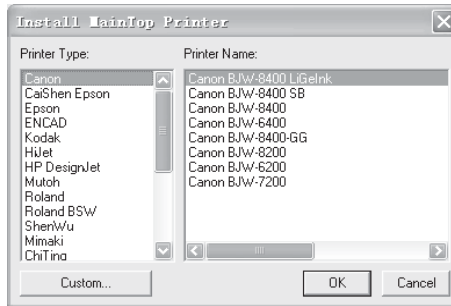
**Note** *Black ink, color adjusting, speed, paper type and ink are only available to some printers such as inkjet printer.*

**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.



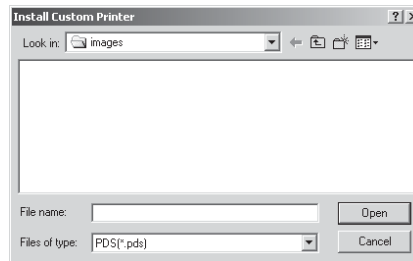
**Printer Type** ..... In this list, you can choose the printer type you need.

**Hint** *MainTop v5.3 adds many common and newest drivers of large format printers. Some of them are as follows:*

*Indoor: HP 6100/2100/3100. EPSON 7880/9880/11880. CANON IPF 9000/IPF8000/ 8400. Mutoh VJ 1618/VJ 1604/VJ 1300/VJ 900C. Roland XJ 540/640/740 series. Mimaki JV33. Outdoor: All kinds of newest drivers of domestic printer.*

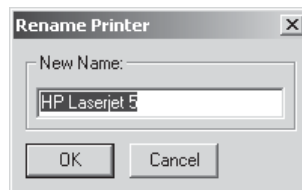
**Printer Name** ..... You can choose the printer name in this list.

**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.



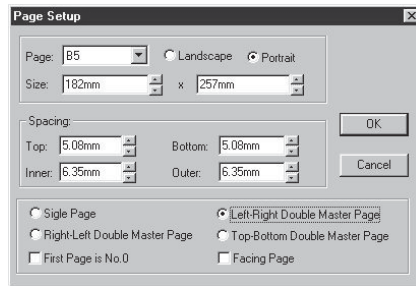
**New Name** ..... Input a new name of the printer.

**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.

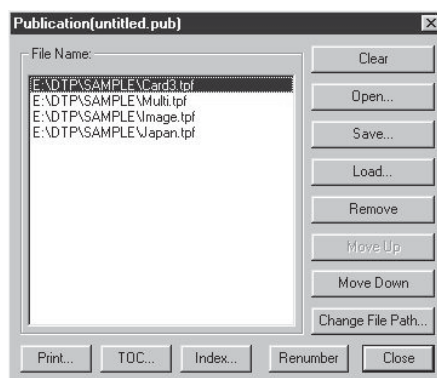
**First Page is No. 0** To setup page number 0 on first page.

**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.*



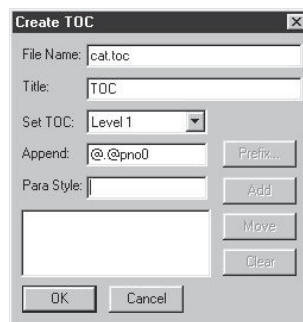
**File Name** ..... List the files and their paths in the current booking file.

**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.

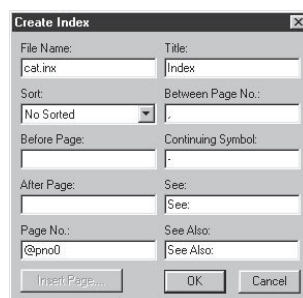


- File Name** ..... The TOC file's path and its filename.
- Title**..... The title of TOC ; the default name is"TOC".
- Set TOC** ..... Select the TOC level which is to be set.MainTop has eight levels.
- Para Style** ..... Set the name of the paragraph style which is correspondent to TOC.

**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)**

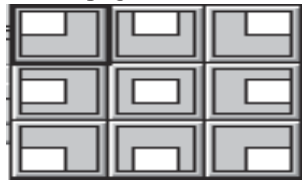
Duplicate a selected object in the sheet. The offset, the scale, the rotate center and the angle of an object can be set in **Duplicate Preference** dialog in **Option** menu.

■ **Select All**

Select all objects in window.

■ **Insert Page**

Insert one or more than one page into file.



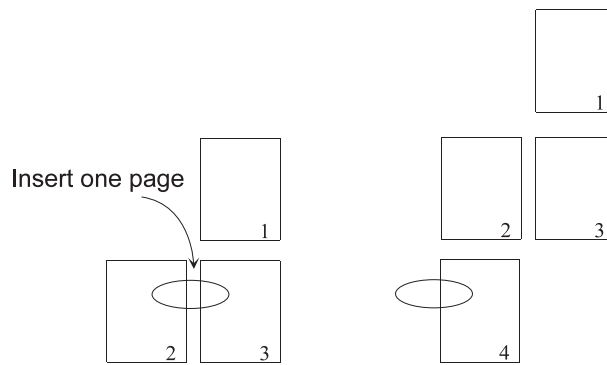
**Before & After**..... Select the position for inserting new pages.

**Insert N Pages**..... Set the total page numbers for inserting.

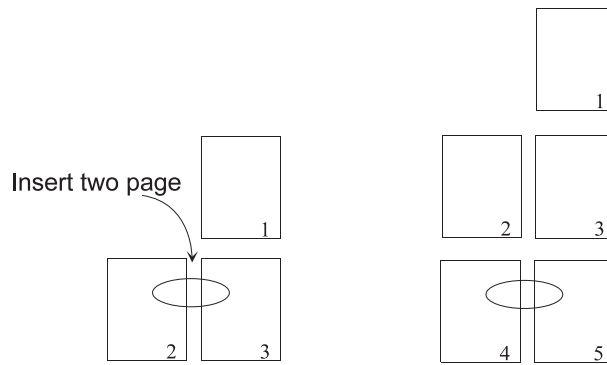
**Master Page**..... Select the master page for inserting new pages.

**Hint** *Any existed master page can be added to new page.*

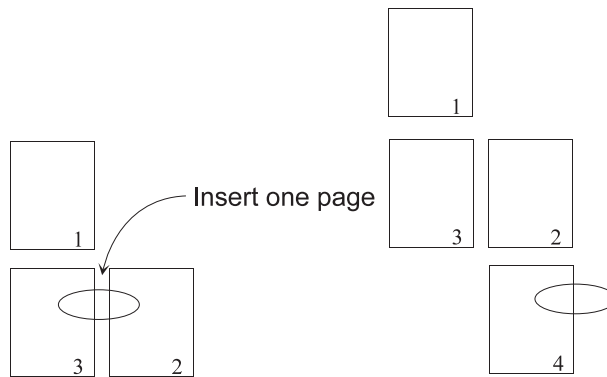
In a Left-Right Double style file, when insert pages before an odd page which have bleeding elements, bleeding elements will move to the first left page after inserting pages. For example, if inserting one page after page 2, the bleeding elements will shown in the right figure.



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).

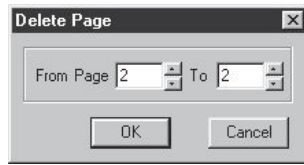


**Hint** After moving to the last page of the file, you can also use PageDown to add a new page, one press, one page.

■ **Delete Page**

Delete one page or continuous pages in the file.



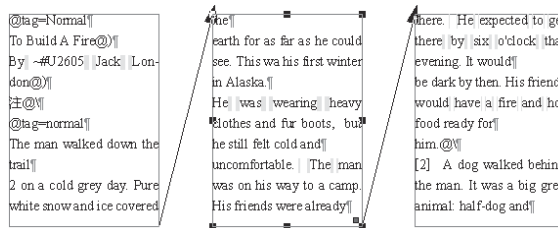


**From N** ..... The start page to be deleted.

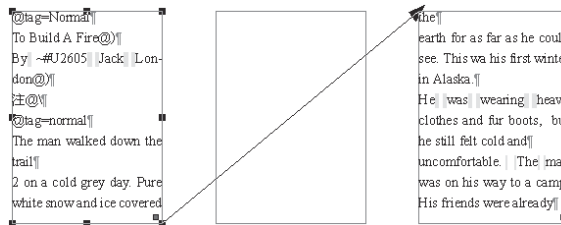
**To N** ..... The end page to be deleted.

**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).



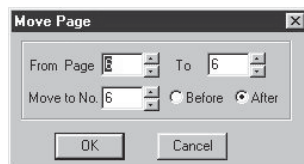
Text Flow before Deleting



Text Flow after Deleting

## ■ Move Page

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



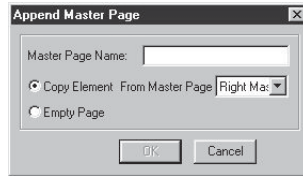
**Move Pages N thru M** The range for moving pages.

**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.

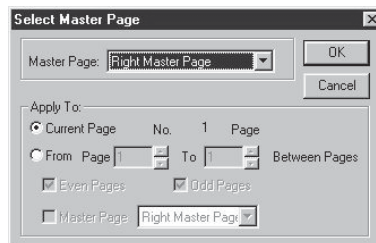
## ■ Delete Master Page

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

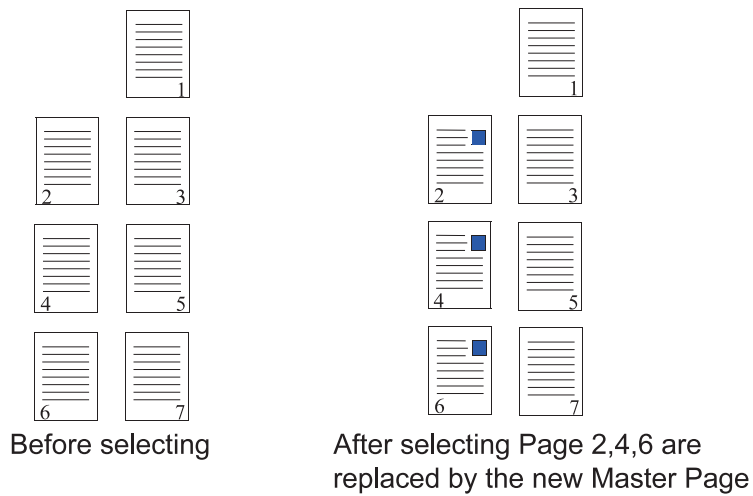
Add a master page into the selected document page.



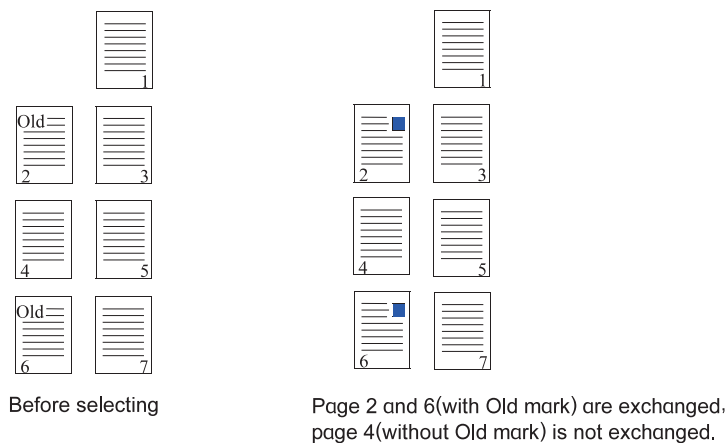
**Master Page** ..... Select a master page.

**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.

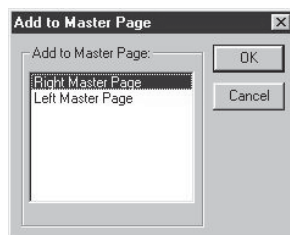


You can define new master page to exchange old even master pages. For example, you can exchange even master pages containing Old mark within 1 to 10 pages with new master page as shown in the following picture. The even pages (2 and 6) containing Old mark are exchanged with the New master page, while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



## ■ Add to Master Page

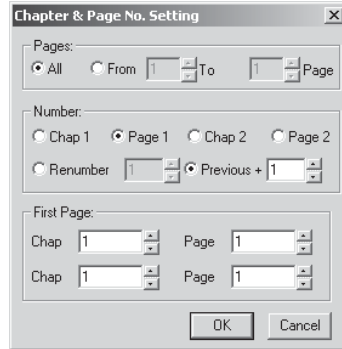
Add the selected object in document page to a master page. Then, the selected object automatically appears in all document pages which apply this master page.



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

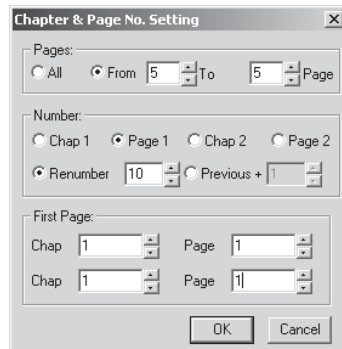
## ■ Chapter & Page Number Setting

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.*

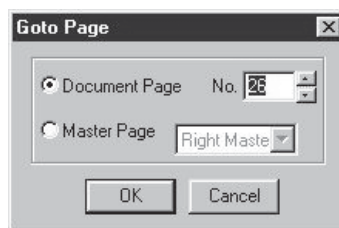


**From**..... Select the master page in which elements are to be copied.

**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.

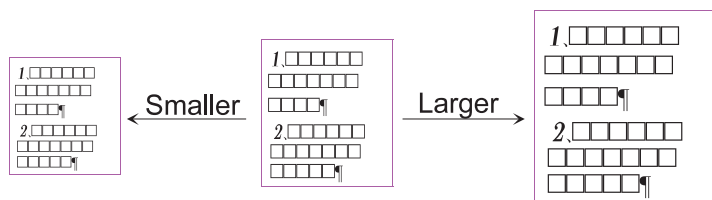
### 7.3 Arrange Menu

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 a lower order.

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

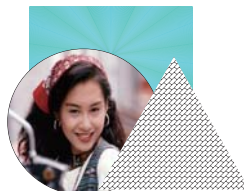
**Send to Back** ······· Move the selected object to the bottom order.

**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.



Front



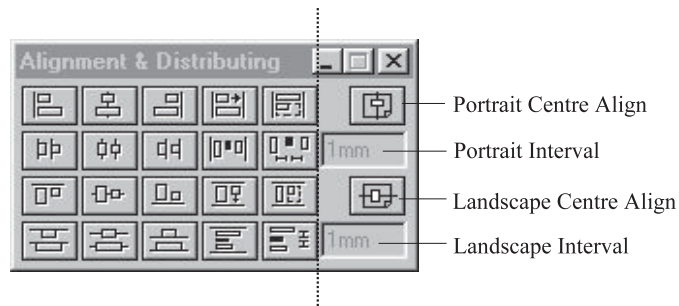
Middle



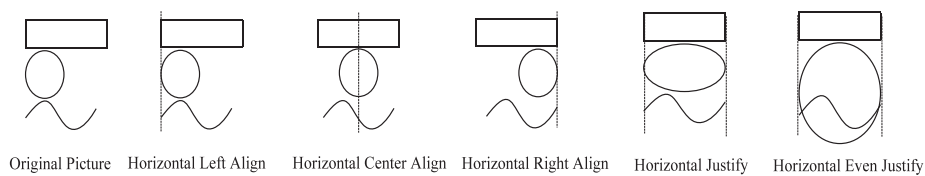
Back

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

■ **Displaying Align and Justify Plate**

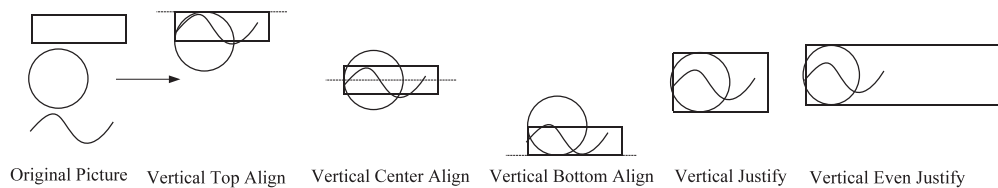


As shown above, there are 4 lines of commands on the left side of the broken line on the Displaying Align and Justify Plate. Among these commands, the first line and the third line are the horizontal and vertical align commands, the second line and fourth line are the horizontal and vertical justify 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.



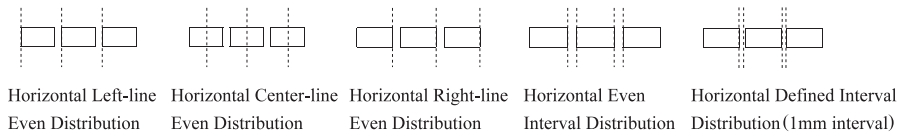
**Note** *The difference between Horizontal Justify and Horizontal Even Justify is that for Horizontal Even Justify the proportion of the justifying part will not be changed, but for Horizontal Justify the proportion of the justifying part will be changed.*

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.

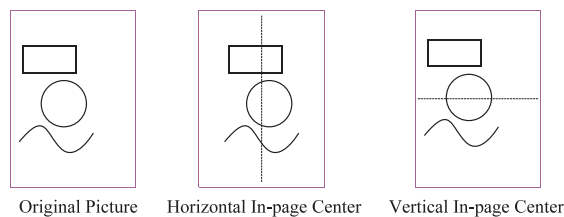



**Note** *The difference between Vertical Justify and Vertical Even Justify is that for Vertical Even Justify the proportion of the justifying part will not be changed, but for Vertical Justify the proportion of the justifying part will be changed.*

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.



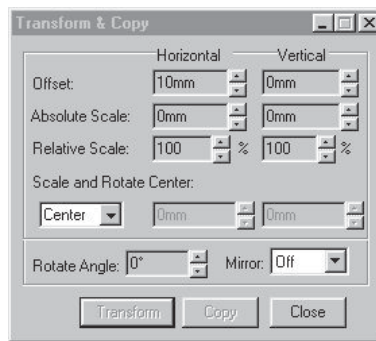
The commands in fourth line from left to right are Vertical Left-line Even Distribution, Vertical Centre-line Even Distribution, Vertical Right-line Even Distribution, Vertical Even Interval Distribution and Vertical Defined Interval Distribution. Meanings of all these commands are similar to the meanings 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.



**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.

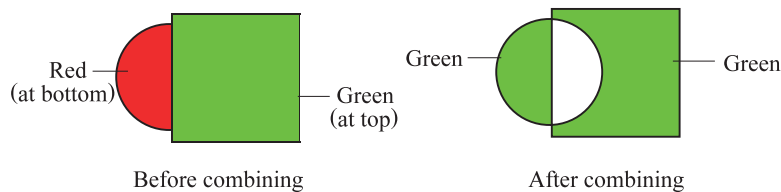
**Hint** *The Displaying and Closing of the Change and Copy Plate can be implemented by pressing the  button in Short-cut function bar.*

■ **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.

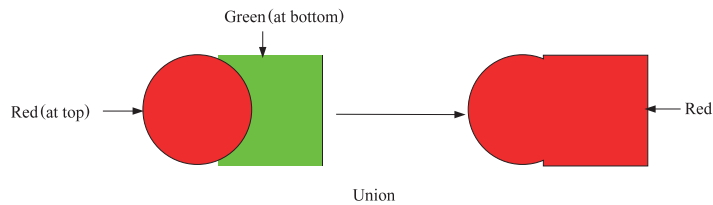
**Note** *The curve that is combined but un-confined can not be split.*

■ **Path Calculation**

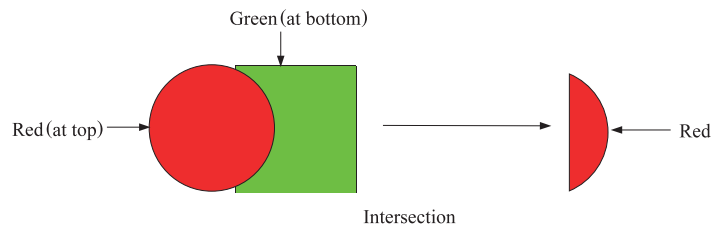
This option is used to calculate two or more path-closed pictures with different equations such as Intersection, Union, Background Subtracts Foreground and Foreground Subtracts Background etc to get different effects. After doing the path calculation, the picture will be changed into curve automatically.

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

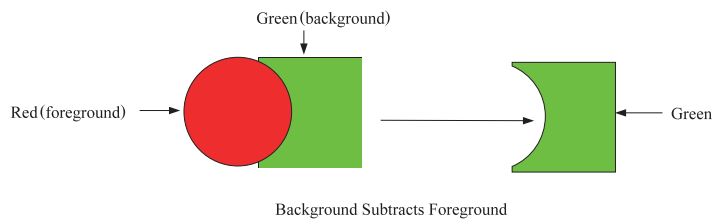
**Union** ..... This option is used to combine many parts of different objects together to make up an Union. If these parts of different objects have different attributes (including colour, filling method etc), after combining of the objects, the attributes of all these parts will be unified to the attribute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



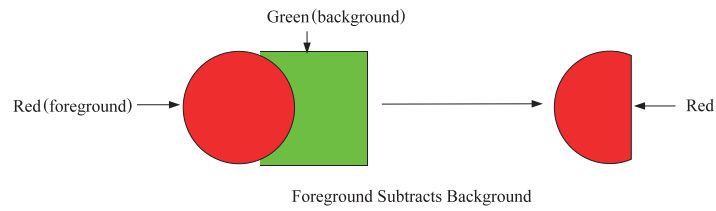
**Intersection** ..... This option is used to combine the intersection parts of different objects. If these parts of different objects have different attributes (including colour, filling method etc), after combining of the objects, the attributes of all these parts will be unified to the attribute used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

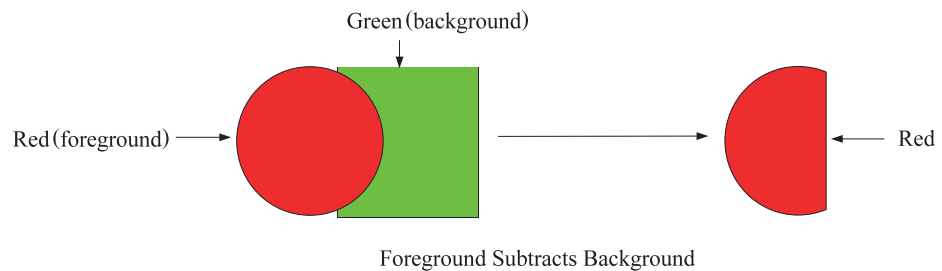


## ■ Path Operation

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).*

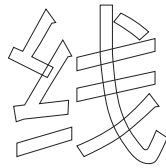
**Delete Redundant Crunodes** This option is used to delete the unnecessary crunodes along the path, under the condition of un-affecting the identification and precision of the curve. The picture below shows the operation of deleting the redundant crunodes after changing normal word into the word displayed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



Word containing crossed strokes

Convert to curve and fill with white

After tidying 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.

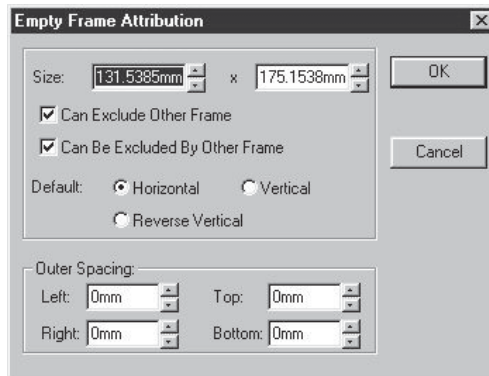
After non-curve objects turn into curves, users can use  to perform every node operation on objects; after artistic texts turn into curves, each text will automatically group; after ungroup, users can edit every character freely.

■ **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.

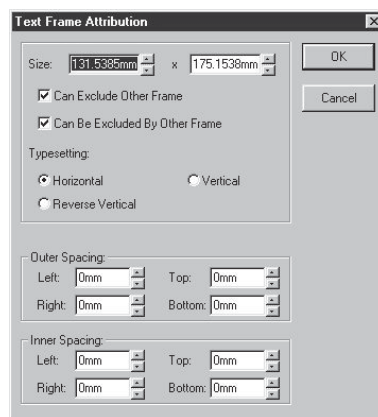
**Can Be Excluded By Other Frame** If users adds texts into the frame, texts will be arranged around other frames' shape.

**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.

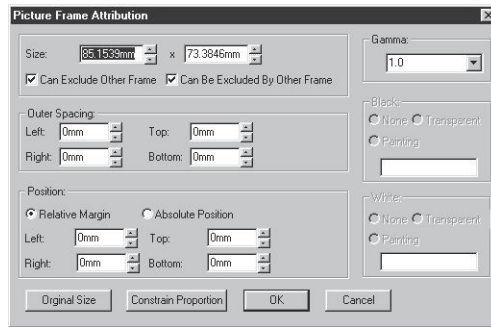
**Inner Spacing** ..... To setup margins between column line and text. There are 4 types of margins, left margin, right margin, top margin and bottom margin.

**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.

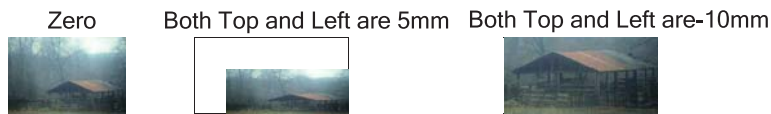


**Size**..... Display and edit the frame's width and height.

**Exclude** ..... There are two kinds: Can Exclude Other Frame and Can Be Excluded by Other Frame.

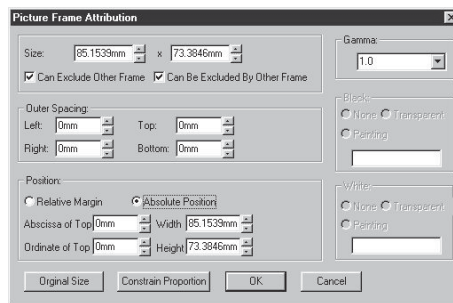
**Gamma** ..... Adjust Gamma values of the picture.

**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.

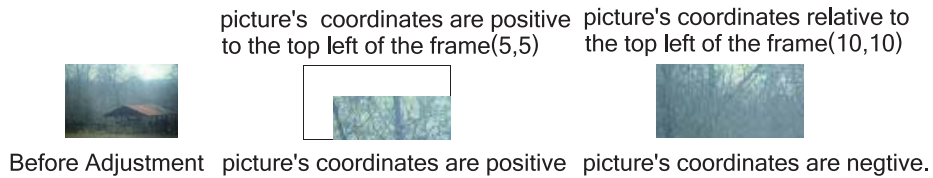


Before Adjustment    Positive means Smaller    Negative means Larger

**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 10X10mm frame, the frame size is just equal to the size(10X10mm). In order to keep the object's original size (10X20mm), users can select this item to turn the frame into 10X20mm.



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



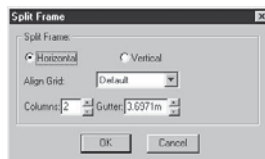
**Hint** *The key to adjusting the proportion is that: if the horizontal dimension is closer to the original dimension, MainTop will adjust the dimension in the vertical direction. And vice versa. Take a frame with an imported picture as an example, if its horizontal dimension is closer to the original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



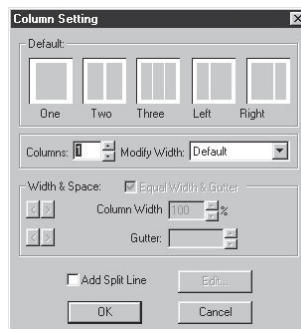
- Horizontal** ..... Split frame in the horizontal direction.
- Vertical** ..... Split frame in the vertical direction.
- Align Grid** ..... To define a grid point to which the split column will align.

**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.

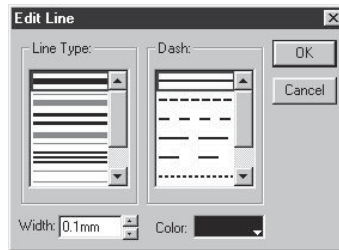
**Gutter** ..... If columns are divided unevenly, you should setup interval distance for each interval between every two columns one by one.

**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.

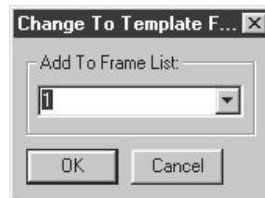
**Dash** ..... This option is used to select one of the two line styles for being used as column dividing-line.

**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.*

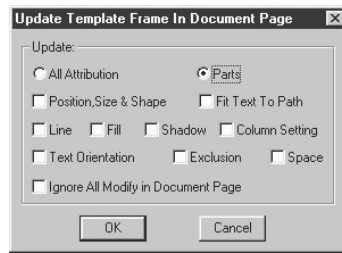
**Add to Frame List** Select the template frame list for frame added. The template frame in the master page may have a name to become a list. After adding the frame in master page into document page the text automatically flow into the next frame that has the same name when it can't be arranged in a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

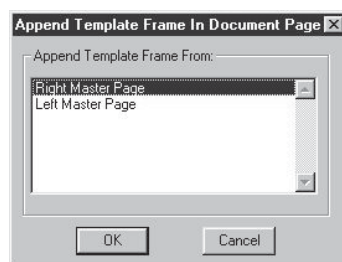
### ■ Delete Template Frame in Document Page

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

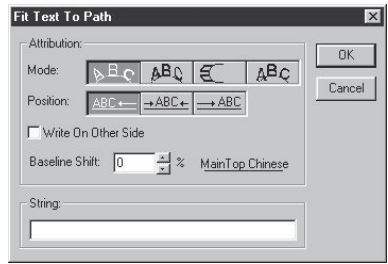
Add the template frame in master page into document page. After being added, all document pages used this master page may be added template frame.



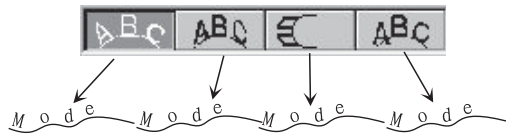
**Hint** *If the new appended template frame of the master page isn't added into the document page, when coming back to the document page, this information, "Add the template frame to document page?", may appears.*

### ■ Fit Text to Path

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

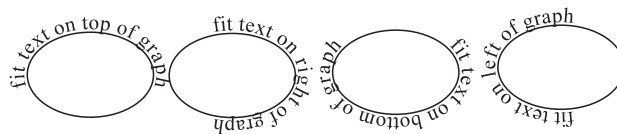


**Mode** ..... The write mode when fitting text to path. It has four kinds method as following.



**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 a 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

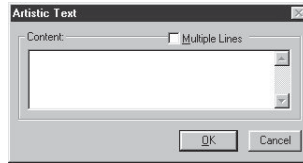
**Baseline Shift** ..... The distance between character's base line and path. When the distance is positive, the text spaces up. When the distance is negative, the text spaces down.

**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.



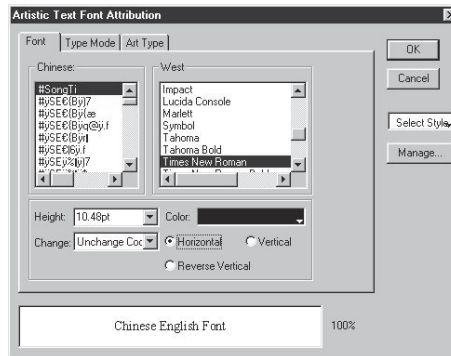
**Content** ..... Enter the content of artistic text.

**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.

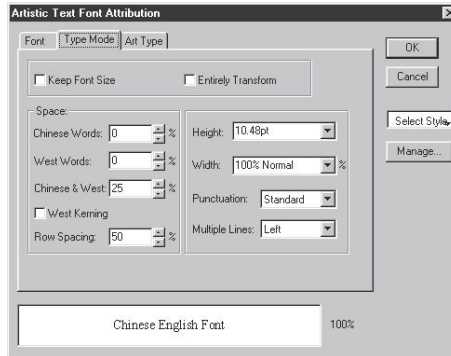
**Horizontal** ..... Set the font horizontal.

**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.

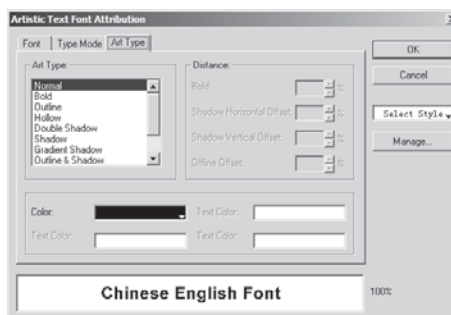
**Height** ········· Height of the artistic text.

**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.

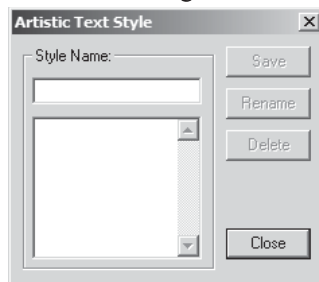
**Line Color** ..... Set the outline color when Art Type is Outline or bold Outline.

**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 appears. You may choose the format set before in it.

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



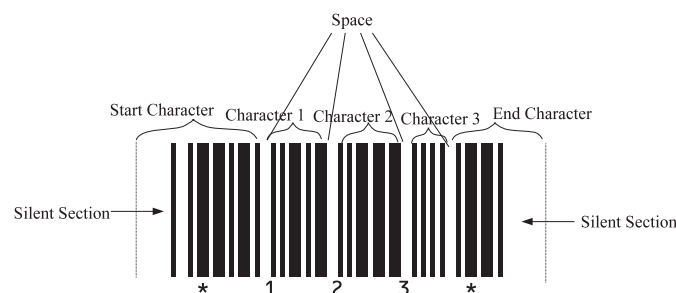
**Style Name** ..... The style name of saving, deleting or changing.

**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 storehouse 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 12 digits and three "-" characters. If it is required, 2 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;

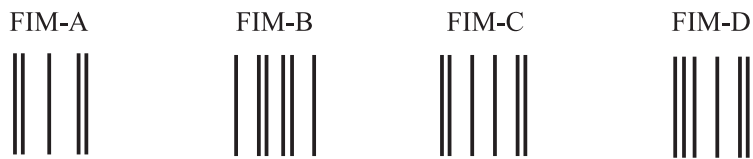
**FNC1(\F1), FNC2(\F2), FNC3(\F3), FNC4(\F4):** They are functional characters.

**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.

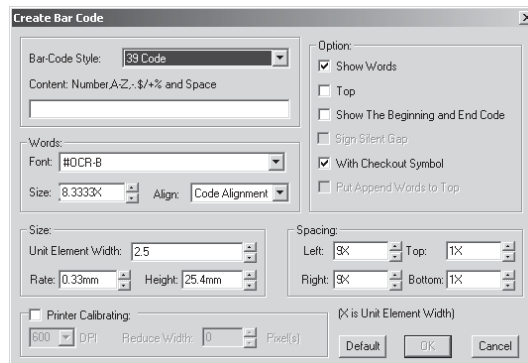


**ITF-14** can consists of 13 digits (including one checking character), and if it is required it can add 5 more digits (including one checking character).

**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.

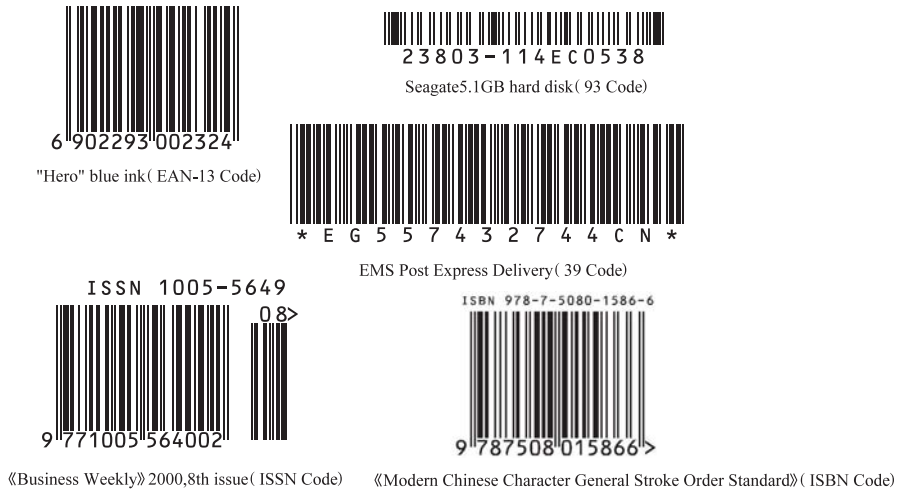
**Sign Silent Gap** ..... If this option is selected, silent section mark will be displayed.

**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.

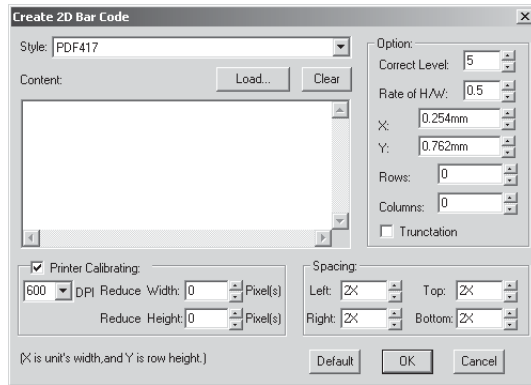
**Printer Calibrating** According to the requirement, adjust DPI value (Points per Inch) and element width. When the precision of the printer is rather low (for example less than 300 DPI), it is better to use this option, but when the precision of the printer is high, there is no need to adjust DPI value.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

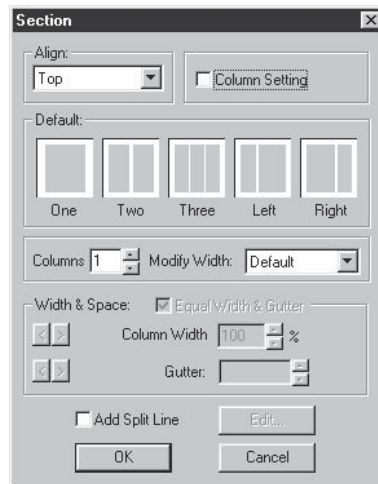
## 7.5 Style Menu

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

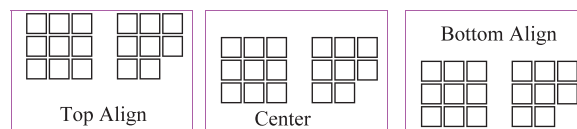
### ■ Section

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 & Gutter** After selected this item, each column in the section has equal width and space.

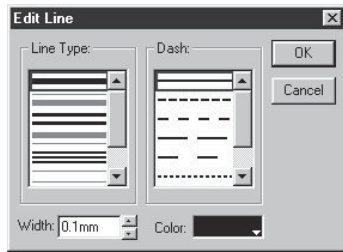
**Width** ..... Set the width of each column when section splits into unequal columns. Press the button or to select the different number.

**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.

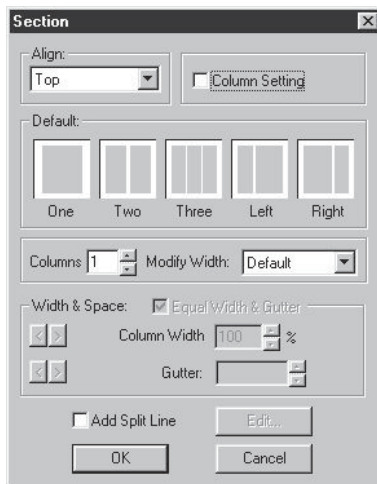
**Edit** ..... After selected this item, the dialog box appears.



- 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.*

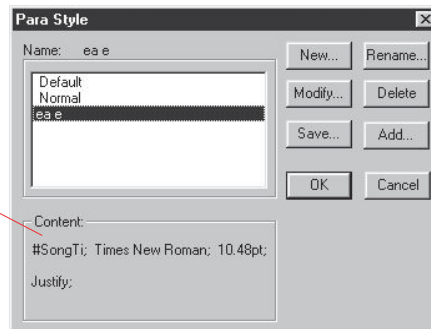
**Edit** ..... After selected this item, **Edit Line** dialog box appears.

## ■ 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.

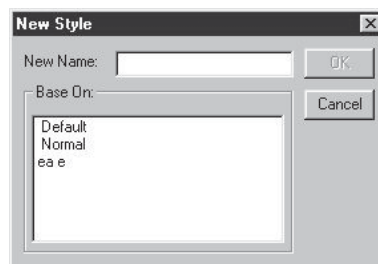
main content of the selected style



**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.

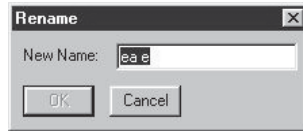
**Hint** *The based style is better close to the new style's content to avoid setting the same style repeatedly.*

**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.

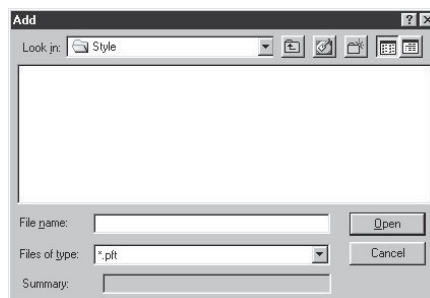
**Rename** ..... After clicked this item, the following dialog box appears.



**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

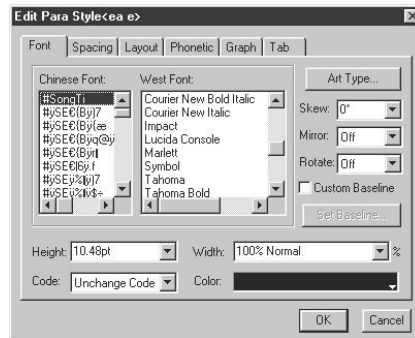
This option is selected to modify the content of paragraph format that is used currently. Since the format name is effective to all paragraphs within the file, when the content of one format is changed, all paragraphs that using this format name will also be changed.





## 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.

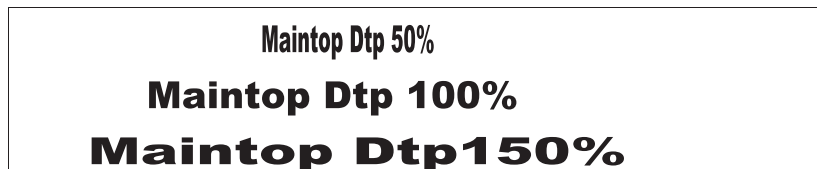
### Hint

*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:

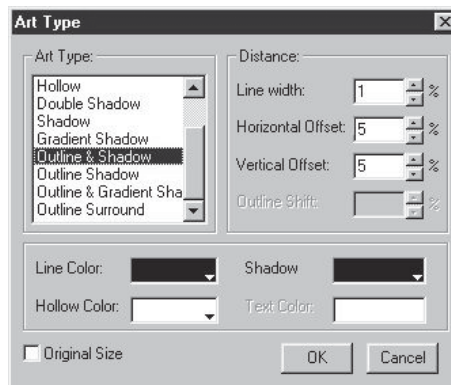
**Skew** ..... The range of character skew is between  $\pm 45$  degree.

**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.

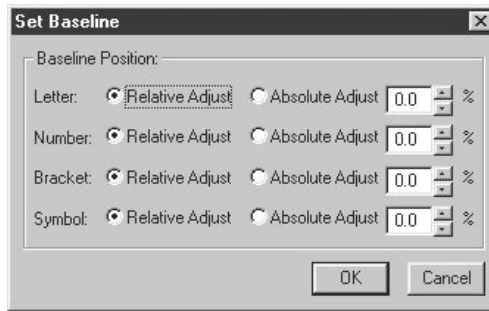
**Shadow Begin** ..... Set the start color of Gradient when Art Type has Gradient Shadow.

**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.

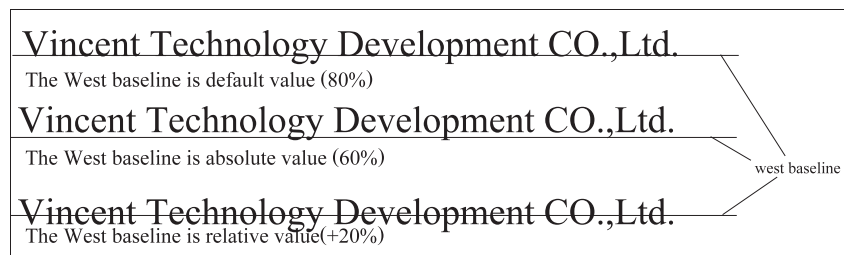
**Number** ..... Number 0~9 .

**Bracket** ..... ( , ) , 「 , 」 , { and }.

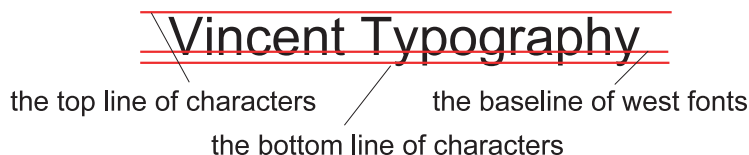
**Symbol** ..... +, -, \*, / .

**Absolute Adjust** ... The adjustment range is 50%~100% of character height according to absolute adjust baseline.

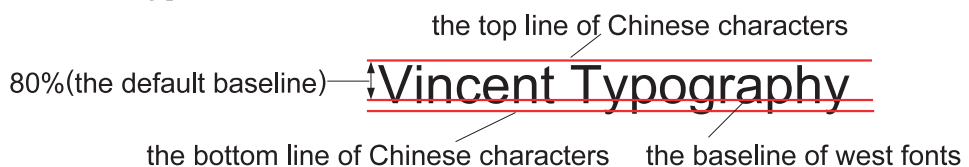
**Relative Adjust** ... The adjustment range is -25%~25% of default baseline according to relative adjust baseline.



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

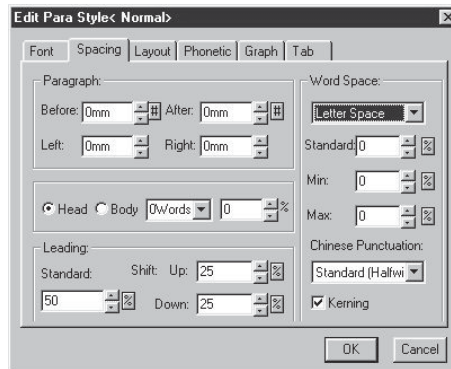


The default baseline position of characters is 80% of the Chinese character's height as the following picture.



#### □ 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.

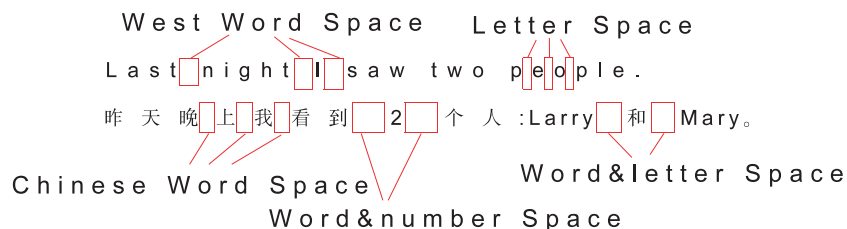
**Word Space** ..... Distance between two adjacent Chinese characters.

**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).



**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.

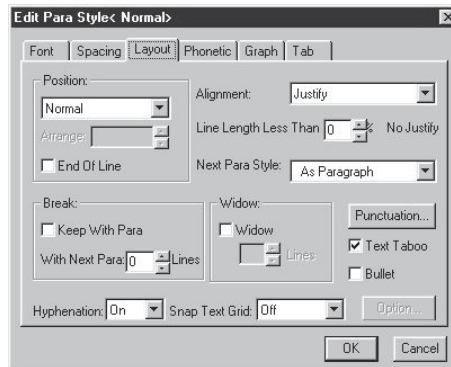
**Halfwidth Bracket Kerning** DBC case bracket is DBC case, There isn't added space between before and behind bracket. The width between two close punctuation is one character.

**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.*

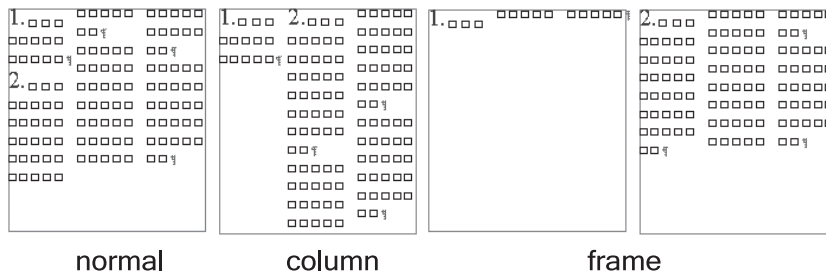
**Kerning** ..... When selecting this item, the West characters in the paragraph arrange by kerning, otherwise no kerning process.

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.

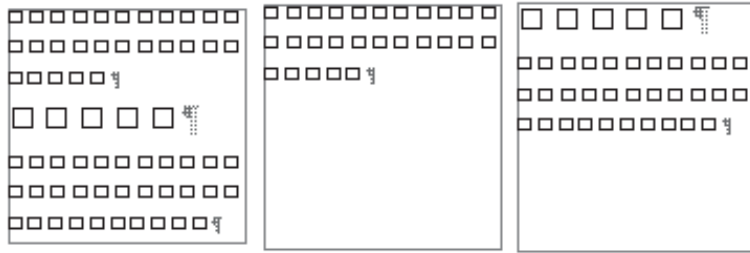
**Page** ..... A paragraph is arranged at the beginning of a page.

**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 separate column is less than left height

the range of separate 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, familiar to privacy hounds.(Center)

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

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

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

**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.*

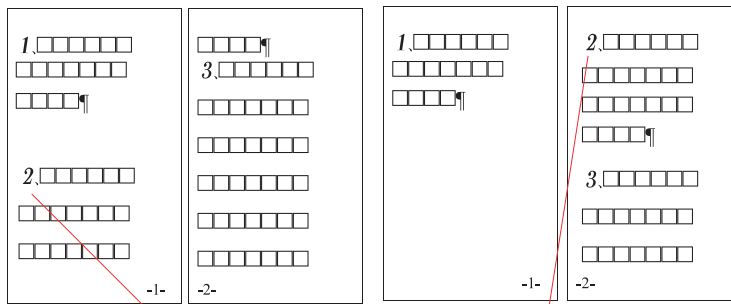
**Break** ..... Set the break method of paragraph character.

**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**

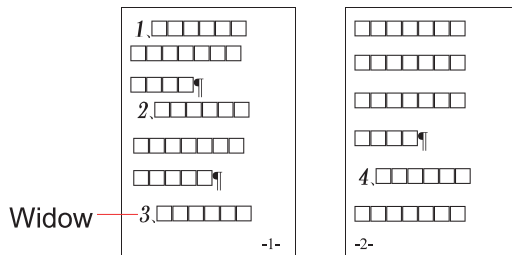
*This item has the same function as paragraph position's **Column Separator at**. This item sets the styling space of next paragraph as line number, the latter sets as concrete value.*



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.



Widow

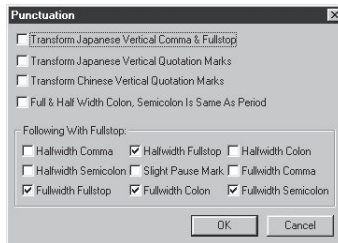
For example:when the number of Widow value is 2,if there is only one line of the paragraph in the previous page,the system may automatically move the line into the next page.If there is three lines in the previous page,the text of this paragraph may be set into two pages.

**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.

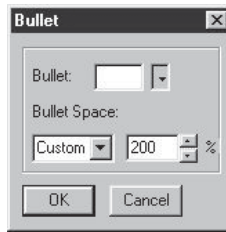
**Hint**

*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.



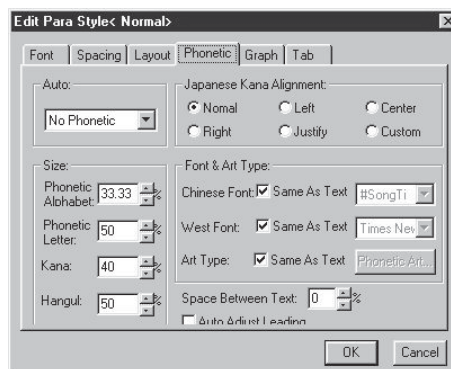
**Bullet** ..... Select the character of bullet.

**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.

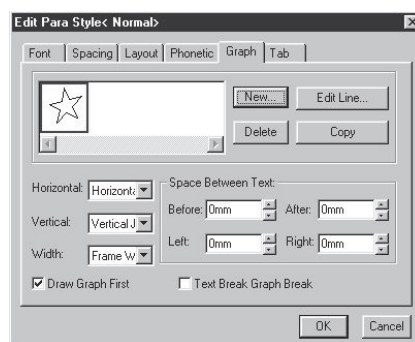
**Hint** *The phonetic letter's font is better selected as MainTop Font # Pinyin or # Pinyin Light.*

**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)



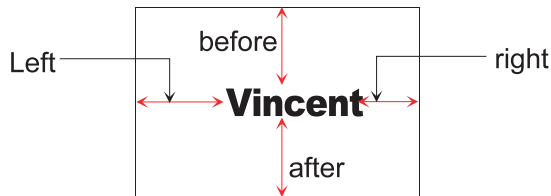
**Width** ..... The graph length is classified to the following three kinds.

**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.

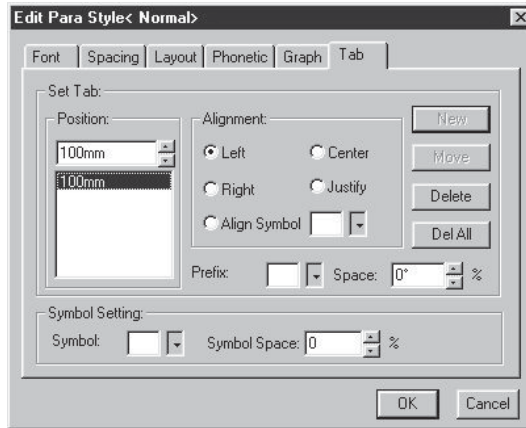
**Edit Line** ..... After clicking this item, the Edit Line dialog box appears. You

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.

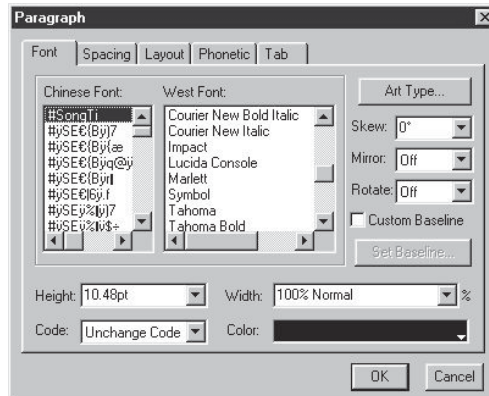
**Symbol Space** ..... The distance of filling symbols.

	<b>Telephone numbers</b>	
<b>John</b>	.....	<b>89217286</b>
<b>Mary</b>	.....	<b>85566887</b>
<b>Tom</b>	.....	<b>88173779</b>

■ **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.

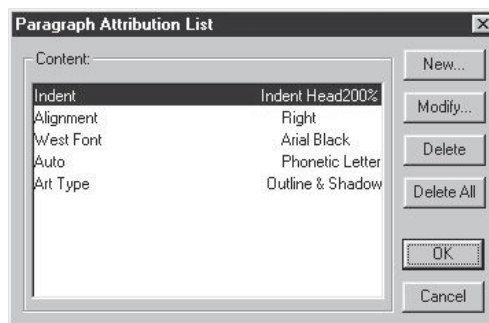
**Phonetic**..... Set the related content of phonetic.

**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 attributions 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.

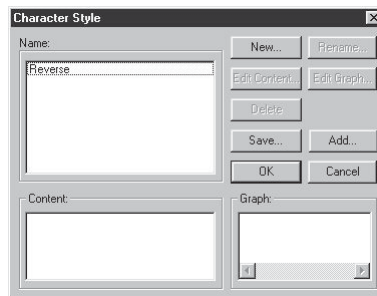
**Hint** By using this command, partial paragraph format can be setup.

■ **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.

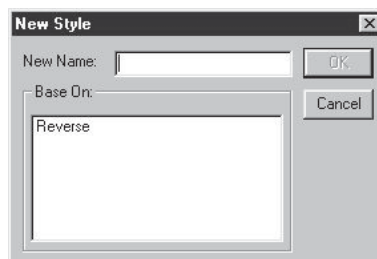
**Content** ..... Show the content of selected style in **Name** list box.

**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.



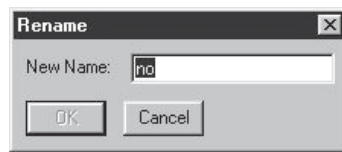
**Base On** ..... List all character styles currently. You may select a style in it as a template for the new style.

**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.*

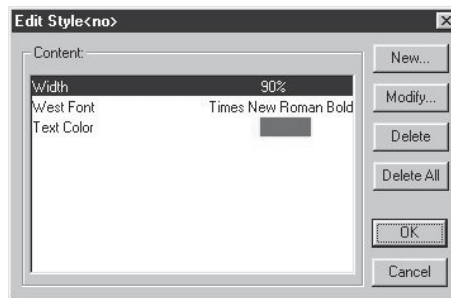
**Rename** ..... After selecting the style name and clicking this item, the following dialog box appears.



**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.

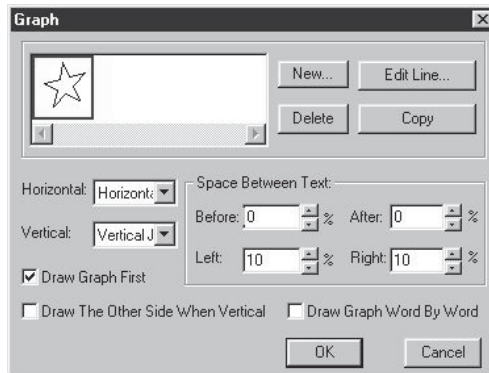
**Delete** ..... After selecting a style content and clicking this item, you may delete the selected style content.

**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.

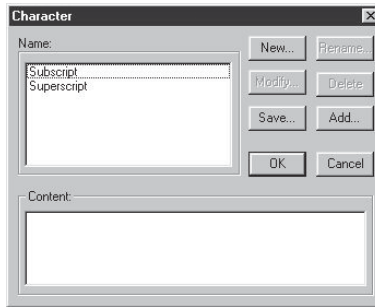
**Load** ..... Add specified character style file to the current file.

## ■ 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.

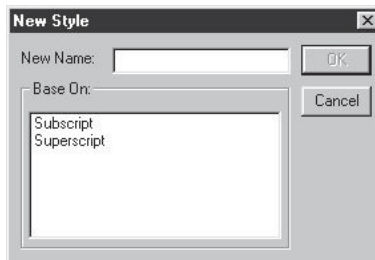
- ◇ There are many system pre-defined word attributes in the "A" column of word attribute plate, and the user-defined word attribute will also be loaded into this column.
- ◇ The application method of word attribute is as same as the application method of word format, but the option of word attribute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

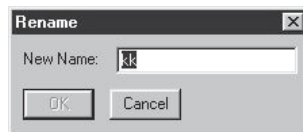
**New** ..... After selected this item, the following dialog box appears.



**Base On** ..... You may select one as the template of new attributes.

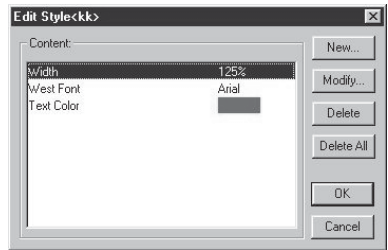
**New Name** ..... Enter the name of the new predefined character attribution.

**Rename** ..... After selected this item, the following dialog box appears.



**New Name** ..... Enter the new name of character attribution.

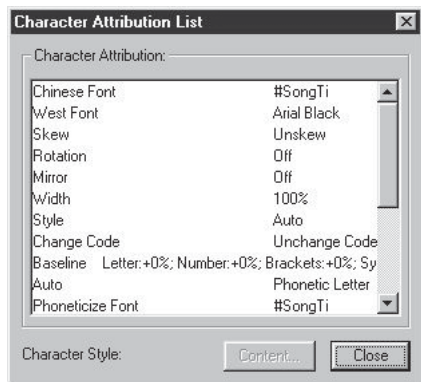
**Modify** ..... After selected this item, the following dialog box appears.



- 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.



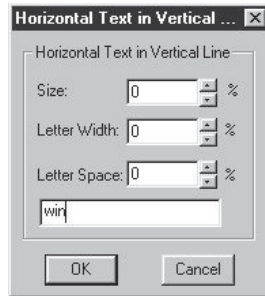
- Character Attribution** List the content of character's attributions in the selected texts.
- Character Style** ... This option is used to display the word format name last applied to the focused text block.
- Content** ..... If the focused text block contains the word format name, when this option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

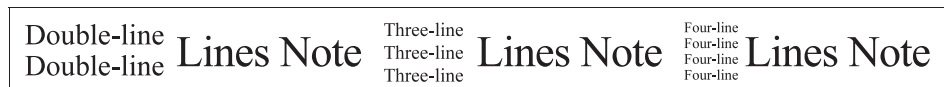
**Hint** *If without selected text, you may input the content of horizontal text in vertical line in the dialog box directly.*

**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.*

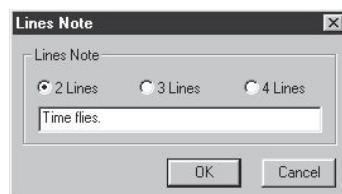
### ■ Lines Note( Alt+I+N)

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.



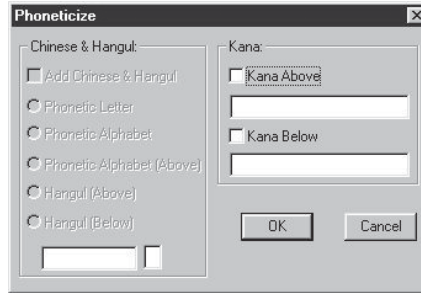
**Text Box**..... Insert and change the content of lines note in it.



**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.



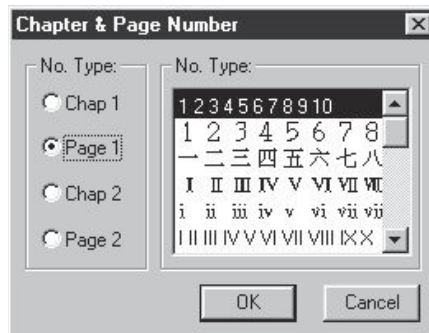
**Chinese & Hangul** Selecting this item represents to add phonetic notation. You may select a phonetic method in the option groups, and enter phonetic or select the correct phonetic in the following text box.

**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.

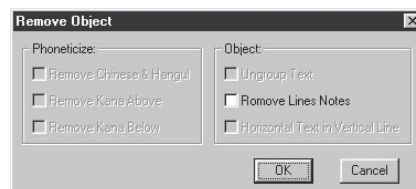
After characters have been grouped,they have the following characteristic.

- ◇ 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)

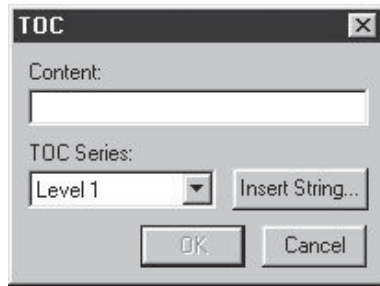
## ■ Remove Object (Alt+I+U)

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.



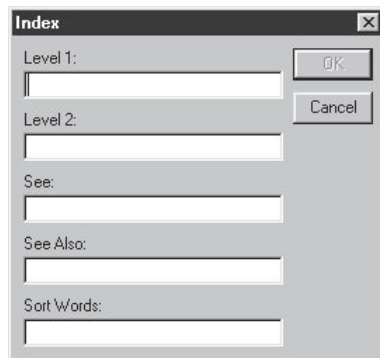
## ■ Table Of Content Entry(Alt+I+E)

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.



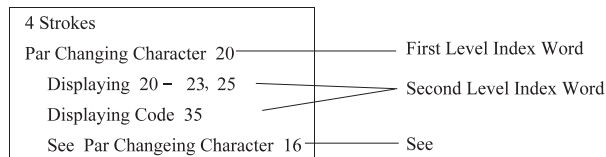
- Content** ..... Enter the content of Toc.
- TOC Series** ..... Select level of a Toc. It is at the utmost for setting eight-level contents.
- Insert String** ..... You may insert symbol and page number behind the content.

■ **Index Entry( Alt+I+S)**



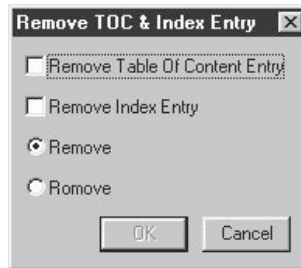
- Level 1** ..... Enter index word of Level 1.
- Level 2** ..... Enter index word of Level 2.
- See** ..... Input the content for being referred to by index word.
- See Also** ..... Enter the other content for being referred to by index word .
- Sort Words** ..... Enter the index word of level 1. When 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**



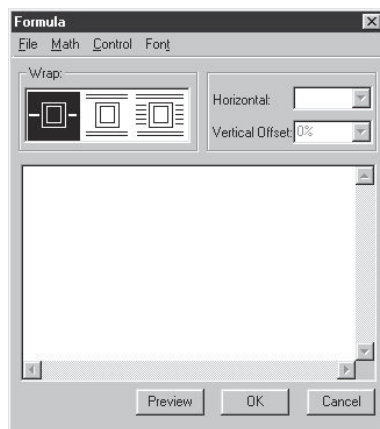
■ **Insert Tab**

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.

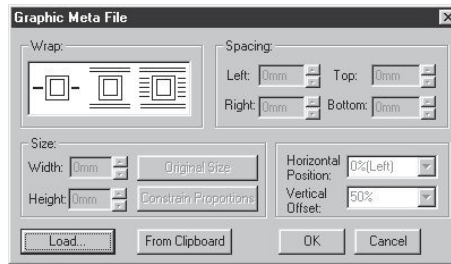
**Horizontal** ..... Horizontal position is represented as the percentage of frame width. Only when selecting the second or third wrapping style, can the graph's horizontal positions be set.

**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.

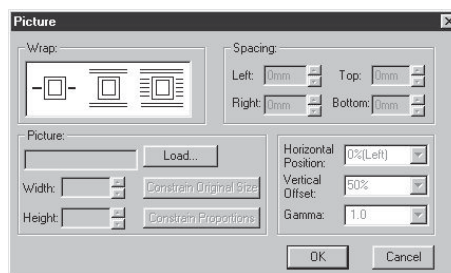
**Vertical Offset** ..... Specify the offset of graphic meta file's vertical position. Its range is 0~100%. When the value is 0, the graph aligns top.viz.characters aligns vertically with the graph. When 50%, the graph aligns center. When 100%, the aligns downward.

**Load** ..... Insert the specified GMF file into file.

**From Clipboard** ... Insert the graph in the clipboard into line.

■ **Picture(Alt+I+P)**

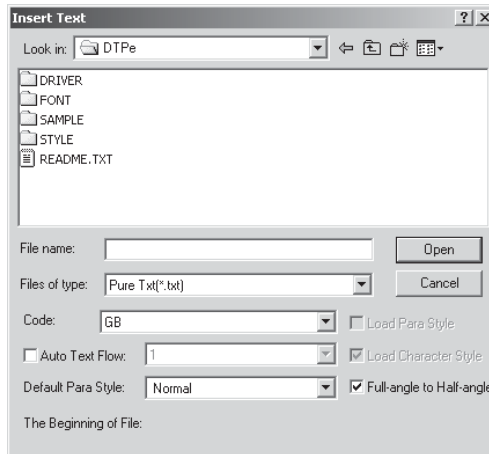
Insert pictures into line.The inserted picture may move with the character before it.



**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.

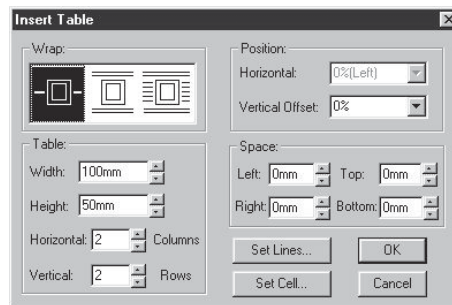
**Code**..... Select the internal code of a text.

**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.

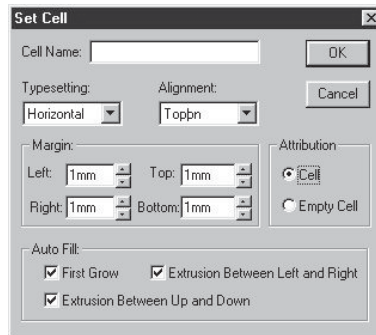
■ **Table( Alt+I+T)**

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.)

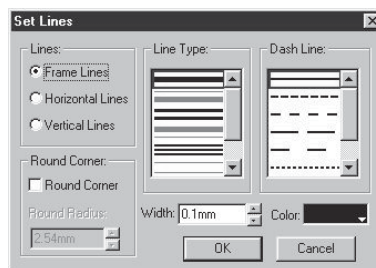
**Margin** ..... This option is used to setup spaces between Chinese character and boundary line of column.

**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.

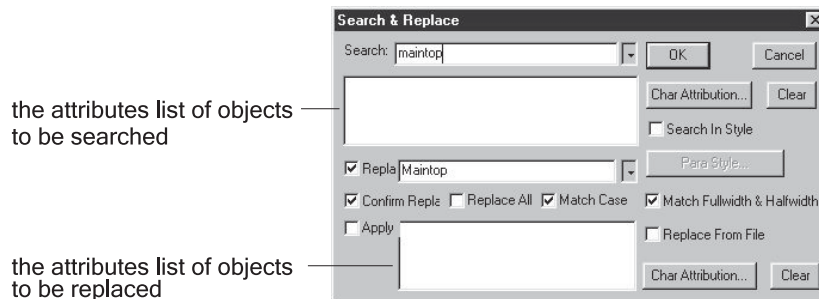
## 7.7 Tool Menu

### ■ 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.

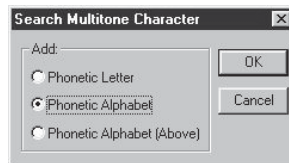
**Transform All & Show One to Multifly** When transform simplified & traditional Chinese, if the character of one to multifly occurs the character will displays inversely and lists many corresponding Chinese character to select correct one.

**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.

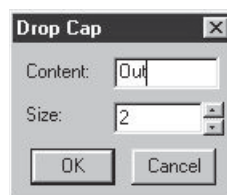
■ **Searching for Un-composed Text ( Alt+T+W)**

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.



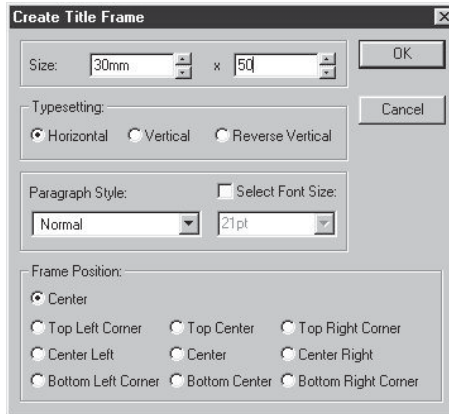
**Content** ..... Enter characters as drop cap. If selecting characters at the head of paragraph, the selected characters may appear automatically in the dialog box.

**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.



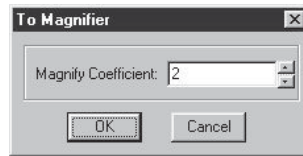
The bottom half of the black word is reversed to be white.

**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.

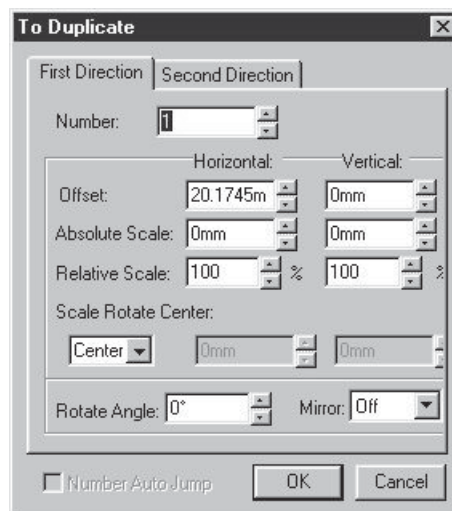


**Magnify Coefficient** Set the object's zoom rate.



- Convert to Copy

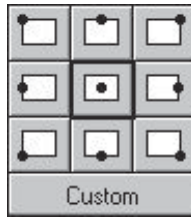
This option is used to setup copy numbers and relative parameters in two orientations separately, to copy the selected object.



**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.



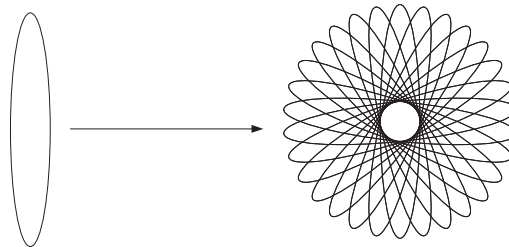
From left to right on first line, they stand for left-top, middle-top and right-top; from left to right on second line, they stand for left-middle, center, right-middle; and from left to right on third line they stand for left-bottom, middle-bottom and right-bottom.

**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.*

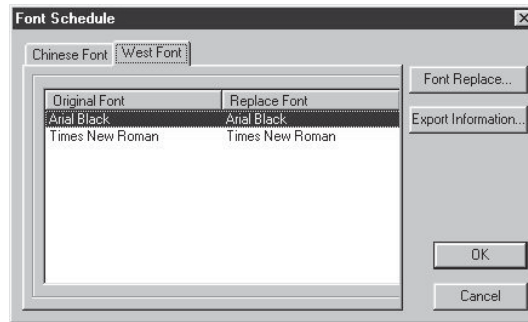
**Note** *The function of Copy and Filter can only be provided by the standard version or above.*

**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.

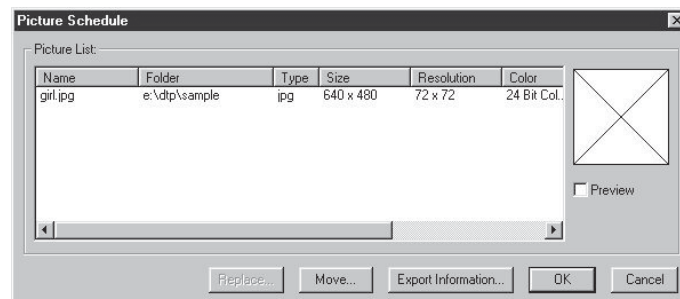
**Note** *If the originally existed font is not as same as the alternative font, it will be displayed in red colour.*

**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.

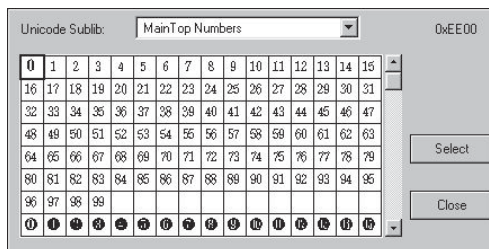
■ **MainTop Input Method (Ctrl+F10)**

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

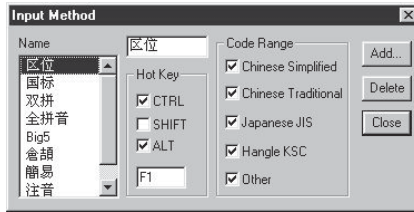


..... There are many IME such as English, Kana, simplified Chinese, GB, Quwei, traditional Chinese Changji, Dayi, BIG5 in the **Input list**. Select one of the IMEs in it, you may set this input as current IME.

**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)

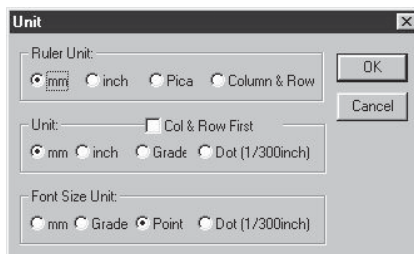
MainTop has following units:inch,millimeter,pica,point,grade and dot(1/300inch),etc.

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.

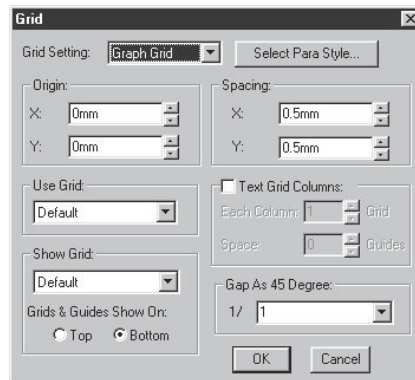
**Unit** ..... This option is used to setup measurement unit of dialogue box. They are Inch, mm, Level Number, and Point (1/300inch), and Row and Column unit is prior to all other units.

**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 paragraph 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.

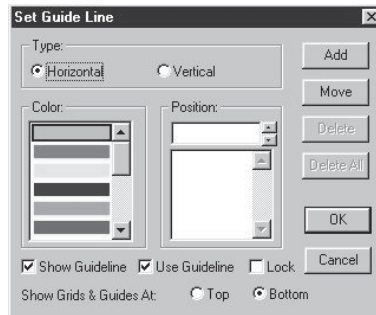
**Gap as 45 Degree** This option is used to setup the rotation increment of the object

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.*

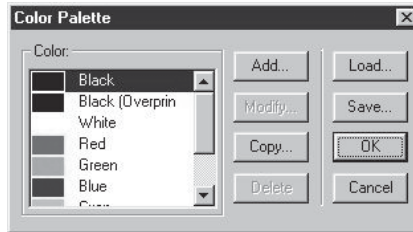
- ◇ Move the mouse onto the ruler and drag the mouse to the file window. Release the left button and a guideline is added at the mouse position.
- ◇ Move the guideline out of paper with mouse and a guideline is deleted.



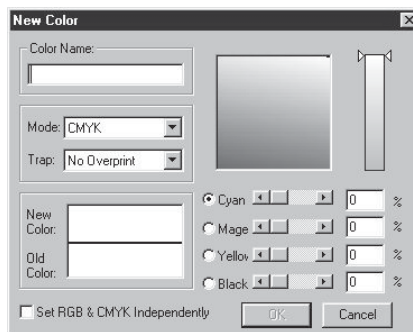
- ◇ Drag guidelines with mouse and change the guideline position in the file window.

## ■ 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.

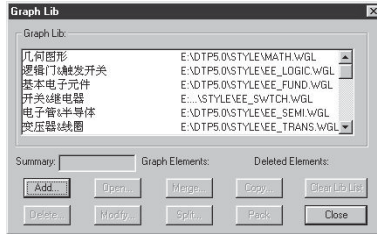
**Load** ..... Select this item, the **Load** dialog box appears. Users can load the selected color in palette files into the current file.

**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.

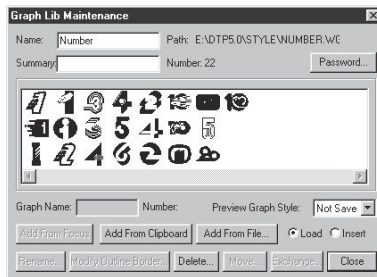
**Graph Elements** ... Display the number of graph elements in the current selected graph lib.

**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 graphic lib.

**Path** ..... The path and filename of the current graphic lib.

**Graph Elements** ..... The number of graph elements in the current graph lib.

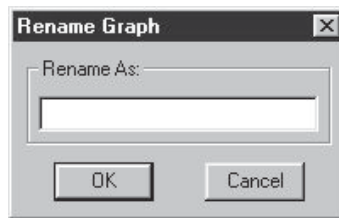
**Number** ..... The numbers of elements in current graph lib.

**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.

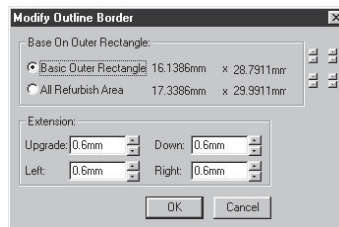
- Elements List** ..... List all graph elements in current graph lib.
- Graph Name** .... The name of the current selected graph element.
- Number** ..... List the number of the current selected graph element in the graph lib.
- Add From Focus** ... Add the selected graph into the current graph lib.
- 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.

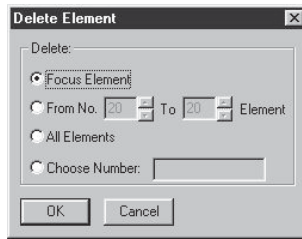


**Base On Outer Rectangle** Select the type of outer rectangles for graph elements. It falls into Basic Outer Rectangle and All Refurbish Area.

**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.

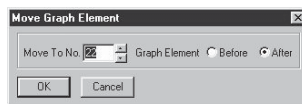
**From N To M** ..... Selected this item will delete the selected continuous multiple graph elements.

**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.



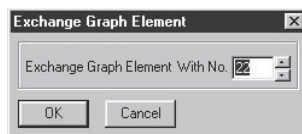
**Move to** ..... Set the element's position.

**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**

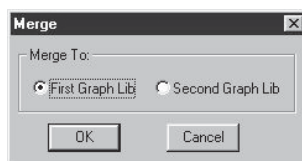
The current graph element will be exchanged with the position of the selected graph elements in graph lib.



**Exchange with** ..... Select the number of the graph element which will exchange with the position of the current one.

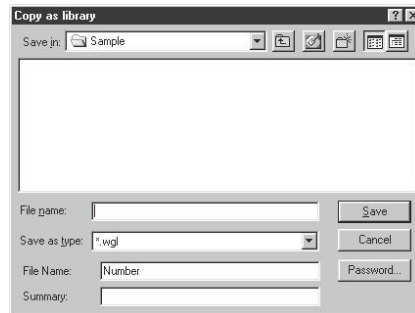
**Merge**

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.

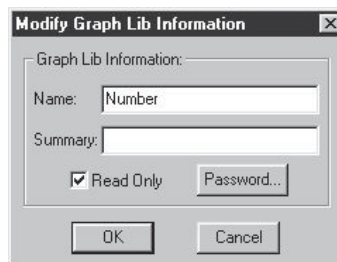
- Copy**  
Copy the contents of the graphic lib.



- 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 graphic 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.

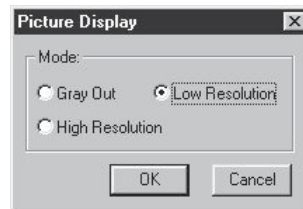
- Split**  
Split the selected graphic lib into two graphic libs.

- 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.

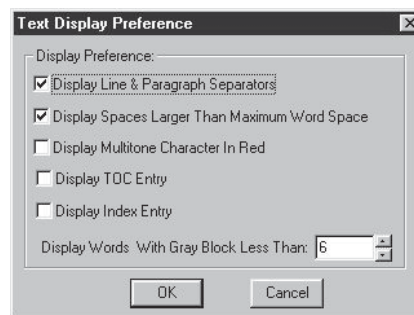
**High Resolution** ... Display the picture as the resolution of the picture itself.

### 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.

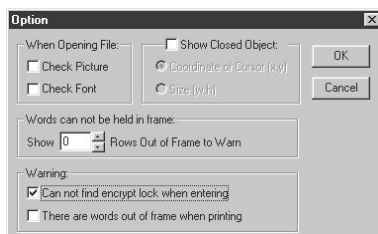
**Display TOC Entry** Select this item to display the inserted TOC entry in the file.

**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.

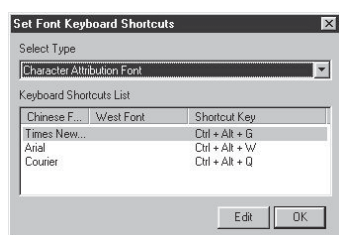
**Note** *It is not possible to display the coordinate of the cursor and the dimension of the object at the same time.*

**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.