StreamServe™

Persuasion™

StreamServe Persuasion SP5 Overlay Editor

User Guide

Rev A

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About Overlay Editor

You use the Overlay Editor to create overlays.

An overlay can be regarded as information in a preprinted form that has not yet been filled out. Logotypes, organization names, and frames common to many types of output pages can be defined in one single overlay. If you need to change this information, you edit the overlay instead of changing every type of output page.

This guide contains instructions on how to create overlays. For information on how to add overlays to an output page, see the *PageOUT* documentation.

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About Overlay Editor

Overlay Editor settings

Before you start working with the Overlay Editor, you can specify default settings for the tool. These settings will be applied on all future overlays that you create using the Overlay Editor.

In addition to the settings described in this section, you can also specify tool settings related to specific areas. For example, you can specify different tasks to be performed automatically when you save an overlay. Such settings are described in their respective context in this guide.

Specifying units

You can specify the default units that will be used in the Overlay Editor.

To specify units

1   Select **View** > **Preferences**. The Preferences dialog box opens.
2   Select the **Units** tab.
3   Specify the unit settings.
4   Click **OK**.

Unit settings	
Metric	Click to measure all quantities below in metric units.
Horizontal position	The unit for measuring horizontal positions.
	The default unit (1/10 inch) corresponds to the default scale of all grids (except the Millimeter Grid). Therefore, you can specify horizontal measurements according to the number of horizontal grid lines.
Vertical position	The unit for measuring vertical positions.
	The default unit (1/6 inch) corresponds to the default scale of all grids (except the Millimeter Grid). Therefore, you can specify vertical measurements according to the number of vertical grid lines.
Horizontal distance	The unit for measuring horizontal distances.
Vertical distance	The unit for measuring vertical distances.
Radius	The unit for measuring radius.
Font size	The unit for measuring font sizes.
Line thickness	The unit for measuring line thickness.
Angle	The unit for measuring angles.
Show units in dialogs	Select to show units after all values in object information and object setup dialog boxes.

Specifying object type settings

You can specify default settings for the different object types (boxes, ellipses, text, etc.) that can be added to an overlay.

When you have added an object, you can edit the settings for that specific object. Information on how to do this is described in the relevant sections of this guide.

To specify object type settings

1 Select **View** > **Preferences**. The Preferences dialog box opens.

2 Select the **Defaults** tab.

3 Select the object type.

4 Specify the object type settings.

5 Click **OK**.

Object type settings	
Properties	Click to specify the default settings for the object type. See: • *Box properties* on page 31. • *Ellipse properties* on page 31. • *Check box properties* on page 31. • *Grass line and marker line properties* on page 31. • *Freeline properties* on page 32. • *Horizontal line and vertical line properties* on page 32. • *Font properties* on page 25.
Info	Click to receive detailed information about the object type.
Snap point	Click to specify grid and snap points for the object type. See *Grid and snap point settings* on page 22.
Paragraph	Click to specify paragraph properties for the object type. See *Paragraph properties* on page 26.
Grid	Click to specify grid parameters for the object type. See *Grid parameters* on page 21. You can specify a default grid, or you can create a new grid, see *Creating custom grids* on page 20.
Reset	Click to return the settings above to the default settings.

Specifying general Overlay Editor settings

You can specify general settings for the Overlay Editor, for example how you want the tool to behave on startup, and how you want the tool to display grids.

To specify general tool settings

1   Select **View** > **Preferences**. The Preferences dialog box opens.

2   Select the **General** tab.

3   Specify the general tool settings.

4   Click **OK**.

General tool settings	
Show positions relative to grid	Select to give the position of objects relative to the grid. If cleared, the position of objects will be given relative to the upper-left corner of the page.
Show selection size	Select to dynamically display the size of an area that you select using the mouse. This function works only in editing or zoom mode.
Ruler initially visible	Select to display the ruler.
Open empty document at startup	Select to open an empty document each time you start the program.
Display page setup for new document	Select to display the Page format dialog box each time you create a new overlay.
Beep on errors	Select to make the Overlay Editor signal any errors you make with a beep.
Use TAB key in editor	Select to make it possible to use tabs in text. If cleared, and an object is selected, the TAB key can be used for jumping to, and selecting other objects.
Snap to grid	Select to snap objects to the grids.
Show grid full page	Select to display grid lines on the whole page. If cleared, grid lines are only visible within the current grid area.
Show grid numbers	Select to show numbers for grid lines.
Show grid offset line	Select to show the main grid axis in red color.

General tool settings	
Use font kerning information	Select to use font kerning in text.
	Note: You can clear this option to gain performance, but this may result in not evenly spaced text characters.
Prompt for PDF import options	Only applicable when the PDFIN filter is installed.
	Select to display PDF Import dialog where you set password and path to font map file.
Grid type	Select to display the grid as lines, dots, or crosses. You can also select to hide the grid.

Overlays

An overlay is the main entity in the Overlay Editor. Each overlay consists of one or more pages. When you design an overlay, you can either start from an existing overlay, or create a new overlay.

Handling unavailable fonts

If you open an existing overlay, the overlay may contain fonts that are unavailable on your workstation. You can specify how the Overlay Editor should handle the substitution of such fonts.

To specify font substitution settings

1 Select **View** > **Preferences**. The Preferences dialog box opens.

2 Select the **Fonts** tab.

3 Specify the font substitution settings.

4 Click **OK**.

Font substitution settings	
Ask for font substitution name	*Only applicable when opening FFD files (see Stand-alone formats on page 53) in stand-alone mode.* Select to override the automatic font substitution as well as the settings in the font substitution table below. You can specify exactly how each missing font should be replaced.
Always substitute Type 1 fonts with TrueType	Select to substitute all PostScript Type 1 fonts with TrueType fonts. This is useful if you open overlays created by using PostScript Type 1 fonts on a workstation that does not have PostScript fonts or Adobe Type Manager installed.
Always substitute by table	Select to search for substitution fonts by looking in the font substitution table below. **Note:** The fonts will be substituted according to the table, even if fonts that exactly match the original fonts are installed in your system.
Typefaces to substitute	A list of fonts to be substituted, if they are present in an overlay that you open.
Available typefaces	A list of available replacement fonts.

Opening existing overlays

You can open and reuse an existing overlay.

If the overlay is a single-page overlay created in Design 1.31 (an earlier version of the Overlay Editor), you must import the overlay instead of opening it.

Prerequisites

If you want the Overlay Editor to substitute unavailable fonts, you must specify how the substitution is to be handled before you open the overlay.

To open an existing overlay

Select **File** > **Open** and open the overlay.

To import a single-page overlay

Select **File** > **Import** > **Page** and open the overlay.

Creating new overlays

When you create a new overlay, you specify the page format for the pages within the overlay.

> You can edit the page format settings at any time by selecting **Page** > **Page Setup**, and specifying new settings for the selected page.

To create a new overlay

1 Select **File** > **New**. The Page Format dialog box opens.
2 Specify the page format settings.
3 Click **OK**.

Page format settings	
Paper name	The paper size.
Page size	If you want to use a paper size that is not listed, specify the exact **Width** and **Height** (in millimeters).
Orientation	The paper orientation – **Portrait** or **Landscape**.
Draw on screen/on printer	The items to be included when the overlay is shown on the computer screen and when it is printed. **Printable area** – Displays the printer margins.
Printer	The printer options. **Note:** When working with StreamServe, you should not select the **Use Margins on printer** option.
Save settings as default	Select to set the current settings as default settings.
Hide this dialog next time	*Only applicable when creating a new overlay.* Select to hide the Page Format dialog box next time you create a new overlay.
Apply settings to all pages	*Only applicable when editing an existing overlay.* Select to apply the page format settings to all pages within the overlay.

Pages

Each overlay consists of one or more pages. On each page, you can insert graphics, text, lines, etc. in order to create the required layout of the overlay.

Adding pages

You can add new pages one by one, or you can insert several pages at the same time. You can also duplicate the current page.

To add a single page

Select **Page** > **Add Page**.

To add multiple pages

1   Select **Page** > **Insert Pages**. The Insert Pages dialog box opens.

2   Specify the number of pages, and where to insert the pages.

3   Click **OK**.

To duplicate a page

1   Make sure the page you want to duplicate is selected.

2   Select **Page** > **Duplicate Pages**. The Duplicate Pages dialog box opens.

3   Specify where to insert the duplicate page.

4   Click **OK**.

Changing page numbers

By changing the page number, you can move a page to another position in the overlay.

To change page numbers

1   Select **Page** > **Change Number**. The Change Page Number dialog box opens.

2   Enter the new page number.

3   Click **OK**.

Measuring distances on a page

You can measure the distance between any two points on a page. The result is presented both in millimeters, and in horizontal and vertical grid steps.

To measure a distance on a page

1   Select **Edit** > **Action** > **Measure**.

2   Click the starting point.

3   Click the point you want to measure the distance to. The Distance Between Points dialog box opens and displays the result.

4   Click **Close**.

Entering and viewing page information

You can enter information about each page, for example a short description of the page, and notes describing relevant page information. You can also view information from the Overlay Editor, for example when the page was created.

To enter and view page information

1   Select **Page** > **Page Info**. The Page Info dialog box opens.

2   Enter the page information, and view the information from the Overlay Editor.

3   Click **OK**.

Deleting pages

You can delete one ore more pages at the same time. You can enter whole page intervals, or single pages separated by commas. For example, entering 1-3,5 will remove pages 1, 2, 3 and 5.

To delete pages

1   Select **Page** > **Delete Pages**. The Remove pages dialog box opens.

2   Specify the pages you want to remove.

3   Click **OK**. The Overlay Editor asks you to confirm.

4   Click **Yes**.

Grids

Using the Overlay Editor grids, you can position objects very precisely. The appearance on screen matches the actual output for all formats (except PCL, which uses its own font system), and all images, lines, ellipses, and text objects will be positioned correctly.

Available grids

For each page, there are five different grids available. You can also create your own custom grids. All grids are simultaneously active, but only one of them is visible at a time. Different pages in an overlay can have different grids visible at the same time, and different objects on a page can be snapped to different grids, or to no grid at all.

Default grid for an object

Provided that snapping to grid is activated, each object that you add is snapped to a grid according to the default settings for the particular object type, see *Specifying object type settings* on page 9. If you move an object that is not snapped to the currently visible grid, it will remain snapped to the grid that it was originally snapped to.
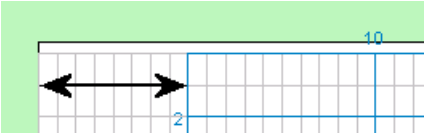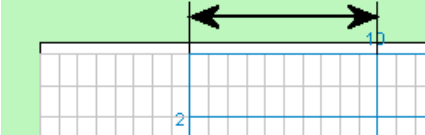
You can edit the grid parameters for a selected page, or the grid and snap point settings for a specific object at any time.

Creating custom grids

You can create a grid according to the description below. Such a grid can be used on the selected page, but not on any other pages in the overlay. If you want to use the new grid on several pages, you must create the grid when you specify the object type settings, see *Specifying object type settings* on page 9.

To create a custom grid

1 Select **Form** > **Grid** > **Setup**. The Select Grid dialog box opens.

2 Enter a name for the grid.

3 Click **Add**. The grid is added to the list.

4 Select the grid and click **Edit**. The setup dialog box for the grid opens.

5 Specify the grid settings.

6 Click **OK** twice.

Grid settings	
Offset	The distance from the edge of the page to the grid offset line. Click **× 2** or **/ 2** to double or halve the value.
Snap distance	The distance between two grid lines. Click **× 2** or **/ 2** to double or halve the value.
Show main lines every	The number of grid steps between two main grid lines.
Show snap lines every	The number of grid steps between shown grid lines.
Offset from left side of the page	Select to offset the grid from the left side of the page.
Offset from right side of the page	Select to offset the grid from the right side of the page.
Set Defaults	Select to revert to the default settings.

Editing grid parameters for a selected page

You can edit the parameters for the grids on the selected page.

> If you just want to activate snap to grid, select **Form** > **Snap To Grid**.
>
> If you just want to change the display mode of the grid, select **Form** > **Grid** > **Foreground**, **Background** or **Hidden**.

To edit the grid parameters

1   Select **Form** > **Grid** > **Setup**. The Select Grid dialog box opens.

2   From the list, select the grid you want to be displayed.

3   Edit the grid parameters.

4   Click **OK**.

Grid parameters	
Grid under objects	Select to display the grid in the background.
Grid over objects	Select to display the grid in the foreground.
Invisible	Select to hide the grid.
Align all grids to left	Select to align all grids to the left. The offsets will be calculated from the left, and the grid lines will be numbered from left to right.
Align all grids to right	Select to align all grids to the right. The offsets will be calculated from the right, and the grid lines will be numbered from right to left.
Snap to grid	Select to snap objects to the grids.
Show grid line numbers	Select to display the grid line numbering.

Editing grids and snap points for a selected object

You can edit the grid and snap point settings for a selected object.

> If you just want to change to another grid, right-click the object, select **Object Grid**, and select the new grid.

To edit the grid and snap point

1 Right-click the object and select **Snap Point**. The Snap Point Setup dialog box opens.

2 Edit the grid and snap point settings.

3 Click **OK**.

Grid and snap point settings	
Relative to	The point on the object to snap to the grid.
	Each radio button corresponds to a point on the object. For example, the top left radio button corresponds to the top left point on the object.
Snap object to grid	The grid to snap the object to.
X	An offset between 0 and 1 grid step that will fine tune the snap point in the X direction.
Y	An offset between 0 and 1 grid step that will fine tune the snap point in the Y direction.
Snap to text baseline	Select to snap a text object to the text baseline.

Text

You can add several types of text objects to a page in an overlay.

Defaults font and paragraph properties

When you add a text object, the font and paragraph properties are set according to the default settings for the text type, see *Specifying object type settings* on page 9. You can edit the properties for a selected text object at any time.

Available text objects

You find all text object tools in the Graphics toolbox. When you position the cursor over a tool, the name of the tool is displayed in the status bar.

• **Header text** – For headings.

Header Text (12 pt Arial bold by default)

• **Field text** – For field text information.

Field Text (7 pt Arial regualr by default)

• **Guide text** – For guide text in data fields.

Guide Text (9 pt Arial regualr by default)

Guide Text

• **Free Text** – For informative text, such as legal text, license agreements etc.

Adding text

When adding text, you must first add a text object and then enter the text in the text object. You can insert special characters in the text, for example non-breaking spaces, and the current date and time.

To add a text object

1 In the Graphics toolbox, select the suitable text tool.

2 On the page, use the mouse to specify the size and position of the text object. The text object is added to the page.

To enter text in the text object

1 Select the tool **Select text editing mode**.

2 Click the text object.

3 Enter the text. Insert special characters by selecting **Edit** > **Insert**, and select the required special character.

4 When you are finished entering the text, click outside the text object.

Formatting text

You can edit the font properties for an entire text object, or for a specific word or character within the text object. You can also use different baseline shifts for specific words or characters.

To edit font properties

1 Right-click the text object, word, or character and select **Font**. The Font dialog box opens.

2 Edit the font properties.

3 Click **OK**.

Font properties	
General	Select to specify general font properties, such as font and font style.
Size options	Select to further specify the font size. The radio buttons attached to the text sample represent different character height parameters. You should use the **Character Height** parameter to modify the font size, since this is the normal way to do it in most Microsoft Windows programs.

To shift the baseline of a word or character

1 Select the word or character and press CTRL+SHIFT+S. The Baseline dialog box opens.

2 Specify the offset (in points). A positive value will displace the baseline upwards. A negative value will displace the baseline downwards.

3 Click **OK**.

Formatting paragraphs

You can edit the paragraph properties for an entire text object, or for a specific paragraph within the text object.

To edit paragraph properties

1 Select the text object or paragraph, and select **Object** > **Paragraph**. The Paragraph dialog box opens.

2 Edit the paragraph properties.

3 Click **OK**.

Paragraph properties	
Indentation	**Left indent** – The left indent of the paragraph.
	Right indent – The right indent of the paragraph.
	First line indent – The left indent for the first line in the paragraph.
Spacing	**Before paragraph** – The space before the paragraph.
	After paragraph – The space after the paragraph.
Line spacing	**Auto** – Select to use the default line spacing.
	Fixed – Select to use a fixed line spacing (in points).
	Relative – Select to use a relative line spacing (in percent of the row height). The row height is equal to the maximum font cell size for a capital letter, including line spacing, plus any baseline shift.
Alignment	**Left** – Select to align the paragraph to the left.
	Centered – Select to center the paragraph.
	Right – Select to align the paragraph to the right.
	Justified – Select to adjust the horizontal spacing so that the text is aligned evenly along the right and left margins. The last line will be aligned according to the selected option above.
	Dotted fill – Select to fill any remaining unused space with a dotted line.
Tabs	Click to specify the tab settings.
	Note: To be able to use tabs in text, you must enable the use of the TAB key, see *Specifying general Overlay Editor settings* on page 10.

Rotating text

You can specify a specific rotation angle for a text object, or you can rotate the
text object in increments of 90 degrees.

To specify the rotation angle for a text object

1   Right-click the text object and select **Object Info.** The Object Info dialog
box opens.

2   In the Angle field, specify the rotation angle (in degrees).

3   Click **OK**.

To rotate a text object 90 degrees clockwise

Select the text object, and click the **Rotate** button.

Graphics

You can add lines of different types, boxes, ellipses, check boxes etc. to a page in an overlay.

Defaults properties of graphics

When you add a graphic, the properties are set according to the default settings for the graphic object type, see *Specifying object type settings* on page 9. You can edit the properties for a selected graphic object at any time.

Available graphic objects

You find all graphic object tools in the Graphics toolbox. When you position the cursor over a tool, the name of the tool is displayed in the status bar.

- **Box** – For rectangles with sharp or rounded corners.
- **Ellipse** – For circular and oval objects.
- **Check box** – For check boxes.
- **Freeline** – For solid lines, dashed lines, and arrows.
- **Grass line** – For evenly spaced vertical grass lines, suitable for indicating text that should be entered in block letters.

- **Marker line** – For evenly spaced marker lines, suitable for dividing large fields into several smaller parts.

- **Vertical line** – For evenly spaced vertical lines.
- **Horizontal line** – For evenly spaced horizontal lines.
- **Vertical dotline** – For evenly spaced vertical dotted lines.
- **Horizontal dotline** – For evenly spaced horizontal dotted lines.

Adding graphics

1   In the Graphics toolbox, select the appropriate tool.

2   On the page, use the mouse to specify the size and position of the text object. An object of the specified size is added to the page.

Editing graphics

You can edit the geometrical and object-specific properties of a graphic.

To edit a graphic

1   Double-click the graphic object. The associated dialog box opens.

2   Modify the properties of the graphic object.

3   Click **OK**.

Geometrical properties of graphics

You modify the geometrical properties (position, size, line thickness, etc.) of a graphic object in the object setup dialog box that opens when you double-click the object.

Units

In the dialog box, the geometrical properties are specified using default units, see *Specifying units* on page 8.

Note: You can specify measurements in other units than the default ones. In that case, the Overlay Editor recalculates the specified values, and presents the properties using the default units.

Displacement

The object is either displaced from the origin of the grid, or from the upper-left corner of the page, see *Specifying general Overlay Editor settings* on page 10.
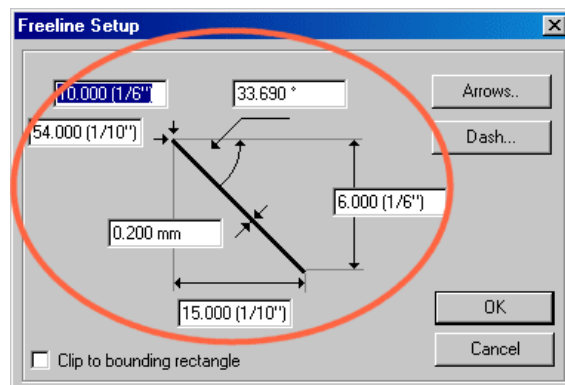
Figure 1   Geometrical properties of a freeline

Box properties

You specify the box properties in the **Box Setup** dialog box.

Box properties	
Equal linewidths	Select to use equal line widths for horizontal and vertical lines.
Equal corners	Select to use equal corners.
Borders	Select the check boxes that correspond to the sides you want to be shown on the printed overlay.
Repetitions	Click to add several boxes of the same type. Specify the distance between the boxes, and the number of boxes you want to add.

Ellipse properties

You specify the ellipse properties in the **Ellipse Setup** dialog box.

Ellipse properties	
Repetitions	Click to add several ellipses of the same type. Specify the between the ellipses, and the number of ellipses you want to add.

Check box properties

You specify the check box properties in the **Check Box Setup** dialog box.

Check box properties	
Repetitions	Click to select several check boxes of the same type. Specify the distance between the check boxes, and the number of check boxes you want to add.
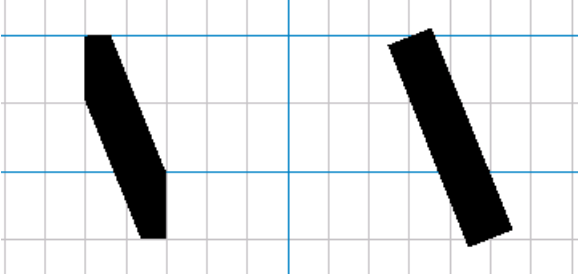
Grass line and marker line properties

You specify the grass and marker line properties in the **Grass Lines Setup** and **Marker Lines Setup** dialog boxes.

Grass line and marker line properties	
Repeat Count	The number of grass or marker lines to display.

Freeline properties

You specify the freeline properties in the **Freeline Setup** dialog box.

Freeline properties	
Clip to bounding rectangle	Select to make the line ends limited by the bounding rectangle of the line. **Note:** To see the effect, select **View** > **Show Exact**.
Arrows	Click to insert arrow heads. You can insert a left and a right arrow head. For each arrow head, you can specify the size and angle. **Note:** To see the effect, select **View** > **Show Exact**.
Dash	Click to create a dashed line. You can either use a solid or a dashed line. For a dashed line, you specify the lengths of the dashes and the gaps, and whether you want the line to start with a dash or a gap. You can also center the dashes on the line.

Horizontal line and vertical line properties

You specify the properties of horizontal and vertical lines (including dotted lines) in the **Horizontal Lines Setup** and **Vertical Lines Setup** dialog boxes.

Horizontal and vertical line properties	
Repeat Count	The number of horizontal or vertical lines to display.
Dash	Click to create a dashed line. You can either use a solid or a dashed line. For a dashed line, you specify the lengths of the dashes and the gaps, and whether you want the line to start with a dash or a gap. You can also center the dashes on the line.

Images

You can add images of most of the common image formats to an overlay page. Once the image is added, you can manipulate it in the following ways:

- Specify image properties. The properties will be applied on the added source image, without changing the source image.

- Specify how you want the image to be displayed on screen. The display properties will be applied on top of the image properties, without changing the source image.

Adding images

Prerequisites

Before you can add an image, you must include it as a resource in the resource set you intend to use.

> When you save an overlay that includes embedded or linked images, the images are automatically included in the resource set. Therefore, if you add an image by copying it from the clipboard (embed the image) or by dragging it from the Windows Explorer (link the image), you do not have to include it in the resource set.

To add an image from a resource set

1 Select **File** > **Import** > **Image**. The Select Resource dialog box opens.

2 Browse to the correct folder and double-click the image.

3 Position the image using the mouse.

Adding images when running in stand-alone mode

When you run the Overlay Editor in stand-alone mode, you must embed images. When you import the overlay to a resource set, all embedded images are added as image resources to the same resource set. This means the overlay resource will use references to the image resources instead of using the embedded images.

To add an image

1 Select **File** > **Import** > **Image**. The Import image dialog box opens.

2 Select the image.

3 Select **Embedded image** to embed the image.

4 If you want to use the mouse to position the image, select **Position image with mouse**. Otherwise, the upper-left corner of the image will be placed where you last clicked the mouse.

5 Click **OK**.

Disabling conversion of embedded images to resources

By default, embedded images are automatically included in the resource set when you save an overlay.

If required, you can select not to convert embedded images into resources. For example, in Projects created in old versions of StreamServe you may want to keep the images embedded.

To disable conversion of embedded images

1   Select **View** > **Preferences**. The Preferences dialog box opens.

2   Select the **LXF** tab.

3   Clear **Convert embedded images to resource**.

To convert an image resource to an embedded image

Right-click the image and select **Revert to embedded**.

Importing images from a scanner or digital camera

If you have a scanner or a digital camera with TWAIN drivers installed on your workstation, you can import images directly into the Overlay Editor directly from this source. Before you can import the images, you must identify the source.

To select the scanner source

1   Select **File** > **Scanner** > **Select Source**. The Select Source window opens.

2   Select the source.

3   Click **Select**.

To scan and import images

1   Select **File** > **Scanner** > **Acquire**. The Overlay Editor starts the default scanner or digital camera application.

2   Scan or select the image using the default scanner application as usual. When the image has been acquired, you will automatically be returned to the Overlay Editor window and the selected overlay.

3   Position the image on the page using the mouse.

Specifying how images are displayed on screen

The appearance of images on screen will never exactly match the appearance of images in a printed overlay. By specifying the imaging preferences, you can change the way images are displayed on screen in order to achieve a higher degree of similarity to printed output. The settings will affect all images in the overlay.

Note: The display settings will not affect the printed output.

To specify how images are displayed on screen

1 Select **View** > **Preferences**. The Preferences dialog box opens.

2 Select the **Imaging** tab.

3 Specify the display settings.

4 Click **OK**.

Display settings	
Intensity	An intensity value between -100 and +100, where -100 corresponds to black and +100 corresponds to white.
Contrast	A contrast ratio between -100 and +100 (in percent). The contrast ratio is the ratio between the brightest white and the darkest black in an image.
Gamma	A gamma correction factor between 0.01 and 4.99. Gamma is a numerical parameter that describes the non-linear relationship between pixel value and intensity. The non-linearity of the screen must be compensated in order to achieve a correct reproduction of the intensity in an image.
Dithering	Dithering is a technique that is used to mix pixels of available colors to simulate colors that are currently not available. **Ordered** – This option is faster than Error diffusion, but the result is often not as good. It may produce a distinctive pattern of darker or lighter areas in the image. **Error diffusion** – This option produces a less structured dither than the Ordered option. It eliminates the distinctive patterning using the surrounding pixels when mixing the pixel color. However, diffusion dithering may cause visual inconsistencies when only a part of the screen is redrawn.

Specifying image properties

For each image, you can configure a number of properties. These properties will be applied when the image is used on the overlay page. The source image will remain unchanged.

> If you are not satisfied with the configured properties, you can right-click the image and select **Select Resource** or **Reimport**. The image will be reloaded and the properties will return to the default values.
>
> You can always revert to the original image size by right-clicking the image and selecting **Original Size**.

To configure image properties

1 Double-click the image. The Image Properties dialog box opens.

2 Configure the image properties.

3 Click **OK**.

Image properties	
Browse	Click to replace the current image with another image.
Size	New values for **Width** and **Height**. **Scale** – The size (in percent) relative to the original size. **Relative** – The size (in percent) relative to the current size. **Size** – The absolute size. **Keep proportion** – Select to keep the ratio between the width and height.
Vertical mirror	Select to mirror the image vertically.
Horizontal mirror	Select to mirror the image horizontally.
Inverted	Select to display the negative of the image.
Locked	Select to lock the image so it cannot be moved or edited.
Under grid	Select to display the grid in the foreground.
Brightness	A value between 0 and 255 that adjusts the brightness.
Angle	A rotation angle (in degrees). The image will be rotated and resized to fit within the original image area.
Transparence	Click to change the color transparency.

Editing source images

You can select an image in Overlay Editor, and open Windows Explorer with the corresponding image file high-lighted. Then you can use the appropriate image editing tool to edit the source image.

To edit a source image

1   Right-click the image and select **Open Containing Folder**. Windows Explorer opens with the corresponding image file high-lighted.

2   Use the appropriate image editing tool to edit and save the image.

Exporting images

1   Right-click the image and select **Export Image**. The Export Image dialog box opens.

2   Browse to a suitable directory and enter an appropriate file name.

3   Select the format you want to export the image to.

4   Click **Save**.

Coloring objects

You can add colors to objects, such as lines and text. You can also fill boxes and ellipses with color.

To color an object

1 Right-click the object and select **Stroke Color** (for lines), **Text Color** (for text), or **Interior color** (for filling). The Color dialog box opens.

2 Specify the color settings.

3 Click **OK**.

Color settings	
Transparent	Select to make the object invisible.
Gray	Select to use a gray scale.
	Gray – A value between 0 and 100%, where 100 means black and 0 means transparent.
	Print on all separations – Select to make the color appear on all color separations.
	Overprint – Select to prevent dark colors in the background from blending with the object.
RGB	Select to use RGB colors. The RGB system is used for on-screen display.
	Specify the stroke color in red (**R**), green (**G**), and blue (**B**) colors. Enter a value between 0 and 255 for each color.
	Overprint – See above.
CMYK	Select to use CMYK colors. The CMYK system is used for printed color.
	Specify the stroke color in **Cyan**, **Magenta**, **Yellow**, and **Black**. Enter a value between 0 and 100% for each color.
	Overprint – See above.
Custom	Select to specify a CMYK color with custom color name.
	Specify the stroke color in **Cyan**, **Magenta**, **Yellow**, and **Black**. Enter a value between 0 and 100% for each color.
	Name – The name of the color.
	Overprint – See above.

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Coloring objects

Object layout

You can change the layout of objects on the overlay page. For example, you can align, move, and distribute objects. If objects overlap or cover each other, you can bring them to the front or send them to the back.

Aligning objects

You can align a group of objects with the object that is furthest in the alignment direction. For example, if you left align objects, the left side of each object will be aligned with the left side of the object that is furthest to the left. You can also make the width of all selected objects equal to the widest object.

To align objects

1 Select the objects.

2 Select **Object** > **Arrange** > **Align Objects** > **Right**, **Left**, **Top**, **Bottom**, or **Align Widths**.

Distributing objects

You can distribute a group of objects horizontally or vertically. The objects will be evenly distributed over the distance between the two objects that are furthest from each other.

To distribute objects

1 Select the objects.

2 Select **Object** > **Arrange** > **Space evenly** > **Across** or **Down**.

Moving objects relative to the grid

1 Select the objects.

2 Select **Object** > **Arrange** > **Move**. The Move selected objects dialog box opens.

3 Specify the move options.

4 Click **OK**.

Move options	
Horizontal	The number of grid steps that you want to move the selected objects horizontally.
Vertical	The number of grid steps that you want to move the selected objects vertically.
Leave original	Select to leave the original object in its place, and only paste a copy of it in the new position. **Repeat** – The number of evenly spaced objects you want to create.

Arranging overlapping objects

If objects overlap or cover each other, you can bring them to the front or send them to the back.

To bring objects forward or send backward one level

1 Select the objects.

2 Select **Object** > **Arrange** > **Move Up** or **Move Down**.

To bring objects to front or send objects to back

1 Select the objects.

2 Select **Object** > **Arrange** > **Bring To Front** or **Send To Back**.

Locking objects

You can lock objects so they cannot be moved by accident.

To lock an object

1 Select the object.

2 Select **Form** > **Form Info**. The Form Info dialog box opens.

3 Select the **Objects** tab. A list of the objects is displayed, with the selected object highlighted.

4 Click **Lock**.

5 Click **OK**.

Object libraries

You can create object libraries containing custom objects that you use frequently, for example logotypes, headers, footers, etc. First you add an object library to the Object Library toolbox, and then you add the objects to the library.

Adding object libraries

You can add new or existing object libraries to the Object Library toolbox.

To add a new object library

1 Select **View** > **Object Library Toolbox**. The Object Library toolbox opens.

2 Click **Setup**. The Preferences dialog box opens.

3 Click **New**. The Save Object Library dialog box opens.

4 Save the library file in a suitable directory. The Object Library dialog box opens.

5 Enter a name for the library and any additional comments.

6 Click **OK** twice.

To add an existing object library

1 Select **View** > **Object Library Toolbox**. The Object Library toolbox opens.

2 Open the toolbox menu and select **Settings**. The Preferences dialog box opens.

3 Click **Find**. The Locate Object Library dialog box opens.

4 Open the library to be added.

5 Click **OK**.

Adding objects to object libraries

You must add objects to the object library in the Object Library toolbox.

Prerequisites

When reusing an object from the object library, the object will be inserted in the same position as it was located in when it was added to the object library. Make sure that the object is placed in the correct position before adding it to the library.

To add objects to an object library

1   Select the objects.

2   Select **View** > **Object Library Toolbox**. The Object Library toolbox opens.

3   From the drop-down list, select the object library.

4   In the Object Library toolbox, click **Add**. The Object Library Entry dialog box opens.

5   Enter a name for the object.

6   Click **OK**.

Inserting objects from object libraries

You can insert an object from an object library on the selected overlay page. The object will be inserted in the same position that it was located in when it was added to the object library.

To insert an object

1   Select **View** > **Object Library Toolbox**. The Object Library toolbox opens.

2   Select the object library.

3   From the list of available objects, select the object.

4   Click **Insert**.

Entering and viewing overlay information

General information about an overlay, as well as detailed information about added objects, imported images, used fonts, etc., is automatically saved in the overlay file. You can enter and view overlay information at any time.

To enter and view overlay information

1 Select **Form** > **Form Info**. The Form Info dialog box opens.

2 Select the appropriate tab.

3 Enter new information, and view information from the Overlay Editor.

4 Click **OK**.

General overlay information

You find the general overlay information on the **General** tab in the Form Info dialog box.

General overlay information	
Document	• The name of the overlay. • The directory where the overlay is stored. • The date when the overlay was created. • The date when the overlay was last saved. • The Overlay Editor file version.
Creator	The name of the user that created the current file. You can edit the name and add more information to this field. **Save creator name as default** – Select to set the current creator as the default creator.
Description	A description of the overlay.
Notes	Notes concerning the overlay.
Template	The name of the creator of the overlay template that was used when creating the current overlay.
Paper size	The paper size of the overlay.
Passwords	Indicates if the overlay is protected by a password.

General overlay information	
Document identifier	A unique number that identifies the overlay.
Pages	Makes it possible to edit and view notes and descriptions for each page in the overlay. Select the page and click **View**.

Information about added objects

You find the object information on the **Objects** tab in the Form Info dialog box.

Object information	
Objects on current page	A list of all the objects that have been added to the current page. The objects are listed in the order in which they appear on the page, starting with the object closest to the foreground at the top, and ending with the object closest to the background at the bottom.
Up	Click to move the selected object closer to the foreground.
Down	Click to move the selected object closer to the background.
Lock	See *Locking objects* on page 45.
Unlock	Click to unlock the selected object.

Font information

You find the font information on the **Fonts** tab in the Form Info dialog box.

Font information	
Typefaces and fonts	A list of all the fonts that have been used in the overlay.
Change	Click to change the properties of the selected font.

You find the information about embedded fonts on the **Embedding** tab in the Form Info dialog box.

Information about embedded fonts *Only applicable when using FFD files (see Stand-alone formats on page 53) in stand-alone mode.*	
Typeface families	A list of all TrueType fonts used in the overlay.
Embedded	Click to embed the selected font into the overlay. When opening the overlay on a workstation where the font is unavailable, the font will be installed automatically.
Normal	Click to not embed the selected font in the overlay. For example, if the font is protected by copyright conditions stated in the font file.
Embed all	Select to embed all listed fonts in the overlay.

Color information

You find the color information on the **Colors** tab in the Form Info dialog box.

Color information	
Colors used in current document	A list of all the colors – standard or custom RGB and CMYK colors – that have been used on the current page.
Change	Click to change the properties of a selected color.
Turn all output into grayscale	Select to convert the colors to gray scale.

Saving overlays

To enable the use of an overlay in the PageOUT tool, you must save the overlay in an internal StreamServe format called LXF (Layout eXchange Format). The LXF file is used both for previewing the overlay in the PageOUT tool, and for printing the overlay on the output page.

Stand-alone formats

If you run the Overlay Editor in stand-alone mode, you can save the overlay in formats other than the LXF format. Such overlays cannot be used directly in the PageOUT tool, but can be used as templates when creating similar overlays.

The following stand-alone formats are available:

- Fill-In Overlay Editor Form (`*.ffd`) – A standard Overlay Editor format.
- Fill-In Overlay Editor Compressed (`*.fdz`) – A compressed version of the standard Overlay Editor format.

PRN and EMF formats

In previous versions of StreamServe, you exported an overlay to one PRN file (PCL or PostScript print file) and one EMF file (Enhanced MetaFile). These files were then used in StreamServe Projects.

Nowadays, you should always create and use overlays in LXF format. However, you can still use your old overlays in PRN/EMF format in new Projects. For more information, see the *PageOUT* documentation.

Specifying general saving settings

Only applicable when running in stand-alone mode.

Before you save a overlay, you can specify different tasks to be performed automatically when you save the overlay.

To specify saving settings

1 Select **View** > **Preferences**. The Preferences dialog box opens.

2 Select the **Save** tab.

3 Specify the saving settings.

4 Click **OK**.

Saving settings	
Write page preview into file	Select to save a 100×100 pixel thumbnail in Windows Bitmap format for each page in an FFD file.
	Compress page preview – Select to compress the page preview thumbnail files by up to 90% using RLE (run-length encoding).
Create backup before saving	Select to create backup copies (`*.bak`) of files before saving the new versions.
Compact file when lost space exceeds XX%	Since FFD files are saved by using a compound file technique, large overlay files with many pages may eventually become fragmented. Activating this setting avoids this. *Recommended*: 35%
	Ask user before compacting file – Select to make the Overlay Editor ask for permission before compacting files.
Save last recently used directories	Select to make the Overlay Editor remember the directory where you last opened or saved a file. This directory will then be opened the next time you want to open or save a file.

Specifying LXF-related saving settings

Before you save an overlay as an LXF file, you can specify different tasks to be performed automatically when you save an overlay as an LXF file.

To specify LXF-related saving settings

1   Select **View** > **Preferences**. The Preferences dialog box opens.

2   Select the **LXF** tab.

3   Specify the LXF-related saving settings.

4   Click **OK**.

LXF-related saving settings	
Convert embedded images to files	*Only applicable when running in stand-alone mode.* Select to convert all embedded images to linked images.
Copy linked files to destination	*Only applicable when running in stand-alone mode.* Select to copy linked image files to the same folder as the LXF file. This is useful if the exported LXF files are moved to another location, as it reduces the risk of broken links.
Convert embedded images to resource	See *Disabling conversion of embedded images to resources* on page 35.

Password protecting overlays

Only applicable when creating FFD files (see Stand-alone formats on page 53) in stand-alone mode.

You can protect an overlay by using a password (max 10 characters), so that no unauthorized user can open it.

To password protect overlays

1   Select **Form** > **Passwords**. The Set Passwords dialog box opens.

2   Enter and retype the password.

3   Click **OK**.

Saving LXF overlays

Select **File** > **Save**.

Saving stand-alone overlays as LXF files

Only applicable when running in stand-alone mode.

Before you can use an overlay in FFD or FDZ format in the PageOUT tool, you must save the overlay as an LXF file.

To save a a single overlay in LXF format

Select **File** > **Save As** and save the file in LXF format.

To batch convert overlays into LXF format

1 Select **File** > **Convert Forms**. The Convert forms dialog box opens.

2 In the Directory box, specify the directory containing the overlays.

3 From the **Format 1** list, select **Layout eXchange Format**.

4 Click **Options**. The LXF export options dialog box opens.

5 Specify the export options.

6 Click **OK**.

7 In the Destination directory box, specify the directory for the LXF files.

8 Click **Convert**.

LXF export options	
Include element defaults	Select to include all element settings, including the ones that have default values, in the LXF file. This option increases the LXF file size.
Convert embedded images to files	Select to save images as separate files. The image files are saved in the same folder as the LXF file. If cleared, images are embedded into the LXF file. **Note:** If you embed large image files, performance will be affected.
Copy linked files to destination	Select to copy linked image files to the same folder as the LXF file. This is useful if the exported LXF files are going to be moved to another location, as it reduces the risk of broken links.

To compress LXF files

When you save an LXF file (**Save As** option when saving single overlays and **Format** option when batch converting overlays) you can select **Layout eXchange Format Compressed** if you want to compress the LXF files.

Printing and mailing overlays

From the Overlay Editor, you can print an overlay. If you run the Overlay Editor in stand-alone mode, you can send the overlay in an email directly from the Overlay Editor.

Printing overlays

Before you can print an overlay, you must specify the print settings for the Overlay Editor.

To specify the print settings

1 Select **File** > **Print Format**. The Preferences window opens.

2 Select the **Printing** tab.

3 Specify the print settings.

4 Click **OK**.

Print settings	
Print graphics	Select to make any graphics appear on the printout.
Print images	Select to make images appear on the printout.
Print info page after form	Select to create and print a separate page with general information after printing the overlay.
Send printer commands	Select to send printer command objects (which can be used for PCL macro files) to the printer.
Relative to printer default margins	Select to fit the overlay to the printable area on the printer paper.
Relative to absolute coordinates	Select to print the overlay relative to the upper-left corner of the paper, even though the printer cannot print all the way to the edge of the paper.

To print an overlay

Select **File** > **Print**.

Mailing overlays

Only applicable when running in stand-alone mode.

Requirements

- To be able to use the email function in the Overlay Editor, you must use an SMAPI compatible email program.

- Before you send the overlay by email, you must log in to the mail module.

To log in to the mail module

1 Select **File** > **Mail** > **Log In**. The Choose Profile dialog box opens.

2 From the Profile Name drop-down list, select the mail profile.

3 Click **OK**.

To mail an overlay

1 Select **File** > **Mail** > **Send Form**. The Compose Message dialog box opens an email message with the overlay attached.

2 Fill in the appropriate fields. Select **Require receipt** to ask the recipients to send a receipt when they have opened the message.

   Note: The recipients must also be using a SMAPI compatible email program in order for the Require receipt option to work.

3 Click **Send**.

Converting PDF to LXF

You can open a PDF file in Overlay Editor (Stand alone), and convert it to LXF. When you open the PDF file, Overlay Editor uses the PDFIN filter to convert the PDF to LXF. See the *PDFIN filter* documentation for more information about the PDFIN filter.

To convert a PDF file to LXF

1. From Windows Start menu, select **All Programs** > **StreamServe Persuasion** > **Design** > **Overlay Editor** to open Overlay Editor.

2. Select **File** > **Open** and browse to and select the PDF file you want to open. The PDF import dialog box opens.

3. Configure the import settings (see PDF import settings below) and click **OK**. The PDF document is converted to LXF and opened in Overlay Editor.

4. Select **File** > **Save** to save the LXF document.

PDF import settings
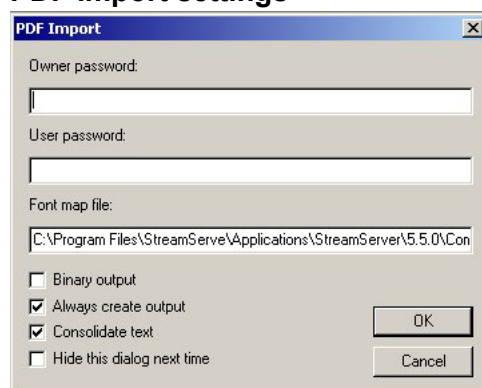
Settings	
Owner password	The password to enter if the PDF input document is protected by an owner password.
User password	The password to enter if the PDF input document is protected by a user password.
Font map file	Path to a mapping table where PDF font names are mapped to Windows font names. See *PDFIN filter* documentation for more information.
Binary output	This PDFIN filter option converts the PDF file to binary format. Not applicable to Overlay Editor.

Settings	
Always create output	When enabled, the PDFIN filter always creates LXF output, even if an error occurs.
Consolidate text	Select to create one text fragment for each line of text. If you do not select this option, each line of text in the LXF will consist of several text fragments. See *Consolidating text* on page 63 for more information.
Hide this dialog next time	Select to hide this dialog box the next time you import a PDF file. You can enable the dialog box again if you select **View** > **Preferences** and select **Prompt for PDF import options**.

Consolidating text

When you convert a PDF file to LXF, each paragraph section in the PDF is by default converted to several text fragments in the LXF. This means it will be difficult to edit the text in Overlay Editor.
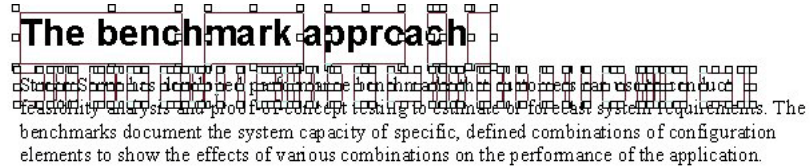

Figure 2   Several text fragments in Overlay Editor.

When you import the PDF file, you can enable the option **Consolidate text**. If you do so, each line of text in the PDF is included in the same text fragment in the LXF.
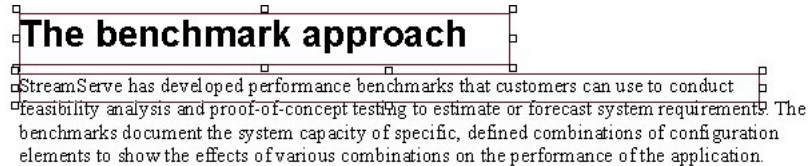

Figure 3   Each text line one text fragment in Overlay Editor.

When you have imported the PDF file, you can manually define text fragments to consolidate. For example, you can consolidate the text in each paragraph.
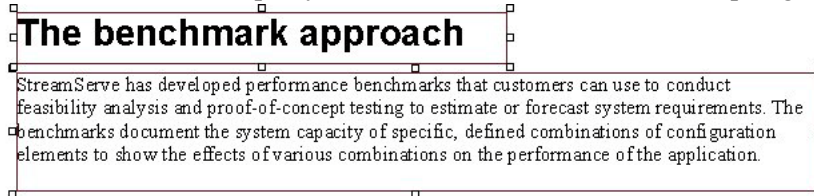

Figure 4   Consolidating text in paragraphs.

To consolidate text manually

1   Select the text fragments you want to consolidate.

2   Select **Object** > **Arrange** > **Consolidate**.