

Introduction to



# Publisher

Desktop Publishing.  
Simplified.

Version 1.1

Sit back, relax...



...and we'll show you around.

(1)

What does what

(and where it is)

# iStudio Publisher layout overview

The image displays the iStudio Publisher software interface. The central workspace shows a brochure layout for 'ReallyEstates' with a green header, a photograph of a modern building, and a red-to-white gradient footer. The interface includes several key components:

- Toolbar:** Located at the top, it contains various icons for editing and navigation.
- Toolkit:** A vertical panel on the left side containing drawing and editing tools.
- Shape Library:** A vertical panel on the left side containing a collection of pre-designed shapes and graphics.
- Zooming:** A label at the bottom left of the workspace.
- Page Navigation:** A label at the bottom center of the workspace.
- Show / Hide:** A label at the bottom right of the workspace.
- The Inspectors:** A vertical panel on the right side, currently showing the 'Image' inspector with settings for opacity, flip, fit, size, scale, align, and position.
- Colors:** A color picker tool located below the inspectors, featuring a color wheel and a color bar.

# Toolbar

Along the top of the screen, you will probably use these buttons regularly:



Save Print

Undo;  
Redo

Cut; Copy;  
Paste; Duplicate

Show Master Page;  
Show Body Pages



Working;  
Preview  
modes

Snap to  
guides;  
Snap to  
grid

Show  
guides;  
Show  
x-hair

Group;  
Ungroup

Ordering on page  
(To front, to back)



Rotate shapes

Flip  
shapes

Align shapes

# Toolkit

At the top left of your screen is where you can:

Select and edit shapes



Select and edit text

Select and modify images within shapes



Add a blank shape in text mode

Modifying a shape



Rotate shapes

Set up text flows



Write along a line or the outside of a shape

Draw a straight line



Create any shape with the Multi-Line Tool

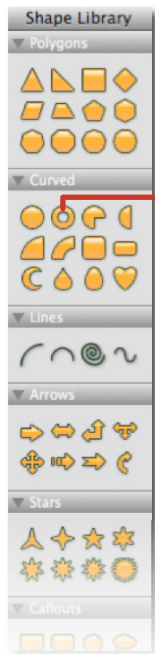
Draw a curve



Scribble

# The Shape Library

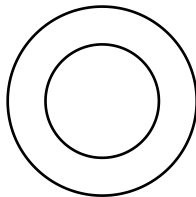
A series of pre-built shapes to kick-start your designs:



Click on any shape to select it, then move to your page.



Click and drag to draw that shape to the size you desire.

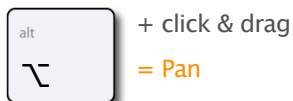


# Navigation

Move around your document with the greatest of ease.

These navigation buttons are across the bottom of the screen:

## Moving around with the mouse



Zoom to canvas

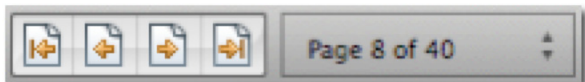
Zoom to canvas

Zoom to page

Zoom to selected

Zoom in and out

Zoom level



Move between pages

Select page



# Show / Hide Application Sections

Show or hide sections of the user interface by using this panel at the bottom right of your screen:

**Show or hide:**



*Inspectors*

*Style catalogues*

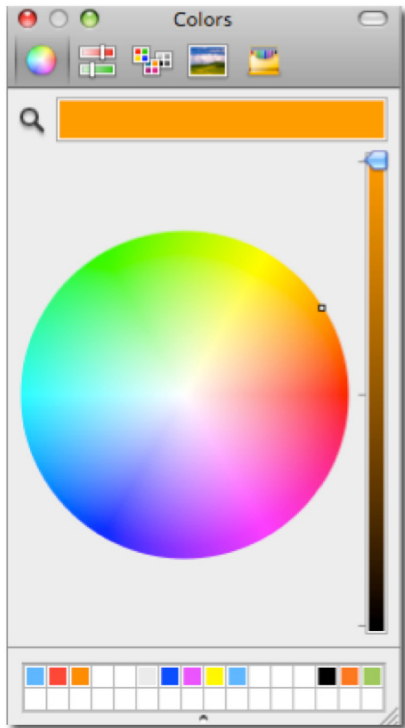
*Shape Library*

*Toolkit*

*Rulers*

*Page Thumbnails*

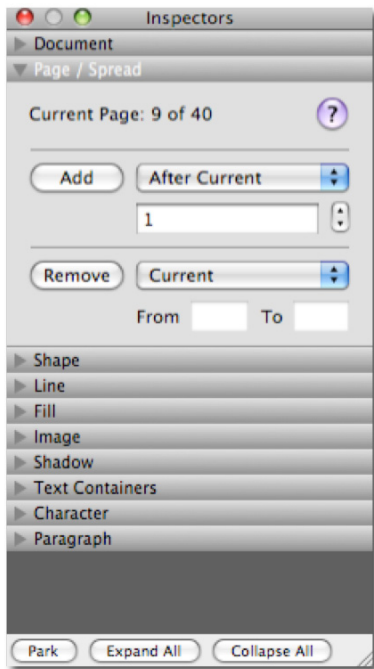
# The Color Chooser



The standard apple color chooser is used in iStudio Publisher.

Note: This allows you to share your saved colors with other applications.

# Inspectors



Welcome to the business end of iStudio Publisher.

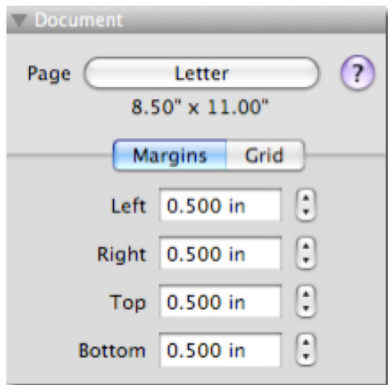
This is where you have the power to **edit** and **manipulate** any **shapes**, **text** and their **interaction** with each other.

(2)

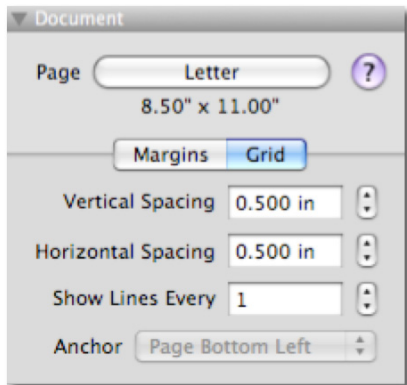
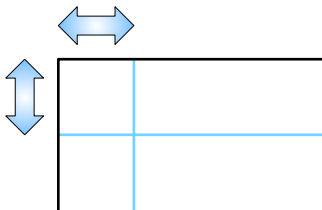
The Inspectors

(learn to control the power)

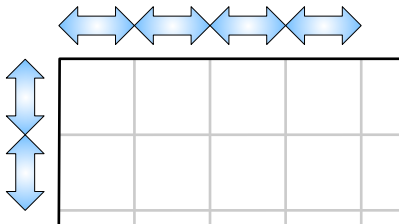
# Document Inspector



Set the margins around the edge of the page.

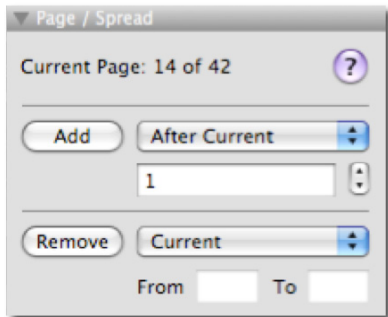


Set your page grid.

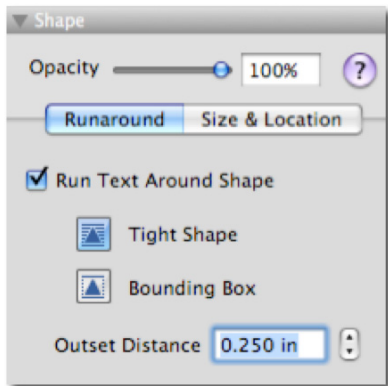


## Page / Spread Inspector

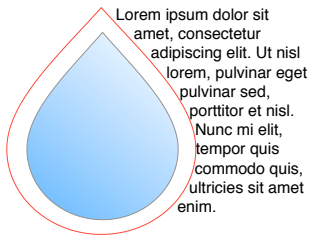
Add and remove pages and spreads to your document here.



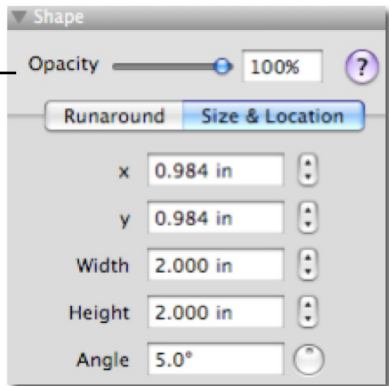
# Shape Inspector



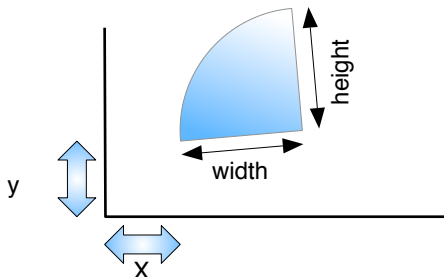
Set the text wrapping.



Set the shapes overall opacity.

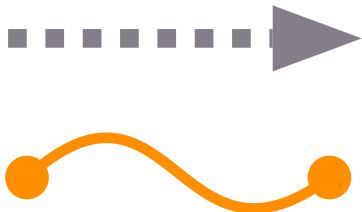
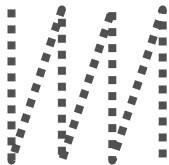
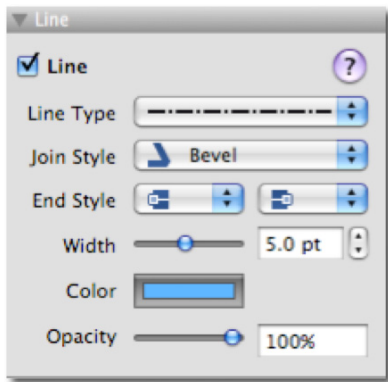


Set the size and location.



# Line Inspector

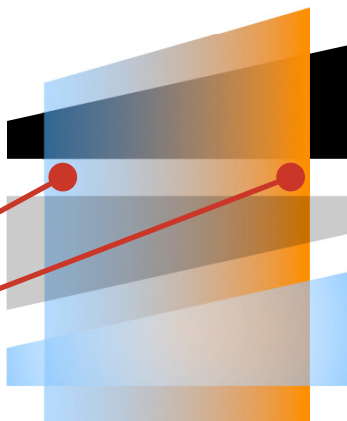
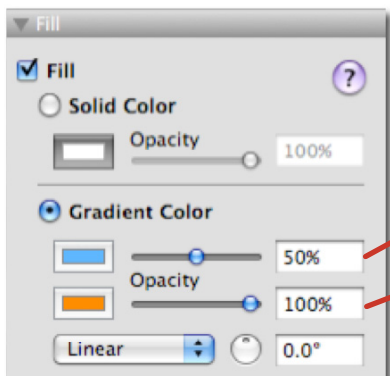
Create a variety of line styles for single lines, or shapes.



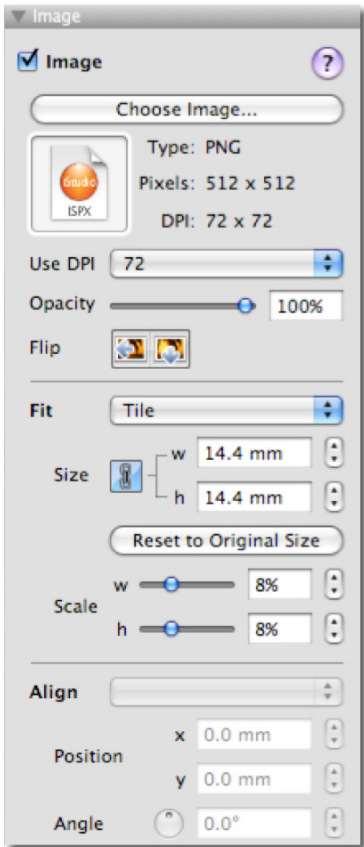


# Fill Inspector

Create a variety of solid or gradient fill styles.



Overlay shapes and adjust the opacity of each fill to create some cool effects.

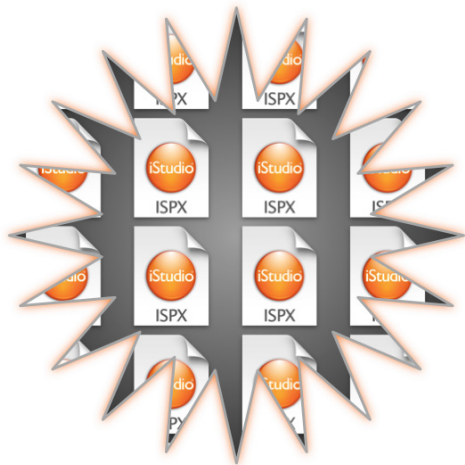


## Image Inspector

Scale them, stretch them, crop them, tile them.

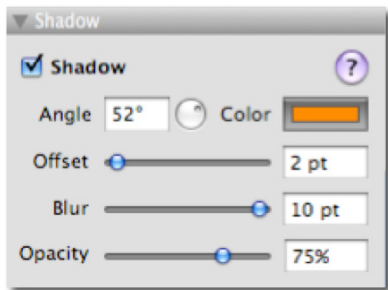
Loads of cool things to try here.

Try placing an image in a star shape, reducing its size, then selecting **Tile** under the Fit menu:



# Shadow Inspector

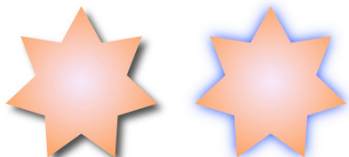
Shadow shapes or transparent images with many colours using the versatile Shadow Inspector.



Shadow a PDF



Shadow a shape

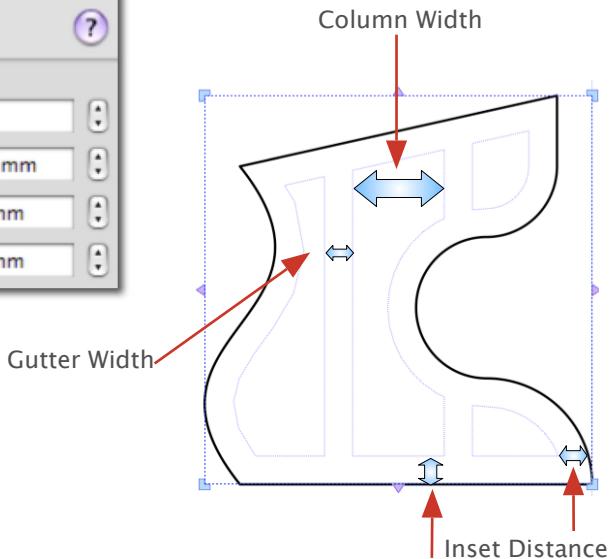
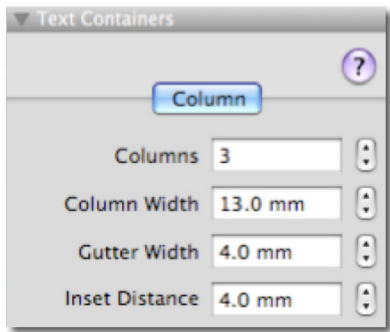


Shadow an image

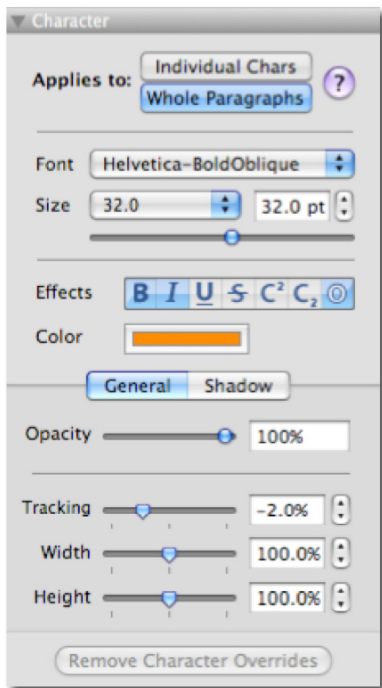


# Text Containers Inspector

Create any shape, then add your text columns.



# Character Inspector



Here is where you change the appearance of the characters in the text.

For example:

my text

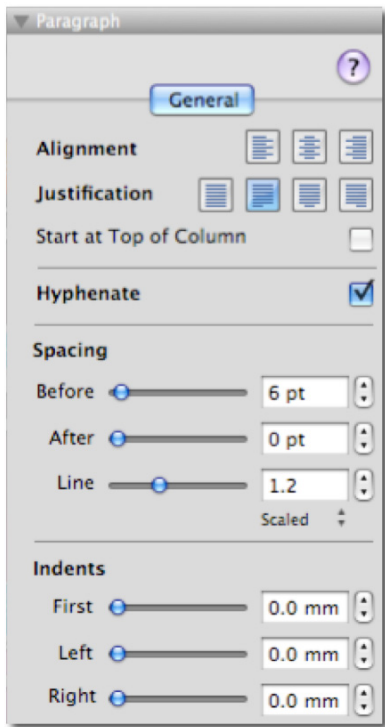
**my text** *my text*

my text

my text

my text

# Paragraph Inspector



Here is where you change the appearance of the paragraphs and you can:

Align Left, Right, Centred or use the four fully Justified modes.

Push a paragraph to **start at the top of next column**.

**Hyphenate** a paragraph.

Add **Spacing** before and after paragraphs and between the lines.

**Indent** the first line of a paragraph, the whole of the left of the paragraph (minus the first line) or the right hand side.

(3)

Shapes

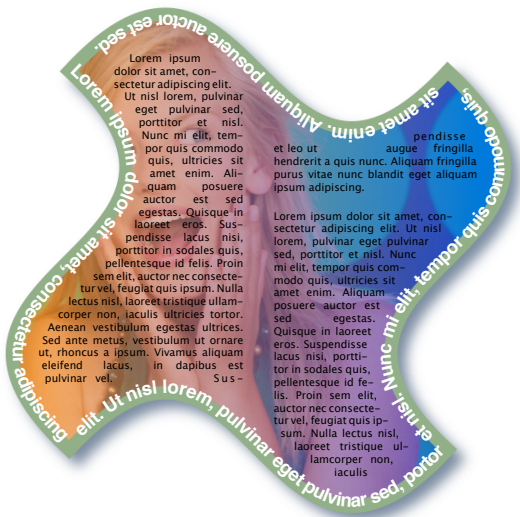
(the basis for all content)

# Shape overview

The starting point for all content is a shape, which you create using the Shape Library or any of the drawing tools.

A shape is a container in which you can add any combination of:

- text in columns;
- an image;
- a line style;
- a fill style;
- text along its outline path;
- and a shadow





# Creating shapes:

## 1. Straight Line Tool



Click, move and click. Simple as that to create a straight line.

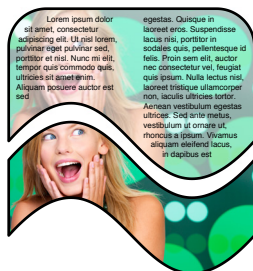
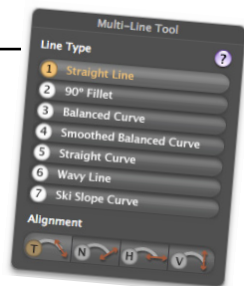
## 2. The Multi-Line Tool



You can create any shape you can think of, by using the sparkly new Multi-Line Tool head up display.

As you draw, click on each item, or press 1 to 7 and T, N, H and V to let your imagination run wild. **Just double click to finish drawing at any time.**

Once you have drawn your funky shape, you can insert an image and text within it, as you can with all shapes created in iStudio Publisher.



## Creating shapes (part deux):

### 3. Bezier Curve Tool



Click, move, click and then move around to start forming a curve.

The curve passes through all of your click points.

It's really useful for creating curved text paths.

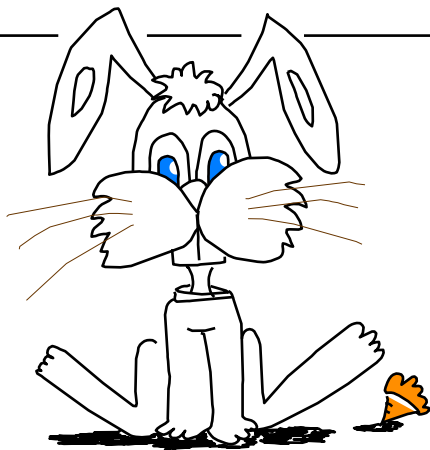
---

### 4. The Freeform Scribble Tool

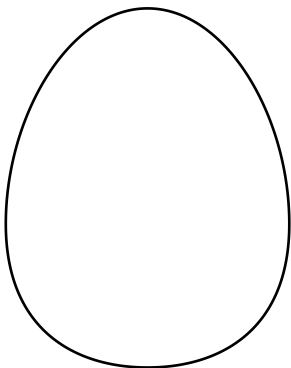


Just like picking up a pencil.

Just select then draw!



# How to add text to a shape



First, create a shape.

In this case it's an egg shape from the Shape Library.

Select the Text Tool and click into the shape.



Now just type or paste text into the shape.

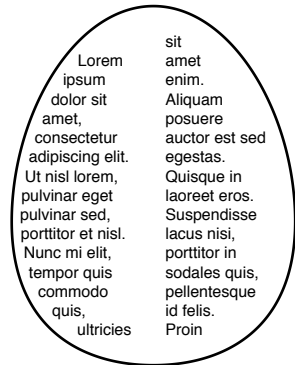
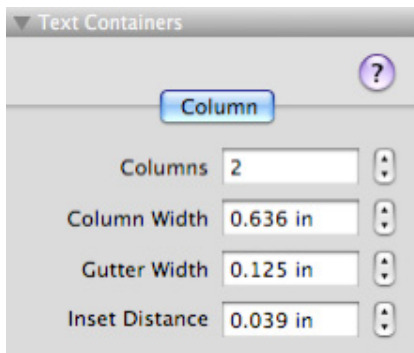
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut nisi lorem, pulvinar eget pulvinar sed, porttitor et nisi. Nunc mi elit, tempor quis commodo quis, ultricies sit amet enim. Aliquam posuere auctor est sed egestas. Quisque in laoreet eros. Suspendisse lacus nisi, porttitor in sodales quis, pellentesque id felis. Proin sem elit, auctor nec consectetur vel, feugiat quis ipsum. Nulla lectus nisi, laoreet tristique ullamcorper non, iaculis ultricies tortor.

**Note:** If your document is to include lots of text, we recommend preparing the text in a word processor and then using copy and paste to bring it into iStudio Publisher for layout, formatting and final editing.

# How to add columns to a shape

Select the shape with the text in it **whilst using the Pointer Tool**.

Go to the Text Containers Inspector to add columns.



# How to add an image

Select a shape.

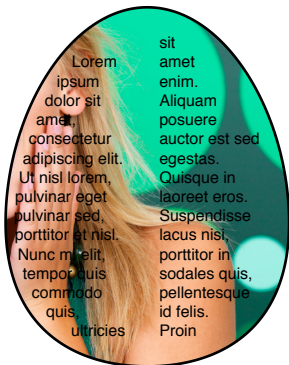
In this case we'll stick with the egg shape from the previous page.

Then you can either:

1. Choose menu option Insert > Image;

or

2. Select the Image checkbox in the Image Inspector.



**Note:** You can insert the following file types:

Insert menu > Image:

**BMP, GIF, ICNS, ICO, JPEG, JPEG 2000, PICT, PNG, PSD and TIF files.**

Insert menu > PDF, EPS, AI

**PDF, EPS, AI**

# How to manipulate an image

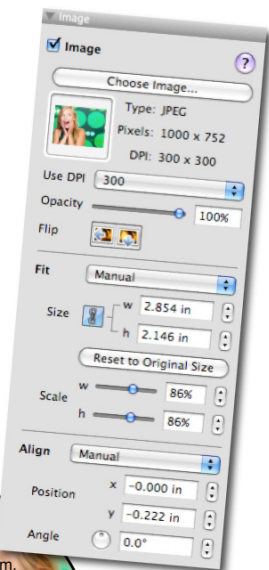
Select a shape with the image then either:

1. Go to the Image Inspector to change the settings;

or



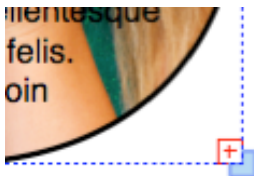
2. Select the Image Tool, double click the image to set its Fit mode to Manual, then move, scale or rotate the image.



## How to flow text to another shape

When text overflows a shape you will see a red cross at the bottom right hand corner.

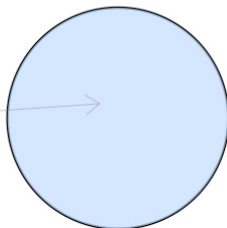
You can flow this text into another shape, or around a text path.



Select the Text Flow Tool.

Click on the origin shape.

Then click the destination shape.



Note: You can do this across pages by using the page navigation tools.

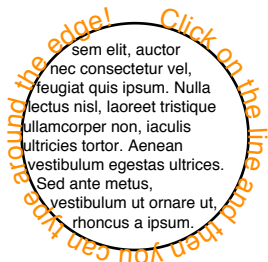
# How to write text along a line and the outside of a shape



Select the Text Along Path Tool.

Hover over any line and you will see  
'Click to Type on Path'.

Click on the line and off you go!





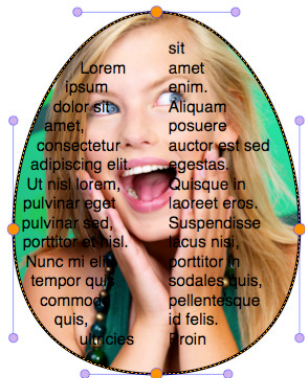
# How to modify a shape



Select the Reshaping Tool.

Select an image and you will see node handles.

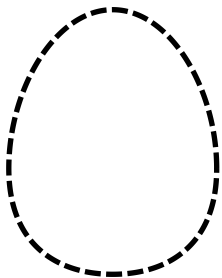
Click and drag the orange and purple node handles to modify the shape.



# Shape breakdown

A shape can be made up of the following items, which are automatically layered.

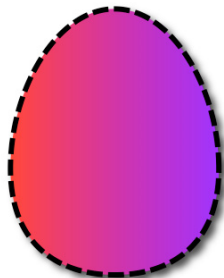
Line style



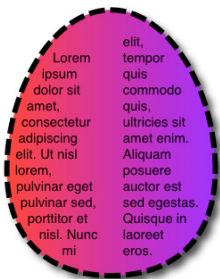
Shadow



Fill style



Text



Image



Text around



(4)

Making life easier

(shortcuts you wish you knew before)

# Handy shortcuts

## ACTION

## SHORTCUT

Normal mode

ctrl + ⌘ + n

Preview mode

ctrl + ⌘ + p

Show / hide grid

ctrl + ⌘ + g

Group

⌘ + g

Ungroup

⌘ + shift + g

Duplicate shape

⌘ + d

Rotate 5° anti

ctrl + ⌘ + shift + ←

Rotate 5° clockwise

ctrl + ⌘ + shift + →

To front of page

ctrl + ⌘ + ↑

To back of page

ctrl + ⌘ + ↓

# Panning and zooming

## ACTION

## SHORTCUT

Zoom in 10%	⌘ +
Zoom out 10%	⌘ -
Zoom to selected	ctrl + 0
Zoom to page	⌘ + 0
...to page width	⌘ + shift + 0
Zoom to 100%	⌘ + 1
Zoom to 200%	⌘ + 2
Zoom to 300%	⌘ + 3
Zoom to 400%	⌘ + 4
Zoom to 500%	⌘ + 5
Zoom out tool	ctrl + x
Zoom in tool	ctrl + z

## Moving around with the mouse



+ scroll wheel  
= Smooth zoom



+ click & drag  
= Pan

# Shortcuts for Selecting Tools

## SHORTCUT

ctrl + a



ctrl + i



ctrl + s



ctrl + f



ctrl + l



ctrl + b



ctrl + x



## SHORTCUT

ctrl + t

ctrl + e

ctrl + r

ctrl + p

ctrl + m

ctrl + g

ctrl + z

## Moving between pages

### ACTION

### SHORTCUT

First Page	ctrl + ⌘ + ↑
Previous Page	ctrl + ⌘ + ←
Next Page	ctrl + ⌘ + →
Last Page	ctrl + ⌘ + ↓

---

## Moving between shapes

### ACTION

### SHORTCUT

Cycle through shapes	Tab
Cycle the other way	Shift + Tab
Select all shapes	⌘ + ⌘ + a
Select inverse	⌘ + ⌘ + shift + a

# Seeing double and the window

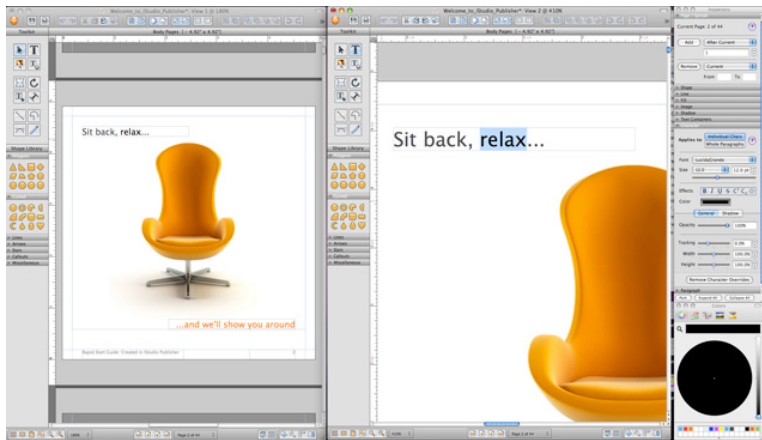
## ACTION

Maximize working area ⌘ + ⌘ + 0

## SHORTCUT

New document window ⌘ + shift + n

Selecting new document window allows you to have many windows looking at the same document at the same time.





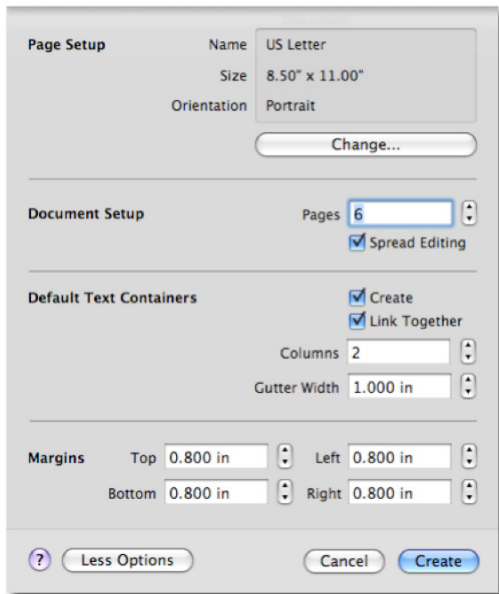
(5)

## New Document Dialog

(setup a single page or a 900 page book)

# The New Document Dialog

The New Document Dialog lets you setup a large number of pages that automatically flow text from one to the other, with a default text container on each page, with columns in each. Here you can:



**Page Setup**

Name: US Letter  
Size: 8.50" x 11.00"  
Orientation: Portrait

Change...

---

**Document Setup**

Pages: 6  
 Spread Editing

---

**Default Text Containers**

Create  
 Link Together

Columns: 2  
Gutter Width: 1.000 in

---

**Margins**

Top: 0.800 in    Left: 0.800 in  
Bottom: 0.800 in    Right: 0.800 in

? Less Options    Cancel    Create

Set the page size.

Set the number of pages.

Set if the pages are to be displayed in pairs using spread editing mode.

Here is where you create a default text container on each page and link them together. You can set the number of columns too.

Set the margins for the page and the text container here.

# The New Document Dialog

## The result

Here is the document setup as on the previous page.

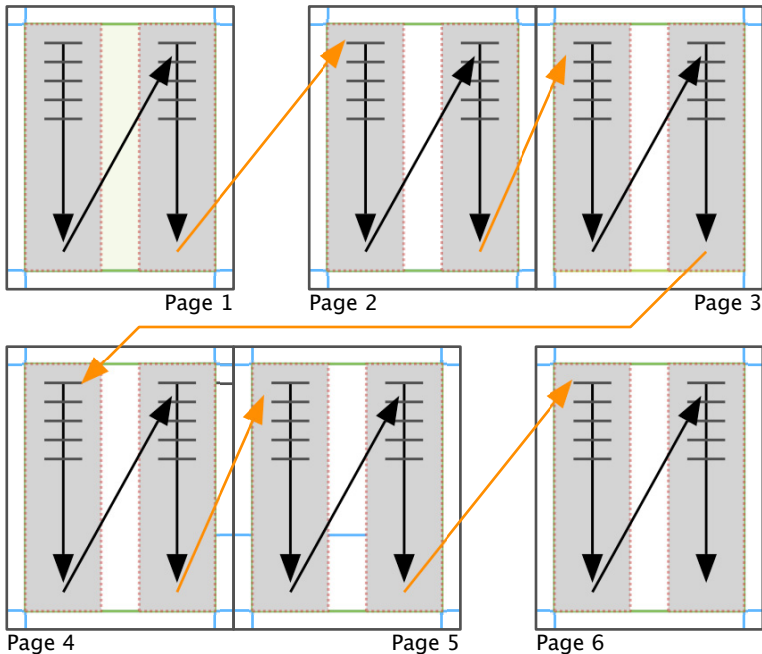
Text

Default Text Container

Columns & Gutter

Margins

Link Pages Together



# Legal

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[www.istudiopublisher.com](http://www.istudiopublisher.com)