

User Guide

Covering Infix Standard & Professional Editions

Infix Version 3 User Guide

Covering Infix Standard & Professional Editions
version 3.12 onwards

For technical support and software
updates, visit www.iceni.com/support.htm



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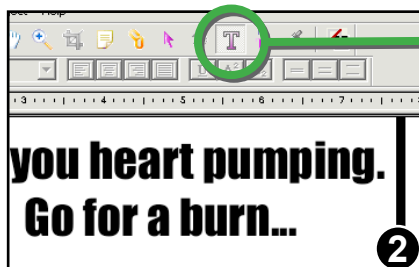
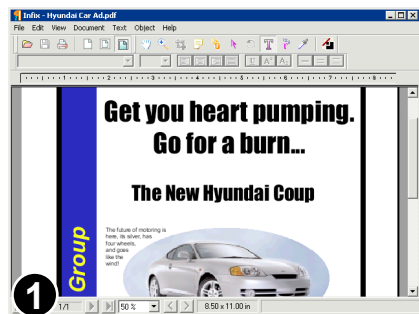
Quick Start Guide

- ☞ **Activating Infix**
- ☞ **Basic Text Editing**
- ☞ **Infix Preferences**
- ☞ **Off-line Activation**
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- ☞ **Toolbars: Drawing**
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- ☞ **Toolbars: Standard**
- ☞ **Toolbars: Status**
- ☞ **Using Pay & Save**

Basic Text Editing

Infix enables you to edit text in a PDF document as if you were using a regular word processor.

Open the PDF document to be edited.



From the toolbar select the "Text Tool".



Click the mouse on the text to be edited.



Edit the text - in this example the letter "r" has been added to "your".

The text box is now too small to show all the text and needs to be expanded.

Continued...

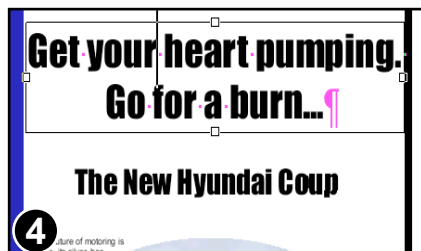
Continued from previous page



3 The New Hyundai Coup

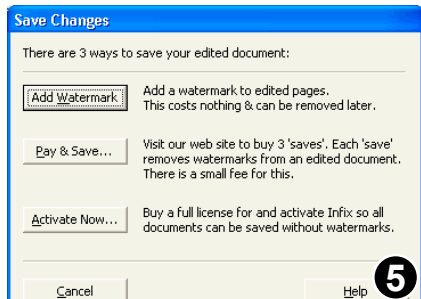
To reveal the missing text, resize the text box.

Drag the left & right resize handles outwards to make the box slightly wider.



The text now fits on two lines as before.

Save the changes you have made to your document.



If you have the free version of Infix you will see this dialogue box.

You have the option to save your document with a watermark added to edited pages. The watermarks can be safely removed at a later date.

The second option allows you to save the document without a watermark for a small fee.

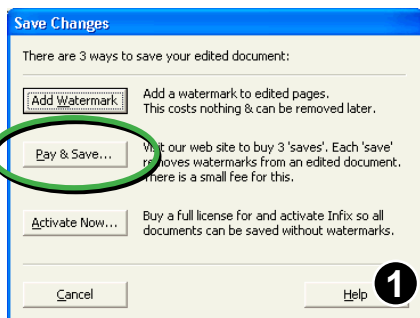
The third option activates your copy of Infix using the activation key supplied when you purchase the product. After activation watermarks are no longer added to documents.

Using Pay & Save

When you save your edited document using the free version of Infix, a watermark is added to each modified page.

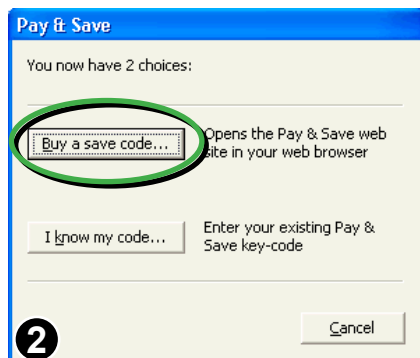
You can avoid adding a watermark even when using the free version of Infix by using the **Pay & Save** option.

You will need internet access in order to use **Pay & Save**.



Choose **Save...** or **Save As...** from the **File** menu.

Press the **Pay & Save** button to save your document without a watermark.



If you don't have a **Pay & Save** code already, press **Buy a save code**.

If you do have a code that you think may still be valid, press **I know my code...** and skip to step 5.

Notes

- When adding watermarks, Infix changes the document's security settings to stop editing by other programs.
- The **Pay & Save** feature is only available in Infix Standard Edition.

Continued...

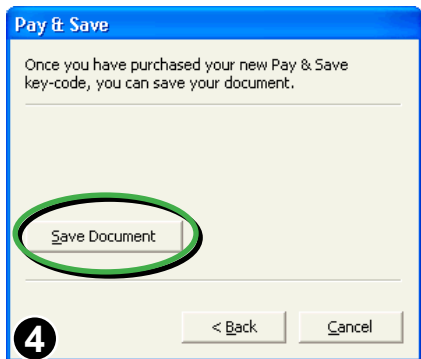
Continued from previous page



On pressing the **Buy...** button your web browser will open and display the **Pay & Save** purchase page.

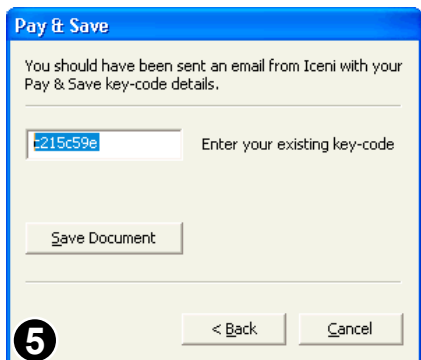
From here you can purchase your **Pay & Save** code using a credit card via a totally secure on-line transaction system.

Your new code is then automatically registered in Icenit's on-line database and a copy is emailed to you for your own records.



Once you have completed the purchase, switch back to Infix and press the **Save Document** button.

Infix will connect to the on-line **Pay & Save** database to verify your recent purchase, then save the document without a watermark.



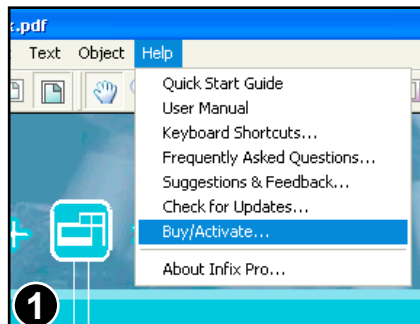
If you already have a **Pay & Save** code from a previous purchase you may be able to reuse it.

When you buy your **Pay & Save** codes you can specify how many 'saves' to incorporate into the code. So for example, if you previously bought a code for 5 saves and you have used only 3 of them so far, your code could be used 2 more times before it expires.

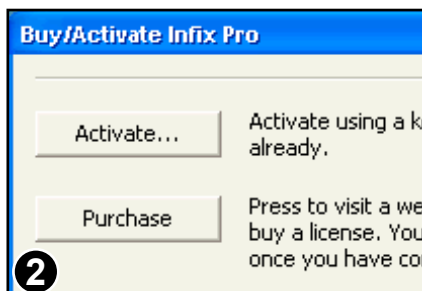
Activating Infix

Most editions of Infix will add watermarks to saved documents unless you activate the software using the code supplied when purchased.

Codes are usually provided as part of a purchase receipt email. If cannot find your code, please contact **sales@iceni.com**



Choose **Help->Buy/Activate...**



If you have your activation key code to hand, press **Activate...**

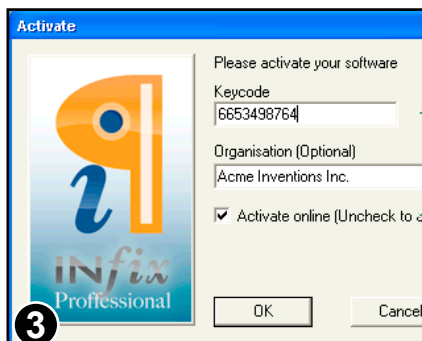
If you have not yet purchased Infix, press **Purchase**.

This will attempt to open the Infix web page using your system's default web browser.

Once you have bought a license and have an activation key, press the **Activate...** button.

Continued from previous page

On-line Activation



Your code may be a number or sequence of numbers and letters or your email address.

On-line activation is the quickest method.

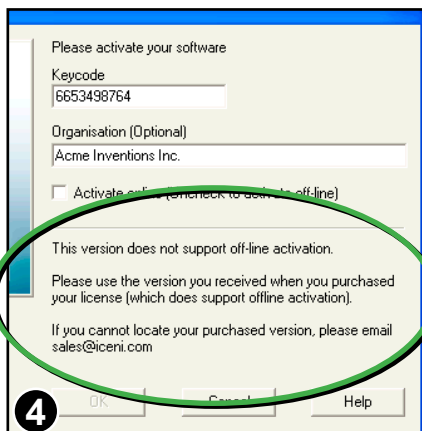
If your computer does not have an internet connection, uncheck this box.

Potential Problems

If your computer is behind a firewall or web access is blocked in some way, the activation may not succeed. If this is the case, follow the off-line activation instructions below.

Off-line Activation

Uncheck the **Activate on-line** checkbox to reveal the lower part of the dialogue box.



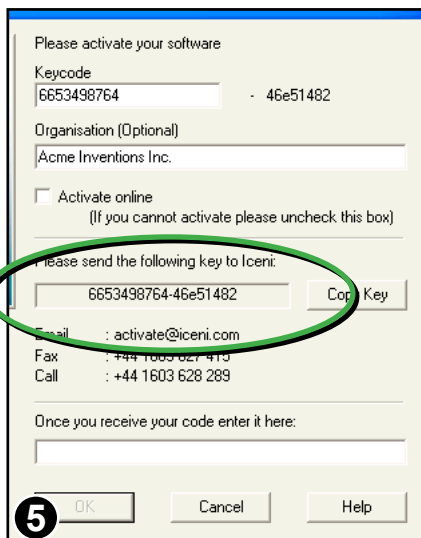
If you see this message after un-checking the **Activate on-line** checkbox, you need to obtain a different version of Infix.

As a security precaution, the demo versions of Infix available from Iceni's web site cannot be activated off-line.

Use the download link provided in your emailed purchase receipt or contact sales@iceni.com to obtain a version which does allow off-line activation.

Continued...

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Please activate your software

Keycode
6653498764 - 46e51482

Organisation (Optional)
Acme Inventions Inc.

☐ Activate online
(If you cannot activate please uncheck this box)

Please send the following key to Icen:

6653498764-46e51482

Email : activate@iceni.com
Fax : +44 1603 627 415
Call : +44 1603 628 289

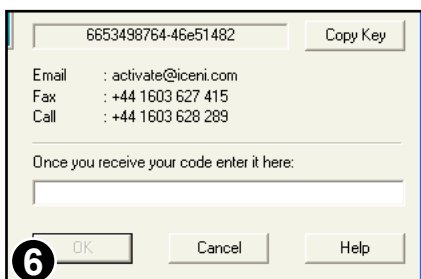
Once you receive your code enter it here:

5

Off-line activation is available in the version of Infix on your CDROM or from the web link included in your emailed purchase receipt.

This is the code you should send to Icen (your code will be different to that pictured) . The code changes every time you install Infix.

Press the **Copy** button to copy the code to the clipboard (to avoid copying it by hand)



6653498764-46e51482

Email : activate@iceni.com
Fax : +44 1603 627 415
Call : +44 1603 628 289

Once you receive your code enter it here:

6

Icen will use the code you send to generate an off-line activation key—normally within 24 hours (except at weekends)

When you receive your off-line key enter it here.

The key will only work on the computer you used to generate the code.

It will not work if you have re-installed Infix on that computer since you requested the off-line activation.

Toolbars: Standard

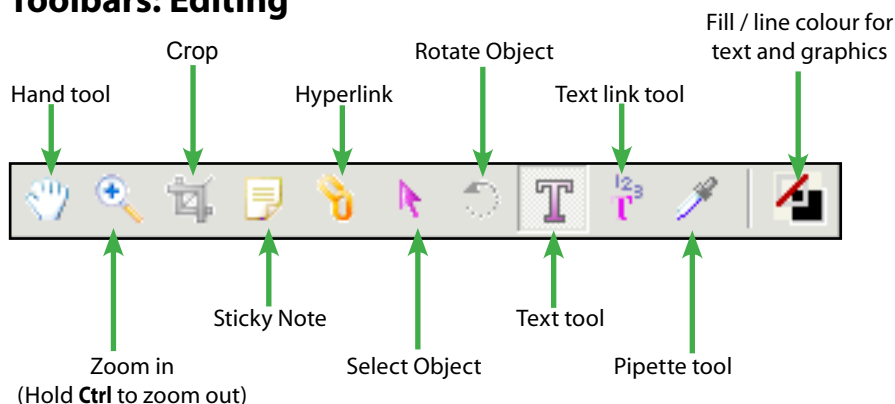
Open, save & print



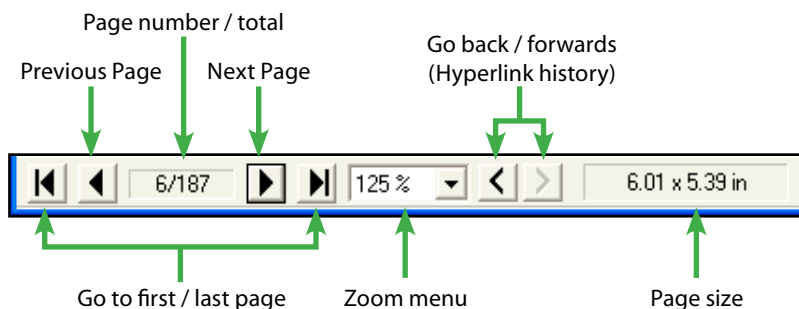
Page View Buttons
(Fit 100%, Fit Page, Fit Width)

* When viewing help topics in Infix, all toolbars are hidden. Turn them on again using the **View->Toolbars** menu.

Toolbars: Editing



Toolbars: Status

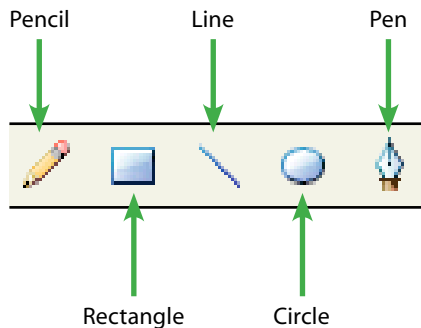


Continued ...

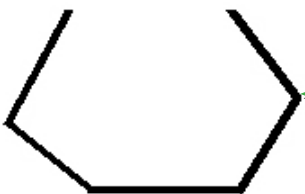
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Toolbars: Drawing

You can draw simple shapes such as circles, ovals, lines and rectangles using the tools on the "Drawing Toolbar". Choose **View->Toolbars->Drawing**



Use the pencil tool to draw freehand shapes.



Use the pen tool to draw straight-sided polygons.



Click the left button to add a new line to the polygon.

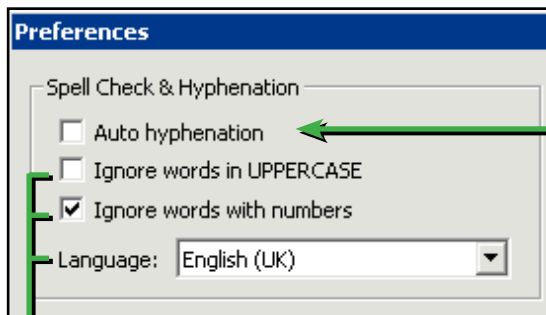
Double-click the left button to finish drawing.

Notes

- Hold the **Shift** key down while using the circle or rectangle tools to draw a perfect circle (not an oval) or square.
- When using the pen tool hold the **Shift** key to draw lines at 0°, 45° & 90°
- Choose **Object->Attributes...** to change the fill or line colour of an object.
- Points in polygons and freehand paths cannot be modified after creation.

Infix Preferences

To modify certain features of Infix, choose **File->Preferences...**



Controls hyphenation throughout all text in the document.

To control the hyphenation within a particular paragraph, select the **Text Edit** tool and begin editing the paragraph in question.

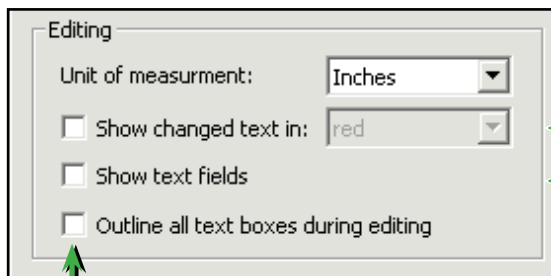
Right-click the mouse in the paragraph and choose **Disable Hyphenation**. (Infix Pro only)

Controls how the spell checker behaves and which dictionary is used.

The choice of spelling dictionary also controls hyphenation and justification.

It is very important that the language setting matches the predominant language of your document otherwise you may get poor results when fully justifying text.

The default language setting is English (US).



Edited text can be highlighted in the chosen colour. This setting affects both on-screen display and printing.

Text fields can be highlighted. This affects tab leader dots and user-defined text fields (Infix Pro only)

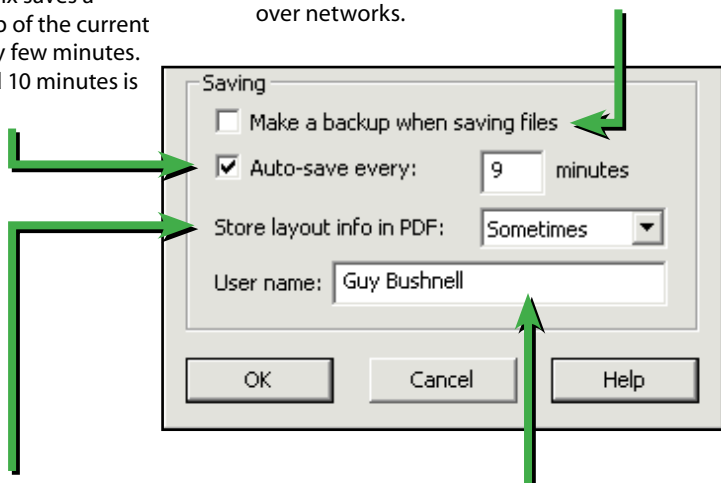
When enabled, all text boxes (even those not being edited) are outlined when the **Text Tool** is the current tool.

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When active, Infix saves a recovery backup of the current document every few minutes. A gap of around 10 minutes is reasonable.

When using **File->Save...** Infix can make an backup of the original file named "Backup of myfile.pdf"

This can be disabled for large files or when saving over networks.



When saving an edited PDF Infix stores additional information such as tab-stop positions, paragraph alignments, indents and margins etc. This makes it easier to edit the document using Infix or Infix Server but also increase the size of the PDF file.

Choose **Never** if you want to keep the PDF file as small as possible and do not need to keep the information.

Choose **Always** if the increase in file size is less important than ease of editing (or if you are making templates for Infix Server)

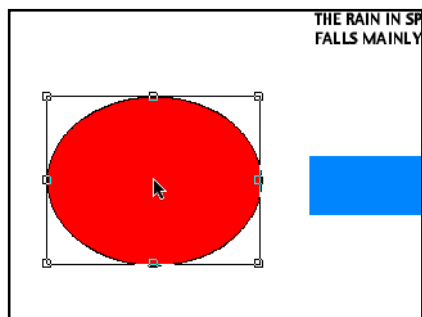
Choose **Sometimes** to let Infix decide. This is the default.

This is the name that will be stored in the Change Log generated whenever edits are made to a PDF.

Editing Graphics & Images

- ☞ **Aligning Objects**
- ☞ **Changing Colours**
- ☞ **Changing Line Width**
- ☞ **Copying Colours Between Objects**
- ☞ **Creating Clipping Masks**
- ☞ **Importing Objects From Other Documents**
- ☞ **Inserting New Images**
- ☞ **Removing Clipping Mask**
- ☞ **Replacing Images**
- ☞ **Rotating Objects**
- ☞ **Scaling Objects (Isomorphic)**
- ☞ **Selecting Objects**
- ☞ **Stretching Objects**
- ☞ **Swatches Catalogue**

Selecting Objects



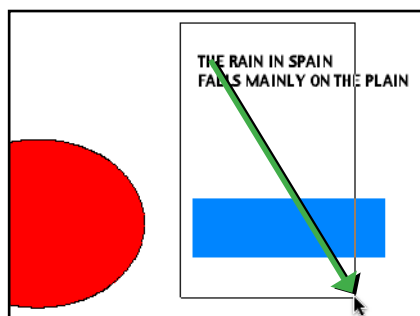
Select the 'Selection Tool' from the tool bar.



Click on a single object to select it.

If objects overlap, the top-most object is selected. Move or remove the top-most object to reveal and select objects it covers.

Some pages are littered with invisible objects making selections difficult. These objects can usually be safely removed without altering the appearance of the page.



Drag out a box to select all objects touching the box.

Hold **Shift** to remove objects from the current selection.

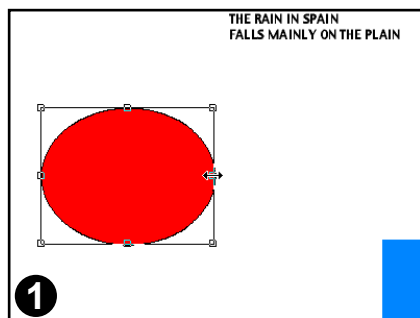
Cut/Copy/Paste may be used on single objects or groups of objects.

Notes

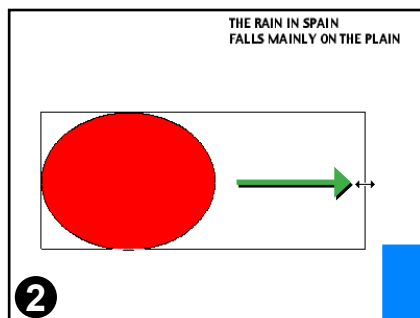
- Press 'Backspace' or 'Delete' on your keyboard to delete selected objects.
- Click and drag to move the object or selection of objects to a new position.
- Use the cursor keys to move selected objects by 1 point ($1/72$ inch). Hold the **Shift** key as well to move by 10 points.
- Copy/Paste of graphics between Infix & other applications is not supported.
- Infix cannot display transparent objects but will draw them as solid black shapes. This will not effect the PDF when viewed in other applications.

Stretching Objects

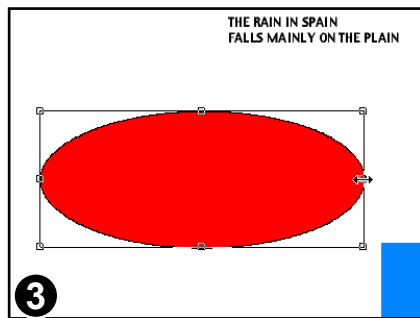
Selected objects can be stretched by dragging the handles on the sides or corners of the selection box. Alternatively, choose **Object->Scale Selection...** (Infix Pro only).



Select the object(s) to be stretched using the 'Selection Tool'.



Drag one of the four side-handles or four corner-handles to stretch.



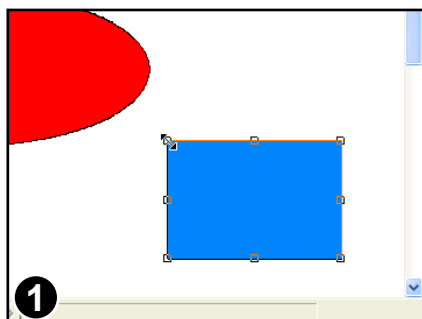
Selected objects will be stretched to fit the box you dragged out.

Notes

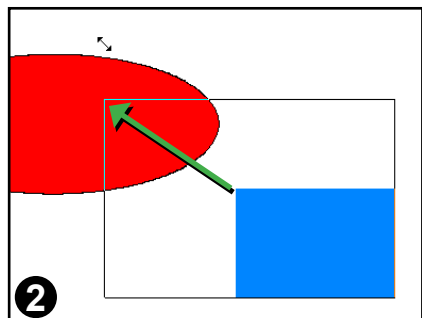
- Line widths are adjusted to take account of the scaling.

Scaling Objects (Isomorphic)

Objects can be scaled so that their aspect ratio is retained.

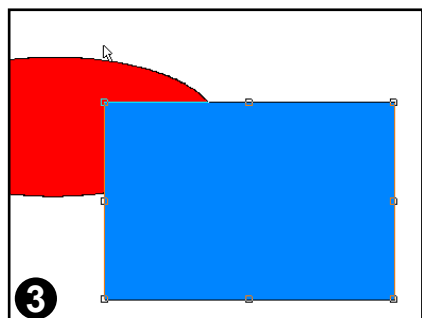


Select the objects to be scaled using the "Select Tool".



Begin dragging one of the side or corner-handles. While dragging hold down the **Shift** key.

The drag box will grow by the same width and height as long as the **Shift** key remains held down.



Stop dragging to complete the scale.

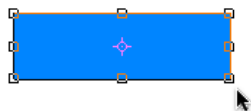
Notes

- Line widths are adjusted to take account of the scaling.

Rotating Objects

Selected objects can be freely rotated by any angle. Alternatively, choose **Object->Rotate Selection...** (Infix Pro only)

1



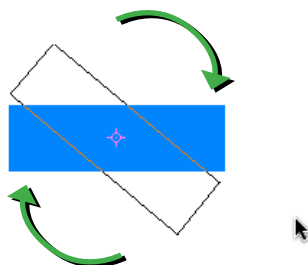
Select the object(s) to be rotated using the "Selection Tool".



Select the rotation tool.



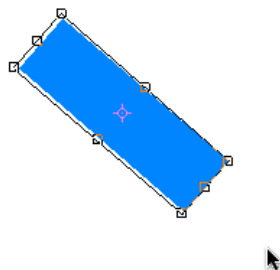
2



Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45° angles (0, 45°, 90°, 135° etc.)

3



Stop dragging to complete the rotation.

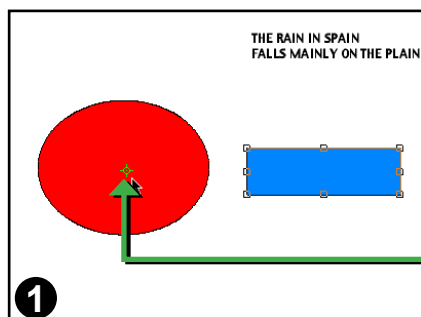


After rotation, the "Select Tool" will become active again.

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Changing Rotation Origin

Objects can be rotated around an arbitrary point.



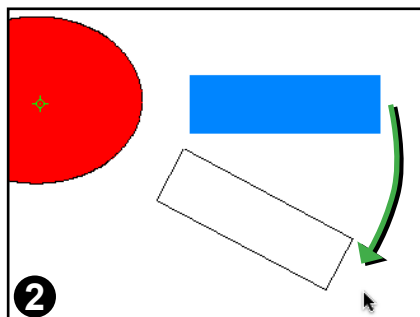
Select the object(s) to be rotated then select the "Rotate Tool".



Click the left mouse button to reposition the origin.

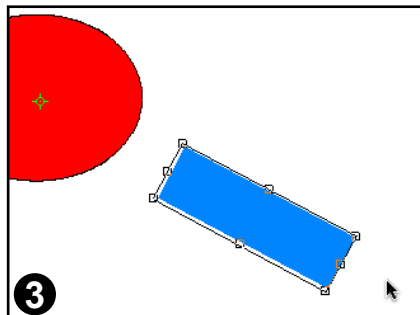


Rectangle's origin has been moved to the centre of the circle



Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45° angles (0, 45°, 90°, 135° etc.)



Stop dragging to complete the rotation.



After rotation, the "Select Tool" will become active again.

Changing Colours

All objects can have a line (or stroke) colour and a fill colour.

You can choose new colours for either or make the line or fill invisible.



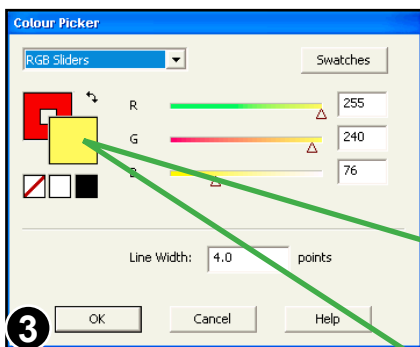
◀ Circle has red line colour, yellow fill colour

◀ Text has black fill colour and no line colour (this is common for text)

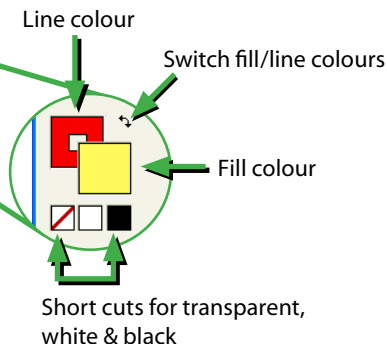
◀ Text has no fill colour and red line colour



To change the colour of the selection press the "Fill Colour" / "Line Colour". This displays the colour picker window.

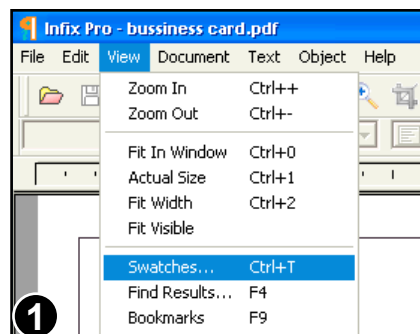


◀ Press "Swatches..." to see a catalogue of all the colour currently in use in the document.



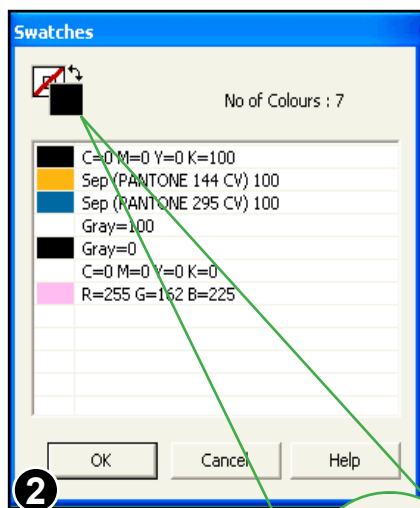
Swatches Catalogue

The Swatches window shows all the colours used in a document. It can also be used to change the colour of selected objects.



Choose **View->Swatches...** to open the swatches catalogue.

There may be a short delay while the catalogue is built.

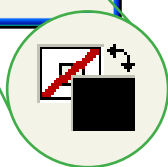


The catalogue shows the component values of each colour and (if available), the names of separation colours.

Double-click on a colour to change any selected objects.

CMYK, Gray and Separation colour values are shown as percentages from 0 to 100.

RGB values range from 0 to 255



Choose between fill or line colour by clicking on the shape.

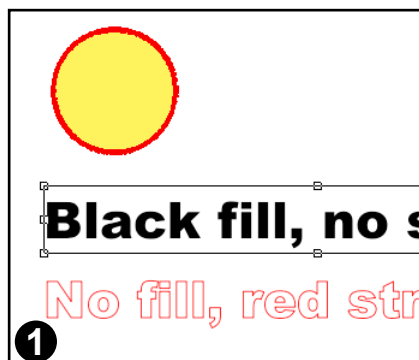
Click on the black arrows to swap fill & line colours.

Notes

- You can restrict the colour available during editing to just those in the document or in a special hidden resource page. See [User Restrictions](#) for more information.
- The swatches catalogue is populated only when a document is opened.

Copying Colours Between Objects

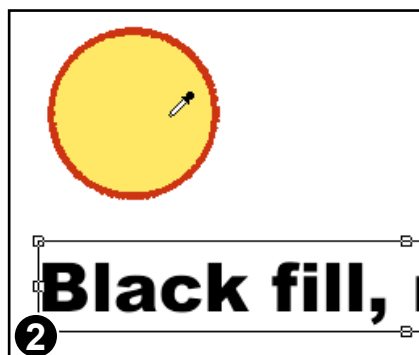
Use the Pipette tool to copy the colour from one object to another.



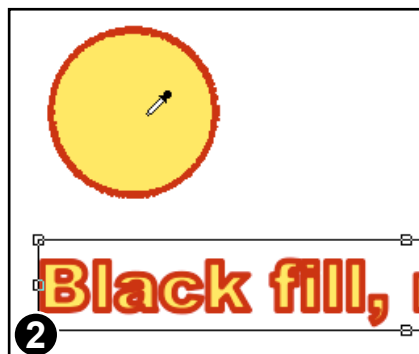
Using the Object Select tool, select the object(s) whose colour you wish to change.



Next choose the Pipette tool from the toolbar.



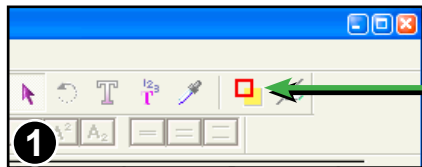
Click the Pipette on an object whose colour you want to copy.



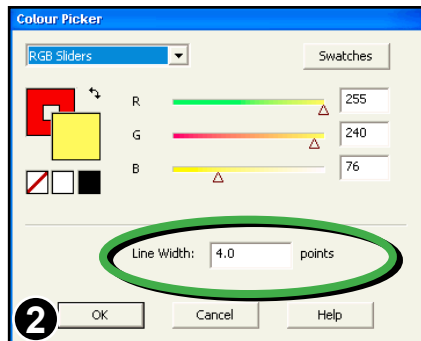
The fill colour, line colour and line width of the chosen object is copied to the selected objects.

Changing Line Width

You can alter the line with used to outline (or stroke) shapes and text.



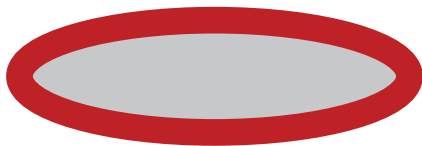
Select the object(s) to be changed then choose **Object->Attributes** or press the attributes button in the toolbar.



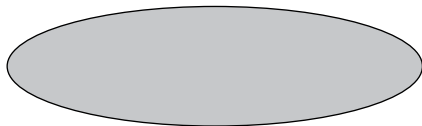
Enter the line width required in points ($1/72$ inch).

Entering 0 will produce the thinnest line possible.

To completely remove the outline, change the line colour to transparent.



An oval with a stroke width of 10.0 points



An oval with a stroke width of 0.5 points

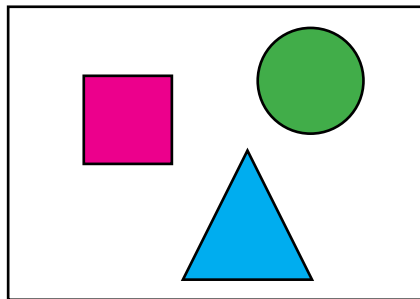
Thin Line

Text with a line width of 0.75 points (text usually has a transparent outline)

Thin Line

Text with a line width of 2.0 points

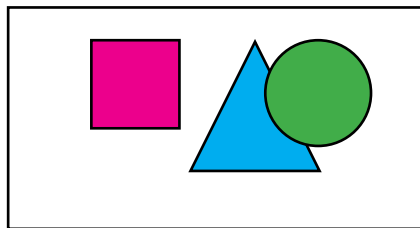
Aligning Objects



Choose the Selection Tool from the toolbar.



Select the objects to be aligned.



Choose **Object->Align->Top** to align the tops of the objects together.

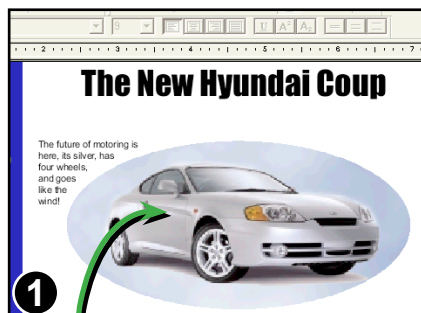
All objects in the selection are aligned to the top-most object.

Notes

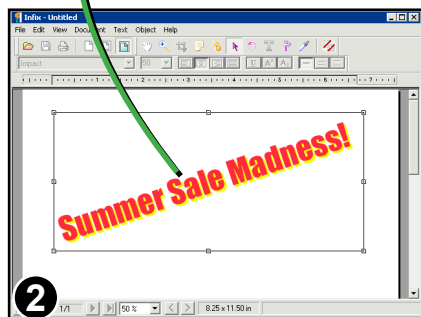
- The order in which you select items for alignment is not important.
- Aligning text blocks does not affect the paragraph alignment (justification) of within the text blocks.

Importing Objects From Other Documents

To use objects (text, graphics & images) from one document in another, open both documents in Infix and use Copy/Paste to transfer between them.



Open one of your documents. Then use the **File->Open In New Window...** menu option to open the other document too.



Use the **Edit->Copy** and **Edit->Paste** menu items to copy objects from one document window to the other



Use **Object->Group Selection** to make the pasted objects easier to handle.

Scale and move the placed objects to fit the space required.

Replacing Images

You can substitute an existing image for another loaded from disc. Supported image formats are JPEG, TIFF, PNG and BMP.



Choose the "Select Tool" from the toolbar.



Select the image to be replaced, then choose **Edit->Replace Image...**

You can also click the right mouse button to see a similar menu.



In this example a picture of a Volkswagen Beetle has replaced the old image.

The new image is placed inside the clipping mask (pink outline) used by the old image.

The new image is automatically selected after being inserted.



Scale the new image by dragging one of the resize handles outwards.

Hold the **Shift** key at the same time to ensure the aspect ratio is maintained.

Continued from previous page



The new image needs to be moved to the centre of the clip mask.

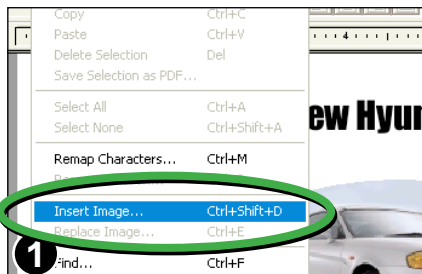
Drag it to its new position using the mouse or nudge it using the cursor keys (and **Shift** for larger steps).



The finished result after scaling and repositioning the new image.

Inserting New Images

You can add any number of new images to your documents.



Choose **Edit->Insert Image...** then choose an image from the file selector.

Choose from JPEG, PNG, TIFF and BMP image formats.



The new image appears on screen. No clipping is applied, so the entire image is visible.

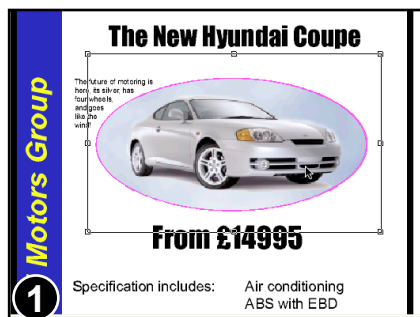


In this example, the new image has been moved and scaled.

You can apply a clipping mask to the image- see the following page.

Removing Clipping Mask

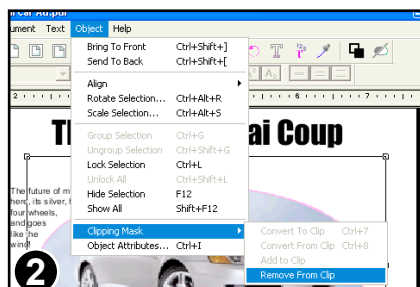
Clipped objects can be moved independently of their clip masks. Objects can also be “popped” from their clip masks revealing the entire object.



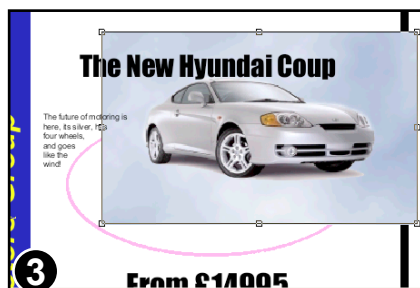
The “Selection Tool” is active.



The car image (selected) is clipped by the oval clipping mask (shown in pink).



To remove the image from its clipping mask choose **Object->Clipping Mask->Remove From Clip**.



The image is now fully visible.

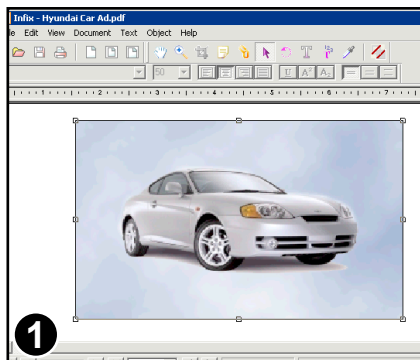
The clipping mask still exists and is shown in pink behind the image.

Note

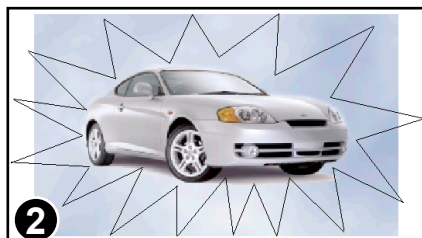
- Clip masks only become visible (outlined in pink) when the “Selection Tool” is active.

Creating Clipping Masks

Any object or group of objects can have a clipping mask applied. The mask ensures only parts of the object are visible. This is often useful for images where you may want to hide the background for example.



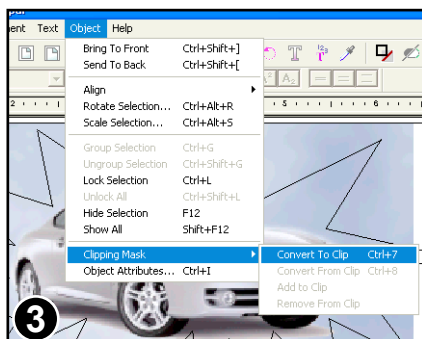
In this example, we want to apply a clipping mask to the image of the car.



A shape is drawn using the “Pen Tool”.



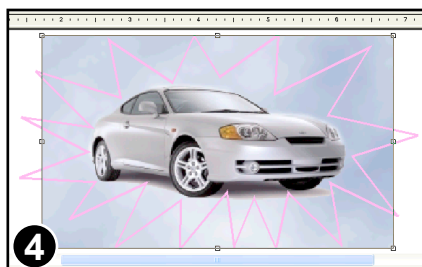
This shape will be used to make the clipping mask.



With the new shape selected, choose **Object->Clipping Mask->Convert To Clip**.

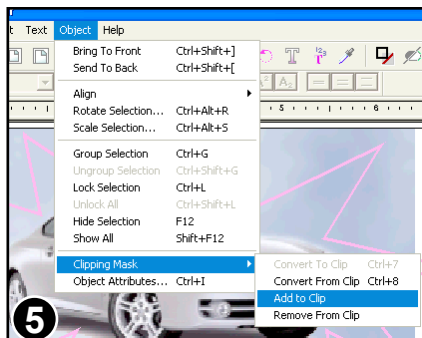
The shape will then become a pink outline.

Continued from previous page



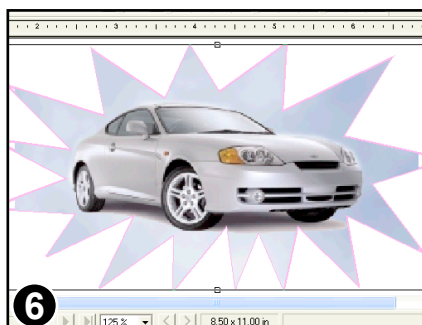
The shape has now become a clipping mask.

It can still be moved, scaled and rotated but you can no longer change fill and line colours or line width.



Select the new clipping mask and all the objects you want to be masked by it.

Choose **Object->Clipping Mask->Add To Clip**.



Here, the image has now been added to the clipping mask. The parts of the image that are “outside” the mask are not displayed.

You can still move the mask and objects within it independently.

Notes

- Any empty clipping masks are automatically removed when a document is opened.

Editing Text

- ☞ **Creating New Text Boxes**
- ☞ **Editing Text Across Columns & Pages**
- ☞ **Inserting Special Characters**
- ☞ **Merging Text Boxes**
- ☞ **On-Screen Display**
- ☞ **Overset Text**
- ☞ **Splitting Text Boxes**
- ☞ **Using Spell Check**

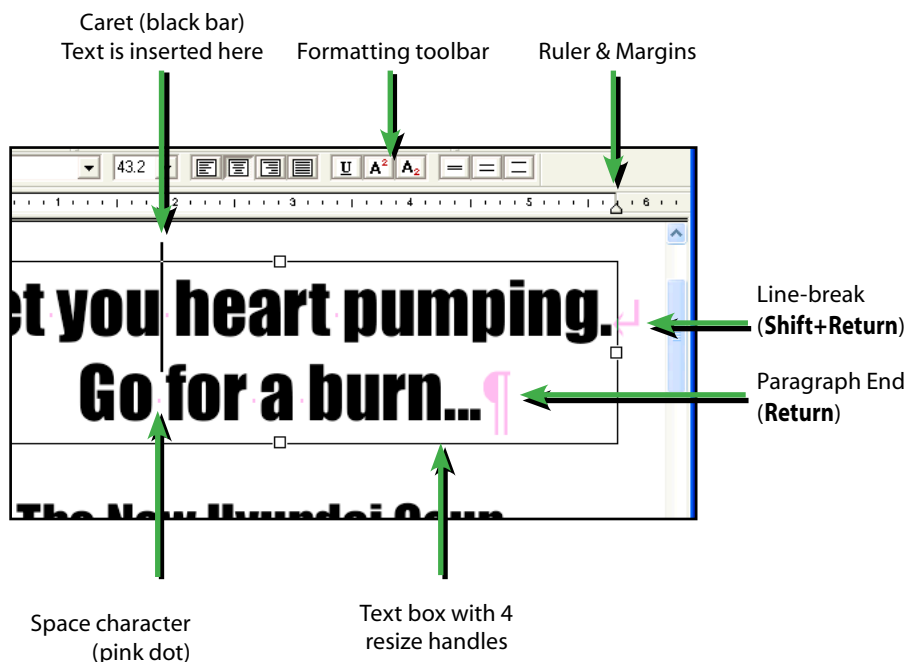
On-Screen Display

1. Select the "Text Tool" from the tool bar.



2. Click on a block of text to begin editing.

The formatting bar and ruler will activate and a text box will be drawn around the text block being edited.

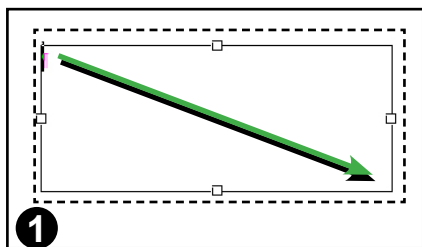


Notes

- When you begin editing, spaces, paragraph marks and line-breaks will show up in pink. These will become invisible again when you finish editing.
- See [Fonts In PDF](#) for details of how certain fonts can make editing difficult.
- All text boxes are outlined with a dash pattern during text edit mode. This can be disabled from the preference dialogue box.

Creating New Text Boxes

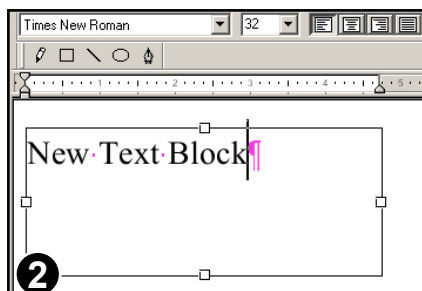
New text can be added at any time by clicking and dragging out a new text box.



Select the “Text Tool” from the toolbar.



Click and drag to create a new text box.

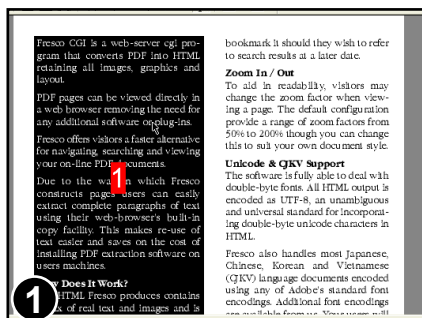


After a short delay, the text box will be created ready for editing.

Choose the required font and size from the formatting bar before editing.

Editing Text Across Columns & Pages

Link multiple text boxes into a chain and reflow the text across the whole chain.



Select the "Linked Text Tool" from the toolbar.

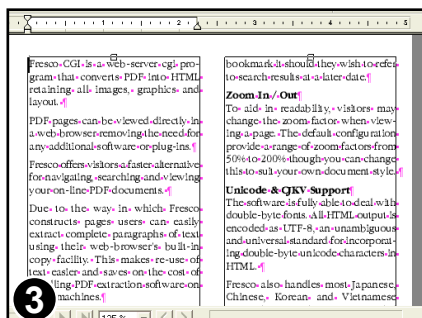
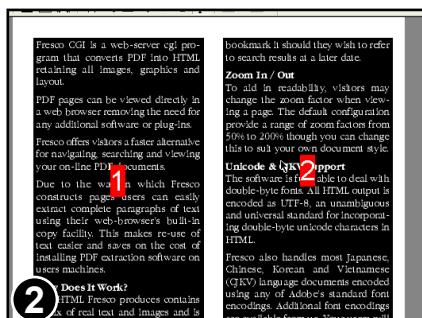


Click the mouse in the middle of each column you wish to link together.

The box will highlight and a number will be displayed in the middle. This number shows the order in which text will flow between the boxes.

If you click the same box twice it will be removed from the flow and the rest of the text boxes renumbered.

Keep adding further boxes by clicking the mouse. You can change pages and add text from different pages to the flow.



When you are ready to begin editing select the "Text Tool" from the toolbar.



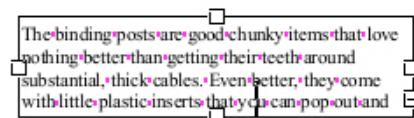
Notes

- The text boxes will remain linked together even after you close and re-open the document.

Overset Text

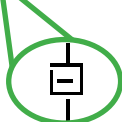
When there is too much text to fit into a text box, the text that overflows is hidden and is called “overset” text.

To reveal the overset text, make the text box larger or connect it to another text box so the text can flow between them.



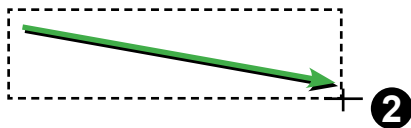
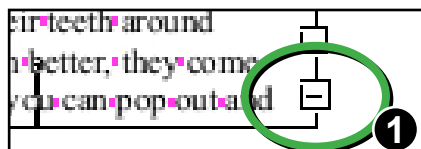
This text contains overset text. This is indicated by the small square in the bottom right of the frame.

Resize the box to reveal the hidden text.

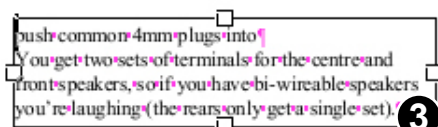
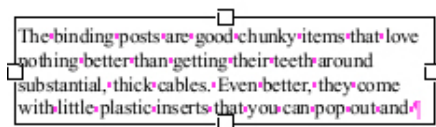


Instead of resizing the text box,

- (1) click on the overset symbol
- (2) drag-out a new text box.



The overset text will flow from the old text box into the new one. Continue linking new text boxes until all the text becomes visible.

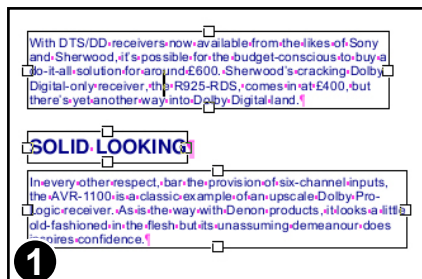


Notes

- When saving documents, Infix always checks for overset text and reports the first occurrence found.

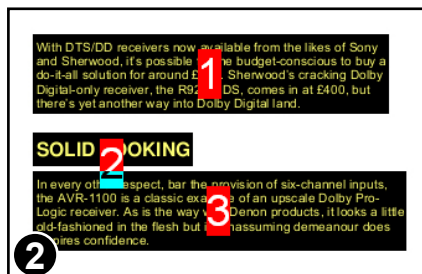
Merging Text Boxes

Text boxes may be joined together when you need text to reflow as one.

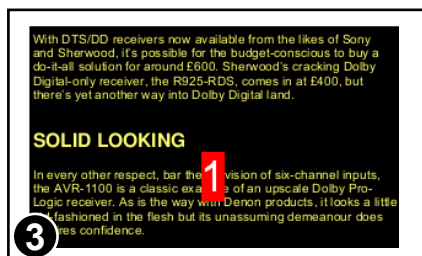


In this example, Infix has split the text into three boxes.

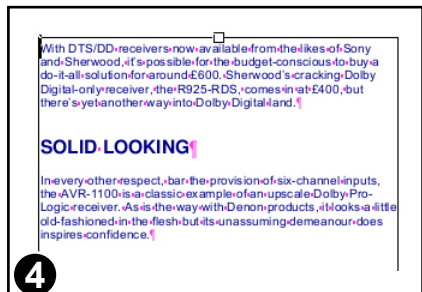
This will produce the wrong results when the text is reflowed.



While using the “Linked Text Tool” choose **Text->Merge Boxes** to join the three separate boxes into one.



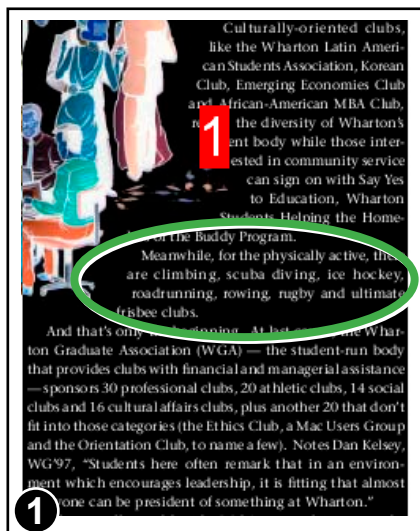
Boxes in the same vertical row will be joined into one.



Text will now flow as a single column and the results should look better.

Splitting Text Boxes

Text blocks can be split at paragraph boundaries. This can make editing large blocks of text faster and helps to avoid reflowing text that does not need it.



Use the "Linked Text Tool" to select the text box to be split.



The example shows a large block of text with complicating formatting.

To edit just the middle paragraph without reflowing any of the other text, the text box should be split.

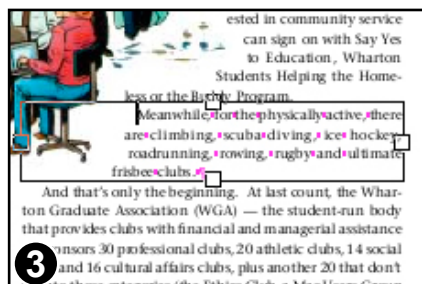


Choose **Text->Split Boxes**.

The single box is split so that each paragraph becomes a box, not linked to any other.

Although the new text boxes are not linked together, for clarity they have been linked together in this image to highlight the effect of splitting.

Continued from previous page



After splitting, Infix switches to the Text Tool automatically, ready for editing.



Inserting Special Characters

Use the **Character Palette** dialogue to insert characters that are difficult to enter directly from the keyboard.

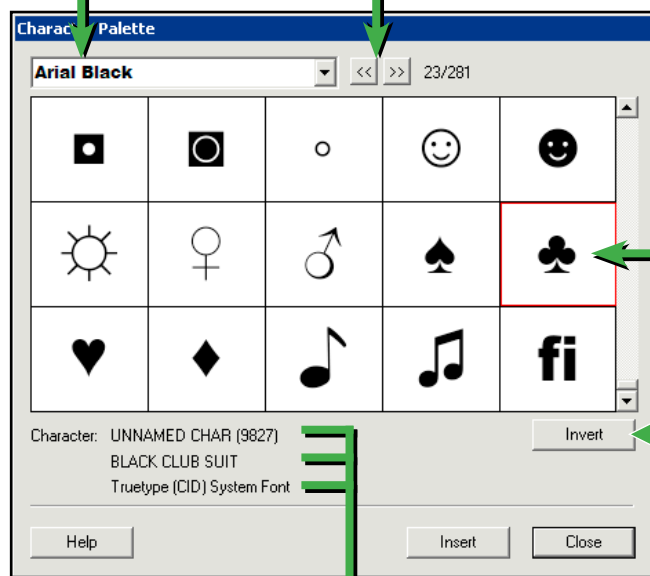
Click on some text to edit using the **Text Edit** tool.

Choose **Text->Character Palette...**



Use the font menu to choose the required font from the document's fonts and your computer's system fonts.

Next/Previous font



Click on a glyph to select it.

Double-click to insert it into the PDF.

Poorly formed Type3 fonts may display upside-down. Press **Invert** to rectify this.

Information about the selected glyph:

- name as used in the PDF (not always available)
- official Unicode description
- type of the font from which it comes

Using Spell Check

After editing it is useful to check the spelling of any new text added. You can check the spelling of words in three ways:

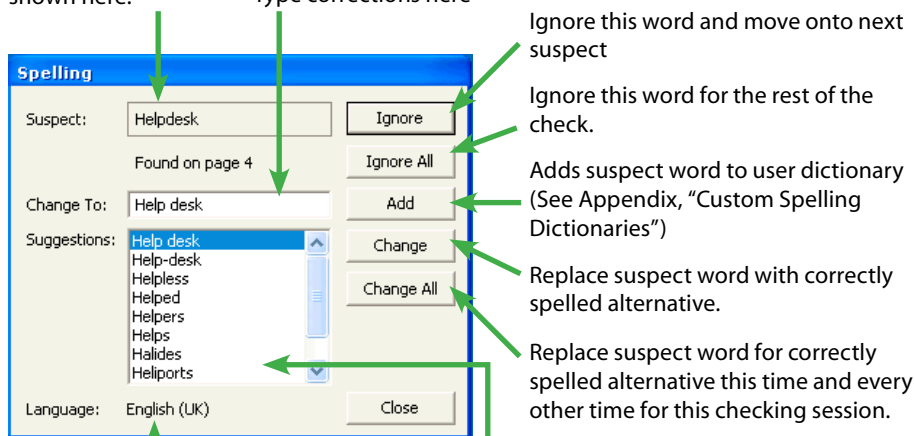
- check just the words in a text selection
- check words in active text blocks
- check the whole document

The spell check dialogue box is accessed from **Edit->Check Spelling...** menu or by pressing the **F7** function key.

The Spelling Dialogue Box

Misspelled word is shown here.

Type corrections here



Language used for spell check. Can be changed from **File->Preferences...** menu

Notes

- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When the paragraphs are reflowed, their layout may be lost. See [Advanced Editing](#) for methods of dealing with this.
- If the words shown in the **Suspect:** window seem garbled or include strange characters it indicates that the text cannot be extracted correctly from the document. This is caused by improper encoding of the document's fonts and cannot be remedied with Infix.

- You can edit the contents of the spelling dictionary - see [Custom Spelling Dictionaries](#).
- If the replacement text cannot be rendered in the font used by the misspelled text, you will see the following warning:



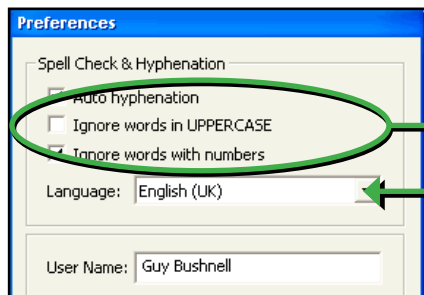
- See [Fonts In PDF](#) for details of how fonts can effect the editing of text.
- Words that include numbers cannot be learnt by the spell checker. You can however, skip checking such words using the **Ignore All** button.

Spelling Preferences

Choose **File->Preferences...** or press **Ctrl-K** to open the Preferences dialogue box.

You can choose from North American, UK English, French, German, Italian or Spanish language dictionaries for use during spell checking.

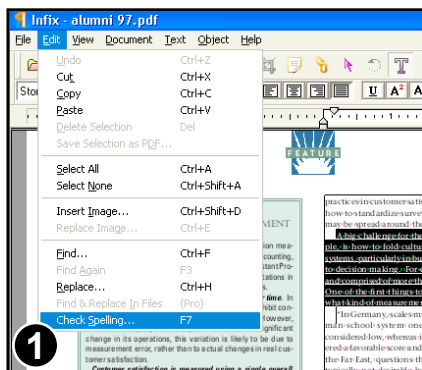
You can also control checking of words with numbers and upper case words.



Control the checking of UPPERCASE words and words that include numbers.

Choose the language required from the Language drop-down list.

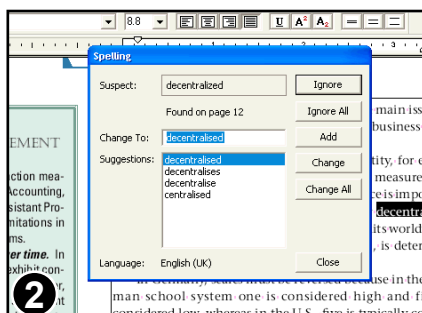
Spell-Checking Text Selections



Using the “Text Tool”, select the words you want to spell-check.

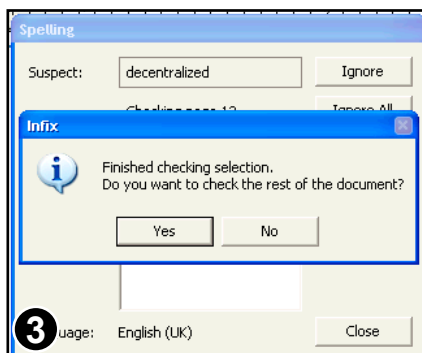


Then start the check from the **Edit->Check Spelling...** menu or press the **F7** key.



As each suspect word is displayed in the dialogue box, Infix will also highlight the word on the page.

You can type a new word into the **Change To:** box or select one of the words Infix has suggested then press **Change**.



When the selected text has been checked, you will be asked if you wish to check the rest of the document.

Notes

- See [Fonts In PDF](#) for details of how fonts can effect the editing of text.

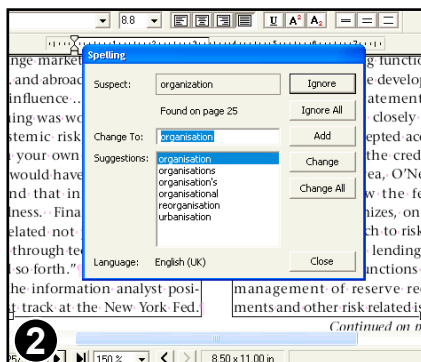
Spell-Checking Text Boxes



Select the “Linked Text Tool” from the toolbar.



Select text boxes you wish to include in the spell check. See “Editing Linked Text Boxes” for details.



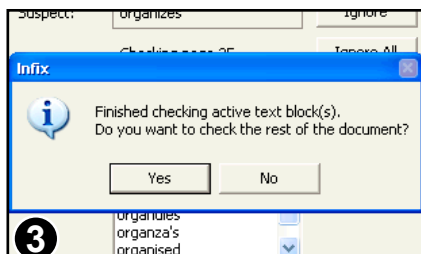
Select the “Text Tool” from the toolbar to begin editing the boxes.



Then start the check from the **Edit->Check Spelling...** menu or press the **F7** key.

As each suspect word is displayed in the dialogue box, Infix will also highlight the word on the page.

You can type a new word into the **Change To:** box or select one of the words Infix has suggested then press **Change**.

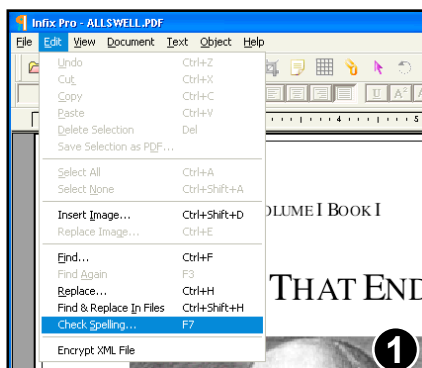


When all the text boxes in the current selection have been checked, you will be asked if you wish to check the rest of the document.

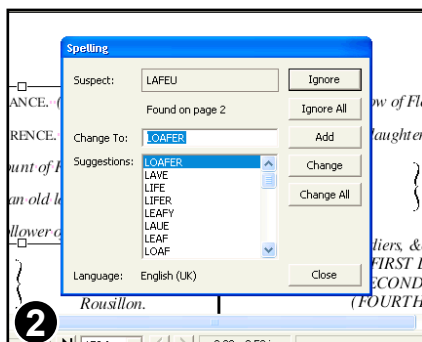
Notes

- See [Fonts In PDF](#) for details of how fonts can effect the editing of text.

Spell-Checking Documents

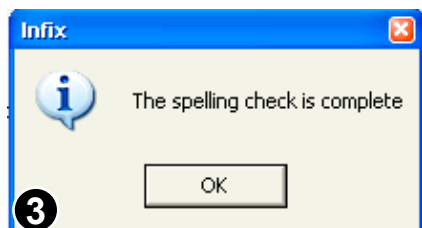


With a document already open, choose **Edit->Check Spelling...** or press the **F7** function key to begin checking the whole document.



As each suspect word is found, Infix will highlight it, place an active text box around its text block and display the word in the dialogue box.

You can type a new word into the **Change To:** box or select one of the words Infix has suggested then press **Change**.



Infix will tell you when the entire document has been checked.

After checking, none of the text blocks that were made will remain active.

Notes

- See [Fonts In PDF](#) for details of how fonts can effect the editing of text.

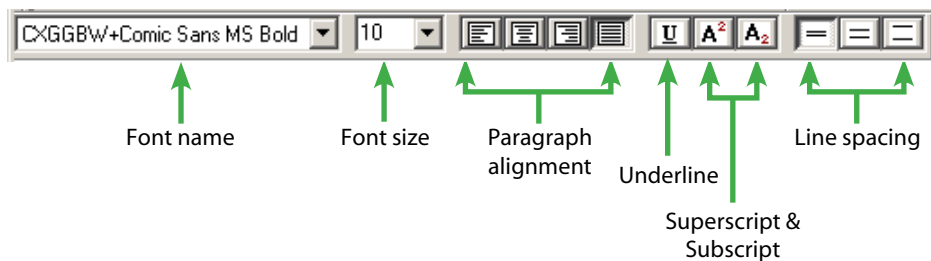
Formatting Text

- ☞ **Changing Fonts**
- ☞ **Changing Font Size**
- ☞ **Changing Line Spacing**
- ☞ **Changing Text Colours**
- ☞ **Formatting Toolbar**
- ☞ **Margins & Indents**
- ☞ **Paragraph Alignment**
- ☞ **Ruler, Tabs & Margins Bar**
- ☞ **Ruler Units**
- ☞ **Strikethrough**
- ☞ **Superscript & Subscript Characters**
- ☞ **Underline**

Formatting Toolbar

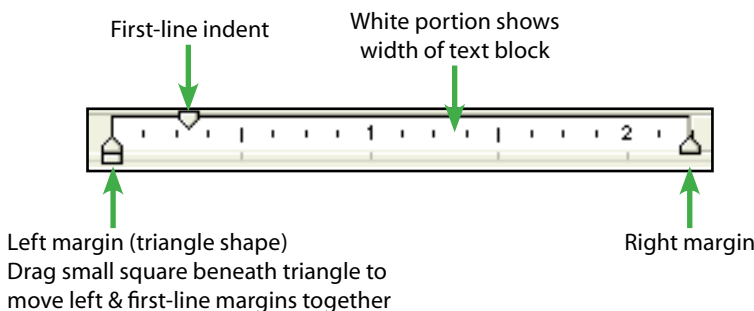
The formatting bar contains buttons for easy access to many of the most commonly used formatting functions.

All of the functions of the formatting bar (and more) are available in the **Text** menu.



Ruler, Tabs & Margins Bar

The ruler displays a measure showing the width of the text box being edited. It also shows the setting for left, right and first-line indents.



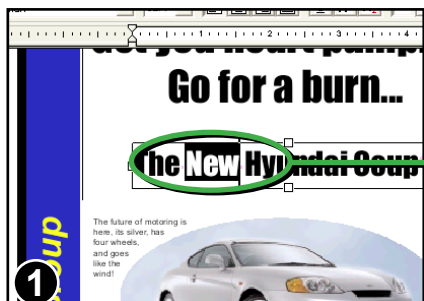
Notes

- You can change the units used for the ruler from the [Preferences](#) dialogue box. Press **Ctrl-K** or choose **File->Preferences...** from the main menu bar.
- You can “tear-off” the formatting toolbar and turn it into a floating window.
- Both toolbar and ruler can be hidden using the **View** menu.

Changing Font Size

You can alter the size of text in two ways: use the “Selection Tool” to scale it as you would scale any graphic object or use the “Text Tool” to set the size of the text font in points ($1/72$ inch).

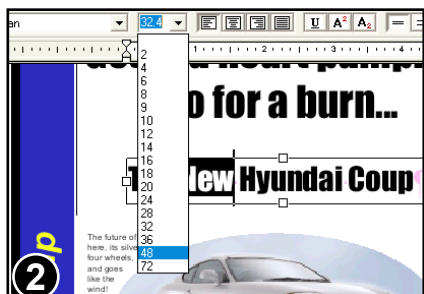
Using “Text Tool”



Select the “Text Tool” and click on a block of text to begin editing.

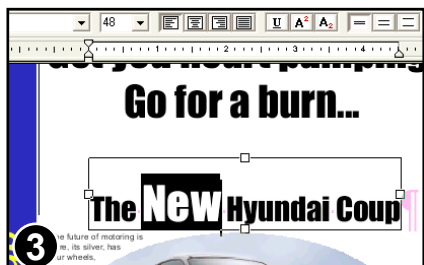


Select some text by dragging the caret, double-clicking the mouse or using the cursor keys while holding down the **Shift** key.



From the font size drop-down menu choose a new size for the selection.

If the size you want is not in the menu enter the size in the drop-down menu’s edit box. You can also choose **Text->Size->Other...** from the main menu.



The text size has been changed and any affected text reflowed.

Changing Fonts

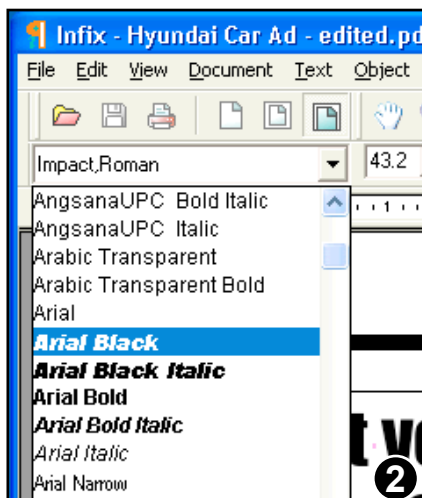
You can change the font used to draw text to any one of the fonts used elsewhere in the document or to any TrueType font installed in your Windows system.



Select the “Text Tool” and click on a block of text to begin editing.



Select some text by dragging the caret, double-clicking the mouse or using the cursor keys while holding down the **Shift** key.



Choose one of the fonts listed in the drop-down menu in the formatting toolbar or from **Text->Font** in the main menu.

The menu lists all the fonts used in the document (in this case there are three) followed by all the TrueType fonts installed on your computer that could be used in your document.

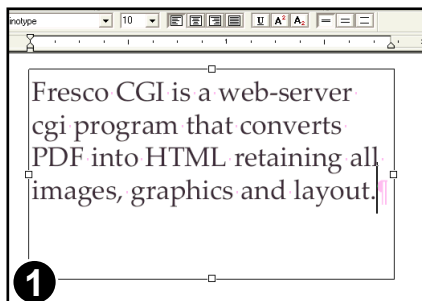
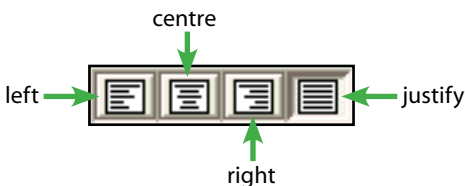


Infix reports an error if the chosen font cannot represent all of the characters in your text selection.

If this happens, try a different font.

Paragraph Alignment

Text in a paragraph can be left, centre or right aligned as well as fully justified. The alignment effects the entire paragraph.

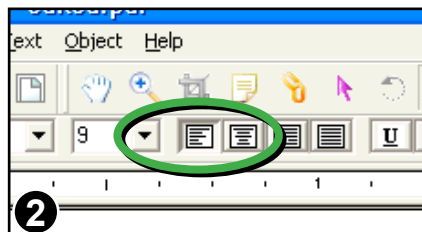


Select the "Text Tool" and click in a text box to begin editing.



Place the caret inside a paragraph or select a block of text spanning multiple paragraphs.

The current alignment is shown by the alignment button that is depressed (in this case left).



Pressing an alignment button will cause the paragraph(s) to reflow.

Here "Left Justify" has been chosen.

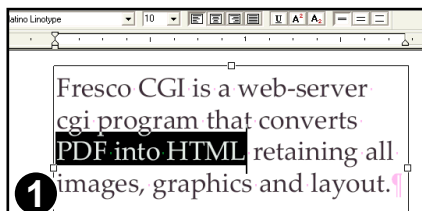
Notes

- When a paragraph is fully justified, Infix may hyphenate words to improve layout. This hyphenation can be disabled from the [Preferences](#) dialogue box. Press **Ctrl-K** or choose **File->Preferences...** from the main menu bar.
- You can also control the vertical alignment of text within its box. See [Vertical Text Alignment](#) for details.

Changing Text Colours

There are two methods of changing text colour: use the “Selection Tool” and choose a new colour as you would for any other kind of object, or by using the “Text Select” tool.

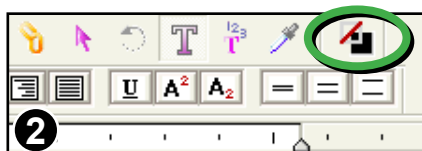
Using “Text Select”



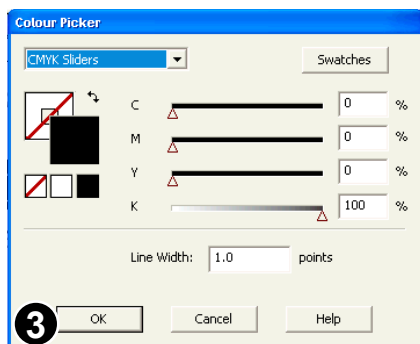
Select the “Text Tool” and click on a block of text to begin editing.



Select some text by dragging the caret, double-clicking the mouse or using the cursor keys while holding down the **Shift** key.



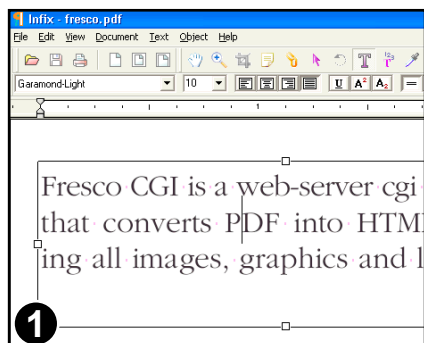
To change the colour of the selection press the colour button on the main toolbar.



Choose the new colour for the selected text then press **OK**.

Changing Line Spacing

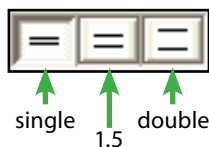
From the toolbar you can change the paragraph line spacing to single, 1¹/₂ or double-spaced. Line spacing effects the entire paragraph.



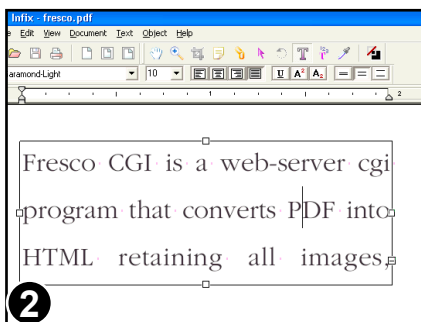
Select the “Text Tool” and click on a block of text to begin editing.



Place the caret inside a paragraph or select a block of text spanning multiple paragraphs.



If the current line spacing is *single*, 1.5 or *double* one of the line-spacing buttons in the formatting toolbar will be shown depressed.



Line spacing has been changed to 1.5 and the paragraph has been reflowed.

(In this example, the text is now too long for the text box and the ‘overset’ symbol is displayed)

Note

- For finer control over line spacing use the [Line Spacing](#) dialogue box.
- See **Help->Keyboard Shortcuts...** for alternative ways of changing line-spacing.

Superscript & Subscript Characters

You can convert characters or words into superscripts and subscripts using the buttons available on the formatting toolbar.



Select the “Text Tool” and click on a block of text to begin editing.



Select some text by dragging the caret, double-clicking the mouse or using the cursor keys while holding down the **Shift** key.



Press the Superscript button to raise and shrink the text. Press the button again to return the text to normal.



Press the Subscript button to lower and shrink the text. Press the button again to return the text to normal.

Notes

- If you change the font size of text that includes super/sub-scripts, Infix will try to maintain the relationship between the different sizes of text.

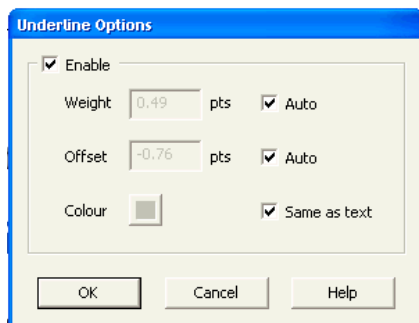
Underline

You can underline a character or words using the Underline button available on the formatting toolbar.



Underline

Select some text, or move the caret into a word and press the underline button on the formatting toolbar.



For more control over the width, colour and position of the underline choose the **Text->Underline Options...** menu item.

Underline

Using the **Underline Options** dialogue box, you can change the colour of an underline.

Continued from previous page

Example Underline Effects

Offset to -20 points

Weight	<input type="text" value="0.49"/>	pts	<input checked="" type="checkbox"/> Auto
Offset	<input type="text" value="-20"/>	pts	<input type="checkbox"/> Auto

Underline

Offset to 20 points

Weight	<input type="text" value="0.49"/>	pts	<input checked="" type="checkbox"/> Auto
Offset	<input type="text" value="20"/>	pts	<input type="checkbox"/> Auto

Underline

Width of 0 points (hairline)

Weight	<input type="text" value="0"/>	pts	<input type="checkbox"/> Auto
Offset	<input type="text" value="20"/>	pts	<input checked="" type="checkbox"/> Auto

Underline

Width of 15 points

Weight	<input type="text" value="15"/>	pts	<input type="checkbox"/> Auto
Offset	<input type="text" value="20"/>	pts	<input checked="" type="checkbox"/> Auto

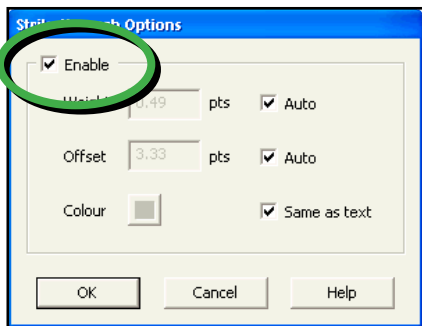
Underline

Notes

- Text is always drawn after its underline decoration.
- Text is always drawn before its strikethrough decoration.

Strikethrough

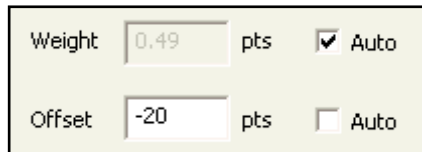
Strikethrough can be applied to any word or selection of words by choosing **Text->Strikethrough Options...** Unlike Underline, there is no button on the toolbar for strikethrough.



The simplest way to activate strikethrough is to click the **Enable** check box and press **OK**.

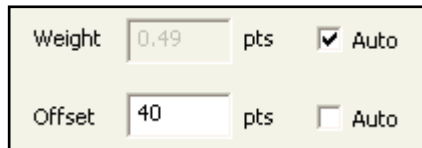
Example Strikethrough Styles

Offset of -20 points



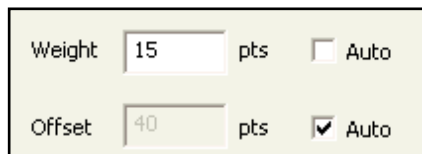
~~Strikethrough~~

Offset of 40 points



~~Strikethrough~~

Weight of 15 points



~~Strikethrough~~

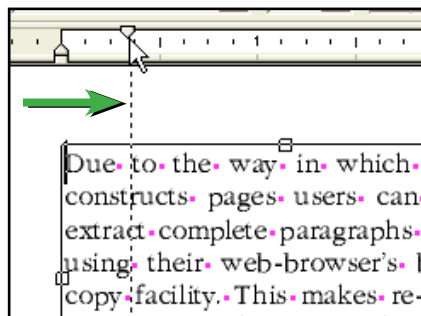
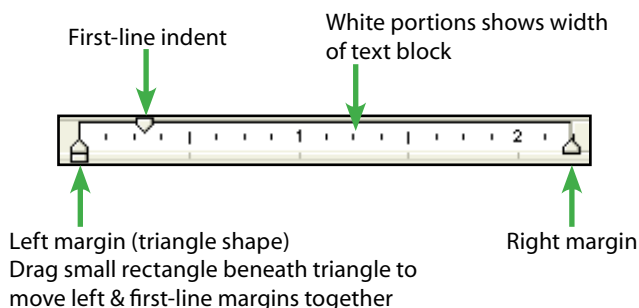
Margins & Indents

You can control the left, right and first-line indents for paragraph text. These indents apply to the entire paragraph.

Select the "Text Tool" and click on a block of text to begin editing.



Place the caret inside a paragraph or select a block of text spanning multiple paragraphs.



To change a margin, drag the margin triangle to the position required.

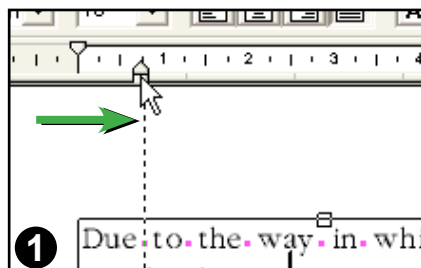
The picture shows the "First Line Indent" triangle being dragged.

As you drag the margin, a dotted line allows you to line-up the margin with other objects on the page.

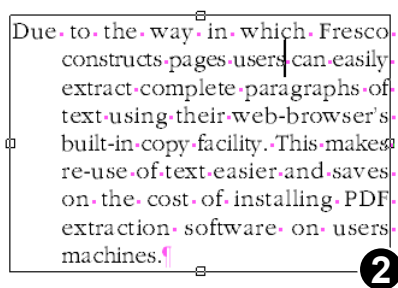
The first-line indent has been changed so that the paragraph starts with an indent.

Due to the way in which Fresco constructs pages users can easily extract complete paragraphs of text using their web-browser's built-in copy facility. This makes re-use of text easier and saves on the cost of installing PDF extraction software on users machines.

Continued from previous page



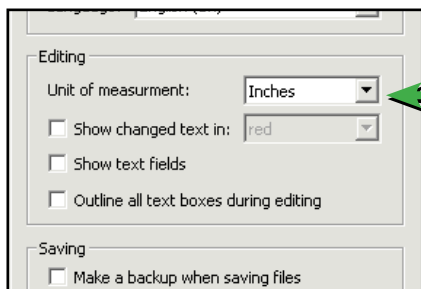
To create a hanging indent as shown in image 2, move the left-indent inward without moving the first-line indent.



This paragraph now has a hanging indent.

Ruler Units

You can change the ruler's unit of measurement. Choose from Centimetres, Inches, Points and Picas via the "Preferences" dialogue box.



Choose **File->Preferences...** to change the ruler's units.

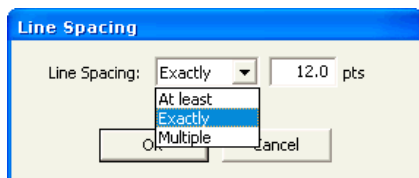
Notes

- For finer control of indents especially for text that flows around shapes, see [Advanced Editing](#).

- ☞ **Drop Caps**
- ☞ **Editing Rotated Text**
- ☞ **Flowing Text Around Graphics (Run-around)**
- ☞ **Letter Spacing**
- ☞ **Line Spacing**
- ☞ **Making Paragraphs Fit The Space Provided**
- ☞ **Paragraph Spacing**
- ☞ **Reshaping Text Run-around**
- ☞ **Tabstops**
- ☞ **Text Box Fitting**
- ☞ **Vertical Text Alignment**

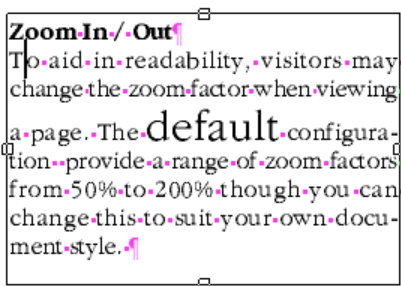
Line Spacing

Use the "Line Spacing" dialogue box to set line spacing values other than Single, 1.5 and Double.



While in text edit mode, choose **Text->Letter Spacing...** from the main menu bar.

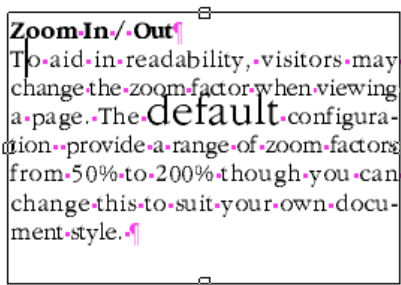
The Letter Spacing dialogue box offers "At Least", "Exactly" & "Multiple" spacing modes.



At Least

This paragraph shows the effect of the "At Least" mode in which you tell Infix the minimum gap between lines (measured in points).

To stop the "default" line (shown left) from colliding with the previous line, Infix has automatically increased its line spacing.

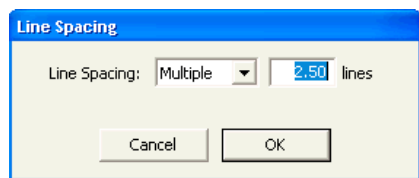


Exactly

This paragraph shows the effect of the "Exactly" setting in which you tell Infix the exact gap size between lines (measured in points).

Infix has used exactly the same spacing for each line regardless of whether or not they collide.

Continued from previous page



Multiple

Use “*Multiple*” mode to specify gaps such as “2.5 lines” meaning that the gap will be at least 2.5 times the line height.

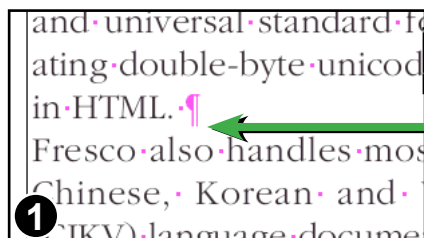
Setting multiples of 1, 1.5 or 2 is the same as pressing the *single*, *1.5* or *double* spacing buttons on the formatting toolbar.

Paragraph Spacing

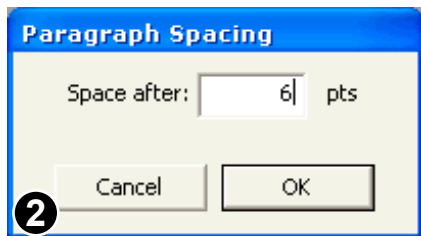
You can create a gap between paragraphs in three ways:

1. Use the "Selection Tool" to move the characters in the paragraph as you would move any other graphic object
2. Use the "Text Tool" to insert blank lines between paragraphs
3. Use the "Text Tool" and the "Paragraph Spacing" dialogue box available from the **Text->Paragraph Spacing...**

Using the third method allows you to dictate the exact size of gap in points ($\frac{1}{72}$ inch).

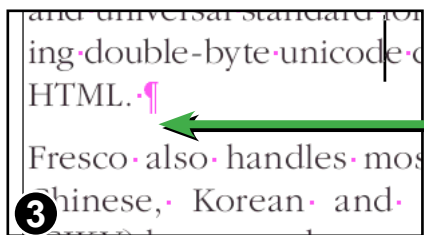


There is no gap between these two paragraphs.



Choose **Text->Paragraph Spacing...** from the main menu bar.

Here the value has been changed to 6 points.

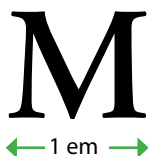


The paragraphs are now 6 points apart.

Select multiple paragraphs to alter the spacing of them all at once.

Letter Spacing

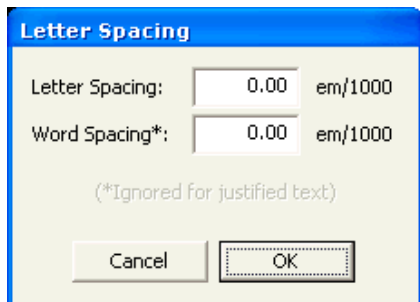
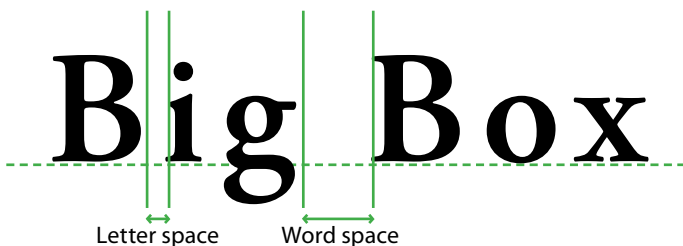
The space between individual letters can be controlled to an accuracy of $\frac{1}{1000}$ em. This is useful for achieving layout effects such as fitting text into a particular area by reducing or expanding the spacing.



Letter spacing is measured in 'ems' with 1 em being the width of a capital letter 'M' in any font.

Letter Space & Word Space

Due to the nature of PDF documents, you can also control the gap between words caused by space characters though this is generally not as widely used as letter spacing.



The letter spacing dialogue box uses units of $\frac{1}{1000}$ th em.

You can control the gaps between letters and words by entering positive or negative values.

The word spacing value is ignored when text is fully justified.

Notes

- Word spacing has no effect when text is fully justified.

Using Letter Spacing



Select the "Text Tool" and begin editing a block of text.



Select the characters whose spacing is to be changed.



In this example the spacing is being changed to $\frac{100}{1000}$ th em. This will change the gap to be $\frac{1}{10}$ th of the width of the letter 'M' in this font.

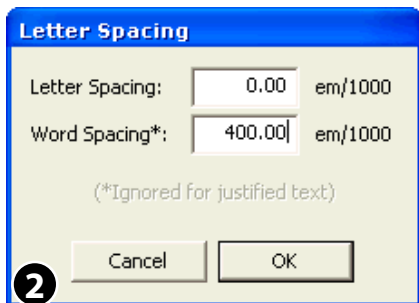


The additional spacing is clearly visible and the text now covers a wider area.

Using Word Spacing



Starting with the original text, the word spacing could be changed instead.



The word spacing is changed to $\frac{400}{1000}$ th em or 0.4 x width of 'M'.



The new, enlarged gap between the words is clearly visible.

Tabstops

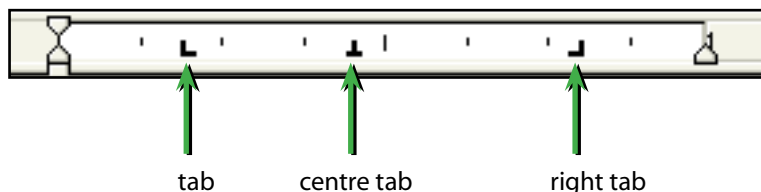
Use tabstops to create sophisticated text layouts. Choose from left, centre and right justified tabs with or without leader dots.

Creating/Deleting Tabs

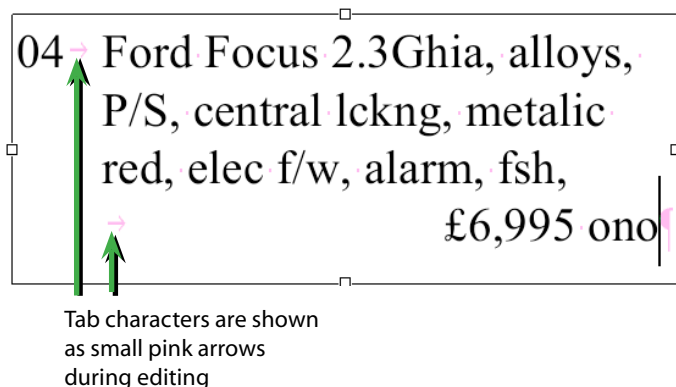
Click on the ruler bar at the position you want to create a new tab.

Click & drag an existing tab-stop to move it to a new position.

Click & drag an existing tab right off the ruler bar to delete it.



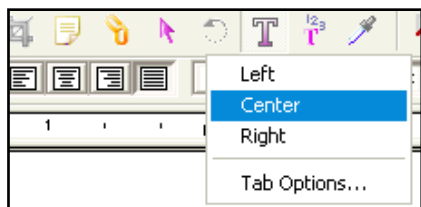
Screen Display When Using Tabstops



Notes

- Tabstops are remembered even after closing and re-opening a document.
- As you add or move an existing tabs their numeric position is shown in the status bar at the bottom of the window.
- Tabstops may be positioned beyond the left & right margins of the text box.

Creating Centre & Right Tabs

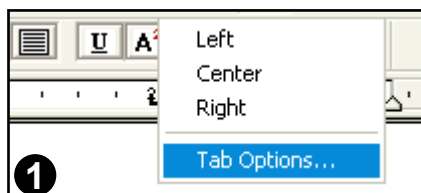


Position the mouse cursor over an existing left tab then press the right mouse button to see the Tab menu.

Choose **Center** or **Right** to change the type.

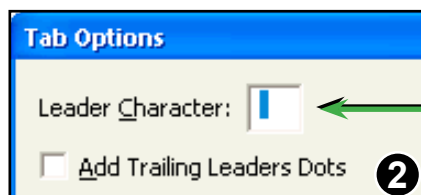
Tab Leaders

From the **Tab Options...** dialogue box, you can set the leader character or modify the way tabs wrap across lines.



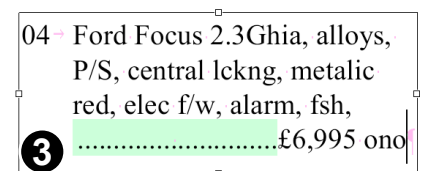
Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options...**



To add leader dots to your tabstop, type a single ' (period) into the **Leader Character** text box.

You can type any single character into this box for use as a tab leader.



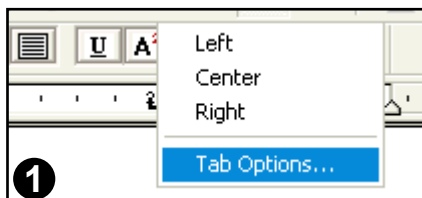
Leaders are highlighted in green since Infix treats them as "text fields".

Notes

- You can disable text field highlighting from the [File->Preferences...](#) dialogue box.
- Text field highlighting does not effect printing.

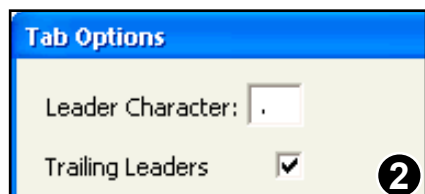
Trailing Tab Leaders

Use the **Tab Options...** dialogue to control the way tab leaders are drawn for wrapped lines.

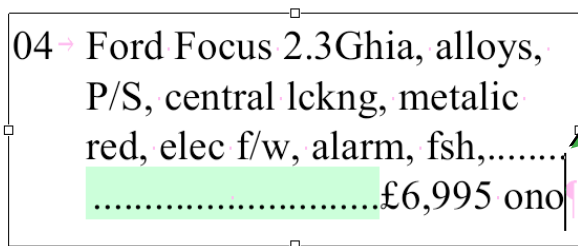


Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options...**



When **Trailing Leaders** is checked, Infix will add leader dots to the end of a line that wraps because of a tab stop.



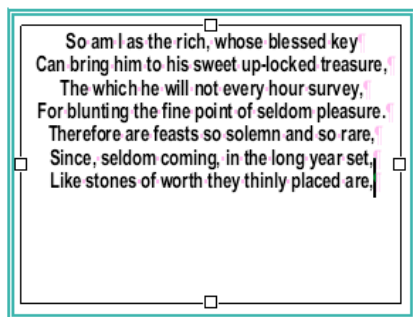
Trailing leaders have been added by Infix.

Notes

- Trailing leaders cannot be selected or edited with the text or object select tools. The caret will skip over them when moving through text.
- Trailing tab leaders extend up to the right edge of the text box.

Vertical Text Alignment

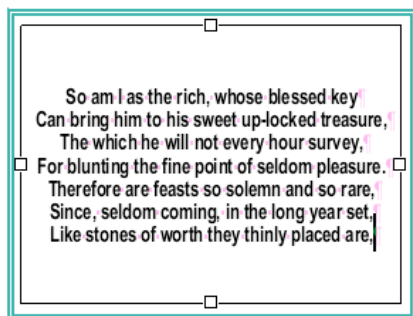
Infix Pro can align text inside a text box so that it sits at the top, middle or bottom of a text box. It can also make text automatically fit its text box by altering various aspects of the text formatting (see [Text Box Fitting](#))



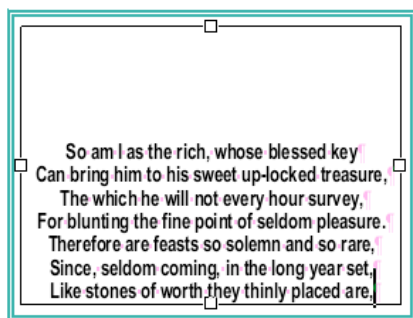
Edit a text box using the text tool then choose **Text->Box Alignment->Top**.



The text shown here is Top Aligned which is the default alignment.



Text->Box Alignment->Middle.



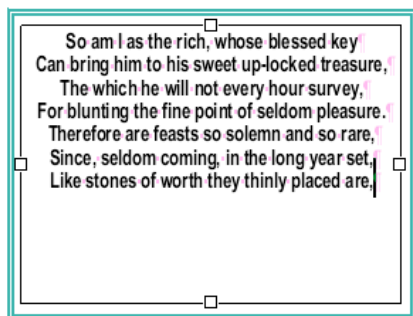
Text->Box Alignment->Bottom.

Notes

- Text Box Alignment reverts to "Top" for linked text boxes.

Text Box Fitting

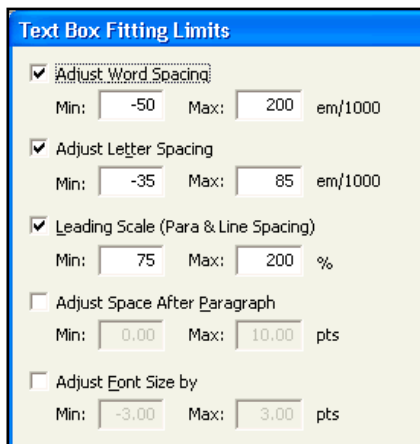
Infix can alter various aspects of text formatting in order to make text fit inside its text box.



Edit a text box using the text tool then choose **Text->Box Alignment->Full...**



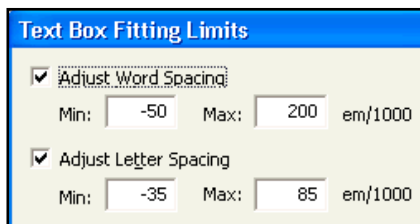
The text shown here is Top Aligned which is the default alignment.



Use the **Text Box Fitting Limits** dialogue box to select the aspects of formatting which should be modified and by how much.

During fitting, Infix tries altering the enabled aspects of formatting in the order they are listed in the dialogue.

The fitting process stops as soon as an acceptable result has been achieved even if all metrics have not yet been used.



Deactivate fitting metrics by unchecking their check boxes.

The first two metrics simply adjust the word and letter spacing of text to try to achieve a fit.

The adjustment is between the supplied limits and is in addition to any spacing metrics already in effect on the text.

Continued...

Continued from previous page

☒ Leading Scale (Para & Line Spacing)
 Min: Max: %

The **Leading Scale** metric modifies the leading and paragraph spacing of text within the percentage limits supplied.

In this example, leading and paragraph spacing could be increased from their initial values by as much as 200% during fitting (or reduced to 75%)

☐ Adjust Space After Paragraph
 Min: Max: pts

Adjust the gap between paragraphs independently of the leading via this metric.

Adjustments range between the Min and Max point values supplied. If Min is set to 0 then paragraph spacing will never be reduced. If Max is set to 0, paragraph spacing will never be increased.

☐ Adjust Font Size by
 Min: Max: pts

The final metric adjusts the font size of all text in a text box by the same number of points in order to obtain best fitting.

☐ Apply When Overset Only (Do not fit under

◀ Fitting may be restricted to text that overflows its text box (overset text).

Continued...

CONVERTIBLES	
H JAGUAR XJS, P HOOD, RED, CREAM LEATHER PIPED IN RED, LOW MILEAGE, FJSH, PRISTINE COND, CD PLAYER.....	£14995
E BMW 325i LACHS SILVER, BLACK LEATHER, SHIRT & BILLS, 16	£14995
G FORD ESCORT XR3i, RADIANT RED, 1/2 LEATHER, ALLOY WHEELS, ELEC WINDOWS, INSURANCE, IMMOBILISER.....	£3995
K PEUGEOT 205, CJ WHITE, 1400cc, LOW INSURANCE, EXCELLENT VALUE AT	£5295
SPORTS AND PRESTIGE	
H JAG SOV 4.0 XJR, BODY KIT, CROSS SPOKE ALLOYS, LEATHER INT, AIR CON, ELEC SEATS, MET PAINT.....	£7995
90 JAG SOV 4.0, MET RED, CREAM HIDE, FULL SPEC.....	£7995
G JAGUAR 2.9, RUBY RED, LOW MILES, FSH, SROOF, LEATHER TRIM ALLOYS ETC.....	£6295
88 JAG 2.9 XJS, AUTO RED, LEATHER, ALLOYS ETC.....	£3795
G RANGE ROVER VOGUE SE, CASPIAN BLUE, LEATHER ETC.....	£7995
H MERCEDES 300 SE, BLACK, GREY TRIM 62K, FSH.....	£11995
H MERCEDES 190E 2.0 AUTO, MET BLACK, FSH, SROOF, 4 x EWIND, £1000 ALLOYS & TYRES, SELF LEVEL SUSP, R HEADS, CENTRE ARM REST, OUTSIDE TEMP GAUGE ETC.....	£7995
94 ESCORT XR3i, MET OCEAN BLUE, 2 OWNERS, 29K MILES, FFSH, ALLOYS, ELEC WIND, PAS, SROOF.....	£7495
93 ESCORT XR3i, MET GREY, 4900K, FSH, 5 SPOKE ALLOYS, NEW TYRES, SROOF, PAS, ELEC WIND ETC.....	£6295
96 FIESTA 1.2 SI, MET BLACK 3DR, 11K MILES, SROOF, PAS, ALLOYS, ROOF SPOILER ETC.....	£7995
G ORION 1.6 GHIA, 2 OWNERS, 50K MILES, FSH, ALLOYS, SROOF, COMPUTER CENT LOCK, ELEC WIND.....	£2995
K PEUGEOT 309 GTi AUTO, MET BLACK, 25K MILES, FFSH, AIR CON, SROOF, ALLOYS ETC.....	£6495
G ORION 1.6 GHIA, 2 OWNERS, 50K MILES, FSH, ALLOYS, SROOF, COMPUTER CENT LOCK, ELEC WIND.....	£2995
K PEUGEOT 309 GTi AUTO, MET BLACK, 25K MILES, FFSH, AIR CON, SROOF, ALLOYS ETC.....	£6495
90 BMW 520 SE, MET DOLPHIN, FFSH, SROOF.....	£6495
90 BMW 735 SE, MET BLUE, GREY LEATHER, EVERY EXTRA HMLS.....	£5995
F BMW 735 SE, MET BLUE, GREY LEATHER, EVERY EXTRA HMLS.....	£5995
F BMW 735 SE, MET BLUE, GREY LEATHER, EVERY EXTRA HMLS.....	£5995
K RENAULT 19 16V 3DR, GUNMETAL GREY, SROOF, ALLOYS.....	£5995
88 TOYOTA SUPRA 3.0, MET RED, FTSH, FULL SPEC.....	£4995
H NISSAN 200 SXi TURBO, RED, MANY EXTRAS.....	£5995
H NISSAN 200 SXi TURBO, RED, MANY EXTRAS.....	£5995
H NISSAN 200 SXi TURBO, RED, MANY EXTRAS.....	£5995
91 SAAB 9000 CARLSSON 2.3 TURBO, FFSH, VERY HIGH SPEC.....	£5995
92 VAUX CALIBRA 2.0 16V, 44K, ALLOYS, SROOF, WHITE.....	£5995
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F BMW 735 SE, MET GUN METAL LOADS OF EXTRAS.....	£4995
K RENAULT 19 16V 3DR, GUNMETAL GREY, SROOF, ALLOYS.....	£5995
J VOLVO 480 ES TURBO, WHITE, EIROOF, ALLOYS ETC.....	£5995
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91 SAAB 9000 CARLSSON 2.3 TURBO, FFSH, VERY HIGH SPEC.....	£5995
92 VAUX CALIBRA 2.0 16V, 44K, ALLOYS, SROOF, WHITE.....	£5995

Default "Top" alignment for two linked text boxes

CONVERTIBLES	
H JAGUAR XJS, P HOOD, RED, CREAM LEATHER PIPED IN RED, LOW MILEAGE, FJSH, PRISTINE COND, CD PLAYER.....	£14995
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92 VAUX CALIBRA 2.0 16V, 44K, ALLOYS, SROOF, WHITE.....	£5995

"Full Alignment" applied across both linked text boxes.

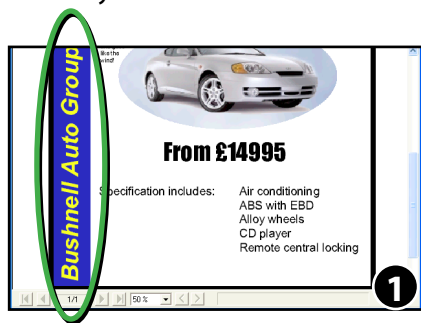
Notes

- Text fitting is computationally expensive. It is not advisable to edit text with full fitting activated. Apply it only once editing is complete.
- Text Box alignment is remembered even after closing and re-opening documents.
- Original formatting (font size, leading & spacing) is restored once full fitting is turned off.
- Unlike the other alignment modes, full text fitting can be applied across linked text boxes.

Editing Rotated Text

The techniques illustrated below show how to modify text written at an angle.

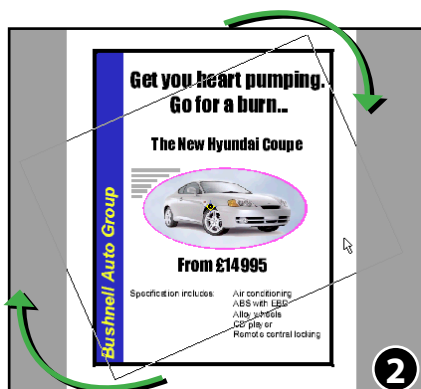
You may not need to follow all the steps shown in the examples below.



To edit the title "Bushnell Auto Group" first choose the "Selection Tool" from the toolbar.



Then choose **Edit->Select All** or press **Ctrl-A** to select everything on the page.



Choose the "Rotate Tool" from the toolbar and rotate everything by 90°.



To ensure the rotation hits 90° hold down **Shift** while rotating- this will "snap" rotation to 45° increments.



In this example once rotated, the page is too big for the page size. In this case the "Select Tool" is used again to scale the page so that it fits within the white page area.

Shift is held down while scaling to ensure the aspect ratio is retained.

Continued...

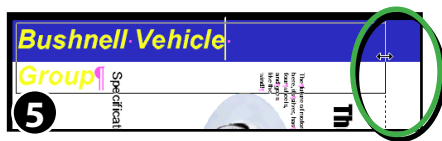
Continued from previous page



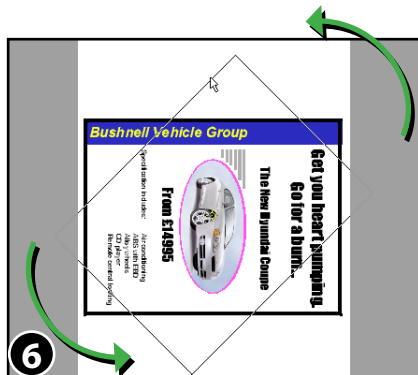
Choose the “Text Tool” from the toolbar and edit the text as normal.

In this case the word “Auto” is being replaced with the longer word “Vehicle”.

During editing the text wraps onto the next line.



To restore the text to a single line, stretch the right hand side of the text box.



Once editing is finished select everything on the page using the “Selection Tool” and the **Edit->Select All** menu option.



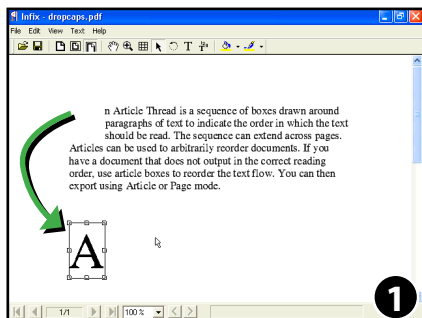
Then, switching to the rotation tool, rotate everything back in the opposite direction by 90°



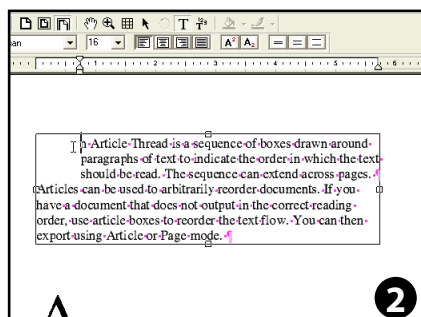
After rotation the document can be scaled to restore its original size.

Drop Caps

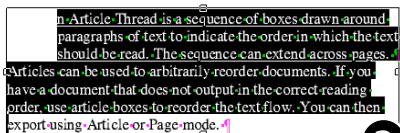
Due to the way text flows around a drop-cap letter, you will need to follow the steps shown below to avoid losing the shape of the paragraph when editing.



Select the “Selection Tool” from the tool bar and drag the drop-cap letter(s) out of the paragraph.



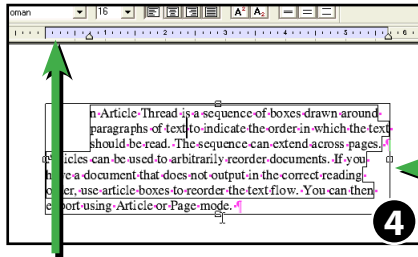
Select the “Text Tool” from the tool bar and click inside the paragraph to begin editing.



To preserve the space left for the drop-cap, select the lines of text that form the “hole”.

In the image shown, these lines and some others have been selected.

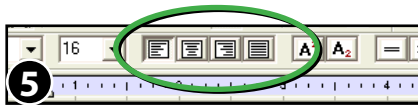
Continued from previous page



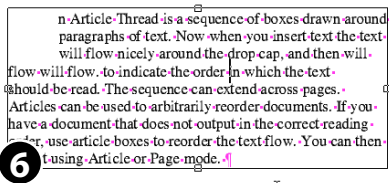
Ruler goes light-blue when caret is in a line with fixed width

Choose **Text->Fix Line Widths** from the main menu to lock the shapes of the selected lines.

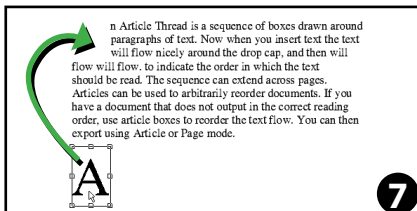
Fixed width lines have an additional border around them showing the shape of the line.



Make sure the alignment is correct. Infix may have chosen the wrong alignment due to space left for the drop cap.



Edit the paragraph as normal. Infix will not alter the shape of the fixed lines even after reflow.



Finish editing by selecting the “Selection Tool” from the tool bar.



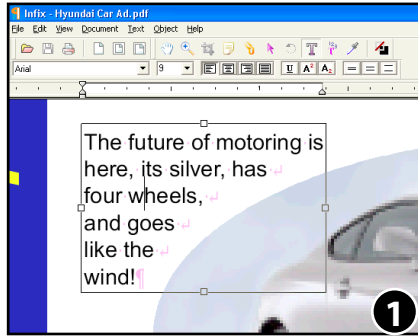
Drag the drop-cap letter(s) back into the space left in the paragraph.

Note

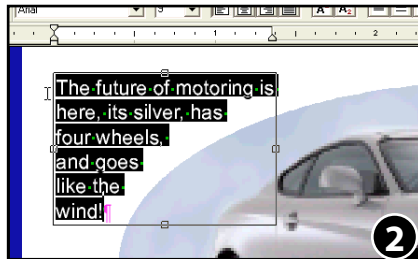
- If you need to, you can alter the shape of fixed lines - see [Flowing Text Around Graphics](#)
- You cannot use **Text->Fix Line Widths** on rotated text.

Flowing Text Around Graphics (Run-around)

In order to retain the contour of a paragraph that flows around a graphic the widths of lines should be locked during editing.

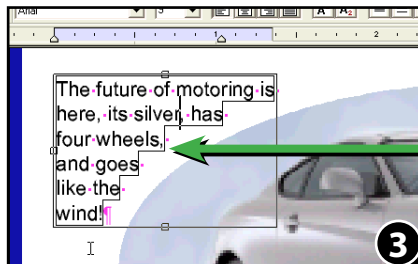


Select the "Text Tool" from the tool bar and click inside the paragraph to begin editing.



Select lines whose shape follows the contour of the graphic. Lines that do not follow the shape need not be selected.

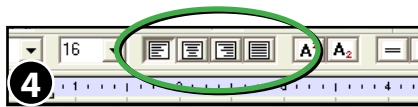
In this example every line of the paragraph needs to be selected.



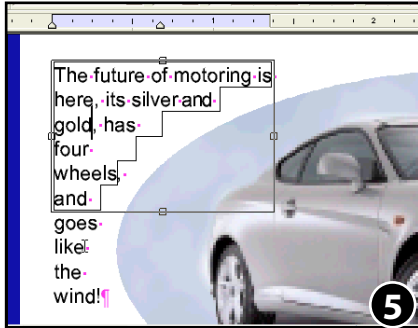
Choose **Text->Fix Line Widths** from the menu bar to lock the selected lines.

"Fixed" lines have an addition border showing the shape of the line.

Continued from previous page



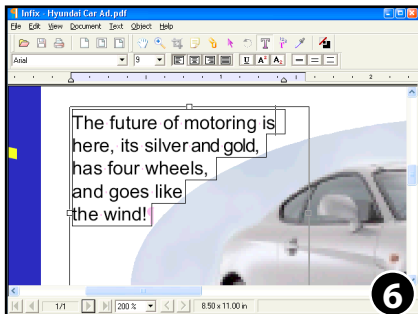
Make sure the alignment is correct. Infix may have chosen the wrong alignment due to unusual shape of the paragraph.



Edit the text as normal.

Although the text will reflow, the shapes of the fixed lines will not alter.

You can alter the shape of each line by moving the left or right margin.



Finish editing as normal.

In this example, each line has been reshaped to ensure the new text curves around the blue oval.

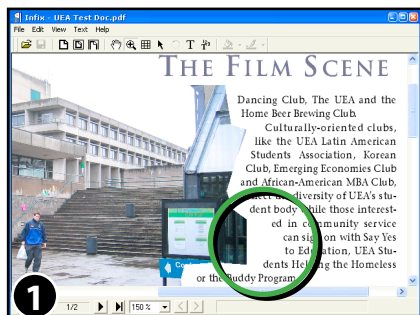
Note

- If you want to alter the shape of lines to better follow the contour of a graphic, see [Reshaping Text Run-around](#).
- You cannot use **Text->Fix Line Widths** on rotated text.

Reshaping Text Run-around

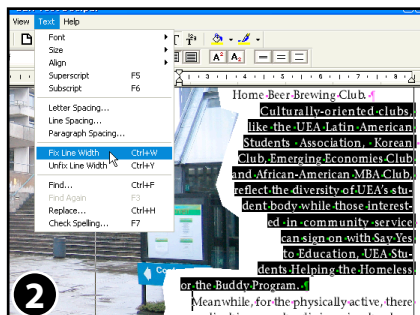
When editing a paragraph with an unusual shape or that flows around a graphic, Infix will change its shape so that it becomes aligned left, centre or right or fully justified.

To avoid losing the shape of an existing paragraph, you can “lock” the shapes of the important lines.



The gap between the text and image shown left is too large.

A few of the lines of text need shifting to the left to close the gap.



Use the “Text Tool” to select the entire paragraph.

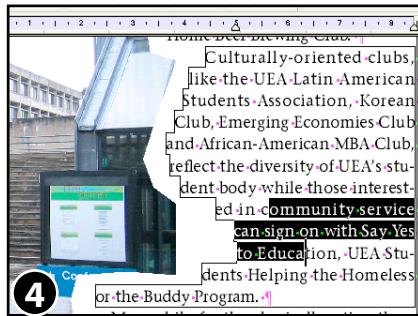


Choose **Text->Fix Line Widths** from the main menu bar to lock the shape of the paragraph.



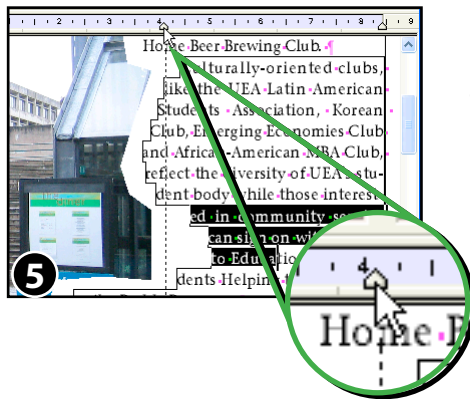
Make sure the paragraph alignment is correct. Infix may have chosen the wrong alignment due to shape of the paragraph.

Continued from previous page



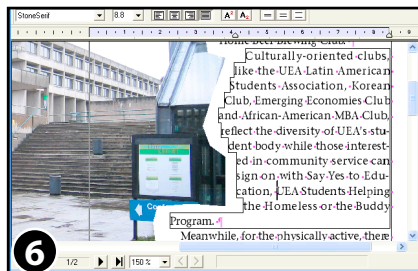
When “fixed”, an additional border is shown around lines illustrating their shape.

Select the lines needing adjustment. In this case three lines have been selected.



Slide the ruler's left margin to move the left edges of the selected lines.

The same can be done for the right edges if needed.



After adjustment and reflow, the lines appear closer to the image contour.

The paragraph still appears a little ragged due to there being only one word on the last line.

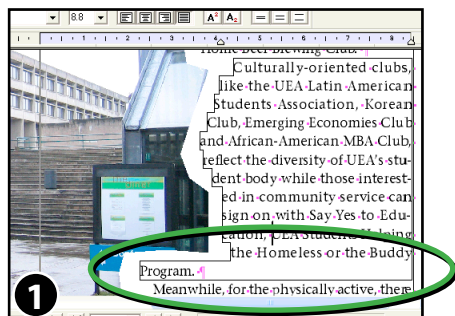
See the following page for tips on improving this.

Notes

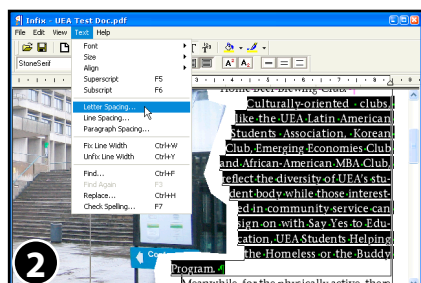
- Adjusting the left or right ruler margin of a “fixed” line controls the left and right edges of the line directly and has no effect on the left/right indents applied to the whole paragraph.
- You cannot use **Text->Fix Line Widths** on rotated text.

Making Paragraphs Fit The Space Provided

With careful use of the line and letter spacing controls, edited text can be made to better fit the space it originally occupied.

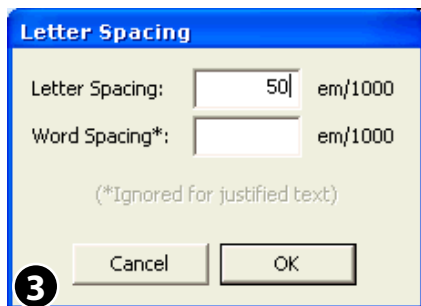


After editing, this text has been left looking unbalanced because the last line has just a single word.



Select the entire paragraph (double-click the left mouse button twice).

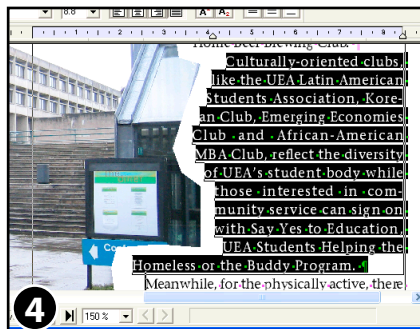
Choose **Text->Letter Spacing...** from the main menu bar.



Enter a new value for letter spacing.

In this example, the paragraph is fully justified so word spacing has no effect. Otherwise this value could also be used to adjust the layout.

Continued from previous page



The text has been expanded slightly to better fill the available space. The expansion used is small so the reader should be unaware of the effect.

The paragraph now looks more balanced.

Notes

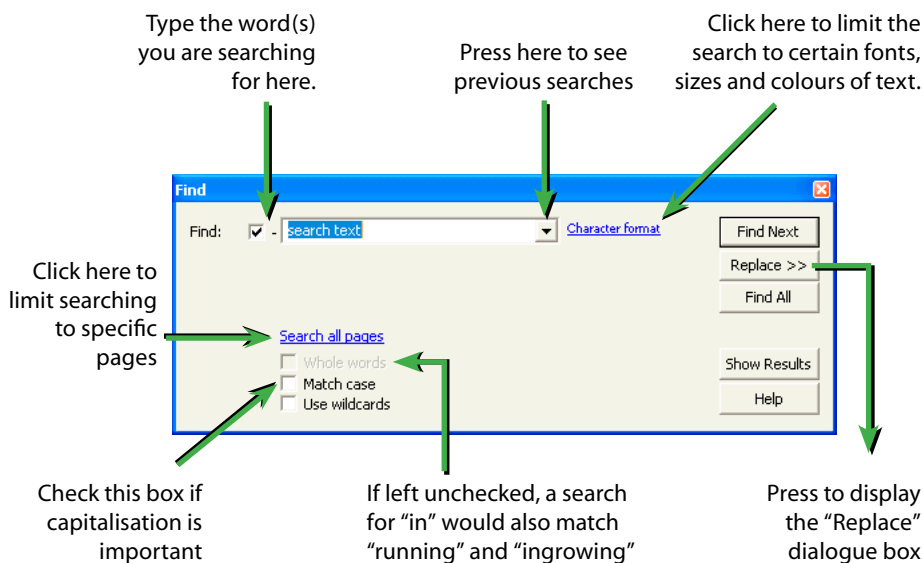
- Using a combination of small adjustments to line spacing and letter spacing most text can be made to better fill the available space.
- In extreme cases, small adjustments to font size or line-spacing may also be required.
- Infix Pro can do paragraph fitting automatically. See [Text Box Fitting](#) for more details.

Find & Replace

- ☞ **Basic Find & Replace**
- ☞ **Find & Replace In Files**
- ☞ **Find & Replace In Long Documents**
- ☞ **Find & Replace With Styled Text**
- ☞ **Text Reflow Modes**

Basic Find & Replace

Using the Find & Replace facility you can search for and replace words and phrases throughout a document, text boxes or range of pages.



Check to activate wild card matching.

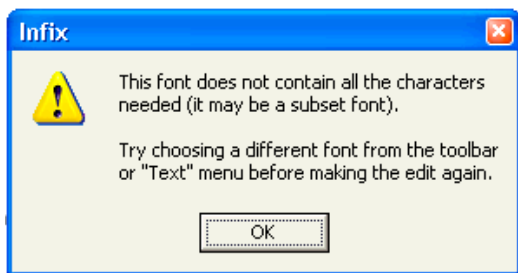
Available wild cards are:

- * to match zero or more characters
- + to match 1 or more characters
- ? to match a single character

Continued...

Notes

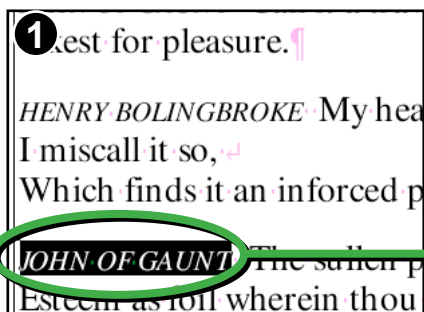
- If you have a word selected when the “Find” dialogue box opens, the word will be copied into the **Find:** box automatically.
- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When paragraphs are reflowed, their layout may be altered. See [Advanced Editing](#) for methods of avoiding with this.
- If the **Replace:** text cannot be rendered in the font of the text being replaced, you may see a dialogue box like the following:



In this case, try setting the font used for the replacement text by pressing the **Format...** button next to the **Replace:** text. See the following pages for further information.

Find & Replace With Styled Text

You can search for a word or phrase formatted with a particular font, size or colour. You can also search for all text formatted in a particular way.

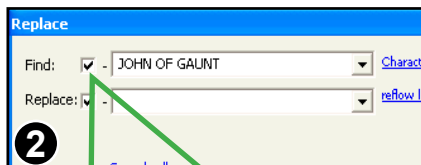


To change all the character names in a Shakespeare script so that they appear in blue...

Using the text edit tool, select an example of the text to be changed.



Minion-Italic, 7 point

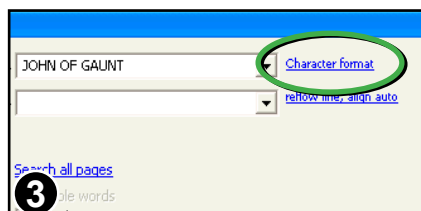


Choose **Edit->Replace...** to open the Replace dialogue box.

The selected text will appear in the **Find:** box.

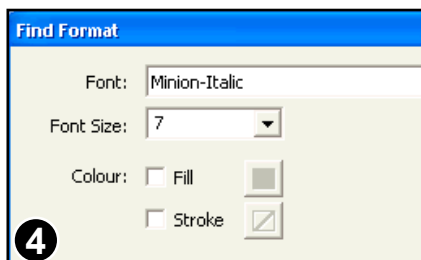


To find all text with the same style, un-check the **Find:** check box. The target text will grey-out.



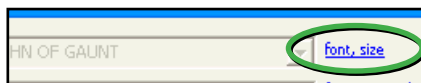
Next, click on the **Character Format** hyperlink to open the formatting dialogue box.

Continued from previous page

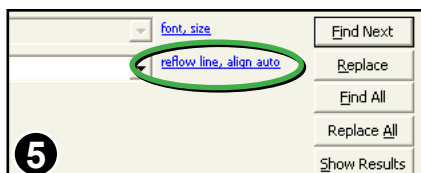


The **Find Format** dialogue reflects the formatting of the text from your initial selection, though it remains inactive until you press **OK**.

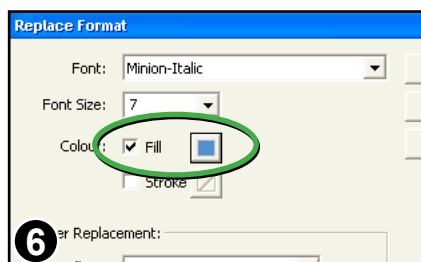
Press **OK** to activate the formatting.



Whenever a format is active for a search, a brief summary of the styles chosen is shown next to the **Find:** text box.



Click on the hyperlink next to the **Replace:** text box to open the **Replace Format** dialogue box.



The **Replace Format** dialogue box displays the formatting of the initial text selection.

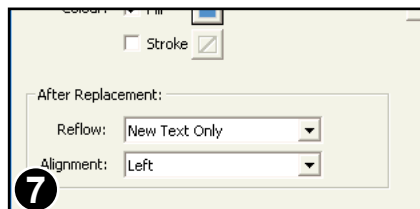
Click on the Fill colour checkbox to enable the colour picker button next to it.

Click on the colour button to choose a new colour.

(In the example image a blue colour has already been chosen)

Continued...

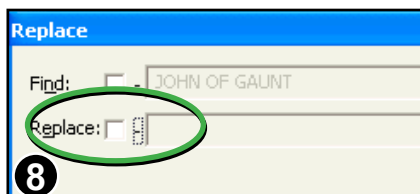
Continued from previous page



Reflow and alignment changes should be kept to a minimum (we only want to change text colour).

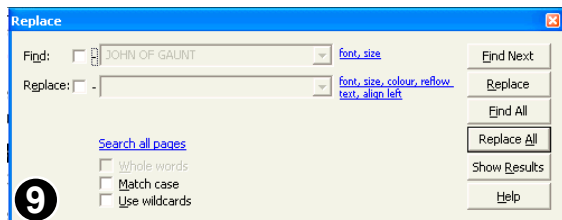
Ensure that **Reflow:** is **New Text Only** and **Alignment:** is **Left**.

Then press **OK** to activate the formatting.



Un-check the box next to **Replace:**. The replace text box will grey-out.

Press the **OK** button to activate the format settings.

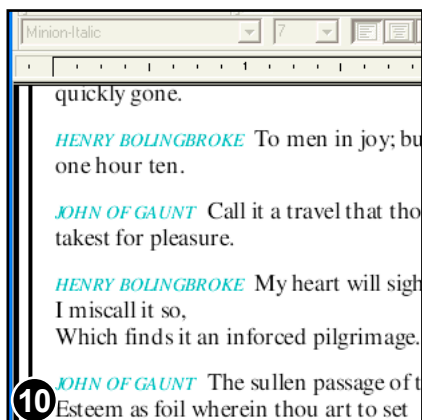


The **Replace** dialogue box should look something like this.

Press **Replace All** to start the process which may take some time to finish.

Continued...

Continued from previous page



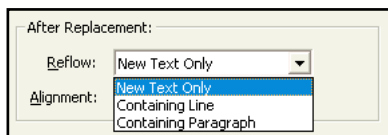
Once finished, all character names have been changed to blue throughout the document.

Notes

- To remove any **Find:** formatting click the formatting hyperlink next to the **Find:** text box and set **Font & Font Size** to "Any" then un-check both colour check boxes.
- Replace:** formatting can be disabled in the same way as detailed above.
- Infix will save a partial copy of the document every 100 or so pages during a long Find & Replace operation.
- To cancel a Find/Replace operation, press Escape or close the dialogue box.

Text Reflow Modes

Infix offers three modes for controlling the way text is reflowed during search and replace:



1. Reflow: New Text Only

This mode is useful when dealing with tabular data, headers, footers or other single lines where retaining the original spacing and gaps between words is important.

The minimum reflow is done. The new text is left, centre or right aligned within the space occupied by the text being replaced.

In this mode, you may end up with words printed on top of each other if the replacement text is much longer than the original.

2. Reflow: Containing Line Only (default mode)

This mode is useful when you wish to cause minimum changes to existing paragraphs whilst ensuring changed lines blend in correctly.

Only the line (or lines) containing the search text will be reflowed after replacement. Lines can left, centre or right aligned regardless of the alignment of their paragraphs.

The 'auto' option will use the containing paragraph's current alignment.

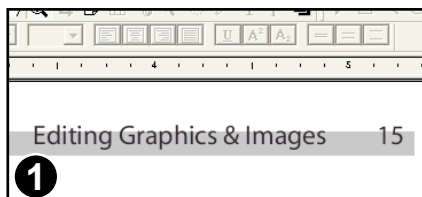
3. Reflow: Containing Paragraph

The entire paragraph (and those near it) may be reflowed according to their current alignment. You cannot dictate the alignment used in this mode.

If paragraph grows longer after reflowing, some of their text may become 'overset'. This is signified by a cross displayed in the text box around the containing text block. You may need to make the text box bigger to accommodate the text.

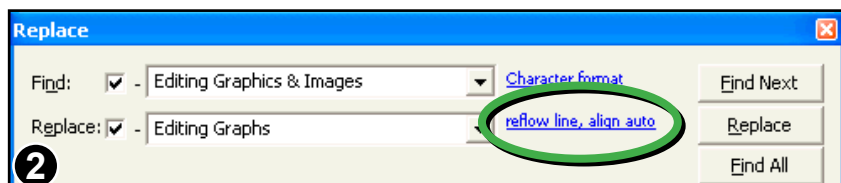
Continued from previous page

Reflow: New Text Only



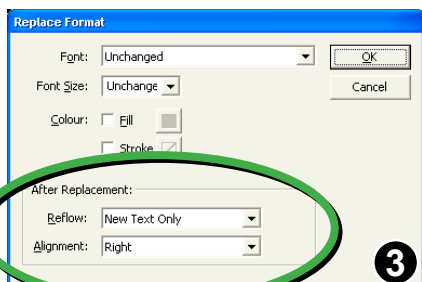
In this example, the header text is to be altered whilst retaining the gap between the page number and the text.

Choose the **Edit->Replace...** menu item.



Fill in the **Find:** and **Replace:** text boxes.

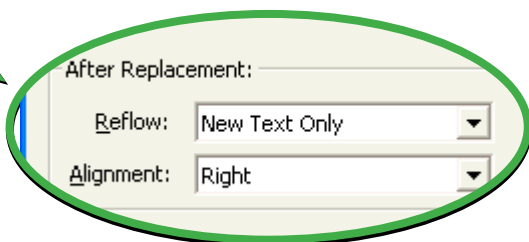
Press the hyperlink next to the **Replace:** text box.



To ensure that the new text is right-aligned and that the page number is left where it is -

Choose **New Text Only** from the **Reflow:** pop-up menu

Choose **Right** from the **Alignment:** pop-up menu



Continued...

Continued from previous page

Reflow: New Text Only

Original text 

Editing Graphics & Images 13

Align: Left

New text is aligned with the start of the old text. If new text is longer than old, it may overflow and collide with page number.

Editing Graphics  13

Align: Centre

New text is aligned with the centre of the old text. If it becomes longer it will extend beyond the original left/right bounds of the old text.

 Editing Graphics  13

Align: Right

New text is aligned with the end of the old text. If new text is longer than old, it may extend beyond the left extent of the original text.

 Editing Graphics 13

Reflow: Containing Paragraph

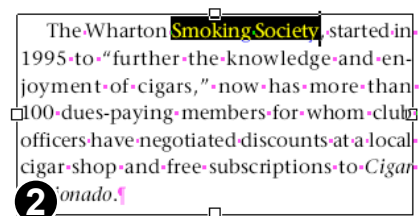
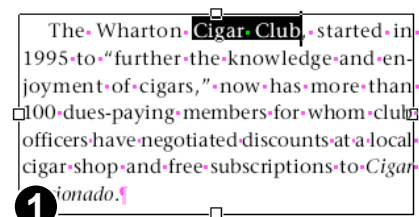
The entire line is reflowed and left justified. The page number is moved during the reflow.

Editing Graphics 13

Continued...

Continued from previous page

Reflow: Containing Line Only



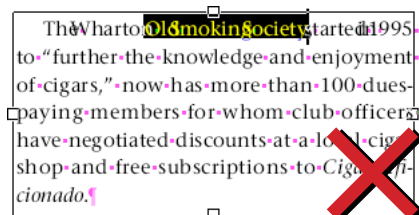
"Cigar Club" -> "Smoking Society"

In this example, "Cigar Club" is replaced by "Smoking Society", reflowing only one line of the paragraph.

To make room, the words have been moved closer together on the first line.

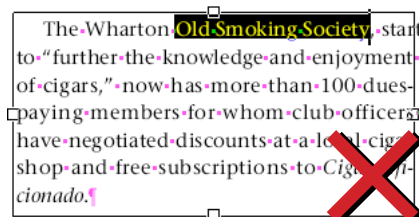
None of the other lines has been altered.

Potential Problems



"Cigar Club" -> "Old Smoking Society"

There is not enough room for the replacement text on the line so words have begun to run-in to each other.



This is the same replacement using **Alignment: Left**.

The text has grown beyond the edge of the text box.

Continued from previous page

Notes

- Use **Reflow: Containing Paragraph** option only if you are confident that reflowing the paragraph will not destroy any existing indentation or special layout.
- When using **Reflow:New Text Only** the new text may collide with existing text if it longer that the original text.

Find & Replace In Long Documents

During find & replace in a long document (more than 100 pages), Infix will save the partially complete document every 100 pages.

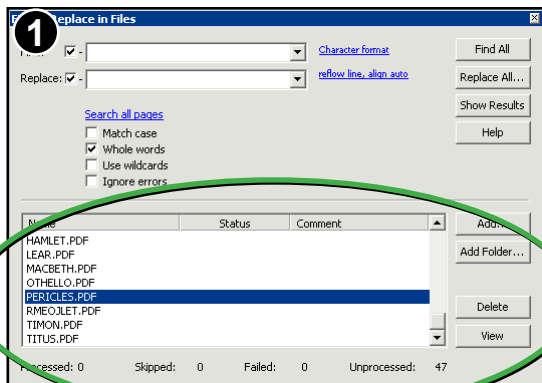
On completion, the finished document **MyDoc.pdf** will be renamed **MyDoc-BigEdit.pdf**. The original document (before the find & replace) will remain unchanged.

Find & Replace In Files

Infix Pro can automatically perform a Find & Replace operation on multiple files. This can be useful when the same changes need to be made to many files.

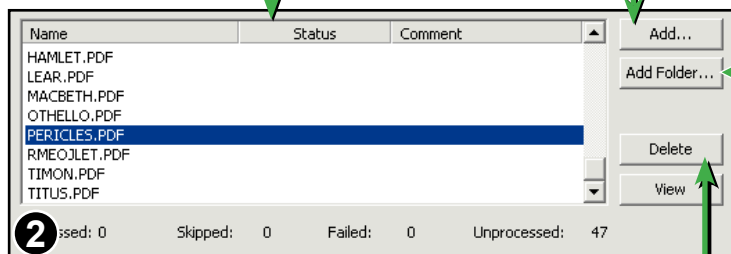
Choose **Edit->Find & Replace In Files...** to open the dialogue.

You do not have to have a document open already to use it.



Upper part of the dialogue is like the Find & Replace dialogue box.

Lower part of the dialogue is where you add files to be searched.

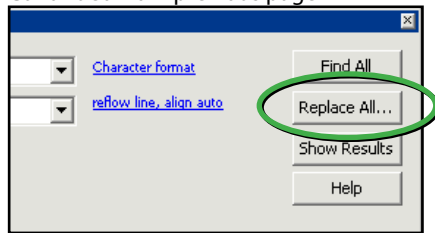


Click to add files to the list

Click to add all the PDF files in a folder (and its sub-folders)

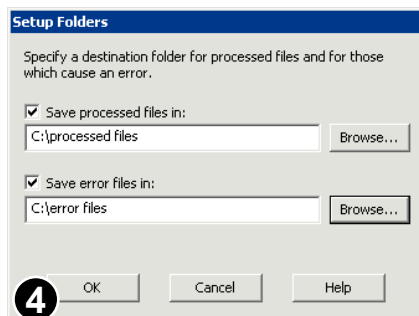
Deletes files from the list (does not delete the actual file from disc)

Continued from previous page



Once your search has been setup and you have added some files to the list, press **Replace All...**

Setup Folders

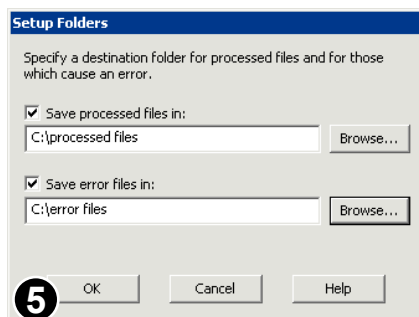


The **Setup Folders** dialogue will open.

Supply a location in which to save the processed files.

If you do not use this option, your original files will be over written (a backup will not be made).

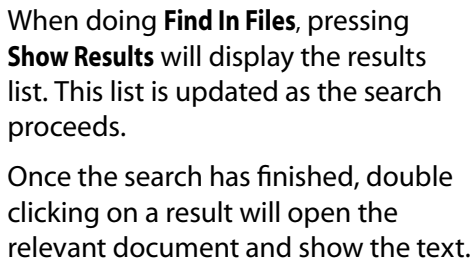
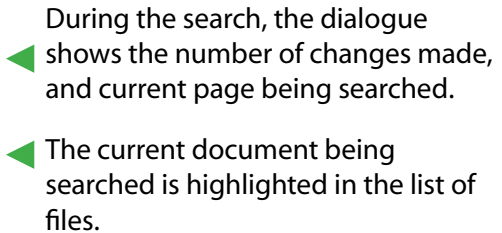
You are strongly advised to ensure you have a backup of the original files.



You may also give an optional folder for error files.

Errors can occur when there is no suitable font for substitution for example.

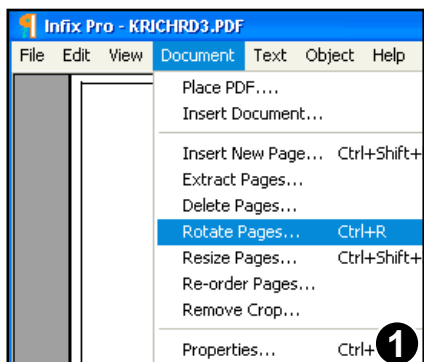
Continued...



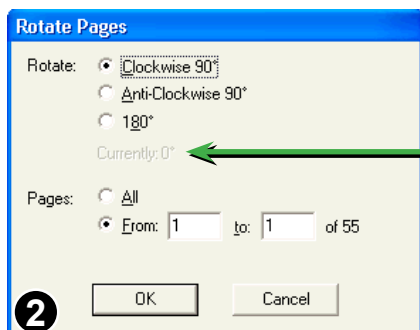
- ☞ **Cropping Pages**
- ☞ **Exporting Pages As Other Formats**
- ☞ **Inserting New Pages**
- ☞ **Inserting Pages From Other Documents**
- ☞ **Moving Pages**
- ☞ **Placing Pages From Other Documents**
- ☞ **Removing Page Crops**
- ☞ **Resizing Pages**
- ☞ **Rotating Pages**

Rotating Pages

Pages can be rotated in 90° steps.



Choose **Document->Rotate Pages...** from the main menu.

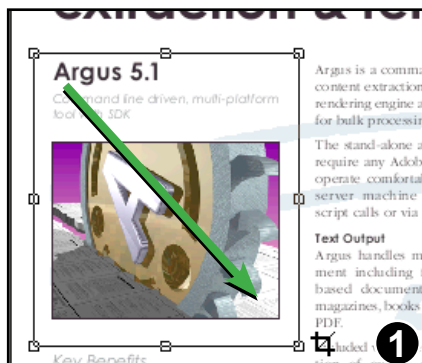


Choose the rotation angle and range of pages to be rotated.

The dialogue box also displays the current rotation of the page being viewed.

Cropping Pages

Pages can be cropped to hide unwanted parts.

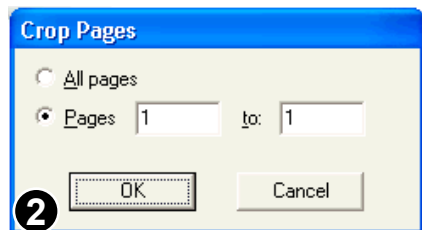


Press the Crop Tool on the main toolbar.



Drag-out a box to the size you wish to crop. Everything outside of the box will be cropped.

After dragging out the crop box, you can continue to adjust its shape using the resize handles.



Press **Return** to open the Crop dialogue box.

Now choose the pages to which the crop should be applied.

To change an existing crop, remove it first using **Document->Remove Crop...** then add a new one.

Notes

- Press **Escape** after drawing the crop box to abort the crop operation.
- Double-click the left button without drawing a crop to open the Remove Crop dialogue box.
- Objects that fall outside of the crop box are hidden from view but still remain a part of the page.

Removing Page Crops

If part of a page is hidden by a page crop, you can remove it to reveal the areas.

There are two ways to remove an existing crop from a page or range of pages:

- 1) Press the Crop Tool on the main toolbar.



Double-click the left mouse button.

- 2) Choose **Document->Remove Crop...** menu item.

Inserting New Pages

You can insert any number of new pages into any PDF document.

Open a document then choose **Document->Insert New Page...** from the main menu bar.

Choose how many new pages you want to add (the default is 1).

Choose whether you want to insert the new page before or after an existing page.

Choose User Current Size to make the new pages the same size as the currently displayed page.

The remaining options are the same as those in the New Document dialog box.

Insert New Page

Insert: 1 page After

☐ First Page
☐ Last Page
☒ Page 1 of 1

Page Size

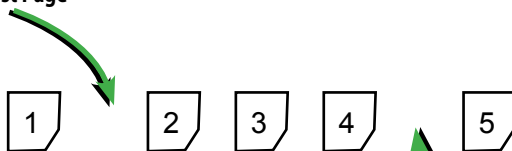
☒ Use Current Size
☐ Custom Size

☒ Built in: A4
☐ Custom: Width: 8.25 Height: 11.50 Units: inches

Orientation

☒ Portrait
☐ Landscape

Inserting a new page
After the First Page



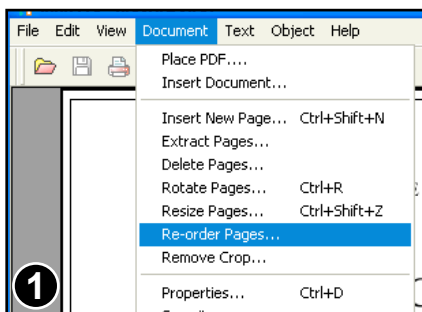
Inserting a new page
before Last Page

Notes

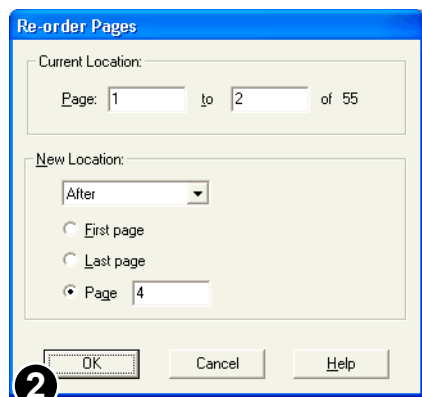
- The size of new pages is determined by the page being viewed when the instruction is given.

Moving Pages

A page or group of pages may be moved from one part of a document to another. You may have to alter page numbers printed on the pages after relocating.

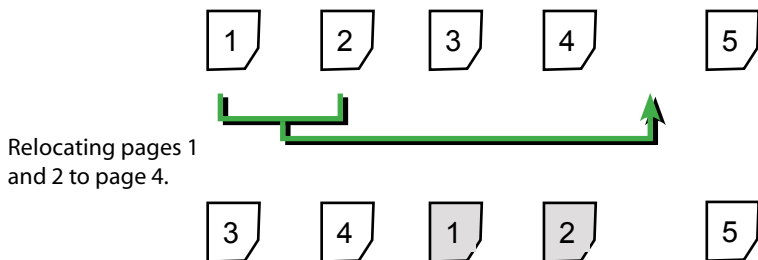


Open a document and choose **Document->Re-order Pages...**



Choose the range of pages you wish to relocate.

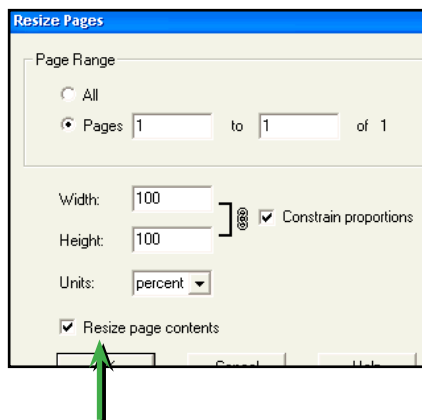
Then choose where you want them to be moved to.



Relocating pages 1 and 2 to page 4.

Resizing Pages

A page or group of pages can be resized. This scales all objects on the page then adjusts the media box (paper-size).



Un-check this box to re-size the page only; objects on the page will not be altered. This is especially useful for re-sizing empty pages.

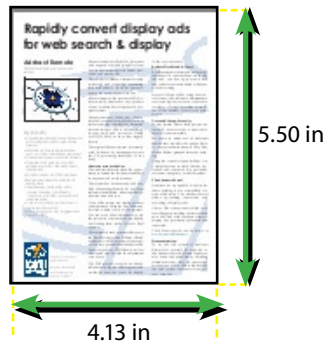
Open a document and choose **Document->Resize Pages...**

Choose to scale X & Y axis independently or click **Constrain Proportions** to maintain the aspect ratio.

Choose the units for scaling - percent, inches, points or centimetres

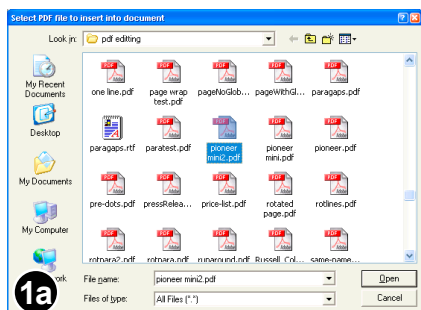


This illustration shows a page being resized by 50% on both axes.



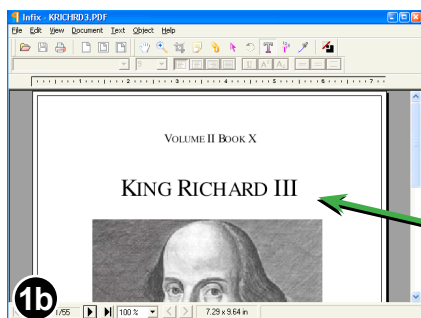
Inserting Pages From Other Documents

A range of pages can be imported from other documents into the current document.

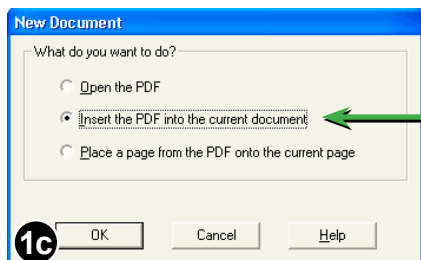
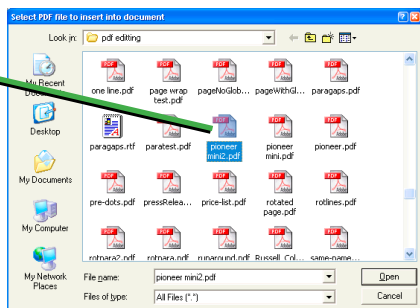


With your document already open, choose **Document->Insert Document...**

Choose the document you wish to insert using the file selection dialogue.

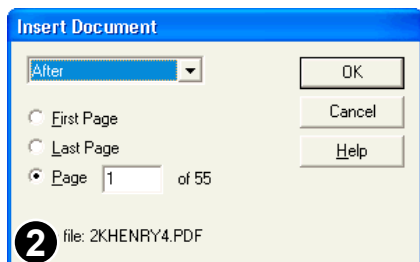


Alternatively, Drag & Drop and PDF document onto the main Infix window.

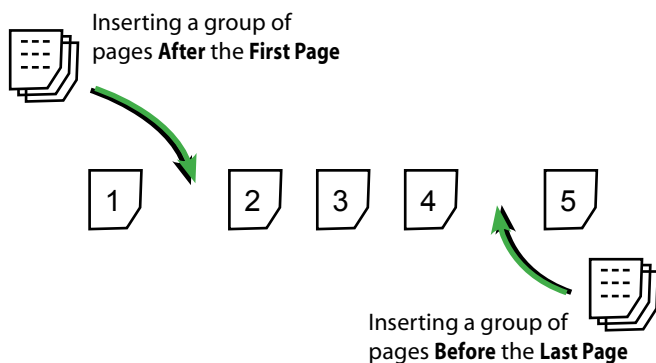


After dropping the file, choose **Insert the PDF...**

Continued from previous page

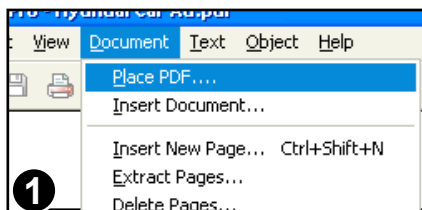


If the document you are importing has more than one page, you can choose the pages to be imported.

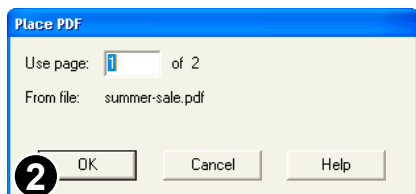


Placing Pages From Other Documents

You can place the contents of an entire page from another document into the current page of your document.

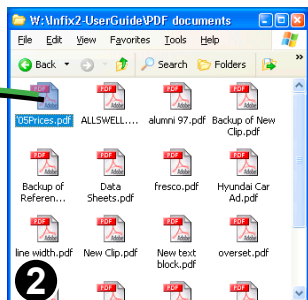
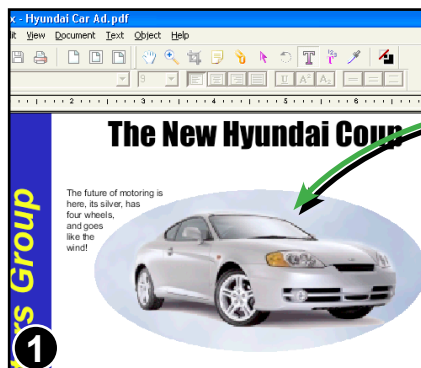


Use the **Document->Place PDF** menu or “drag & drop” the document onto your open PDF.



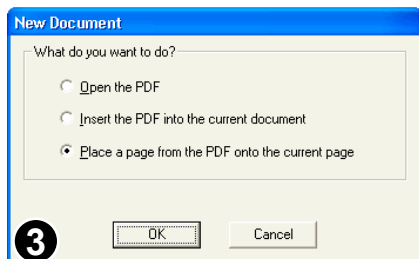
If the document you are placing has multiple pages, choose the page you wish to place.

This dialogue box will not be displayed if the document being placed has only one page.



You can “drag & drop” a PDF file onto your open document to place a page.

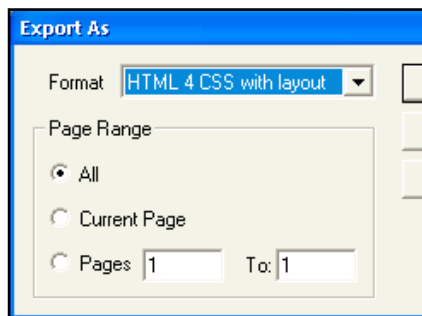
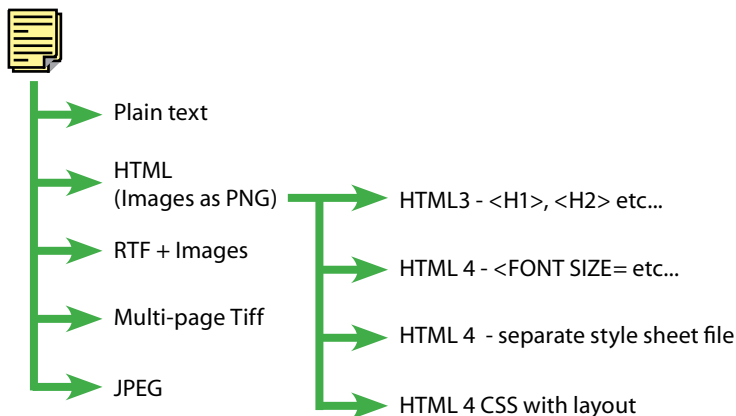
You will then have the choice of opening, placing or inserting the new document.



Exporting Pages As Other Formats

Infix can export pages or entire documents as plain text, HTML, RTF, TIFF and JPEG.

Conversion Formats



Open the document to be converted.

Choose **File->Export As...**

Choose the conversion: plain text, HTML, RTF, Tiff or JPEG.

Choose the pages to be converted.

Notes

- The JPEG & Tiff conversions render entire pages and not individual images.
- To export images only, select one of the HTML conversions. All images will be exported as PNG files and placed in the same folder as the HTML output.

Annotations & Hyperlinks

- ☞ **About Bookmarks**
- ☞ **Automatic Bookmarks**
- ☞ **Changing Bookmark Nesting**
- ☞ **Editing Bookmarks**
- ☞ **Hyperlinks**
- ☞ **Sticky Notes**

Sticky Notes

You can create new or edit existing “sticky note” annotations in documents. These are small pop-up windows designed to contain short messages such as approval or editorial comments.

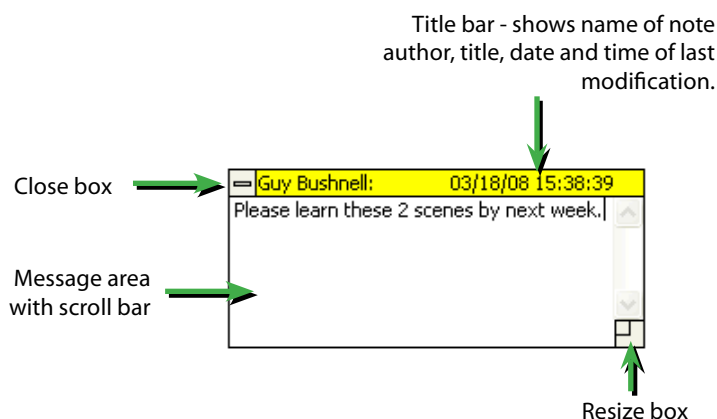
Anatomy Of A Sticky Note



Stick note icon.

This can be moved around independently of the sticky note window.

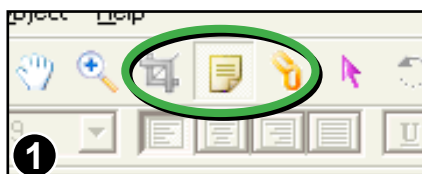
Double-click the icon to toggle the main note window open or closed.



Notes

- If you can not see the sticky-note window after double-clicking on the sticky note icon, try scrolling the page or zooming out. It may be off the screen somewhere.
- There are a number of alternative icons available - see [Stick Note Properties](#) for details.
- To change the author's name assigned to new notes, choose **File->Preferences...** from the main menu.
- Sticky notes are not included when printing documents.

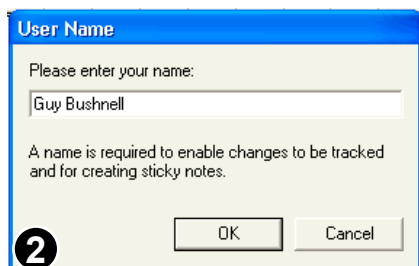
Creating Sticky Notes



Click the Stick Note Tool in the main toolbar.

Drag-out a box to denote the size of the new sticky note.

Alternatively, single-click the left mouse button to create a standard-sized sticky note window.



If you have not already set up a user name using **File->Preferences...**, Infix will now ask you to supply one.

This user name will be recorded in each sticky note you make.

Deleting Sticky Notes

Sticky notes can be deleted in two ways:

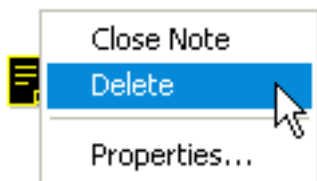


a selected sticky note icon

- 1 Using the Hand Tool or Sticky Note Tool, click on the sticky note icon to select it.



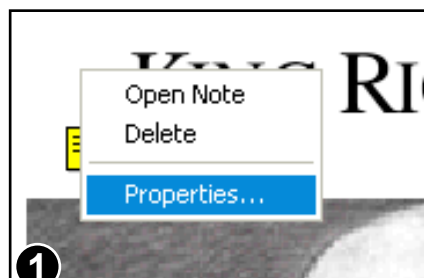
Then press **Backspace** or **Delete** on the keyboard.



- 2 Using the Hand Tool or Sticky Note Tool, right-click on the sticky note icon and choose **Delete**.

Sticky Note Properties

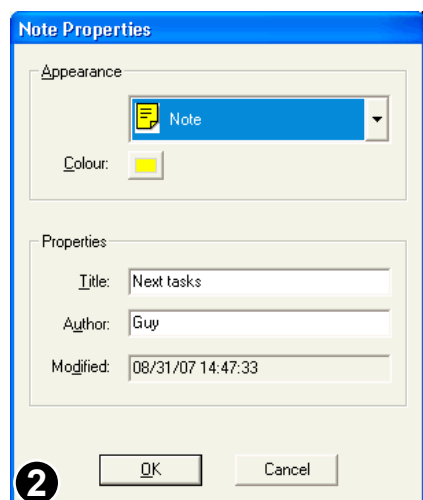
Various properties of sticky notes can be modified such as the icon and colour can be changed using the Sticky Note Properties dialogue box.



Select the Hand Tool or Sticky Note Tool from the toolbar.



Click the right mouse button over the sticky note icon and choose **Properties...**



Use the dialogue box to change icon, colour, title and author.

The modification time cannot be altered manually.

Sticky Note Icons



Comment



Key



Paragraph



Help



New Paragraph



Insert



Note (default)

Hyperlinks

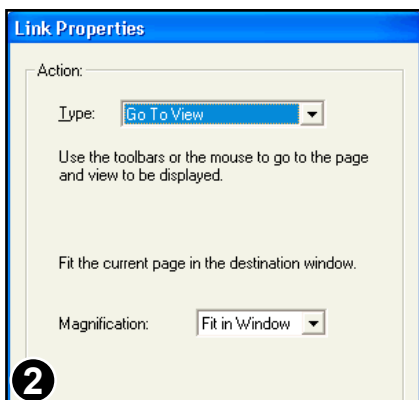
Use hyperlink annotations to create interactive boxes which, when activated by the reader, will jump to another part of the same document, a different document or web address (using an external HTML browser).



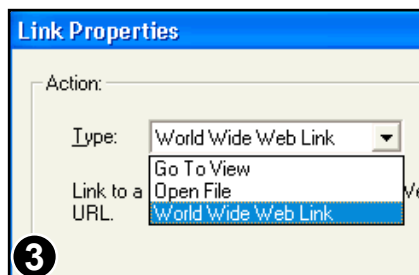
Click on the Link Tool button in the main toolbar.



Drag-out a box to denote the shape of the hyperlink region.



After drawing the hyperlink box, the **Link Properties** dialogue box is displayed.



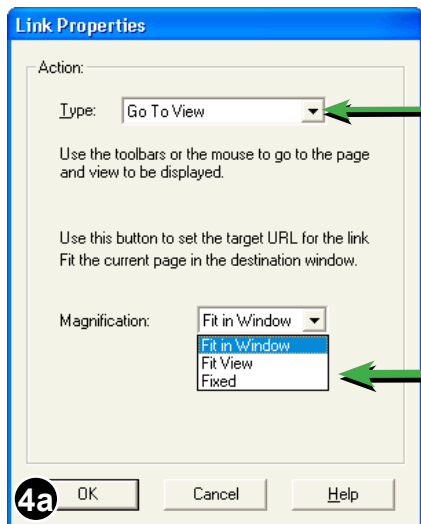
Choose the action to be performed when the reader clicks on the hyperlink:

- Go to view
- Open a file
- Word Wide Web Link

Changing the Action **Type:** option will cause the bottom section of the dialogue box to change.

Continued from previous page

Action Type: Go To View



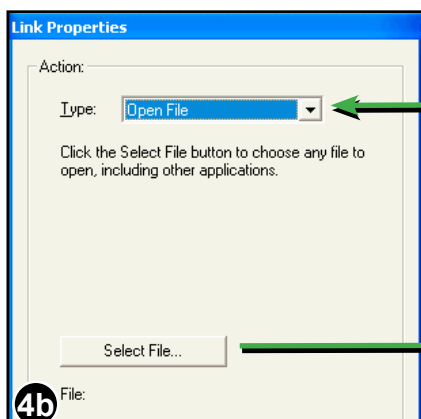
Choose **Go To View**

Whilst the dialogue is still open, return to the main document window and navigate to the page and position you want displayed when someone clicks on the new hyperlink.

Return to the dialogue and choose the **Magnification:** for the destination view.

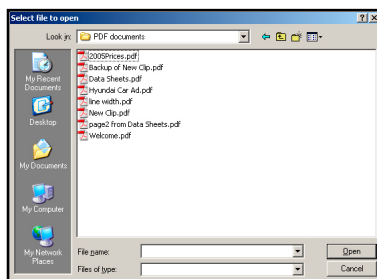
Press **OK** to create the hyperlink.

Action Type: Open File



Choose **Open File**

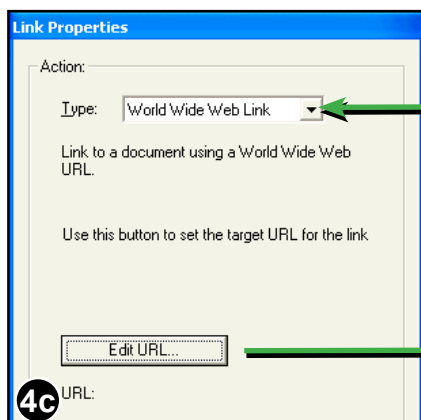
Press **Select File...** to choose the file to be opened when the hyperlink is activated.



Continued...

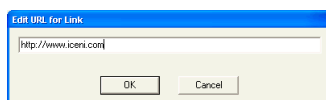
Continued from previous page

Action Type: Go To URL



Choose **World Wide Web Link**

Press **Edit URL...** to specify the address to open when the hyperlink is activated.



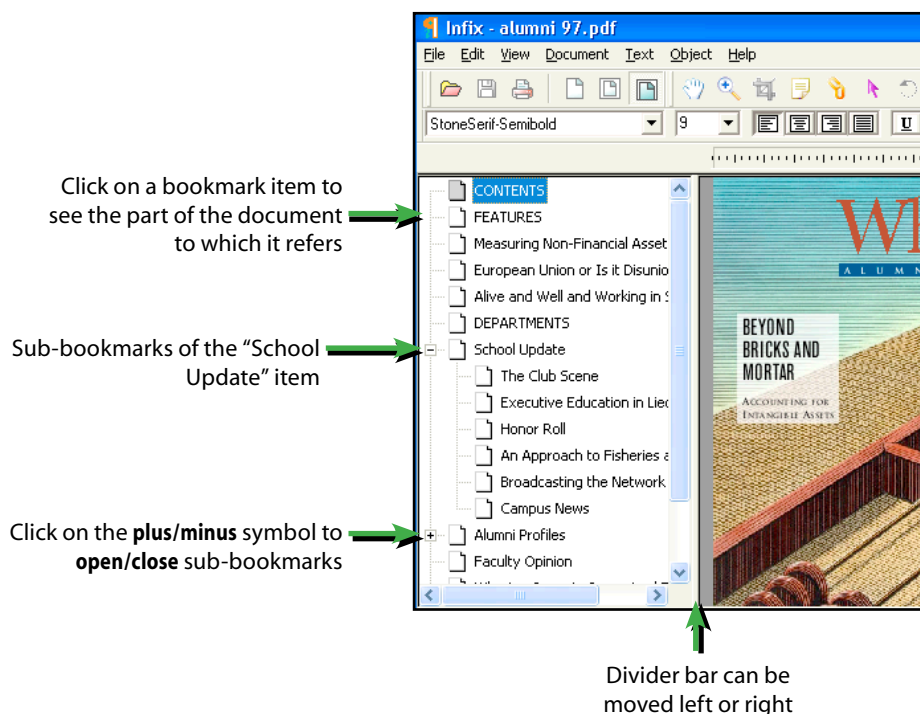
Web addresses should begin with "http://"

About Bookmarks

Bookmarks allow readers to quickly navigate to specific places in a document and are especially helpful in long documents. Using Infix you can automatically add bookmarks to a document and edit existing bookmarks.

On Screen Display

To see a document's bookmarks choose **View->Bookmarks** or press the **F9** function key.



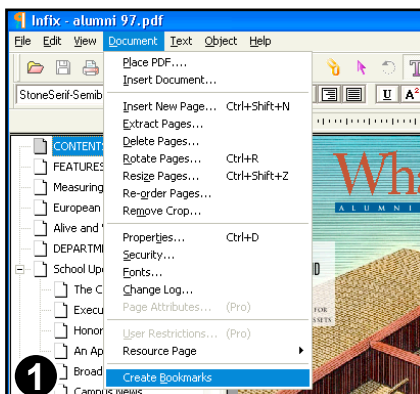
Notes

- Drag a bookmark on the *title* of another to nest the bookmark within the other.
- Drag a bookmark on the *icon* of another to move without nesting within the other.

Automatic Bookmarks

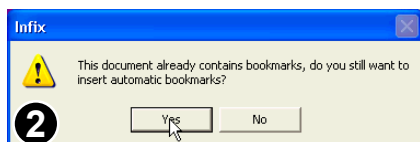
Infix can create bookmarks automatically. This is especially useful for long documents that have no bookmarks.

The bookmarks for this guide were created this way and then edited to remove any unwanted entries that were added automatically.



With a document already open, choose **Edit->Create Bookmarks** or press **Ctrl-B**.

All pages from the current page onwards will be trawled in an attempt to find suitable bookmarks.



If the document already has bookmarks, Infix will prompt you to proceed. If you do, all existing bookmarks will be removed before the new ones are added.

Notes

- The quality and number of bookmarks created depends on the style of document used.
- You may need to add, remove or move some bookmarks after auto creation.
- If you do not wish to include certain pages in the bookmark tree - title and contents pages for example, turn to a page after these before choosing **Edit->Create Bookmarks**.

Editing Bookmarks

You can manually create, delete, rename and move bookmarks.

Renaming Bookmarks

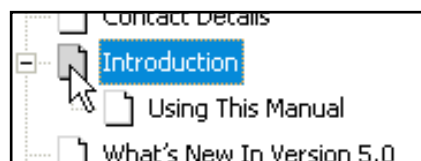


Click on an existing bookmark to select it.



After a short delay, click again to start renaming. The name of the bookmark will become selected, ready for editing.

Deleting Bookmarks



Click to select the bookmark item to be deleted.

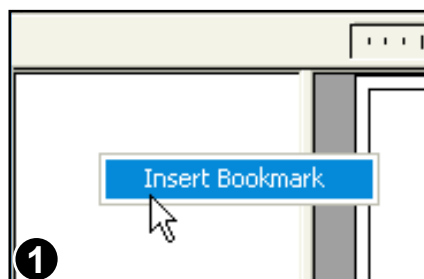
Press the **Delete** or **Backspace** key to delete.

Note

- If you delete a bookmark item that has sub-items (as shown above), the sub-items will also be deleted.

Creating Bookmarks

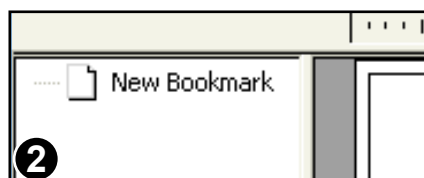
A bookmark records the page number, location and zoom setting used to view the page at the time the bookmark was created.



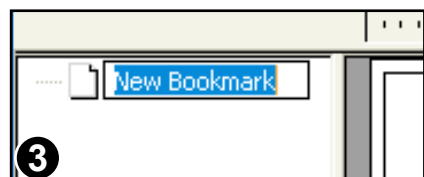
Navigate through your document to the page you want to bookmark.

Zoom and scroll the page to the exact position you want to record.

Click the right mouse button inside the bookmarks window. Select the **Insert Bookmark** menu option that appears.



The new bookmark will be created and named "New Bookmark".

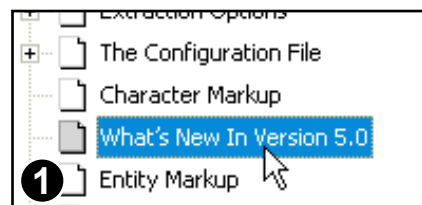


Click once to select the new bookmark.

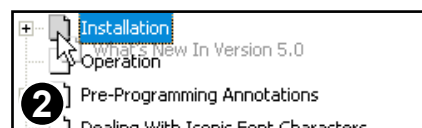
After a short delay, click again to start renaming. The name of the bookmark will become selected, ready for editing.

Moving Bookmarks

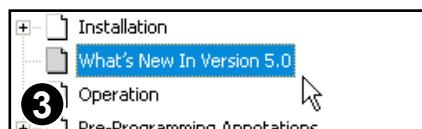
You can move bookmarks to different parts of the bookmark tree.



Click to select the bookmark to be moved.

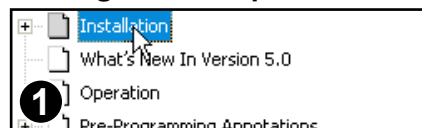


Drag the bookmark and drop it onto the **icon** of the bookmark you want it to appear after.



The bookmark will appear after the bookmark you dropped it onto and at the same nesting level.

Moving To The Top



Move the bookmark you intend to be top so that it is second in the list (as shown above).

Then select the first item in the list.



Drag the first item and drop it onto the **icon** of the second item (the one you want to be top).

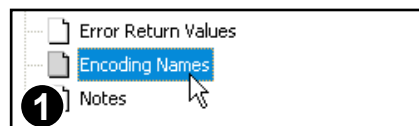


The two bookmarks will switch places.

Changing Bookmark Nesting

You can nest bookmarks within other bookmarks or move them out to a lower nesting level.

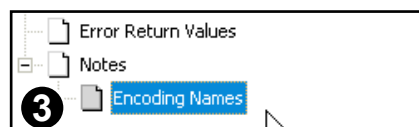
Nesting Bookmarks



Click on the bookmark you wish to nest.

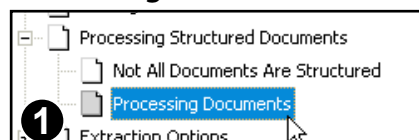


Drag the bookmark onto the **title** of the bookmark in which it will be nested.

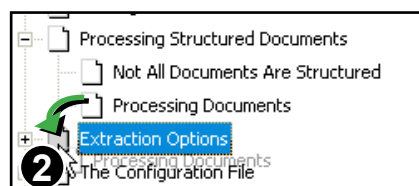


The bookmark is nested within the one on which it was dropped.

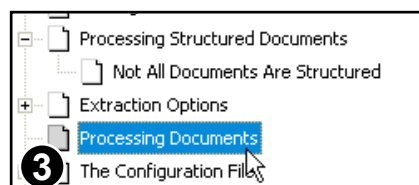
De-nesting Bookmarks



Click on a nested bookmark you wish to move to a lower nesting level.



Drag the bookmark and drop it on the **icon** of any bookmark with the nesting level you want.



The bookmark's nesting will be changed so it matches the one on which it was dropped.

Document Operations

- ☞ **Document Font Catalogue**
- ☞ **Document Properties**
- ☞ **Flight Check**
- ☞ **Security Settings**
- ☞ **Tracking Changes**

Document Properties

A summary of the settings, dates, author and other information about the current document can be viewed by choosing **Document->Properties...**

Full path name of the document and its size on disc.

Document meta data.

This data is stored in a non-human readable form inside the PDF and also as plain text within an XML tag named <Properties> nested in another named <IceniSetup>.

Click on the **Modified:** date to open the document's Change Log.

Click on the **Security:** hyperlink to open the Document Security dialogue box.

Document Properties

File Name: W:\ICENI\Documents\Infix\Infix3-UserGuide\PDF documents\Reference Manual.pdf
File Size: 1.77 MB (1817.3 KB)

Title: Argus Reference Manual
Subject: Argus Version 5.0
Author: Iceni Technology Ltd
Keywords:

Creator: FrameMaker 5.0.1(Infix)
Producer: Acrobat Distiller 5.0.5 for Macintosh
Created: 09:43:23, Friday October 31, 2003
Modified: [15:00:03, Wednesday September 05, 2007](#)
Security: [None](#)

PDF Version: 1.4
Page Count: 95
Tagged: No

User Restrictions: [No](#)
Resource Page: No
Lineased: No

OK Cancel Help

Click on the **User Restrictions:** hyperlink to view/modify the settings controlling how users may edit this document.

Resource Page: indicates if the document has an embedded Iceni resource page. This can be useful for distributing PDF templates.

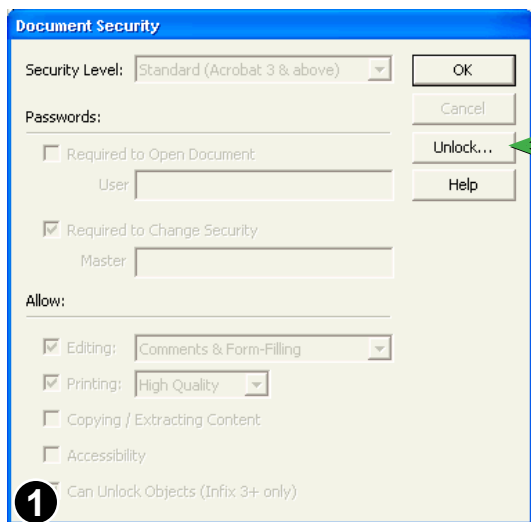
Security Settings

Using PDF security settings you can limit what other people can do with your document. For example, you can stop other people editing or printing your document.

View Current Settings

To check the security settings for a document, choose **Document->Security...** from the main menu.

The security dialogue box will initially display with most controls inactive.



If enabled, click **Unlock...** to change security settings.

The inactive controls show the current security settings for the document.



If the document has an existing Master Password, you will have to enter it now.

If you do not know the Master Password, you will not be able to alter any of the security settings.

Security Settings Dialogue

Using Infix you can add or modify security settings on documents.

Infix support 48-bit (Acrobat 3 and above) and 128-bit (Acrobat 5 and above) password encryption.

The screenshot shows the 'Document Security' dialog box. It has a blue title bar. The 'Security Level' is set to 'Standard (Acrobat 3 & above)'. Under 'Passwords', 'Required to Open Document' is unchecked, and 'Required to Change Security' is checked. The 'Master' password field is filled with asterisks. Under 'Allow:', 'Editing' is checked and set to 'Comments & Form-Filling', 'Printing' is checked and set to 'High Quality', 'Copying / Extracting Content' is unchecked, 'Accessibility' is checked, and 'Can Unlock Objects (Infix 3+ only)' is checked. A green arrow points to the 'Can Unlock Objects' checkbox. Another green arrow points to the 'Security Level' dropdown. A third green arrow points to the 'Required to Change Security' checkbox. A fourth green arrow points to the 'Comments & Form-Filling' dropdown.

Security level:

- None
- Acrobat 3+ (48 bit)
- Acrobat 5+ (128-bit)

128-bit security is harder to defeat and offers finer control over what operations are allowed on your document.

Older style 48-bit security is more compatible.

User Password:

If set, a password must be entered before the document can be viewed or printed.

Master Password:

If set, a password must be supplied before changes can be made to security settings.

The things other people are allowed to do with this document.

For example, if you want people to be able to add sticky notes without being able to change the content of the document, choose **Comments & Form-filling**

If un-checked, users will have to supply the Master password to be able to unlock locked objects.

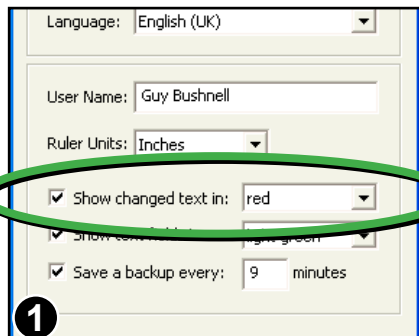
This can be useful when distributing [templates](#).

Notes

- If you forget a document's User Password, you will not be able to open the document.
- If you forget a document's Master Password, you will not be able to alter the security settings in future.

Tracking Changes

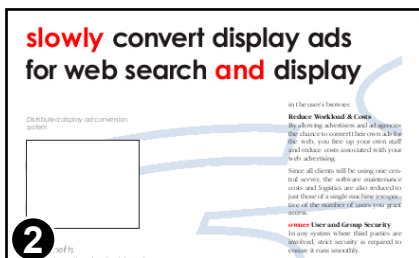
Infix can highlight text that has been modified during previous editing sessions. It also records the date, author and page number of all changes made to documents (see step 3 below).



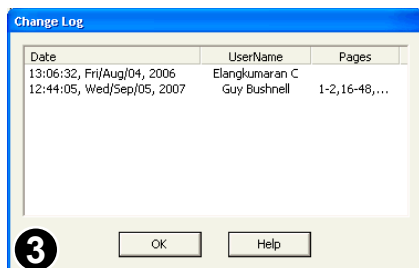
Choose **File->Preferences...**

Ensure **Show changed text in:** is enabled.

You can also choose the colour used for highlighting.



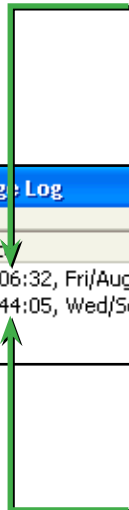
Text that has been modified in this or previous sessions will be highlighted using the colour chosen in the preferences dialogue box.



To see a complete history of all pages modified using Infix (version 2 or later) choose **Document->Change Log**.

Continued from previous page

User **Elangkumaran C** modified the document on Friday, 4th August, 2006. No particular page was edited (Perhaps security settings were modified.)



Date	UserName	Pages
13:06:32, Fri/Aug/04, 2006	Elangkumaran C	
12:44:05, Wed/Sep/05, 2007	Guy Bushnell	1-2,16-48,...

User **Guy Bushnell** modified pages 1, 2, 16 to 48 and some others on Wednesday 5th September 2007.

Notes

- Infix cannot highlight text that has been deleted. It will however, record that a modification has been made to the page that used to contain the text.
- Only changes made with Infix version 2 (or later) are recorded.

Document Font Catalogue

Infix can list all of the fonts used in a document plus additional information about the nature of each font.

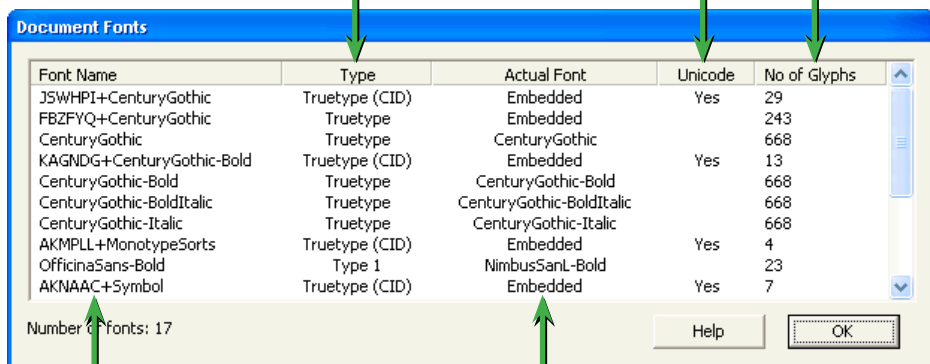
Choose **Document->Fonts...** to view the font catalogue.

Font types can include any that are supported by the PDF standard - TrueType, Type1, Type3, OpenType etc..

The number of character shapes defined by the font.

During editing, Infix can only embed TrueType fonts taken from your computer's system.

"Yes" indicates that the font has a built-in mapping to Unicode



Names of fonts currently embedded in the document.

Fonts introduced during the current editing session will not appear until the document is saved.

Names prefixed with "XXXXXX+" represents subset fonts.

Shows the font being used for on-screen display.

If the font is embedded in the PDF it will be used and labelled "embedded".

If the font is not embedded in the PDF the font substitute chosen by Infix will be shown. This may be from Infix's built-in fonts or from your computer's system fonts.

Notes

- When editing text, choose **Text->Character Palette...** to view all of the glyphs contained in a font.

Flight Check

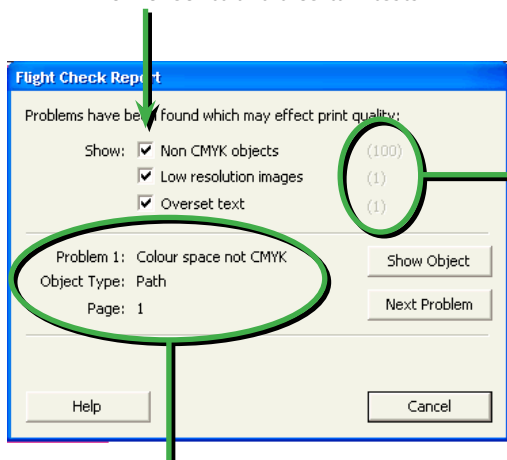
Infix includes a basic flight-checking function. A check for [overset text](#) is always made prior to saving a document.

Two additional checks are available for users of Infix Pro or for those editing a document with [user restrictions](#); these are

- a check for images of less than 300dpi resolution
- a check for non CMYK colour spaces

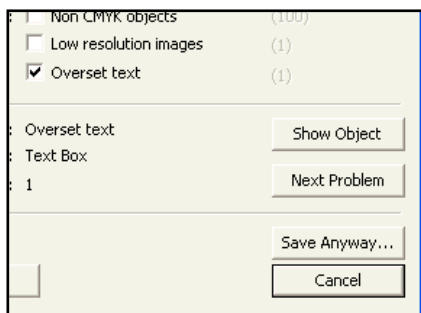
Choose **File->Flightcheck...** (Infix Pro only) to open the Flight Check dialogue box.

Un-check to avoid certain tests



Shows the numbers of problems found for each kind of test (even if the test is disabled)

Describes each problem found giving the kind of object effected and the page.



When saving a document, the flight check dialogue always checks for Overset Text (& possibly more).

Press **Save Anyway...** to ignore any problems and save the document.

Templates

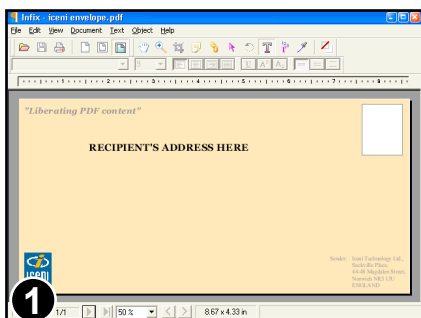
- ☞ **Basic Templates**
- ☞ **Dynamic Images**
- ☞ **Dynamic Line-Art & Graphics**
- ☞ **Dynamic Page Size**
- ☞ **Dynamic Text Using Text Fields**
- ☞ **Dynamic Text Using Tokens**
- ☞ **Embedded Font & Colour Resources**
- ☞ **Locking Objects In Templates**
- ☞ **User Restrictions**

Basic Templates

Infix can create and use templates (sometimes known as stationary) for things like memos, envelopes and faxes that you use frequently.

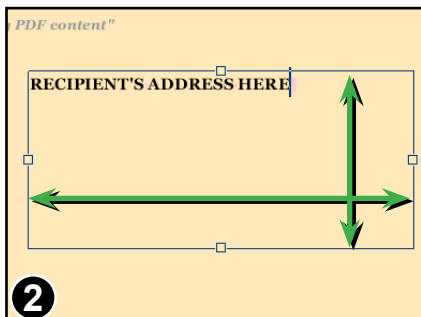
The initial layout is created using your preferred design application then converted into a PDF template using Infix.

When a user opens a template, the document name becomes **Untitled** so that the original template is never over written.



Open your document.

This example uses a basic envelope design produced using Infix or any other design application capable of generating a PDF.



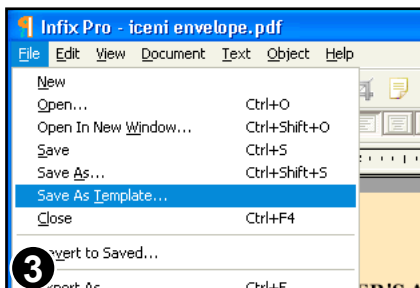
Using the text tool, drag out a central text box for the address. Ensure it is big enough to accommodate most addresses.



Enter some sample text to indicate where the user should type.

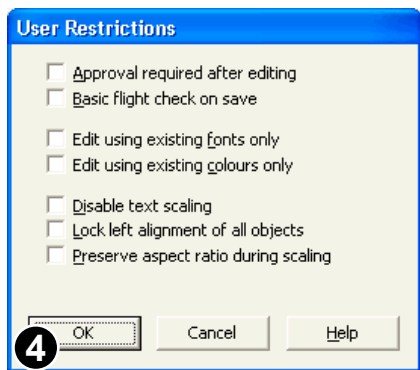
Choose a font and size for the sample text so that users of the template do not need to bother.

Continued from previous page



Choose **File->Save As Template...** to display the **User Restrictions** dialogue box.

Template PDFs are saved with the extension **.pdt** instead of **.pdf**.



The **User Restrictions** dialogue can be ignored for simple templates.

For more advanced templates, use this dialogue to limit how users interact with the template. For example, limiting the fonts they can use when editing.

Press **OK** to save the template.

User Restrictions

Once applied, User Restrictions are effective in all versions of Infix but can only be removed or altered using Infix Pro.

To view and change the restriction choose **Document->User Restrictions...** or click on the Restrictions hyperlink in the **Document->Properties...** dialogue box.

- **Approval required after editing**

Documents based upon templates will have an 'Approval Required' watermark added when saved. This can only be removed using Infix Pro.

- **Basic flight check on save**

Infix checks for a minimum of 300dpi resolution on all images in the document and for CMYK colour spaces. This is in addition to the standard

Continued...

Continued from previous page

check for overset text.

- **Edit using existing fonts only / Edit using existing colours only**

Limits the available fonts and/or colours that can be used to those already in use in the document. This helps to ensure users do not deviate from the initial design goals or corporate identity colour schemes.

When colours are restricted, users are presented with the **Swatches** dialogue when they wish to change the colour of an object.

- **Disable text scaling**

When scaling objects, text boxes are not be affected.

- **Lock left alignment of all objects**

Limits the directions in which objects may be moved.

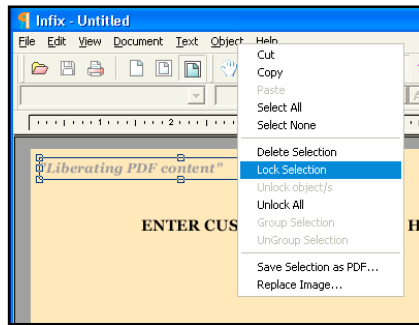
Text boxes may be resized to allow for more text for example, but their position along their x-axis cannot be altered. This is to help maintain the essence of the design's original layout.

- **Preserve aspect ratio during scaling**

Ensures that no objects can be stretched out of proportion. Any scaling is applied equally to both x & y axes.

Locking Objects In Templates

Objects can be locked to ensure users of the template can only edit specific parts. This can help to ensure original designs are not accidentally altered by users.



Using the Object Select tool, select object(s) to be locked.



Choose **Object->Lock Selection** or right-click the mouse and choose **Lock Selection**

Objects will remain locked even after the document is saved and reopened.

Highlighting Locked Objects

If your version of Infix includes the Show/Hide toolbar button, pressing it will toggle between two viewing modes.

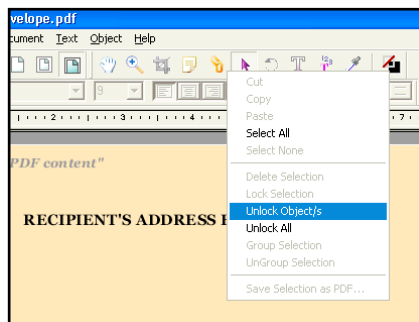


When on, all locked items are faded to make unlocked objects easier to identify.

Alternatively, all versions of the software include the **View->Locked Objects** menu item to toggle between the two modes (or press Ctrl-Alt-L).

Unlocking Objects

Unlock all locked objects by choosing **Object->Unlock All**.



To unlock a specific object, choose the Object Select tool and move the mouse cursor over the object.



Right-click the mouse and choose **Unlock Object/s**.

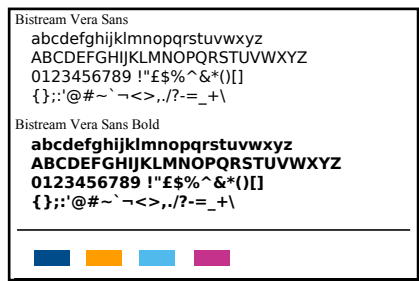
The object(s) under the mouse cursor will be unlocked and selected.

Embedded Font & Colour Resources

To ensure portability and ease of editing, templates should include embedded font definitions for all the character shapes likely to be used.

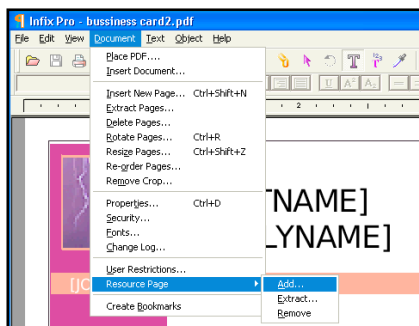
For templates with a restricted colour palette (see “User Restrictions” earlier in this section) it may be necessary to define optional colours not yet used in the template but that may be used in future.

Both of these requirements can be met by including a “resource page” in your template.



An example resource page containing two fonts and four colours.

The page can be prepared within Infix or using any other editor capable of generating PDF.



Choose:

Document->Resource Page->Add... to embed the resource page within the currently open document.

The resource page will not appear as part of the document in any PDF viewer and will not be output if the PDF is printed.

Checking Resource Pages

The Document Properties dialogue box will show the existence of a resource page in a PDF.

Choose **Document->Resource Page->Extract...** to copy the embedded page to a new file and view it in Infix.

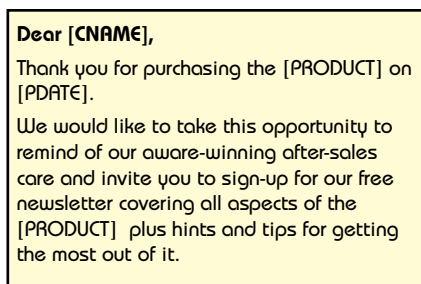
Dynamic Text Using Tokens

For Infix Server to accurately find the target text you wish to replace in your templates, the text should form unique names or tokens.



For this business card, the artwork has been produced with tokens specifying the location of text to be replaced.

The font, alignment, margins etc. of the token will be retained when it is replaced by Infix Server.



Here the tokens have been included within the body text.

When replaced, the body text will be reflowed to ensure correct layout.

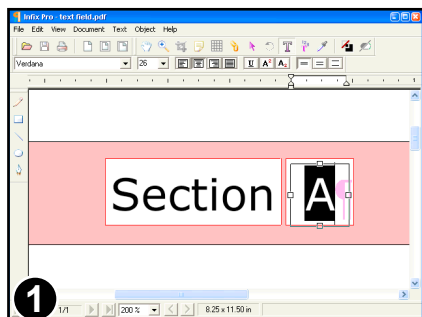
The [PRODUCT] token is using a different font to the rest of the body text.

Notes

- To ensure predictable reflow after token replacement in body text, prepare the PDF using Infix, setting text-box sizes and paragraph alignments etc.
- Reflow behaviour can be controlled by the name of the tokens themselves. This is useful for templates that have not been prepared using Infix. See the Infix Server user manual for more information.

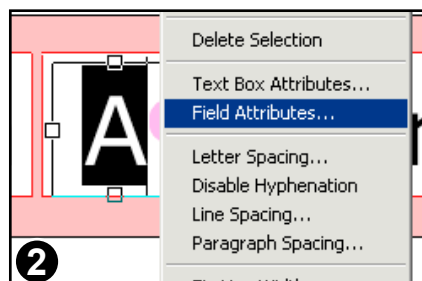
Dynamic Text Using Text Fields

The use of tokens such as a [JOBTITLE] in a PDF template where layout or spacing is critical is sometimes impractical. In these cases, a block of existing text can be given a name without affecting the text itself. This name can then be used as a target for replacements via Infix Server.

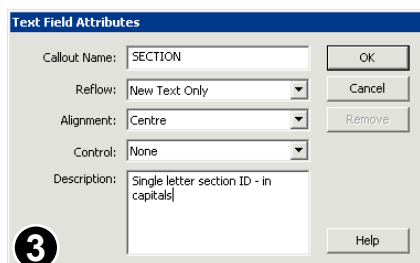


In this example the box containing "A" is too small for a token such as [SECTION].

Using the Text Tool, select the "A".



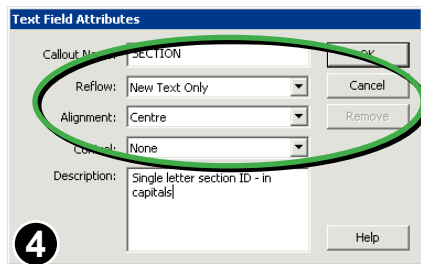
Right-click the mouse and choose **Field Attributes...**



Enter the token name into the **Callout Name:** text box.

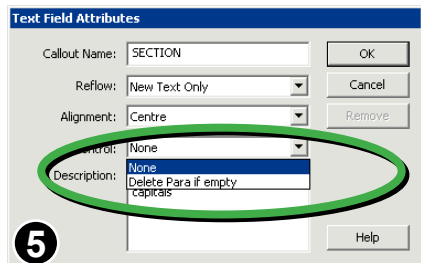
This is the name that will be used in the Infix Server configuration file.

Continued from previous page

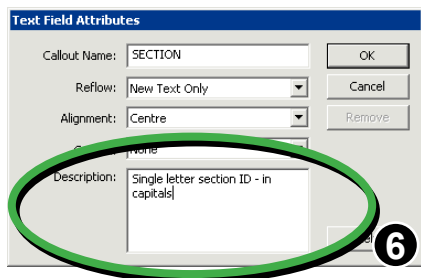


You can (optionally) control how Infix Server will reflow the replaced text.

These two pop-ups behave the same way as those in the **Replace Format Dialogue** used during Find & Replace.

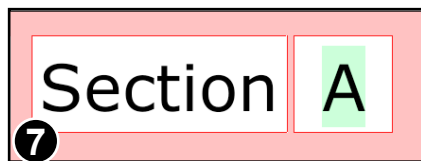


The **Control:** option instructs Infix Server to delete the field *and its containing paragraph* should it become empty after processing.



The content of the **Description:** field will be shown in a *tooltip* window whenever the mouse hovers over a text field.

It will also appear after using the **View->Go To Next Field** menu item.

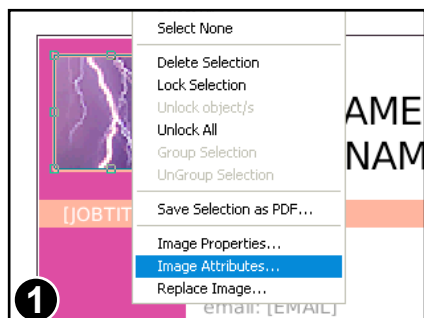


Infix can highlight all text fields on a page. See the **File->Preferences...** dialogue box to control this.

The colour used for each field is decided by Infix.

Dynamic Images

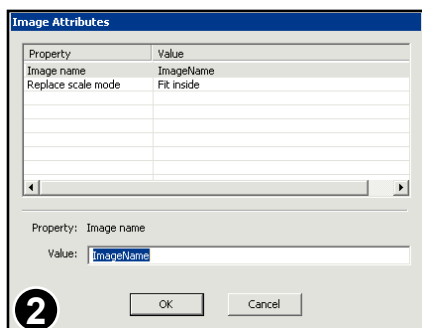
Images can be named so that they can be targeted for replacement using Infix Sever. You can also control the scaling used when the image is replaced.



Choose the Object Select tool.

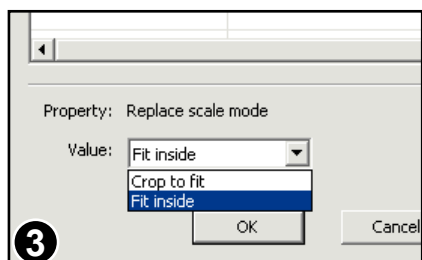


Right click the over the image you want to name and choose **Image Attributes...**



The **Image Attributes** dialogue box lists all of the attributes that can be applied to an image.

Click on the **Image name** property and enter a new value in the **Value:** field at the bottom of the dialogue.



Two scaling modes are available during automated image replacement:

- Crop to fit
- Fit inside

The effect of each mode is illustrated below:

Continued...

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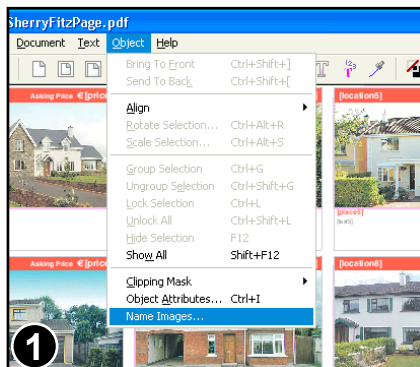
Fit inside



Crop to fit

Naming Multiple Images

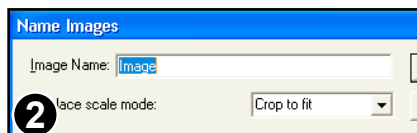
Infix Pro offers a short-cut for naming multiple images. It also offers a way of checking whether images have been named already.



Choose the Object Select tool from the toolbar.



Then choose **Object->Name Images...** from the main menu bar.

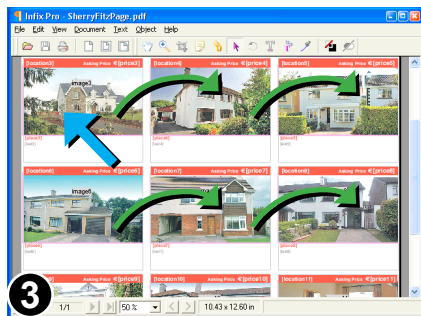


Enter a base name for your images and set the scaling mode to be used for each.

The settings for individual images may be altered later by using the method detailed on the previous page.

Continued...

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Click on each image to name it.

Every time you click an image it will be given a name by applying a new suffix to the base name you supplied. For example Image1, Image2, Image3.

The name will displayed within the bounding box of the image.



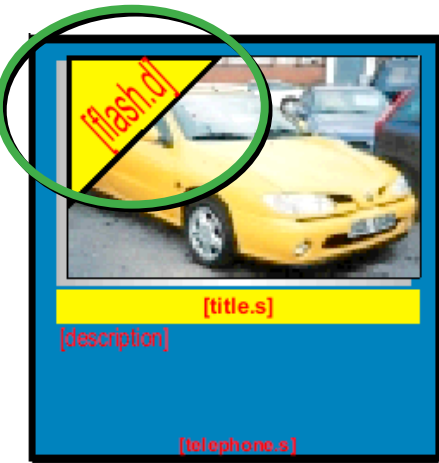
An example of an image showing its label "image7".

To finish naming images, press **Escape** or change to another tool.

Choosing the **Object->Image Naming...** menu option at any time in the future will show any existing image labels.

Dynamic Line-Art & Graphics

By grouping objects together with a text field, the entire group can be made to appear or disappear depending upon the value of the text field.



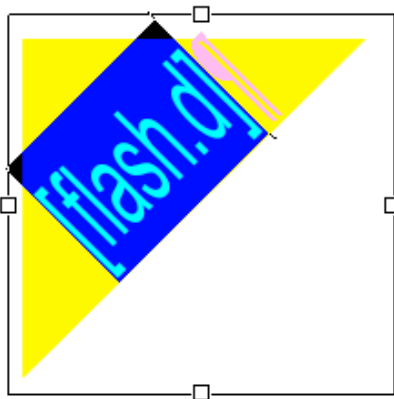
This car ad template includes a triangular sign for carrying optional messages such **"SOLD"** or **"SALE"**.

If no substitute text is provided in the Infix Server configuration file, the sign can be automatically removed.

This approach may also be used together with [Text Fields](#).

To Create Optional Signs

1. Use the Object Tool to select the artwork and associated text then group them together using the **Object->Group Selection** menu option.



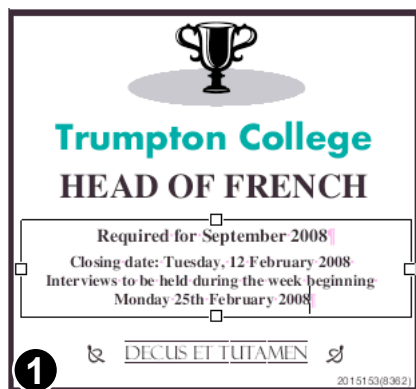
2. Ensure the text field has the ".d" suffix. This tells Infix Server to delete the containing paragraph if it becomes empty.



If Infix Server does delete the containing paragraph, it also deletes the other items in the group leaving just the text box and any other paragraphs it may include.

Dynamic Page Size

It can be useful if a template automatically grows to fit the text being flowed into it. Infix Server can do this by extending the length of a page and crop box as well as stretching and moving any relevant graphics and page furniture.

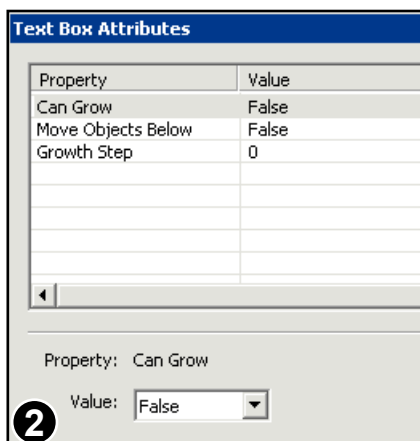


Using the Text Tool, click inside the main text box of the ad.



The size of this text box after substituting text will be used to re-size the entire ad.

Only one text box can be used to control overall ad-size.



Right-click the mouse and choose **Text Box Attributes...**


- Set **Can Grow** to **True**

This means that instead of text overflow resulting in an overset text box (and the text being invisible), the text box will grow downwards to accommodate all the text placed in it.

- Set **Move Objects Below** to **True**


All objects below the bottom line of the text box will move as the text box grows this includes any text, borders and the actual page size itself.

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 <h2>Trumpton College</h2> <h3>HEAD OF FRENCH</h3>	<p>Objects above key text box will not be moved or stretched.</p>
<p>Required for September 2008 Closing date: Tuesday, 12 February 2008 Interviews to be held during the week beginning Monday 25th February 2008</p>	<p>Between top & bottom of key text box, objects will be stretched as the text box grows</p>
<p>DECUS ET TUTAMEN</p>	<p>Objects will be moved down as key text box grows</p>



Flowing new text into the key text box causes the ad to grow (along with the page & crop box)

 <h2>Trumpton College</h2> <h3>HEAD OF FRENCH</h3>	<p>Unchanged</p>
<p>A dynamic and enthusiastic person is sought to run this popular department and to teach French up to CE and Scholarship standard.</p> <p>A willingness to join in with games and/or boarding duties would be an advantage, but not essential.</p> <p>Single accommodation available.</p> <p>To apply or for further details please contact: Headmaster's Secretary, Trumpton, Tollard Royal, Salisbury, Wilts SP5 5QD</p> <p>Tel: 01225 515261 www.trumptonorg</p> <p>Required for September</p> <p>Closing date: Tuesday, 12 February 2008 Interviews to be held during the week beginning Monday 25th February 2008</p>	<p>Key text box has been extended. Border around ad has been stretched in proportion to the text box's growth</p>
<p>DECUS ET TUTAMEN</p>	<p>Objects moved downwards</p>

Continued...

Controlling Dynamic Page Growth

To ensure pages grow in predetermined steps (½ inch steps for example), set the **Growth Step** in the **Text Box Attributes** dialogue box to the required point size.

Property	Value
Can Grow	False
Move Objects Below	False
Growth Step	0

Property: Can Grow

Value:

Here the **Growth Step** has been set to ½ inch. This means the entire ad will extend downwards in jumps of ½ inch.

This includes the page's media box and crop box.

Notes

- The minimum size of the page is the size before any substitutions have been made. That is, the size when preparing the template in Infix Pro.
- Decorative, repeating borders and certain kinds of artwork may not respond well to being stretched vertically. Hence this approach may not be suitable for all ad types.

- ☞ **Custom Spelling Dictionaries**
- ☞ **Editing Non-English Text**
- ☞ **Fonts In PDF**
- ☞ **PDF Compatability**

PDF Compatability

Infix is compatible with all versions of PDF up to 1.6.

Compressed object streams and transparency are supported from Infix version 3.03 onwards.

Annotations

Infix handles the following annotations:

- sticky notes
- hyperlinks (go to view, go to file & go to URL)
- Icení "Table Box" & "Image Box"

Other kinds of annotation including interactive forms are not displayed though they are preserved in the PDF after editing with Infix.

Editing Non-English Text

When editing documents written in various different languages please remember the following:

- hyphenation will only work if the correct language is chosen using the **File->Preferences...** menu option. If the correct language is not available, it may be better to disable hyphenation.
- spell check requires the correct language to be specified using the **File->Preferences...** menu.
- Infix only supports editing of text read left-to-right. This means editing of Arabic & Hebrew texts is not supported.

Double Byte Support

Infix fully supports copy/paste of double-byte characters.

A double-byte character can be typed directly by holding down **Alt** while entering the decimal value of the character using the numeric keypad (ensure that 'NumLock' is lit on your keyboard). The character will be inserted when you release the **Alt** key.

For example: **Alt**+0190 = ¾
(*you do not need to type the '+' character*)

The character codes can be found by using the **Character Map** utility in most versions of Microsoft Windows.

Display of Double-Byte Characters

When a document does not include a required font, Infix substitutes one of its built-in fonts. These fonts cover the standard Latin character sets plus Hiragana, Katakana and a selection of special characters.

If you install the optional Asian Font Pack (available from www.iceni.com/ support) the built-in fonts can be extended to include a useful selection of Chinese and Japanese characters.

Characters for which no substitute exists will appear as squares in Infix but may display correctly in other viewers.

Fonts In PDF

To be truly portable, a PDF must include all the fonts it needs to display correctly. These *embedded fonts* describe the way in which each character is drawn.

Typically there will be some characters in a font that are not used in a document. In this case, a *font-subset* may be embedded to help reduce the size of the PDF.

A PDF may also simply name the fonts it needs rather than include them. Provided the viewer's computer has the named fonts installed, the PDF will display correctly. If not, the viewer program will try to use a *substitute font* that is similar in appearance.

Certain fonts are always available on every computer that can view PDFs. These are Courier, Times, Helvetica and Symbol. Consequently these fonts are not commonly embedded.

Font Considerations When Editing

Editing text written with a font that is embedded does not normally present any problems - all of the font's characters are available.

When just a subset of a font is embedded, Infix will search for the required font within your computer's system fonts and will automatically load and use it if found.

If no match can be found, you will have to use a different font instead.

For example, a document that contains a single headline written in the font "Marker Felt-Wide":

Mississippi Mud Pie

may include character definitions for the following letters only:

d e i M s u P p

Custom Spelling Dictionaries

When you press the **Add** button during spell check, Infix records the word you are adding in a *custom dictionary* file on disc.

If you add a word by mistake you can edit the custom dictionary by hand using any standard text editor (such as Notepad).

If you already have a custom dictionary you want Infix to use you can add its contents to Infix's existing dictionary using a text editor.

Locating The Custom Dictionary

Go to the folder on your hard in which you installed Infix - this may be the same as the default- **c:/Programs/lceni/Infix**

There you will find a folder caller **spell check** inside which is **pers**. The custom dictionary file is in **pers** and is called **en.pws**.

In summary, in a default installation the full path name to the dictionary is- **c:/Programs/lceni/Infix/spell check/pers/en.pws**

Format of Custom Dictionary

The dictionary file is a simple list of words, each on a new line. The very first line of the file must contain the following:

personal_ws-1.1 en 4

This line is used by the spell check to identify the file and must be present.

An example dictionary file is shown below:

personal_ws-1.1 en 4

VPN

PPTP

dialog

SPAP

Changes to the custom dictionary will take effect the next time Infix is launched.