



The Page Status Bar

The **Page Status Bar** runs along the bottom of the screen.



From this bar you can **Manage Pages**, **Select** sections of your documents, change the visible **Size** and switch **Book Mode** on and off.

Manage Pages

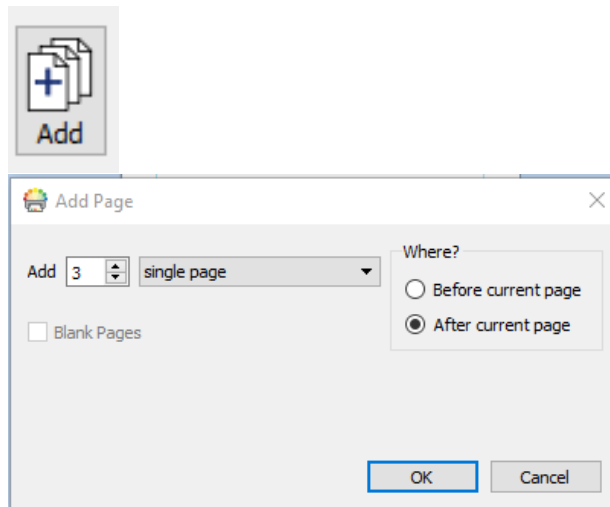


Clicking on the arrow toggles the **Manage Pages** menu open and closed.

Here you can **Add**, **Duplicate** and **Delete** pages. You can also switch **Book Mode** on and off.

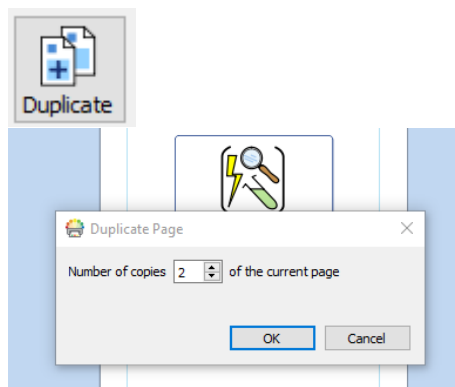
Click to add pages.

A pop-up menu allows you to select the number and placing of the extra pages.



Duplicate

A pop-up menu allows you to duplicate a page and its contents.



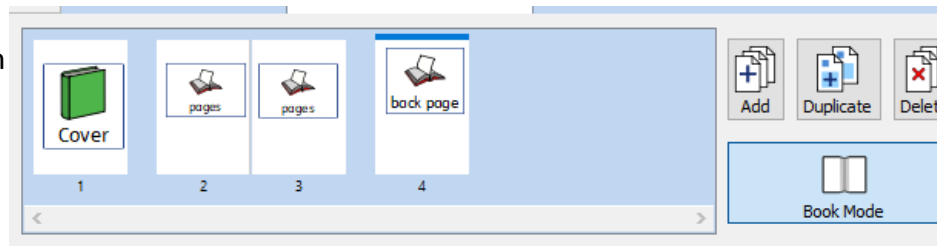
Delete

The **Delete** button allows you to delete the selected page (or a pop-up menu to delete pages in **Book Mode**).



Book Mode

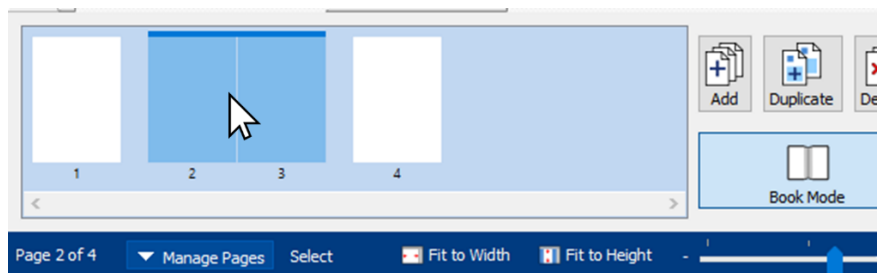
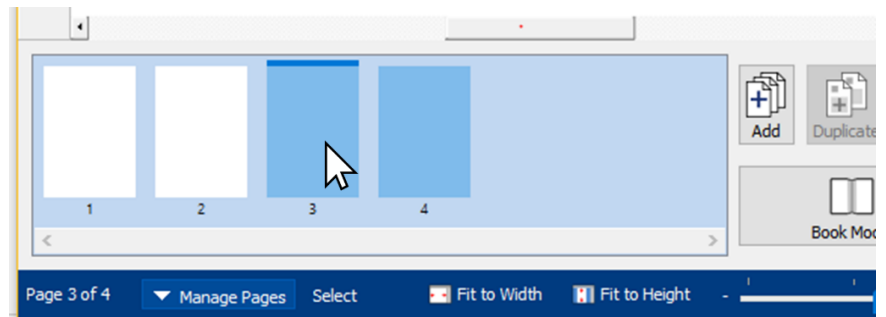
This allows you to toggle between single pages (documents intended to be printed as separate sheets) and two-page spreads (documents intended to be printed as a folded book).



Ordering Pages

You can reorder pages in both modes.

- 1.** In **Single Page** mode to move a page, click on it once and drag it to the desired position. If you want to move more than one page, Ctrl and click on the individual pages you want to move, then drag them to the new position.
- 2.** In **Book Mode** you can rearrange **Page Spreads** using the **Page Manager**. To move a spread, click on it once then drag it to the desired position. If you wish to move individual pages, rather than a spread, press Ctrl + click on the individual pages you wish to move.



Select

You can use the tools to select objects across the whole document. This can be especially useful when you wish to change the properties of multiple objects at once. You can select:

All Pages

All items in current **Page**

All Frames

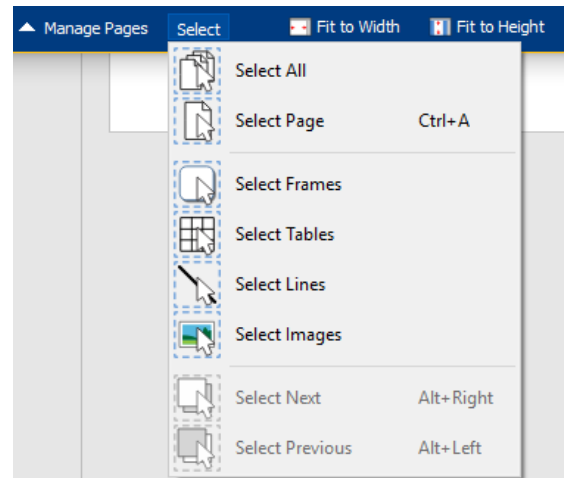
All Tables

All Lines

All Images

The **Next** layer of a stack of objects

The **Previous** layer of a stack of items



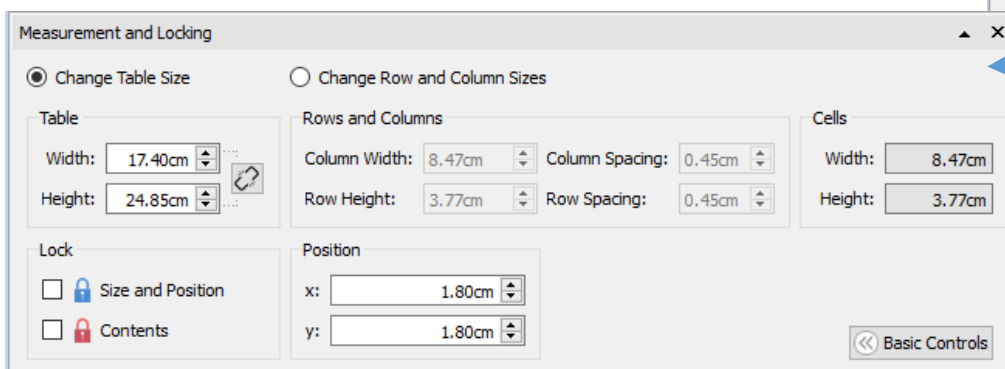
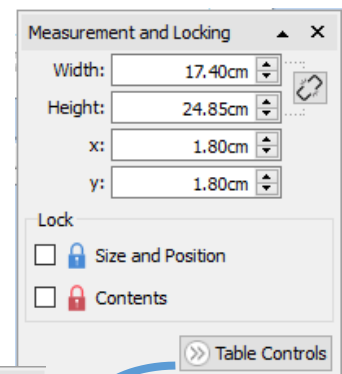
Measurement and Size

✚ 1.80, 1.80cm

Clicking on the **Measurement Tool** opens a popup which allows you to set a precise size (**Width** and **Height**) and position (**x** and **y** position of top left corner) for a selected item.

You can also **Lock** items.

Clicking on the **Table Controls** button here (when a table is selected) also allows you to set more detailed sizing options.



Zoom

The **Zoom** function allows you to change the magnification of the document / how much you can see in the window. There are 3 choices:

Fit to Width

Fit to Height

Zoom Slider

