Scribus:
Up and running

iT Centre Learning

iT services

UNIVERSITY OF OXFORD

How to Use This Book

This handbook accompanies the taught sessions for the course. Each section contains a brief overview of a topic for your reference and then one or more exercises.

The Exercises

Exercises are arranged as follows:

- A title and brief overview of the tasks to be carried out
- A numbered set of tasks, together with a brief description of each
- A numbered set of detailed steps that will achieve each task

Some exercises, particularly those within the same section, assume that you have completed earlier exercises. Your lecturer will direct you to the location of files that are needed for the exercises. If you have any problems with the text or the exercises, please ask the lecturer or one of the demonstrators for help.

This book includes plenty of exercise activities – more than can usually be completed during the hands-on sessions of the course. You should select some to try during the course, while the teacher and demonstrator(s) are around to guide you. Later, you may attend the IT Learning Programme's follow-up sessions called Computer8, where you can continue work on the exercises, with some support from IT teachers. Other exercises are for you to try on your own, as a reminder or an extension of the work done during the course.

Writing Conventions

A number of conventions are used to help you to be clear about what you need to do in each step of a task.

- In general, the word **press** indicates you need to press a key on the keyboard. **Click**, **choose** or **select** refer to using the mouse and clicking on items on the screen (unless you have your own favourite way of operating screen features).
- Names of keys on the keyboard, for example the Enter (or Return) key, are shown like this ENTER.
- Multiple key names linked by a + (for example, CTRL+Z) indicate that the first key should be held down while the remaining keys are pressed; all keys can then be released together.
- Words and commands typed in by the user are shown `like this`.
- Labels and titles on the screen are shown **like this**.
- Drop-down menu options are indicated by the name of the options separated by a vertical bar, for example **File|Print**. In this example you need to select the option **Print** from the **File** menu. To do this, click with the mouse button on the **File** menu name; move the cursor to **Print**; when **Print** is highlighted, click the mouse button again.
- A button to be clicked will look **like this**.
- The names of software packages are identified *like this*, and the names of files to be used **like this**.

Software Used

Scribus 1.4.6

Files Used

ForExercise3.sla
ForExercise4.sla
ForExercise5.sla
ForExercise6.sla
ForExercise7.sla
ForExercise8.sla
ForExercise9.sla
statue_head.tiff
fragment.png

Revision Information

1.0	March 2012	Dave Baker	Created
1.1	October 2012	Dave Baker	Minor changes and rebranding
1.2	October 2013	Dave Baker	Updates and corrections
1.3	July 2014	Dave Baker	Updated to 1.4.4 Revision to some exercises
1.4	January 2018	Dave Baker	Updated to 1.4.6 New branding

Acknowledgements

Thanks to Carl Wenczek for his valuable contributions in our discussions about the design of this course.

Also, thank you to the numerous, and often unnamed, individuals who give up their time in developing and maintaining the Scribus tool and making it available as open source software.

Copyright

This document is made available under a Creative Commons Attribution-NonCommercial-ShareAlike CC BY-NC-SA licence by Dave Baker who asserts his right to be identified as the author.

Note that some images used in the document and presentations are copyright of their owners and may be subject to different copyright conditions. Where possible this has been noted in the text. If an error in attribution/copyright has been made, please contact the author who will be pleased to make the necessary corrections.

Screenshots are copyright of the respective software suppliers.

The following images are used under a Creative Commons licence:

statue_head.tiff	CC BY-NC-SA Nick Thompson, flickr.com
fragment.png	CC BY-NC-SA Howard Stanbury, flickr.com
marble.jpg	CC-BY Shaire Productions, flickr.com

Contents

Table of Exercises

1 Introduction

Welcome to this desktop publishing (DTP) course!

This booklet accompanies the course delivered by the University of Oxford IT Services, IT Learning Programme. Although the exercises are clearly explained so that you can work through them yourselves, you will find that it will help if you also attend the taught session where you can get advice from the teachers, demonstrators and even each other!

If at any time you are not clear about any aspect of the course, please make sure you ask your teacher or demonstrator for some help. If you are away from the class, you can get help by email via courses@it.ox.ac.uk

1.1. What you should already know

This session makes no assumptions about your existing knowledge of DTP.

We will assume that you are familiar with using a computer and the basics of file management, such as opening files from particular folders and saving them, perhaps with a different name, back to the same or a different folder.

The computer network in the teaching rooms may differ from what you are used to in your College or Department; if you are confused by the differences ask for help from the teacher or demonstrators.

1.2. What you will learn

This session is not a comprehensive coverage of all of the aspects of DTP; it is designed to draw your attention to some of the important concepts and useful skills, and to give you a basis for further research and study.

In this session we will cover the following topics:

- Layers
- Guides
- Frames
- Using text and styles
- Using images
- Colour

1.3. Where can I get a copy of the software?

This course is written as an introduction to DTP, and should be useful no matter which DTP application you will be using.

In the examples we will assume that you have a copy of Scribus.

Scribus is an open source DTP application and as such can be freely downloaded from the Scribus website (www.scribus.net). It is available for Windows, Mac OSX and Linux.

Scribus relies on other open source software for some of its functionality, notably the Ghostscript package for some of its graphics features. This means that the installation of Scribus can involve more than one stage, but this is clearly explained in the help documentation on the Scribus website.

Good though Scribus is, it has probably not yet reached the functionality of a commercial DTP tool such as Adobe InDesign. Adobe InDesign is one of the most widely used DTP applications in the design and publication industry. It can either

be bought on its own, or in a package alongside other design tools such as Adobe Photoshop, Adobe Illustrator and Adobe Dreamweaver. Bought commercially, the package is quite expensive. If you are a member of the University you may be eligible to purchase a copy at a discount.

2 The Basics

Most of us will be familiar with using word processors to create our documents. Word processor capabilities have steadily grown to the point that the most popular of them (such as Word and Pages) do have some similarities with desktop publishing applications.

Word-processors make the production of professional documents relatively easy. However, you may have discovered that for larger documents that require sophisticated layout and which rely heavily on the use of graphics, you soon encounter the limitations of the software.

Desktop publishing (DTP) applications have a number of key features which help with the design and management of documents with complex layouts. The four that we will focus on initially are briefly described below, and expanded upon in the sections that follow.

2.1. Layers

Content in a DTP document is organised into layers. By default, each layer is transparent but can have text and/or graphics placed on it. Empty areas of the layer remain transparent, and as they are stacked one on top of the other they build up a composite that is the document.

Every DTP document has at least one layer, but you can add as many as are necessary.

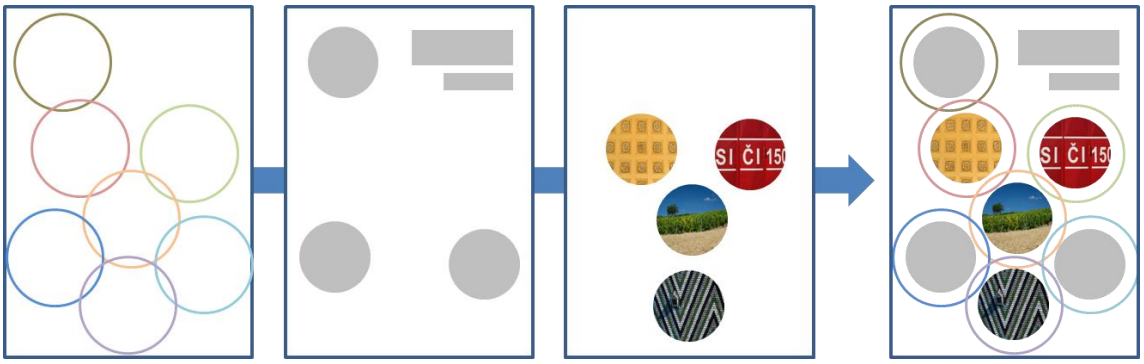


Figure 1 Layers in a document

2.2. Frames

Frames are containers for content that sit within a layer. The content can be text or graphics, but not usually both.

Frames can be repositioned or resized as needed. Resizing a frame might cause the content to no longer fit. In the case of text, the extra is considered to be overflow text and is not displayed. Frames can be linked so that any overflow text from one frame will 'flow' into the linked frame. In the case of graphics, the part of the graphic that lies outside the frame is cropped.

Mostly frames are rectangular, but in principle they can be any shape.

2.3. Guides

Enabling the alignment of objects on the page is a key element of DTP applications. One way of achieving alignment is through the use of guides. There are different types of guide, but they are all straight lines that you can use either as a visual check that objects are aligned, or you can turn on the 'snap' feature so

that objects that are moved close to a guide will automatically ‘snap’, or jump, to the guide.

2.4. Text Threading

We have already mentioned that text is placed on to the page within a frame. Frames can be linked together so that overflow text from one frame will automatically flow into a second frame. This second frame could be on the same page or a different page.

Several frames can be linked one after the other if necessary.

Where a text frame overlaps another frame, there is usually an option to make the text wrap around the second frame.

3 Setting up the DTP Tool

Desk top publishing (DTP) tools have a very large number of features and options to suit different tasks in the document production process – many more than you would typically find in a word processor.

Most of these tools and options can be customised to suit the way you like to work and/or the particular type of document you are working on and/or the stage of the production process you are in.

Personal customisation of the tool is something that you will do as you become familiar with the DTP process, but some common customisations are described below:

3.1. Tool layout

DTP tools usually make use of toolboxes and panels to help with document design. You should familiarise yourself with these, especially as not all tools and panels are visible all of the time and you can waste a lot of time searching for them.

Usually you can drag toolboxes and panels around the screen to suit the way you like to work. Some DTP applications allow you to save the way you have arranged your screen, or even have different named variations that you can recall as appropriate.

Make sure that you find out how to reset the screen back to its default layout; this can be very convenient when your customisations get out of hand or you 'lose' a particular tool or panel!

3.2. Dual monitors

One of the disadvantages of having lots of toolboxes and panels available on your screen is that they reduce the amount of design space for the document itself.

Many document designers use either a very large monitor, or dual monitors.

Large monitors can allow you room for your preferred tool arrangement and still leave space to display a full page. Large monitors also allow you to display A4 (or even A3) documents at close to full size.

Dual monitors can be a cheaper alternative to a large monitor, although for desktop computers you may need to also have a graphics card that has dual output. Dual monitors may not allow you to conveniently view documents at full size but you do have the advantage that you can have your tools and panels arranged on one monitor leaving the second monitor solely for the display of the document.

3.3. Tool settings

Virtually every aspect of DTP applications is customisable. Common settings that you should adjust are:

- **Units and increments**: Set these to your preferred measuring unit such as inches, centimetres, millimetres or points.
- **Dictionary**: Choose the appropriate language for the dictionary. The hyphenation options are also commonly included in with dictionary settings.
- **Spelling and autocorrect**: The dictionary chosen will determine some of the spell checking options, but you will also be able to fine

tune the spell checking and adapt and correct the list of misspellings that you allow the tool to correct automatically.

- **Grids and guides**: These will help with the alignment of content on a page. You can often customise the spacing and display options.

There is usually a way to reset all settings to their original values.

3.4. Document Defaults

When you create a new document, the tool will make some assumptions for you. For example: page size, orientation, margin size, number of columns, number of pages, etc.

You are usually given the opportunity to make changes to the defaults at the time the document is created, or to revisit the properties later, but if you routinely create documents with a particular layout, you can change the default document settings.

Most DTP applications also enable you to create templates (patterns) for documents. Templates are not covered in this course.

Exercise 1 Exploring the defaults for Scribus

In this exercise we will explore some of the common defaults in the Scribus desk top publishing tool. We will set the default font and size for text in a text frame.

- *Start Scribus*
- *Locate the Preferences dialog and explore the options*
- *Change the text frame defaults to Lucida Sans Unicode, 11pt*
- *Change the default measurement units*
- *Change the Display option to Show Frames*
- *Close Scribus*

Task 1 Start Scribus	**Step 1** The *Scribus* icon will be similar to:  On Windows: Click as follows: **Start** at the bottom left of the **Task Bar** **All Programs** **Scribus** Scribus icon (see above) On Mac OSX: Open a **Finder** window In the left hand panel click on **Applications** Scroll down the list of applications Double-click on the *Scribus* icon (see above)
	Step 2 Be patient! The first time *Scribus* is started it may take a while before it is ready to use. This is because it does some house-keeping behind the scenes.
	Step 3 When the **New Document** dialog appears, close it by clicking on **Cancel**.
	Step 4 Maximise the *Scribus* window.
Task 2 Locate the Preferences dialog and explore the options	**Step 1** On Windows: Select **File | Preferences** On Mac OSX: Select **Scribus | Preferences**
	Step 2 Using the scroll bar at the left of the **Preferences** dialog scroll up and down the different categories to see what type of preferences are available for changing.

	Step 3 Click on **Tools** in the list of **Preference** categories. Click the **Text Frame Properties** button (Figure 2)

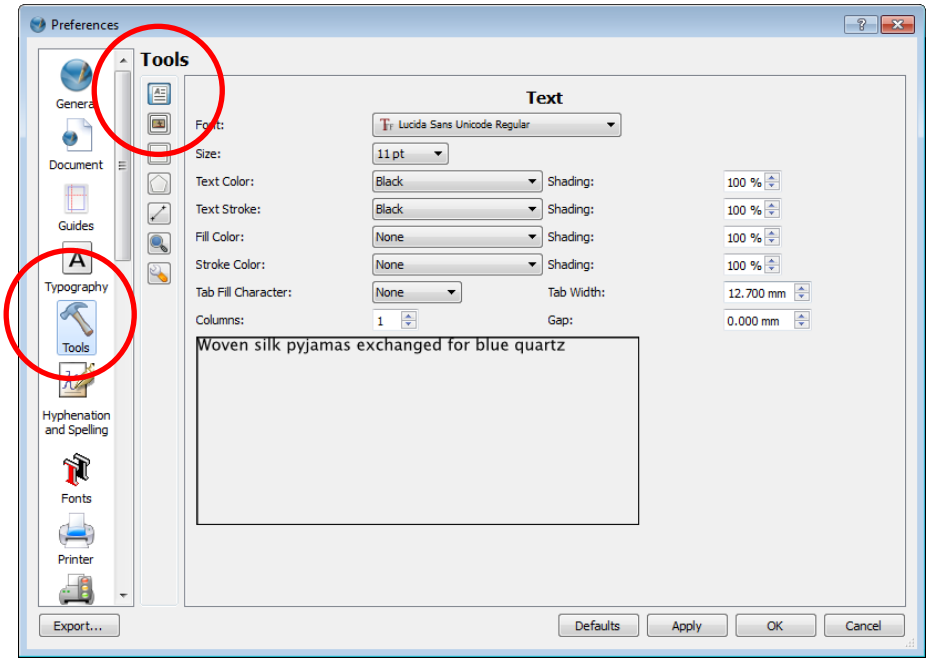


Figure 2 The Scribus Preferences Dialog

Task 3 Change the text frame defaults to Lucida Sans Unicode, 11pt	**Step 1** Click on the **Font** drop-down list. Choose `Lucida Sans Unicode Regular`
	Step 2 Click on the **Size** drop-down list. Choose `11pt`
Task 4 Change the default measurement units	**Step 1** In the list at the left of the preferences dialog, scroll to the **Document** option and select it.
	Step 2 Click on the **Units** drop down list and select **Millimeters (mm)**
	Step 3 In the **Margin Guides** tab, click on the Chain symbol to keep the margin measurements in step. Change one of the values to `15 mm`. The other values should also change.

Task 5 Change the Display option to Show Frames	**Step 1** In the list at the left of the preferences dialog, scroll down to the **Display** option and select it.
	Step 2 Click on the **General** tab. Click to put a tick in the **Show Frames** option.
	Step 3 Click **OK**.
Task 6 Close *Scribus*	**Step 1** In Windows: Select **File | Quit** In Mac OSX: Select **Scribus | Quit Scribus**

4 Working with layers

Most desk top publishing (DTP) tools allow you to organise your document content into layers. Each document has at least one layer, but you can add extra layers as necessary (and subsequently delete them if necessary).

Each layer has properties that can be changed:

- **Locked/unlocked**: If a layer is locked then no changes can be made to it. If you are struggling to make a change to something on your document but can't, always check to see if it is on a locked layer!
- **Visible/hidden**: A layer can be hidden. When hidden, you cannot make changes to content on the layer and by default content on a hidden layer will not be printed. Typically, guides that are on a hidden layer lose their 'snap to' property.
- **Stacking order**: Content on a layer that is at the top of a stack hides content in lower layers. The exception to this is that objects which have 'text wrap' enabled will by default affect text on any layer. The stack order of layers can be changed as long as they are not locked or hidden.
- **Colour**: If there are many layers, it can sometimes be difficult to identify which layer a particular object is on. To help with this each layer has a colour associated with it; when an object is selected it is usually identified with the colour of the associated layer.

Layers have several uses:

- Content on locked layers cannot be accidentally changed, moved or deleted.
- Text can be overlapped with graphics (or vice versa) by appropriate stacking of the layers. The transparency of objects on a layer can also be adjusted so that underlying content can be partially visible.
- Layers which have content which is distracting during the design process – perhaps a coloured graphic – can be temporarily hidden.
- Alternative layouts can be prepared and shown to clients by selectively hiding and showing layers.
- You can have different layers for different audiences. For example you can have the same text in different languages each on their own layer.
- When proofreading text, you can hide all non-text layers before printing.
- If guides are placed on a separate layer, it is easy to temporarily turn off the guides 'snap to' behaviour.
- Layers used purely to help with the design process can be hidden when printing or creating a PDF.

4.1. Ordering of objects within layers

Within a layer, there is an implicit ordering of objects, with objects added later being above objects added earlier. The order of objects can be changed.

The transparency of objects within a layer can usually be adjusted to enable lower objects to partially show through objects above them.

Exercise 2 Managing layers in a document

In this exercise we will create a new A4 double-side document and add three layers to it. We will use one layer for our text, one for our images and one for the document background.

- *Create a new A4 double-sided document*
- *Add a second page*
- *Open the layers dialog*
- *Rename the current layer to Mistake*
- *Add layers called*
  Text
  Images
  Background
- *Rearrange the order of the layers to be:*
  Text
  Images
  Mistake
  Background
- *Delete the Mistake layer*
- *Save the document as layers.sla and close the document*

Task 1

Create a new A4 double-sided document

Step 1

Open *Scribus*

Step 2

In the **New Document** dialog, click on **Double Sided** in the **Document Layout** panel (Figure 3).

Make sure that the Margin values are linked (i.e. the chain button is in the On state).

Select:

Size	`A4`
Orientation	`Portrait`
Margins	`15mm`

Step 3

Click on the **Bleeds** tab.

Make sure that the bleed values are linked (i.e. the chain button is in the On state).

Change one of the bleed values to `3 mm`

The other bleed values should also change.

Click **OK**.

Step 4

Select **View | Fit to Height** to display the whole page in the window.

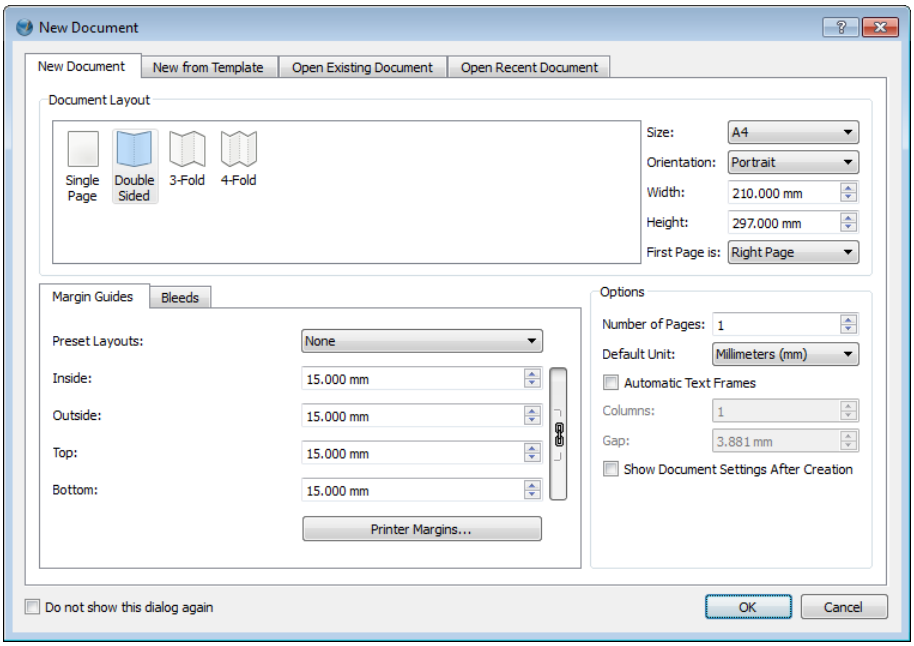


Figure 3 Scribus New Document Dialog

Task 2 Add a second page	**Step 1** Select **Page | Insert** Leave all the defaults in place to insert 1 page at the end of the current document (Figure 4). Click **OK**.

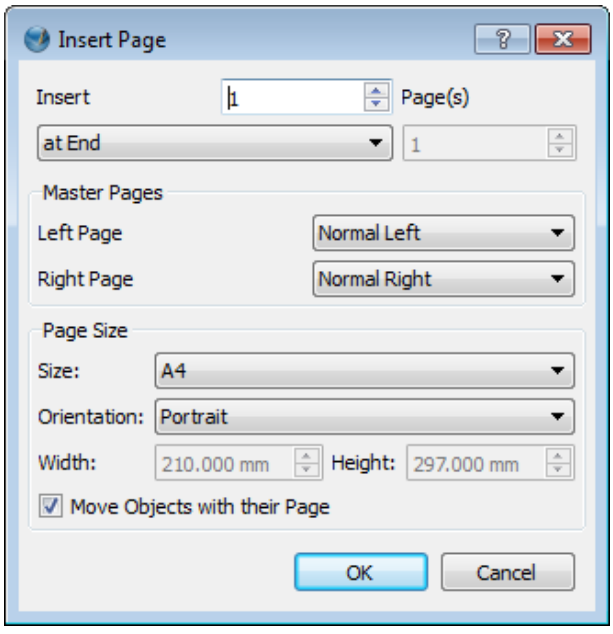


Figure 4 Scribus Insert Page Dialog

Task 3 Open the Layers window	**Step 1** Select **Windows | Layers** Note this is a toggle; if the **Layers** window is already displayed, this option will hide it. The F6 key is a quick way to toggle the **Layers** window.
	Step 2 Every document has at least one layer, called **Background** by default. Notice the check boxes against the layer name. Rest your mouse pointer in turn over the symbols above each check box, and note what aspect of the layer's behaviour each controls.

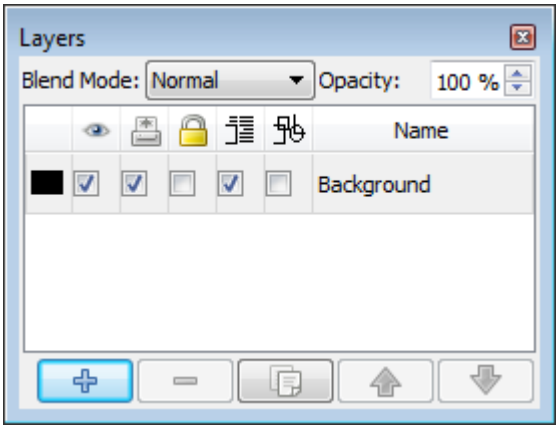


Figure 5 Scribus Layers Window

Task 4 Rename the current layer to **Mistake**	**Step 1** In the **Name** column of the **Layers** window, double-click on **Background**. Replace **Background** with **Mistake** and press ENTER.
Task 5 Add layers called Text Images Background	**Step 1** In the **Layers** window, click on the **Add a New Layer** button . A new layer is added above the current layer.
	Step 2 Rename the layer to **Images** (See Task 4 above)
	Step 3 Add two more layers. Rename them to **Background** and **Text** respectively.

Task 6 Rearrange the order of the layers to be: Text Images Mistake Background	**Step 1** In the **Layers** Window, single click on the **Background** layer. Click on the **Lower Layer** button  . This will move the layer to be underneath the **Images** layer. Repeat this until the **Background** layer is at the bottom.
	Step 2 Move the layers so that they are in the following order: **Text** **Images** **Mistake** **Background** You can use the **Raise Layer** button  if necessary.
Task 7 Delete the Mistake layer	**Step 1** Single click on the **Mistakes** layer to select it. Click on the **Delete Layer** button  to remove the layer.
	Step 2 Close the **Layers** panel by pressing the F6 key (or select **Windows | Layers**)
Task 8 Save the document as **layers.sla** and close the document.	**Step 1** Select **File | Save As** In the **Save As** dialog, save the document as **layers.sla**
	Step 2 In Windows: Select **File | Quit** In Mac OSX: Select **Scribus | Quit Scribus**

5 Working with guides

Alignment of elements on the page is a key part of professional document design. The placement of all content should be done in a deliberated way that enhances the look of the document and directly or indirectly helps the reader.

Alignment can be achieved either through the use of guides or grids (or both). In this course we will focus on guides.

There are three types of guide:

- **Margins and columns**: These guides are automatically placed on the page when we set the margins of the document, or choose to have a text frame divided into columns.
- **Ad hoc**: We can add guides to a page whenever and wherever we need them at a particular stage in the design process.
- **Smart**: These are temporary guides that appear whenever we are moving an object and it aligns with the edge or centre of another object (or the page). Not all DTP applications support Smart guides.

Guides can be made 'snappy' so that when an object is moved close to a guide, it snaps to it.

Guides generally operate across layers, so that a guide placed on one layer can be used to align objects on another. This is only the case if the guide is on a visible layer, and so it is common practice to place guides on a separate 'Guides' layer; the 'snappy' behaviour of the guides can then be temporarily turned off by hiding the layer.

Guides are either horizontal or vertical. Some DTP applications support Smart guides when an object is being rotated, so that you can rotate to a specific angle of your choice.

5.1. Bleeds

Standard office laser and inkjet printers can't print to the edge of the paper. If your document design is such that the areas close to the paper's edge are blank, then this will not matter.

However, if your design runs right to the edge, the document will need to be printed on oversized paper (on a suitable printer) and then trimmed down to the correct size.

Even a slight error in the trimming could leave an unsightly sliver of unprinted paper, so to avoid this we introduce a bleed. A bleed is a guide (or margin) that is slightly larger than the paper (usually 2-3mm larger). When we put coloured content at the edge of the paper, we align it with the bleed, so that the trimmed edge always looks neat (See Figure 6)

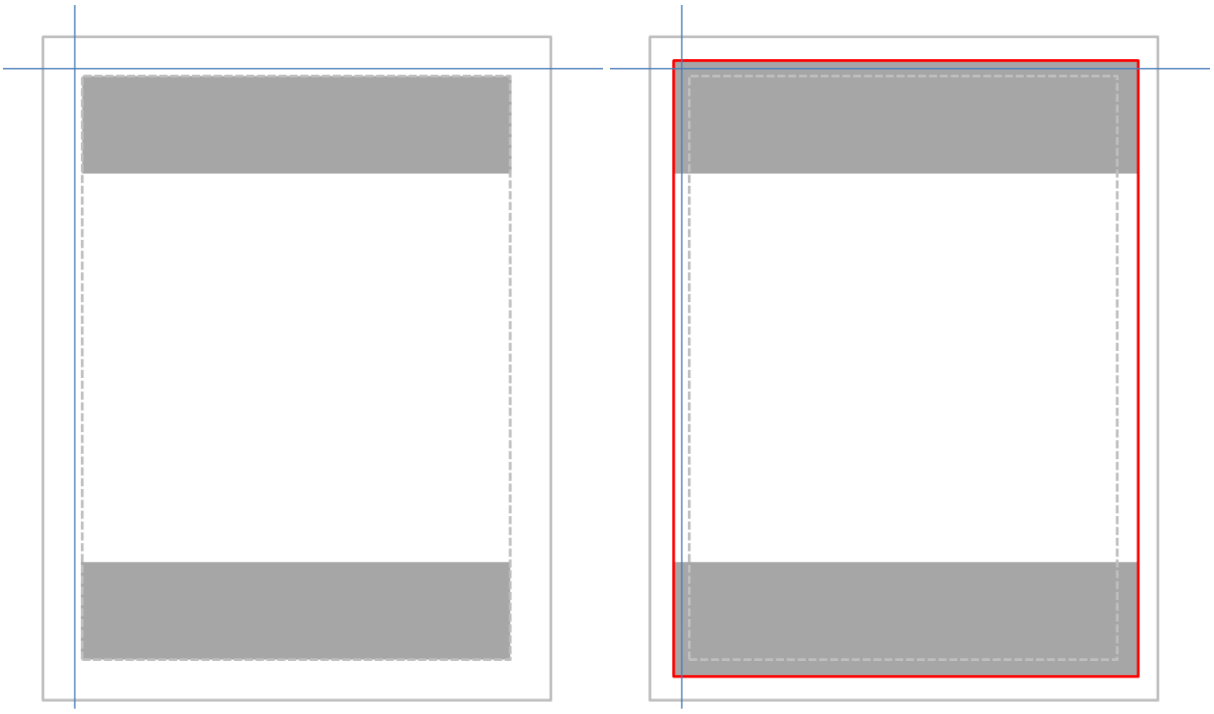


Figure 6 Trimming with and without a bleed

Exercise 3 Working with guides

In this exercise we will open an existing document and then add a series of guides to it. These guides will help us place text and image frames in the correct place in the next exercise.

- *Open the **layers.sla** document from Exercise 2 or open **ForExercise3.sla***
- *Use the Guide Manager to add three columns to the document*
- *Use the Guide Manager to add horizontal guides to the document*
- *Lock the guides in place*
- *Enable the Snap to Grid and Snap to Guides options*
- *Save the document as guides.sla and close Scribus*

Task 1 Open the **layers.sla** document from Exercise 2 or open **ForExercise3.sla**o	**Step 1** Open *Scribus* If the **New Document** dialog opens, click on **Cancel**.
	Step 2 Select **File | Open** In the **Open** dialog, select either **layers.sla** (from Exercise 2) or **ForExercise3.sla** Click **OK**.
	Step 3 Select **View | Fit to Height** to display the whole page in the window.
Task 2 Use the Guide Manager to add three columns to the document	**Step 1** Select **Page | Manage Guides** to open the **Guide Manager** dialog.
	Step 2 Select the **Column/Row** tab in the dialog. In the **Verticals** panel (Figure 7): Change the **Number** to **2** Put a tick in **Use Gap** Increase the Gap value to **10 mm** Change the **Refer to** option to **Margins** Click on **Apply to All Pages**. Note: choosing the **Margins** options gives three equal columns *within* the page margins.
	Step 3 Select **Page | Manage Guides** again to close the **Guide Manager** dialog (or close the dialog using its close button at the top corner of the dialog)

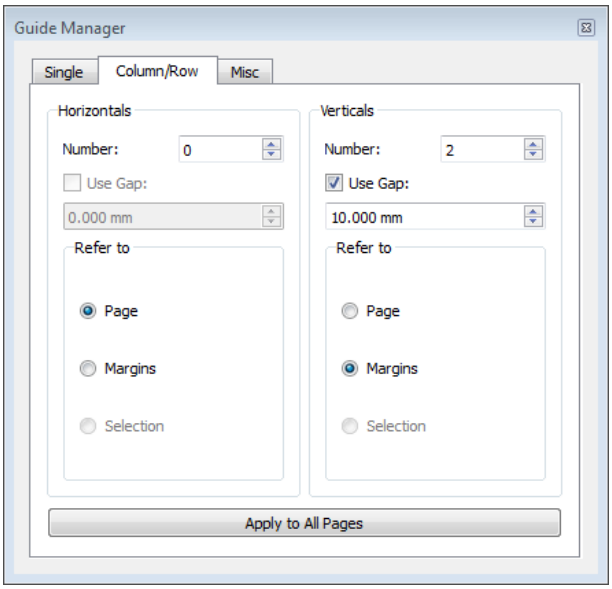


Figure 7 Scribus Guide Manager dialog

Task 3 Use the Guide Manager to add horizontal guides to the document	**Step 1** Select **Page | Manage Guides** to reopen the **Guide Manager** dialog.
	Step 2 Select the **Single** tab in the dialog. In the **Horizontals** panel click **Add**. Change the measurement to **45 mm** Click **Apply to All Pages**.
	Step 3 Add three further **Horizontal** guides at: **60 mm** **120 mm** **270 mm** Click **Apply to All Pages**. If you make a mistake, you can double-click on a guide measurement to change it or single-click on it and use the **Delete** button.

Task 4 Lock the guides in place	**Step 1** In the **Single** tab of the **Guide Manager** dialog, put a tick in the **Lock Guides** check box.
	Step 2 Select **Page | Manage Guides** again to close the **Guide Manager** dialog (or close the dialog using its close button at the top corner of the dialog)
Task 5 Enable the Snap to Guides option	**Step 1** Select **Page | Snap to Guides**.
Task 6 Save the document as **guides.sla** and close Scribus.	**Step 1** Select **File | Save As** In the **Save As** dialog, save the document as **guides.sla**
	Step 2 In Windows: Select **File | Quit** In Mac OSX: Select **Scribus | Quit Scribus**

6 Working with frames

Within a layer content must be contained within one or more frames. By default frames are rectangular, but in principle they can be any shape and they can contain text or images, although not usually both.

The main properties of a frame are:

- **Size and position**: Frames can be positioned anywhere within a layer and can be adjusted to any width and height.

  A non-rectangular frame is usually assumed to be surrounded by a bounding box of a width and height so as to entirely contain it.

  Sizing and positioning of frames can either be done through dragging with the mouse or by directly specifying values in a panel. Positions on a page are usually identified using X and Y co-ordinates, X being the horizontal position and Y the vertical position. The units used will be those chosen as being your default preferences. The reference position is usually the top left corner of the page, but most DTP applications allow you to change this if necessary.

  You can usually choose to display a horizontal and/or a vertical ruler.

- **Stroke**: This is the line that surrounds the frame. The stroke has a colour, weight (thickness) and style (solid, dashed, etc.) all of which can be changed.
- **Fill**: This is the colour of the inner part of the frame. Fills are either solid (i.e. a single colour) or a gradient where two or more colours blend into each other across the frame.

  If you need an image as the background to text in a frame, you would normally use two frames, one for the text and one for the image, with the text frame above the image frame in the stack order.

- **Inset spacing**: The distance between the stroke and the content. By default this is usually zero.
- **Text wrap**: This determines how text from another frame that overlaps this frame will wrap around.

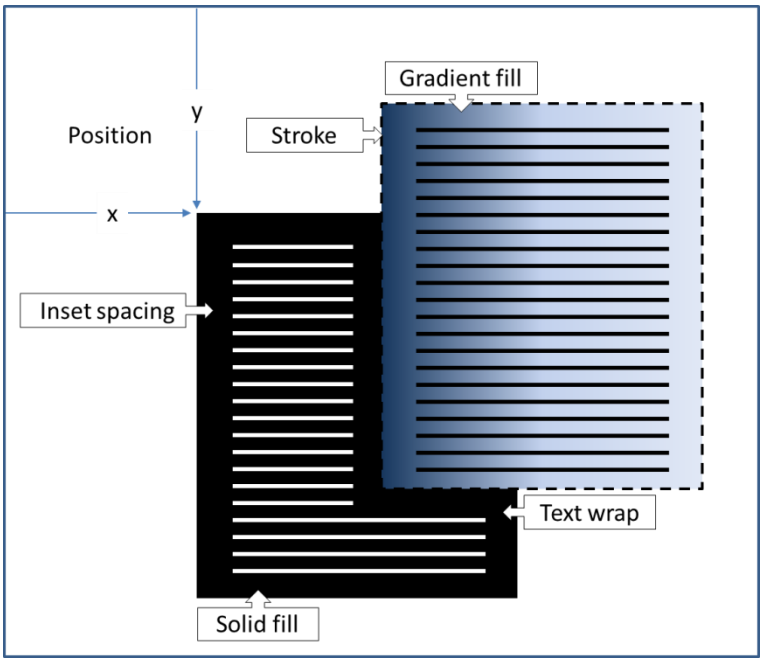


Figure 8 Frames in a desk top publishing tool

Exercise 4 Working with frames

In this exercise we will open an existing document that has a series of guides already defined. We will use these guides to help correctly insert a number of text and image frames on to the pages.

- *Open the guides.sla document from Exercise 3 or open **ForExercise4.sla***
- *Select the Text layer*
- *Use the Insert Text Frame tool to add text frames to the document*
- *Select the Images layer*
- *Use the Insert Image Frame tool to add text frames to the document*
- *Turn on Layer Indicators*
- *Move an Image frame to the Text layer (and back again!)*
- *Save the document as frames.sla and close Scribus*

Task 1 Open the **guides.sla** document from Exercise 3 or open **ForExercise4.sla**	**Step 1** Open *Scribus*. If the **New Document** dialog opens, click on **Cancel**.
	Step 2 Select **File | Open** In the **Open** dialog, select either **guides.sla** (from Exercise 3) or **ForExercise4.sla** Click **OK**.
	Step 3 Select **View | Fit to Height** to display the whole page in the window.
	Step 4 Click on the **Insert** menu option. If the **Sticky Tools** option is ticked, click on it to turn the option off. This ensures that the cursor switches back to the **Select Item** pointer after each insertion.
Task 2 Select the Text layer	**Step 1** Make sure the **Layers Window** is displayed (Figure 9). If it is not, use the F6 key to display it.
	Step 2 In the **Layers Window**, click on the **Text** row to select it. Take care not to accidentally change the content of the check boxes for the layer.

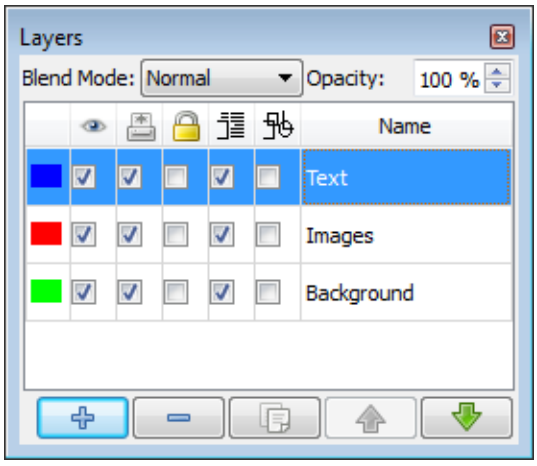


Figure 9 The Layers window

Task 3 Use the Insert Text Frame tool to add text frames to the document as shown in Figure 10	**Step 1** Study Figure 10. The area marked by an I will be an image frame on the **Images** layer. Those areas marked with a T will be text frames on the **Text** layer.

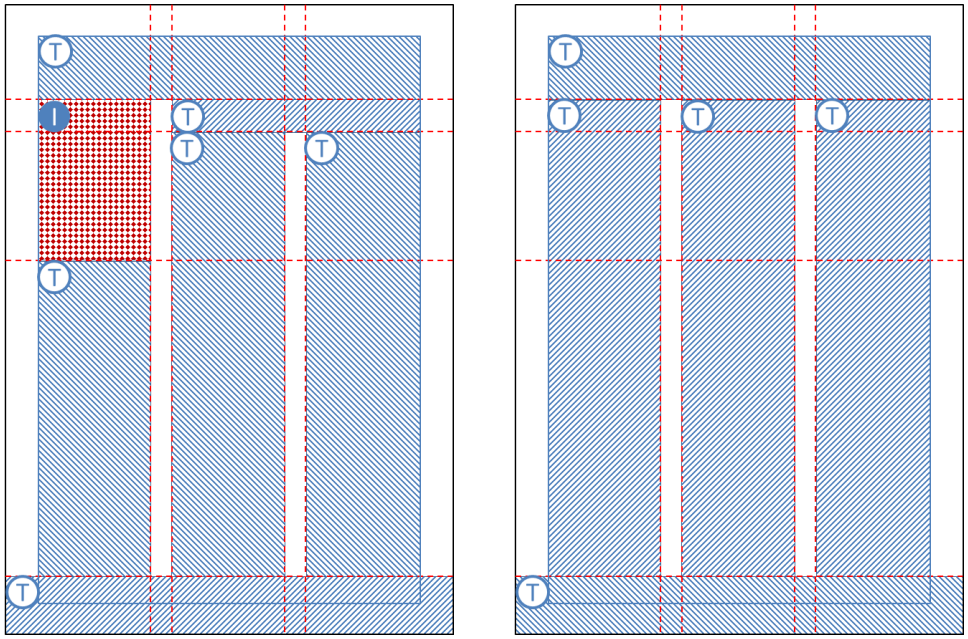
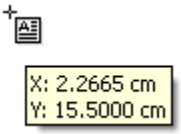
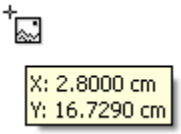


Figure 10 Frames for the document

	Step 2 Make sure the **Tools** collection is visible (Figure 11). The usual position is in the toolbar beneath the menus. If not, click on **Windows | Tools**.

Figure 11 The tools collection in Scribus

	Step 3 Use **Page | Snap to Guides** to turn on this behaviour (it may already be turned on).
	Step 4 Click on the **Insert Text Frame** tool  . The mouse pointer will change to a cross hair and text frame pointer with an X-Y position label: 
	Step 5 Using Figure 10 as a guide, click and drag to create the first Text frame on the page. You will find that the guides are 'snappy' and will help you get the correct size.
	Step 6 When the text frame is created, you can adjust the positions of any of the sides by clicking and dragging the Text frame border. Unfortunately, it is not particularly easy to see an empty frame! To see the frames more clearly use **View | Show Guides** to hide the guidelines. Use **View | Show Guides** again to display the guidelines.
	Step 7 Create the remaining five Text frames on the first page. Use the page bleed guides to stretch the footer frame over the sides and bottom of the page. Scroll to the second page and create the five Text frames for that page.
Task 4 Select the Images layer	**Step 1** In the **Layers** window (Figure 9), select the **Images** layer by clicking on it, taking care not to change the state of any of the check boxes.
Task 5	**Step 1** Scroll back to the document's first page.

Use the Insert Image Frame tool to add text frames to the document as shown in Figure 10	**Step 2** Click on the **Insert Image Frame** tool  . The mouse pointer will change to a cross hair and text frame pointer with an X-Y position label: 
	Step 3 Referring to Figure 10 as a guide, create the Image frame on the first page. Image frames have a large cross in them and so are easier to see!.
Task 6 Turn on Layer Indicators	**Step 1** Hopefully, all of your frames are on the correct layer. Our aim was to put the Text frames on the Text layer and our Image frame on our Images layer.
	Step 2 Use **View | Show Layer Indicators** to turn on this feature. This places a small marker near the bottom right of the frame. The colour of the marker indicates which layer the frame is on. If you find the marker distracting at any time you can hide it be visiting **View | Show Layer Indicators** again.
Task 7 Move an Image frame to the Text layer (and back again!)	**Step 1** In the **Layers** window, select the **Text** layer.
	Step 2 Select one of the Text frames by clicking on it. Select **Item | Send to Layer | Background**. This will move the frame to the **Background** layer. You should notice the **Layer indicator** changes to the **Background** layer colour.
	Step 3 In the **Layers** panel, click on the **Background** layer. Select the frame you moved to this layer. Return the frame to the **Image** layer by using **Item | Send to Layer | Images**.
	Step 4 Check that all of the Text frames are on the **Text** layer. Check that the Image frame is on the **Image** layer. If frames are on the incorrect layer, move them using the technique above.

Task 8 Save the document as **frames.sla** and close Scribus.	**Step 1** Select **File	Save As** In the **Save As** dialog, save the document as **frames.sla**
	Step 2 In Windows: Select **File	Quit** In Mac OSX: Select **Scribus	Quit Scribus**

7 Working with text

Text on a page is contained within a frame; usually rectangular, but in principle it can be any shape. Text frames can be positioned and sized on an unlocked layer in the same way as any other frame.

7.1. Text threading

If a text frame is not large enough to display all the text contained within it, the extra text is NOT displayed. This non-displayed text is referred to as 'overset' (sometimes as 'overflow').

A frame with overset text displays a marker at the bottom right corner of the frame. Clearly, it is important to look out for these overset markers – overset text is not printed, and so you could omit important content! Most DTP software will warn you when you have overset text and you ask to create a printed (or PDF) version of the document; it is usually possible to turn this warning off, but it would be unwise.

You can join one text frame to another so that any overset text from one frame flows into the next. This is referred to as text threading. A chain of text boxes can be set up to accommodate as much text as necessary and arranged to suit your document design. Threaded text frames can sit on different pages if necessary.

7.2. Text wrap

Where a text frame overlaps another frame, we can choose to make the text wrap around the other frame. There are usually four text wrap options available:

- **None**: The text ignores the frame and takes its natural position.
- **Around bounding box**: The text flows around both sides of the rectangular frame or its bounding box if it is not rectangular.
- **Around object**: The text follows the outline of the object contained within the frame. This is typically a graphic.
- **Jump**: Text flows around the top and bottom of the frame but not the sides.

Text wrapping works between layers by default, so that text in a frame in one layer can be made to wrap around a frame in another layer.

7.3. Styles

Consistency within a document is a mark of careful and thoughtful design. In a large document of many pages, or even many chapters, keeping text consistent in terms of font, font size, weight, style and colour could become a major headache; for example, a decision to change emphasised text from bold to italic could mean visiting many pages and undoubtedly missing some instances.

Styles are the best way to keep your text consistent with minimal overhead. There are usually a number of types of styles that can be defined:

- Paragraph
- Character
- Table
- Cell
- Object

We will only consider paragraph and character styles here.

Each style has a name and a collection of style attributes. When a style is applied to a part of the document, these attributes are applied. Changing the attributes for a style then automatically affects the relevant parts of the document.

7.3.1. Paragraph styles

The style of a paragraph can be changed in terms of font attributes, alignment, spacing, leading (the space between lines) and more. Direct style changes to paragraphs should be kept to a minimum; it is far better to make changes to named styles and then apply them to the paragraph.

Any collection of paragraph attributes can be given a style name and made available to be applied to paragraphs as needed. Subsequent changes to a named style are then automatically applied wherever that style has been used. So, for example, if you define the style Article Heading as being

```
Lucida Sans, bold, 14pt,
aligned centre,
auto leading,
28pt following space
```

and apply it to all the headings of articles, and then change your mind and want to have these headings

```
italic
```

you need only change the style definition – you don't have to revisit each article heading paragraph.

Most DTP applications allow you to base one named style on another; changes made to the parent style are then followed through into styles based on it. For example, we might base two new styles called Article Heading Odd and Article Heading Even on our Article Heading style above. This would enable us to have two variations of Article Heading: one for odd pages and one for even pages. Perhaps Article Heading Odd would have:

```
aligned right
```

and Article Heading Even:

```
aligned left
```

with all other attributes inherited from Article Heading. Changes made to the parent style are inherited by child styles, except where the child style has over-ridden that attribute.

7.3.2. Character styles

In the same way that we have named paragraph styles, we can have named character styles. These enable us to style one or more characters within a paragraph in a controlled, consistent way.

An example of a character style might be to define one called URL and set the style attributes to suit how you want references to web pages to be styled in your document. If you consistently apply this URL style to the references, you can quickly change the style of all of them by simply redefining some of the attributes of the URL style.

You can also usually base one character style on another and then modify it slightly; by changing the parent character style, you will also change the attributes of the child style except where they have been specifically overridden in the child style.

Exercise 5 Working with text

In this exercise we will add text to our Text frames. We will then edit it directly in the frame and through the Story Editor panel.

- *Open the frames.sla document from Exercise 4 or open **ForExercise5.sla***
- *Insert sample text into the text frames*
- *Link three text frames*
- *Add the document headlines and titles*
- *Review the links between text frames*
- *Unlink the text frame on the second page*
- *Create linked columns of text on the second page*
- *Use story editor to adjust text*
- *Save the document as **linkedtext.sla** and close Scribus*

Task 1 Open the **frames.sla** document from Exercise 4 or open **ForExercise5.sla**	**Step 1** Open *Scribus* If the **New Document** dialog opens, click on **Cancel**.
	Step 2 Select **File | Open** In the **Open** dialog, select either **frames.sla** (from Exercise 4) or **ForExercise5.sla** Click **OK**.
	Step 3 Use **View | Fit to Height** to fit the page in the *Scribus* window.
Task 2 Insert sample text into the text frames	**Step 1** Make sure the **Layers** window is displayed. If not, press F6 to display it. Select the **Text** layer by clicking the **Text** row in the **Layers** window.
	Step 2 On the first page of the document, select the text frame positioned under the image frame by clicking on it.
	Step 3 Use **Insert | Sample Text** to display the **Lorem Ipsum** dialog (Figure 12). At the bottom of the list of options, select **Standard Lorem Ipsum**. Click **OK**. You should see a small red box with a cross through it at the bottom right of the text frame ☒. This indicates that there is overset text.

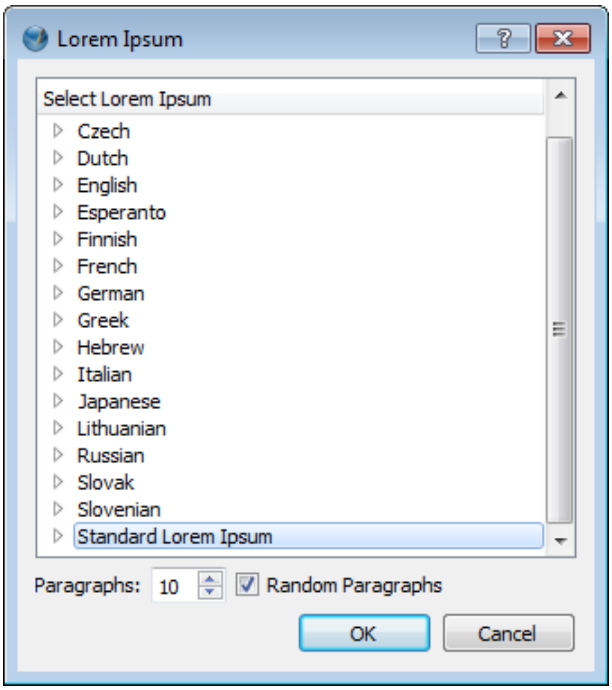


Figure 12 The Lorem Ipsum Sample Text dialog

Task 3 Link three text frames	**Step 1** Make sure the text frame is still selected.
	Step 2 In the **Tools** toolbar, click on the **Link Text Frames** button .
	Step 3 Click into the text frame in the second column. Notice that the overset text symbol ⊠ disappears from the first text frame, but reappears at the bottom right of the second text frame; there is still some overset text.
	Step 4 Link the text from the second column to the third column in the same way. There will still be some overset text!
	Step 5 With the frame still selected, click on the **Link Text Frames** button again. Taking care not to click in the document, scroll down to the second page. Click into the left hand text frame. You will now have the text threaded through four text frames.

Task 4 Review the links between text frames	**Step 1** Use **View | Show text chain** to toggle the display of linking arrows between linked text frames.
Task 5 Unlink the text frame on the second page	**Step 1** Click on any of the linked text frames so that one of them is selected.
	Step 2 In the toolbar click on the **Unlink Text Frames** button  .
	Step 3 Click on the text frame containing the text on the second page. This will unlink the text frame.
Task 6 Create linked columns of text on the second page	**Step 1** Use the **Insert | Sample Text** option to insert text into the first frame on the second page.
	Step 2 Use the **Link Text Frame** tool  to flow text through the columns on the second page.
Task 7 Add the document headlines and titles	**Step 1** Scroll to the first page of the document. Click on the text frame at the top of the page to select it.
	Step 2 Click on the **Edit Contents of Frame** button  .
	Step 3 Type: `Roman Times` Note: we will apply a better font and size to the text in the next exercise.

	Step 4
	Click on the text frame at the top of the second and third columns.
	Type:
	`Friends, Romans countrymen,`
	`lend me your ears`

	Step 5 Scroll to the second page. Enter the following text into the text frame at the top of the page: `The Back Page`
Task 8	**Step 1** Click on the middle column of text to select it

Use story editor to adjust text	**Step 2** Select **Edit | Edit Text** to display the **Story Editor** dialog (Figure 13).

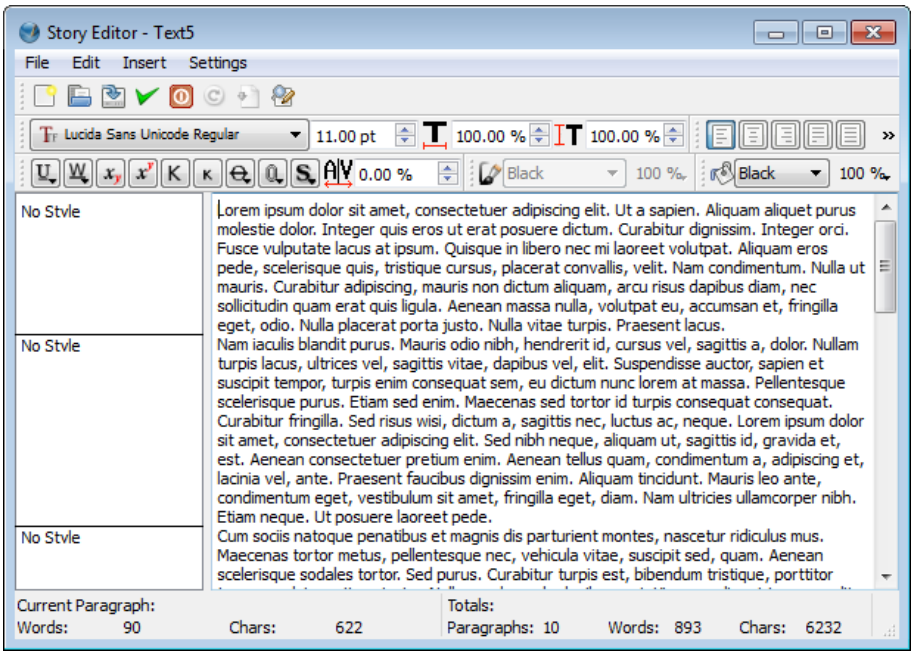


Figure 13 The Story Editor dialog

	Step 3 Click and drag the **Story Editor** dialog title bar to reposition the dialog so that you can see the foot of the right-most column of text. You might also need to scroll the document page.
	Step 4 Click into the **Story Editor** dialog, select some text and delete it. In the toolbar of the **Story Editor** dialog, click on the **Update Text Frame** button . It doesn't matter what text you delete, but delete enough so that the text overflow symbol ⊠ disappears from the bottom of the text frame. Remember to click the **Update Text Frame** button to see the effect of changes to the text.
	Step 5 When you are satisfied with the amount of text in the frame, click on the **Update Text Frame and Exit** button .

Task 9 Save the document as **linkedtext.sla** and close Scribus.	**Step 1** Select **File** | **Save As** In the **Save As** dialog, save the document as **linkedtext.sla**
	Step 2 In Windows: Select **File** | **Quit** In Mac OSX: Select **Scribus** | **Quit Scribus**

Exercise 6 Working with styles

In this exercise we will define some simple styles and apply them to the document.

- *Open the **linkedtext.sla** document from Exercise 5 or open **ForExercise6.sla***
- *Open the Style Manager*
- *Adjust the Default Paragraph Style*
- *Create styles for Document Title, Document Sub Title and Heading1 paragraphs*
- *Apply styles using the Story Editor*
- *Apply a style directly to text*
- *Adjust Text frame padding*
- *Adjust a style*
- *Save the document as **styles.sla** and close Scribus*

Task 1 Open the **linkedtext.sla** document from Exercise 5 or open **ForExercise6.sla**	**Step 1** Open *Scribus* If the **New Document** dialog opens, click on **Cancel**.
	Step 2 Select **File | Open** In the **Open** dialog, select either **linkedtext.sla** (from Exercise 5) or **ForExercise6.sla** Click **OK**.
	Step 3 Use **View | Fit to Height** to fit the page in the *Scribus* window.
Task 2 Open the Style Manager	**Step 1** Select **Edit | Styles** from the menu to display the **Style Manager** dialog (Figure 14).
	Step 2 You can adjust the size of the dialog by clicking and dragging an edge or corner.

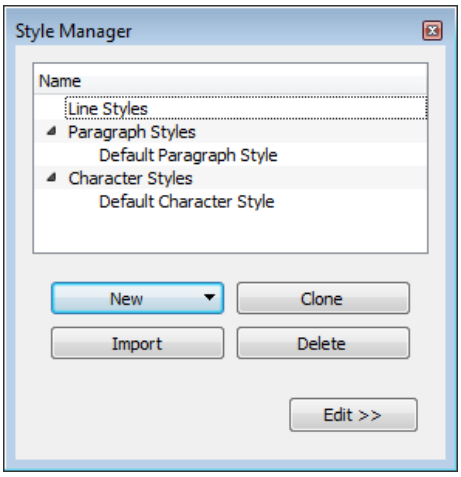


Figure 14 The Style Manager dialog

Task 3 Adjust the Default Paragraph Style	**Step 1** Select the **Default Paragraph Style** from the list of styles in the dialog. Click **Edit >>**. The **Style Manager** dialog will expand to show the properties of the style (Figure 15).

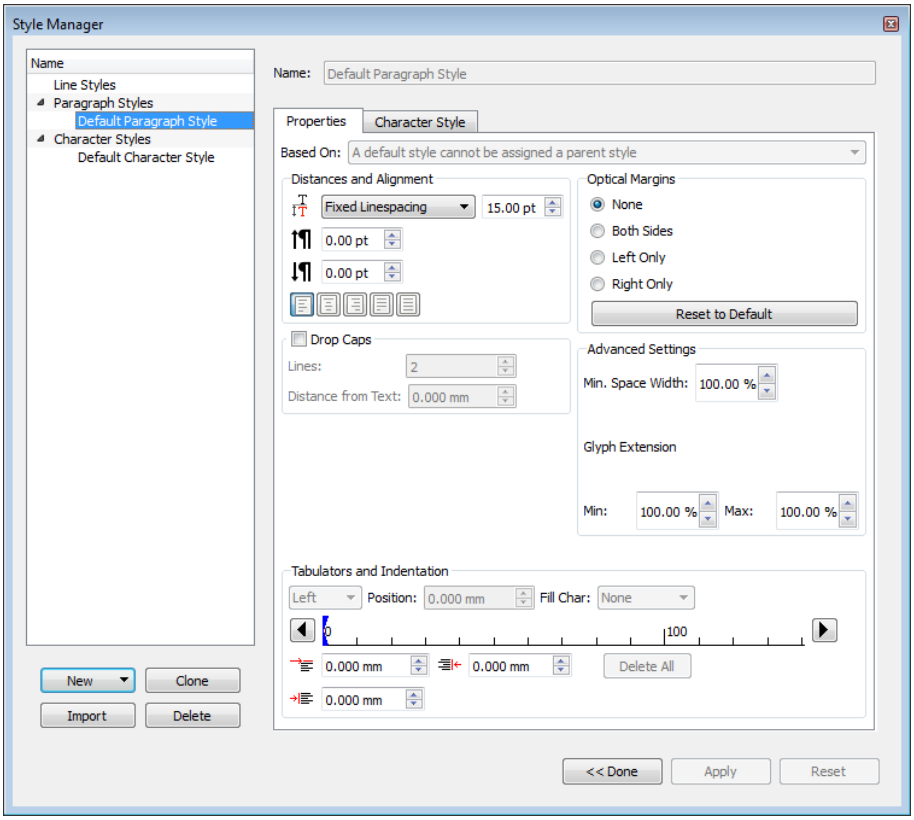


Figure 15 The expanded Style Manager dialog

	Step 2 In the **Properties** tab of the **Style Manager** dialog make the following changes: **Linespacing** to **Automatic Linespacing** **Space below** to **3.00 pt** Click on **Apply**.
	Step 3 In the **Character Style** tab of the **Style Manager** dialog make the following change: **Font size** to **12.00pt** Click on **<< Done**. The **Style Manager** dialog will return to its standard view. The style changes will have been made in the document.
Task 4 Create styles for Heading 1	**Step 1** In the **Style Manager** dialog click **New** and select **Paragraph Style**. The **Style Manager** dialog will expand to show the properties of the New Style. Change the **Name** to **Heading 1**
	Step 2 In the **Properties** tab of the **Style Manager** dialog make the following changes: **Based On** **Default Paragraph Style** **Space Above** **12.00pt** **Space Below** **6.00pt**
	Step 3 In the **Character Style** tab of the **Style Manager** dialog make the following change: **Font size** to **14.00pt**
	Step 4 Click **<< Done** to return to the standard view of the **Style Manager**
Document Title	**Step 5** Again, in the **Style Manager** dialog click **New** and select **Paragraph Style**. The **Style Manager** dialog will expand to show the properties of the New Style. Change the **Name** to **Document Title**

	Step 6 In the **Properties** tab of the **Style Manager** dialog make the following changes: **Space Above** `0.00pt` **Space Below** `0.00pt` Click on the second **Alignment** (centred) button.
	Step 7 In the **Character Style** tab of the **Style Manager** dialog make the following changes: **Family** to `Trajan Pro` **Font size** to `60.00pt`
	Step 8 Click **<< Done** to return to the standard view of the **Style Manager**
Document Sub Title	**Step 9** Again, in the **Style Manager** dialog click **New** and select **Paragraph Style**. The **Style Manager** dialog will expand to show the properties of the New Style. Change the **Name** to `Document Sub Title`
	Step 10 In the **Properties** tab of the **Style Manager** dialog make the following changes: **Based On** `Document Title` **Space Above** `0.00pt` **Space Below** `0.00pt` Click on the first **Alignment** (left-aligned) button.
	Step 11 In the **Character Style** tab of the **Style Manager** dialog make the following change: **Font size** to `18.00pt`
	Step 12 Click **<< Done** to return to the standard view of the **Style Manager**
	Step 13 Press F3 to close the **Style Manager** (or click the **Close** button in the dialog title bar)
Task 5 Apply the styles using the Story Editor	**Step 1** Make sure you are on the first page of the document. Select the Text frame at the very top of the page by clicking on it.

	Step 2 Select **Edit | Edit Text** from the menu to display the **Story Editor** dialog.
	Step 3 The left most column shows the styles assigned to each paragraph. There is only one paragraph here.
	Step 4 Click on **No Style**. From the drop down list that appears, select **Document Title**
	Step 5 Click on the **Update Text Frame and Exit** button  .
	Step 6 Select the left most Text frame by clicking on it.
	Step 7 Select **Edit | Edit Text** from the menu to display the **Story Editor** dialog.
	Step 8 Click in front of the first character of the block of text to place the text cursor there. Type `Populi Romani` followed by ENTER to create a new paragraph.
	Step 9 In the left most column of the dialog, click on the **No Style** entry opposite the Populi Romani paragraph. Select **Heading 1** from the drop down list.
	Step 10 Click on the **No Style** entry below the **Heading 1** entry. Select **Default Paragraph Style**. Repeat this for any other style entries.
	Note: a quick way to apply the same style to a selection of text is to select the text in the **Story Editor** and then use the **Style** drop down at the right of the style tools at the top of the **Story Editor** dialog.
	Step 11 Click on the **Update Text Frame and Exit** button  .
Task 6 Apply a style directly to text	**Step 1** On the first page of the document, click on the Text frame near the top of the page that spans the two right-most columns.

Step 2

On the **Toolbar**, click on the **Edit Contents of Frame** button .

The text cursor will be placed before the first character in the Text frame.

Step 3

Press F2 to display the **Properties** dialog.

In the dialog, click on the **Text** section.

Within the **Text** section, click on **Style Settings** (Figure 16)

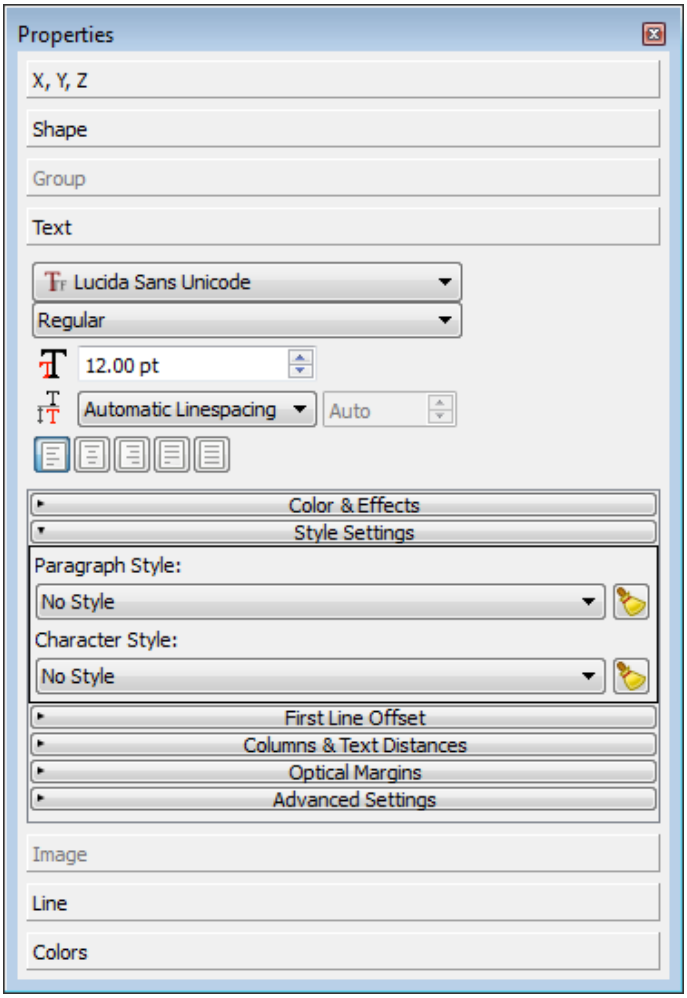


Figure 16 The Properties dialog showing Style Settings

Step 4

From the **Paragraph Style** drop down, select **Document Sub Title**.

This will apply the style to the current paragraph.

	Step 5 Press F2 to close the dialog.
	Step 6 Apply the Document Title style to the page title on the second page.
Task 7 Adjust Text frame padding	**Step 1** On the **Toolbar**, click on the **Select Item** tool .
	Step 2 On the first page of the document, click on the Text frame at the top of the page.
	Step 3 Press F2 to open the **Properties** dialog again.
	Step 4 In the dialog, click on the **Text** section. Within the **Text** section, click on **Columns & Text Distances**
	Step 5 Change the value for **Top** to **5mm** This increases the spacing at the top of the frame
	Step 6 Click on the first column of text to select it.
	Step 7 In the **Properties** dialog, in the **Columns & Text Distances** section, change **Top** **2mm** **Bottom** **2mm**
	Step 8 Select each of the other columns in turn and adjust the **Top** and **Bottom** values value to **2mm**.
	Step 9 Press F2 to close the dialog.
Task 8 Adjust a style	**Step 1** Press F3 to open the **Style Manager** dialog.
	Step 2 Select the **Document Title** style, and click **Edit>>**
	Step 3 Select the **Character Style** tab. Change the Font **Family** to a font of your choice. Click **Apply**. You should notice that the change affects the document title and the document sub title. If you are not sure why, ask for an explanation.

	Step 4 Click <<Done and press F3 to close the dialog.
Task 9 Save the document as **styles.sla** and close Scribus.	**Step 1** Select **File	Save As** In the **Save As** dialog, save the document as **styles.sla**
	Step 2 In Windows: Select **File	Quit** In Mac OSX: Select **Scribus	Quit Scribus**

8 Using images

High quality, well-chosen images will usually be an important element in your document. When choosing an image, keep the following in mind:

Format:

There is not time on this course to go into the features of the many different image formats that you might come across – other IT Learning Centre courses go into more depth. However, there are essentially two types of image: vector and bitmap.

Vector images are typically diagrams and line art. The format allows for scaling the image to any size without loss of detail. Typical vector formats are:

Adobe Illustrator (.ai)
Encapsulated postscript (.eps)
Scalable Vector graphic (.svg)

Bitmap images are composed of dots each of which has a particular colour value. The higher the number of dots per inch of the image, the greater is the potential detail in that image. Resizing bitmap images must be done with care: enlarging the image reduces the effective number of dots per inch, reducing the visual quality of the image. Reducing the size of the image increases the number of dots per inch, potentially improving the visual quality, but there comes a point where there are too many dots per inch and some are omitted by the printing software. Reducing the physical size of an image on a page usually results in fewer problems than enlarging.

Typical bitmap formats are:

Joint Photographic Expert Group (.jpeg, .jpg)
Tagged image format (.tif, .tiff)
Portable Network Graphics (.png)

Resolution:

Resolution is a measure of the potential detail in an image, and really only applies to bitmap images (are you clear why?). The greater the number of dots the more detail we can expect. High quality, fine detailed printing usually requires 300 dots per inch (dpi), but other factors such as image 'quality' are also important (see below).

When sourcing images you should have in mind the approximate size at which they will appear on the page. Take the proposed width (in inches) and multiply by 300 to give the approximate number of dots required across the width of the images, and then use this as a benchmark against which to assess the suitability of a sourced image.

You can find out the dot dimensions of an image in most operating systems by accessing the properties of the image file (use right-click in Windows and Ctrl+click in Mac OSX)

Colour:

Colour is discussed in more detail in the next section. Most images sourced from the web and from image catalogues use the Red-Green-Blue colour mode (RGB), whereas commercial colour printing uses Cyan-Magenta-Yellow-Black (CMYK).

Quality:

Resolution is important in the quality of an image, but it is not the only measure of 'quality'. Other aspects of an image which contribute to its quality are:

Sharp focus – blurred images are generally unacceptable
Good composition – a large topic in its own right, but most of us can identify a well composed image, even if we are not sure what makes it so!
Appropriate use of colour – a strongly saturated, colourful image may not sit well in a document that otherwise uses muted pastel colours.

Suitability:

Space in your document is usually at a premium and it is important that the images you include add to the document, either in respect of the content or style.

Copyright and Permissions:

You must make sure that you have the correct permissions to use an image in the document. Copyright can be a complicated topic, and if in doubt you should seek professional advice; your librarian is usually a good starting point.

You may like to explore the use of images that are offered under the Creative Commons licence scheme (creativecommons.org). These images can be freely used subject to specific conditions.

If you are using images of identifiable people in the document, these images too may be subject to copyright, but in addition you should always check that the person has given permission for the image to be used.

8.1. Placing images

In many professional DTP applications images are 'placed' in a document rather than 'inserted'. This may seem a subtle distinction, but usually 'inserting' implies that the image becomes part of the document, whereas 'placing' implies that the image sits outside the document but is displayed at the appropriate size and position when required.

Inserted images can result in very large digital files; after all we should be using high resolution images, which are very large. This has two effects:

- The document files become cumbersome to pass around for proofreading;
- The computer processing demands are higher, and can result in slower performance.

When we place images in a document, the DTP software usually inserts a low resolution copy (and so small file size overhead) of each image at the correct size and position. This imposes less of a strain on the computer processor, while still enabling us to work on the design of the document. It also means that we can more easily pass the document around for proof reading.

8.2. Managing documents containing placed images

We can see from the discussion above that a document that has 'placed' images has some advantages, but it does give us something else to think about when we need to deliver the document for printing.

When we want to give a final copy of the document to the print shop, we need to make sure we supply them with all of the associated images. One way to do this is to always ensure that the images and document are in a single folder, and then to deliver the complete folder (perhaps as a zip file).

However, it may be that it is not convenient to have copies of the images in the folder – it may entail needlessly duplicating an image that we reuse in many documents. A better method is to use the 'packaging' feature that is present in many DTP applications. In *Scribus* this is called 'Collecting for output'.

When a document is packaged, the software will create a new folder into which it will copy not only the document and relevant images, but also the fonts used. This folder can then be transferred to a DVD, or hard disk, or cloud-based storage service for delivery to the print shop.

The packaging method assumes that the print shop is happy to receive the document in its native DTP format. If this is not the case, or if this is not practical (perhaps you are not allowed to distribute your fonts in this way), then an alternative is to export the document as a PDF (Portable Document Format) version.

When a PDF is created, the DTP software will use the high resolution originals of all the images to produce a print ready file. There are a few different variations of the PDF format, so you need to liaise with the print shop to ensure you provide a compatible version.

Exercise 7 Using images

In this exercise you will insert images into frames, adjust the images within the frames and experiment with some of the image adjustments that are available within Scribus.

- *Open the **styles.sla** document from Exercise 6 or open **ForExercise7.sla***
- *Place an image in the frame at the top left of the first page*
- *Resize and reposition the image in the frame*
- *Insert and adjust a second image*
- *Flow the text around the image*
- *Save the document as **images.sla** and close Scribus*

Task 1 Open the **styles.sla** document from Exercise 6 or open **ForExercise7.sla**	**Step 1** Open *Scribus* If the **New Document** dialog opens, click on **Cancel**.
	Step 2 Select **File | Open** In the **Open** dialog, select either **styles.sla** (from Exercise 6) or **ForExercise7.sla** Click **OK**.
	Step 3 Use **View | Fit to Height** to fit the page in the *Scribus* window.
Task 2 Place an image in the frame at the top left of the first page	**Step 1** Press F6 to display the **Layers** panel. Select the **Images** layer by clicking on it
	Step 2 On the first page of the document, select the Image frame at the top of the first column by clicking on it.
	Step 3 Use **File | Import | Get Image** to display the **Open** dialog.
	Step 4 Select the **statue_head.tiff** image and click **OK**. The image will be inserted, but at a size determined by *Scribus*.

	Step 5 Right click on any part of the image to display the shortcut menu. Select the **Adjust Image to Frame** option. The image will be resized to fill the frame as much as possible while retaining its correct aspect ratio. This will leave a blank area of the frame below the image.
Task 3 Resize and reposition the image in the frame	**Step 1** Press F2 to display the **Properties** dialog for the inserted image.
	Step 2 Click on the **Image** section header in the dialog to reveal the **Image** properties (Figure 17).
	Step 3 Select the **Free Scaling** option. Click on the 'broken chain' symbol to the right of the **X-Scale** and **Y-Scale** values so that they become linked. This will ensure that the aspect ratio of the image will not get changed.

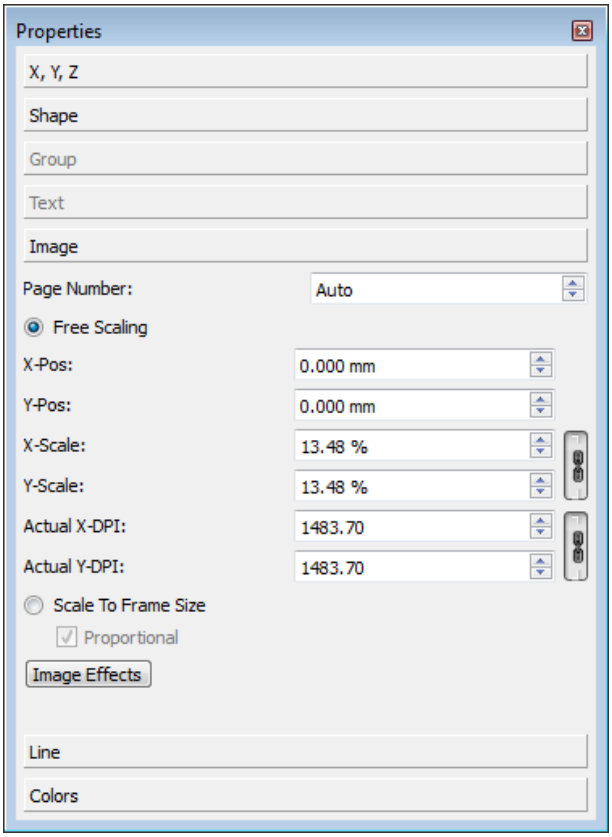


Figure 17 The Properties dialog, showing Image properties

	Step 4 Reposition the **Properties** dialog so that you can also see the selected image. You can move the dialog by clicking and dragging on the dialog title bar.
	Step 5 Change the **X-Scale** value to `20%` and press ENTER. The **Y-Scale** value should also change to `20%` and the image will now fill the frame.
	Step 6 Change **X-Pos** `-20mm.` This will change the position of the image within the frame.
	Step 7 Adjust the **X-Pos**, **Y-Pos**, **X-Scale** and **Y-Scale** values to achieve a pleasing framing of the image.
	Step 8 Press F2 to close the **Properties** dialog.
	Step 9 To use the mouse to adjust the position of the image within the frame: Make sure the frame is selected. On the **Toolbar**, click on the **Edit Contents of Frame** button  . Click and drag the image.
Task 4 Insert and adjust a second image	**Step 1** Scroll to the second page of the document.
	Step 2 If the **Layers** panel isn't visible, press F6. Lock the **Text** layer. Select the **Images** layer. For text to flow around an image, the image has to be above the text. Use the **Raise Layer** button  to move the **Images** layer to be above the **Text** layer.
	Step 3 Select the **Insert Image Frame** tool  . Click and drag a square frame that sits on top of the two rightmost columns and is the same width as two columns.

	Step 4 Use **File | Import | Get Image** to display the **Open** dialog. Select the **fragment.png** file and click **OK**.
	Step 5 Right-click on the image and from the pop-up menu select **Adjust Image to Frame**
Task 5 Flow the text around the image	**Step 1** If the **Properties** dialog is not visible, Press F2 Click on the **Shape** entry in the **Properties** dialog to expand it.
	Step 2 Select the **Use Frame Shape** option (Figure 18)

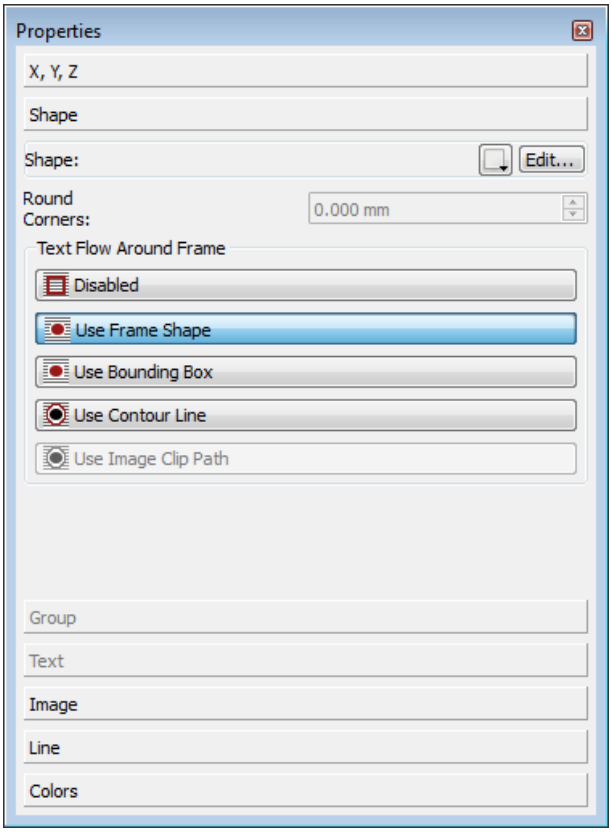
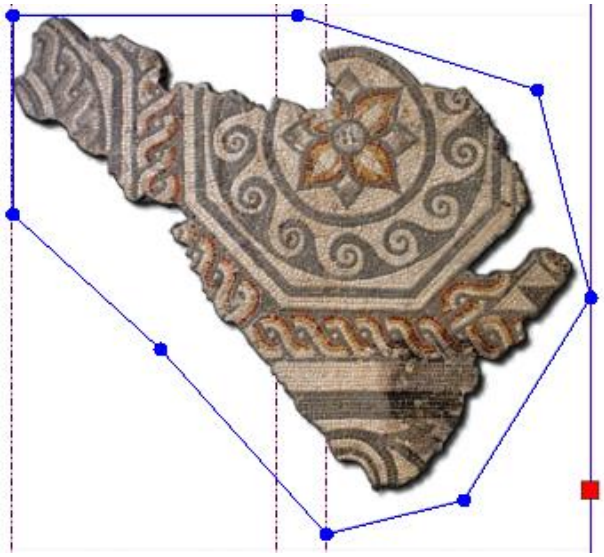


Figure 18 The Properties dialog, showing Shape properties

	Step 3 Click on the **Edit** button to display the **Nodes** dialog.
	Step 4 Click on the **Add Nodes** button  .
	Step 5 Click on the image frame about half way along each edge. This will add four extra nodes to the frame.

	Step 6 Click on the **Move Nodes** button  . Click and drag the nodes to create a contour line that more closely follows the image shape (Figure 19). Click **End Editing** in the **Nodes** dialog.
 **Figure 19 Adapting the contour line around an image**	
	Step 7 Adjust the position of the image frame by dragging it. You may need to revisit the **Shape** properties and click on the Edit button again to adjust the contour lines to achieve an acceptable text flow around the image. You can add extra nodes if you need them.
Task 6 Save the document as **images.sla** and close Scribus.	**Step 1** Select **File | Save As** In the **Save As** dialog, save the document as **images.sla**
	Step 2 In Windows: Select **File | Quit** In Mac OSX: Select **Scribus | Quit Scribus**

9 Using colour

9.1. Colour technologies

Document creation involves two different colour technologies: screen and print.

When we see an image on screen, whether it is a monitor, TV screen or projector, the colours are made up by combining amounts of red, green and blue (RGB) light. This is referred to as additive colour and you are probably familiar with the way the different colours combine:

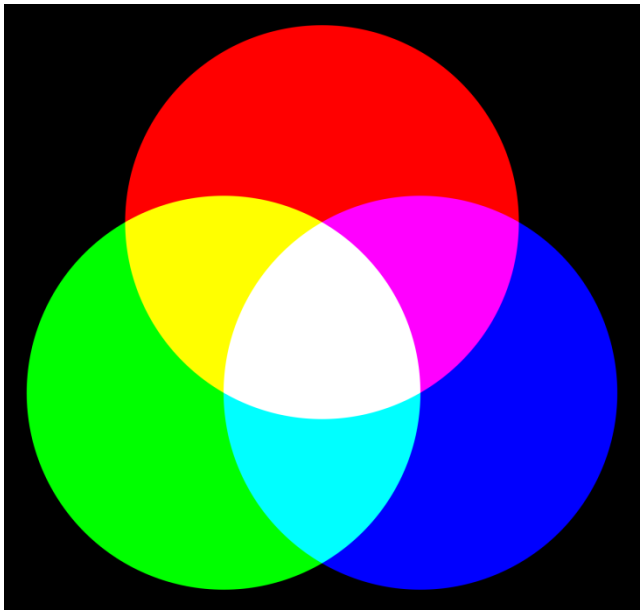


Figure 20 Additive Colour

However, in print, images are produced by a process of subtractive colour, using cyan, magenta and yellow (CMY) inks. This will be familiar to you from your school days when you mixed paint:

Figure 21 Subtractive colour

Unfortunately, the composition and quality of ink means that the combination of cyan, magenta and yellow doesn't produce a good black – it is usually a muddy brown – and so a fourth, black, ink is used to accurately produce black and its shades of grey. Hence the system is referred to as CMYK (K for Black, so as not to confuse B with Blue!)

The two very different colour 'technologies' mean that achieving a match between on-screen and printed colours can be difficult. If you display the same colour image on two different screens side-by-side, they will often look different – which one will be closest to the printed version?

The only way to ensure that on-screen and printed colours are the same is to calibrate both the screen and the printer against a standard. This can be done, and it is done in the professional printing industry, but it is time consuming and expensive.

For most in-house document design the most pragmatic route is to create test prints at important stages of the design process and make corrections as necessary. Usually we are not too concerned if the on-screen and printed colours are not identical, as long as they are close.

9.2. Using colour in a document

When using colour in a document, most DTP applications allow you to use either the RGB or CMYK colour models – noting of course that whichever model you choose there is no guarantee that the colour you see on-screen is exactly the colour you see when printed.

If you are designing your document for use on-screen, perhaps as a PDF, then you might choose to work in RGB. However, for documents that will be printed you should consider working in CMYK.

If you choose to work in RGB for printed documents, then colours will be translated to their CMYK equivalents automatically at some point in the print process. Conversion between RGB and CMYK is close, but not exact.

9.3. Swatches and Palettes

Just as with text styles, consistency in the use of colour is a mark of a well-designed document. Rather than apply colours individually as and when needed, and running the risk of using the incorrect colour by mistake, it is better to use a palette, or collection of swatches.

A palette is a collection of colours that you can choose from. Individual colours, called swatches in some applications, can be defined and named. Applying a colour by name means that if its definition changes (i.e. we change the colour) then wherever that named colour has been used, the colour is changed automatically.

Some DTP applications make predefined palettes available based on standard colour collections such as those from Pantone.

9.4. Colours in images

If you source your images from a scanner, camera, or an image library then most likely your images will be described using an RGB colour model. As discussed, professional printing prefers images in the CMYK model.

Some image software will convert RGB images to their CMYK equivalent either directly (as in Adobe Photoshop) or through a plug-in (such as the Separate+ plug-in for GIMP).

Exercise 8 Using colour

This exercise will get you to create a colour swatch and then apply that colour to objects in the document.

- *Open the **images.sla** document from Exercise 7 or open **ForExercise8.sla***
- *Create a colour swatch for Oxford Blue*
- *Change the text colour for the Document Title style*
- *Change the line (stroke) colour for a frame*
- *Change the fill colour for a frame*
- *View the document in Preview mode*
- *Save the document as **colours.sla** and close Scribus.*

Task 1 Open the **images.sla** document from Exercise 7 or open **ForExercise8.sla**	**Step 1** Open *Scribus* If the **New Document** dialog opens, click on **Cancel**.
	Step 2 Select **File | Open** In the **Open** dialog, select either **styles.sla** (from Exercise 7) or **ForExercise8.sla** Click **OK**.
	Step 3 Use **View | Fit to Height** to fit the page in the *Scribus* window.
Task 2 Create a colour swatch for Oxford Blue	**Step 1** Use **Edit | Colors** to display the **Colors** dialog (Figure 23).

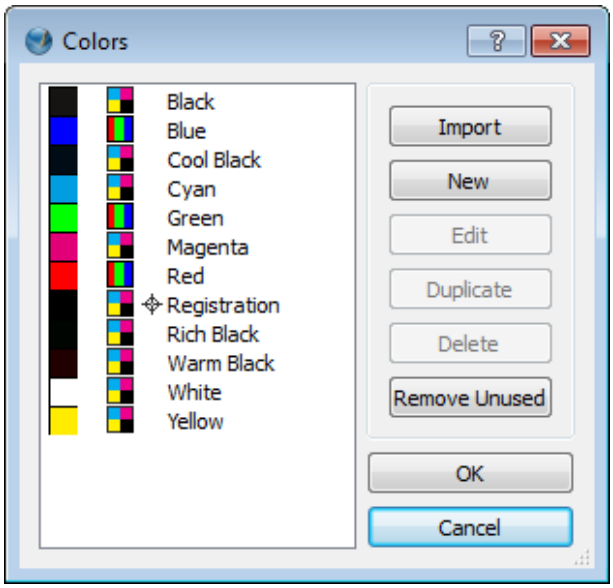


Figure 22 The Colors dialog

	Step 2 Click on **Remove Unused** to remove the unused colours.
	Step 3 Click on **New** to display the **Edit Color** dialog (Figure 23) Make sure the **Color Model** is set to **CMYK**
	Step 4 Change the name to **Oxford Blue**.
	Step 5 The colours that make up Oxford Blue in the CMYK colour mode are: **Cyan** 100% **Magenta** 80% **Yellow** 0% **Black** 60% Set the four colour sliders to have the above values. Click **OK**.
	Step 6 Notice that **Oxford Blue** is now an entry in the list of colours.
	Step 7 Click **OK** to close the **Colors** dialog.

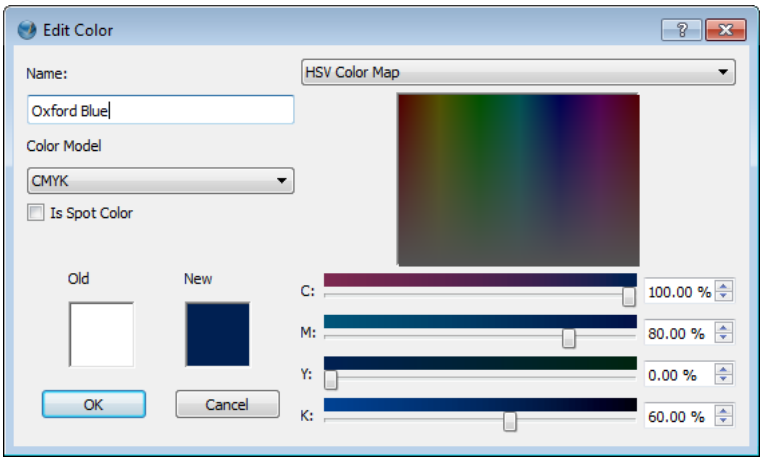


Figure 23 The Edit Color dialog

Task 3 Change the text colour for the Document Title style	**Step 1** Press F3 to display the **Style Manager** dialog.
	Step 2 Select the **Document Title** style in the list. Click on **Edit >>**.
	Step 3 Click on the **Character Style** tab.

	Step 4 In the **Colors** section, click on the drop-down and select **Oxford Blue** from the list. Click **<< Done** Press F3 to close the **Style Manager** dialog.
	Step 5 You should notice that the document title and sub title have changed colour. (If you are unsure why *both* have changed, ask!)
Task 4 Change the line (stroke) colour for a frame	**Step 1** Scroll to the first page in the document.
	Step 2 If the **Layers** panel is not visible, press F6 to display it. Make sure the **Images** layer is selected in the **Layers** panel.
	Step 3 Click on the image at the top left of the page to select the frame.
	Step 4 Press F2 to display the **Properties** panel. Click on the **Colors** section, to display the **Colors** properties.
	Step 5 Click on the **Edit Line Color Properties** button  . Scroll down the list of colours and select **Black**.
Task 5 Change the fill colour for a frame	**Step 1** In the **Layers** panel, select the **Text** layer. Make sure the layer is unlocked.
	Step 2 Click on the text frame at the foot of the page to select it.
	Step 3 In the **Properties** panel, click on the **Colors** entry.
	Step 4 Click on the **Edit Fill Color Properties** button  . Select **Oxford Blue** from the list.
	Step 5 Scroll to the second page and fill the frame at the bottom of the page with **Oxford Blue**.

Task 6 View the document in Preview mode	**Step 1** In the toolbar at the foot of the document window, click on the **Enable/Disable Preview Mode** button  . Click away from the frame to reveal the line colour.
	Step 2 When you have checked the line colour around the frame is correct, disable the **Preview Mode** by clicking on the **Enable/Disable Preview Mode** button  again.
Task 7 Save the document as **colours.sla** and close Scribus.	**Step 1** Select **File** | **Save As** In the **Save As** dialog, save the document as **colours.sla**
	Step 2 In Windows: Select **File** | **Quit** In Mac OSX: Select **Scribus** | **Quit Scribus**

10 Printing

It is possible to print directly from within any desk top publishing application. The process is usually the same as for other applications: you chose the print option and then specify parameters such as the paper size and orientation.

Where possible, you should design your document at the size you will print it. Leaving printer drivers to scale the document up or down to fit on a page can give less than ideal results. However, it is often useful to print an A4 version of a larger document (perhaps a poster) for proofreading the text.

More often, you will save the document in the Portable Document Format (PDF), perhaps for delivery to a print shop for professional printing. PDF was developed by Adobe and has become the de facto standard for document distribution. There are several variations of PDF, more than we have time to cover here, each of which has a particular history or purpose.

PDFs contain all the text, font and image content of the document, ready for direct printing. This avoids the problem discussed earlier (see section 8.2) where some DTP applications contain links to images rather than having them embedded, and where the recipient may not have the same fonts installed as were on the design computer.

If you are using PDF as a simple way of sharing your document informally with colleagues, then the 'out of the box' PDF variation that the DTP tool suggests should be perfectly acceptable. If you are sending your document for professional printing, you should seek the advice of the print shop technicians.

There is one practical printing issue that is worth noting here. Standard office ink jet and laser printers are rarely able to print to the edge of the paper – there is usually a narrow 'unprintable margin'. This means that if you have designed your document with content that goes to the edge of the page, you will find either:

- The content in the 'unprintable margin' is lost, or
- The document is scaled to fit on the page within the unprintable margins.

Neither of these is ideal. If it is important that you get a full-size print right to the edge of the paper you usually have no option but to get the document professionally printed.

Exercise 9 Creating a PDF version of a document

This exercise will get you to export your document in the Portable Document Format (PDF).

- *Open the **colours.sla** document from Exercise 8 or open **ForExercise9.sla***
- *Export the document as a PDF version using the default options.*
- *View the document in a PDF viewer.*

Task 1 Open the **colours.sla** document from Exercise 8 or open **ForExercise9.sla**	**Step 1** Open *Scribus* If the **New Document** dialog opens, click on **Cancel**.
	Step 2 Select **File | Open** In the **Open** dialog, select either **colours.sla** (from Exercise 8) or **ForExercise9.sla** Click **OK**.
	Step 3 Use **View | Fit to Height** to fit the page in the *Scribus* window.
Task 2 Export the document as a PDF version using the default options.	**Step 1** Use **File | Export | Save as PDF** *Scribus* will carry out a 'preflight' verification of the document, looking for such errors as overset text. If the **Preflight Verifier** dialog opens, you should consider the errors that it identifies and address them as necessary. In our case we will choose to ignore the errors and continue on regardless! Click **Ignore Errors**.
	Step 2 The **Save as PDF** dialog has many options. Unless you have good reason to adjust the defaults, leave them as they are. Click **Save**.
	Step 3 In Windows: Select **File | Quit** In Mac OSX: Select **Scribus | Quit Scribus**
Task 3 View the document in a PDF viewer	**Step 1** Navigate to the folder where you saved the PDF version.
	Step 2 Double-click on the PDF version of the document to open it in the default PDF viewer on the computer.
	Step 3 Close the PDF viewer.

11 What Next?

We hope you enjoyed this session and found it useful. If you attended a taught session you will get sent an email with a link to a web page to give us anonymous feedback. We always value your feedback and use it to improve our sessions.

11.1. Course Clinic

If there are aspects of the course which you have struggled with, or you need guidance on how to apply the techniques you have learnt in the context of your own work, you can arrange for a short meeting (up to 1 hr) with the course teacher. You can arrange this by contacting courses.it.ox.ac.uk

11.2. IT Services Help Centre

The Help Centre is also a good place to get advice about any aspect of using computer software or hardware. You can contact the Help Centre on (2)73200 or by email on help@it.ox.ac.uk

11.3. Course Materials – the IT Learning Centre Portfolio

These course materials are available through the IT Learning Centre Portfolio, at http://portfolio.it.ox.ac.uk

Each course pack includes the course handbook in pdf form and a zip folder of the exercise files that you need to complete the exercises. Archive versions of the course book may also be useful if you use an earlier version of the software.

The IT Learning Centre Portfolio helps you find articles, videos, resources and weblinks for further IT study. For some resources, you will be asked for your Oxford (SSO) username and password.

11.4. Reference Material

The official web site for Scribus is http://scribus.net

The official web site for GIMP is http://gimp.org

The GIMP Separate+ plug-in is http://registry.gimp.org/node/471

Your Notes:

Scribus:
Up and running

1

Welcome

Your teacher is

We finish at

You should have — Some ideas!

You will have — Course handbook

2

Your safety is important

Where is the fire exit?

Beware of hazards:
- Tripping over bags and coats

Please report any equipment faults to us

Let us know if you have any other concerns

3

Your comfort is important

The toilets are along the corridor outside the lecture rooms

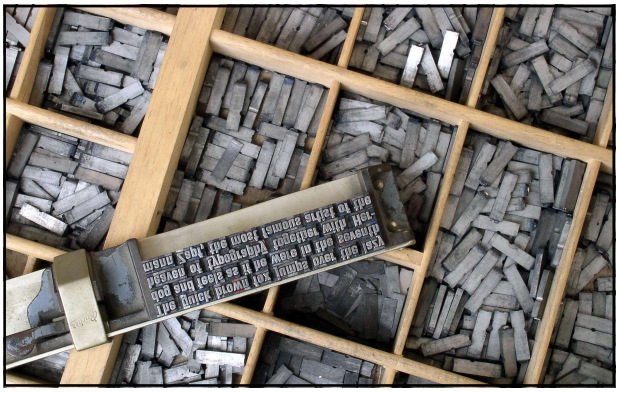
The rest area is where you registered

The swivel seats are adjustable

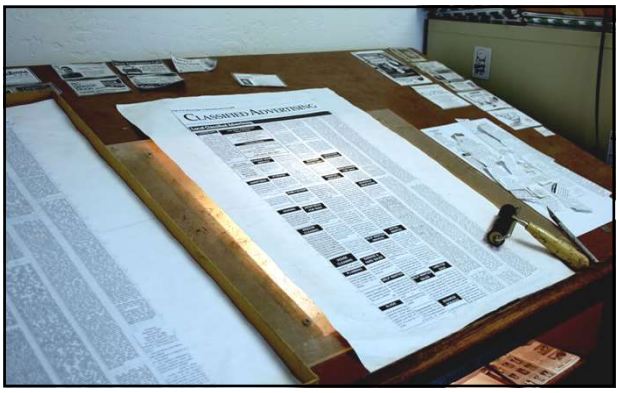
You can adjust the monitors for height, tilt and brightness

4

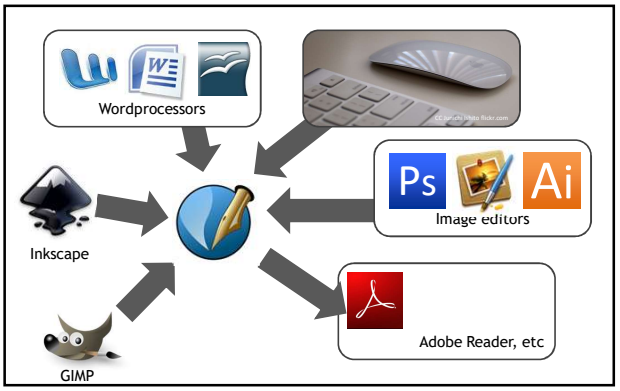
5



6

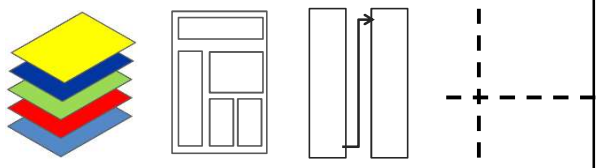


7



8

Four features make Scribus special



Layers | Frames | Text threading | Guides & Bleeds

9


InDesign Amicus
Lorem Ipsum Dolor Sit amet

10

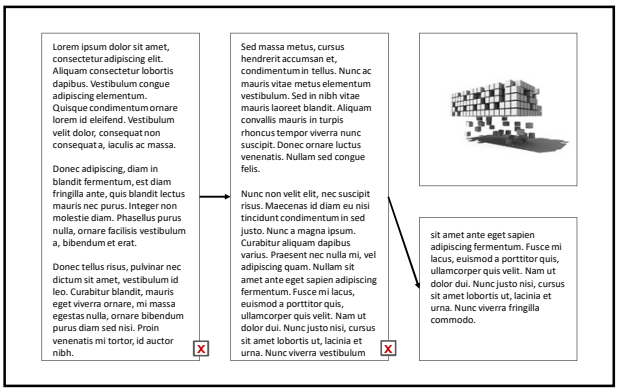

InDesign Amicus
Lorem Ipsum Dolor Sit amet


Layers
Blend Mode: Normal
Opacity: 100 %
Name
Images
Logo
Text
Footer
Header

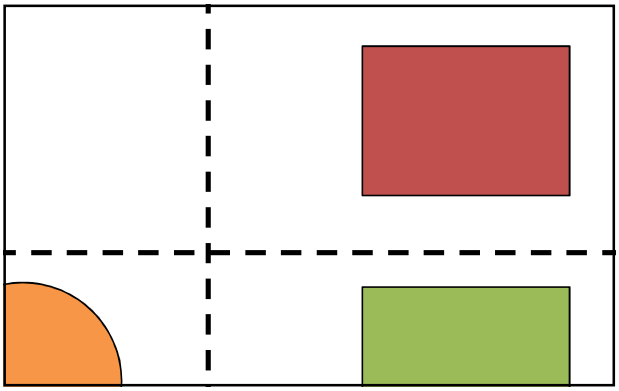
11


InDesign Amicus
Lorem Ipsum Dolor Sit amet

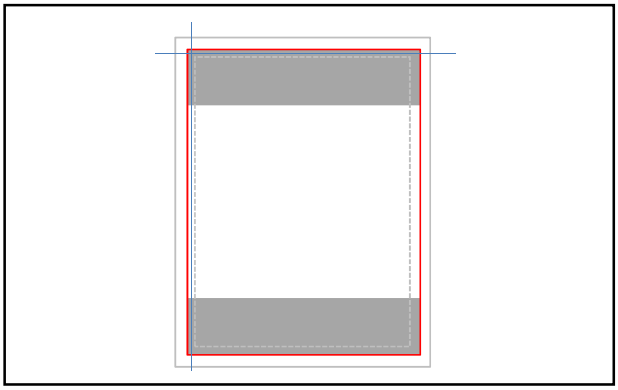
12


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam consectetur lobortis dapibus. Vestibulum congue adipiscing elementum. Quisque condimentum ornare lorem id eleifend. Vestibulum velit dolor, consequat non consequat a, iaculis ac massa.
Donec adipiscing, diam in blandit fermentum, est diam fringilla ante, quis blandit lectus mauris nec purus. Integer non molestie diam. Phasellus purus nulla, ornare facilisis vestibulum a, bibendum et erat.
Donec tellus risus, pulvinar nec dictum sit amet, vestibulum id leo. Curabitur blandit, mauris eget viverra ornare, mi massa egestas nulla, ornare bibendum purus diam sed nisi. Proin venenatis mi tortor, id auctor nibh.
Sed massa metus, cursus hendrerit accumsan et, condimentum in tellus. Nunc ac mauris vitae metus elementum vestibulum. Sed in nibh vitae mauris laoreet blandit. Aliquam convallis mauris in turpis rhoncus tempor viverra nunc suscipit. Donec ornare luctus venenatis. Nullam sed congue felis.
Nunc non velit elit, nec suscipit risus. Maecenas id diam eu nisi tincidunt condimentum in sed justo. Nunc a magna ipsum. Curabitur aliquam dapibus varius. Praesent nec nulla mi, vel adipiscing quam. Nullam sit amet ante eget sapien adipiscing fermentum. Fusce mi lacus, euismod a porttitor quis, ullamcorper quis velit. Nam ut dolor dui. Nunc justo nisi, cursus sit amet lobortis ut, lacinia et urna. Nunc viverra vestibulum
sit amet ante eget sapien adipiscing fermentum. Fusce mi lacus, euismod a porttitor quis, ullamcorper quis velit. Nam ut dolor dui. Nunc justo nisi, cursus sit amet lobortis ut, lacinia et urna. Nunc viverra fringilla commodo.

13



14



15

Any questions?

16

Putting it together

New document
Three layers
Managing guides
Four frames
Insert text
Thread text

17

Now it's your turn…

18

19

Any questions?

20

And there's more…

Style text
Tiger image
Managing images
Background image
Colours
Saving
Exporting

21

Any questions?

22

Your turn again…

23


ROMAN TIMES

Friends, Romans and country-men, lend me your ears

Eternal Talaris

THE BACK PAGE

24

david.baker@it.ox.ac.uk

iT Centre Learning

25


c BY NC ND
Howard Stanbury | flickr.com


c BY NC ND
Mauro Luna | flickr.com


c BY NC ND
Nick Thompson | flickr.com


c BY
victoriapeckham | flickr.com


c PD
Junichi | flickr.com


©
bcsmith46 | photobucket.com


c BY NC ND
Willi Heidelbach


c BY SA
immaginoteca | flickr.com


c BY SA
immaginoteca | flickr.com

26

This presentation is made available by Dave Baker under a Creative Commons licence:

Attribution-NonCommercial-ShareAlike
CC BY-NC-SA

Note some content is subject to different licences

david.baker@it.ox.ac.uk

iT Centre Learning

27