Page Management

Clicking on the following icon in the Page Director calls the Page Management panel:

784923_paste.tiff ¬

The page management enables you to process document- and masterpages in a document in different ways. The upper section of the *Page Management* panel shows two selection lists containing all document- and masterpages of the current document.
537258_paste.tiff ¬
Figure: The upper section of the Page Management panel

Each icon in the documentpage list (upper list) and each entry in the masterpage list (lower list) represents a page in the document. Double-clicking one of the pages displays this page in the document window. If you turn pages in the document window, the corresponding page in the one of the list becomes selected.

The inscriptions on the documentpage icons show the assignments of masterpages (;PageTable.rtfd;Zuweisen;¬). The numbers at the lower edge show the number of the documentpages. Each entry in the masterpage list contains, beside the masterpage icon, the number of the masterpage (Mx) and the name of the masterpage.

Documentpage

This pull-down list offers the following commands for manipulating documentpages.

Select Pages
After clicking on this command, the *Select Pages* panel appears allowing you the select or deselect a range of pages numerically. A note in the panel tells you what range of pages is available in the document. You can choose between selecting or deselecting pages in a pop-up list. Two entry fields are supplied in which you can enter the pages numbers for your selection or deselection.

Clicking <*OK*> or pressing the *Return* key selects or deselects the specified pages in the documentpages list. The panel remains on-screen and you can enter further selections.

You close the panel by clicking the <*Close*> button.

Note: Single pages can be selected by clicking on them with the mouse in the documentpage list. Selection a page with the mouse deselects all other selected pages. When holding down the *Shift* key while selecting, multiple selections are possible, though.

Select All
This command selects all pages in the documentpage list. Selected pages are displayed with a white background.

Deselect All
This command deselects all selected pages.

New
This creates a new documentpage and adds it behind the last one. You can also create new documentpages using the <*New*> (;../OneVision/MainMenu/Page/New.rtfd;;¬) command in the *Page* menu.

Delete
All selected documentpages will be deleted when executing this command. Deleting pages must be confirmed in an attention panel, though. You can also use the <*Delete*> (;../OneVision/MainMenu/Page/Delete.rtfd;;¬) command from the *Page* menu for deleting documentpages.

You can move   and copy documentpages using *Drag-and-Drop.* Click on a documentpage and drag it to the desired position keeping the mouse button pressed. After releasing the mouse button the page will be inserted at its new position. Also the page numbering will be adjusted.

If you hold down the *Alternate* key during this action, the page won't be moved but a copy of it is inserted at the position to which you dragged it.

Masterpage
This pull-down list contains commands for masterpages.

New
This command creates a new masterpage and adds it at the end of the list. You can also create new documentpages using the <*New*>

(;../OneVision/MainMenu/Page/New.rtfd;;¬) command in the *Page* menu.

Copy
This creates a copy of the selected masterpage and inserts it into the list after the selected page. You can copy masterpages pressing the *Alternate* key before clicking the masterpage entry and dragging the entry to the position in the list where you want the copy to be inserted. The numbering of the masterpages is adjusted as necessary. The copied page is named like the original page. You can also copy masterpages using the *<Copy>* (;../OneVision/MainMenu/Page/Copy.rtfd;;¬) command in the *Page* menu.

Delete
The selected masterpage can be deleted with this command. This has to be confirmed in an attention panel. If the masterpage is assigned to a documentpage, releasing the masterpage has also to be confirmed. You can also delete masterpages using the *<Delete>* (;../OneVision/MainMenu/Page/Delete.rtfd;;¬)command in the *Page* menu.

Namensvergabe;¬Rename
The default name for each masterpage is ªMasterpageº. This name can be changed with this command. A panel appears where you can enter a different name. The name of a masterpage is shown in the title of the document window when the masterpage is displayed.

Zuweisen;¬Assign

This command assigns the current masterpage to all selected documentpages making no difference between even and odd page numbers (;PageTable.rtfd;UngeradeGerade;¬). You can also assign a masterpage to selected documentpages using *Drag-and-Drop*. Click on a masterpage entry and dragging it to the documentpage list. The cursor takes the shape of double-headed arrow, indicating that the assignment is valid both for even and odd pages. The *<Assign>* (../OneVision/MainMenu/Page/MasterpageMenu/AssignMP.rtfd;;¬) command in the *Page/Masterpage* menu can also be used for assignments.

If no masterpage is assigned to a documentpage it is displayed with the following icon in the documentpage list:
46693_paste.tiff ¬ *Figure: Documentpage 1 with no masterpage assigned*

After assigning a masterpage the display changes to something like this:
880773_paste.tiff ¬ *Figure: Documentpage 1 with masterpage 1 assigned*

The documentpage 1 has been assigned the masterpage 1. Page numbers can change by moving, deleting or creating document- and/or masterpages. The inscriptions of the documentpage icons are automatically updated to such changes.

UngeradeGerade;¬Assign Odd / Assign Even
You can assign two different masterpages to each documentpage with these commands; one for even pages and one for odd pages. Even pages appear on the left side of an open book; odd pages on

the right. When using *Drag-and-Drop,* holding down the *Ctrl* key assigns the dragged masterpage to even (left) documentpages, indicated by a green cursor shaped like a left-turning arrow. Holding down the *Command* key assigns the masterpage to odd (right) documentpages. In this case, the arrow in the cursor points to the right.

The documentpage icons of assigned documentpages in the list look like these:
757694_paste.tiff ¬907459_paste.tiff ¬805107_paste.tiff ¬
Figure: Documentpages with assigned masterpages to even and odd page numbers

The documentpages 3 and 4 in the figure above are assigned the masterpage 3 for odd and the masterpage 3 for even page numbers. Page 3 is an odd page, therefore masterpage 3 is valid. This is indicated by the white background of the number. Page 4 is an even number and masterpage 2 is valid for this page. Page 6 is assigned only masterpage 3 for odd page numbers. So no masterpage is currently valid for this page, because 6 is an even number. If you would insert a documentpage before page 3, all page numbers would be incremented by one turning even pages to odd ones and vice versa. Then, also the valid masterpages would change.

ReferenzÙnderungen;¬Note: If you have modified masterpage link elements on documentpages and the valid masterpage changes, e.g. because you've added, moved, copied, or deleted an odd number of pages, all these modifications will normally be discarded. This is not true for masterpage link elements that base on text

elements und that you have modified manually. For these elements, all references to the masterpage elements are removed and the elements are converted to copies that remain on the page. This saves your text that you have entered in these elements and you can copy it to the link elements of the masterpage that becomes valid.

Example: You have a document containing two masterpages. On each masterpage a text elements for the running head is defined. The position of this text element is different for even and odd pages. Therefore, both masterpages are assigned to all documentpages for even and odd pages. This causes the running head to appear on each page correctly. The content of the running head is edited on each page individually. If you then add a new page to the document, the numbers of all following pages change from even to odd or vice versa. This also changes the valid masterpage for every documentpage. Therefore a different masterpage link element is displayed on every documentpage. The references of the masterpage link elements to the previous masterpage are removed and the elements are deleted. New masterpage link elements refering to the new masterpage are created. These new elements don't know anythings about the changes you've made to the deleted ones. The positions and contents of these elements depend on the original masterpage element.

You can avoid this loss of data by always adding, copying, deleting, or moving an even number of documentpages. Then, even pages stay even pages as odd pages stay odd pages. The valid masterpages don't change. No new masterpage link elements have to be computed for the documentpages. This leaves your

modifications unharmed.

Lǒsen;¬Release
All assigned masterpages are released for the selected documentpages when using this command. You can also release masterpages using the *<Release>* (;../OneVision/MainMenu/Page/ReleaseMP.rtfd;;¬) command in the *Page* menu.

The page lists are separated by a divider bar that can be moved up and down to enlarge one list and reduce the other or vice versa. The panel itself can also be enlarged to give more room to the lists.

Sizing the panel is only possible it the preview section is displayed. You can hide and show this section by clicking on the button labeled with a triangle-arrow at the bottom of the panel.

Preview
The lower part of the *Page Management* panel holds two preview windows, displaying previews of the selected document- and masterpage. This preview can be turned off and on for both windows separately using the switches *<Documentpage>* and *<Masterpage>*.

Update
The *<Update>* command forces an update of the current previews. This might be necessary if you have modified the previewed document- or masterpage.