

376480_TextSpecialTool.tiff ↗ Pagination and Page Makeup

Pagination

Formats

In this pop-up list you can determine which kind of numbering you want to be used for pagination. You can choose among:

- Arabic numbers
- lower-case Roman numerals
- upper-case Roman numerals
- lower-case alphabet
- upper-case alphabet

Character

In these fields you can specify the characters that will surround each page number.

Page Number

Previous

The page number of the previous page will be inserted.

This

The page number of the current page will be inserted.

Next

The page number of the following page will be inserted.

Even

Page numbers will appear only on even pages.

Odd

Page numbers will appear only on odd pages.

Note: If both *<Even>* and *<Odd>* are selected or neither of them are selected, page numbers will be displayed on all pages.

First Page Number

In this field you can specify from which page you want to start the numbering. For example, if you enter 3, the first page number will be displayed on the third page.

Insert

This command inserts the page number at the current cursor position.

Zeichenpaare; Character Pairs

Language

This list box allows you to select the language for which you want to define or use character pairs.

Character

In this list box you can enter new character pairs or select existing ones. Double-clicking on the right or left entry field of a list entry lets you enter text. You can remove the selected list item by pressing the *Backspace* key. Double-clicking on the separator ($\frac{1}{4}$) of a list entry inserts the character pair into the text.

New

The command *<New>* creates a new, empty entry in the list box where you can define a new character pair. Double-click the text field and then enter the characters.

Insert

The selected character pair will be inserted, surrounding the marked text. If no text is marked, the character pair will be inserted at the current cursor location.

Trennung;¬Hyphenation

Insert

This command inserts a manual hyphenation at the current cursor position allowing the word to be hyphenated at this position, if necessary. The word will be hyphenated even if automatic hyphenation (;OVSelCharTool.rtf;Hyphenation;¬) is off. The keyboard alternatives for this command are *Esc* or *Ctrl-''*.

Remove

All manual hyphenations within the marked text will be removed.

Character Grouping

Create

After applying this command to a selected passage of text, all characters within this section will be treated as one word. That is, they will no longer be hyphenated, nor will they be broken at the end of a line.

Note: If a created character group is too big to fit into one line, it would be formatted into the following text frame. If no text frame that is wide enough to hold the group in one line is found, the text won't be displayed anymore. The group remains selected and you can remove the grouping with the <*Remove*> button.

Remove

The grouping of the selected characters will be removed.

Rahmenumbruch;↵Frame Break

Insert

With this command you can insert a frame break at the current cursor position. If a frame piping connection to a following frame is active, the text after the current cursor position will flow into that frame. If there is no following frame, the subsequent text will not be visible. The keyboard alternative *Ctrl-Esc* can also be used for this action.

Remove

Removes a frame break that has been inserted using the *<Insert>* command. You can also remove a frame break with the *Backspace* key.

weicher Umbruch;↵Soft Return

Insert

Inserts a soft return at the current cursor position. This ends a line without beginning a new paragraph. This can also be accomplished using the keyboard alternative *Ctrl-Return*.

Remove

The selected soft return will be removed. Soft returns can also be removed with the *Backspace* key

Next: ;TextLanguageTool.rtf;↵ Language and Hyphenation