BeLight Software

Swift Publisher

User Manual

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Written by Nick Shubin.
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Chapter 1: Introduction

Brief Description

Swift Publisher is a page layout application for designing flyers, newsletters, brochures, letterheads, booklets, and more. The program is supplied with a collection of template documents and a built-in clipart library.

Swift Publisher lets you print your work as well as export it to PDF and other graphic file formats.

System Requirements

- Mac OS X 10.8.5 or higher
- 500 MB of available disk space
- Internet connection to use online services

Licensing

You can find the license code in the purchase confirmation email.

To enter the license code:

1. Open the application.
2. Bring up the *License* dialog by choosing **Swift Publisher 4 > License...** in the menu.
3. Enter your name and license code.

It is recommended that you keep the e-mail containing your license code in a safe place in case you re-install or update the application.

The unlicensed version of Swift Publisher is fully operational. The only limitation is that it adds "Swift Publisher Trial Version" as a watermark when your design is printed or exported. To eliminate this watermark, enter the license code.

To upgrade from the trial to the licensed version of the program you need to purchase and enter the license code. See details on BeLight's web site: *http://www.belightsoft.com/buy/*

Licensing is not needed if the application was purchased on the Mac App Store.

Updating Swift Publisher

To check for updates manually, choose **Swift Publisher 4 > Check for Updates...** in the menu.

To check for updates automatically, select the corresponding check box in the program *Preferences* (**Cmd-,**).

To update the application purchased on the Mac App Store, use the App Store application.

Removing Swift Publisher

To completely remove the program and all its components, delete the following files and folders from these paths:
/Applications/Swift Publisher 4.app
~/Library/Preferences/com.belightsoft.SwiftPublisher4.plist
~/Library/Application Support/Swift Publisher 4/
~/Library/Caches/com.belightsoft.SwiftPublisher4

To remove the application purchased on the Mac App Store, delete:
/Applications/Swift Publisher 4.app
~/Library/Containers/com.belightsoft.SwiftPublisher4/

"~" means the user's Home folder.

Note: By default, the program saves custom templates in:
~/Library/Application Support/Swift Publisher 4/My Templates/
or (Mac App Store):
~/Library/Containers/com.belightsoft.SwiftPublisher4/Data/Library/Application Support/Swift Publisher 4/My Templates/
Don't remove this folder if you are going to use your templates in the future.

To access the Library folder, in the Finder choose **Go > Go to Folder** (**Cmd-Shift-G**). Then type "~/Library/" into the edit box, and click the **Go** button.

Useful Web Resources

Information about the program:
http://www.belightsoft.com/swiftpublisher/

Useful articles related to using Swift Publisher:
http://www.belightsoft.com/products/swiftpublisher/resources.php

The home page of BeLight Software:
http://www.belightsoft.com

Request technical support:
http://www.belightsoft.com/support/

Facebook page:
https://www.facebook.com/swiftpublisher

Twitter:
https://twitter.com/swiftpublisher

Conventions Used in this Document

- **Bold text** is used for names of menu items, shortcuts, buttons, radio buttons, edit boxes, check boxes and other controls.

- *Text in italics* is used for the names of windows, dialog boxes, panels, tabs and other elements of the program interface.

  Such text formatting is also used for names of programs, files, folders and web links.

  It is also used for chapter and section references and to introduce important remarks.

- For menu items hierarchy, the ">" symbol is used. "**File > Open**" is equivalent to "the Open item in the File menu".

- A shortcut (shortkey) is one or several keys pressed together. **Cmd-S** means you should hold down the **Command** key while pressing the **S** key, then release them.

- Ctrl-click is a click holding the **Ctrl** key down. Right-click is a click by the right button of a two-button mouse. Both actions are equivalent.

- The context (contextual or shortcut) menu is a pop-up menu that contains options that vary depending on the object (image, text, etc.) you have clicked on. To open the context menu, right-click or **Ctrl**-click on an object.

Chapter 2: Program Interface

Swift Publisher Main Window
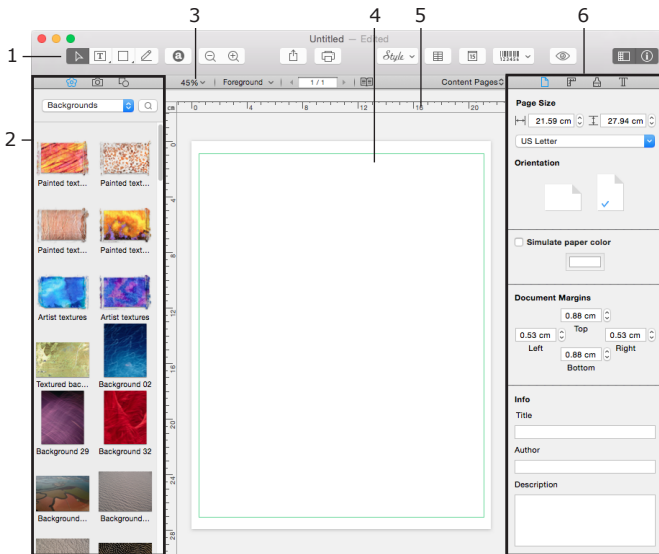
1 – Toolbar. Here you can select a text or drawing tool.

2 – Source panel. Here you can preview the content of the built-in clipart library and access images stored in Photos, iPhoto and Aperture.

3 – Layout tools. Here you can add or delete pages, select layers, and set up the canvas scale.

4 – The design canvas. Your document is displayed and edited here.

5 – Ruler. It lets you determine the object's coordinates and size, as well as add guide lines.

6 – Inspector. It consists of several tabs containing the tools and properties for different objects.

The Toolbar
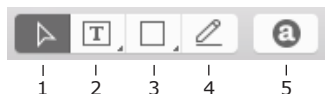
1 – Selection tool. Use it to select and move objects. To activate it, press the **V** key.

2 – Text tools. Note that there are multiple text tools. To view all of them, click and hold the mouse button, then select the necessary tool in the popup menu. The text tool icon is typically displayed as the most recently used text tool. Click once to activate the text tool shown in the icon.

2.1 – Regular text. Use it to add text boxes, including linked text boxes where text flows from one box to another. To activate it, press the **T** key.

2.2 – Circular text. To activate it, press the **U** key.

2.3 – Vertical text. To activate it, press the **Y** key.

3 – Tools for drawing shapes. Note that there are multiple shape tools. To view all of them, click and hold the mouse button, then select the necessary tool in the popup menu.

3.1 – Rectangle tool. Use it to draw rectangles and squares. To activate it, press the **R** key.

3.2 – Circle tool. Use it to draw circles and ovals. To activate it, press the **C** key.

3.3 – Spline tool. Use it to draw curved lines and polygons. To activate it, press the **S** key.

4 – Line tool. Use it to draw lines. To activate it, press the **L** key.

5 – Insert artistic text. This activates the Art Text application to create artistic text objects (textual graphics, icons). You have to install Art Text to use this feature.

6 – Zoom out.

7 – Zoom in.

8 – The option to share your document. The document is shared in the PDF format.

9 – Print the current document.

10 – Select or edit text styles.

11 – Insert a table.

12 – Insert a calendar.

13 – Insert a barcode.

14 – Turn the preview mode on or off. This button lets you show or hide the guidelines, margins, and other auxiliary marking.

15 – Show or hide the Source panel.

16 – Show or hide the Inspector.

The Source Panel
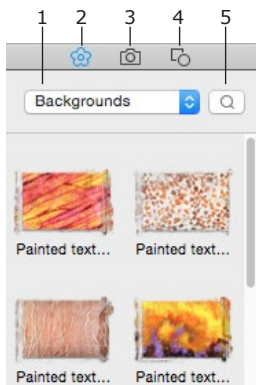
1 – Image category selector.

2 – Built-in clipart.

3 – Your Photos, iPhoto and Aperture libraries.

4 – Built-in Smart Shape library.

5 – Search tool.

To find an image in the clipart or Internet:

1. Click on the **Search** button to open the search box.
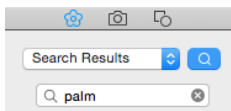
2. Click on the magnification glass icon inside the edit box and choose the internal collection or Internet.

3. Type in a word and press **Return**.
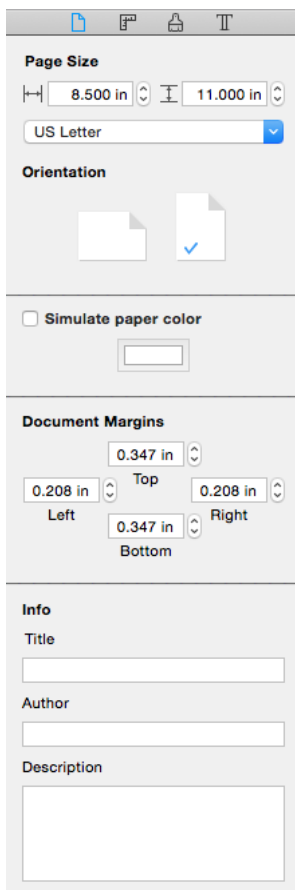
The Inspector

The *Inspector* is located on the right side of the main window. It contains a set of tools for modifying object and document properties. The tools are grouped into several tabs. To open the *Inspector*, select **View > Show Inspector** (**Cmd-Opt-I**) in the menu, or click the *Inspector* button in the toolbar.

The Document Tab

The *Document* tab lets you set up the page size, width of margins, and input the author's name and document title. Press **Cmd-1** to open this tab.

For detailed information, see *Chapter 3: "Working With Documents" > "Document Properties"*.

Page Size

| | 8.500 in | | 11.000 in | |

US Letter

Orientation

Simulate paper color

Document Margins

0.347 in

0.208 in   Top   0.208 in

Left   Right

0.347 in

Bottom

Info

Title

Author

Description

The Geometry Tab

The *Geometry* tab lets you change the position, size and rotation angle of objects. It also contains the alignment tools. Press **Cmd-2** to open this tab.
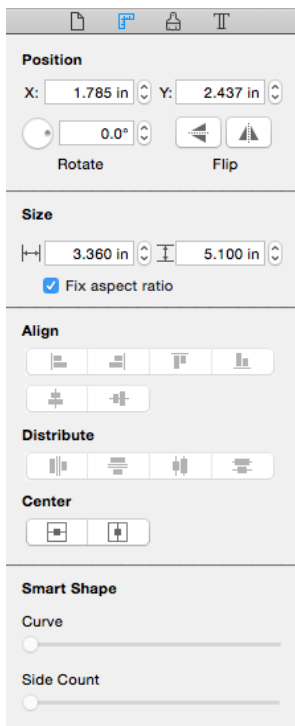
For detailed information, see:
- *Chapter 6: "Editing Documents" > "Changing the Object Size"* and also *"Working with Smart Shapes"*;
- *Chapter 4: "Layout" > "Aligning and Distributing Objects"*.

The Appearance Tab

The *Appearance* tab lets you set up the object's shadow, opacity, and some other graphical properties. Press **Cmd-3** to open this tab.
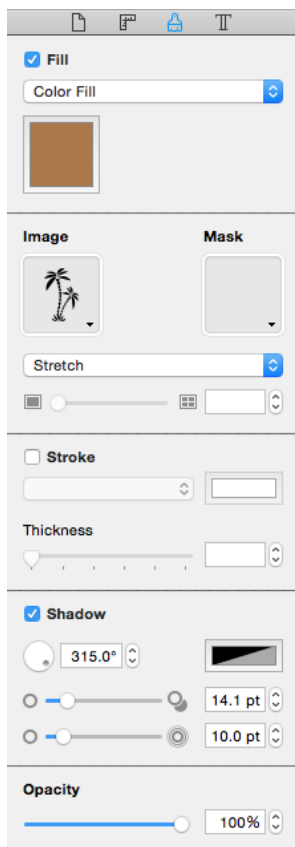
For detailed information, see *Chapter 6: "Editing Documents".*

The Text Tab

The *Text* tab contains text formatting tools. Press **Cmd-4** to open this tab.
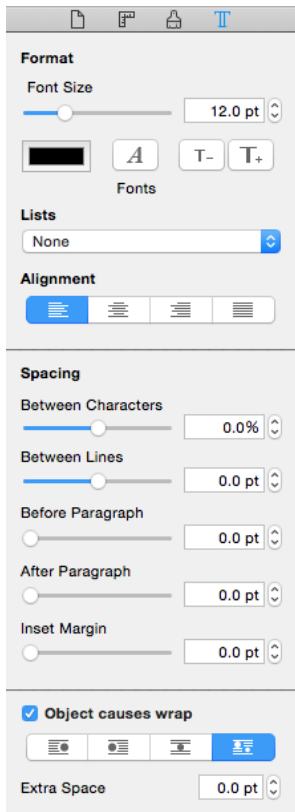
For detailed information, see *Chapter 6: "Editing Documents" > "Working with Text"*.

The Preferences Dialog

The *Preferences* dialog contains settings that are applied by default every time you run the application. You can control the program behavior by changing them.

To open the *Preferences* dialog, choose **Swift Publisher 4 > Preferences...** in the menu or press "**Cmd-,**".

The General Tab

For New Documents – Here you can specify what you want the program to do upon launch, or when you choose to open a new document. You can select to open the *Template Gallery*, or create a blank document with a standard full page layout.

Default Format for Templates – Here you can choose either US or Metric page format.

Autosave Documents – Select how frequently the program automatically saves a copy of your document. This backup copy is located in the same folder where the document is. When you change the auto saving interval, it goes into effect after the previously set interval is up. To apply the new interval immediately, restart the program.

Measurement Units – Define units for all size and positioning controls in the program.

Check for updates daily specifies whether the program automatically checks for updates. To check for updates manually, choose **Swift Publisher 4 > Check for Updates...** This option is not available in the application purchased on the Mac App Store.

The **Reset to Defaults...** button returns the settings in the *Preferences* dialog to their default state.

To reset the program when it won't open, or if you need to bring it to the just installed state, launch the program holding down the **Option** key.

The Design Tab

Smart Guides – Specify how to align objects when you move or resize them using the mouse. This option also enables or disables object snapping. This is when an object that you are moving or resizing aligns to other objects. You can also temporarily disable object snapping when moving an object by holding the **Cmd** key.

Color of Guides – Define the color of locked and unlocked guide lines.

Default Zoom – Set up the default document scale for new documents.

Default Font – Specify the font used for new text boxes.

Menus

The "Swift Publisher" Menu

About Swift Publisher	Display the dialog with information about the program.
License…	Provide access to the registration information. (Not available in the application purchased on the Mac App Store.)
Check for Updates	Check for the latest updates on the Internet. (Not available in the application purchased on the Mac App Store.)
Preferences… (Cmd-",")	Bring up the program preferences dialog.
Buy Additional Clipart…	Buy more images.
Restore Purchases…	Download already purchased additional clipart. (Available only in the application purchased on the Mac App Store.)
Quit (Cmd-Q)	Exit the application.

The "File" Menu

New (Cmd-N)	Create a new document. Depending on the settings in the Preferences, the program opens a blank document or the Template Gallery.
Open… (Cmd-O)	Open an existing document.
Open Recent >	Open the list of the documents you last worked with.
Close (Cmd-W)	Close the open document window.
Save (Cmd-S)	Save the current document.
Duplicate	Open a copy of the current document in a new window.
Rename…	Rename the current document.
Move To…	Move the current document to other location.
Save as Template…	Save the open document as a template.
Export… (Cmd-Opt-E)	Save the open document as a graphic file.

Revert To...	Cancel all the changes in the current document that were made after the last save.
Page > Add	Add one page to the document end.
Page > Insert	Add one page after the current page.
Page > Remove	Delete the current page.
Page > Duplicate	Create a copy of the current page.
Page > First Page (Home)	Go to the first page.
Page > Previous Page (PageUp)	Go to the previous page.
Page > Next Page (PageDown)	Go to the next page.
Page > Last Page (End)	Go to the last page.
Print... (Cmd-P)	Bring up the Print dialog.

The "Edit" Menu

Undo (Cmd-Z)	Reverse the last operation you performed.
Redo (Cmd-Shift-Z)	Reverse the last Undo operation.
Cut (Cmd-X)	Remove the selected objects or text and place the selection onto the Clipboard.
Copy (Cmd-C)	Copy the selected objects or text onto the Clipboard.
Paste (Cmd-V)	Paste the content of the Clipboard into the document.
Paste and Match Style (Cmd-Shift-Opt-V)	Paste text from the Clipboard into the text box. The inserted text takes the style used for the existing text in the box (or the default style if the box is empty).
Duplicate (Cmd-D)	Duplicate the selected objects.
Delete (Del)	Remove the selected objects.
Edit in Art Text	Open the selected Art Text object in the Art Text application. (You need to install Art Text to make this command available.)

Select All (Cmd-A)	Select all objects on the current layer of the current page.
Find > Find… (Cmd-F)	Open the Find dialog box.
Find > Next (Cmd-G)	Find the next occurrence of the word or phrase entered into the Find dialog box.
Find > Previous (Cmd-Shift-G)	Find the previous occurrence of the word or phrase entered into the Find dialog box.
Find > Use Selection for Find (Cmd-E)	Find the next occurrence of a word or phrase that you have selected in the text box.
Find > Jump to Selection (Cmd-J)	Show the selected object(s) in the document view.
Spelling and Grammar > Show Spelling and Grammar (Cmd-":")	Open the Spelling dialog.
Spelling and Grammar > Check Document Now (Cmd-";")	Check spelling.
Spelling and Grammar > Check Spelling While Typing	Check spelling while you type.
Substitutions	Automatically replace text or symbols.
Transformations	Convert the selected text to upper case or lower case, or capitalize it.
Emoji & Symbols (Cmd-Ctrl-Space)	Open the Characters panel.

The "Insert" Menu

Image > From File…	Insert an image from a file.
Image > Generate Random…	Insert an image generated at random.
Image > Search on the Internet…	Search images on the Internet.
Smart Shape >	Open the list of Smart Shapes.
Text > Text Box	Add a text box.

Text > Vertical Text Box	Add a text box for vertical text.
Text > Circular Text	Add circular text.
Text > Linked Text Box on Next Page (Cmd-Opt-L)	Insert a linked text box on the next page. The location and size of the new text box is the same as the current box. If necessary, a new page is added to the document.
Table	Add a table.
Calendar	Add a calendar.
Art Text…	Insert an Art Text object in the document. (You need to install Art Text to make this command available.)
Barcode >	Open the list of barcodes.
Address Field >	Open the list of contact details to import them from Contacts or Address Book.
File Data	Add a data field that dynamically imports information from a specified file at merge printing.
Counter	Add a data field that dynamically increases or decreases its value at merge printing.
Page Number	Insert the page number.
Date and Time	Insert the current date and time.
Vertical Guide	Insert a vertical guide line.
Horizontal Guide	Insert a horizontal guide line.
Layout Guides…	Open a tool that allows you add a grid of guide lines.

The "View" Menu

Zoom > Zoom In (Cmd-Ctrl-"+")	Enlarge the current view.
Zoom > Zoom Out (Cmd-Ctrl-"-")	Zoom out the current view.
Zoom > Actual Size (Cmd-0)	Display the document at its actual size (100%).
Zoom > Fit Width	Scale the document so its width fits the window width.

Zoom > Fit Height	Scale the document so its height fits the window height.
Zoom > Fit Page	Scale the document so that the current page fits in the window.
Content Pages	Display regular pages on the canvas.
Master Pages	Display master pages on the canvas.
Rotate View 90° Left	Rotate the page 90 degrees counterclockwise.
Rotate View 90° Right	Rotate the page 90 degrees clockwise.
Clear Rotation	Cancel page rotation.
Show/Hide Layers above Active	Make all objects on the layers above the current one visible or invisible.
Show/Hide Source Panel (Cmd-Opt-S)	Show or hide the Source panel.
Show/Hide Inspector (Cmd-Opt-I)	Show or hide the Inspector panel.
Inspector > Document (Cmd-1)	Open the Document tab of the Inspector.
Inspector > Geometry (Cmd-2)	Open the Geometry tab of the Inspector.
Inspector > Appearance (Cmd-3)	Open the Appearance tab of the Inspector.
Inspector > Text (Cmd-4)	Open the Text tab of the Inspector.
Show/Hide Rulers (Cmd-R)	Show or hide the rulers.
Preview Mode (Cmd-\)	Show or hide the guidelines, margins and other unprintable objects.
Show/Hide Pages Preview (Cmd-Opt-P)	Show or hide the Pages panel.
Show/Hide Toolbar (Cmd-Opt-T)	Show or hide the toolbar.
Customize Toolbar…	Open the Customize Toolbar dialog.
Enter Full Screen / Exit Full Screen (Cmd-Ctrl-F)	Activate or deactivate the full screen mode.

The "Format" Menu

Show/Hide Fonts (Cmd-T)	Show or hide the the Font pane.
Show/Hide Colors (Cmd-Shift-C)	Show or hide the Colors pane.
Font > Bold (Cmd-B) Font > Italic (Cmd-I) Font > Underline (Cmd-U) Font > Outline (Cmd-Shift-O)	Modify the properties of the selected text.
Font > Bigger (Cmd-"+") Font > Smaller (Cmd-"-")	Increase or decrease the size of the selected text.
Font > Kern Font > Ligature Font > Baseline	Modify the properties of the selected text.
Text > Align Left (Cmd-{) Text > Center (Cmd-|) Text > Align Right (Cmd-}) Text > Justify	Align text to the left, right, center or justify it.
Text > Allow Hyphenation	Allow hyphenation.
Text > Toggle Writing Direction	Toggle the writing direction.
Image > Edit…	Open the Edit Image dialog.
Image > Crop (Cmd-K)	Crop the selected image.
Image > Original Size	Display the image at its original size.
Image > Tile	Create a tiled image.
Table > Add Row Above	Add a row above the current one.
Table > Add Row Below	Add a row below the current one.
Table > Add Column Before	Add a column to the left from the current one.

Table > Add Column After	Add a column to the right from the current one.
Table > Split into Rows	Split the selected cell into two rows.
Table > Split into Columns	Split the selected cell into two columns.
Table > Delete Row	Delete the selected row.
Table > Delete Column	Delete the selected column.
Table > Clear Cells	Remove the content of the selected cells.
Table > Merge Cells	Merge the selected cells.
Table > Edit Table...	Open the dialog to change the number of rows or columns.
Text Box > Convert Text to Image	Turn the selected text into an image.
Calendar > Edit Calendar...	Open the dialog box that allows you to change the properties of the selected calendar.
Edit Text Styles...	Open the dialog box that allows you to change the properties of text styles.
Create Text Style from Selection...	Create a new text style using the properties of the selected text.

The "Arrange" Menu

Bring Forward (Cmd-Option-F) Bring to Front (Cmd-Shift-F) Send Backward (Cmd-Option-B) Send to Back (Cmd-Shift-B)	Move the selected objects in front of or behind other objects.
Layers > Add Layer	Add a new layer in front of the current.
Layers > Remove Layer	Delete the current layer.
Layers > Switch to Upper Layer (Cmd-])	Activate the upper layer.
Layers > Switch to Lower Layer (Cmd-[)	Activate the lower layer.

Layers > Visible	Make the current layer visible or invisible.
Layers > Printable	Make the current layer printable or unprintable.
Move Selection to Layer > ...	Move the selected object(s) to the specified layer.
Flip Horizontally	Flip the selected image horizontally.
Flip Vertically	Flip the selected image vertically.
Rotate 90° Left	Rotate the selected object 90 degrees counterclockwise.
Rotate 90° Right	Rotate the selected object 90 degrees clockwise.
Align > Left Edges	Align the left edges of the selected objects.
Align > Right Edges	Align the right edges of the selected objects.
Align > Top Edges	Align the top edges of the selected objects.
Align > Bottom Edges	Align the bottom edges of the selected objects.
Align > Vertical Centers	Align the centers of the selected objects vertically.
Align > Horizontal Centers	Align the centers of the selected objects horizontally.
Distribute > Spacing Horizontally	Create equal horizontal spacing between selected objects.
Distribute > Spacing Vertically	Create equal vertical spacing between selected objects.
Distribute > Centers Horizontally	Create equal horizontal spacing between the centers of selected objects.
Distribute > Centers Vertically	Create equal vertical spacing between the centers of selected objects.
Center Vertically (Cmd-Shift-V)	Move selected objects to the page center vertically.
Center Horizontally (Cmd-Shift-H)	Move selected objects to the page center horizontally.
Group (Opt-Cmd-G)	Group the selected objects.
Ungroup (Opt-Shift-Cmd-G)	Ungroup the selected objects.
Lock/Unlock Guides	Lock or unlock all guide lines.
Delete All Guides	Delete all guide lines.

The "Window" Menu

Minimize (Cmd-M)	Minimize the currently active window.
Zoom	Zoom the current window.
Bring All to Front	Move all application windows in front of the windows of other active applications.
Show/Hide Comment Panel	Show or hide the page comment panel.

The "Help" Menu

Swift Publisher 4 Help	Open Help documentation delivered with the application.
BeLight Software Web Site	The web site of the Swift Publisher developer.
Useful Online Resources	Useful resources on BeLight Software Web Site related to Swift Publisher.
Art Text…	Open the web page of the Art Text program.
Image Tricks…	Open the web page of the Image Tricks program.
Send Feedback	Lets you send feedback to the developers by e-mail.
Online Registration…	Send your registration information to the developer. (Not available in the application purchased on the Mac App Store.)
Video Tutorials	View online video tutorials from inside the program.

Keyboard Shortcuts

Working with Documents

Cmd-N	Create a new document.
Cmd-O	Open an existing document.
Cmd-W	Close the active document.
Cmd-S	Save the current document.
Cmd-Shift-S	Save the current document with a new filename.
Cmd-Opt-E	Save the open document as a graphic file.
Cmd-Q	Exit the application.
Cmd-P	Print the current document.

Working with Objects

Cmd-Z	Undo the last operation.
Cmd-Shift-Z	Redo the last operation.
Cmd-X	Cut the selected objects to the Clipboard.
Cmd-C	Copy the selected objects to the Clipboard.
Cmd-V	Paste the content from the Clipboard into the document.
Cmd-Opt-Shift-V	Paste text from the Clipboard into the text box. The inserted text takes on the style used for the existing text in the box (or the default style if the box is empty).
Cmd-D	Duplicate the selected objects.
Del	Delete the selected objects.
Cmd-A	Select all objects in the active layer on the current page.
Cmd-Option-F	Bring Forward.
Cmd-Shift-F	Bring to Front.
Cmd-Option-B	Send Backward.
Cmd-Shift-B	Send to Back.

Cmd-Shift-H	Move selected objects to the page center horizontally.
Cmd-Shift-V	Move selected objects to the page center vertically.
Cmd-K	Crop the selected image.
Arrow	Move the selected objects.
Shift-Arrow	Move the selected objects (increased shift).
Cmd-Opt-[Left Arrow]	Turn the selected object counterclockwise in 1 degree increment.
Cmd-Opt-[Right Arrow]	Turn the selected object clockwise in 1 degree increment.
Cmd-Opt-Shift-[Left Arrow]	Turn the selected object counterclockwise in 5 degree increment.
Cmd-Opt-Shift-[Right Arrow]	Turn the selected object clockwise in 5 degree increment.
Cmd-Opt-G	Group the selected objects.
Cmd-Opt-Shift-G	Ungroup the selected objects.
Opt-Shift-click	Add a new anchor point to a curve.

Working with Pages

Home	Go to the first page.
PageUp	Go to the previous page.
PageDown	Go to the next page.
End	Go to the last page.

Working with Layers

Cmd-]	Activate the layer above the current one.
Cmd-[	Activate the layer below the current one.

Working with Windows and Dialogs

Cmd-Ctrl-"+"	Zoom In.
Cmd-Ctrl-"-"	Zoom Out.
Cmd-0	Display the document at its actual size (100%).
Cmd-M	Minimize the active window.
Cmd-W	Close the active document window.
Cmd-","	Bring up the application Preferences dialog.
Cmd-Shift-C	Display or hide the Colors pane.
Cmd-T	Display or hide the Fonts pane.
Cmd-R	Show or hide the rulers.
Cmd-\	Switch the preview mode on or off.
Cmd-1	Open the Document tab of the Inspector.
Cmd-2	Open the Geometry tab of the Inspector.
Cmd-3	Open the Appearance tab of the Inspector.
Cmd-4	Open the Text tab of the Inspector.
Cmd-Opt-T	Show or hide the toolbar.
Cmd-Ctrl-F	Activate or deactivate the full screen mode.
Cmd-Opt-S	Show or hide the Source panel.
Cmd-Opt-I	Show or hide the Inspector panel.
Cmd-Opt-P	Show or hide the Pages panel.

Working with Text

Cmd-B	Make text Bold.
Cmd-I	Make text Italic.
Cmd-U	Underline text.
Cmd-Shift-O	Outline text.
Cmd-"+"	Increase font size.
Cmd-"-"	Decrease font size.
Cmd-{	Align left.

Cmd-}	Align right.
Cmd-|	Center text.
Cmd-Return	Exit the text editing mode.
Cmd-":"	Open the Spelling dialog.
Cmd-";"	Check spelling.
Cmd-Opt-L	Insert a linked text box on the next page.

Working with the Mouse

Hold down Shift when working with handles	Invert proportional resize to unproportional and vice versa.
Cmd-Mouse	Toggle object snapping on/off.
Option-Mouse	Duplicate objects.
Shift-click	Select/deselect object without changing other objects' properties.
Ctrl-click or right-click on an object	Bring up the context menu (pop-up menu) for the object.

Search

Cmd-F	Open the Find dialog box.
Cmd-G	Find the next occurrence of the word or phrase entered into the Find dialog box.
Cmd-Shift-G	Find the previous occurrence of the word or phrase entered into the Find dialog box.
Cmd-E	Find the next occurrence of a word or phrase that you have selected in the text box.
Cmd-J	Show the selected object(s) in the document view.

Using Trackpad Gestures on Supported Computers

Pinch open/close	Zoom in or zoom out.
Two-finger scroll	Scroll vertically or horizontally.

Activating Tools

V	Selection Tool
T	Text Box Tool
Y	Vertical Text Tool
U	Circular Text Tool
R	Rectangle Tool
C	Circle Tool
L	Line Tool
S	Spline Tool

Chapter 3: Working With Documents

Creating a New Document

There are several ways to create a new document:
- If the *Template Gallery* is open, click the **New Blank** button.
- If the *Template Gallery* is not open, choose the **File > New** (**Cmd-N**) in the menu. Depending on the *For New Document* settings in the *Preferences* dialog, the program will open either a new document or the *Template Gallery*.

Opening an Existing Document

To open an existing document, choose one of the following methods:
- If the main window is active, choose the **File > Open...** in the menu (**Cmd-O**).
- Or click on your document name in the **File > Open Recent** menu.
- Lastly, you can double-click on the document icon in the Finder.

*Note: If you have forgotten the name of your Swift Publisher document and the document is not listed in the **File > Open Recent** menu, try to find it in the Finder by searching the file extension "spub".*

Using iCloud

If you have an account at iCloud, you can open your documents from your iCloud storage. The iCloud option is located in the *Open File* dialog.

Saving a Document

To save a document, choose **File > Save...** If you are saving a new document, the program will ask you to specify a name for it and a save destination.

The operating system automatically saves versions of modified documents. Due to this feature, you don't need to save documents during your work. Since the auto save feature has limitations, it is recommended that you periodically save your document manually.

To create a copy of the current version of an open document, choose **File > Duplicate**. This command doesn't create a new file immediately. You have to save the duplicate manually.

Creating Templates

You can save a document as a template so that it can be used later as a basis for new documents. To do this, choose **File > Save As Template...** For more information, see *Chapter 3: "Working With Documents" > "Using Templates"*.

Auto Saving

In the program *Preferences*, you can choose how often the program automatically saves a copy of your document. This function is useful for avoiding data loss in case of a power shortage or software problems.

Using iCloud

If you have an account at iCloud, you can save your documents to your iCloud storage. The iCloud option is located in the *Save* dialog. This feature is available only if the program was downloaded from App Store.

Using Templates

Swift Publisher comes with a collection of templates. They are complete designs grouped into categories (Brochures, Flyers, etc.). To access templates, open the *Template Gallery* by choosing **File > New...** If this command opens a blank document, then you need to change the program settings. In the *Preferences* dialog, set **For New Documents** to *Show Template Gallery*.

Apart from templates containing ready-made graphic designs, there are blank templates. These templates present different types of page layouts.

You may also create templates of your own and use them as the basis for future documents. To save your document as a template, choose **File > Save as Template...** in the menu. The program will offer you to save the template in the *My Templates* folder. If you save your templates in this default folder, they will appear later in the *My Templates* category of the *Template Gallery*.

To delete a custom template or change the file name, select the *My Templates* category and click on the arrow icon in the selection bar.

When you save a document created from a standard or custom template, the modifications will not affect the original file. That is, the template itself remains untouched.

Document Properties

Most of the document properties are located in the *Document* tab of the *Inspector*.
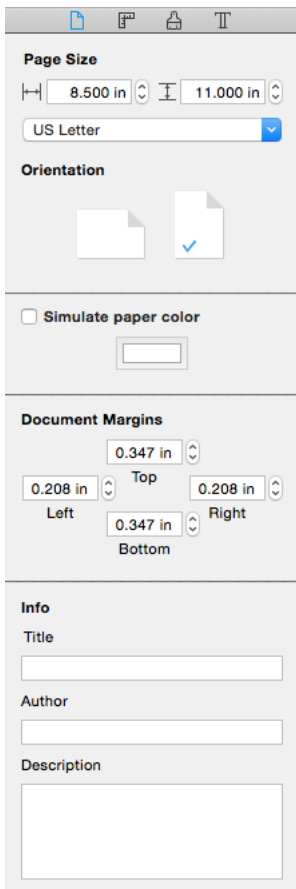
The **Page Size** controls let you specify the size of the pages in your document.

Orientation lets you choose portrait or landscape page orientation. This control doesn't rotate the page content.

Simulate paper color changes the paper color on the canvas to display how your document may look after printing on colored paper. The selected color will not be printed or exported.

The **Document Margins** controls let you specify the work area on the page, displayed by a frame around the edges. The margin sizes are the same for all pages in the document, unless you are using master pages. For details, see *Chapter 4: "Layout" > "Guide Lines and Margin Guide"*.

By filling in the fields in the *Info* section, you can provide certain details that will be saved inside the document.

Creating Booklets

Planning a Booklet

Booklet creation does not differ from creating ordinary multi-page documents, but some details should be thought out ahead of time.

Paper Size

You should think of the paper format you will print on. Most users are likely to print on a desktop printer. They support certain paper formats from which you should choose. According to the selected paper size, calculate your document page size (typically one half of the paper size). Find a detailed explanation below.

Left and Right Pages

Pages that face each other should have a mirrored design since often the inner and outer margins differ and the page number is on the outer edge.

The program does not do this automatically, so if the left and right pages in your booklet need to have different (mirrored) layouts, use separate left and right master pages.

Page and Paper Size

Before starting your work on a booklet, you need to be aware of the difference between page size and paper size.

Swift Publisher can create two-fold booklets. Two pages of your document will be printed on one side of a paper sheet. The paper size is two times as large as the page size.

Document page:

W

H
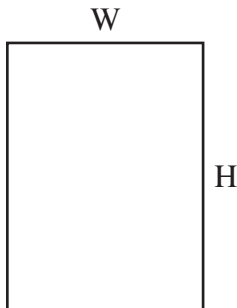
Horizontal page arrangement:

$$W \times 2$$

$$H$$
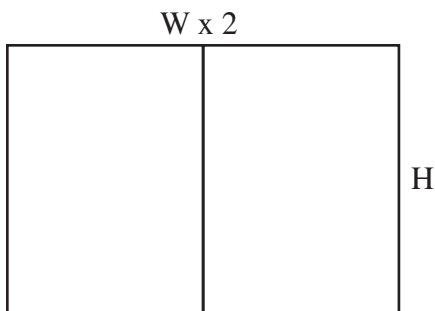
Vertical page arrangement:

$$W$$

$$H \times 2$$
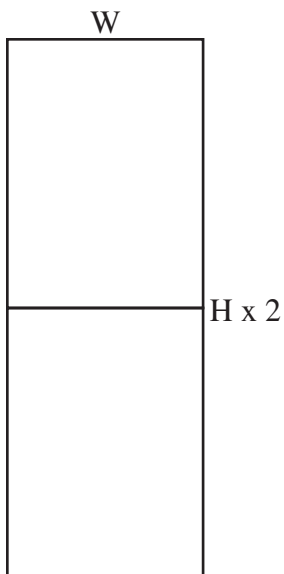
Here are a couple of examples. If you select the Half Letter format in the *Document* tab of the *Inspector*, you should set Letter in the *Print* dialog. If you specify A5 in the *Inspector*, choose A4 in the *Print* dialog.

You can print on paper that differs from the doubled page format. In this case, select the **Scale to fit paper size** check box in the *Print* dialog.

When you print, don't forget to:
- Set the page size in the *Inspector*.
- Set paper size in the *Print* dialog. You may need to activate **Scale to fit paper size**.
- Select the **Format as booklet** check box. Choose the **Vertical** or **Horizontal** orientation.
- Find out if your printer supports duplex printing (printing on both paper sides automatically). If not, select which side to print in the system *Print* dialog and then flip the paper sheets manually to print the second side.

When you export to the PDF format, don't forget to:
- Set the page size in the *Inspector*.
- Select the **Format as booklet** check box. Choose **Vertical** or **Horizontal** orientation.

Imposition

The application does imposition automatically once you activate the **Format as booklet** option.

The imposition feature reorders the pages so that after printing and folding paper sheets, you have the correct page order. In a two-fold layout, four pages can be placed on one sheet: two on one side and two on another.

Regular page order:

Page order at printing with imposition:
- Face sides of booklet sheets

- Back sides of booklet sheets

Printing

To print with the default settings, select **File > Print** (**Cmd-P**), and then click the **Print** button.

To print with extended options:

1. Select **File > Print** (**Cmd-P**) to open the *Print* dialog. It is typically displayed in the default simple mode.
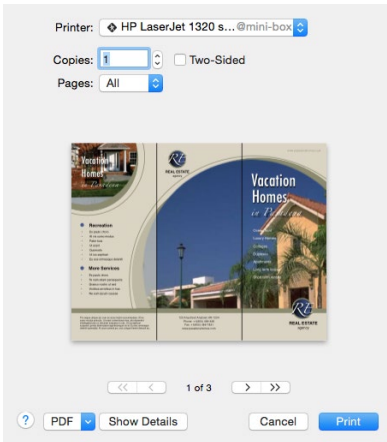
Click the **Show Details** button to open the advanced print settings.
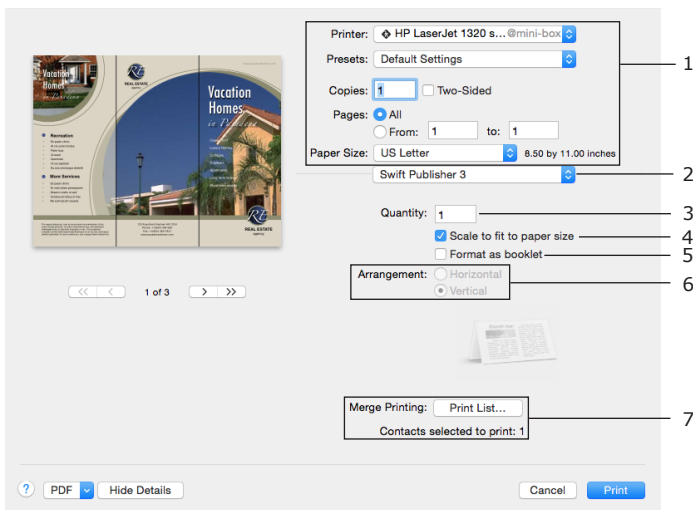
Swift Publisher has its own printing options (2). They are displayed by default.

2. Set up the general settings (1). Pay attention to:
   • Presets (typically, *Default Settings* is selected here)
   • Paper Size

3. In the Swift Publisher section:
   • Select **Scale to fit paper size** (3) if the **Paper Size** in the *Print* dialog differs from the **Page Size** in the *Document* tab of the *Inspector*. Normally, this option is deactivated.
   • To print a booklet, select the **Format as booklet** (5) check box. Choose the page orientation (6) of the booklet.

4. Verify the other print settings provided by the operating system and printer driver. To access these settings, choose the corresponding categories in the drop-down menu (2).

   If you print on two sides, you can select which side to print by using the **Pages to Print** option in the *Paper Handling* section (2). Select *All Pages* if your printer has a duplex printing feature (**Two-Sided** option in the *Layout* section). If it doesn't, select *Odd Pages* or *Even Pages*, print one side, flip paper, and print the second side with the other option selected.

5. Make sure that the preview displays your document correctly.

6. Click the **Print** button.

The **Copies** and **Quantity** settings produce the same result when your document doesn't contain dynamic fields and barcodes with dynamic values. That is, **Quantity** defines the number of copies to be printed as **Copies** does. The situation changes if you add a Counter or File Data text field, or a barcode whose data is imported from a file or generated by a counter. In this case, **Copies** still defines how many exact copies to print, while **Quantity** is the number of versions of the document where the dynamic fields and barcodes have a new value in each version.

Merge Printing

If you added one or several Address Fields to your document, you can select one or multiple contacts whose information should be inserted into those fields. To do this, click on the **Print List** button. The program can import contact information from Apple Contacts.

Selecting one more person makes the program to print one more copy of your document (e.g one more copy of the whole booklet). The number of selected persons is indicated below the **Print List** button. To calculate the total number of copies, multiply the number of selected contacts by the **Quantity**.

To make sure that automatically inserted data fit the given space, in the Print dialog, click on the **PDF** button and select **Open PDF in Preview**.

Exporting

Documents are usually exported to a graphic format to view them on another computer or to send to a print shop.

To export your document:

1. Select the **File > Export...** in the menu.

2. Type in a file name and choose where to save your file.

3. Choose a graphic file type in the **Format** drop-down list. The difference between file formats is described below.

4. Click **Options...** to tweak additional settings.

5. Click **Save**.

Note: You will not be able to edit objects in a document saved to a graphic format such as TIFF, JPEG, or others.

Note: There are two ways to create a shadow effect for text. One is by using the shadows in the system Fonts pane. The other is by using the shadow controls located in the Appearance tab of the Inspector. When exporting to a graphic file, we recommend that you use the second way. If shadows in the exported image display incorrectly, try to use an alternative tool for shadows.

To export to the PDF format, you can also use the system *Print* dialog. Click the **PDF** button and choose *Save As PDF* in the pop-up menu.

Export Options

Click the **Options...** button in the *Export* dialog to access these settings.

PDF format:
- **Bleeds and cut marks**.
- **Image Quality**. The program can change the resolution of raster images when creating a PDF file. This way you can control the size of the resulting PDF. For high quality printing, select *Original* or *Best*. To create a smaller PDF for sending by e-mail or publishing on the Web, choose *Low*. Note that all options here except for *Original* convert images to the RGB color palette.
- **Quartz Filters** let you apply some graphic effect to all images in the PDF.
- **Convert text to curves** turns all text to a vector image. Setting this option may help you avoid problems with fonts, or may be needed when you send your PDF to a print shop.

- **Pages**. This option lets you set one or several pages to be exported.
- **Format as booklet** activates the imposition feature to arrange pages in spreads.
- **PDF Workflow**. Here you can choose a standard or custom workflow in order to perform some actions on the created PDF.

TIFF format:
- **Bleeds and cut marks**.
- **Resolution**.
- **LZW compression**. Compresses the TIFF image to reduce the file size.
- **Color Model**. You can choose to save the image with RGB or CMYK colors.

JPEG format:
- **Bleeds and cut marks**.
- **Resolution**.
- **Quality** (compression rate).
- **Color Model**. You can choose to save the image with RGB or CMYK colors.

PNG format:
- **Bleeds and cut marks**.
- **Resolution**.
- **Transparent Background**. You can choose to save the image with or without transparency (alpha channel).

EPS format:
- **Bleeds and cut marks**.
- **Convert text to curves** turns all text to a vector image. Setting this option may help you avoid problems with fonts, or may be needed when you send your EPS to a print shop.

Attention: Activating **Convert text to curves** *can significantly increase the size of the resulting file.*

Bleeds are an additional area along your page edges. By adding bleeds you enlarge the page size. Bleeds are used for printing beyond the document borders to larger pieces of paper that are then trimmed. To learn more about bleeds and why this is done, check out the *"Bleeds"* section in this chapter.

Choosing a Graphic Format to Export

If you are not sure which format to use, contact the print shop or the place where you are going to use your document.

The TIFF format gives a higher image quality compared to JPEG. The disadvantage to TIFF is that it takes longer to export your document, and TIFF files can be larger at the same resolution.

JPEG can be used for pictures, but not always for text, tables and graphics with thin lines. Use JPEG when you want to make a lower-quality preview of your document, send it by e-mail, or place it on a web site.

In most cases, the PDF format is the best. PDF files are small enough due to efficient compression. This format is optimal for documents combining text and graphics. PDF files can contain data in a vector format. Unlike TIFF and JPEG, a PDF file can contain a multi-page document.

Exporting to PDF and EPS with CMYK Colors

Unlike the other supported formats, PDF and EPS don't offer an option to select the color model. The program retains the original colors of objects when it creates a PDF or EPS file. This means that you need to think about the color model from the beginning of your work on a new document.

A PDF file is considered to be in the CMYK color space if all objects in it are CMYK. If you use RGB and CMYK objects in the same document together, graphic software would recognize the exported file as an RGB.

A purely CMYK must have all object color properties selected using the *CMYK Sliders* in the standard *Colors* pane. For example, a text object should have CMYK colors selected for the text itself, text box frame and text box background.

To open *CMYK Sliders*, bring up the Colors pane (**Cmd-Shift-C**), open the *Color Sliders* tab, and select *CMYK Sliders* from the popup menu.

To find out the color model of an image, open it in the Preview application. Bring up the *Info* pane (**Cmd-I**). The *General* tab in it displays the color model.

Also remember that some graphic content created or modified in the program is always RGB:
- Shadow.
- Images modified using the embedded Image Editor.
- Images created using the image generator.
- Images created using the Art Text plugin.
- Embedded clipart.

Bleeds

Commercial printers use paper that is larger than the final page size so that they can print over over the edges and then trim them. The term comes from the idea that the images "bleed" over the edges.

Imagine that you need to print a booklet with a colorful background that reaches the edges. If you simply print it, you may get unwanted white edges if the print or trim operation is off-centered. When an image bleeds beyond the page edges, unwanted white edges will not appear.

The images below demonstrate how the bleed control works. In the left picture, the bleeds option is deactivated. The artwork is trimmed right along the document edge. The right picture is an example of printing with bleeds. Part of the artwork will be printed beyond the document edge.

Chapter 4: Layout

Page Layout

Every document consists of one or more layers. There are two layers by default (background and foreground).

Each layer is an isolated space where you can place objects. Layers are stacked in structure. One can imagine layers as transparent sheets placed one atop of another. You can see through the empty area of an upper layer and see the objects on the lower layer.

A layer is used to isolate a number of objects and manage their properties together. By changing a layer's properties, you affect all of the objects on it. For example, if you make a layer invisible, all of its objects become invisible.

To any regular page (content page), you can assign a master page. It contains its own layer stack. A master page, when it is assigned, is always located behind the bottommost layer of the content page. Normally, the content pages are used for regular objects (text and graphics). Master pages are used for objects that appear in the same place on multiple pages (page numbers, background decoration and so on).

The simplest page layout consists of content pages (with no master) that have one layer. This is similar to a regular text editor. A sophisticated layout can include a content page with several layers, and a master page that contains its own layers.

The stack of layers is the same for all pages of the document. This means that if you add a new layer to any content page, this layer will appear on all other pages, including master pages. If you hide a layer, objects on this layer disappear on all pages.

Managing Layers

Swift Publisher has a layer-based workflow to help you manage complicated designs by keeping your canvas uncluttered. Layers are commonly used to isolate text, illustrations, background and other design elements. As a rule, one layer is dedicated to texts, and another to the images and background elements. A new document has two layers (foreground and background). You can add as many layers as needed.

Each layer is present on all of the pages of your document, including master pages. Modifying the invisibility of a layer or making it non-printable affects the objects of this layer throughout your entire project. So let's say you want to print a draft copy of your document for text proofing. You can make layers containing background images non-printable in order to print only text.

You can manage layers using either **Arrange > Layers** in the menu or the layer pop-up menu. The pop-up menu is located below the toolbar and displays the name of the active layer. Once you click on it, you can see the list of layers to the top and the commands at the bottom.
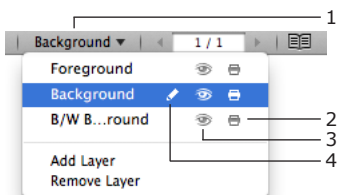
1 – The name of the active layer. Click here to open the layer pop-up menu.

2 – The Printable property. Objects on non-printable layers are visible, but aren't printed or exported.

3 – The Visible property. The objects on invisible layers are invisible. They aren't printed or exported. You cannot edit an invisible layer.

4 – Click on the pencil icon to rename the layer. Only the active layer can be renamed.

Activating a Layer

You can edit only those objects that are located on the active layer.

To activate a layer, select its name in the **Arrange > Layers** menu or in the pop-up menu.

Creating Layers

To create a new layer, choose **Arrange > Layers > Add Layer** in the menu or in the pop-up menu.

Removing Layers

To delete the active layer, choose **Remove Layer** in the **Arrange > Layers** menu or in the pop-up menu.

Note that together with the layer, you delete all of the objects of this layer on all pages.

Making a Layer as Nonprinting

To make a layer non-printable, uncheck **Printable** in the **Arrange > Layers** menu or click on the **Printable** icon in the pop-up menu.

To make a layer printable, do the opposite.

Making a Layer as Invisible

To set a layer as invisible, uncheck **Visible** in the **Arrange > Layers** menu or click on the **Visible** icon in the pop-up menu.

To make a layer visible, do the opposite.

You cannot modify an invisible layer until you make it visible.

Rearranging Layers in the Layer Stack

To change the position of a layer in the layer stack, open the layer pop-up menu and drag the layer name to a new position. To make a layer the frontmost, drag it to the top of the list. To make the layer the bottommost, drag it to the bottom.

Moving Objects

You can select and move only the objects of the active layer.

To move an object, drag it with the mouse.

For precise movement, select an object and use the arrow keys. To move it in larger increments, hold **Shift** and use the arrow keys.

In the *Geometry* tab of the *Inspector*, you can enter the coordinates of the object to place it in an exact location. Measurement units can be changed in the program *Preferences* (**Cmd-,**).

When you move an object with the mouse, it snaps automatically to guide lines and the edges of other objects. You may toggle the snap function off by holding down the **Cmd** key as you move the object. To turn it off permanently, clear the "**Align to...**" check boxes in the program *Preferences*. When an edge of the object you are moving aligns with another object, a smart guide (a blue dashed line) is displayed.

The **Arrange > Center Horizontally** and **Arrange > Center Vertically** commands move the selected object to the page center along the horizontal or vertical axis. The same commands are in the *Geometry* tab of the *Inspector*.

Moving an Object to Another Layer

Moving an object as described above changes its position on the page. Additionally, you can move an object from one layer to another. This way moves the object to another layer without changing its coordinates on the page.

To move an object to another layer, select the name of this layer in the **Arrange > Move Selection to Layer** menu.

Objects of each layer create a stack within this layer. When you add objects to a document, each subsequent object lays over the existing ones. In other words, an image added later will cover the ones added earlier.

You can rearrange objects on the same layer by placing one in front or behind others using these commands:

- **Bring Forward** (**Opt-Cmd-F**) places the selected object one level higher.
- **Bring to Front** (**Shift-Cmd-F**) brings the object to the top.
- **Send Backward** (**Opt-Cmd-B**) places the selected object at the bottom.
- **Send to Back** (**Shift-Cmd-B**) places the selected object below others.

In some cases you may need to select an object that is fully covered by another one in the same layer, making it difficult to select it with the mouse. For instance, to resize or move an image used as the background for text. The easiest way to access lower objects is to click several times on the stack of objects while holding down the **Cmd** key. Each time you click, the next object behind the current one will be selected. If the front object is not transparent (a picture, for instance), you will see only the selection handles of objects behind.

Aligning and Distributing Objects

Aligning Objects

To align the edges or centers of two or more objects, select them and click on one of alignment buttons in the *Geometry* tab of the *Inspector*. These commands can be also found in the **Arrange > Align** menu.

Distributing Objects

To equalize the distances between the sides or centers of multiple objects, use the distribute buttons in the *Geometry* tab of the I*nspector*. One can find the distribute commands in the **Arrange > Distribute** menu. Three or more objects must be selected.

The original image location:

Distribute centers:
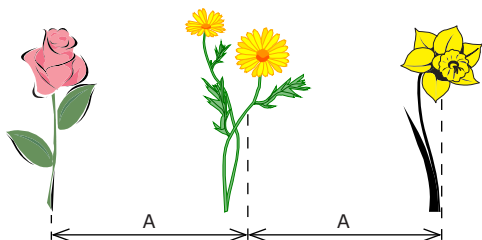
Distribute spaces:
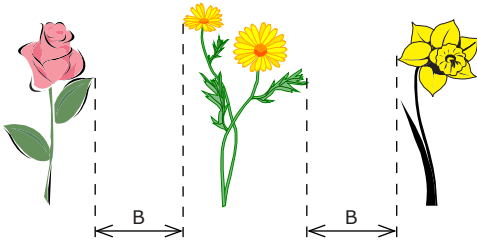
Rulers

Rulers can be displayed along the top and left sides of the canvas.

To show or hide rulers, use **View > Show Rulers** and **View > Hide Rulers** (**Cmd-R**) in the menu.

The zero coordinate of the any page is its top left corner. The exact position of an object is defined by the top left corner of its selection frame.

The measurement units for the rulers and Inspector can be selected in the *General* tab of the *Preferences* (**Cmd-,**).

While you are moving an object with the mouse, the rulers display the coordinates of its center and sides.

Guide Lines and Margin Guides

Guide Lines

Guide lines (or guides) are used to align objects more precisely. Also they can be used to visually split the page into several parts.

Any guide is common for and visible on all layers of the corresponding page (content page). Any guide you place is visible on all layers of the corresponding page (content page). Content pages also displays the guides of the master page applied to them.

To add a guide:
- Select **Insert > Vertical Guide** or **Insert > Horizontal Guide** in the menu. A guide added this way is automatically centered either horizontally or vertically.
- Place the cursor over the vertical or horizontal ruler, press the left mouse button and move the mouse pointer towards the canvas. Release the button where you want to place the guide.
- Right click on the canvas where you need to place a guide and select **Add Vertical Guide** or **Add Horizontal Guide** in the context menu.

To move a guide, drag it with the mouse. While you are moving a guide, its exact location is displayed next to the cursor.

To lock a guide, right-click on it and select **Lock Guide** in the context menu. To lock all guides, select **Arrange > Lock Guides** in the menu. Locking guides prevents them from being accidentally moved. To unlock guides, use the context or main menu.

To delete a guide:
- Drag it and drop onto the ruler that is parallel to the guide.
- Right-click on the guide and choose **Delete Guide**.

In the preview mode, guides aren't displayed.

In the *Design* tab of the *Preferences*, you can change the color of guides.

You can choose the measurement units in the *General* tab of the *Preferences*.

Grid of Guides

You can place a number of guides over the whole page to create a kind of grid. To do this, select **Insert > Layout Guides...** in the menu. Then choose one of the two modes *Grid* or *Rows & Columns* by activating the corresponding tab.

A grid of guides consists of regular guide lines. You can move and delete them individually as described above.

The *Grid* tab adds guides with even spacings. There is an option to lock guides after creation.
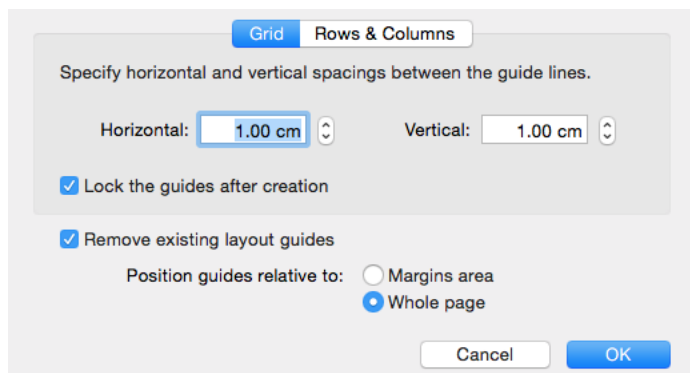
This mode is useful when you need to arrange many objects over the page.
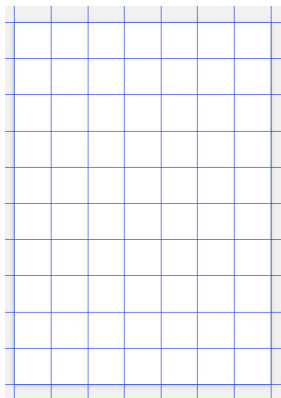
Rows and Columns

The *Rows & Columns* tab lets you split the page into several columns and rows. This can be useful for adding columns of text to your design.

The **Gutter** parameter lets you add gaps between columns or rows.

Using the **Remove existing layout guides** check box, you can keep or delete the guide lines already present in your layout.

Another option lets you select whether the new guides should be arranged over the whole page or within the page margins area. Compare the picture below with the one above.
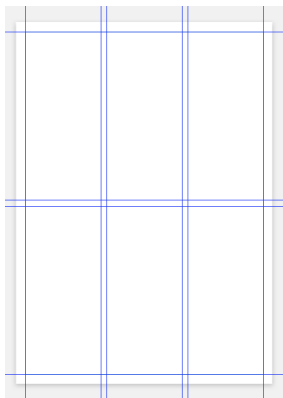
Margin Guides

Margin guides (page margins) let you specify the work area on the page. Page margins look like a frame. The space between margin guides and the page edges is usually left without any text content.

You can set up margin guides in the *Document* tab of the *Inspector*.

The margin size is common for all content pages of the document. Once a master page is applied, the common margins are replaced by the margins of this master. To display different margins, apply master pages with different margins. For left and right pages, create two master pages with mirrored page margins.

In the preview mode, margins aren't displayed.

Chapter 5: Working with Pages

Tools aimed to work with pages are located below the toolbar.

1 – Document scale.

2 – The layer pop-up menu. It displays the name of the active layer. You can choose another layer to activate it. The menu contains commands to add, delete and hide layers. See details in Managing Layers.

3 – To open a particular page, type in its number here.

4 – Open the Pages panel. This panel displays thumbnails of all pages. It lets you add and delete pages.

5 – Display either content pages or master pages.

Page Size and Orientation

The page format and orientation are the same for all pages throughout the document. You can change these settings in the *Document* tab of the *Inspector*.

You can rotate the view of individual pages along with the content. To do this, use **View > Rotate View 90º Left** or **View > Rotate View 90º Right**. If you add an object to a rotated page, it appears rotated in relation to the original page orientation.

To display the page with the original orientation, select **View > Clear Rotation**.

Showing Layers

Normally, you can see the content of the active layer and of the layers behind it. To preview the page as it will be printed or exported, activate the topmost layer.

To design the background layer, you may need to see the content of the foreground. To activate this view mode, choose **View > Show Layers above Active**.

You can hide layers individually. To hide a layer, click on its eye icon in the list of layers. To show it, click on this icon again.

The Preview Mode

In the preview mode, the program displays what you see in the print preview. It doesn't show auxiliary objects such as guide lines, layout guides and text box frames. Objects on hidden and non-printable layers are also invisible.

To activate the preview mode select **View > Preview Mode** (**Cmd-**), or click the **Preview Mode** button in the tool bar:

The Pages Panel

To open the *Pages* panel, click the [⊞] button located below the tool bar, or select **View > Show Pages Preview** in the main menu.
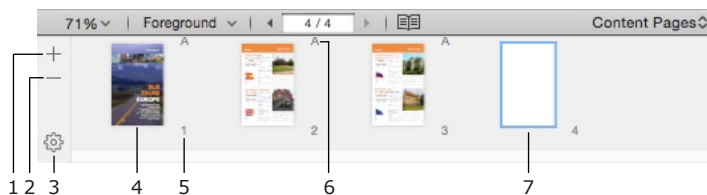
1 – Add a new page to the end of the document.

2 – Remove the current page.

3 – The pop-up menu for pages. Here, there are commands for adding and removing pages, applying master pages and more.

4 – Page thumbnail.

5 – Page number.

6 – The name of the applied master page. There is no master page name if no master is applied to the page.

7 – The current page is highlighted.

Drag and drop page thumbnails to change the order of pages.

Adding and Removing Pages

To add a page after the current one, bring up the *Pages* panel and click on the "+" to the left. Alternatively, bring up the *Pages* panel, and choose **Insert Page** in the pop-up menu.

Add Page
Insert Page
Delete Page
Duplicate Page

Apply Master Page   ▶

✓ Content Pages
Master Pages

Select All Pages
Select Odd/Even Pages
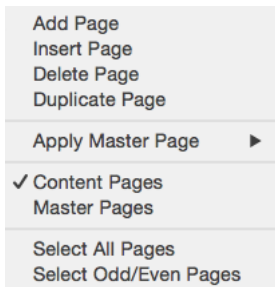
To add a page to the end of the document, bring up the *Pages* panel. Open the pop-up menu by clicking on the gear wheel icon, and choose **Add Page**.

To add a copy of the current page, bring up the *Pages* panel and choose **Duplicate Page** in the pop-up menu.

To delete the current page, bring up the *Pages* panel and click on the "-" to the left. Alternatively, bring up the *Pages* panel and choose **Delete Page** in the pop-up menu.

You can delete several selected pages.

To select several pages:
- Click on the pages while holding down the **Cmd** key.
- To select a first and last page together with all of the pages between them, select the first page, press and hold the **Shift** key, and select the last page.
- Select an odd or even page. Right-click on the *Pages* panel and choose **Select Odd/Even Pages** to select the rest of the odd or even pages.

Changing the Page Order

To change a page's order, open the *Pages* panel and drag the page's thumbnail to a new location. You can also select several pages and move them together.

To select several pages:
- Click on the pages while holding down the **Cmd** key.
- To select a first and last page together with all of the pages between them, select the first page, press and hold the **Shift** key, and select the last page.
- Select an odd or even page. Right-click on the *Pages* panel and choose **Select Odd/Even Pages** to select the rest of the odd or even pages.

Navigating Through the Document

To open the next or previous page, click on the arrows next to the page number box below the toolbar. Alternatively, you can use the **PageDown** or **PageUp** keys.

◄ 1 / 3 ►
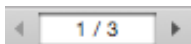
To jump to any page, type its number into the page number box and press **Return**.

Also you can display a certain page by selecting it in the *Pages* panel.

Numbering Pages

To add a page number onto the current page, choose **Insert > Page Number**.

You cannot edit the content of the page number field. When you reorder, add or delete pages, page numbers update automatically.

To change the page number formatting such as text size, color or font, use the *Text* tab of the *Inspector*.

Page Numbers on Master Pages

It is common to add page numbers to master pages. To do this, apply a master page to the pages of your document. Then add a page number field to this master page.

The page number added onto a content page is displayed only on this page, while the page number added onto a master page appears on all pages to which that master is applied.

The page number field on a master page displays symbols corresponding the page number format. On content pages, they will turn into actual page numbers.

You can number pages beginning from any page. This can be useful when the first page is the cover, and the page number shouldn't appear on it. To start numbering pages from page 2, double-click on the page number field and set **Start from page** to 2.

You can exclude the first page(s) from numbering. This may be needed if page 1 follows after pages that have no numbers, or have individual numbering as the table of contents in large books. To show number 1 on page 2, double-click on its page number field and set **First page** to 2. Note that to have the correct page numbers on the following pages, you need either place the page number field on a master page, or set the same **First page** value on all pages.

Format of the Page Number

To change the page number format, double-click on the page number field two times, and select another format from the drop-down list.

The program provides several pre-defined formats that are shown in the **Format** text field with the help of special symbols and constant text.

Special symbols:
- #P – automatically replaced by the actual page number
- #C – automatically replaced by the actual number of pages in the document
- #a – automatically replaced by the actual page number shown in small letters
- #A – automatically replaced by the actual page number shown in capital letters

Example: the format "#P of #C" will be replaced in a 4-page document by "1 of 4", "2 of 4", "3 of 4" and "4 of 4".

You can add custom text to the format. For example, by typing "–= #P =–" into the **Format** edit box, you will get page numbers looking like:
–= 56 =–

Master Pages

Master pages help you create uniform pages in an efficient way. For example, with their help, you can create a background once and apply it to all of the pages of your project. The master page then acts as a background and you just need to add elements specific to each page. Likewise, if you later want to change something on this universal background, the changes are applied to all of the pages that have that master applied.

To distinguish master pages and ordinary pages in this documentation, the latter are called "content pages".

A new document contains one master page that isn't applied to any content page. You can add as many master pages as you need.

When you add a new content page, no master page is applied to it by default.

To use the same master pages in several documents, create a template document containing these master pages and then create your new document using this template.

Previewing and Editing Master Pages

To preview or edit master pages, click on *Content Pages* below the toolbar and select *Master Pages*. Then click the

button to open the *Pages* panel, and select the necessary master page.
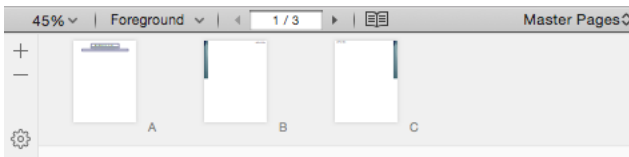
Also, you can switch between content and master pages using the **View > Content Pages** and **View > Master Pages** menu commands. The color of the main window background changes to blue to indicate that you have switched from content pages to master pages.

Once you have activated the master pages mode, the *Pages* panel shows thumbnails of masters. The tools on this panel switch to working with master pages.

You can edit master pages the same way as content pages.

Adding and Removing Master Pages

Click on *Content Pages* below the toolbar and select *Master Pages*. Then click the

button to open the *Pages* panel. In the Pages panel, click the "+" button to add a new master page. To delete a master page, select it in the *Pages* panel and click the "–" button.

A document must have at least one master page, thus removing a single master page is impossible.

New master pages are automatically named using letters "B", "C", and so on. If you delete master B, all the following masters are renamed: C to B, D to C, and so on.

Applying Master Pages

To apply a master, select one or multiple content pages in the *Pages* panel. Then right-click on the selected page. Choose **Apply Master Page** in the context menu and specify the master page you wish to apply.

The name of the applied master is indicated in the *Pages* panel near the top left corner of the page thumbnail.

If a page doesn't need to have a master, choose *No Master* in the list of master pages.

Master Page Layout

You can set up page margins individually for any master page in the *Document* tab of the *Inspector*. A content page automatically displays the page margins of the applied master.

Guide lines added to a master appear on all content pages based on this master. To move, lock or delete these guide lines, open the corresponding master page.

Chapter 6: Editing Documents

Selecting Objects

Normally, you need to select an object to change its properties.

To select objects using the mouse, activate the **Selection** tool (usually activated by default).

To select a single object, click on in it.

To select multiple objects, click on each while holding down the **Shift** key. Or, select several objects with a frame by clicking and holding down the left mouse button and encompassing these objects.

To select all objects in the active layer of the current page, choose **Edit > Select All** (**Cmd-A**).

To deselect an object, click on any free space inside or outside the page.

Changing the Object Size

To resize an object with the mouse, select it and drag one of the handles on its border. To resize an object while preserving its aspect ratio, use the corner resize handles. To resize without preserving the aspect ratio, hold the **Shift** key down when using the corner handles. Side handles resize the object vertically or horizontally.

In the *Geometry* tab of the *Inspector*, you can enter the dimensions of the object to precisely change its size. Measurement units can be changed in the program *Preferences*.

When you set a new size and **Fix aspect ratio** is selected, the aspect ratio is preserved.

Several images can be resized together. When you resize a group of selected images, they have a common selection frame and behave like a single image.

Rotating Objects

To rotate a selected object, use the controls in the *Geometry* tab of the *Inspector*. Images can also be flipped vertically and horizontally. Text, however, can not. To do this, you have to convert it to an image by choosing **Convert Text to Image** in its context menu.

To rotate an object with the mouse, select it, and move the cursor over a corner handle. When the cursor turns into a bi-directional arrow, drag the handle to turn the object.
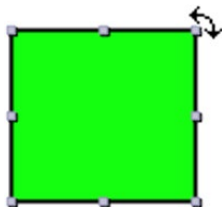
Several objects can be rotated together. When you rotate a group of objects, they move around a common center.

Grouping Objects

Objects can be grouped together. A group of objects behaves as a single object when you move or resize it.

To group selected objects, choose **Arrange> Group** (**Cmd-Opt-G**) in the menu.

To ungroup objects, select the group and choose **Arrange > Ungroup** (**Cmd-Opt-Shift-G**) in the menu.

Nested groups are supported. A nested group is a group that includes a smaller group.

Some controls available for individual objects may be locked when such objects are inside a group.

Filling Objects with Colors

The color fill controls are located in the *Appearance* tab of the *Inspector* (**Cmd-3**).

You can fill an object with a solid color or with a linear or radial gradient. One of these options can be selected in the drop-down menu.

To activate the color fill tool, select the **Fill** check box.

Color Fill
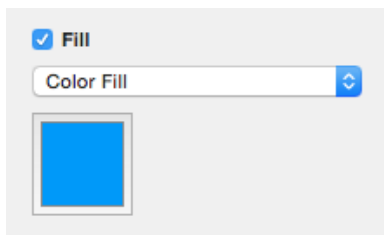
Click on the color button to select a color.

To tint an object, set the **Opacity** of the selected color less than 100%.

The *Color Fill* option also lets you change the background color of a text box.

Linear Gradient Fill
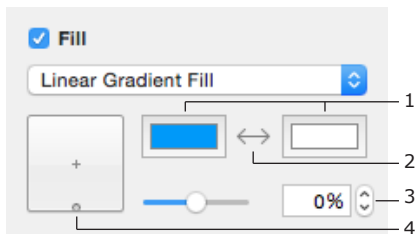
1 – The two base colors.

2 – Switch the base colors.

3 – Change the percentage of each base color.

4 – Move the handle inside the control to change the angle and location of the color transition area. Hold down the **Cmd** key to keep the angle constant. Hold down the **Opt** key to keep the percentage of the base colors constant. Hold down the **Shift** key to snap to angles divisible by 45 degrees.

When you move the handle from the side of the control to the center, the colors shift.

Radial Gradient Fill
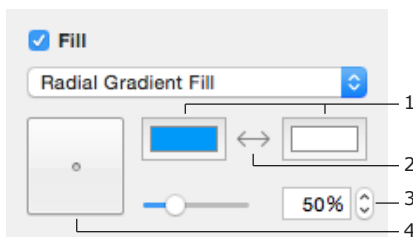
1 – The two base colors.

2 – Switch the base colors.

3 – Change the percentage of each base color.

4 – Drag the handle inside this control to move the colors off the center. Hold down the **Cmd** key to keep the angle constant. Hold down the **Opt** key to rotate the handle along the circle. Hold down the **Shift** key to snap to angles divisible by 45 degrees.
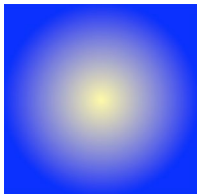
Applying the Stroke Settings

You can apply a **Stroke** to any straight or curved lines you draw, smart shapes and borders of other objects.

The **Stroke** settings are located in the *Appearance* tab of the *Inspector*.
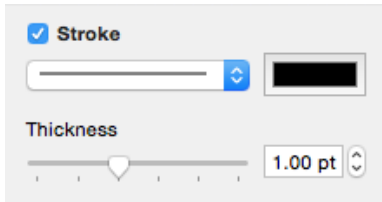
Using the color button, you can change the color and opacity of your stroke.

In the pop-up menu, you can choose dashed, dotted, and other stroke types.

The **Thickness** control lets you adjust the thickness of your stroke.

Applying the Shadow Effect

To set up the drop shadow effect, use the *Appearance* tab of the *Inspector*.
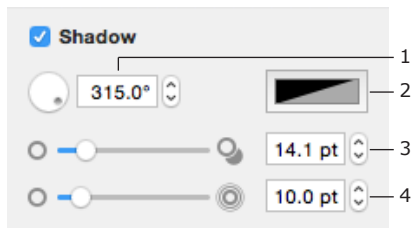
1 – The angle of the shadow.

2 – The shadow color and opacity.

3 – The distance from the shadow to the object.

4 – The shadow blur.

The shadow controls in the *Inspector* and in the standard *Fonts* panel produce different shadow effects that are independent of one another.

Working with Text

Most of the text formatting tools are located in the *Text* tab of the *Inspector*.

Some operations common for different types of objects are described in *Chapter 6: "Editing Documents"*.

Adding and Editing Text

To type text, you should add a text box, a container for your text.

To add a text box:

1. Click on the **Text** tool in the toolbar.

2. Click on the canvas.

To draw a text box of a particular size:

1. Click on the **Text** tool in the toolbar.

2. Place the mouse cursor where the corner of the new text box should be.

3. Press the left mouse button and, while holding it down, move the mouse to draw a text box.

4. Release the mouse button.

To edit text, double-click on it.

To exit the text editing mode, click outside the text box or press **Cmd-Return**.

Adding and Editing Vertical Text

     1. With the **Vertical Text** tool, click on the canvas.

     2. Type your text.

     3. Resize the added text box if necessary.

To edit vertical text, double-click on it.

To exit the text editing mode, click outside the text box or press **Cmd-Return**.

While editing vertical text it is displayed horizontally.

Some text formatting tools (for instance, bulleted lists or spacing between lines) don't work with vertical text.

Adding and Editing Circular Text

     1. Activate the **Circular Text** tool, and click on the canvas.

     2. Type your text into the floating text editor, and apply any necessary formatting. Close the text editor.

     3. Resize the added text box if needed.

To edit circular text, double-click on it.

To reverse the direction of a circular text, flip the text box vertically. To do this, select it. Then drag a handle in the middle of the upper text box side downwards until the text has got the opposite direction.

Some text formatting tools (for instance, bulleted lists or inset margin) don't work with circular text.

Removing Text

To remove a text box, select it and press the **Delete** key.

Formatting Text

Text formatting tools are located in the *Text* tab of the *Inspector* window.
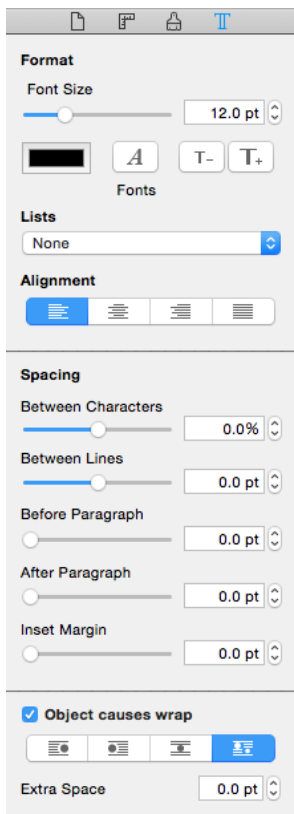
Changing Text Font and Color

To change the font, select the text box or highlight a portion of the text, and click the **Fonts** button in the *Inspector*. Or, press **Cmd-T**.

To change the color, select the text box or highlight a portion of the text, and click the color button in the *Inspector*. Or, press **Cmd-Shift-C**.

Changing the Font Size

To change the font size, use the Size slide bar or the "T" buttons. Alternatively, type the font size in the edit box.

Alignment

To align text within the text box, use the **Alignment** buttons in the *Text* tab of the *Inspector*.

Changing the Color, Width and Pattern of the Text Box Frame

To outline a text box, select the **Stroke** check box in the *Appearance* tab of the *Inspector*. Here you can set up the line thickness, color, and choose a pattern.

Changing the Background Color of a Text Box

To change the background color of a text box:

1. Select the text box.

2. In the *Appearance* tab of the *Inspector*, select the **Fill** check box.

3. Click the **Color** button and choose a new color.

Applying Shadows

To add a shadow to text:

1. Select the text box.

2. In the *Appearance* tab of the *Inspector*, select the **Shadow** check box.

3. Set up parameters of the shadow.

Shadows are applied to the entire text box.

Spacing Settings

You can change the default text spacing settings by using the *Spacing* parameters in the *Text* tab of the *Inspector*.

Between Characters – changes the distance between characters. This tool can be applied to the whole selected text box or to a selected part of the text.

Between Lines – the distance between lines. This tool can be applied to the whole selected text box or to a selected part of the text.

Before Paragraph – the space before the current paragraph (where the text cursor is).

After Paragraph – the space after the selected paragraph (where the text cursor is).

Inset Margin lets you control the spacing between the text and text box border. By increasing this value, you increase the distance between the text and its borders on all sides.
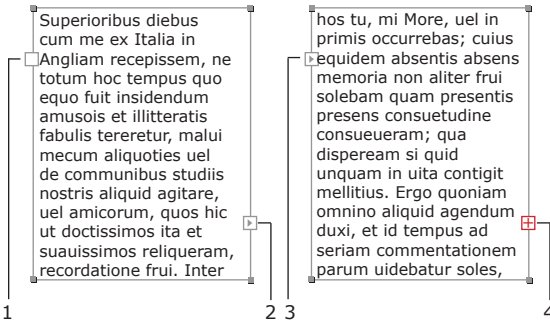
Creating Lists

To create a list, select a part of your text or an entire text box. Then, in the *Text* tab of the *Inspector*, click on the **Lists** pop-up menu to select the list type (numbered, with bullets, etc.).

Linked Text Boxes

Linked Text Boxes and Flowing Text

You can create a series of several linked text boxes. Text in such boxes can flow from one box to another. If the first text box is full, the rest of the text is displayed in the following text box(es).

Superioribus diebus cum me ex Italia in Angliam recepissem, ne totum hoc tempus quo equo fuit insidendum amusois et illitteratis fabulis tereretur, malui mecum aliquoties uel de communibus studiis nostris aliquid agitare, uel amicorum, quos hic ut doctissimos ita et suauissimos reliqueram, recordatione frui. Inter

hos tu, mi More, uel in primis occurrebas; cuius equidem absentis absens memoria non aliter frui solebam quam presentis presens consuetudine consueueram; qua disperam si quid unquam in uita contigit mellitius. Ergo quoniam omnino aliquid agendum duxi, et id tempus ad seriam commentationem parum uidebatur soles,

1   2 3   4

Linked text boxes are used to create multi-column text. The linking lines shown in the picture below are not displayed by the program.

1 – A blank control on the left side indicates the beginning of the text. Clicking on this control lets you add a linked text box. The new text box will become the first one in the thread.

2 – An arrow on the right side indicates that the text continues in another text box linked to the current one. The text box is one of multiple boxes in the thread, but not the last one. Nothing happens when you click on this control.

3 – An arrow on the left side indicates that the text begins in other text box and continues in the current one. The text box is one of multiple boxes in the thread, but not the first one. Nothing happens when you click on this control.

4 – A red plus on the right side indicates that there is not enough space to display all of the text in the current text box. If there is enough space for the text, the control is blank. The red plus or blank control on the right side indicate the last text box in the thread. Clicking on this control lets you add a linked text box. The new text box will become the last one in the thread. The portion of invisible text will appear in it.

Text Wrapping

You can wrap text around images or text frames.

Primis occurebas

Superioribus diebus cum me ex Italia in Angliam recepissem, ne totum hoc tempus quo equo fuit insidendum amusois et illitteratis fabulis tereretur, malui mecum aliquoties uel de communibus studiis nostris aliquid agitare, uel amicorum, quos hic ut doctissimos ita et suauissimos reliqueram, recordatione frui. Inter hos tu, mi More, uel in primis occurrebas; cuius equidem absentis absens memoria non aliter frui solebam quam presentis presens consuetudine consueueram; qua disperearn si quid unquam in uita contigit mellitius. Ergo quoniam omnino aliquid agendum duxi, et id tempus ad seriam commentationem parum uidebatur soles. Quomodo potero hoc attentare! El deberem hoc cogitare!

To make text flow around an object:

1. Select the object, right-click on it and select **Bring to Front** in the context menu. This is necessary because the text must be behind the object.

2. Activate the **Object causes wrap** option in the *Text* tab of the *Inspector*.

3. Click one of four buttons to select the way text flows around the object.

4. If necessary, change the space between the object and text by changing **Extra Space** in the *Inspector*.

You may need to wrap text around an image with the transparent background. Since the program doesn't take transparency in account, the text would still wrap around the image border not around the visible part.
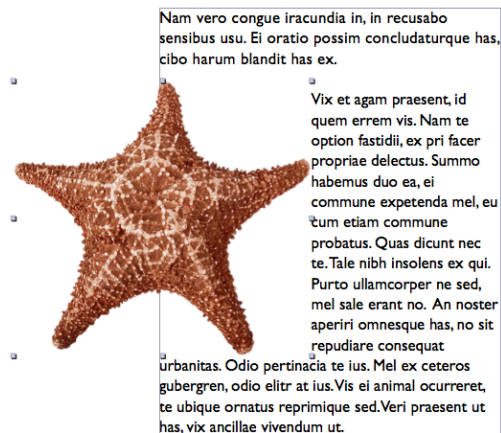
In such cases you need to outline the image using the **Spline** tool, and make the text wrap not around the image itself but around the created contour.
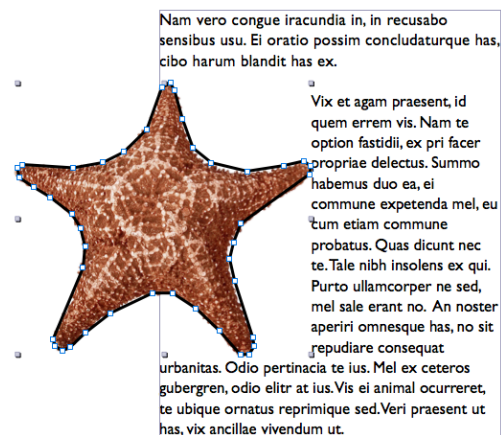
Once you satisfied with the result, turn off the Stroke of the contour to make it invisible.

Nam vero congue iracundia in, in recusabo sensibus usu. Ei oratio possim concludaturque has, cibo harum blandit has ex.

Vix et agam praesent, id quem errem vis. Nam te option fastidii, ex pri facer propriae delectus. Summo habemus duo ea, ei commune expetenda mel, eu cum etiam commune probatus. Quas dicunt nec te. Tale nibh insolens ex qui. Purto ullamcorper ne sed, mel sale erant no. An noster aperiri omnesque has, no sit repudiare consequat urbanitas. Odio pertinacia te ius. Mel ex ceteros gubergren, odio elitr at ius. Vis ei animal ocurreret, te ubique ornatus reprimique sed. Veri praesent ut has, vix ancillae vivendum ut.

Eum veniam quaeque id, ludus regione eripuit no

Checking Spelling

To check the spelling and grammar, select **Edit > Spelling and Grammar > Check Document Now** (**Cmd-:**). If your text has misspelled words, the program will mark the first one with a red dotted line. Repeat this command to display misspelled words one after another.

To show possible corrections to a misspelled word, select **Edit > Spelling and Grammar > Show Spelling and Grammar** (**Cmd-:**).

To have misspelled words underlined when you type, select **Edit > Spelling and Grammar > Check Spelling While Typing**.

Finding and Replacing Text

The program lets you find and replace a word, number or phrase.

Double click on a text box to enter the text editing mode and select **Edit > Find > Find** in the menu. Enter the word you are looking for in the **Find** text box and click **Next**.

If you need to replace the word, enter the new word in the **Replace** text box and click **Next and Replace**.

Select a word and choose **Edit > Find > Use Selection for Find** and the selected word will become the criterion for the search.

If you have selected a part of text, the option **Jump to Selection** will scroll down (if needed) to make the selection visible.

Adding Hyperlinks

It is possible to create a PDF file with links to web pages. To do this:

1. Add a URL address to a text box. It can be typed in any of the formats below:
   http://www.belightsoft.com
   http://www.belightsoft.com/products/swiftpublisher/downloads.php
   www.belightsoft.com
   belightsoft.com
   It is important to use valid site and domain names. Test your link in a web browser to make sure that it works.

2. Select the URL, right-click on it and choose **Make Link** from the context menu. Be careful, don't select any space characters before or after the URL.

3. Now, you can edit and format the visible text without affecting the link. Select the text related to the link and type anything you need, change the color or font. To make the link look in the standard way (blue and underlined), you should change the text color to blue and enable the **Format > Font > Underline** option in the main menu.

Also, you can add an email address in this format:
mailto:support@belightsoft.com
The "mailto:" prefix must be in the beginning if you want a mail program open upon clicking the link.

Text Styles

You may need to apply the same text formatting multiple times to different text portions. For example, you want the titles of chapters to be uniform, having the same font, size, and color. You can save these text properties as a text style and apply them later with the click of a mouse.

To apply a text style to a paragraph, select this paragraph, click on the **Style** button

in the toolbar and choose a style.

Styles in Swift Publisher are paragraph styles. They can be applied to the whole paragraph but not to a portion of text in a paragraph.

To save text formatting of existing text as a new text style, select this text and choose **Format > Create Text Style from Selection...**.

Custom styles are saved within the document and aren't available for use in other documents. To use the same set of styles in new documents, create a document template.

Text Style Editor

In this editor, we see a list of text styles to the left. You can add and delete styles using the "+" and "−" buttons.

The top of the editor displays a preview of the current style. The controls in the middle let you modify the properties of the selected style.

Aligning Text Using Tab Stops

When you enter the text editing mode, tab stops are displayed in the ruler bar. Tab stops are markers that allow you to align text in columns.

To display or hide the ruler bar, press **Cmd-R**.

Tab stops work together with the **Tab** key. Once you hit **Tab** (add a tabulation symbol), the cursor jumps to the next tab stop position. The tabulation symbol appears in the text as space with a variable width that depends on the distance between the neighboring tab stops and the amount of text aligned with them.
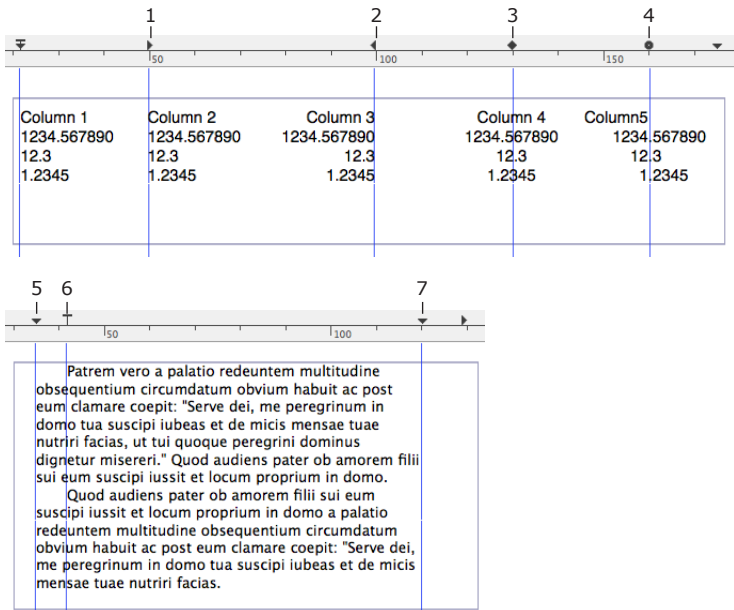
1 – Left tab stop. Text extends to the right.

2 – Right tab stop. Text extends to the left.

3 – Center tab stop. Text is centered with the tab stop location.

4 – Decimal tab stop. Decimal points align with the tab stop position. This tab stop is used for numbers.

5 - This tab stop defines where the text begins. Only one tab stop of this type can be present. You cannot delete it.

6 – This tab stop defines the paragraph indent. Only one tab stop of this type can be present. You cannot delete it.

7 – This tab stop defines where the text ends. Only one tab stop of this type can be present. You cannot delete it.

To add a tab stop, right-click on the ruler bar and select the tab stop type in the pop-up menu.

You can add as many Left, Right, Center and Decimal tab stops as you need.

To delete a tab stop, drag it and drop outside the ruler bar.

To change the tab stop type, right-click on it and select another type in the pop-up menu.

To move a tab stop, drag it to a new position.

To align text placed in several lines, tab stops of these lines should be set to the same positions and have the same type. You need to select all lines and then set up the tab stops.

You can set up tab stops individually for any line.

Working with Images

You can either use the images supplied with the program, or import them from graphic files, Apple Photos, iPhoto, Aperture or the Internet.

The built-in clipart library is located in the leftmost tab (2) of the **Source** panel. To open a particular category of the image library, choose it in the pop-up menu (1).The tab in the center (3) provides you with access to your Apple Photos, iPhoto or Aperture library, or to a folder on your hard drive. The last tab (4) contains Smart Shapes.
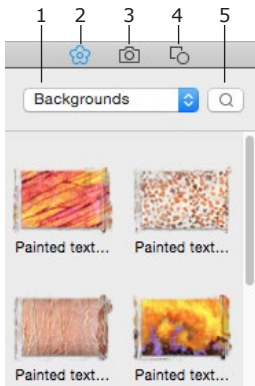
To search for images, activate the search tool (5). To indicate whether to search the internal collection or on Internet, click on the magnification glass icon in the search box.

Some operations common for different types of objects are described in the beginning of this chapter.

Adding an Image to the Document

From the clipart:

1. Open the clipart (2) in the *Source* panel.

2. Select an image category in the pop-up menu (1).

3. Click on the thumbnail of your image or drag and drop it to the canvas.

From the Photos, iPhoto or Aperture library:

1. Open the tab (3) in the *Source* panel.

2. Choose *Photos, iPhoto* or *Aperture* in the pop-up menu.

3. Click on the thumbnail of your image or drag and drop it to the canvas.

From a file:

- Choose **Insert > Image > From File...** in the main menu.
- Or drag an image from a folder into your document.

To display images from a folder in the *Source* panel:

1. Open the tab (3) in the *Source* panel.

2. Choose *Custom Folder* in the pop-up menu.

Inserting Art Text Images

An Art Text object is an image created in the Art Text application. Link Back technology is used to send the image from your design back to Art Text for further modifications.

For more information, see *Chapter 6: "Editing Documents " > "Working with Art Text"*.

Inserting Generated Images

The built-in image generator can create images for backgrounds and decoration. See *Chapter 6: "Editing Documents " > "Using Image Generators"* for more information.

Image Properties

Image properties are located in the *Appearance* tab of the *Inspector*.
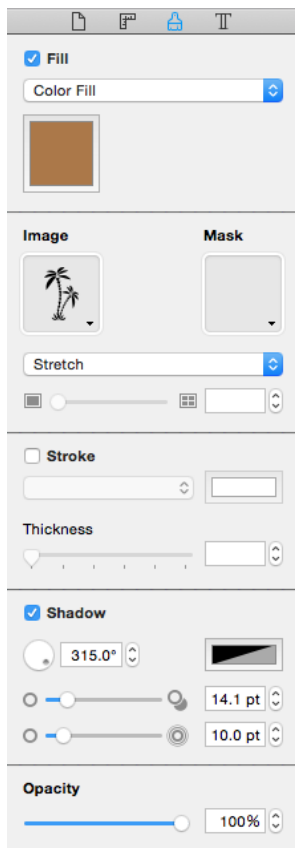
To tint an image, select the **Fill** check box. Then click the color button to choose a color.

To change the image transparency, use the **Opacity** tool.

You can drop an image inside a selected smart shape or another image. The way the new image fits inside is defined by one of the *Fill*, *Stretch* and *Fit* options. This is described in *Chapter 6: "Editing Documents" > "Working with Smart Shapes"*.

The image tiling tool creates multiple down-scaled copies of the image in the area taken by the original image. This feature can be used to create backgrounds. The meaning of the numeric value is easier to understand when the image has its original size (**Format > Image > Original Size**). By setting 1, you make the image fit the frame exactly. Setting 2 makes the image as twice as smaller (that is 4 copies per frame). A value smaller than 1, makes the image bigger than the frame. Resizing the frame itself doesn't scale the image inside it.

To tile an image, select it and choose **Format > Image > Tile** in the menu or click on *Stretch* drop-down menu in the *Inspector* and select *Tile*. Use the **Tile** slide bar to adjust the number of tiles and their size.

Masking Images

Click on the **Mask** image well in the Inspector and select a mask in the library. To use a custom mask, click on **Custom Mask...** below the library and select a graphic file.

Cropping Images

The **Crop** tool lets you use a part of an image in your design.

To crop an image, right-click on it and choose **Crop**. The red handles on the image frame indicate that you are in the crop mode. Move these handles to show the desired part of the image. To exit the crop mode, click once again on **Crop** in the context menu.

You can move the image inside its frame when the crop mode is activated.
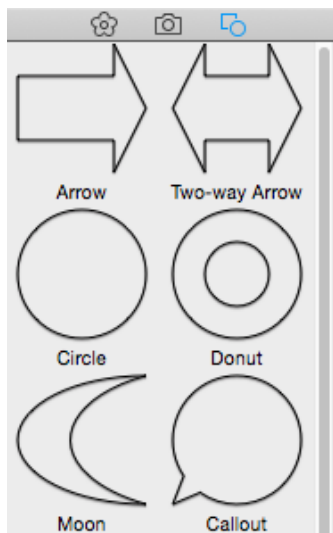
Editing Images

To edit an image using the built-in image editor, double-click on the image.

Working with Smart Shapes

A Smart Shape is a vector image. You can turn on and off its contour, apply a color or gradient fill, and place an image inside. The shape of certain Smart Shapes can even be controlled manually.

Smart Shapes are located in the *Clipart* tab of the *Source* panel. To add a Smart Shape to your design, drag and drop it onto the canvas.

Most tools that work with ordinary images are also applicable to Smart Shapes.

Some operations common for different types of objects are described in: *Chapter 6: "Editing Documents"*.

Inserting an Image into a Smart Shape

To insert an image into a Smart Shape, select this Smart Shape. Grab the image and move it over the Smart Shape. When this Smart Shape becomes highlighted, drop the image onto it.

To insert an image from a file, select the Smart Shape, click on the **Image** button in the *Appearance* tab of the *Inspector*, select **Custom Image...** and select the graphic file.
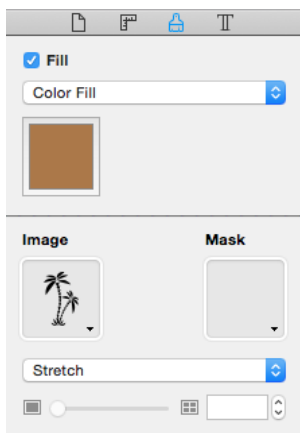
To remove the image from a Smart Shape, click on the Image button in the Appearance tab of the Inspector and select Clear Image.

You can choose how the image appears inside the Smart Shape using the drop-down menu below the Image button. These following options are possible: Fill, Stretch, Fit, Tile. The Crop option in this drop-down menu activates when you crop an image.
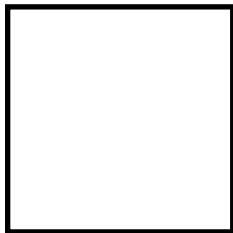
Original Smart Shape.
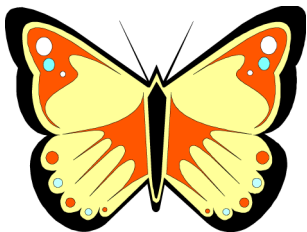
Original image.
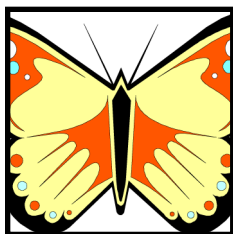
Fill – does not change the aspect ratio of the image. Parts of the image may not be seen.
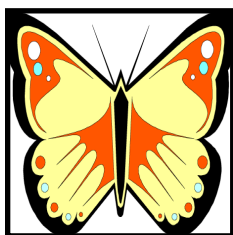
Stretch – the whole image fits into the Smart Shape, the image may be deformed.
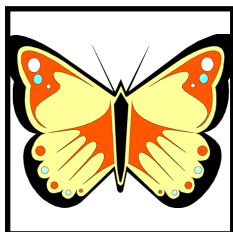
Fit – the whole image fits into the Smart Shape without changing the aspect ratio. Blank space may be left inside the Smart Shape.

Tile - multiple copies are inside the Smart Shape.

You can drop a new image to a Smart Shape with an existing image. Depending on the selected option, the new image stretches, fills or fits the bound of the previous image inside the Smart Shape.

Changing the Shape

For some Smart Shapes, you can change the curve and side count in the *Geometry* tab of the *Inspector*.
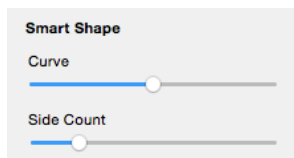
For example, for this five point star, you can change the number of points by using the **Side Count** slider. You can change the angle using the **Curve** slider.

In addition to Smart Shapes, the library contains a collection of circles, rectangles, arrows and other vector images. They are located in the *Symbols* category of the built-in clipart.

Editing Images

To edit an image, double-click on it.

The image editing capabilities are available thanks to Core Image filters.
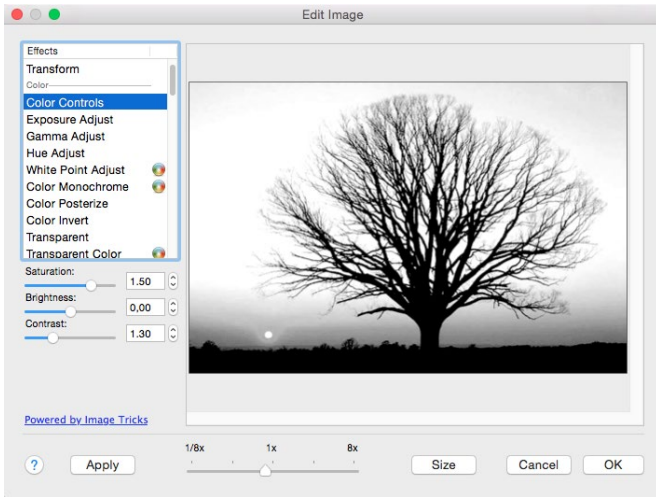
The filters list is organized into categories (color, blur, etc.). Some filters have adjustable parameters.

When you select a filter or change any of the parameters, the image in the preview area changes in real time.

Some filters let you modify the image using the mouse. This is indicated by a circle icon (crosshair) next to the name. Select such a filter, place the mouse cursor over the image, and move the mouse while holding down the left mouse button. The image will change depending on the crosshair position.

To change the image size, click the **Size** button and set new image dimensions.

Using Image Generators

Generating Images

To access image generators, choose **Insert > Image > Generate Random** in the menu.

Some image generators (e.g. Spinning Squares) show a certain image depending on what you set as the parameters. Others give completely random images (e.g. Star Dust). To get another randomly generated image, click the **Render** button.

If you decide to open one of the previously generated images, use the history buttons ("<" and ">").

When you select a generator, the program shows an image generated with the default set of parameters.

It may take time for some generators to show a picture. If you are just playing with parameters (especially color) to find an appropriate combination, it is recommended that you set a smaller image size. 200 x 200 pixels is enough for a preview. Then you can change the image size and re-generate it in better quality.

Generator Parameters
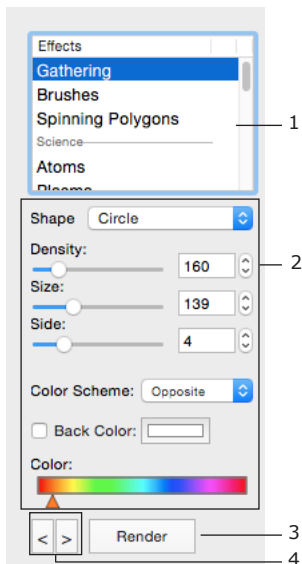
1 – List of generators.

2 – Generator parameters.

3 – Generate another image.

4 – History of generated images. You can show the previous or next image.

Generators have different sets of parameters. Parameters can be separated into the following groups:

- Shape - some generators use a number of smaller images to create a bigger one and you can select which one to use.

- Numeric parameters such as angle, size, resolution and other.

- Color Scheme - determines how many colors to use in the image. The base color is taken from the "Color" control.
  • Opposite - two colors (selected color and a complementary one) and up to four of their tints.

• Triadic - three colors (selected one and two complementary) and up to four of their tints.
• Tetradic - four colors (selected color and three complementary) and up to four of their tints.
• MonoStep - one base color and four of its tints.
• MonoBlack - one base color and four of its tints that are darker than the base one.
• MonoWhite - one base color and four of its tints that are lighter than the base one.
• Mono - one base color with an unlimited number of tints.

- The color selector is one of these types:
  • Color
  • Color Range. You can move color sliders separately. To move them together, drag any of them while holding the **Shift** key.

- Back Color - color of the image background. It is applicable to images with a transparent background.

Image Size

To change or verify the image size, click the **Size** button.

Working with Art Text

Thanks to integration with Art Text, you can add artistic text and images created in this application to your document.

Art text in Swift Publisher is an object with special properties. It looks like an image, but this object can be modified even after it is placed onto the canvas. Graphics created in Art Text (text, logos, etc.) are called "Art Text objects" in this documentation.

To work with Art Text objects, the Art Text application needs to be installed on your computer.

The Art Text application creates an image from ordinary text (or image), applies effects and transformations and then sends the image to your document. Link Back technology is used to send an Art Text object back to Art Text for modification.

To insert an Art Text object:

1. Choose the **Insert > Art Text...** menu command. Or click the on the **Art Text** icon in the tool bar.

2. Type in your text and change the effect parameters in the Art Text application.

3. Click the **Link Back** button in Art Text to send the result to your document.

To modify an Art Text object:

1. Select the Art Text object and choose **Edit > Edit in Art Text**. Or just double-click on the Art Text object.

2. Make the necessary changes in the Art Text application.

3. Click the **Link Back** button in Art Text to update the Art Text object in your document.

To remove an Art Text object, select it and press the **Delete** key.

Note:
1. Images made in the Art Text application can be sent back for editing in Art Text only.
2. After some modifications (like applying Core Image filters), an Art Text object may turn into an ordinary image that cannot be changed in Art Text any more.

To learn more about Art Text or download the program, see the product web page:
http://www.belightsoft.com/products/arttext/overview.php

To learn more about Link Back, see the official web site:
http://www.linkbackproject.org

Drawing Lines and Curves

Drawing

To draw a straight line, activate the **Line** tool:

To draw a straight line, activate the **Line** tool:

Place the cursor and press the left mouse button to specify the beginning of the line. Holding down the button, point to the location for the end of the line and release the button.

To draw a polygonal chain (path), activate the **Spline** tool:

Click on the canvas to place the first point. Click the second time to place another point and so on. These points specify the ends for the segments. The points you add are called anchor points. If you simply click and release, the resulting line is straight. However, if you click to add a second point, hold the button, and drag the cursor, you can curve your line.

To create a closed shape, place the last anchor point over the first one (a small circle near the cursor indicates that you can close the shape).

To draw straight lines at angles divisible by 45 degrees, add lines while holding down the **Shift** key.

Anchor Points and Paths

A path comprises anchor points and lines that connect them. Anchor points mark the beginning and end of each line (or segment). By adding one line after another you create a path.

The path can be either closed or open. A closed path begins and ends at the same point.

Anchor points can be of two types: corner point and smooth point. To change the type of an anchor point, double-click on it. When you do this, the adjoining lines change from curved to straight and vice versa.
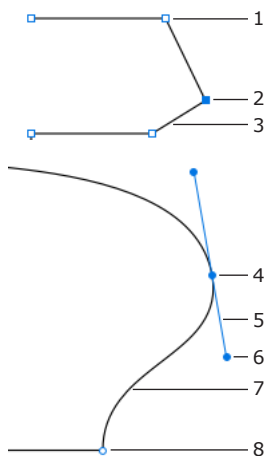
1 – Corner point. At a corner point, a path abruptly changes its direction. A corner point may join either straight or curved lines in any combination. A corner point with two straight lines doesn't have handles that change the curve.

2 – Selected anchor point (highlighted with blue color).

3 – Straight segment.

4 – Smooth point. At a smooth point, the path continues to follow the same direction. A smooth point joins two curved segments.

5 – Direction line.

6 – Direction point. It is a handle at the end of a direction line. Moving a direction point, you can change the length and angle of the corresponding direction line.

7 – Curved segment.

8 – Corner point.

To select an anchor point, click on it with the selection tool. Hold down **Shift** and click to select several anchor points.
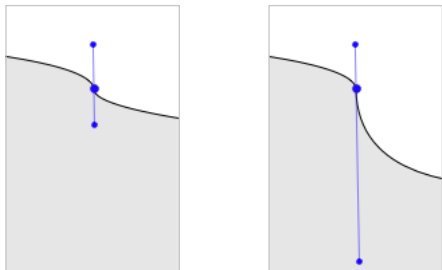
The direction of a curved path through a smooth anchor point coincides with the direction of the direction line. Leaving the anchor point, the path branches off from the direction line. The longer the direction line is, the longer the path

passes along it. To change the angle or length of the direction line, drag the direction point on its end.

By default, the direction lines of the same smooth point rotate together, preserving a 180 degree angle between them. By changing this angle you can create a corner point from a smooth point. To do this, drag one of two direction points while holding down the **Cmd** key. To make the two direction lines rotate together again, restore a 180 degree angle between them. Or, double-click on the anchor point two times.

If you need to rotate one of direction lines separately from another, do this while holding down the **Cmd** key.

To rotate a direction line in 45 degrees increments, press and hold the **Shift** key.

Adding and Deleting Anchor Points

Once you have finished drawing the path, you can add or remove anchor points.

To add a new point, activate the **Selection** tool, select the path, and click on a segment holding down **Opt-Shift**.

To delete an anchor point, select it and press the **Delete** key. Deleting an anchor point in the middle of a path connects the two neighboring anchor points with a new segment.

Adding Another Path

Once you have finished drawing a path, you can add another path to the same object. The result is still a single object.

1. Select the existing path using the **Selection** tool.

2. Activate the **Spline** tool.

3. Press and hold the **Opt** key, and draw.

Working with Tables

Tables are commonly used to organize text and numeric data. Sometimes, tables are used to arrange text or images on the page, such tables are usually made invisible.

Moving, resizing and other common operations work with tables just like with other objects.

Inserting and Removing Tables

To insert a table into the document, select **Insert > Table**.

To change the number or rows or columns of a new table, right-click on it and choose **Edit Table...** in the context menu. The **Fixed Table Height** option lets you vary the number of rows without changing the table height.

To remove a table, select it and press the **Delete** key.

Adding Rows and Columns

To insert a row, select a cell. Then open the context menu and choose the **Add Row Above** or **Add Row Below** command.

To insert a column, select a cell. Then open the context menu and choose the **Add Column Before** or **Add Column After** command.

The **Tab** key adds a new row when the bottom-right cell is currently highlighted.

Selecting the Table and its Elements

To select a table, click on it. To select an element of the table (cell or line), select the table and click inside a cell or on a divider.

The **Tab** key selects the next cell (in Z order). When the last cell is reached, pressing **Tab** adds a new row and selects the left cell in it. This also happens when the whole table is selected.

Pressing **Shift-Tab** selects the previous cell (in Z order). Once you reach the top left cell, pressing **Shift-Tab** selects the bottom right cell.

Resizing Columns and Rows

To resize a column or a row, select the divider that separates it from another column or row and drag it with the mouse.

The **Fixed Table Height** option lets you specify how the table reacts to the resizing of rows. To access this option, right-click on the table and choose **Edit Table...** When **Fixed Table Height** is activated, changing the row height affects the neighboring rows instead of the table size. With this option deactivated, increasing or decreasing the height of a row changes the table height. The heights of other rows remain constant.

Merging and Splitting Cells

By merging and splitting cells, you can create those that are bigger or smaller than others.

To merge cells, select them and choose the **Merge Cells** command from the context menu.

To split a cell, select it and choose the **Split into Rows** or **Split into Columns** command from the context menu.

Changing the Color of the Cell Background

To change background color of one or more cells, select them and apply the **Fill** tool located in the *Appearance* tab (**Cmd-3**) of the *Inspector*.

Changing the Color and Width of the Borders

To change the color or width of the table border or divider, use the **Stroke** tools located in the *Appearance* tab (**Cmd-3**) of the *Inspector*.

Typing Text into Cells

To start typing text, double click on the cell.

To format text in the table, use the tools located in the *Text* tab of *Inspector*.

Inserting Images into Cells

To insert an image, select a table, then drag the image from the *Source* panel or from the Finder, and drop into a cell.

Another way to insert an image:

1. Select a cell.

2. Open the *Appearance* tab of *Inspector*.

3. Click on the **Image** control and choose **Custom Image...**.

4. Select a graphic file.

There are several ways to fit an image into the cell:

- **Fill** - does not change the aspect ratio of the image. Parts of the image may not be seen in the cell.
- **Fit** - the whole image fits in the cell without changing the aspect ratio. Blank space may be left inside the cell.
- **Stretch** - the whole image fits in the cell. The image may be deformed.
- **Tile** - does not change the aspect ratio of the image. If the cell is not big enough, the image will be partially cut off. If the cell is bigger than the image, it will be filled with multiple copies of the image.

Clearing Cells

To remove the content of the selected cell, choose **Clear Cells** in the context menu. You can clear several selected cells.

Clearing cells is useful when you want to reuse an existing table as a template for a new one. In this case, you can clear a part or the whole table to input new data.

Working with Calendars

To add a calendar to your document, select **Insert > Calendar** in the menu.

			DECEMBER			
mon	tue	wed	thu	fri	sat	sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Calendars consist of three parts: month, days of week, and dates. The first two can be hidden. You can change the font, text color, and background color of each part individually. To do this, select one of the parts and use the text and fill tools in the *Inspector*.

To bring up the properties dialog, double-click on the calendar. Settings on this panel let you configure the presence and location of calendar elements.

Your regional settings dictate the calendar type and whether or not your calendar starts with Sunday or Monday. You can view them in the *System Preferences*.

Inserting Current Date and Time Information

To insert the current date and time in your document, choose **Insert > Date and Time** in the menu.

The information is added as an individual text field. You cannot edit it directly. To update the information, double-click on this text box.

To change the text formatting, use the tools in the *Text* tab of the *Inspector*.

To choose a different pattern for the data representation, double-click on the text field and select a pattern in a drop-down list.

The **Format** edit box lets you create a custom pattern. Symbols in the pattern replace date, month, year, and so on. For example, "yyyy" produces the current year in the format "1999", and "yy" gives a shorter format "99". For more details about time and date patterns, go to this web site: *http://unicode.org/reports/tr35/tr35-4.html#Date_Format_Patterns*

Working with Address Fields

To add an address field to your document, choose **Insert > Address Field** in the menu.

The program automatically populates address fields in your document with information imported from Contacts. If you select several contacts, the program will work in the merge printing mode when it prints several copies of the design, one per selected contact.

While you are editing the document, address fields display their names. The actual data will be inserted into the fields during printing. So, to preview your document with contact details, you should use the preview in the *Print* dialog.

Address fields can be placed anywhere on the page. Yet, if you want to create an address out of several fields, it is recommended that you place them inside a text box. In this way, your address will behave as a solid object. To draw a text box, just use the **Text Box** tool from the toolbar. Then, while the cursor is in the text box, add address fields. Don't forget about adding spaces between fields. In fact, you can type any text here, for instance, add "Phone:" before the phone number. Note that regular text like this is not dynamic which means that the "Phone" word will remain even if a contact doesn't have any phone number.

To change the text formatting, use the *Text* tab of the *Inspector*.

Chapter 7: Dynamic Data Fields

Types of Dynamic Data Fields

Dynamic data fields are textual objects whose content is inserted and modified automatically. Most of the data fields update the content when you print multiple copies of the same document.

Type	Data source
Address Field	Personal details imported from Contacts or Address Book. The data fields are populated at printing. The contacts from which the address is taken can be selected in the *Print* dialog.
File Data	Data imported from a text file. Each copy printed will import a new line of text.
Counter	Counter that increments automatically according to a pattern. Each printed copy will have a unique number.
Page Number	Generated automatically.
Date and Time	Generated automatically.

Address Field, File Data, and Counter are populated with a new value in every successive copy of the document at printing. The **Quantity** field in the *Print* dialog must be set to 2 or a greater value.

Adding and Removing Data Fields

To add a dynamic data field, select one from the middle section of the **Insert** menu.

Dynamic data fields can be added directly to your document, or inside a regular text box.

Until the data field is populated with some information, it displays its name. For instance, <ZIP/Postal Code>.

Reserve a sufficient amount of space for data fields that import information from outside sources, such as data from a file or from Contacts or Address Book. To make sure that everything fits in your design, go to the *Print* dialog, select contacts if you are going to print for them, and check the print preview. The length of Page Number or Date and Time fields can be verified right in the main window when you edit your document.

You can combine regular text with dynamic data fields in the same text box. This way you can create text with variable parts, and use it for merge printing.

To add text inside a field with dynamic data, double-click on it to activate the editing mode, and then place the cursor before or after the data field and type.

To remove a standalone dynamic field, select it and hit the **Delete** key.

To remove a dynamic field inserted into a text box, double-click on the text box to enter the editing mode. Then click on the dynamic field to select it, and press on the **Delete** key.

Changing the Data Field Properties

To show the popup panel with the data field properties, double-click on the field. In fact, you should double-click two times: first to activate the editing mode, and the second to bring up the properties panel.

For Counter, Page Number, and Date and Time, the properties panel lets you change the data format. For example, the page number can look like "3", or "3 of 11", or "3/11".

If you double-click on the Address Field, you'll be able to choose what kind of contact information to insert.

The File Data lets you select a text file to import from, as well as to make some settings.

Since dynamic fields contain text, you can format it using tools from the *Text* tab of the *Inspector*.

Chapter 8: Importing

Importing Contacts

Contact information can be imported from Apple Contacts. The basic workflow is as follows. You add data fields to your design using the **Insert > Address Field** command. Each of them is meant to show a particular piece of personal information, such as name or telephone number. Data fields are automatically populated with contact information at printing. In the *Print* dialog, you can create a so-called print list by selecting multiple contacts. When printing has started, the program puts the contact details of each selected person into the corresponding fields.

You can preview your document with imported information in the print preview.

In the last versions of OS X, the program can access information from Contacts only if the user allows this. You can do this by ticking Swift Publisher in the *Privacy* tab of the *Security & Privacy* section in the System Preferences.

Importing Data from a Text File

To import information from a text file, add a File Data field using the **Insert > File Data** command. Then link the field with a text file. Double-click on the field two times to open the properties panel. Then, click the **Choose...** button in the panel to bring up the import dialog. Select a text file, set up the import options, and click the **Open** button.

Barcodes can also use text files as a data source.

Text files must be saved in the plain text format that is discussed below. As a rule, spreadsheets can be exported to so-called tab-delimited text files.

Import Options
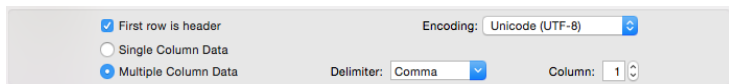
By selecting the **First row is header** check box, you skip importing the first row. This basically says that the first row is not data. It is full of headers for the data below.

The **Single Column Data** and **Multiple Column Data** options let you define if each line should be treated as one piece of information (one column), or as several (multiple columns). In the second case you should select the delimiter type, and the column number from which data should be imported. A delimiter is a character or space that lets the program know where one column ends, and another begins.

Keep the default **Encoding** unless you know the encoding of your file. If the imported text is unreadable (usually characters are replaced with some symbols), reimport with another character encoding selected.

Text File Format

The input text file may have all data organized in one or several columns.

One-column structure:

[TEXT][RETURN]
[TEXT][RETURN]
...
[TEXT][RETURN]

Example:

Abstract Vision
Autumn Fire
Bend the Guitar
Blues Moon

Multi-column structure:

[LINE 1, COLUMN 1][DELIMITER][LINE 1, COLUMN 2][DELIMITER]...[LINE 1, COLUMN n][DELIMITER][RETURN]
[LINE 2, COLUMN 1][DELIMITER][LINE 2, COLUMN 2][DELIMITER]...[LINE 2, COLUMN n][DELIMITER][RETURN]
...
[LINE m, COLUMN 1][DELIMITER][LINE m, COLUMN 2][DELIMITER]...[LINE m, COLUMN n][DELIMITER][RETURN]

An example with a semicolon used as the delimiter:

1;Abstract Vision;572
2;Autumn Fire;204
3;Bend the Guitar;368
4;Blues Moon;176

If your data is stored in a database or spreadsheet, export it to a tab- or comma-delimited text file.

To create a text file manually:

1. Open a new document in the Text Edit application.
2. Switch to the plain text format (**Format > Make Plain Text** or **Cmd-Shift-T**).
3. Add several lines of text. Use a semicolon or tabulation to split a line into several columns.
4. Save the file.

Do not add any unnecessary symbols! Otherwise you will break the file structure.

Chapter 9: Working with Barcodes

Adding and Removing Barcodes

To add a barcode, click on the **Barcode** button in the toolbar and select the type of barcode you wish to add. An alternative is to select the barcode type from the **Insert > Barcode** menu.

To replace the default data, double-click on the barcode and type in your own information. Other barcode properties are explained in the Barcode Properties document.

When you print, the program lets you dynamically change the information encoded in each consequent copy of the barcode. This is possible when the barcode is linked to a file containing data, or with a counter (a number that uses a pattern to change the number for each barcode). When using barcodes with varying encoded information, make sure you leave enough space around the original barcode so that it can expand. This concerns only barcodes that can encode variable amounts of information such as Code 39 or Data Matrix ASCII. Some others like EAN 8 support a fixed number of characters and do not change their size.

To see if a barcode with dynamic data fits your design, use the print preview located in the *Print* dialog.

To delete a barcode, select it and hit the **Delete** key.

Barcode Properties

To bring up the barcode properties, double-click on the barcode.

1 – Barcode type. When you change the barcode type, remember that not all barcodes support the same range of characters, which may leave part of your data unreadable.

2 – Data source. Three options are available.
Value lets you type or paste information directly into the edit box.
File lets you link the barcode to a text file. The import settings are described in: *Chapter 8: "Importing" > "Importing Data from a Text File"*.
Counter is a number that automatically increases or decreases according to a pattern. You can choose the initial value.

3 – The edit box where you can enter in information manually.

4 – An option to add the checksum to the barcode. Not all barcodes support this feature.

5 – Add a border to the barcode. Only the "Interleaved 2 of 5" barcode supports this feature.

6 – This option shows the encoded text or number along with the barcode.

7 – Barcode scale. Be careful, barcode scanners can have difficulties reading barcodes scaled smaller than 100%.

8 – Enable the **Constrain to standard size** option to resize the barcode to an easily readable size.

Any information entered manually remains the same no matter how many barcodes you print. Values imported from a text file or generated by the counter are dynamic, meaning that when you print multiple copies of your document, each copy can contain different information.

If inputting or importing data was followed by an error message, check to make sure that both the inputted characters and the amount of characters are supported by the chosen barcode type.

Barcode Types

The table below contains a list of supported barcodes (non-postal), supported characters, and the number of characters allowed.

Barcode Name	Definition	Supported Characters	Length
Code 128	Used worldwide in shipping and packaging industries.	Nearly all ASCII symbols, including control characters	Not fixed
Code 39	Primarily used in the non-retail environment.	0123456789 [Space]ABCDEF GHIJKLMNOPQ RSTUVWXYZ -.$/+%	Not fixed
Code 39 Extended	Code 39 with an extended range of characters.	0123456789 [Space]ABCDEF GHIJKLMNOPQ RSTUVWXYZ !#$%&'()*+,-./:; <=>?@ [\]^_`abc defghijklmnopqrs tuvwxyz{|}	Not fixed
Interleaved 2 of 5	Used commercially on 135 film and on cartons of products in the warehouse industry.	0123456789	Not fixed
ISBN 13	International Standard Book Number. Used by booksellers.	0123456789	13 characters
EAN 13	Used worldwide for marking retail goods.	0123456789	13 characters

EAN 8	Used worldwide for marking retail goods, mostly small items.	0123456789	8 characters
UPC-A	Used in the USA for marking retail goods.	0123456789	12 characters
UPC-E	Used in the USA for marking retail goods, mostly small items.	0123456789	8 characters
Data Matrix ASCII	Item marking and other purposes.	ASCII symbols.	Up to 2,335
QR Code	Item marking, logistics and other purposes.	Alphanumeric or numeric.	Up to 7,089 characters

Chapter 10: Solving Problems

Troubleshooting

Printing Problems

The Printer Does not Print

- Check the cable connection between the printer and the computer.
- Make sure the printer is turned on.
- If several printers are installed on your system, make sure the correct one is selected in the program.
- Check the printer paper source: some printers have several input trays.
- Make sure the paper is properly loaded into the printer.
- Some printer models do not start printing when the paper output tray is closed.

Make sure that printer initialization is finished. Lamps on the printer control panel should indicate its state. Usually, blinking lamps indicate that the printer is not ready yet.

Low Quality of the Printout

If your printed text or images are of low quality (light bands or gaps on the printout, the printout fades out, you see wrong colors), check the ink or toner level.

If the printout is blurry or it takes a long time for the ink to dry:

- Make sure the paper meets the printer specification.
- The paper face is on the correct side.
- The proper paper type is selected in the printer settings.

To establish the cause of the problem, do a test print from another application. If the problem persists, it is likely that the problem is connected with hardware.

For more detailed guidance refer to your printer User Manual.

Some or all objects are present on the canvas but don't print

All layers have the **Printable** property. If it is deactivated for some layer, all objects on this layer won't be printed or exported. Thus, if certain text or graphics is visible on the canvas but is missing on the print or in the exported file, check the **Printable** property of the respective layer. Activate this layer and verify its property in the **Arrange > Layers** menu.

Problems with Text and Images

Cannot Select Text or an Image

- Make sure the object you want to select is on the active layer (Background, Foreground, or a custom one). To open another layer, use the **Arrange > Layers** menu.

- The object may be behind another transparent or semitransparent object. To select through an object, press the **Cmd** key and click on overlaying objects repeatedly until the desired one is selected.

Technical Support

The developer of Swift Publisher offers free technical support.

E-mail:
support@belightsoft.com

Technical support form on BeLight's website:
http://www.belightsoft.com/support/

Forum on BeLight's website:
http://www.belightsoft.com/forum/

When reporting a problem, please make sure to specify:

- The version of Swift Publisher you are using.
- The version of Mac OS X installed on your computer.
- Your previous actions that could have lead to the problem.
- If the problem persists, describe how to reproduce it.
- When necessary, illustrate your report with screenshots
  (press **Cmd-Shift-3** to save a screenshot on your *Desktop*).