Full Circle

Guidelines

The single rule for an article is that **it must somehow be linked to Ubuntu or one of the many derivatives of Ubuntu** (Kubuntu, Xubuntu, Lubuntu, etc).
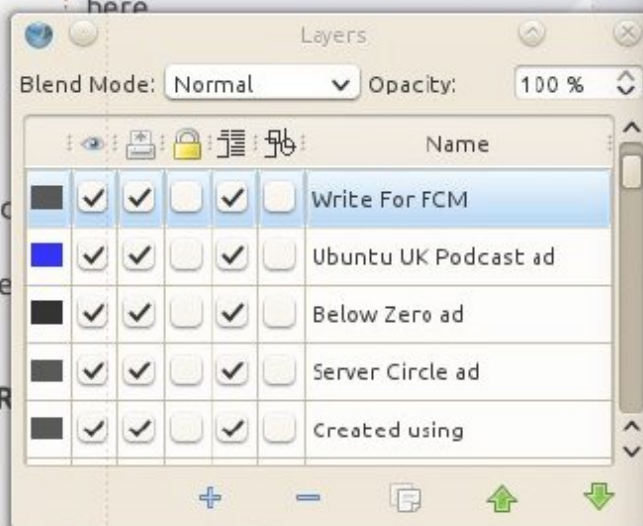
Write your article in whichever software you choose. I would recommend LibreOffice, but **PLEASE SPELL AND GRAMMAR CHECK IT!**

Writing

There is no word limit for articles, but be advised that long articles may be split across several issues. In your article, where you would like an image to be. Please do formatting in your docu

Images

Images should be no wider than 800 pixels, in JPG format, and use low compression.

If you are writing a review, please follow the guidelines shown here.

hang out in Ubuntu Forums, send us interesting forum threads that we could print.

lish Writers

tive language is not worry. Write your e of the pro ad it for you

ct any grammatical errors. Not only are y magazine and the community, but we'll help you with your English!

d to be an e article - write about the g and hardware that you us

a summary with positive and negat

SCRIBUS
SPECIAL EDITION

Preface

Over the years I have frequently referred people to the eight part Scribus series from Full Circle magazine which started in FCM#01 (June 2007) by Ronnie Tucker.

Lately I've found a number of people contacting me saying "It doesn't work!" to which I've replied "It does but..." The 'but' is that Scribus has evolved and changed over the years. The layout of some things have changed and others have moved and/or the way that they work has become more 'user friendly'. The first obvious change is the toolbars.

I've tried to pull all eight parts of the series together and updated the graphics. As far as possible I haven't altered the original text unless it has been necessary or accidental. Unfortunately it was only possible to extract the original text from two of the articles – the other six had to be copied from the screen letter by letter.

The first three parts of the series were published in a two column magazine format. The remaining five parts used a three column landscape format. The magazine still uses a landscape layout but now uses four columns. If this is published I don't know how many columns will be used!

At the time of original writing the Scribus version was 1.3.3.8. Now, Ubuntu 11.10 has the current stable release 1.4.0 RC3 although Ubuntu 10.04 uses version 1.3.3.13svn

Note: Newer Scribus versions can open an older version's file, but the opposite is **not** true. Scribus 1.3.3.13 cannot open Scribus 1.4.0 files. There is **no** way to convert the file back once you switch it to the newer branch. However, you can run both branches in parallel to test the new functionality.

Original text and screens: Ronnie Tucker
Special Edition compilation and updated screens: Brian

Contents

# How To: Use Scribus   Part 1

By the end of this series of Scribus tutorials you'll be able to create a full- fledged publication. Whether it be a color booklet or a black and white newsletter, the basics are the same. So first we need to learn those basics! As I write this, the latest version in the Ubuntu repositories is 1.3.3.8 and is named scribus-ng, that is exactly what I'll be using in these tutorials.

Here we either start a new document or open a previous one. In this first part of the series we'll just be playing around with the most widely used options so we have no need (yet!) to be picky here, just keep the defaults by clicking OK
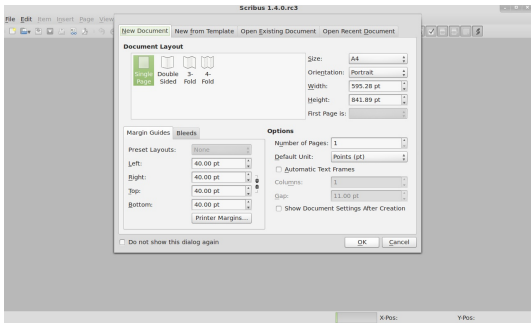
This is our blank page, ready to be edited.

The red outline is the very edge of the page. Anything outside that red border will not be printed. The blue
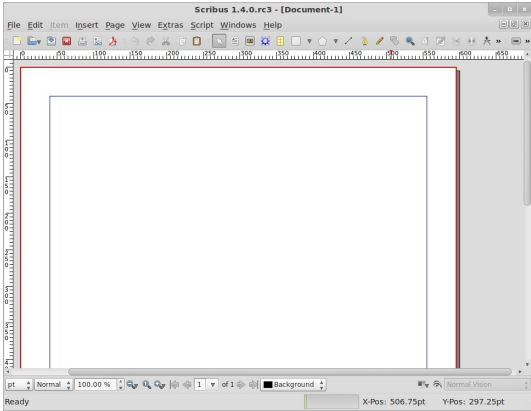
lines warn you that should you put anything outside the blue lines (ie: between the blue lines and the red outline) you run the risk of it either being chopped off at the printers or that your printer may not be able to print anything in that area. For now, just think of them as the borders you'd see on a lined A4 writing pad.

So lets get started. First thing you need on a page is some nice header text, so click the Insert Text Frame button :

Your pointer will change to a small page with a cross symbol. What we need to do here is hold down the left mouse button and draw a box where we want the text to go. When you're happy with the size and shape of the box, release the left mouse button.
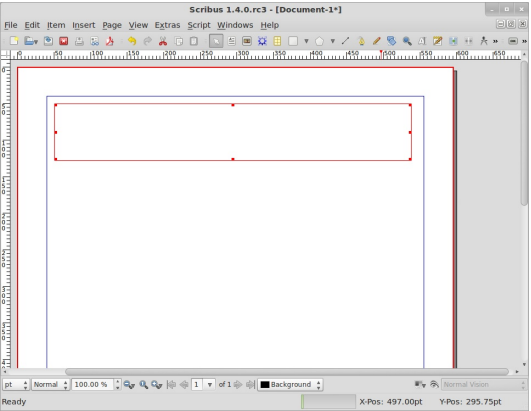
That's my box drawn out but where's the text?

Double left click inside the text box to add/edit text. Single left click outside the page to stop editing text.

Let's say we want to move the text. Easy, just click on the pointer icon at the top of the screen : ...then, with your pointer over the text box, which will change to a grabbing hand icon, hold down the left button and move the mouse! To release the text, release the mouse button.

But our text is a bit small. We need to open the Properties window to gain access to the text box properties. This will let us alter the size and color of the text. So, go to the Windows menu and click Properties...
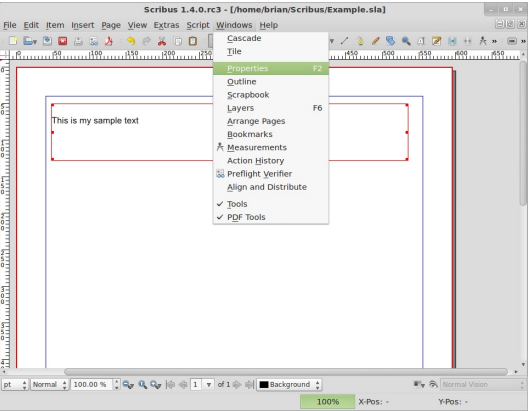
This is our Properties window.

Everything is greyed out since we've not selected anything. From here on in, whenever we select something on our page, tabs will be highlighted in the Properties window to let us know we can edit settings here.
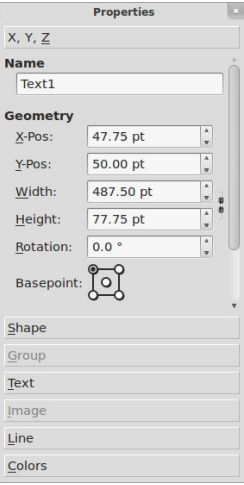
Let's enlarge the text size and alter its color Highlight the text and single left click on the header text box. You'll see the Properties box spring to life. Click the Text tab in the Properties window.
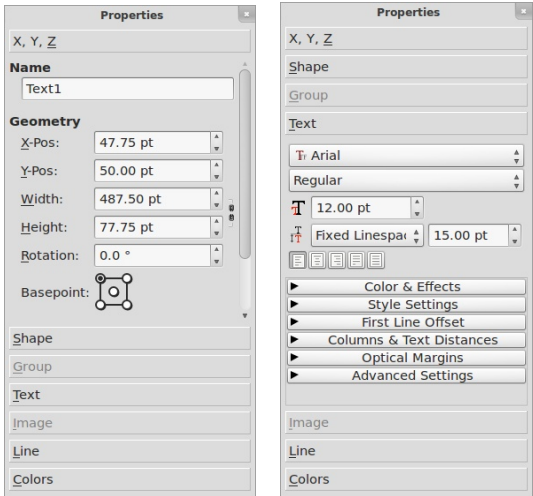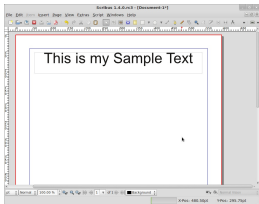
Now we're in business! Let's play around with a few of these options to get you familiar with editing text. First enlarge the text by repeatedly left clicking on the up arrow beside Font Size (or enter a size value if you want).
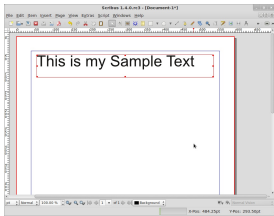

Next, lets center the text within the box. Click the Align Text Center button (same choices as most word processing programs)

Looking good! Still a bit plain though, lets put a splash of color in there. Left click Color & Effects,

scroll up/down through the colors and left click on the color you like. So we've got a header, we need actual content text now. So drag out another text box but this time make it half the width of the page and quite tall :
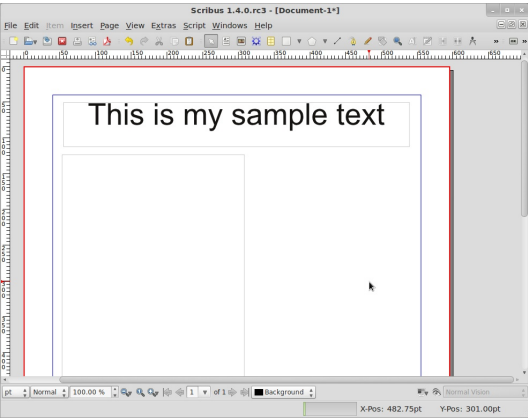
Rather than spend time typing in filler text (assuming you don't have the actual article yet) we can have Scribus fill in text for us. With the text box still selected go to the Insert menu and click Sample Text.
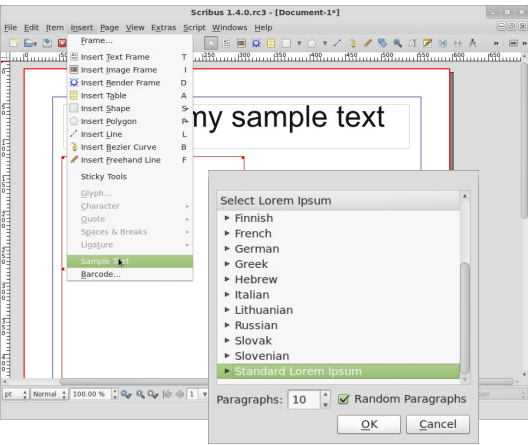

Here we can pick the language of our filler text and number of paragraphs needed. I've just elected Standard Lorem Ipsum (Latin) and ten paragraphs (the default). And click OK.
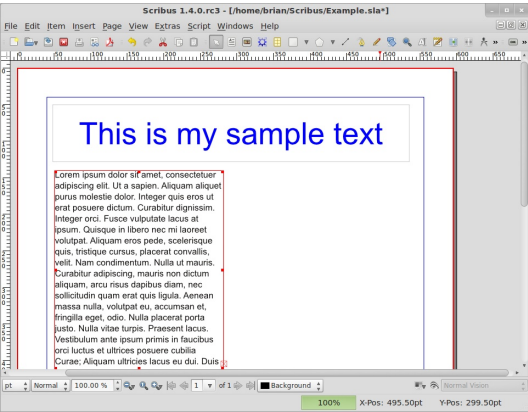

But wait, that's not ten paragraphs! Why was the command ignored? The reason is because the text is actually flowing out the bottom of the text box. If you look closely at the bottom right of the text box, you'll see a small box with an 'X' in it.

This symbol tells us that there is not enough space in the box for all the text. We either need to enlarge it or have it flow into another box, otherwise, it will not be visible.

Drag out a new text box on the right half of the page, again, make it tall. This is where the magic happens.
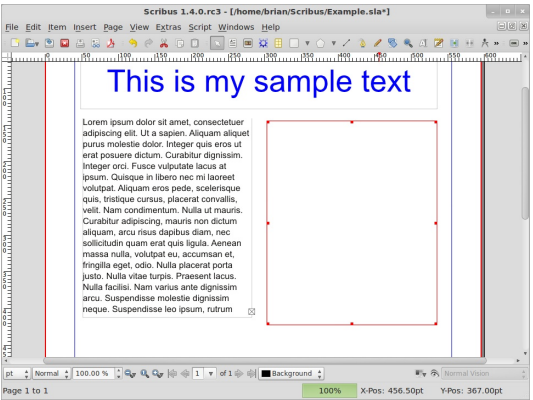
Left click once, on the left column of text, this is where the text is to flow from Now click the "Link Text Frames" button :.. and single left click on the right text box
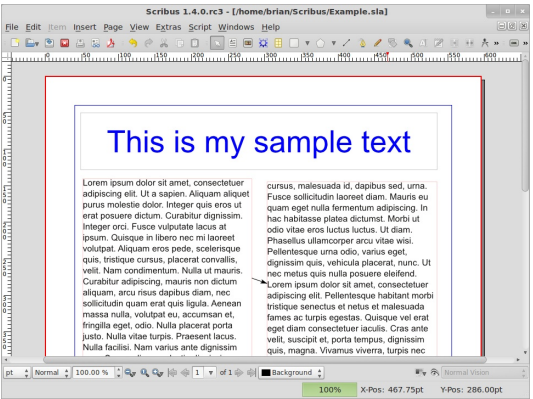
Voila! Don't forget to click the Link Text Frames button again to turn it off, otherwise Scribus will think you want to continue linking boxes.

I should mention that the small red squares which show up on the corners of your text boxes are handles, they allow you to resize your text box. Play around with those

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handles and you'll see your text automatically update itself within the two linked text boxes...

Ok, time to save - and export – your work. From the menu, Select File-> Save as:... and enter a name for the document

To export the document as a PDF... Select File->Export from the menu, then chose "Save as PDF"

The Preflight Verifier Window should pop up.
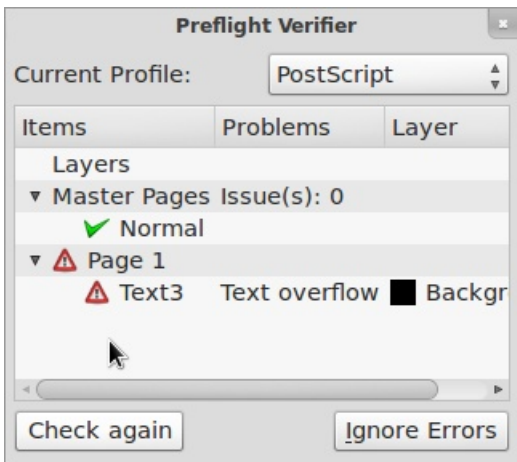
Don't worry, this is the Preflight Verifier window. It checks your document for possible errors before you package it up as a PDF. In this case it's telling me that there's a text overflow on page 1. Fine, thats my ten paragraphs of Lorem Ipsum that doesn't fit into the two text boxes, no problem. Keep an eye on

this Preflight Verifier window, it will save you getting a lot of phone calls from printers saying that there are things missing, or wrong, in your PDF! So in this case we click Ignore Errors and continue...
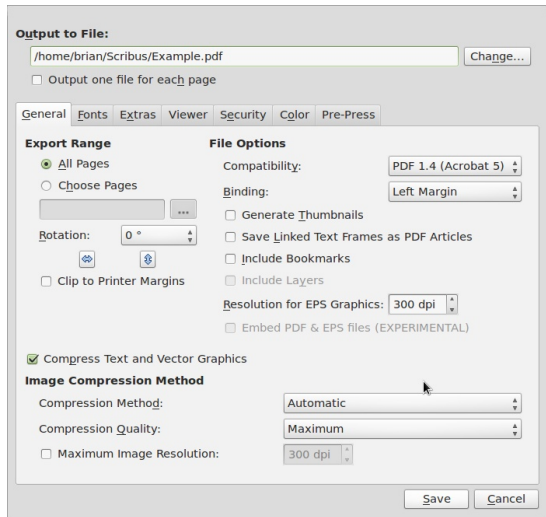
The Save as PDF window has a ton of options that relate to how the PDF file should look and what should be packaged inside the PDF file. We'll get into all that in a later part of this series for now, give your PDF file a name and click Save.

A window may briefly flash up, thats just Scribus converting the page to PDF, later, we'll see how with several pages it can take a few moments longer to convert to PDF. So, let's look at out handy-work so far in a PDF viewer :
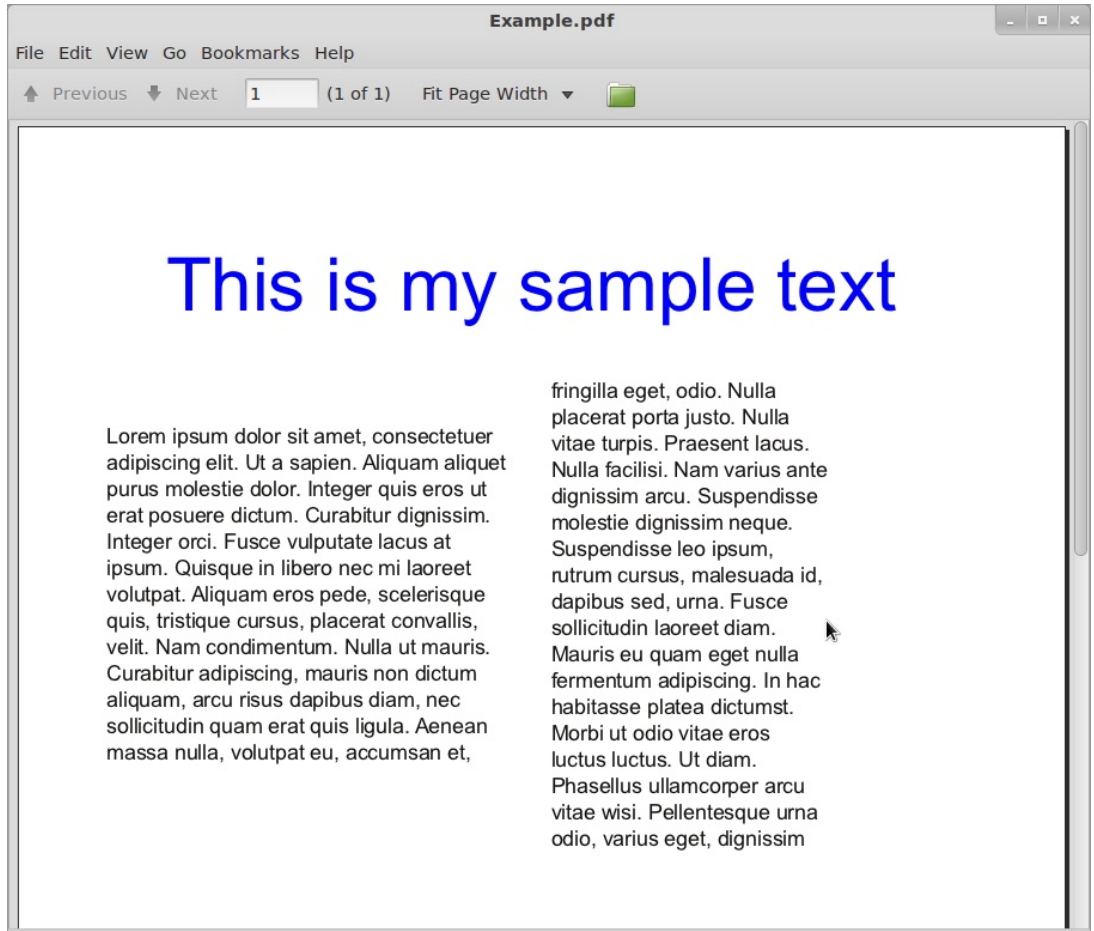
Beautiful! the screenshot shows the document in Document Viewer, but since it is PDF it will look the same regardless of what viewer you chose.

I hope you enjoyed the first part of the article, "Using Scribus." In the next part we'll add some images to our little sample page.

Based on the original article by Ronnie Tucker in Issue 1 of Full Circle Magazine

How To: Use Scribus

In part one we created a new document, added some filler text then went on to add columns and also link the columns together to have our text automatically from one column to the next. In this part we will focus on adding images to our document.

First the technical bit : JPG images use compression to keep the f ile size small. While this may seem like a good idea at first it comes at a cost: your image may show "artifacts." Artifacts are small squares squares you sometimes see in images – mainly on on web pages which often use highly compressed images – and while this may look good on a web page, it looks bad in a document, especially if it's to be professionally printed. Gif images, on the other hand, have a limited color palette. While this may be good for a two color logo it's not so good when you try and drop a full-color image to 256 colors. So I suggest you use PNG images. Do not fall into the trap of simply converting a bad quality JPG/GIF to a PNG: this won't repair the image. Always start with the best-quality image you can find.
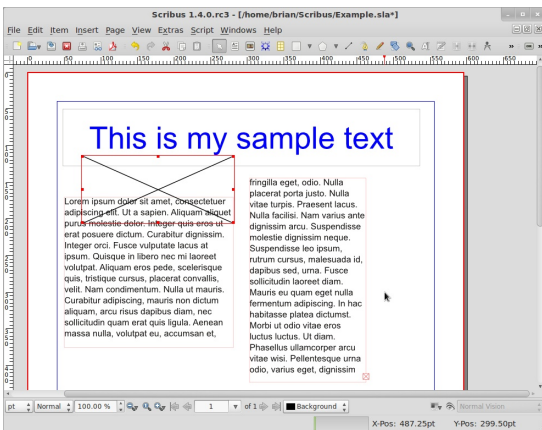
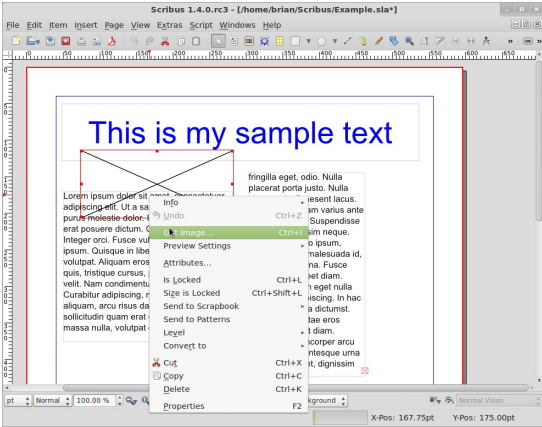So without further ado, let's load up our text document from the
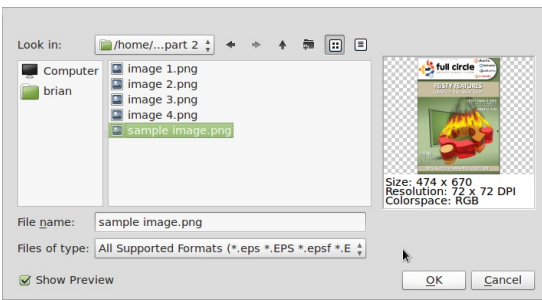
previous section.
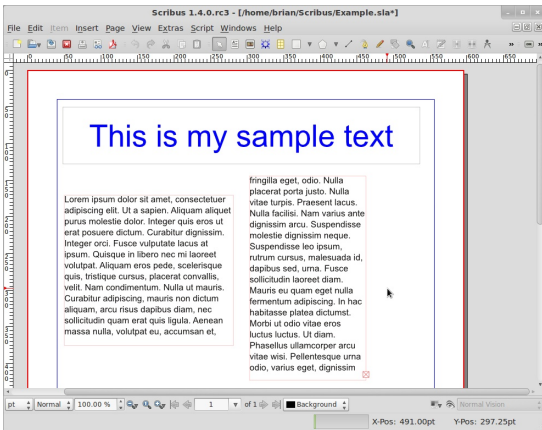
To place an image into the document we click the Insert Image Frame button: and draw out a box, just like we did for a text box:

To choose an image, right click on the image frame and choose Get Image:

A file dialog box will appear and from there you choose which image you want to insert into the image frame and click the Open button:

OK, there's a problem... as you can

see from the screenshot, the image is badly cropped in that we can only see a small portion of the image. We need to make a decision here. Do we make the image frame the same size as the original image? Or do we resize the image to the image frame? For demonstration purposes we'll do both.

First, to make the image frame the same size as the original image we could drag out the image frame box. Easier still is to right click the image frame and choose Adjust Frame to Image:
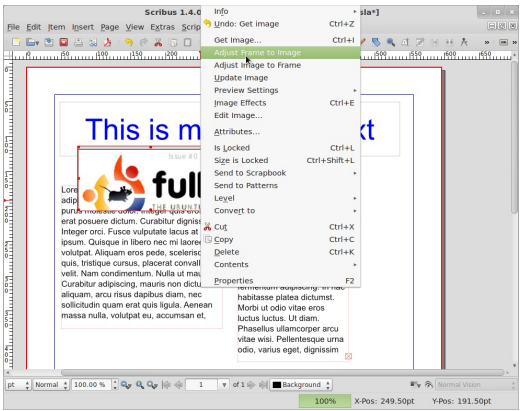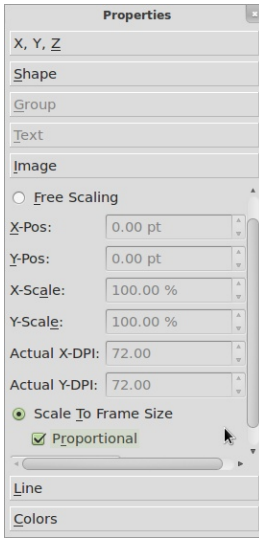
But now the image is too big,
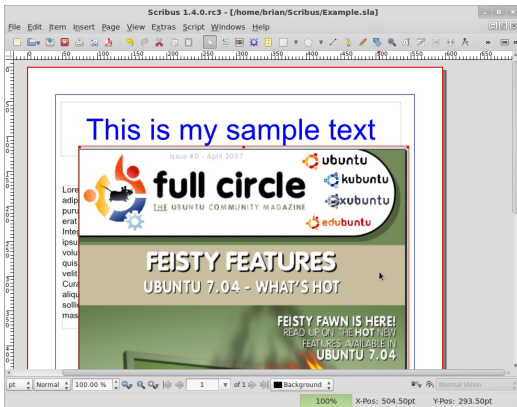
time to reduce its size. In the Properties window click the Image tab.

This shows the size of the image, but let's not guess sizes. Let's resize in the document itself. Select the Scale to Frame Size option. This will allow us to resize the image by resizing the image frame.

Be sure to have Proportional ticked as this will stop us from stretching the image out of proportion.

Click the image frame and resize it.
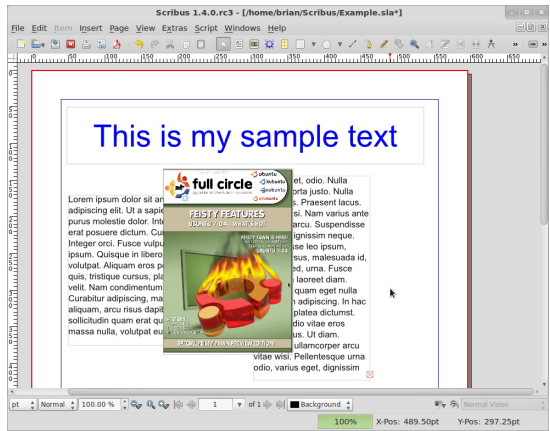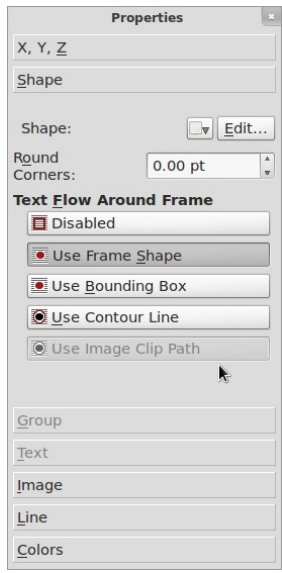
And of course you can move the

image frame to position the image where you please.

The only problem we have now is the image obscuring the text behind it.

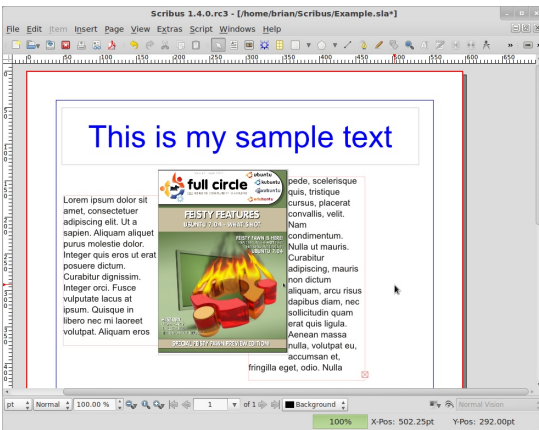Solution: have the text flow around the image.

To do this, select the image frame and in your Properties window, select the Shape tab. The Shape tab is new to us but all we want to do for now is select the Text Flows Around Frame Use Frame Shape option.
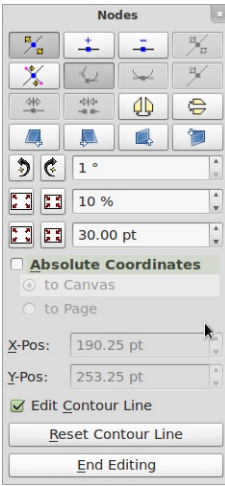
There we go! The image now displaces the

Try moving the image frame on the page and you'll see the text update itself automatically. Just like magic!

The only problem we're still left with is that the text is a bit too close to the right side of the image. This is easily fixed.

With the image frame still selected and in the Shape tab (in the Properties window) we select Use Contour Line. Next click Edit Shape and a new window will appear.

Don't panic! We aren't going to use most of this window, but notice that your image frame now has a blue outline. In this new window,

tick the Edit Contour Line option, our blue outline now has a tiny blue bob on either corner, left click and drag those blue bobs. You'll see the contour line move and your text with it. Play around with this contour line to get the text to your liking. When you're done, click the Edit Contour option again to turn it off and click End Editing to close that window.
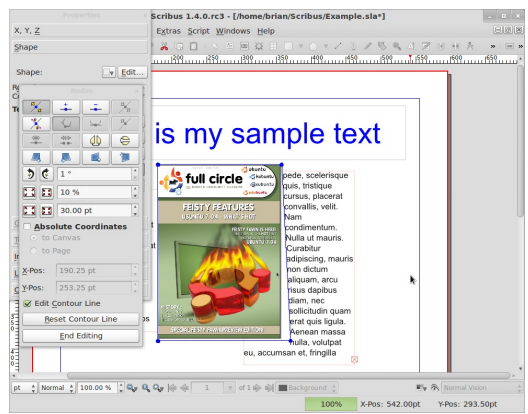
And that's pretty much all you need to know about images!

How To: Use Scribus

Part 3

In this third part in the Scribus series we will discuss formatting text and creating 'paragraph styles' which will allow us to format text quickly and easily at the click of a mouse button.

Anyone who has used OpenOffice extensively will know how time consuming it can be select chunks of text, applying bold, scrolling down, select ing more text, maybe changing the font type, font size and so on. Within Scribus we can set up 'Paragraph Styles' for text, for now, think of a paragraph style as just being a shortcut that will do most of the work for you.

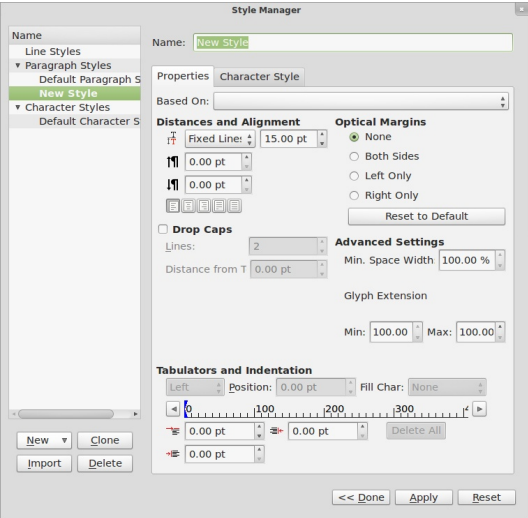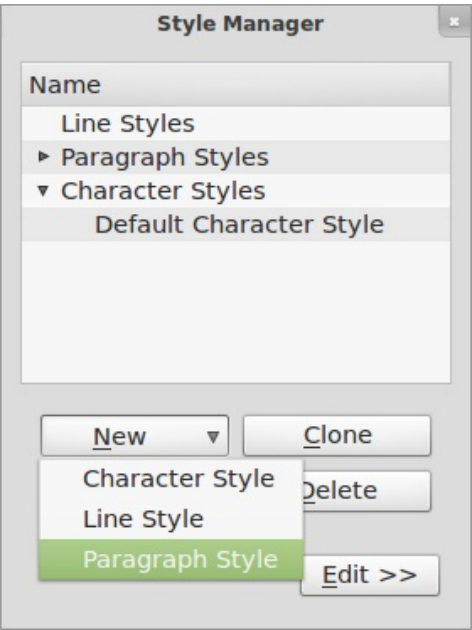Let's create a paragraph style. Here's my document from last month.
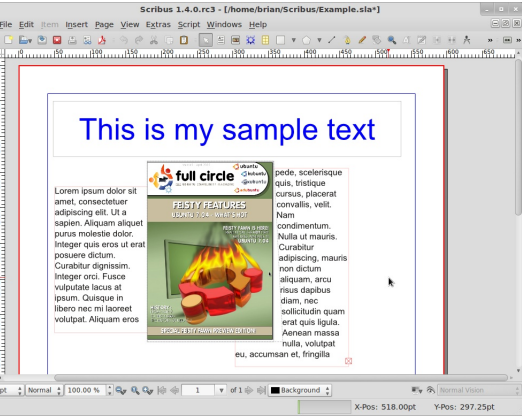
Now in the Scribus menu choose Edit > Styles > Paragraph Styles
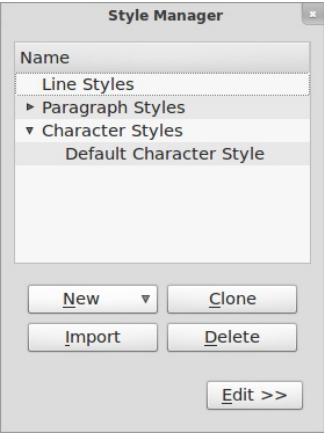
Note that I have minimized the paragraph list.

This window allows us to create - and edit - paragraph styles that we will use in our document, Click New.


From this window we can edit all of the styles properties. Everything from font style, distance between paragraph lines , bold, italic, paragraph orientation and color. Have a play around with the settings to get a paragraph style you like :
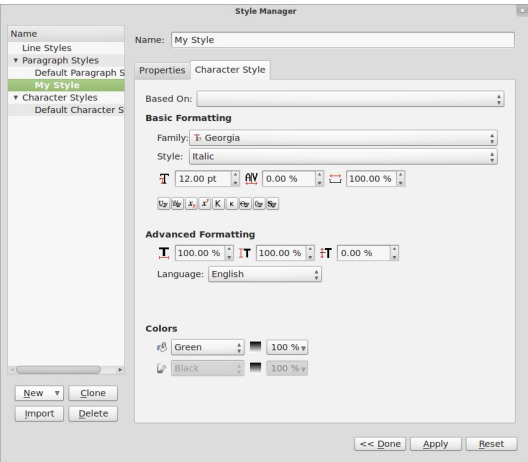
Ok, I've picked a rather garish looking font, orientation and coloring but it's to make it stand out more in the screenshots, you would obviously choose something a bit more pleasing on the eye!

With your style chosen, it's time to save it. At the top of the window you'll see a text entry box that currently says 'New Style' in here type a meaningful name. I'll call mine 'My style' and I'll use it for important text. Click OK and there it shows in our list of Paragraph Styles.
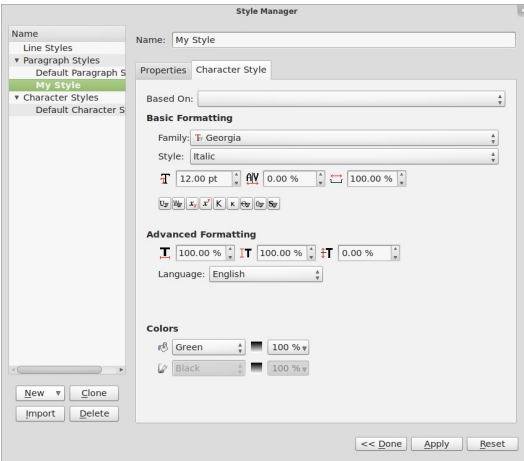

Click Apply, click Done to safely close that window.

Now the important thing about Paragraph Styles is that it works on paragraphs. I hate to state the

obvious but as you can see in our documents so far there are no paragraphs. So to add some paragraphs I'll edit the text and add a few carriage returns (Enter key).
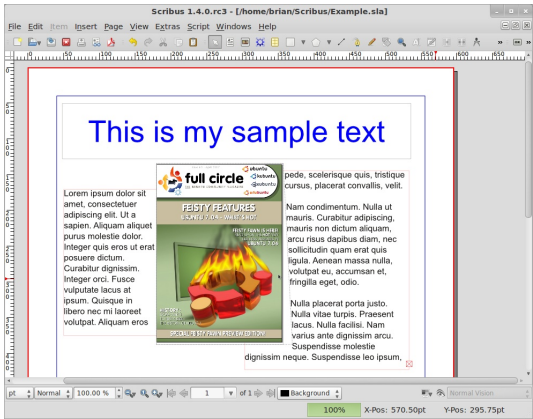

You can see that I have a definite paragraph in the right column, so for this example I want to make that paragraph have a different style from the rest of the text. Normally I'd have to select the block of text to alter the font type, size and soon, but not now! We have a paragraph style ready to do all the work for us. To apply our style to our paragraph we simply double click on our text box (to begin editing it) and place our flashing cursor we want to apply the style to. In the Properties window, click the Text tab. You'll see a dropdown menu titled Style, click where it says 'No Style' or on the down arrow and you'll see your paragraph style.
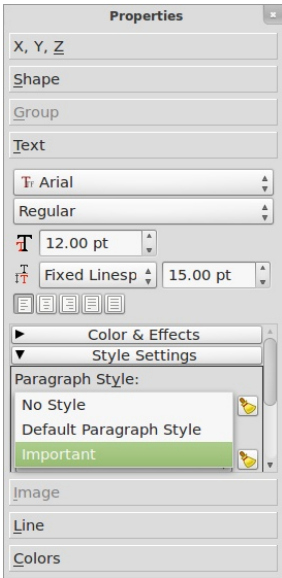
Click the name of your paragraph style and your paragraph will suddenly take on the properties of yor paragraph style.
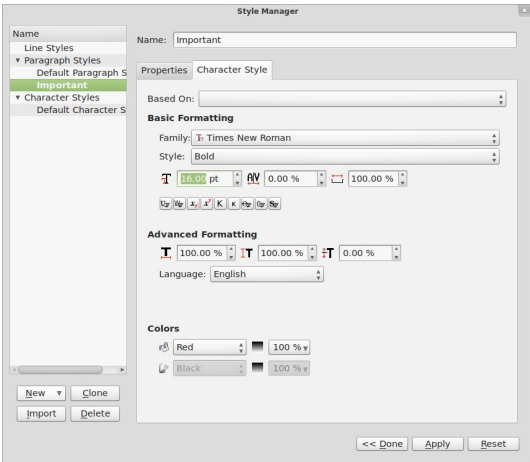
You can also click on a column and apply a paragraph style to the entire column.
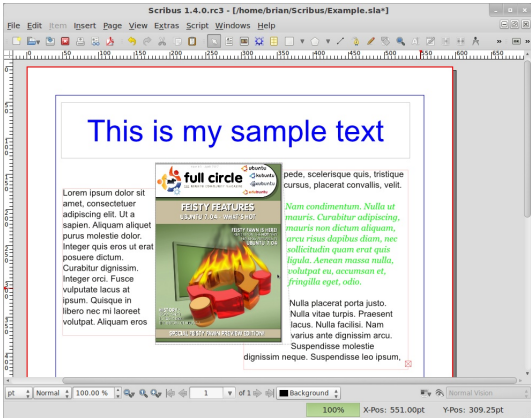
The other good thing about Paragraph Styles is that any changes you make to the style is automatically applied within your whole document!

If I do Edit > Paragraph Styles, click my style name and click on the Edit button and change a few things:

Click Apply to accept those changes and click Done to change the Paragraph Styles window....
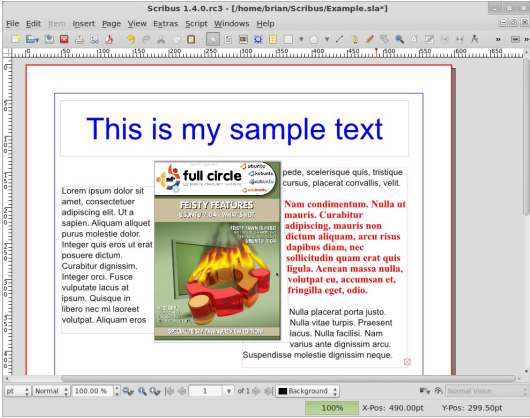
Voila! It automatically changes all instances of that paragraph style!

Play around with all the options in the Paragraph Styles window as it makes a big difference to your layout. A lot of publications effectively use a blank line after each line of text (to make for easier reading) so edit your line spacing to

about the height of your text to get that effect. Some publications will have their words spread out to cover the full width of the column which can look good but can also fail miserably if your last line has only three short words and they are spread out across a wide area so be careful with that.

Paragraph styles are a great time saver and you will need them within your publication for various types of text. For example on this page that you are reading now, it has a paragraph style for the small introductory text (at the top of the page) and a style for the main body of the article. Some pages have a style for the small captions under photographs.
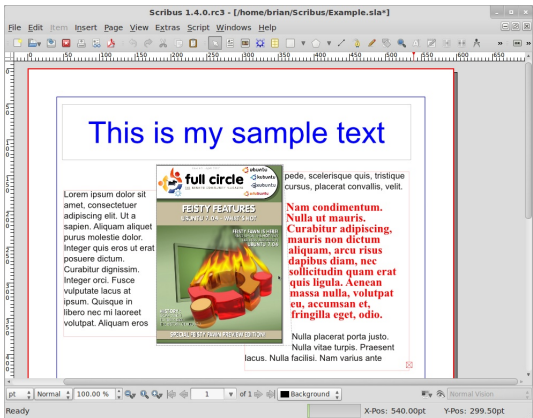
Similarly to standardize your colors within the publication you can create Color Styles, but we'll discuss that in Part 4.

How To: Use Scribus

In this fourth article in the Scribus series we will discuss creating 'color styles' which will allow us to quickly and easily alter various text or shape colors at the click of a button and with zero guess work.
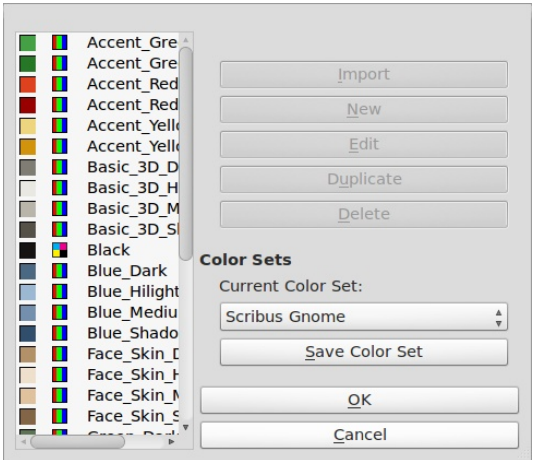
Having continuity in your publications is essential to ensure that all your pages come together to form a single publication. Last month we saw how to create Paragraph Styles this means that with one click of a button you can assign the same font, color and settings every time with minimal work and, more importantly, no guess work. This month we look at Colors, this menu option will do a similar thing to Paragraph Styles but with boxes, lines and so on.

This is where we left off in Part 3, Paragraph Styles:

That list is the default colors that Scribus creates for almost every document, you can keep them all and start afresh. But wait! What if I delete the colors used in my header

Imagine this: you are on page fifty of your publication and you want your image to have a border which has the same color and style as the image on page one. You could easily scroll, or jump' to page one but wouldn't it be easier to just have a palette of colors, with names, that you can call upon? Well with Scribus' Colors settings, you can.

First let's make a named color

Click on the Edit > Colors menu option.

and text? To save that happening, click the Remove Unused button. Here's my list now.
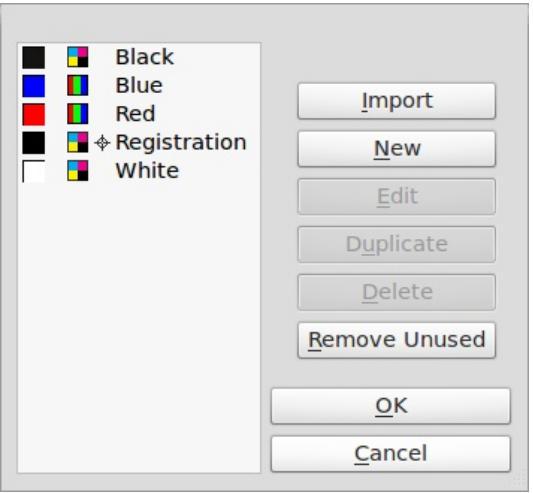
So let's create a new color for our palette. Click the New button.
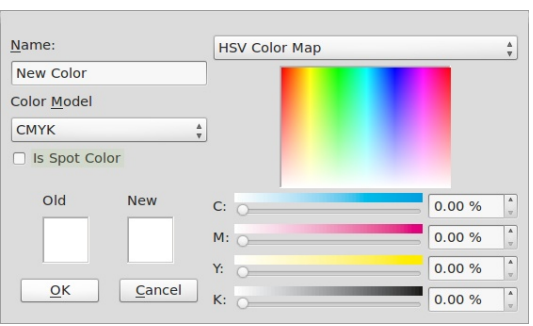
You'll see some text at the top left which says 'New Color', change that to what you want to call this color I'm going to call it 'Photo Border'. Below that it says 'CMYK'. You can change that to RGB or Web Safe. If you're

going to send your document to a professional printer then use CMYK (same for images too!) but since this is for a PDF (and not being printed professionally) I'll choose RGB. The menu at the top right will give a list of pre-made palettes if you want this but I'm going with my custom palette.
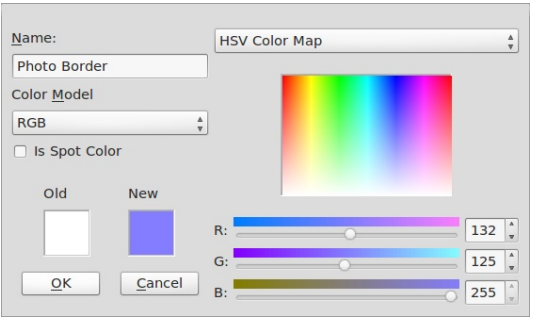
I've chosen my color from the rainbow box in the right of the window and
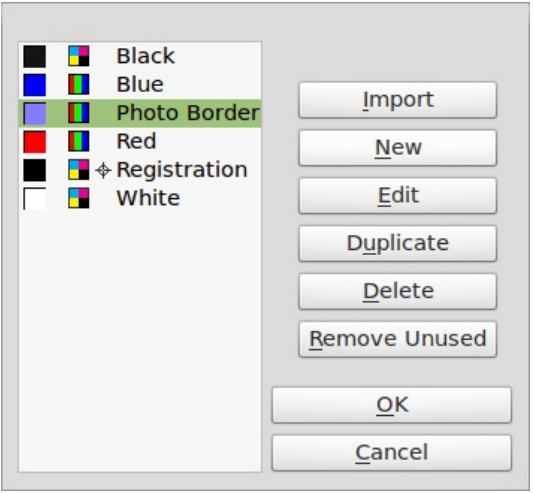
now click OK.

And there's my custom made color in the list. Click OK to return to document editing.

Remember, same as with Paragraph Styles: if you change a color that is used in your document, all instances of that color will change to the new value.

Next I need a border around my image so select the image and look at the Color tab in the Properties window

You see the two icons? On the right is the 'Fill' button, this is what you want your Shape colored as (it won't do anything to an image but it will color the inside of other shapes such as rectangles, circles and such like) and below the fill icon is the color that fill is using in this case, none. To the left is the Line Colour, this is what controls the border color, this is what controls the border color, at the moment it is set to none, so left click on our Photo Border color Although

there probably looks like there's no change, remember that just clicking the image alone gives it a red border to show selection so click on

a blank place on the page.

I've got a blue border but I'd like it a bit thicker. To control the line thickness and type, click on the image (remember, all this will also work for any shapes you draw too) and click the Line tab in the Properties window.

Clicking the 'Type of Line' menu will let you choose from a range of styles. I'll choose the dashes. If you've drawn a line this is also where you can choose to have an arrow

head on it. 'Line Width' is the thickness of the line. I'll go for a setting of three to make sure it shows on the screenshots. 'Edges' and 'Endings' edit either the start/end of a line or the corners of a shape. Unless you have particularly wide shapes you probably won't notice a great deal of change when you play with these settings. OK, I'm happy with that. How does it look? Again, I click on a blank piece of the page to deselect the image (or shape!)

To prove my point: click the 'Insert Shape' button. Click, hold and drag out a rectangle (or whichever shape you have chosen) and release the mouse button. You'll probably see an unfilled shape:

These are the default color settings for a shape but keep the shape selected and click the Colors tab in the Properties window. Click the Fill

icon and choose a color and click the Line icon and choose a color for it too. Again, same as with the image, you can click the Line tab and alter the thickness of the line.
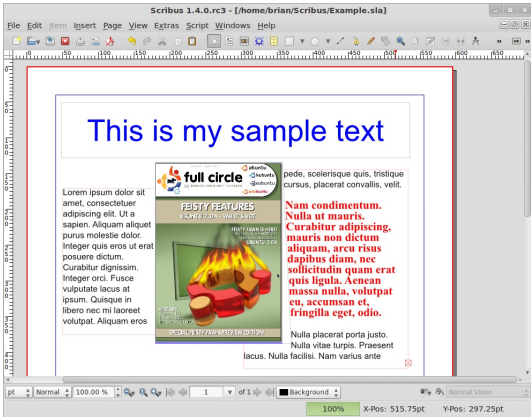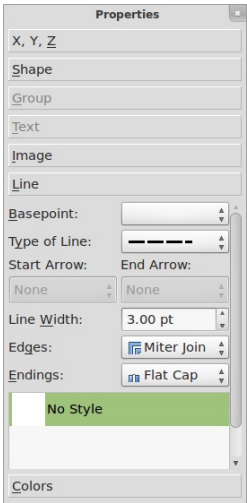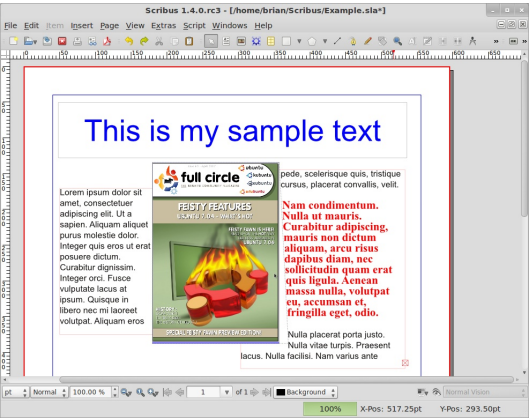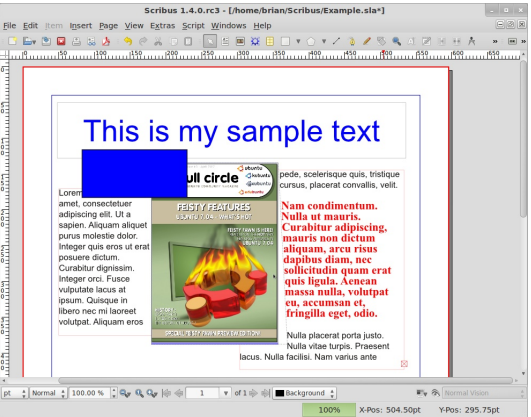

Play around with the shapes, borders and colors within your document. Shapes are good for banners or to put text in, and remember: you can color the inside of a shape as transparent by choosing 'None' for the color Normally you don't want to go crazy with colors Same as the Paragraph Styles: choose maybe six or seven and stick with them. Too many colors and text styles will make your document look confusing and unprofessional.

11

How To: Use Scribus

Last issue we looked at creating a set of colors for use in a document, this month we will discuss a very powerful feature of Scribus: layers. Just like in GIMP and Photoshop, layers can be switched off/on to hide/reveal whatever items were placed in that layer. This can help enormously in a large document to hide articles that are not needed at the present time with a further advantage that the less there is visible, the more responsive Scribus will continue to be.

So this is where we left off last issue:
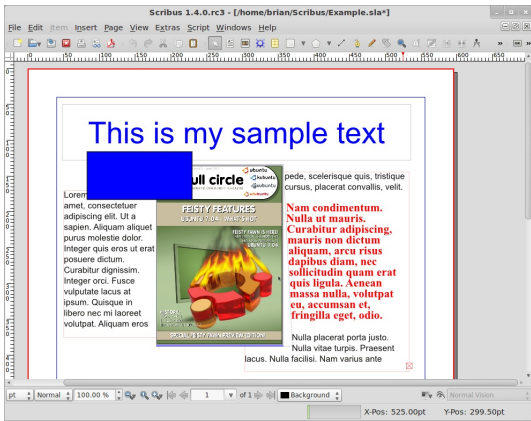
We created some color styles, added a rectangle and applied one color to fill the rectangle and another color to create a colored outline to the shape.

The big problem is that the box is obscuring the image. What if we could shuffle their front to back

placement, wouldn't that fix this problem? Yes, and that's the first thing we'll go into with layers. In the old days of animation everything was painted on a sheet of clear plastic. So you would have a foreground, a background, a character and a middle ground. Now obviously they are in the wrong order and they need to be sorted in the order of background, middle ground, character then foreground. This is exactly the same with our page here. We created the text boxes first, then the image and lastly the rectangle so that is the front to back order they will stay in until we say otherwise.

Left click on the rectangle to select it. There's two ways of getting the same result here, we can right click on the selected rectangle and choose Level > Lower
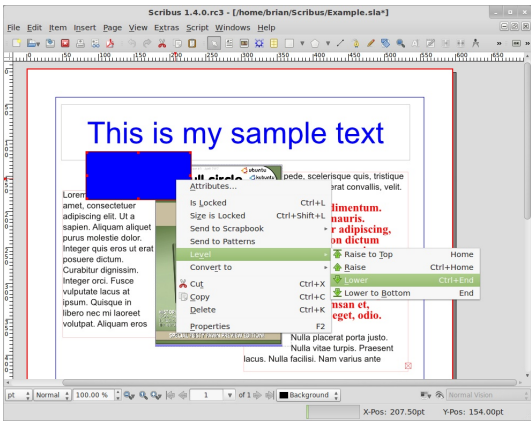
or we can go to the main menu and choose Item > Level > Lower. Both give the same result.
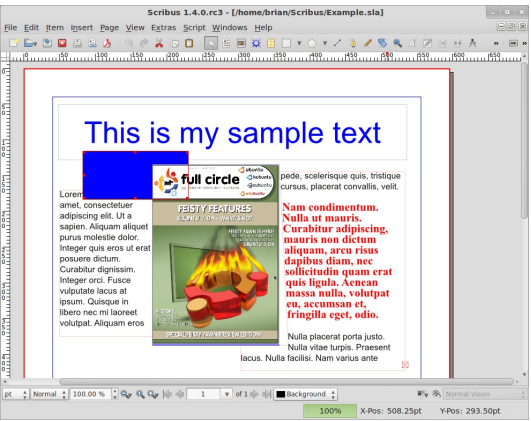

Much better. Our rectangle is now on a lower level than the image. Let's enlarge the rectangle by clicking on it and dragging one of the handles to make it taller.
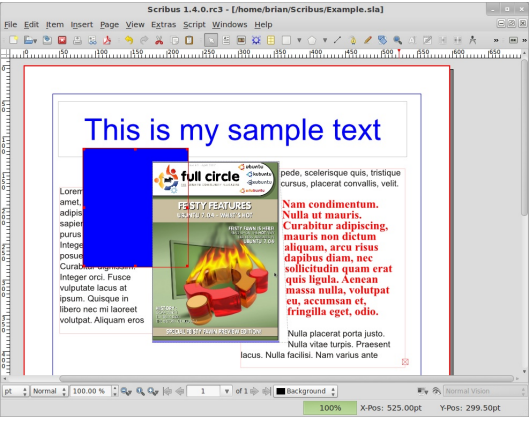
ow it's covering our text. Again all we have to do is to select the text box and lower it, right? No, not quite.

Think about it. The rectangle is covering the text, so the text is already on a lower level than the rectangle, we need to either raise the text above the rectangle level or lower the rectangle again to put it behind the text.
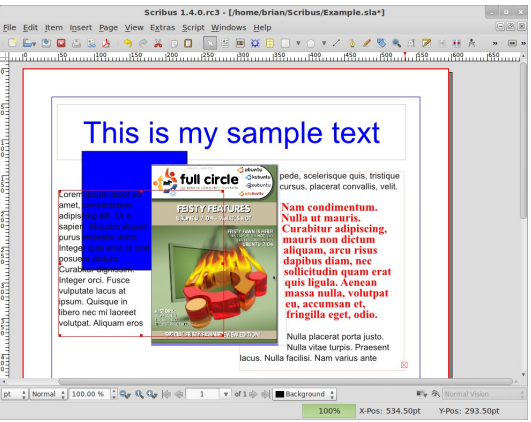

This is pretty much everything for levels. As well as Raise and lower, you can also choose Raise to Top and Lower to Bottom. These are just quick ways to move from one extreme to another rather than have to click the menus dozens of times to make an item the absolute highest or lowest.

Now to layers themselves.

Layers work in exactly the same way as my analogy with the traditional animation, think of layers as being

sheets of clear plastic that we can put items on. First thing we need to do is show the list of layers that we currently have. In the main menu, click Windows > Layers and you'll see the layers Window
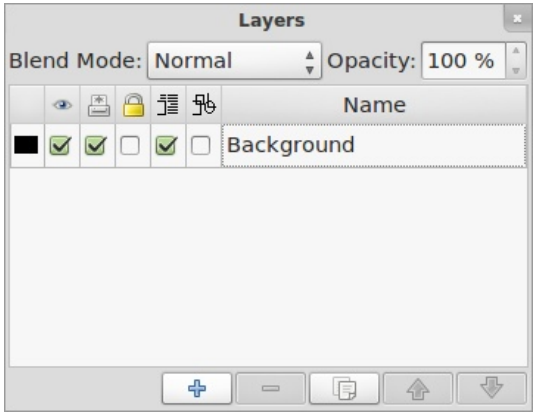

At the moment we have one layer called Background. The layers Window has five buttons, from left to right these are: Add Layer, Delete Layer, Duplicate the Current Layer, Raise Layer and Lower Layer. You'll notice that we have a Raise and Lower here too just like we have with Levels, this is because layers also have a level and this is separate from the item level but we'll come to that in a moment. For now, click the button and Add a New Layer, double left click there and give it a name.

I've called mine 'My New Layer'. Add some text and maybe a shape to this new layer. Make sure that you have this new layer selected in your Layers Window otherwise you'll be
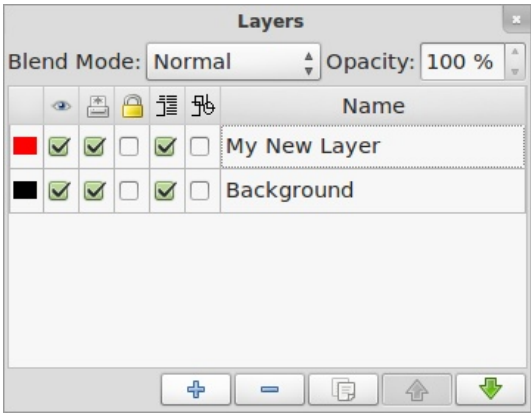

putting your items in the wrong layer.

TIP: at the bottom of the Scribus window, there's a drop down menu which lists your layers. This is a quick way to select your layers when you may have the Layers Window closed to give you more work space.
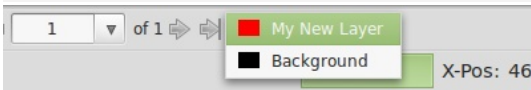

Okay, I've added my bits and bobs to my layer. This is where the magic happens. Above and to the left of your new layer you'll see five icons, on the left is an eye, in the next a printer and in the middle a padlock. Now we have very little on our page, but you imagine you're making a magazine, like this, where you have dozens of pages and articles (each article consisting of text and possibly some images.) Let me assure you, it can get very confusing! But not if you use layers to your advantage. Here's

how I use layers in the creation of this magazine: I create a layer per article and on that layer I put all the text and images for that article. Why? Because by doing that I can lock and/or hide articles to make things less cluttered and keep Scribus up to speed. Let me show you how...

In the Layers Window, click the middle empty box of the Background layer, this is in the padlock column.
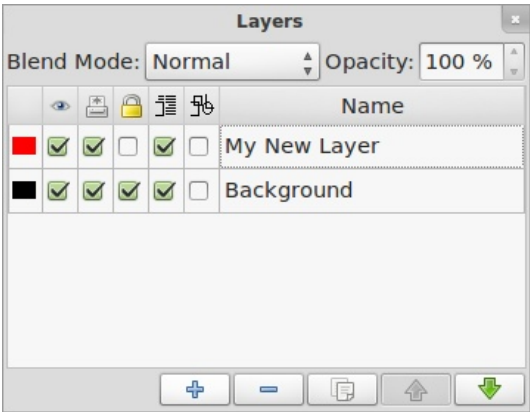

Try selecting your image or filler text! You can't. It's locked. Un-tick the padlock to allow access to that layer again. Uncheck the box below the eye for the Background layer.
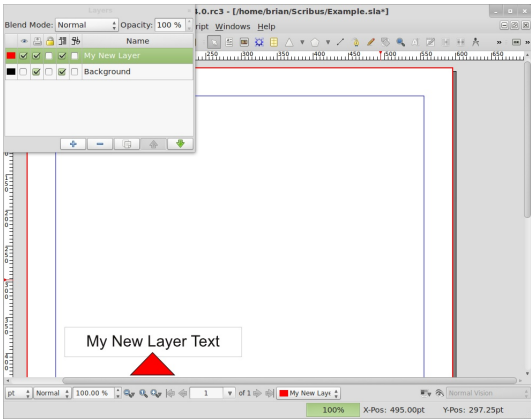
Don't panic! The layer is hidden from view. Check the box to enable the layer again.

Make sure the Background layer is selected, right click on the image and select Cut! Now select the new layer, right click anywhere you like and choose Paste. That image is now on the new layer. If you don't believe me try turning the new layer off then on and you'll see.
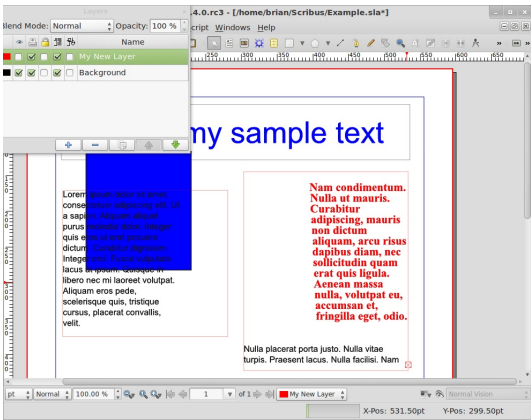
Now for an interesting effect: select the new layer and click the Lower

button in the Layers Window.

Our text is overwriting the image! Why? Because all effects work from the top down, whether it be levels or layers. The image which pushed the text aside is now below the text and has no effect on
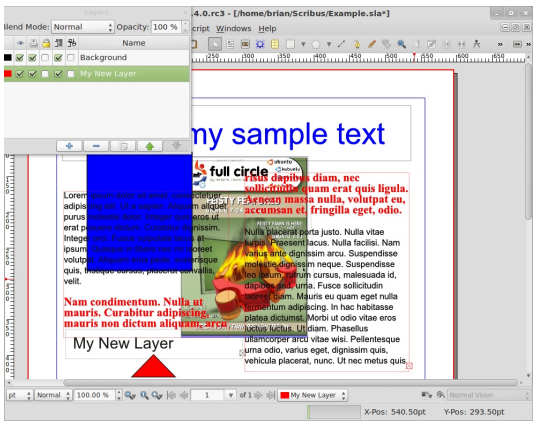

it. This is something to remember when you use multiple layers per article, and that's why I keep it simple and use one layer per article.

We're almost at the point where we can put all these articles together to form enough knowledge to create any publication, but one last thing we need to know before we start adding pages and thinking about exporting to PDF is templates. Templates are similar to Paragraph Styles. Templates are page layouts which we can apply to pages and like Styles, if we alter a template, all instances of that template will update

accordingly. Templates are absolutely crucial to a good layout.

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How To: Use Scribus   Part 6

In this part we're going to discuss Templates. Templates are crucial to a good layout. Your Template will lie behind your content and auto-generate page numbers. It is essential to plan your layout carefully because all your pages need to work together to form a single magazine, not look like they've all come from different magazines

First of all, let's add a page to our current page. On the main menu, click Page > Insert
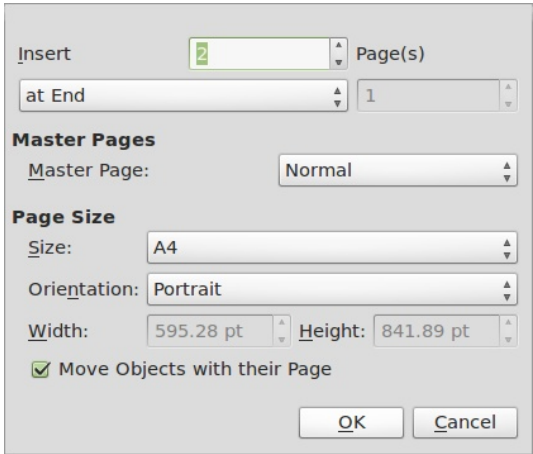
here you can insert a single, or several, pages and insert them before or after a certain page or just insert them at the end. Here, I'm choosing to insert two pages at the end. Don't worry about the Master Pages bit, we're going to create those Master Pages soon enough. Size and orientation usually never need to be touched unless you're creating a publication with different sized pages.
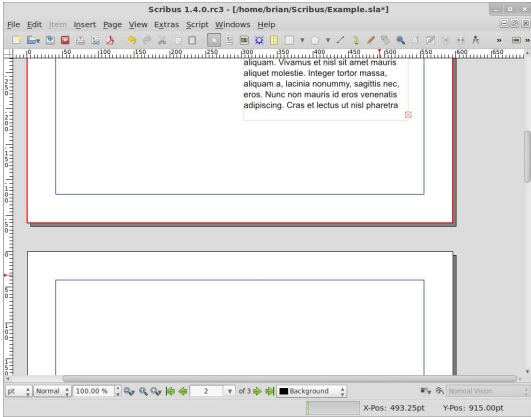
So now we have three pages but wouldn't it be better if we had them side by side like having a real magazine lying open? Well, we can but just remember that page one is the cover and will always be by itself but pages two and three will be side by side.

In the main menu, click File > Document Setup
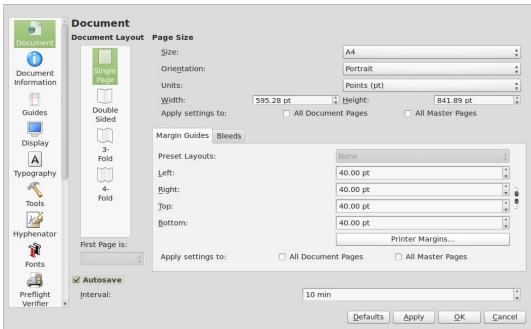
This is where the settings for the entire document are stored, from the

items down the left side of the window you can fill in author information, set guides, default fonts and all that other fun stuff. For now though, choose Double Sided in the Document Layout box and below that the drop down menu should say that First Page is : Right Side, this means that page two will be on a left page and page three will be a right side page, in other words: what most left to right readers will be used to. Now click OK.
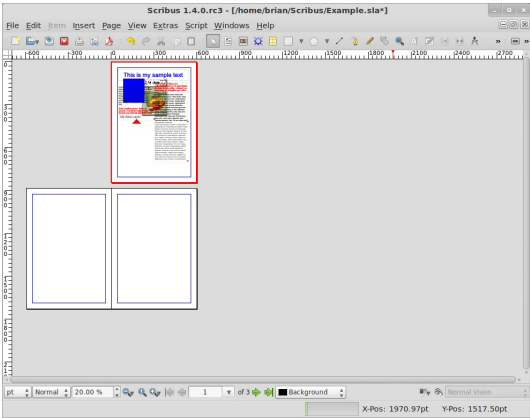
I've zoomed out in the above screen but you can see that page one is the cover, the magazine sitting closed, and pages two and three are side by side just like a magazine being opened. Why? Because your template can have a left page and a right page so you can make a nice layout that could span across two

pages. But let's get to making template pages. In the main menu, click Edit > Master Pages.
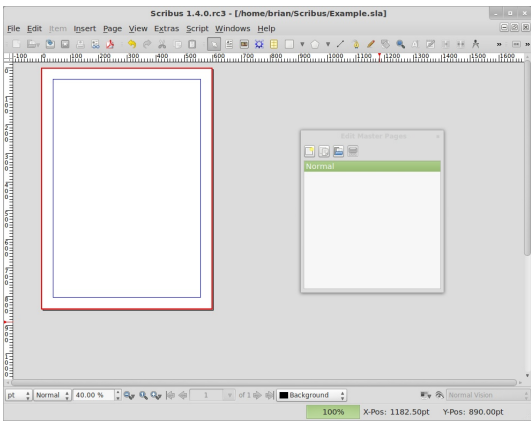
The extra little window that popped up is your list of Master Pages (aka: Templates). For now you only have the one, called Normal, so we'll edit
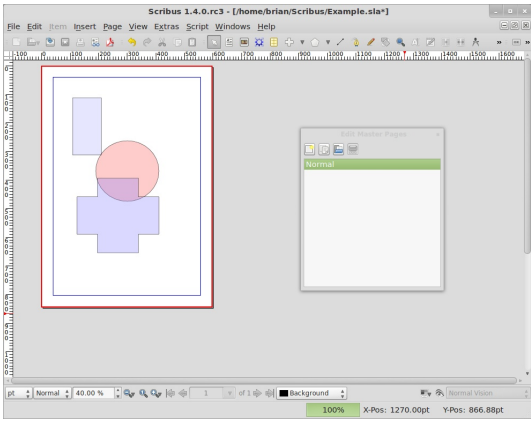
that for now. Now this is important: you are not editing any text or images of content. You're only

editing things that are going to decorate the page which are not content, you'll see what I mean in a moment. For now let's just add some shapes, fade them and see what happens.

So I've created some shapes and made them transparent. So let's see what happens when we return to normal content editing mode. To return to content editing simply close the Edit Master Pages window.
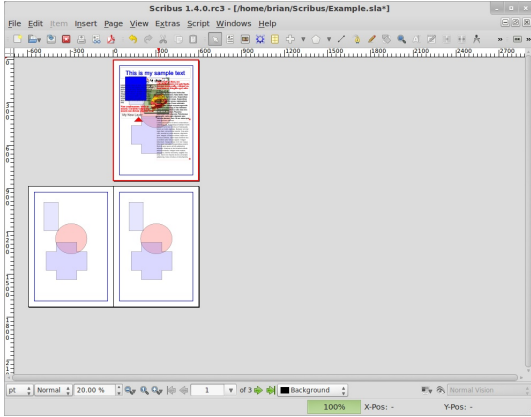
As expected, the Normal Master Page applies to all pages in the publication so if you try and move those shapes around, you'll see you can't, they're locked in place and only editable in the Master Pages section of Scribus. Nifty!

Let's create left and right Master Pages to show you how to apply them. Again, we click Edit > Master Pages, now in the Master Pages

window click the top left button, looks like a single sheet of paper, this will create a new Master Page layout.
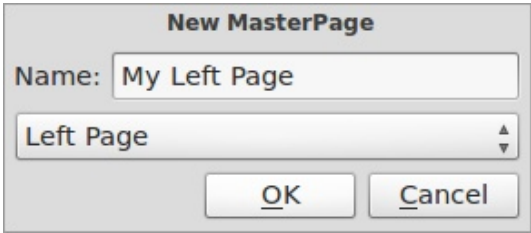
I'm calling mine My Left Page, and in the drop down menu below the name it says Left Page. Make sure this matches what you're creating, otherwise the left page you create will end up on the right pages. If that happens just edit that drop down menu to fix things.

So I've created a large shape for my left page layout, for my right, I just create another Master Page but this time: I make sure that my drop down menu says Right Page.
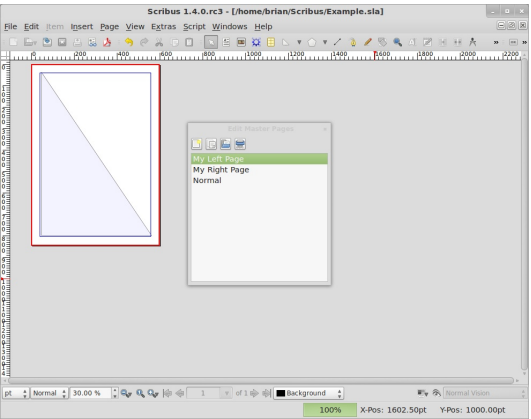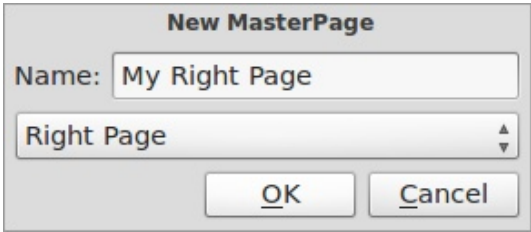

Although the page has gone blank don't panic. If you click the My Left Page you'll see that your left page is indeed still there, safe and sound. So I'll create my right page now.

And again close the Edit Master Pages window to go back to content editing mode.

To apply a Master Page to a document page, simply right click on the page and choose Apply Master Page
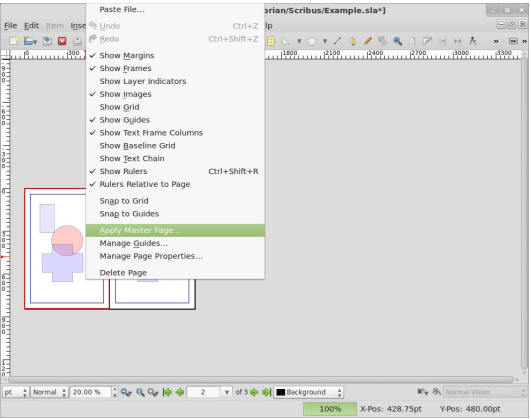
Notice at the top of the window is where we choose a Master Page to apply, I'll apply my left page here and if my document had many pages then I could choose to apply it to all even pages, since my left page here is page two, an even page. And click OK.
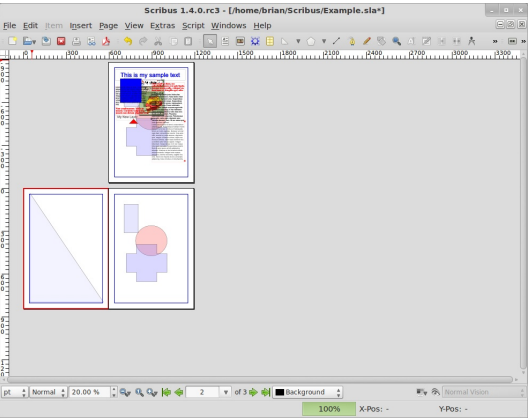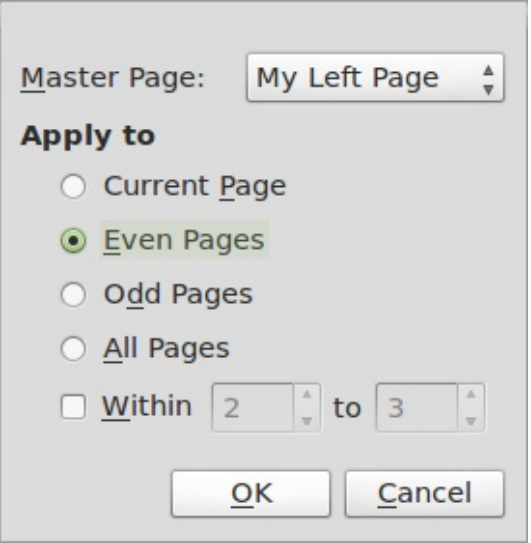

Job done! Do the same for page three and we're almost there. Now

remember: you can be as elaborate as you like with your layout. I've only used a single simple shape per page but you can have faded images on there, nice colorful boxes and what not so be creative. Just remember that your text will have
to go on top of this template so make sure you won't have black text on a dark piece of background, there's nothing worse!

One of the things your Master Pages will need is guides. Guidelines essentially. These can change from Master Page to Master Page but it's usually best to choose one versatile guide set up and stick with it. If you want to do this it's best that you put your guides on one Master Page then duplicate the Master Page, by clicking the little button that looks like two sheets of paper, then add your left and right designs. Here I'll add some guides to my left page. First we go back in to Edit > Master Pages then go to Page > Manage Guides.

Here we set up guidelines which we can snap to which can help us align text, images and other things. I'll set up a three column page, like we do with Full Circle.
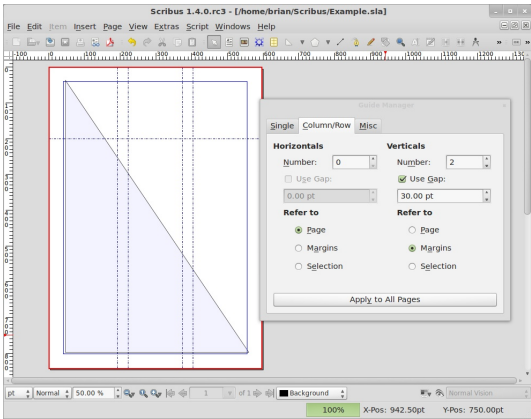

In the window I click to have two verticals (three columns), then I tick Use Gap and have a value of 30 in there then click Refer to Margins. So I could use that for my text, but I'd like a horizontal line across the page, roughly a third of the way down for my header stuff. Easy done, we just select Single Tab and click Add where it says Horizontal (pt), give it a value of 200 and we're almost done .
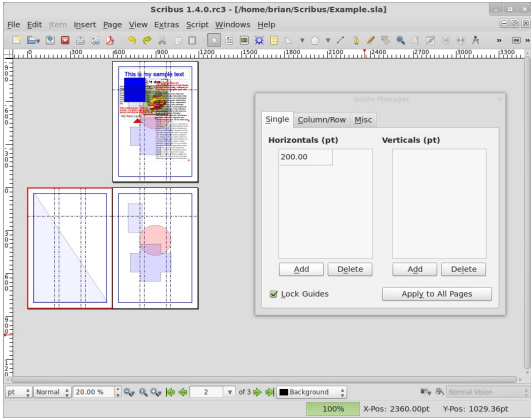
One of the last thing s to do though is to tick the box on the right to Lock

Guides and, if need be, Apply To All Pages. I'm done, so I click the Close icon

But where are my guides? Well sometimes they are turned off. Simply go to the main menu and click View > Show Guides. If you want your items to snap, or jump and align to, your guides then click Page > Snap To Guides.
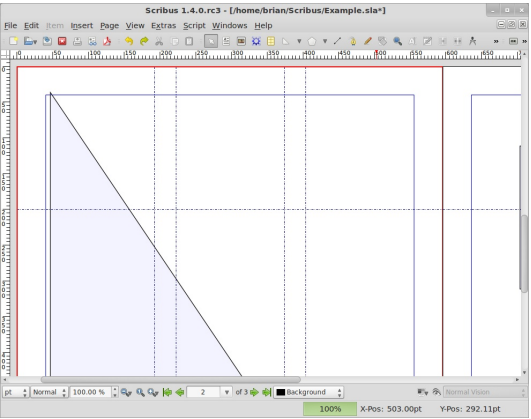
Now, lastly, the all important page numbers. This is easy. Go in to Edit Master Pages again and click on which page you'd like to have a number. I'll put one on my left page. Click the Insert Text Frame button – just as though you were putting content on a page – and again as we did before, double click the text box to add text but, rather than type in text, go to the main menu and click Insert > Character > Page Number and you'll see a hash symbol (#) appear in your text box. That's fine.

TIP Don't forget to format the page number too, give it color and size. (For older versions only - If you intend to have ten or more pages then make sure you do that insert piece twice to get two hash (#) symbols.)

Now close the Edit Master Pages window. Scroll down and there you have it, one page number. Wherever that Master Page is used it will auto-generate the page number. Put one on your right page and you'll see.
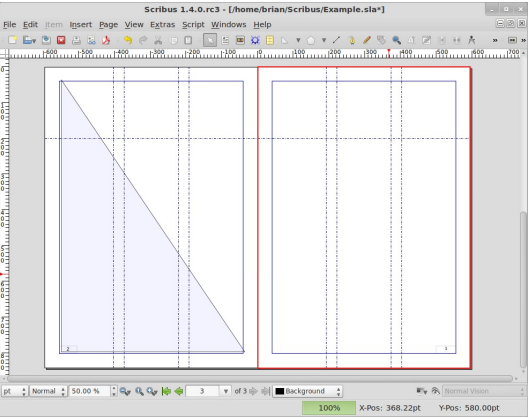

Be creative with your Master Pages but also be aware that when people view a PDF they can usually over ride your double page setting and view the document page by page so don't rely on a double page layout to make your magazine look flashy, a lot of times the user will view page by page, certainly on slower machines.

Contents

How To: Use Scribus   Part 7

This month we will discuss linking. You can have two types of links, one is where you link internally within your own document or externally where you link to something like a web page. I've made my page look nice and tidy for this one just to show you a few nice tricks.
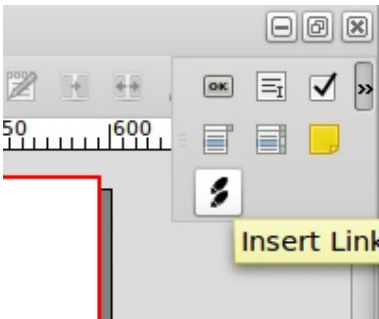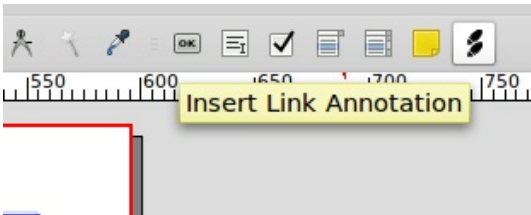
Here is how my page now looks:
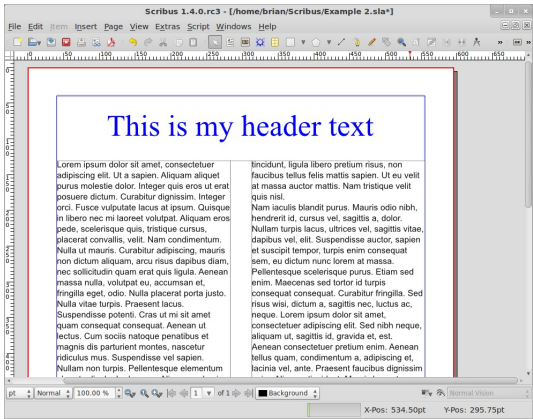
What I'll do first is show you how to create a basic link to a web page. First we need to create a 'hot spot' around the piece of text that will become the link. At the righthand end of the menu bar depending on your monitor you will see either
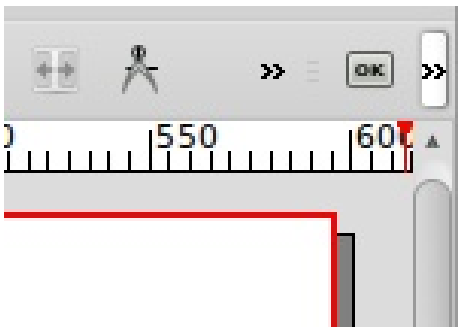
which expands to

or

We want the 'Insert Link Annotation' option which looks like two footprints. So click that and then draw a box around the text (or image) you want to be the link.
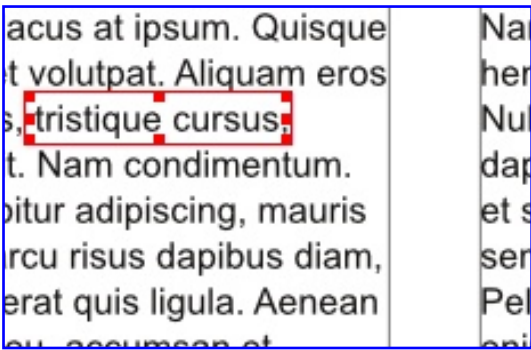
Now I have a PDF 'Link' box around my text, incidentally you can put this

box around anything as it will always be on the top so you could surround an image and some text if you wish. Double click inside the box to get to its properties
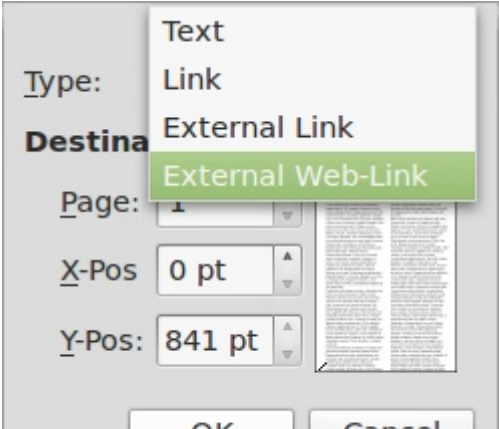
This is the Annotation Properties Window. At the moment it says the Type is 'Link', click that sown arrow and make it 'External Web-Link' this now gives a place to type in a web address so now type one in and click OK.
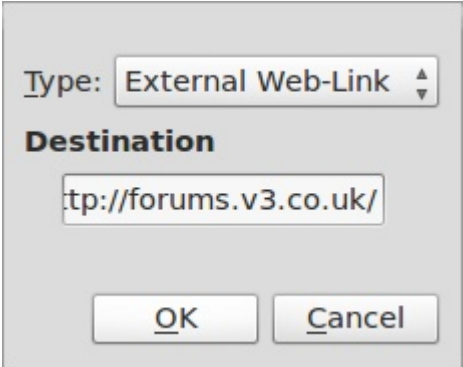
Nothing seems to have changed but you will see later that it will create a link. But how will people know it's a link? I can tell you now that in the final PDF the reader won't know the link from ordinary text so won't know there is a link there, what I usually do is to make the text blue and underlined just to pretend it's a web link.

Double click on the text box, select the piece of text that is going to be the link, give it a color and make it underlined.
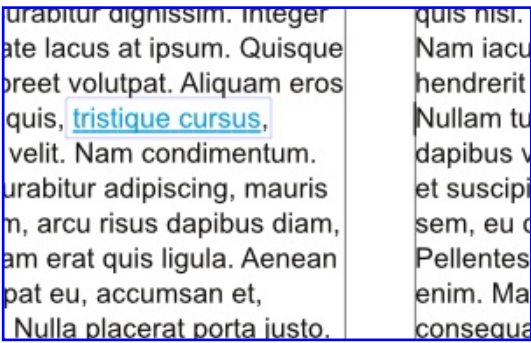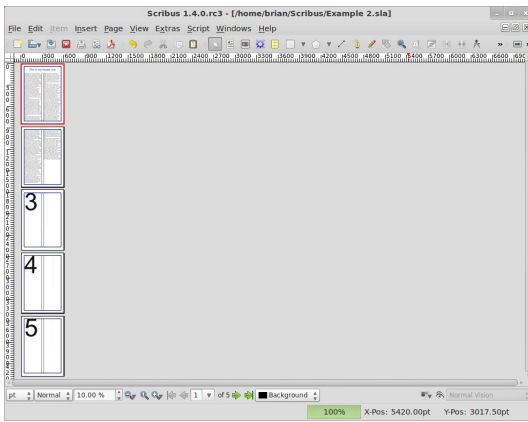
That looks more like a link you would expect to see.

Let's add a few pages to the document just to show how an internal link works. In the main menu click Page > Insert and choose to add four new pages.
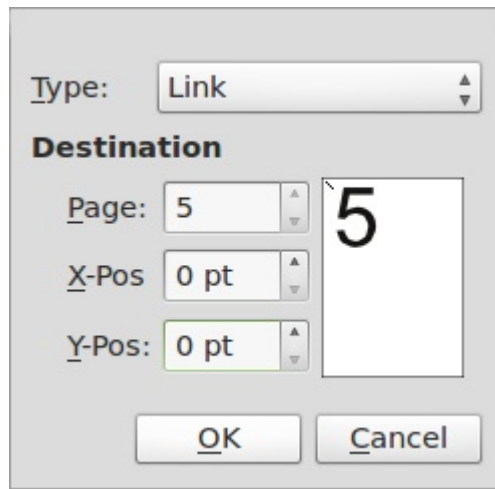
18
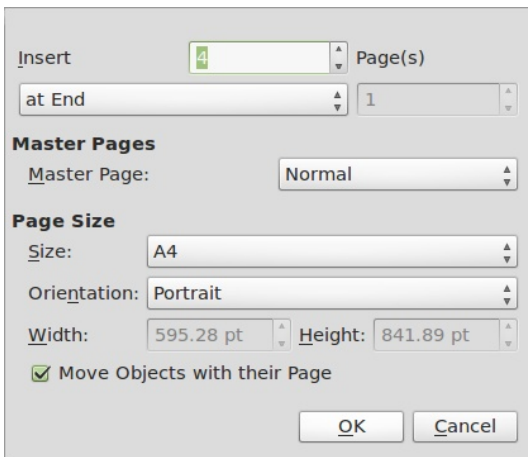
So my document now has a total of five pages. I'm just going to put some large numbers on each page so we can distinguish them from one another.

So let's return to page one and put in a link that will make the reader jump to page 5.

Again, click the PDF button in the menu and choose 'Link', draw the box around some text and again double click the PDF box.

This time keep the Type as 'Link' and make the page number show as five. You'll see the page preview on the right change to show your page five. The X and Y position is to let you give the exact location on the landing page. I'm going to make each of them zero which will make the top of the PDF viewer's display area making the page display fully.

So let's give that a quick test by exporting the document to a PDF file.

In the main menu click File > Export > Save As PDF

If you see the pre-Flight Verifier window, just click 'Ignore Errors' for now, we'll go into more detail soon. If you don't see it don't panic! It means that no errors were detected! Congratulations!
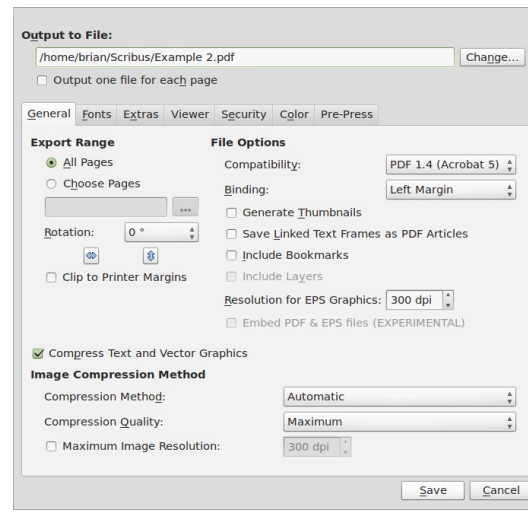
That is your 'Save As PDF' now which has all the options you need to fine tune your PDF file but for now choose a save location at the top of the window then click Save.
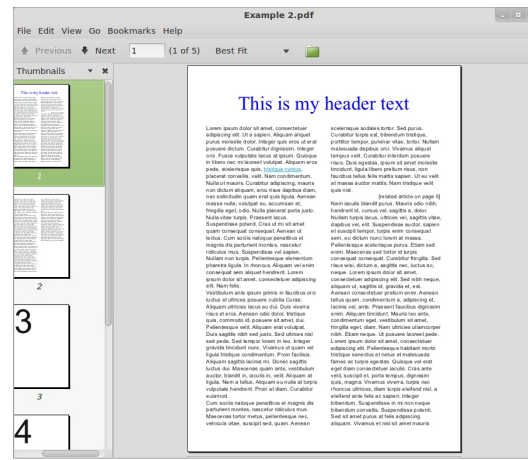
This is my exported PDF file in Document Viewer with the active external web link, and if I click the second link:
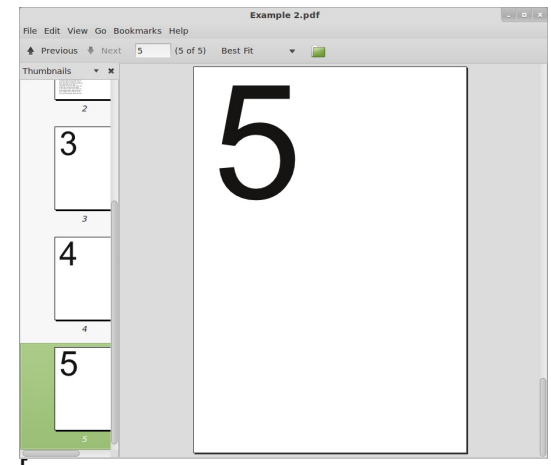
[
it jumps to page five as expected.

How To: Use Scribus   Part 8

In this, the last part of the Learning Scribus series, we will discuss exporting to the Adobe PDF format. While PDF is not exactly an 'open' file format it is easily the most widely used file format and means that your file will be viewable in Linux, Mac and Windows. Many professional print houses also accept PDF for printing.
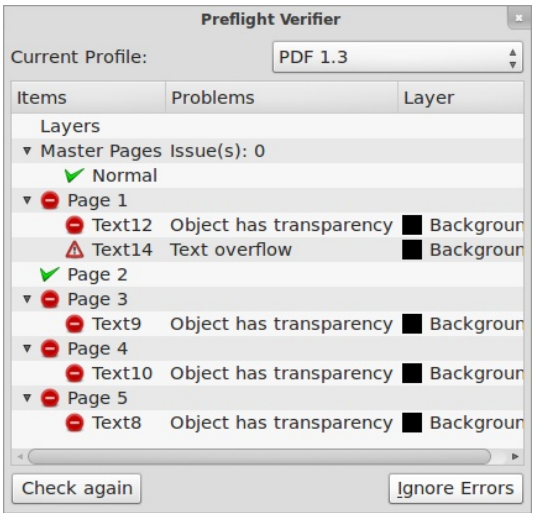
As ever, Let's see what we have in Scribus first:
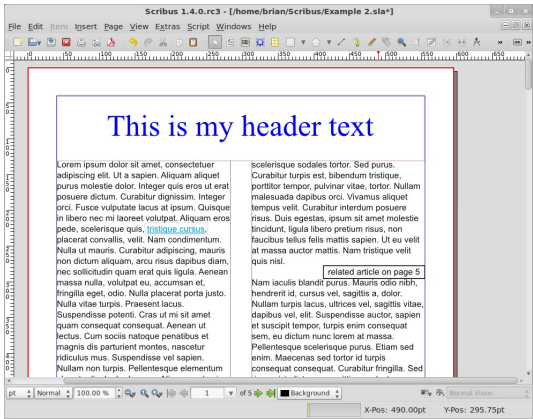
To export to PDF we go to main menu and choose File > Save as PDF
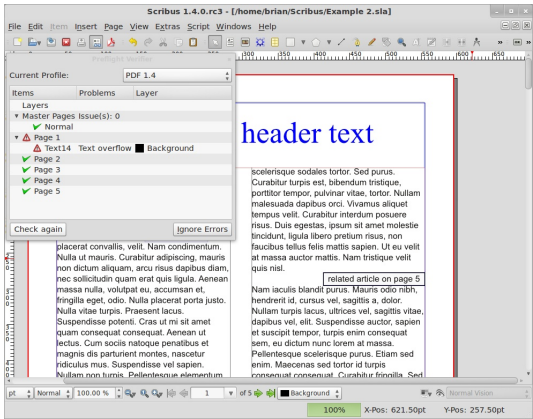
Which gives us the Pre- Flight Verifier:

This window may seem like a pest at times, always interrupting your PDF exports, but it is absolutely crucial that your document is created and exported properly to get a valid, and usable PDF.

The drop down menu at the top right of the Pre-Flight Verifier window is to let you choose which version (or Profile) of PDF you want to export to. 'PDF 1.4' is about the best option to choose here. If you choose 'PDF 1.3' or any other option you run the risk of losing any fancy transparency you may have done.

Below the drop down menu is a list

of your document pages and any conflicts that Scribus finds between your document and the PDF Profile you have chosen in the drop down menu. Here I've chosen the profile for 'PDF 1.3' and you can see it has given me a long list of errors, this is due to the semi-transparent numbers I put on the blank pages in a previous tutorial.
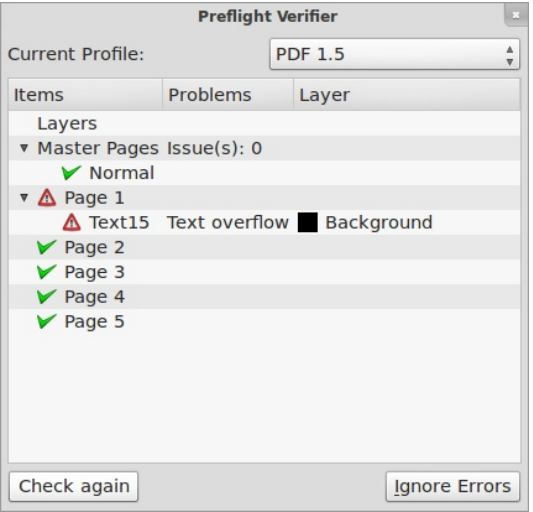
When I change the profile back to 'PDF 1.5' I only have one error and that is a text overflow on page one. That is acceptable as the text is indeed too long for the text boxes on page one but it is only filler text and not important. You will also get warnings if any shape objects are not on a page properly.
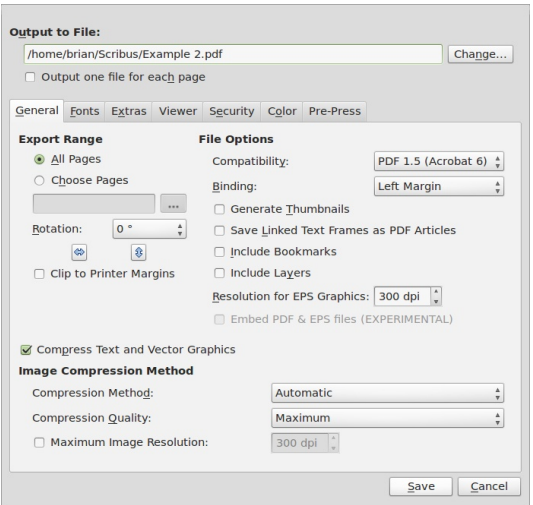
So that's my one error and it's totally acceptable so I click th 'Ignore Errors' button.

TIP You can call up the Pre-Flight Verifier window any time by clicking its button


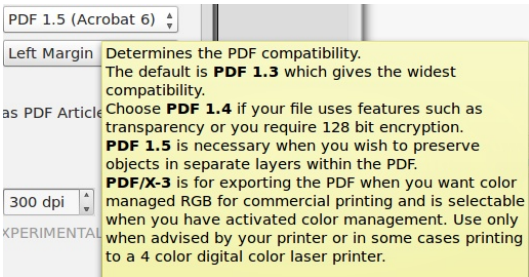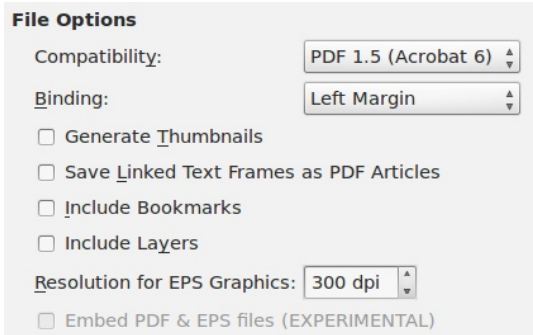Now we have the actual export settings:

At the top of the window is 'Output to File'. This is where you will save the PDF and what you want to name it. If you wish you can export each page as a separate file by simply checking the box below the file location box.

This window has seven tabs (a

seventh will be available if you choose the 'PDF/X-3' Profile) we'll work through these from left to right starting with the General tab.

Export Range

- ● All Pages
- ○ Choose Pages

Rotation: 0 °

☐ Clip to Printer Margins
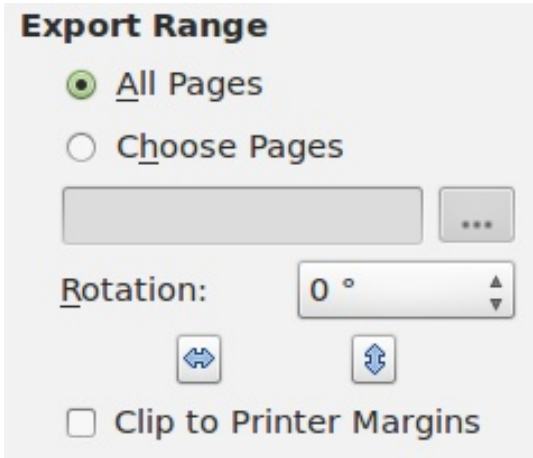
Export range lets you export the entire document (All Pages) or export selected pages (Choose Pages), with the button checked for Choose Pages you can enter something like: 1-3,5. That would export pages one through three and also print page five. Rotation, as it sounds, lets you rotate the pages in the exported PDF.

File Options

Compatibility:	PDF 1.5 (Acrobat 6)
Binding:	Left Margin

☐ Generate Thumbnails
☐ Save Linked Text Frames as PDF Articles
☐ Include Bookmarks
☐ Include Layers

Resolution for EPS Graphics: 300 dpi

☐ Embed PDF & EPS files (EXPERIMENTAL)

Determines the PDF compatibility.
The default is **PDF 1.3** which gives the widest compatibility.
Choose **PDF 1.4** if your file uses features such as transparency or you require 128 bit encryption.
PDF 1.5 is necessary when you wish to preserve objects in separate layers within the PDF.
PDF/X-3 is for exporting the PDF when you want color managed RGB for commercial printing and is selectable when you have activated color management. Use only when advised by your printer or in some cases printing to a 4 color digital color laser printer.

File options lets you choose a new PDF Profile (Compatability) and a margin for binding. You can then check boxes for generating thumbnails, including bookmarks and so on. Last option hee is the resolution for EPS 9vector) graphics, 300 dpi is for professional quality printing.. If you are creating a document for viewing on screen or want to keep your file size down you could set this to 100dpi.

Compress Text and Vector Graphics will dramatically change your file size. Compression Method is set. By default, at Automatic and quality is set at Maximum. Again, these are for professional quality printing. I can't say choose 'Lossy JPG' for the best method but if you have to change it from Automatic I'd say choose 'Lossless ZIP', For quality I'd recommend you keep it at Maximum as otherwise it will start to heavily compress your images and your PDF will look quite dirty and grainy.

Fonts is the tab where we can see which fonts we've used and most importantly which fonts will be embedded into the PDF.
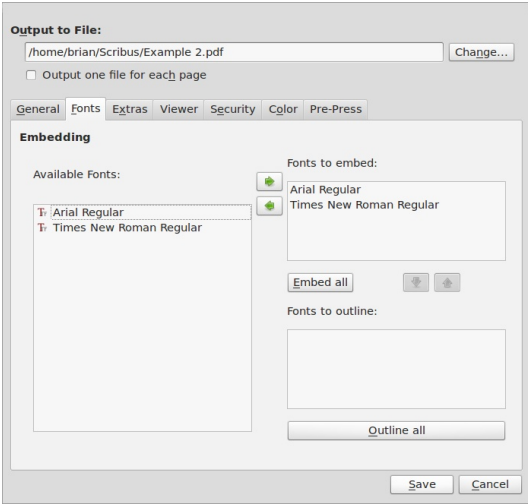
If a font you've used is not available on the reader's computer then you'd hit problems, thankfully this is overcome by embedding the fonts into the PDF file so it is important to click the Embed All button to save getting errors.

Be careful here as you cannot embed all fonts, some bought fonts come with licenses that do not allow embedding.
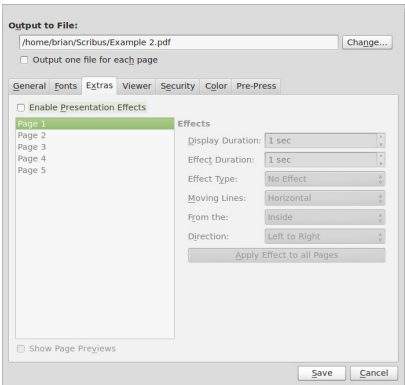
The Extras tab gives access to presentation effects:

This is to effectively create a PDF slide-show. Something I doubt would be welcome at your local print shop!
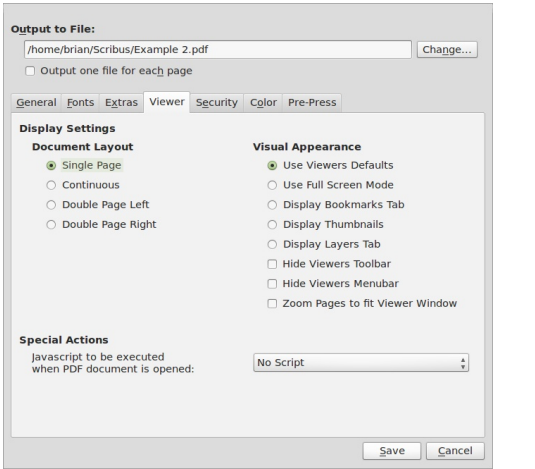
The viewer tab is very important for the display of your document.

Some PDF files will come as 'Single Page' where you scroll down viewing one page at a time. But some documents come displayed as an open book (Double Page) with two pages on screen at once. Document Layout is where this setting is selected. Double Page has a Left and Right option, this is where your front page will be. Right is what most European publications would use. Visual Appearance is where you can use the PDF viewer applications' default settings or force other options such as full screen, display

thumbnails and so on. Special Actions is rarely used but may come in handy if you want to execute some java-script on opening a PDF.

Security is where you can encrypt your PDF with a password.
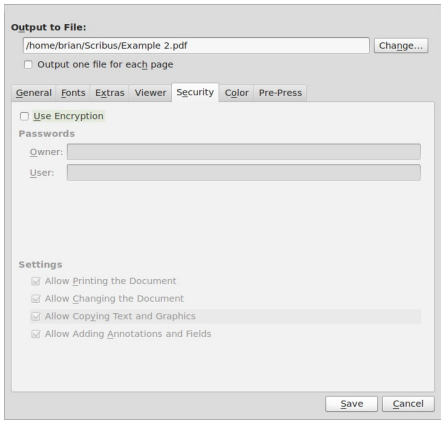
You can also allow or prevent such things as printing, copying text and such like. {seems like that function was used a lot in this series}

Colour tab has some settings for either 'Screen/Web', 'Printer' or 'Grayscale'. Most of the time you will use Screen/Web.
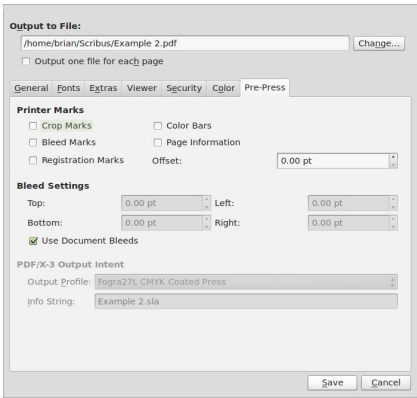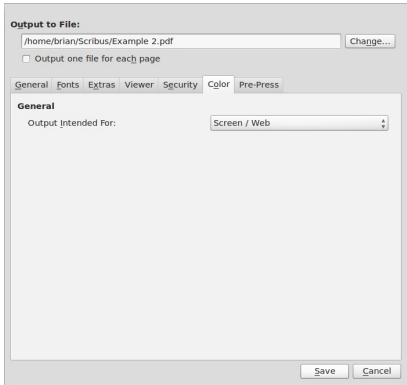
Pre-Press is for adding the information that professional printers need and cannot be fully used unless you activated color management and used PDF/X-3. If you aren't using a commercial printer just ignore it.

After you have sifted through the options you click Save and hope for the best! {¾ fail in this series - blocked copy!!!!!} If it's your first time exporting a document to PDF then it will take a few tries to get it just the way you want it.

In closing, there are some things you must remember while exporting your document:

Do not rely on user changeable options – such as menu bars – for presentations as the user can easily turn these back on again possibly making your document look ugly.

It is best not to let your document go

full screen as some viewer applications may not ask or give a warning which may frighten viewers when the screen goes blank and flickers!

The Pre-Flight Verifier is your friend, heed its warnings! You can click on an error in the Verifier window and it will jump to that page and highlight what, or where, the error is located.

Think about your readers, if they are viewing your document on a slow computer or n old laptop then you really do not want to use the 'open book' format as their machine may be too old to quickly display two pages at once.

To edit what is checked or unchecked in this document's Export PDF window you can do the File > Document Set-up menu.
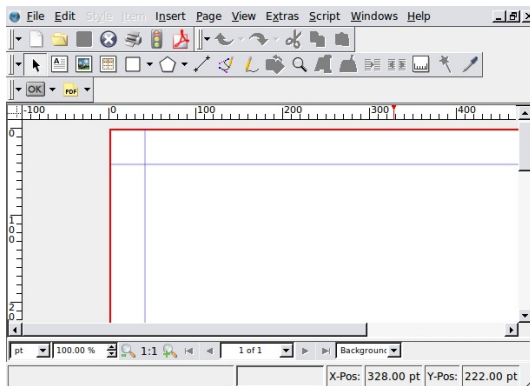
And that brings us to the end of my Learning Scribus series. I hope you've enjoyed it. I've seen some great things.
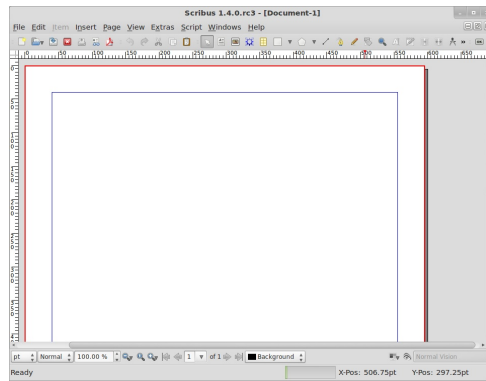
Ref:
http://showmedo.com/videotutorials/series?name=NfUrduNov
Scribus video tutorials.
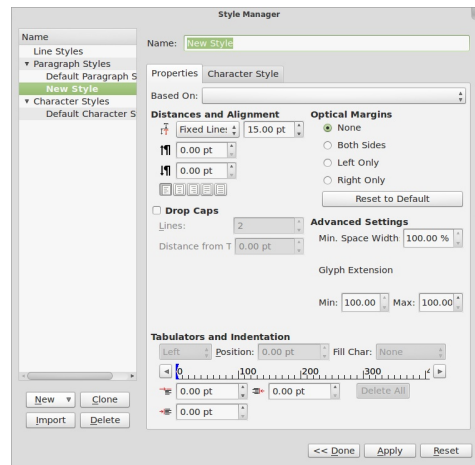
Some differences between versions.

New Page

Text

Line

Guide Lines
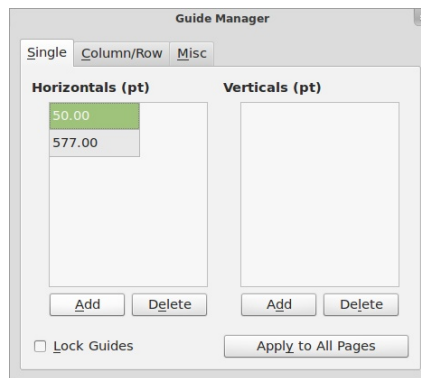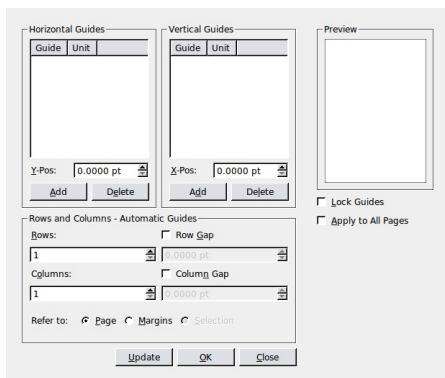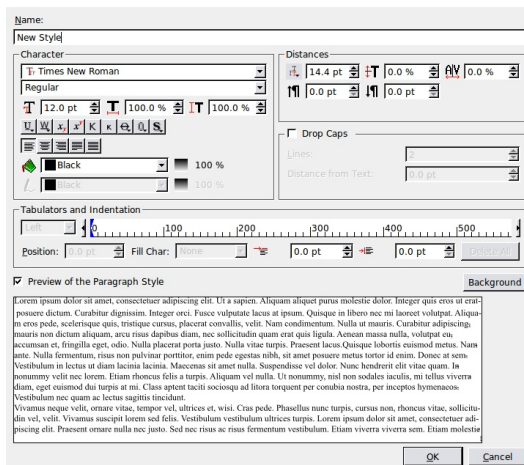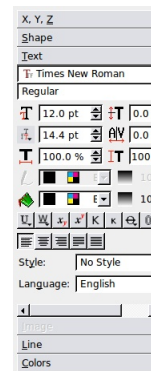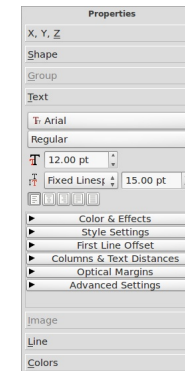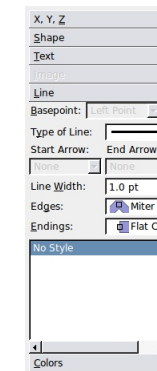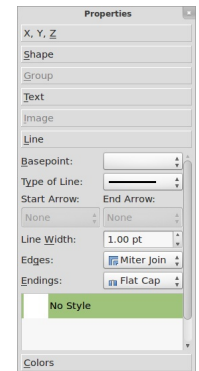
Color
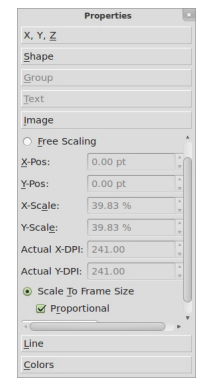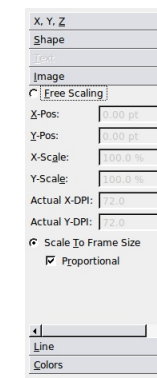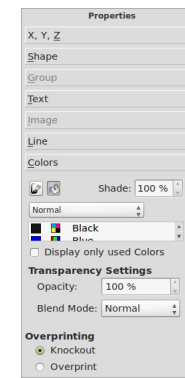
Image

Paragraph Style
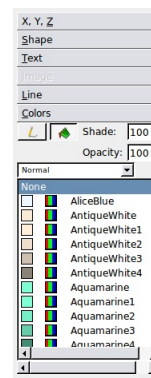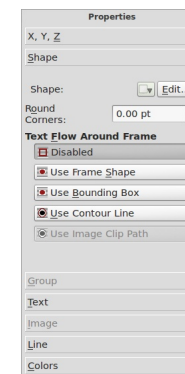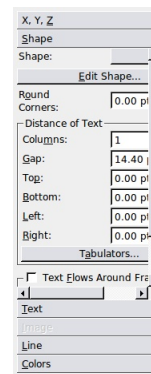
Shape

L ooking at these scrrenshots you can understand why I got calls saying "It doesn't work"

In these pages there isn't anything used that isn't in the guide. Scribus works but............it will continue to change and improve.

Some Links

Scribus release notes
http://wiki.scribus.net/canvas/1.4.0_Release

Scribus video tutorials.
http://showmedo.com/videotutorials/series?name=NfUrduNov

Original Tutorial
http://docs.scribus.net/index.php?lang=en&page=tutorials/freedomyug/scribustutorial

Scribus Howtos
http://wiki.scribus.net/canvas/Working_with_Scribus:_How_to_begin
http://wiki.scribus.net/canvas/Working_with_text_frames
http://wiki.scribus.net/canvas/Laying_out_articles
http://documentation.scribus.net/index.php/Page_Numbering
http://wiki.scribus.net/canvas/Working_with_Story_Editor#Opening_Story_Editor

Links to Success Stories
http://wiki.scribus.net/canvas/Category:Publications

Some older interesting links.
http://w3.linux-magazine.com/issue/49/Linux_for_Layout_Part_1_Scribus.pdf
http://w3.linux-magazine.com/issue/50/Linux_for_Layout_Part_2_Scribus.pdf
http://w3.linux-magazine.com/issue/51/Linux_for_Layout_Part_3_Preparing_for_Press.pdf

Recent articles
http://www.linuxjournal.com/content/four-hidden-tools-scribus
http://www.linuxjournal.com/content/tweaking-text-scribus
http://www.linuxjournal.com/content/printing-scribus

For Professional Printing
http://wiki.scribus.net/canvas/How_to_legally_obtain_spot_colour_palettes_for_use_in_Scribus_1.3.3.x_and_later_versions

Full Circle Magazine ran a series of tutorials on Scribus starting in Issue 1.
http://fullcirclemagazine.org/downloads/

Issue 1 p19 Create document. Create text box. Create Columns. Insert filler text.   Link columns and flow text.

Issue 2 p17 Add Graphics. Flow text round graphics.

Issue 3 p12 Paragraph Styles.

Issue 4 p13 Colour Styles.

Issue 5 p20 Layers.

Issue 6 p14 Templates and Page Numbers.

Issue 7 p13 Create links.

Issue 8 p16 Export to PDF and Pre Flight Verifier.

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