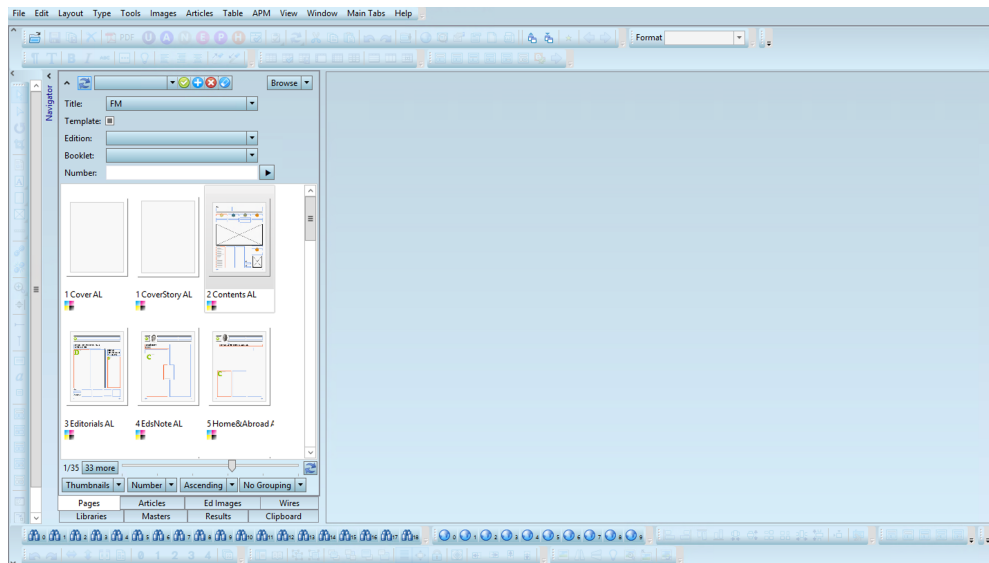


THE MINI, MINI GUIDE

1. Open your page by dragging it to the workspace
2. Press Y for layers
3. Hit the spacebar to make changes or double click in the story
4. Save
5. Close the page

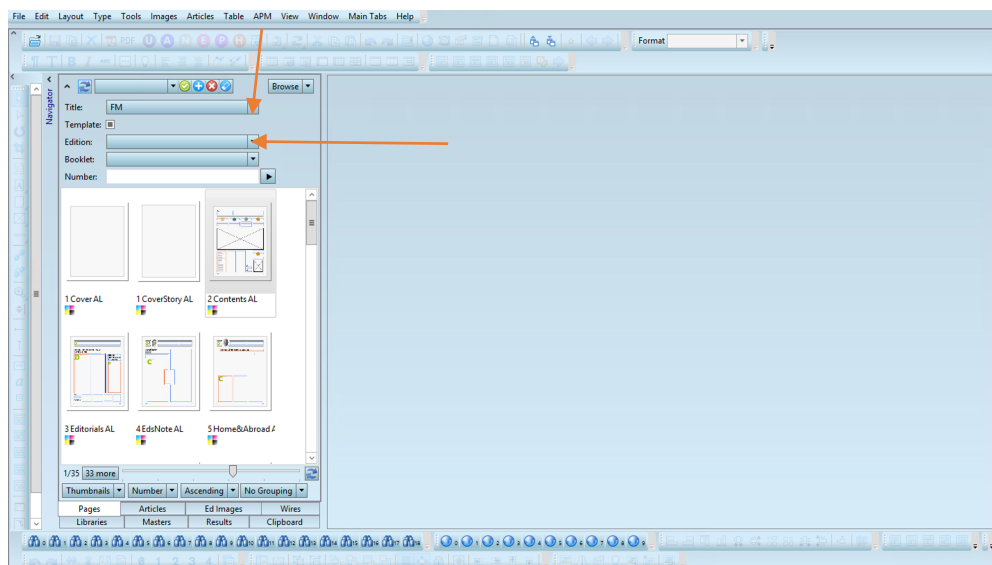
Fred4

This is Fred4 with the Pages view up. (Pages only get a tab name when other tabs are open.) The Navigator is on the left, and on the right is the screen in which you will work when you open a page.

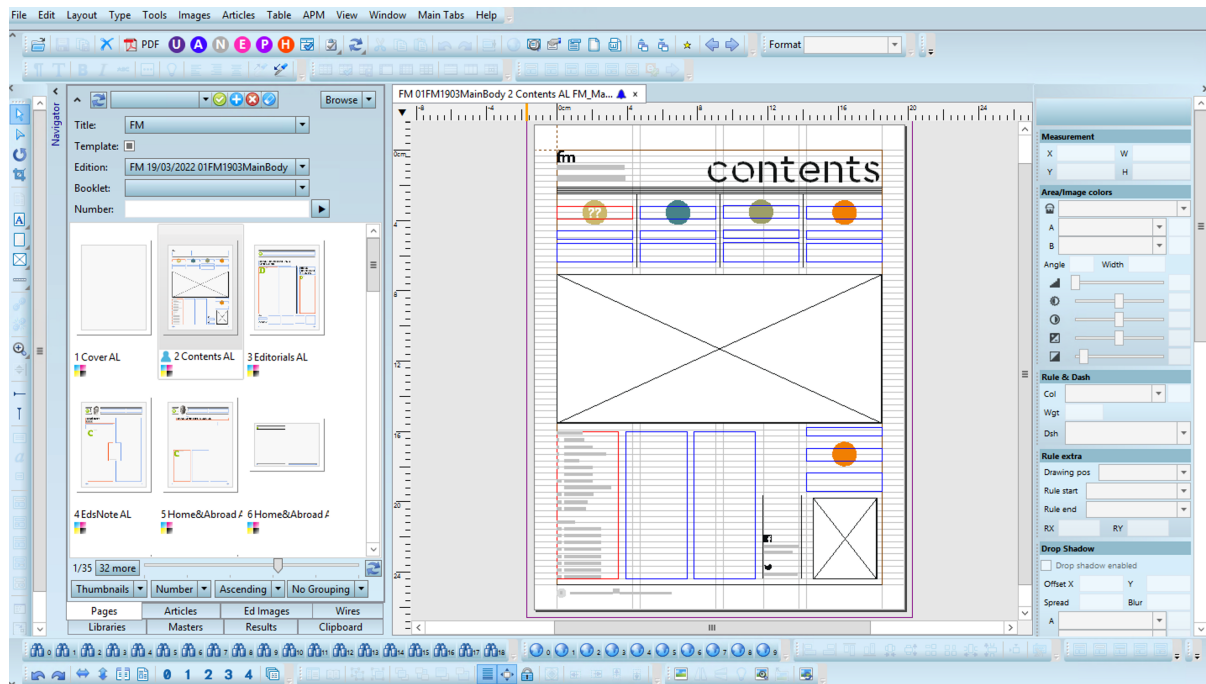


To open a page or pages

In the Navigator, go to Title, click on the arrow and choose the title you want to work on. Then choose the Edition by selecting from the dropdown.



Double click on the selected page you want to open, or drag the page into the right window frame.



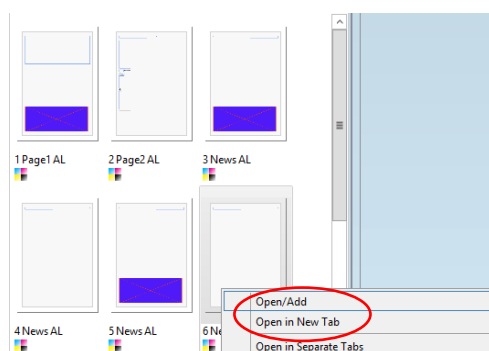
Or you can right click on the page and open it by clicking on Open/Add.

Open/Add

To open a single page, or to add a page or pages to that window.

Open in New Tab

To start a new tab of page/pages. Open/Add will add new pages to this window when the window is active.



To open multiple consecutive pages at once, highlight the pages you want by pressing Shift+right mouse button, click on the first and last pages. The ones in-between will be highlighted as well. Then right click and choose Open/Add.

To open various individual pages at once, press Ctrl+right mouse button and click on each one, then Open/Add or drag these to the right window.

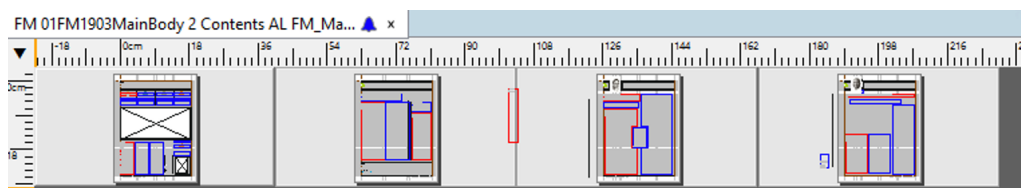
Clicking on Open in New Tab will cause all the selected pages to open up in a single window. The name of the current page is highlighted at bottom right.



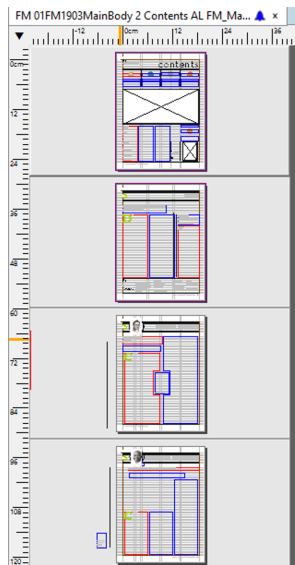
Ctrl-mousewheel to zoom in or out to see them or to view more than one page at once in a single window, click on 0 1 2 3 4 at the bottom of the Navigator to get various options of displaying a multi-page view.



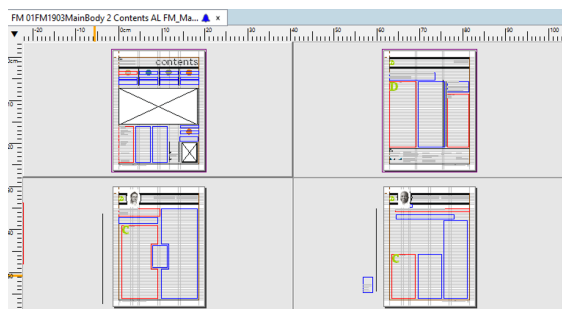
0 = pages in a horizontal row (within window)



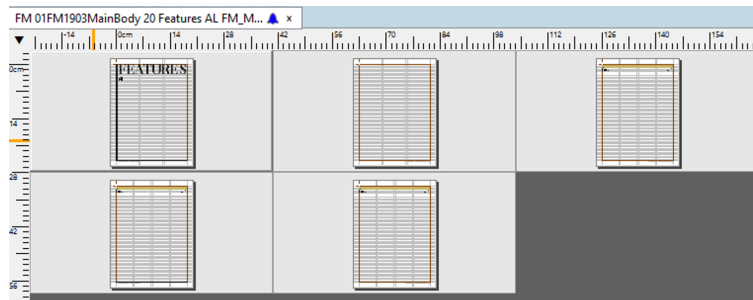
1 = pages in a vertical row (run deeper than the window)



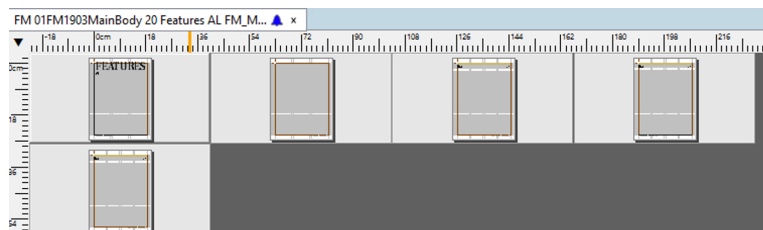
2 = two across horizontally, and down vertically (bigger than the window)



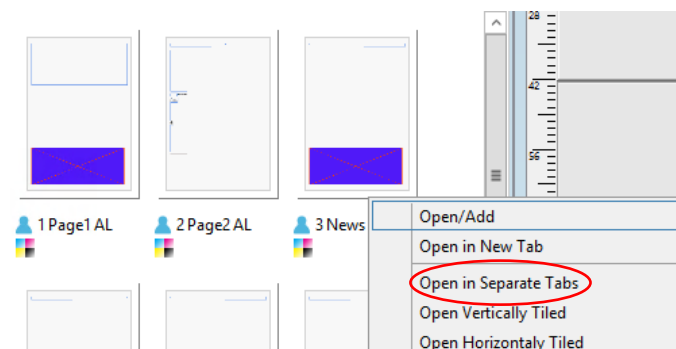
3 = tiled view of pages within the window



4 = four in a row horizontally, and tiled

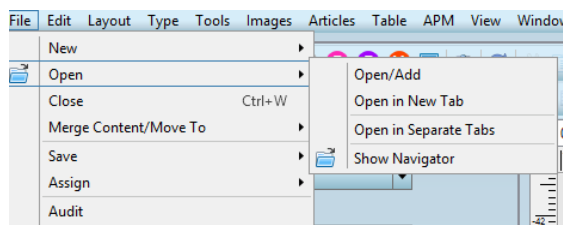


Click on Open in Separate Tabs (on a multiple selection at once) when you want the pages to open individually, each in its own tab.



These pages can only be accessed by clicking on each tab. You will not be able to see them in a single view (one window).

Alternatively, you can find the same options under File: Open



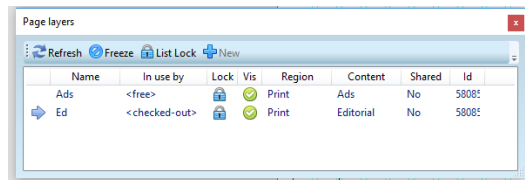
Page Layers

Shortcut: Y

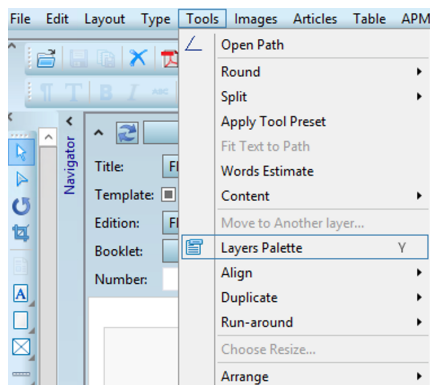
Click on the Layers Palette icon.



This will bring up the dialogue box. Note, the editorial layer will be checked out by default.

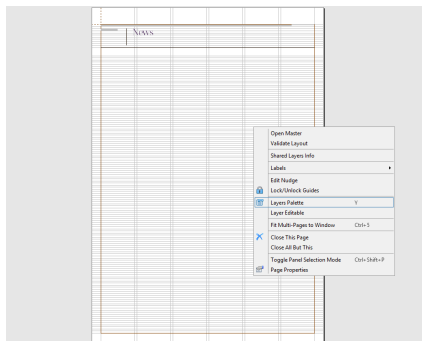


Or click on the top toolbar Tools: Layers Palette.

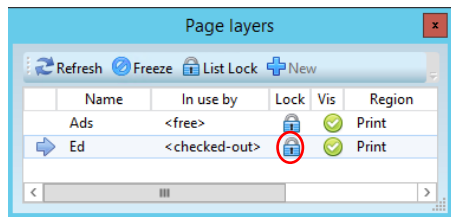


This will make the Layers Palette a fixed pop-up in Fred4 when a page is launched. If no pages are open, it will not open.

Right-clicking on the page also takes opens a menu with the Layers Palette in the middle of the options.



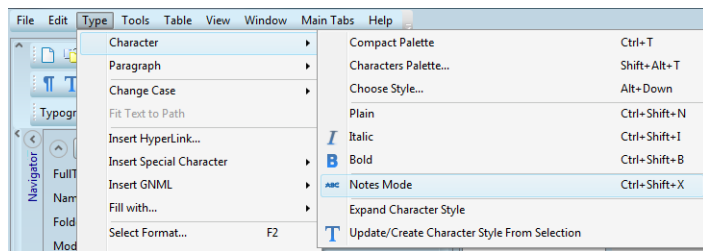
Double click on the lock icon to unlock.



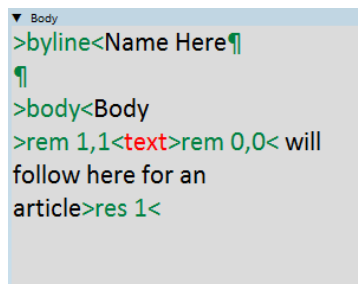
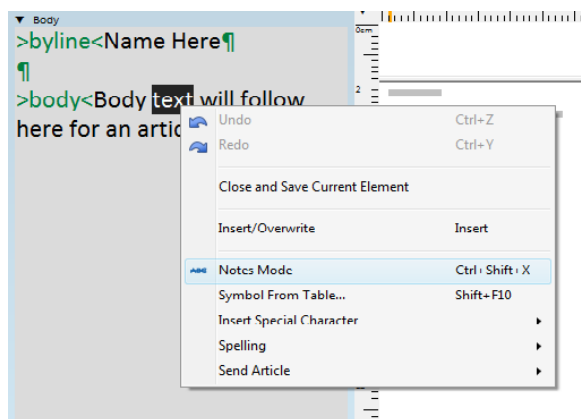
Notes mode

Shortcut: Ctrl+Shift+X

Or click on Type: Character: Notes Mode.

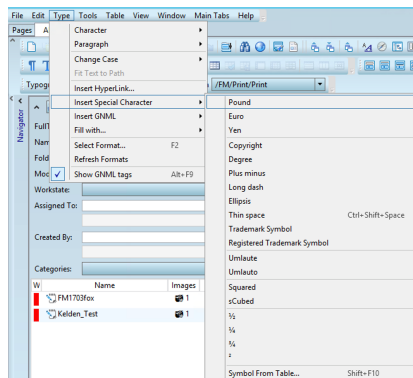


Or highlight the word or words then click on RMB and select Notes Mode.

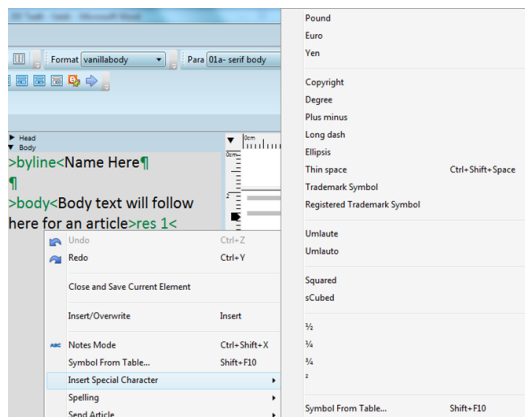


Special characters

To choose a special character click on Type: Insert Special Character, and choose character.



Or right click in the body: Insert Special Character.

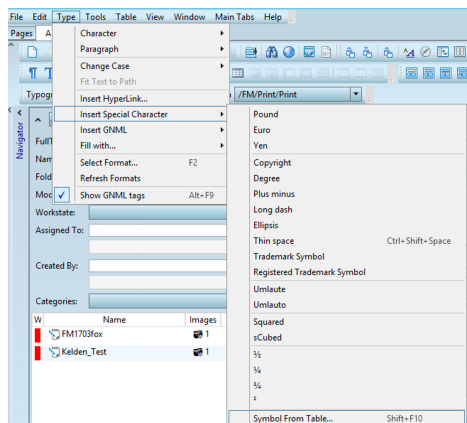


Both of these options contain ...

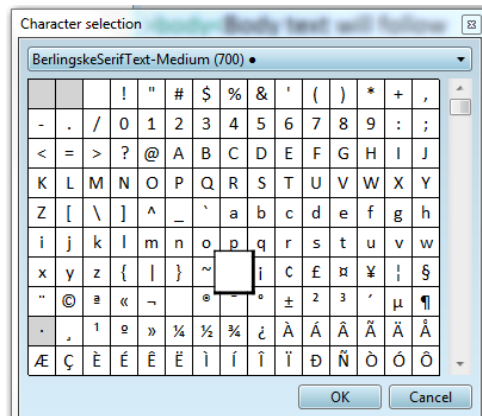
Symbol from the table

Shortcut: Shift+F10

Click on Type, then click on Insert Special Character and Click on Symbol From Table.



It will bring up this:



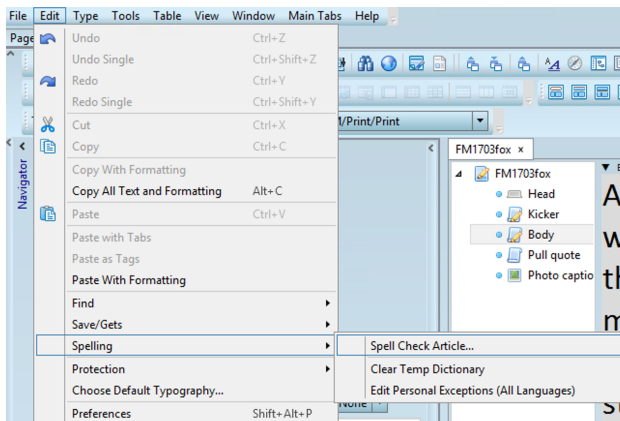
There is also a small toolbar with selected, limited, options.



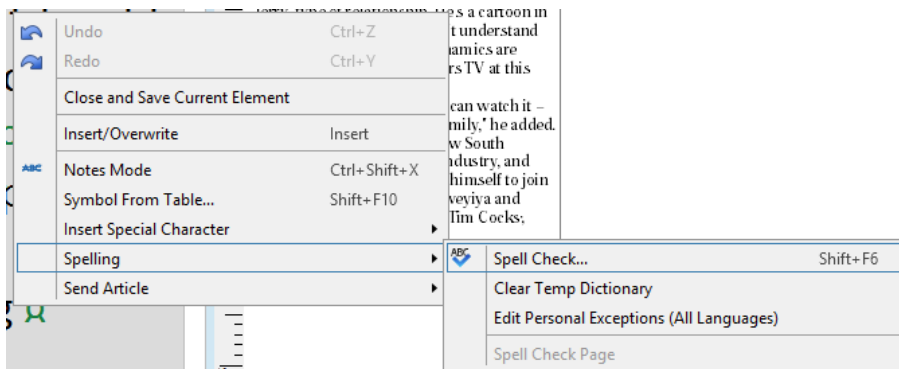
Spell check

Shortcut: Shift+F6

To run a spell check, click on Edit: Spelling: Spell Check Article.

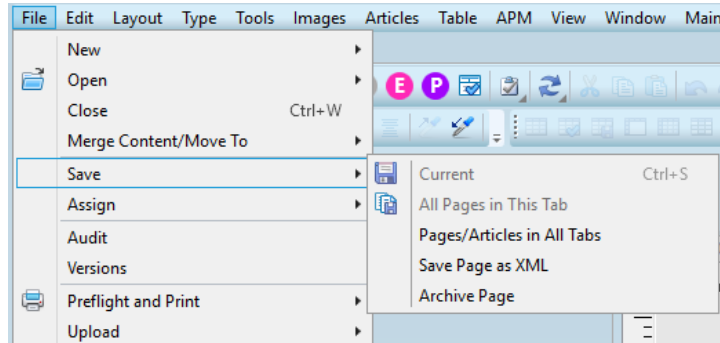


Or click on RMB in the article and select Spelling: Spell Check.



To save a page
Shortcut: Ctrl+S

Click on File, then click on Save and choose an option.

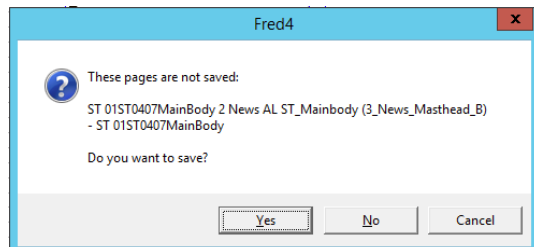


Click on the Save Changes icon, or the Save All icon.

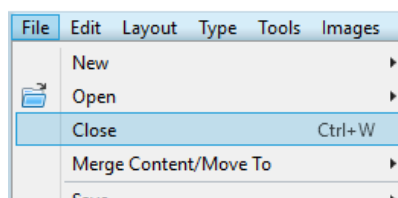


To close a page
Shortcut: Ctrl+W

Select Yes if you want to close the page.



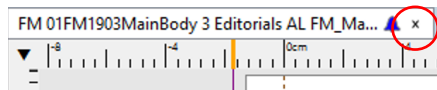
Click on File, then click on Close.



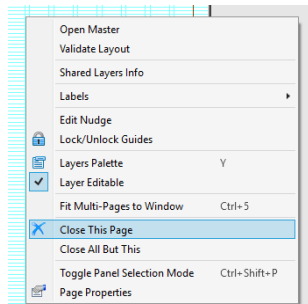
On the toolbar, click on the X.



Click on the X on the page tab.

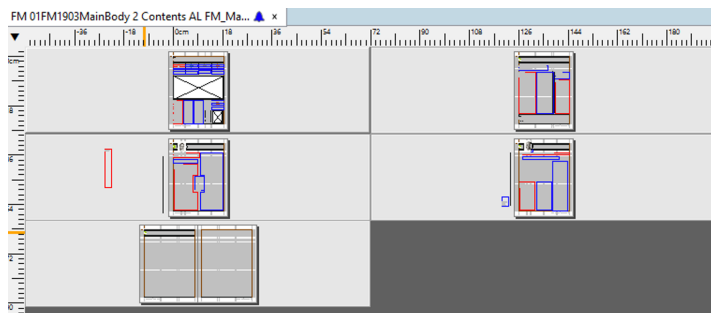


Or RMB: Close This Page.

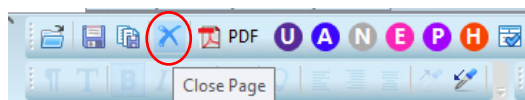


Closing Multiple Pages

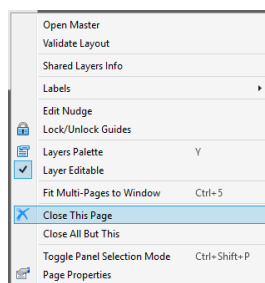
In a single window with multiple open pages, if you close the window, all pages in the tab close with it.



To shut pages individually use Close This Page on top toolbar.



Or RMB, Close This Page.



You can also close all other pages *except* the one currently highlighted, found just below Close This Page

