



User Interface Essentials

Windows

Scribus have two main windows types:

1. Modal windows are shown temporally and refuse access to others elements unless they were closed. For instance *File/New* open a modal window.
2. Panel windows (permanent) allowed elements modification and can remain active concurrently with the main window. Panel windows are accessible through *Windows* menu

A *Tools bar* allows positioning text or images on a page layout is shown under the menu bar. Numerous functions are accessible through commons short cut keys like Ctrl+C (copy), Ctrl+S (save), Ctrl+Z (undo) or simply T (enable text frame tool).


Tools



Scribus tools allow page layout design with ease. The whole question here is to know exactly what you are going to add or fix in your layout design.



To add text, use Text Frame tool (short cut *T*) 


To add images, use Image Frame tool (short cut *I*) 


To add table, use Table tool (short cut *A*) 

To add geometric shapes, use Shape tool (short cut *S*) or Polygon tool (short cut *P*)  

You should keep in mind that adding Text Frame or Image Frame will just specify an area ready to fix in place a defined text or image which you will be requested to provide kindly. Text and Image Frame are not interchangeable unless you decide to convert one frame to another by using *Item/Convert to* menu. Shapes and polygon elements can't contain text or images. If you decide to do so, you have to follow the converting process describe above.

Modify Frames

Rotation tool allows frame rotation along with its content. 

Link Frames tool is mainly useful to link text frames.  To do so, you need to do the following:

1. Create a new text frame
2. Select the existing text frame (*it must have a content*)
3. Click on Link Frames icon in the tools bar
4. Click on the newly created text frame


Keep in mind that the text frame to link with an existing one must be empty. To remove the link, use the Unlink Frame tool and follow the same process with the second frame to be selected first.


Drawing and presentation tools

Line tool allows straight lines drawing: 

1. Select the Line tool by clicking on its icon
2. Click an empty space on the page and keep the button pressed
3. Drag the mouse to draw your line at your ease
4. Release the mouse button when your are satisfied

To modify the line properties, you need to use Line tab of the properties window. We'll talk more on this later.



Freehand tool to draw free shapes 

Bezier Curve tool for those you knows the power of Bezier curves 

Story editor

Text typing using text frame is very easy inside Scribus: just double-click your text frame and start typing. However, Scribus is not a word processing.

For long text, it is more suitable to use Scribus powerful story editor which have several commons functionalities with your favourite word processing software (OpenOffice.org for instance). To use the story editor:

1. Draw the frame which is supposed to contained the text
2. Click on the story editor icon 
3. Type your text and process it according to your need
4. Click on  to apply your changes and exit the story editor

Import images

To insert image inside a page, you always need image frame. Inside each frame, you can insert only one image at once. To do so:

1. Draw your image frame (short cut *I*)
2. Right click on it and choose menu *Get image...* in the list

3. Choose your appropriate image inside your folders
4. If your image is too big, display the properties window (F2), enable image tab and check *Scale to Frame Size*.

Notice: It's better to use the same folder to hold your images related to your publishing project! You will also be comfortable in importing pre processed images using your favourite image manipulating software (The Gimp for instance), as this will avoid image resizing inside Scribus. Preferably use PNG or TIF as image format.

Image effects

By right clicking on an image frame containing image, you will get *Image Effects* menu in the list. A simple click on it will display the Image effect window. To apply effects, do the following:

1. Choose your effect in the left column
2. Click on >> to enable the effect onto the image
3. Under the preview, additional parameters may help you tune up your effect
4. If you feel comfortable with your work, apply it by hitting OK button.

Modify text properties

The text tab in the properties window allows characters and paragraph style modification directly inside the page layout.

We already depict the story editor as a powerful tool for text typing in Scribus. But to feel comfortable in Scribus while working on a real life publishing project, it is preferable to type your story in your favourite word processor (OpenOffice.org) and then import it in Scribus to deal with the page layout. To do so:

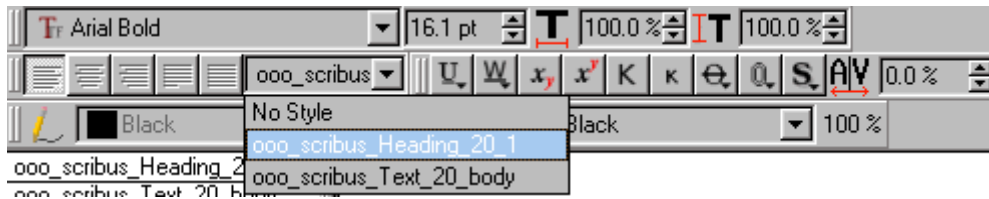
1. Type your text in OpenOffice.org using styles for titles and sub-titles
2. Save it using the open format odt or sxw
3. Inside Scribus, while creating a new document, check *Automatic Text Frames* under *File/New*
4. Select the first text frame
5. Go to *File/Import/Get Text...* and pick your text file
6. Scribus will ask you what to do with the accompanying styles from your text file. Uncheck the two first options and let the third as it is.
7. Your text will be loaded as you type it with your OOo

Notice: If your story is more than one page, inside Scribus you need to create as many pages as you have in your original story file. To do so, just go to *Page/Insert* and add the required pages. The pages will be added automatically with the whole story since the option *Automatic Text Frames* was previously checked. Now you can modify your text, add images...

Reuse Styles in Scribus

Styles from OpenOffice.org for instance appear in several places. If you are using properties window to customize your text appearance, you should be able to see imported styles from

OOo in style list. To apply them, simply click on the text and select the appropriate style in the list. If you are using the story editor, the list is here:



Modify and create styles

Warning: the coming version of Scribus (1.4) will change deeply these possibilities by applying new functionalities!!

Styles power resides in their capabilities in applying the same look and feel to different portions of text inside your page. Therefore, it is important to learn how to add and modify them easily. To do so:

1. Create a new document with automatic text frames
2. Select the first frame and use *Insert/Sample Text*. A Lorem Ipsum window will be displayed. By choosing one in your preferred language, the text frame will be filled with text paragraphs according to your specification.
3. Go to *Edit/Paragraph Styles...* (the 1.4 version will renamed it *Edit/Styles...*)
4. The opened *Edit Styles* window may be empty
5. Click *New*, give a name to your style and define it according to your needs using features you are offered. You can preview what your style look like and modify it if requested.
6. Hit OK button when you are ok with your style
7. Create others styles possibly

Apply styles

Once created, your styles are ready to be used. To do so:

Method 1

1. Select the text on which you want to apply the style
2. Display the properties window (F2)
3. Click on Text tab and select the appropriate style under Style drop down list
4. You can apply the same style to different portion of text on your page

Method 2

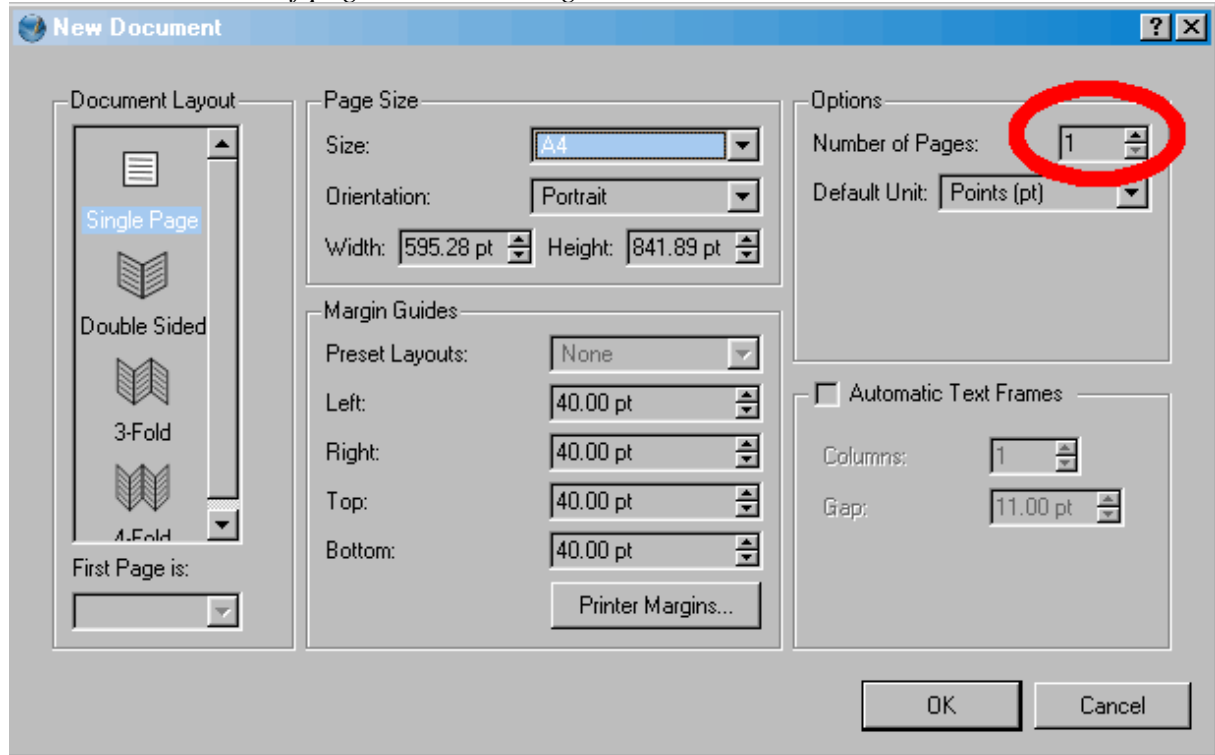
This method is suitable when you have several styles to work on

1. Set your text frame on which you want to work and launch the Story Editor
2. Place your cursor on the line you want to modify
3. In the left column and in front of this line, click and select your favourite style in the drop down list and restart the same process for other text to be modified

Manage pages

Pages management can be done by many ways. The overall process depends on the number of pages you are handling:

1. *If you know exactly the number of pages your document will handle, just specify the total number of pages while creating this document.*



2. *Else, you can use Page/Insert... and repeat as many times as you will need more pages.*

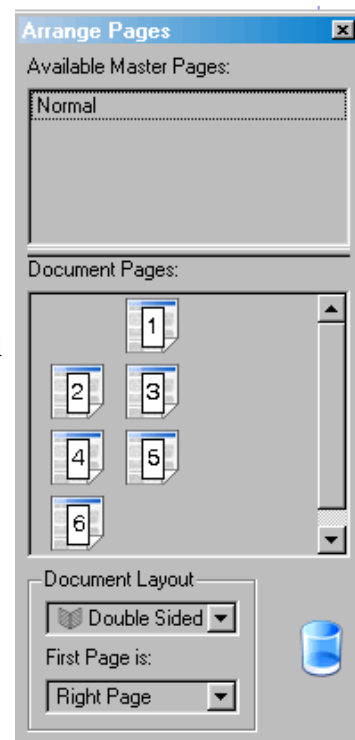
Rail way

To get a preview of your pages arrangement, simply display the *Arrange Pages* window from *Windows* menu.

In the opposite screenshot, we have a 6 pages arranged by two. This suppose that the document will be a folded one. The *Double Sided* document layout used here allow this presentation.

To create a brochure, use three (3) or four (4) folded page layout.

You can do pages arrangement inside this window by drag and dropping.



Final version

The final version of the document to be given for press or to be distributed widely must be set in pdf format. Scribus excels in this task. You just need to click on the pdf icon in the tools bar or choose *File/Export/Save as PDF*. Nevertheless, you have to do the following to avoid problems:

1. Under *Fonts* tab, choose embedding and check whether available fonts appear under *Fonts to embed*
2. Under *Colour* tab, you will have to choose *General* setting of the output:
 - i. Screen/Web will be suitable for document to be sent via email or displayed on a website
 - ii. Printer will be great for coloured professional printing
 - iii. Greyscale is right for professional black and white printing

If you use your desktop printer, the above setting effects will be hardly reflected on the rendering output.

Resources

Officials' websites

<http://www.scribus.net>

<http://wiki.scribus.net>

<http://docs.scribus.net>

IRC: irc.freenode.net, canal #scribus

Non officials' websites

<http://www.le-radar.com>

<http://www.linuxgraphic.org/forums>

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