

Getting start

Custom Pages

Some extra information

## Getting start

- Launch MacFlatplan.
- Making a new document: menu command: *File > New*. Give the name you want and save it where you want.
- Use the Publication tab on the right side of the window to set all the information you need or want to use.
- Check the *Separate Cover Section* check box, if the cover is not included in the normal printing sheet.
- If you want to work the document so that it appears on print sections, put the number of pages per print sections in the corresponding field and the number of print sections in its own field.
- To work on a document as a whole, insert the entire number of pages in the corresponding field and set the number of print sections to 1.
- You can import publication information from another file:
  - 1) Menu command *Edit > Import > Import Publication Information*, or
  - 2) Contextual menu on Publication info panel.
- Use the Colors Panel to set all the colors you want to use on your Flatplan window. Click the *Color field* to set the color, type the meaning of the color on the text field and extra information into the *Info* field. There is a button for saving the color as a new color, another one for updating the selected color and one for removing the selected color.
- Click on a page on the Flatplan window to select it. To select several pages, drag the cursor over pages. You can select several pages by clicking with the either shift or command key pressed.
- You can move the selected pages to a new place by dragging them.
- Use the contextual menu to set the color(s) and the texts for selected pages.

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- Your custom page library can be used in all of your publication planning.
- The grid for making custom layouts is 8\*8 squares in size.
- You can switch the text from horizontal to vertical and vice versa.
- You can only use the Color library of each Flatplan document within that document for adding colors to your custom pages, but the custom pages are available for use in all of your publication planning. This means that the colors that you have chosen for your custom pages are transferred to the new document within those Custom pages when you open your Custom pages (*Window > Custom pages* or shortcut Command 4), but if you want to use customized colors in your new document, you have to add each color to the Color library of each document.
- You make each area for your custom page by dragging from the top left corner to the bottom right corner of the page visible on the grid. This way you can divide your page in several different areas, divide it in two, etc.
- Use the contextual menu to color the area, to bring the text edit field on it or to change the text to vertical or back to horizontal.
- Put the name of your new custom page in the name field and click the plus button to add it on the list.
- If you want to change something on some custom page of your library, select it on the Custom Page window and make the changes. When you are finished, click the update button (which has the check mark symbol) to save the changes.
- The custom page list appears in the contextual menu *Page Arrangement*.

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- Ten of the most recently opened documents will show up in the *Open Recent* menu.
- You can change the fonts and font sizes on your Flatplan window in the preferences.
- With the *Show colors on Flatplan window* box checked you will see all the colors you have used on your flat plan. The colors will show up on the bottom of the window (or the print).