

# SCRIBUS SETUP & TIPS

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## GETTING STARTED

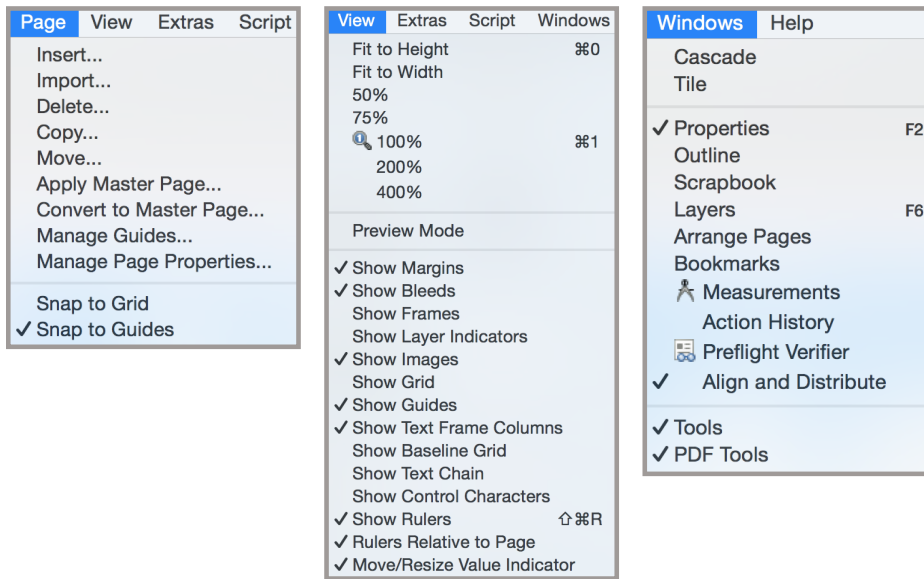
When creating a new document, you'll want to make sure your **units are set to inches**.

Don't forget to set your margins (**.5 inch margins** are common because most in-house printers won't print to the edge of a page).

If you are planning to print professionally (or off the edge of your paper), you'll want to **set the bleed to .125 in**.

## WORKSPACE SETUP

Make sure (at least) the items below are checked. They'll help you design a bit more easily.



## USEFUL TIPS

**Select multiple objects at once:** Hold shift and click desired objects OR Click and drag over all desired objects (be sure the entire object is within the selection).

**Unselect an object:** Click outside of the object in a blank spot on your page.

**Group your objects:** Select all items you'd like to group, right click and choose "group." This will treat the objects as one until ungrouped.

**Scale objects proportionally:** Hold control (command on mac) while dragging out the corner of an object frame.

**Affect an image or text:** Double click on an image or text frame in order to access the image or text inside.

**Extra options:** Right click on an object to see additional options specific to that object.

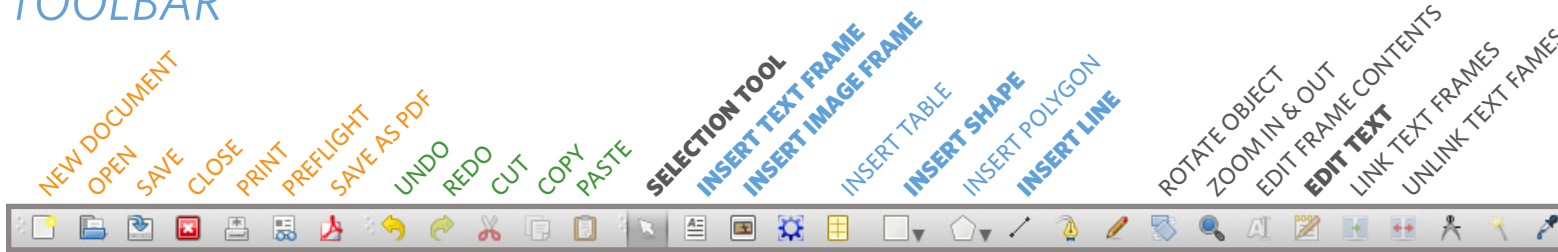
**Move your page:** Hit the space bar once (the cursor will become a hand) and you can move the page without affecting objects. (Space again to escape.)

**Move objects in a straight line:** Hold control (command on mac) while dragging an object to move it in a straight horizontal or vertical line.

**Create a guideline:** Click on a vertical or horizontal ruler and drag it to the desired location. (Not visible on prints; drag off page to delete.)

# SCRIBUS QUICK REFERENCE

## TOOLBAR



## OBJECT PROPERTIES

### GENERAL

- Object Position
- Object Size (frame for image)
- Layer Position

### TYPE

- Leading
- Text Alignment
- Type Color

You can also use the "edit text" tool to modify bigger blocks of type.

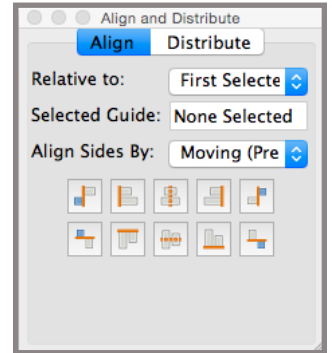
### IMAGE

- Allow image to go beyond frame
- Position image within frame
- Scale image within frame
- Resolution of image at given scale
- Link proportions (always link images)

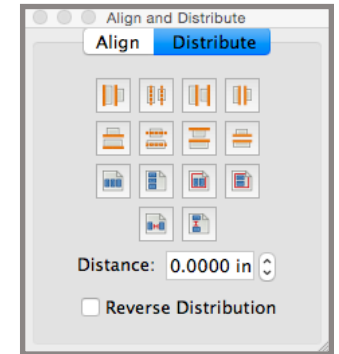
### COLOR

- Object Stroke Color
- Object Fill Color
- Lightens Color
- Increases Transparency

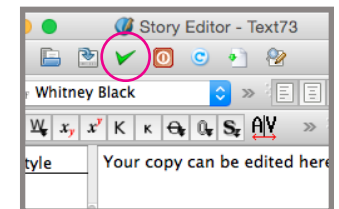
## USEFUL WINDOWS



Use this window to align multiple, selected objects in specific ways.



Use this window to space multiple, selected objects in specific ways.



You can edit and style text using the Story Editor by clicking the "Edit Text" Icon in the toolbar when a text frame is selected. Click the green check to apply any changes you make.

## FOOTER BAR

