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**INTRODUCTION**

With this tutorial you learn how to create a brochure of 6 pages A4 format, essential graphics and translation in 20 steps. If you wish to follow step by step, please download the package collected for output. Review the final output in your favorite language en it ru and get started!

Daria Mikhaylova

**FEATURES**

Features of this tutorial cover a wide range of topics suitable for beginners to intermediate but also contain few advanced techniques like vectorized drawings and text editing in different languages.

The style of this brochure taken as example for this course is the Italian Futurism together with Russian Avant-garde are the source of inspiration for our design and artistic ideas.

<table>
<thead>
<tr>
<th>Beginner</th>
<th>Intermediate</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working space</td>
<td>Layout composition</td>
<td>Built-in image editing</td>
</tr>
<tr>
<td>Main concepts and tools</td>
<td>Master pages</td>
<td>Vector graphics elements</td>
</tr>
<tr>
<td>Colors and fonts</td>
<td>Text editing</td>
<td>Layers</td>
</tr>
<tr>
<td>Styles</td>
<td>Lists</td>
<td>Multilingual layout</td>
</tr>
<tr>
<td>Special characters</td>
<td>Gradient</td>
<td>PDF</td>
</tr>
<tr>
<td>Links and images</td>
<td>Import and export</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Translation</td>
<td></td>
</tr>
</tbody>
</table>

**WHAT IS SCRIBUS**

*Scribus* is an Open Source DTP (Desktop Publishing) program that brings professional page layout to *Linux* and other flavors of *Unix* and Unix-like systems, including *Mac OS X*, as well as *OS/2* and *eComStation* respectively, and *Windows 2000 or later* with a combination of press-ready output and new approaches to page design. Underneath a modern and user-friendly interface, Scribus supports professional publishing features, such as color separations, CMYK and spot colors, ICC color management, and versatile PDF creation.
DOWNLOAD

Windows 32-bit 64-bit Portable
Mac Intel Leopard 10.5 or higher dmg installer
OS/2 Warp 4 eComStation
Haiku
FreeBSD NetBSD OpenBSD PC-BSD
Solaris OpenIndiana
RPMs for all supported versions of OpenSUSE, SUSE Linux Enterprise Desktop, SUSE Linux Enterprise Server, Fedora, Red Hat Enterprise Linux, and CentOS.
Instruction for Debian/Ubuntu

QUICK START GUIDE
Before we start explaining Scribus in depth, it might be useful to get a “feeling” for the way Scribus works. For that purpose, you can see how a simple front page of a magazine for an imaginary Rembrandt exhibition is being created.
GETTING STARTED

NEW DOCUMENT
The first step to create a layout in Scribus is creating a new document in Scribus format .sla. When you run Scribus, first it will ask you what kind of document you would like to create. For our project change default unit from points (pt) to millimeters (mm), than choose A4, portrait and leave margins (the space between border of page and border of printing space) with 14,111 for left, right, top and bottom. Press OK.

WORKING SPACE
You will have a empty documents recognizable as A4 sheet, this is your working space. Red lines show space, blue - margins. Proceed in saving your document, menu file select save as in separate folder and give a name you prefer, for ex brochure.sla.
Frames
To give you a first taste of Scribus, well Scribus works with frames. You have empty list in front of you - whatever you would like to design and layout inside, you need to create a frame, it can be text frame, image frame or polygon (figure). As soon frame is created you are able to fill it with information.

Main Tools
First of all give a look to main tools/environments that we will work in Scribus, they are concentrated in 2 window menu.

Properties
First one is properties, and you can all it with F2 or window-properties. In Properties you are able to give position to your objects, work with shape, group and ungroup objects, Work with texts, images, lines and colors.

Layers
Second one is layers, and you call it F6 or window-layers. Layers as in many graphic software give you possibility to work with different slices of graphics and text separately. In
our case it's useful for working with different languages, without creating a separate copies of brochure.
MASTER PAGES
As we will create a brochure of more than one page, it's useful to introduce the concept of master page. A master page is like a kind of background that you can quickly apply to many pages. So go to menu edit and select master pages, you should see this. Exists only one default master page and it's empty.

PREPARE
Click the first icon to create a new master page. Call it first, it will be a layout for our cover. Choose first from the list of master pages, when changes color to grey, means is selected and you are working on it.

BACKGROUND
Now you are going to create a background for your page. As Scribus doesn't have a fill color tool, neither a painting tool for background, therefore all elements are created by polygons with shape and colors.
Choose an icon with rectangle or press S (Insert Shape). Click and drag on your empty page to draw rectangle, don't think about position, just create it. So you will see something similar to this.

Notice that shape or frame is selected when it shows a red frame around with points, this means you can work with it. If instead is not selected, you would just see the final result. Shapes in Scribus have by default black border line and transparent fill.
POLYGON PROPERTIES
Open properties palette by F2 or windows-properties. The first tab is the position of your object, so let's work with it.

As we want to create background we need that rectangle occupies all our page. Set basepoint (point from where position is calculated) to left upper corner. So that width
and height are repeating the setting of the document. Now you may see that the polygon becomes as big as your page and is still selected.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>0,000 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>0,000 mm</td>
</tr>
<tr>
<td>Width</td>
<td>210,000 mm</td>
</tr>
<tr>
<td>Height</td>
<td>297,000 mm</td>
</tr>
</tbody>
</table>

**COLOR PROPERTIES**

Go to tab colors and press an icon with brush (edit line colors properties) to set the border line color as none. Then click bucket icon to fill color properties.

![Color Properties](image)

The color we want to use is not in the standard palette, but we add and use it. Add your own color combinations to the palette. Go to menu edit and select edit color.
Create a new color setting the RGB values equal to $R=221$, $G=223$ and $G=197$, notice that you should choose the model RGB to fill values. For this brochure I called the color *YeshiBeige*, but you can choose any name you prefer. You will see preview of the color in the window, press OK when finished setting.

Now if you look in the properties windows, you should see your newly added color. Select the color from the list and set opacity to 80%.
**BORDERS DIES**
Your background is ready. Let's create a **25 mm** dies on the **left** and **right** of the page. As you already know how to add colors, add all the others needed to create our Scribus document.

<table>
<thead>
<tr>
<th>Color</th>
<th>RGB</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(5,175,242)</td>
<td>YeshiBlue1</td>
</tr>
<tr>
<td></td>
<td>(148,161,155)</td>
<td>YeshiGrey</td>
</tr>
<tr>
<td></td>
<td>(221,223,197)</td>
<td>YeshiBeige</td>
</tr>
<tr>
<td></td>
<td>(22,42,56)</td>
<td>YeshiDarkGrey</td>
</tr>
</tbody>
</table>

**COLOR PALETTE**
But as you downloaded the **package**, you can simply import it from the file. Go back to **edit colors**, press **import** and you will see all needed colors in your **palette**.
Click outside of the polygon previously created, now create a second shape in the same way. In X,Y,Z tab give followings settings. Set line color as none and fill color as Yeshi-Grey.

| X-pos  | 0,000 mm |
| Y-pos  | 0,000 mm |
| Width  | 25,000 mm |
| Height | 297,000  |
**COPY SHAPE**
Now copy and paste this die by edit-copy, edit-paste. It will be pasted in the same place as a first and will be automatically selected. Move this shape to the opposite border by keyboard arrow, or change a position to these coordinates.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>185,000 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>0,000 mm</td>
</tr>
<tr>
<td>Width</td>
<td>25,000 mm</td>
</tr>
<tr>
<td>Height</td>
<td>297,000 mm</td>
</tr>
</tbody>
</table>

**FIRST PAGE**
So you have a master page for the first page.
LEFT AND RIGHT PAGES

Let’s create master pages for next pages. If you open a book or printed magazine, you have one page on your left and one on your right, this is important to keep in mind when you create a layout. Notice in which way information would flow, for example from left to right like in a newspaper. For left page, add new master page and call it left. Create same background polygon and die on the left side. Save the page. Create right master page with same background, but die only on the right side. Finally create last master page with dies on both sides, inverting color of background and dies.
PAGE NUMBERS
As brochure is generally more then one page, it's nice to have page numbers on all pages beside first and last one. In our case we want page number to be in the bottom center, to make easier we start by using guides that are non printable lines that help to put elements on the page in order. Guides allow to align to the chosen grid or layout.

GUIDES LINES
Select left master page from the list, go to page and open manage guides to add a vertical guide line at 110,445 mm. It's a center of lighter area that we will use for text information. Move to right master page and add a vertical guide at 92,500 mm. Close manage guides and go to left master page.

TEXT FRAMES
Select from tool bar the button labeled A, go to menu insert text frame or just press T. Notice that cursor is similar to drawing polygon, but this time we manage a different object the text frame. Draw a small square. Hover the cursor until you see a hand sign and move text frame on the bottom margin in the center of your guide. It will have similar properties to the following. Be sure your text frame is selected and choose Edit Text Button from Tool Bar or press Ctrl+T.
**ENTER TEXT**

This is the main tool to enter text in Scribus, the story editor. Go to insert menu select character and page numbers, in your editor will appear #, later when you finish with master pages in the preview will show the real page number. Repeat same for right page. You may copy existing text frame and paste it in right master page.
LAYOUT
As you finish with master pages, close windows. Still you won't see any change on the screen.

SKELETON
Now is time to create the skeleton for your layout. Go to menu window select arrange pages, on the upper part you see all master pages available, downside the structure of your document. Select from the list in the bottom double sided document and right page first, which means we are creating document for people that read from left to right. You see only one page available with number 1 inside. Drag and drop first page master from upper list to 1 page. First page as set will appear on your screen behind the arrange pages window. Now drag and drop left master page down and on the left from 1 page in the structure. Then right master page straight under 1 page.

Then left page again under 2nd page and right page under 3rd one. Finish with drag and drop of last master page under the 4th one on the left (when you close brochure, the last cover will be on the left). If you do a mistake, you may delete pages from structure.
by dragging and dropping in the basket. On the bottom tool bar you can select zoom level of your document, set to 10% and you should see all structure of your brochure as follow.

**COMPOSITION**

Our brochure is composed by few graphic and text elements. Here they are listed.

- Titles on the dies (white vertical titles), that represent the topic of each page.
- Titles inside the pages (white on dark background), that show particular topic inside the big one.
- Text without background in 1 or 2 columns.
- Text on white background in 1 or 2 columns.
- Central pictures.
- Icons pictures.
- Title picture.
• Graphical elements on the dies.

It's useful to create a general composition for your book, magazine, newspaper to get a strong visual or separate information in blocks logically connected, and finally arrange elements with balance and proportion.

**Design Principles**
The principles of design help to arrange the elements of a page layout in connection to the overall design and to each other. How you understand these principles determines how effective your design will be in delivering the desired message and how attractive your page will appear. It is advisable to review at least six of them that always apply, like closeness and balance.

**Titles**
Let's work on first two pages now. Go to the 2nd page. Create a text frame somewhere on the page. Double click for entering text, type How I learn? in the text frame and click outside.

You will see a rectangle with transparent fill and no borders with text without particular style (default size and font). Now select text frame with click and switch to the properties palette. Move to tab text style, set the proper fonts. From the first list select Bebas Neue Regular, size 36 pt. Confirm fixed linespacing, then move to color submenu and set white for highlighted text.
**FONTS INSTALL**

If you miss fonts like Bebas Neue, now is the time to add them in Scribus, save your document and close it. Install fonts from the package folder on your computer. Then go to file menu and select preferences and fonts to set a new additional path pointing to the package folder, where fonts for brochure are stored. Press OK and open your brochure.sla file. Now you should see all required fonts available in the list.

**PLACE OBJECTS**

**ROTATE**

Let's go back to our title, we want to be in the right border but vertically. We rotate by 90 degree. Give these coordinates and title will be placed on the die vertically.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>8,206 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>188,000 mm</td>
</tr>
<tr>
<td>Width</td>
<td>80,000 mm</td>
</tr>
<tr>
<td>Height</td>
<td>16,933 mm</td>
</tr>
</tbody>
</table>

rotation - 90°
**Combine**

To create section titles we **combine** dark polygon and text frame, we **place** one over the other one. Why we don't use just **colored text frame**? Because if you need to create titles on different **languages**, it's a lot easier to change text without graphic elements, than creating them every time. Now **create** 2 polygons of 82,54x9,63. **Set** in **color properties** the color for the **line** as **none** and fill with **YeshiDGrey** at 80% opacity.

<table>
<thead>
<tr>
<th>Width</th>
<th>82,540 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>9,633 mm</td>
</tr>
</tbody>
</table>

**Position** the **first** polygon at these coordinates.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>30,000 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>47,000    mm</td>
</tr>
</tbody>
</table>

**Position** the **second** polygon at these coordinates.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>30,000 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>210,000 mm</td>
</tr>
</tbody>
</table>

We placed our titles **5 mm** away from die. **X-pos** is equal 25,000 mm (width of die) + 5,000 mm space. Now **create** 2 text frames 7,000 mm and write **natural learning and learn by doing**. **Move** to the text tab to set the **font** **OpenSans**, 16,00 pt, **align text left**, **color White** and then **move** to the **position** tab and enter coordinates.

Position for the first one.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>34,000 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>49,000</td>
</tr>
</tbody>
</table>
Position for the second one.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>34,000 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>211,818 mm</td>
</tr>
</tbody>
</table>

**REFINEMENTS**

So we have an empty page with titles. Let's fill our 1st page with information and then proceed with graphics. Create 3 text frames. One will go up for description of workshop, second for quotation, third a two column text that goes down. First text frame is positioned right on upper margin, 5 mm away from left die and has a little bit of space before title. Here are properties described.
**NAMING**

As you can see we are able to give to all objects in Scribus some human recognizable name. Why it's useful? For example when you are preparing your document for print or export in PDF, Scribus will tell you if some text frame or polygon has a problem, so the name help us to recognize which text frames we created one need to be fixed.

**FILL TEXT FRAME**

Now text is getting to be long and is boring to type it. Try other way to fill text frames. Select text frame and right click, you will see get text option in context menu, from folder text select folder EN and choose text file workshop_what_is.txt. Now you should see text loaded into the text frame.
The second text frame is a quotation about tinkering, create with following properties. Get text in the same way from tinkering_quotation.txt file.

The third text frame has following properties.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>30,000 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>222,900 mm</td>
</tr>
<tr>
<td>Width</td>
<td>165,581</td>
</tr>
</tbody>
</table>
Now go to text tab and select columns & text distances. Set 2 columns with gap 9,750 mm.

Then go to colors tab and select WhiteSmoke as a fill color. Get the text from learn_by_doing.txt, you should see something similar.
Now you have 3 pieces of text without any formatting. Let’s work on it. We start from font size settings for titles in text tab of each text frame, in most text editors and DTP software is generally called style settings. As any publication have many text that inherit same style settings, becomes boring to individually set for each text; Scribus has styles manager, that allows you to create style templates and apply it to any text frame.

**STYLE MANAGER**

Call the style manager by pressing F3 or go to menu edit and select styles. Now you can set line, paragraph or character style, they may be based on other styles and paragraph style can inherit the character style.
**DROP CAP**

The **first paragraph** we are going to create MainTextF, is a fixed line spacing with drop cap. A drop cap is a big letter in the beginning of the line. Go to create **new paragraph style**, call MainTextF and set **fixed line spacing** of **15 pt**. **Activate drop caps** and set **2 lines** and **2,000 mm distance from text**.
CREATE STYLES

Switch to tab character style and select font family Gentium Plus with Regular style and size 12pt colored YeshiDGrey (language English). Then create other new style called MainTextBody based on the style we just created (MainTextF) as and uncheck drop caps. This is how hierarchy of styles works. New style will have all the setting of one you base it on, but you can modify it as you like, without modifying style that is higher in hierarchy. There are also some other setting such as tracking.
Complete the creation of new style for page, quotation, labels and lists.

<table>
<thead>
<tr>
<th>Name</th>
<th>Based on</th>
<th>Line spacing</th>
<th>Drop Caps</th>
<th>Font Family</th>
<th>Font Size</th>
<th>Tracking</th>
<th>Style</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Titles</td>
<td></td>
<td>15</td>
<td>no</td>
<td>BebasNeue</td>
<td>36</td>
<td>2%</td>
<td>Regular</td>
<td>White</td>
</tr>
<tr>
<td>Quotation</td>
<td></td>
<td>15</td>
<td>no</td>
<td>OpenSans</td>
<td>12</td>
<td>0</td>
<td>Italic</td>
<td>YeshiDGrey</td>
</tr>
<tr>
<td>List*</td>
<td>MainTextF</td>
<td>15</td>
<td>no</td>
<td>GentiumPlus</td>
<td>12</td>
<td>0</td>
<td>Regular</td>
<td>YeshiDGrey</td>
</tr>
<tr>
<td>Labels</td>
<td></td>
<td>15</td>
<td>no</td>
<td>OpenSans</td>
<td>16</td>
<td>0</td>
<td>Regular</td>
<td>White</td>
</tr>
</tbody>
</table>

*to this style will come back later to talk about lists.
**SET STYLE**

Go back to text frames, select the first one and press the button story editor 📈. Your text appears with No style applied on your left; now from the drop-down list choose for first paragraph MainTextF and MainTextbody for other paragraphs. Then just press update the text frame and exit.

Continue applying to the other paragraphs the right style, therefore quotation for tinkering quotation. Set alignment of text on the right for the last paragraph, simply like in any text editor press align text right button.
FIT TEXT PROPERLY IN THE FRAME
You may notice that text appear stucked with borders of our text frame. If frame doesn't have background color - it's fine, as we actually don't see borders of the frame, it's enough to leave enough space till next object. But learn by doing frame is filled with white, therefore not pleasant to see. To set a distance between text and borders of frame go the columns and text tab and set these values.

Now should see a red cross appearing at the end of text frame, which means that our text doesn't fit in a text frame. As layout and texts are done usually by different people,
it’s actually very difficult to have it right (exactly right quantity of text). You may ask your editor to use a precise amount of characters or to adapt to the available space, however there are some ways to manipulate text frames to make your text fit perfectly.

**TRANSLATIONS**

These tools are incredible useful for creating printing materials in many languages. Instead of creating every time new layout for each language, because of text length, you just adjust frames and use setting to shrink text to enter in your empty spaces. So in this case we use word tracking, by selecting the frame and setting on 74%; now text will appear a little squeezed but fit properly inside the frame.

<table>
<thead>
<tr>
<th>Choose right alignment</th>
<th><img src="image" alt="Choose right alignment" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease/Increase Font size</td>
<td><img src="image" alt="Decrease/Increase Font size" /></td>
</tr>
<tr>
<td>Decrease/Increase line spacing (means space between lines of text)</td>
<td><img src="image" alt="Decrease/Increase line spacing" /></td>
</tr>
<tr>
<td>Decrease/Increase Word Tracking (means the space between words)</td>
<td><img src="image" alt="Decrease/Increase Word Tracking" /></td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Shrink glyphs</td>
<td>(means make smaller signs)</td>
</tr>
<tr>
<td>Decrease offset of baseline of characters</td>
<td>(make them less tall and move up or down according to normal position in the line)</td>
</tr>
<tr>
<td>Set manual tracking</td>
<td>(means set a space between characters)</td>
</tr>
<tr>
<td>Scale width of characters</td>
<td>(make them more fat or thin, so occupy more or less space on the width)</td>
</tr>
<tr>
<td>Scale height of characters</td>
<td>(make letters less tall, for ex q or y can make your text frame horrible to see, because they need more space)</td>
</tr>
</tbody>
</table>

**Titles**

Now is time to create next page, that will show some other features in Scribus. Copy the page title from first page to second, rotate by 270° and position at these coordinates. Type in What I learn?, In story editor align text center and apply style PageTitles. Do same with title on the first page, if you haven't done yet.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>202,000 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>108,400 mm</td>
</tr>
</tbody>
</table>
Then copy the title dark grey-color polygon from first page and paste it on second page. Apply these properties.

**first**

<table>
<thead>
<tr>
<th>X-pos</th>
<th>14,100 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>14,100 mm</td>
</tr>
</tbody>
</table>

**second**

<table>
<thead>
<tr>
<th>X-pos</th>
<th>14,100 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>174,100 mm</td>
</tr>
<tr>
<td>Width</td>
<td>165,900 mm</td>
</tr>
</tbody>
</table>

Copy also text boxes, change text to syllabus" and tools, apply to both style Labels (also you can do it to one we created before) and give them these coordinates.

**syllabus**

<table>
<thead>
<tr>
<th>X-pos</th>
<th>18,110 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>16,164 mm</td>
</tr>
</tbody>
</table>

**tools**
<table>
<thead>
<tr>
<th>X-pos</th>
<th>18,110 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>176,541 mm</td>
</tr>
</tbody>
</table>

**LINK TEXT FRAMES**

Create two more text frames with color WhiteSmoke. Set text distance for both frames up 2,000 bottom 2,000 left 3,000 and right 2,000.

Now for left column import text from file syllabus_vision.txt. You may notice that text is too long and does not fit in one column, in the second column we copy part of the text. Warning, if we add or cut something every time we change both frames. To work two text frame as one, we connect them. Select first frame and activate in tool bar the link text frames button or type N and click on the second column. Text should flow flawless now.
LISTS
As you can see text in this frame is actually a list with some descriptive text. But how actually we can create a list in Scribus, considering is not a word processor? Each item in the list (Scribus document) is a symbol or glyph then tab |<-->| and then text.

GLYTH
To choose a glyth, open the story editor and place the cursor where you want the symbol to be inserted. Click in the insert glyth menu and then select first icon Hide/Show Enhanced Palette.
Now choose your font or Gentium Plus Regular and then class type Geometric Shapes. To see preview of the glyth right-click on it. Double-click on a glyth to put it in the selection. Therefore press insert and glyth will appear in the text, apply this action to all list. Glyths are useful not only for the lists, also sometimes you need to insert more then one glyth at a time, so put it in selection as many as you need.

**ITEMS**

Now adjust the way list is presented, actually there is no automatic way to do it. Go back in style edit and select the previously created style List to edit. At the bottom of paragraph style, you may adjust the tabulators and indentation. Start with setting a space for the tabulator and then adjust text coming after. Here are good settings for this brochure.

Then select both frames, in the tab text properties select style settings to give to all frames style List. Now go to the story editor and change style for each paragraph, thos that are not lists. On the first line set MainTextF, on the next lines MainTextbody.
Then give some space after the item Graphic Design, for next paragraph choose again MainTextF. Should look this way now.

**LINKS**

Now create other four text frames, these will present tools of the workshop. Import text from files and set these properties.

first

- **X-pos**: 38,517 mm
In the text that describe tools used during the workshop, there are links to websites for readers to discover more about these technologies. To set a link is simple in Scribus, select the word that will become a link (can be also internal) and activate the button insert link annotation.
It will appear as a **text frame tool**, *draw the frame* around chosen **words** and you will see just a transparent polygon. Now **double-click on the frame** and select from the drop-down menu **external web link** an **URL** in the destination line.

Actually nothing will change visually, but link is now available, when you will export your document in PDF it will work as link. To make readers aware that a link is available you can **change** font color and underline text, as we are used to this appearance of hyperlinks. So **double-click** in the text frame, **select** the **word** and **change** its color to **Yeshi-Blue1**.
**Images**

Images are an important part of the layout, as much as empty spaces. To add images to your document, you should use the object image frame. Let's add pictures near our text frames. Press the button for image frame, it will appear as rectangle with a cross inside because it's common way to represent images space from paper typography.

<table>
<thead>
<tr>
<th>X-pos</th>
<th>14,100 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-pos</td>
<td>187,770 mm</td>
</tr>
<tr>
<td>Width</td>
<td>20,000 mm</td>
</tr>
<tr>
<td>Height</td>
<td>20,000 mm</td>
</tr>
</tbody>
</table>

**TRANSFORM**

Now select the frame and right click on it, select get image and apply the right picture from the folder.
SCALE TO FRAME PROPORTIONALLY
Now you can see the image in the frame, but probably only a small part. Go in palette properties to the image tab and select scale to frame size and activate also proportional. Finally image will appear in correctly in the frame.

CROP
In the third image frame you have big image and we prefer to use only a part of it. As usual you may crop the image with an image editor like Gimp, but now let's right click on image and select to edit Image and directly in Scribus choosing the free scaling we adapt to the correct position and proportion. Set as follows.

FLOW TEXT AROUND
May text and images in Scribus occupy in the same space? Actually text and images till are close but not overlapping, so their positions are independent. On page three instead we have a person that is actually inside the text and text flows around. How does it works? Let's start by creating an image frame and text frame.
Get text from the file into Bio and set the level of the object (remember that layer apply to the document, instead level apply to overlapping objects) or in other words which is the last object we see. Select the image frame Portrait and be sure that in properties X,Y,Z the level is higher than text frame Bio. Then select Portrait and from the palette properties select shape tab to activate the flow around. You may also choose use frame shape and upload image to the frame.
**PATH AND NODES**

Text is flowing around the frame, but it is stacked with its borders and does not look nice. Let's give some empty space around the picture, go back in shape and use contour Line. Press edit button to change the contour line and give more space. Notice the contour line becomes blue and nodes panel appear. This panel allow to edit the structure of the path (better known as Bezier curves), now you can change the shape of text frame, for example stretch or make it irregular. You may access this palette by double-click of any object in Scribus, once you activated edit contour line.

**MOVE NODES**

Select the move nodes (first on upper left) button from the nodes panel and stretch the image by pulling the upper right corner or better you change the value of X-pos to 43,000, this gives 3 mm of space. Next select right bottom corner and give X-pos to 43,000 and Y-pos to 43,000. Last choose left bottom corner and change it’s Y-pos to 43,000 again. You will see in real time how text flows around frame with contour line.
Notice that we used the name corner but actually the correct word would be node, as we are manipulating a curve.

**EFFECTS**
The picture for the Portrait frame appear black and white in the brochure, but till now we manipulated a color image. With image editing directly in Scribus we may change how an image appear, now select the image and right-click to select effects. Choose from available effects the Grayscale and press >> to add to the stack, then also Brightness set to 50. Finally add Contrast set to 10. Pay attention to the order of the stack, because how effects overlap is important and makes difference. In this panel you find all basic settings for image editing, you may change these any time later during your work on the layout.
**GLYTH TO VECTOR GRAPHICS**

All the graphical elements created for this brochure are done directly in Scribus, obviously may you use any vector graphics editor like Inkscape, Xara Extreme, or even Blender and partially also Gimp. For this tutorial we create all in Scribus using the vector graphics capabilities built-in.

As you may notice the margin of the document show some nice images created by different glyths (symbols) and their shadows (projections). Let’s go through the process, we take as example the symbol of infinity on the second page.

**CONVERT TO OUTLINE**

First of all create a text frame and in story editor add a glyth of infinity from character palette of Gentium Plus. Change font to 60 pt. To use characters as vector graphics (this means you can enlarge it, change without loosing quality), you need to convert them. Right-click on text frame and select convert to outline. Now you may try to enlarge or stretch your ∞, as you may expect will maintain the proper proportions without loosing quality. (to cancel your action use Undo or Ctrl+Z). Now change the color of infinity to YeshiDGrey.

**SHADOWS**

Now copy your image and change the fill color of the copy to background or RGB: 229,230,210. Rotate by 14° and move to left upper corner or to coordinates X-pos to 10,040 and Y-pos to 15,272.
**INTERSECT**
Intersect the images to suggest the idea of a print, the intersection point is at coordinates X-pos to 3,337 and Y-pos to 16,972. The color chosen for intersection is blue, notice that you cannot color intersection with a single action. We need to create an additional image made of this intersection. Zoom your document by 800% (or other size you feel comfortable to work) by pressing Ctrl and scrolling or from menu on the bottom of the page.

**Insert intersection shape**
Choose to insert shape or S command, select a square from the list of the available shapes and draw the shape near intersection of infinity signs. Then from line properties and change line width to Hairline, then change color to one bright to see it better. Double-click on the square to enter node editing and move.

**ADJUST INTERSECTION SHAPE**
Now, working with mouse, move your 4 nodes to the borders where there is intersection between the two infinity signs. Click on the node, drag it. You may also adjust coordinates using menu. If you find difficult to point out, turn upper infinity sign transparent, so you will the intersection better. Then press the button to move control points.
(straight under move nodes), so you may turn a line into a curve. Click on the node and drag it to one side, you will see how path (line) modify.

You may manipulate by 2 control points (on the right and on the left), now move control lines to repeat the contour of the letter.

**SET COLOR FOR INTERSECTION**

When you are satisfied press end editing and change fill color of shape-intersection to YeshiBlueOne and color line to None.
Repeat for the second intersection and re-activate transparency of the infinity sign to 100%.

**GROUP**

To avoid accidental drag, you may connect them into a group it, so you may use them as one image. Press and hold shift to select all the shapes that belongs to the group.

Go to X Y Z tab of properties and press the icon group selected objects. To lock the position of this group (or any object in your document), press the icon lock sign.
COVER

DESIGN LAYOUT
As previously said all graphic elements of this brochure are created directly in Scribus, now is time to talk about cover page which deserve attention as is complicate to realize. The inspiration for the design layout of this brochure is Italian Futurism and Russian Avant-garde, and does not assume the use of photo or pictures. As you know is not easy to find ready made clip art just the way we need them. For the cover we wanted to suggest the idea of human eye gazing into the space where the title of the workshop lay. To achieve this visual result without special abilities in drawing or creating vector graphics, how do we proceed?

DECOMPOSE INTO GEOMETRIC PRIMITIVES
To create a stylized image of the eye in the bottom of the cover page, we start from finding a good photo as reference. Create a image frame, get the photo and enlarge it as much as you like. Notice that the quality of the photo may also be not satisfactory, because we are not going to use it for the cover page.

Look carefully at your photo, analyze the structure. You may discover that is actually composed of parts and in this specific case we may decompose into geometric primitives. Therefore we use shapes of Scribus as follows to create our stylized eye.
From the basic shape we follow the contour of the part in the photo by adding nodes, till is satisfactory smooth and pleasant to see.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornea</td>
<td>semi circle</td>
</tr>
<tr>
<td>Iris</td>
<td>ellipse</td>
</tr>
<tr>
<td>Pupil</td>
<td>ellipse</td>
</tr>
<tr>
<td>Highlight</td>
<td>hexagon</td>
</tr>
<tr>
<td>Eye-lashes</td>
<td>semi circle</td>
</tr>
</tbody>
</table>
**VECTORIAL COPY**

Before copying into a vector graphics object, pay attention to the geometry (count the angles). To add a polygon press P or choose the proper icon from the tool bar. Set the correct properties to the polygon just created.
Your shape may lack nodes for example that don’t allow to follow perfectly the contour of part in the photo, even later you may add by pressing the icon add nodes. When all contours of the parts of the photo are well represented with shapes and nodes, you may fill with the desired color and adjust levels. For the eye in the lowest level there is a dark half circle, then white one, then iris, then highlight, then pupil. As your work is done, you can group objects and lock it. Proceed with the creation of all secondary elements like airplane and clouds.

**GRADIENT**

For the title of the workshop in the cover page of our brochure, we chose to create the suggestion of a printed banner attached to the airplane (a typical graphic element in Italian Futurism). To give some movement the gradient of natural colors will be created as fill.

To create this graphical element, insert a triangle shape with the following properties.
Then create a text frame with and type Evolution using font Gentium Plus Regular, size 65pt, color Black, set manual letter tracking to 2%. Now bring the text in front of the triangle shape.

Set the filling color for the triangle as horizontal gradient, notice that is black is default base color and stops may be adjusted between the sliders (red means selected). To add a color stop move your mouse to the border of color scheme until arrow with + appear and click. To remove a color stop, click on it and drag it out of the properties window. To change a color stop click on triangle, it will become red and show its properties.
TRANSPARENCY

For the next page we create a hexagon filled with dark red radial gradient ranging from 0% to 100% of color HexagonRed (the color of our logo) used at transparency 30%.
TEXT ON A CURVED PATH

ROTATE
Let’s go back to the text frame Evolution to place it properly with the right corner higher (declination), this is achieved by a rotation of 21°, now change the rotation parameters of the text frame in X,Y,Z tab and see the result.

ATTACH TEXT TO PATH
Part of the title follows the contour of the eye, this means to place text on a curved path. Use the function attach text to path that creates a path that you may transform into curve, figure, form. Now text follows path. Type in the text frame the last part of the title of workshop THE INVISIBLE with font Bebas Neue Regular, size 58 pt, apply manual tracking 5%.

Use the the tool for Bezier curve and draw a straight line, press Esc to complete. Enter in node editing to change into a curve adjusting nodes and control points, follow the contour of the eye.
The path has coordinates left node 0,000 and 25,994, right node 102,916 and 44,019, control point 59,415 and 0,000. When your curve is properly set, end editing. Now press shift selecting both the text frame and the curve and apply attach text to path.

Text will become curved over the path. If text is too long for the path, then you should adjust or change properties of text or even length of the path. This is the case of the second page where text is attached to a circular path.
LAYERS

LEVELS
Three types of levels were discussed during the preparation of this brochure, but all these are laying on the same plane. Actually till now we have been working on one single layer.

1. layout structure (place for titles) and graphical elements not connected with text
2. texts
3. pictures and graphical elements connected with text

MULTILINGUAL LAYOUT
To create a multilingual layout for this brochure, therefore we won’t use a file for each language (ex. brochure_en.sla, brochure_ru.sla), we set a layer for each language. Now open the layers window from menu windows, how many layers are available? Only the Background. Press on the icon + to add a new layer and call Second level (or pictures), repeat and add a layer for each language call Texts EN.

Represent layer, you can change color clicking on it.
Add Translation
Now move all your text frames from pages 2-6 to layer Texts_EN by selecting text frame and right click and send to layer Texts_EN. Go in layers window and select Background and try to drag or move, why you can’t? As you may expect, now to work with them you should select the proper layer, therefore Texts_EN. You may also use the dropdown menu on the bottom of the page.

Repeat sending all pictures and graphic elements to the layer Second level and activate for this layer text flow around the objects.

In this brochure you may find other layers, for example Cover_EN is for texts that affect graphical elements, for example the length of word Evolution in other languages is different so the length of gradient is different (just like the title workshop on vision).

Duplicate Layer
When you are done with English, duplicate the layer to create a base for translation. Give a name that inform on the translation, like Texts_RU or Texts_IT. Select this layer and translate, you may expect that you cannot edit on other layers or language. Remember to set the visibility of the layer properly to avoid to see both language at the same time during typing or translation. Therefore now deactivate the visibility of layer Texts_EN pressing the icon eye and continue your translation work.
**CHECK SINGLE LANGUAGE**

At the end the layers windows of your brochure should look similar to this. To check a single language, activate the visibility of the proper layer.

**English layer selected**

**Russian layer selected**
Как я буду учиться?

Основные принципы обучения, которые формируются в процессе обучения, и методы их применения.

1. Естественное обучение
   - Принципы обучения на практике
   - Методы обучения на практике

2. Теоретическое обучение
   - Принципы обучения на практике
   - Методы обучения на практике

3. Коммуникативное обучение
   - Принципы обучения на практике
   - Методы обучения на практике
**EXPORT**

**STORE PROPERLY**
To store properly your project, you may organize the folder exporting all the elements and text and storing in sub folders. Therefore create a folder called project or the name of your project, save your Scribus files. Then create sub folder for images and for texts, copy all images used for your project in the sub folder. Copy all text files to the sub folder, if you created texts directly in Scribus export from text frame in the sub folder. Choose any text frame, open story editor and press button save to file giving a meaningful name.

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**TEAM WORKING**
If you work in a team and your translator or editors prefer to work with a single text file, then you may exchange using the previously described text import/export function. As you may expect thing creates a relation 1:1 between languages (layers too) and files which simplify the editing collaboration process. Therefore when you make changes to text files or you ask others to, upload back to the text frame in Scribus pressing the button load from file.
To **export** into PDF format, having a valuable output of your work, from main menu run **export to PDF** and **check** your document with **Preflight Verifier**. **Select** your profile and fix all eventual problems (using human names of your text frames and polygons).
**EXPORT PARAMETERS**

Pay attention to these steps to export to PDF.

1. Give a name to your file and choose a folder to save.
2. Choose for what version of PDF you want to create file (Compatibility).
3. If you have quite a lot of images compress them with maximum resolution of 300 dpi.
4. Embed your fonts, this way everyone will see your document in the same way.
5. Choose display settings for best view of your document.
**REVIEW YOUR WORK**

Once you save, the exported PDF file can be viewed with Adobe reader or any other PDF reader. Send a file to your colleagues and friends, that use other operating systems and fonts, ask them to send you PrintScreen of your document.
PRINT
Finally when is time to bring to print simply use the function from the main menu collect for output, all is needed for professional printing will be included automatically. Enjoy!