EASY TEXT PLUS

USER GUIDE

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CHAPTER 1: INTRODUCTION

Welcome to EASY TEXT+

Welcome to the EASY TEXT+ User Guide, a detailed description of the methods needed to get the best out of EASY TEXT+, DTP.

EASY TEXT+ has been designed to be easy to learn and intuitive to operate. Full advantage is taken of usual GEM features such as windows, drop-down menus and dialog boxes and forms. There is an example EASY TEXT+ page which can be viewed before 'getting into' EASY TEXT+ which will give some idea what EASY TEXT+ can do. If you want to have a look at this prepared page then you should turn to chapter 7 on loading an EASY TEXT+ page.

If you want to see what kind of print-out EASY TEXT+ is capable of with your printer then you should turn to chapter 12, and follow the instructions for printing the example page.

EASY TEXT+ is a sophisticated DTP program, so if you are new to the ST and / or DTP please take time to read this guide carefully.

READ_ME.1ST

Please read the READ—ME.1ST file for the latest information about EASY TEXT+. This file contains items that could not be included in this User Guide.

Make a back-up copy

Before you do anything else, it is essential that you make a backup copy of the EASY TEXT+ disk. This can be carried carried out from the GEM Desktop or using a program such a FAST COPY which is available from many Public Domain libraries.

Once you have made a copy you should store the original EASY TEXT+ disk in a safe place and use the copy as your working

disk.

EASY TEXT+
DTP   (c) zzSoft 1990

Ver: 1.4   Portions Copyright (c)
Digital Research Inc. All Rights Reserved.
Digital Typefonts by Xiphias, (c) 1986.
Portions Copyright (c) 1987 Atari Corp.
Reproduced Under license from Atari Corp.
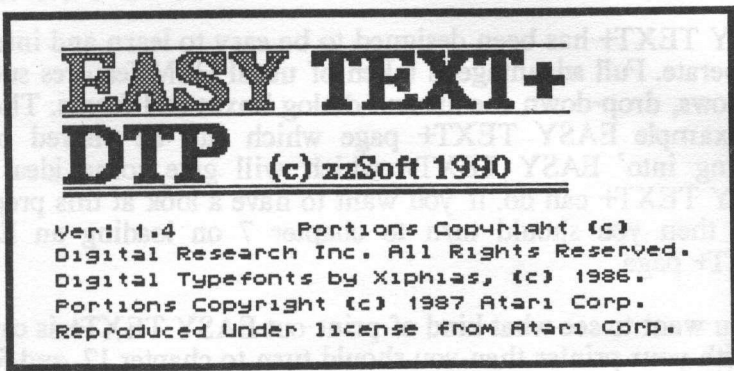
Easy Text+ (high res) credits dialog box.

CHAPTER 2: INSTALLING EASY TEXT+, and other information

EASY TEXT+ normally comes on one double-sided disk. If you have a single-sided disk drive you should return the disk to zzSoft for replacement, unless you have an external double-sided disk drive. In that event the AUTOB.PRG program can be used to boot from the external drive.

EASY TEXT+ can be used with any ST, or STE or mega.

EASY TEXT+ can be used in medium resolution, or high resolution which requires an ATARI high res monitor - the SM124, or SM125, or a multi-synch monitor.

The disk is configured for either a 9-pin Epson compatible dot-matrix printer, a 24-pin Epson compatible dot-matrix printer or a laser printer. The laser printer should be an ATARI or HP laserjet compatible. At least one megabyte of RAM is needed to use EASY TEXT+ with a laser printer. The HP laser jet disk can also be used with a deskjet printer.

9-pin printers

EASY TEXT+ can be used successfully with a variety of 9-pin dot matrix printers providing they are Epson compatible. The Star LC10 mono and colour, Citizen 120D, Amstrad DMP3000 are just a few of the more popular printers that can be used with EASY TEXT+.

Note that EASY TEXT+ can not print in colour.

The output resolution to the printer is 120*144 dpi.

The ATARI SMM804 9-pin printer needs a special printer driver, and if you have one of these printers and have received a 9-pin disk with the FX80 printer driver (which is the standard printer

driver and disk) then please return your disk to zzSoft with a note asking for the correct printer driver and fonts. There is no charge for this.

For more details about printer drivers, fonts, etc, please see later chapters.

24-pin printers

EASY TEXT+ can be used with a variety of 24-pin dot-matrix printers such as the Star LC24-10, and others.

The output resolution to the printer is 180*180 dpi.

A printer driver to give an output of 360*360 dpi is available. Please see READ—ME.1ST file on disk for further details.

Laser printers

EASY TEXT+ can be used with any HP laserjet compatible printers, and the Atari laser. At least 1 megabyte of RAM is needed. Note when using a laserjet comaptible printer the On Line or Print button (or similar) may have to be pressed at the end of printing to force the page out.

The output resolution to the printer is 300*300 dpi.

What's on the disk?

On the disk you should find the following files. (If the following list differs somewhat from the actual contents of the disk then the READ—ME.1ST file will have the latest information).

* = a folder

* AUTO
Contains the GDOS program, GDOS.PRG, which we need to boot with.

* FONTS

This folder contains high and med res screen fonts and printer fonts

ASSIGN.SYS
This file tells the ST what fonts, and printer driver to use with EASY TEXT+

START.PRG
This program acts as a 'calling' program so that if it is run then it loads the EASY TEXT+ program. When you want to print anything it leaves the EASY TEXT+ program and loads the print program. After printing it then can load the EASY TEXT+ program again. And so on.

EZT+ˉ13x.PRG
This is the EASY TEXT+ program itself. The 13 refers to the version number, in this case 1.3 and the x can be any letter of the alphabet. The present version is 1.3K. You may have a different version than this which is ok. If you have a version which is less than 1.3K, eg 1.2b, then you should return your original disk with 3 first class stamps for an upgrade.

PRT−9PIN.PRG (or PRT−LQ.PRG, if you have the 24-pin disk, or PRTLASER.PRG if you have the laser disk)

This is the EASY TEXT+ print program. You can use this program to print EASY TEXT+ pages without having to load EASY TEXT+.

All the above files and folders are essential for the proper use of the EASY TEXT+ program. In addition the following folders and files should be present.

READ−ME.1ST
This file contains the very latest information about Easy Text+ which could not be included in this User Guide.

* HIGH
This folder contains an example EASY TEXT+ page produced on a high res monitor called EX−HIGH.EZ1. There are two other files (EX−HIGH.EZ2, EX−HIGH.EZ3) which contain pertinent

information which allows the correct print out of the EX−HIGH.EZ1 file. All three files are needed by the print program.

* MEDIUM
This folder contains an example EASY TEXT+ page produced in medium res called EX−MED.EZM. There are two other files (EX−MED.EZ2, EX−MED.EZ3) which contain pertinent information which allows the correct print out of the EX−MED.EZM file. All three files are needed by the print program.

* EXTRA−FONTS
This folder contains extra fonts and specially prepared ASSIGN.SYS files. There is a READ−ME file in this folder which should be read. The chapter on using the extra fonts should also be read before attempting to use these extra fonts unless you are familiar with ASSIGN.SYS files.

AUTOB.PRG
This useful program allows booting from an external drive, drive B:\. This is mainly of use to owners of a single-sided disk drive and an external double-sided disk drive. This program is in the public domain.

* HARDDISK
This folder contains the START−HD.PRG which is the start program that should be used instead of the START.PRG. This is because START.PRG checks drive A:, and then drive B: (if any) for the EASY TEXT+ program which is inappropriate when using a hard disk.

Other files may be on the disk. Please see READ−ME.1ST file on the disk.

Starting up and Booting with GDOS

First it is probably best to remove all unnecessary files from your working copy EASY TEXT+ disk so that you have space on the disk to save your EASY TEXT+ pages/files. The files you could remove are READ−ME.1ST, MEDIUM and HIGH folders (and

contents), and the EXTRA—FONTS folder and contents.

The EASY TEXT+ disk should be placed in the disk drive and then the ST should be switched on. In this manner GDOS may be booted. A message in the top left corner of the screen should then appear for a short period of time before you are returned to the ST's desktop. The message should be:

ATARI GDOS Ver 1.1 resident

If there is a fault with the ASSIGN.SYS or GDOS is not in an AUTO folder other messages can appear briefly warning of the fault.

If you do not boot with GDOS then when you run the EASY TEXT+ program, or print program you will be warned about this and loading will be aborted.

Once GDOS has been installed then the START.PRG should be double-clicked. This loads the EASY TEXT+ program and you should then see a box with the statement:

LOADING SCREEN FONTS...

This takes a short while and then the EASY TEXT+ sign on and copyright message is placed on the screen. To remove this click over it with the mouse (high res) or press the Return key.

Hard disk owners

If you have a hard disk the following files should be copied to partition C:\ in the root directory.

* AUTO
* FONTS
ASSIGN.SYS
EZT+¯13.PRG
PRT—9PIN.PRG (or the appropriate print program)
START—HD.PRG

If you want to place the FONTS folder on a different partition than C: then the header in the ASSIGN.SYS file needs to be altered to point to the partition where you want your fonts loaded from. See appendix.

CHAPTER 3: EASY TEXT+

Overview

EASY TEXT+ provides a work-surface like a blank piece of paper onto which you can enter a variety of text styles, different fonts, lines, and rectangles.

Anything placed onto the screen is entered via a frame. Frames are rectangles of user-definable size which are created with the mouse. They can be re-sized and moved about at will.

EASY TEXT+ differs from a paint program in that each block or frame of text is an entity unto itself, so that each frame and the text therein may be manipulated in a variety of ways. See figure 3:1 which shows a frame with text already entered into it. Each frame of text can be selected and reselected and the frame positioned where ever you want on the screen. As you select a frame the text inside it is automatically transferred with it. Each time a frame of text is selected the text inside the frame can be altered to the current text and font selections, or the text can left in its original state.

Text can be entered in a frame each time a frame is drawn with the mouse the screen. However you cannot edit text directly in a frame like you would using a word-processor. To edit your text, fortunately is very easy and only involves a couple of menu selections. Your text, then, can be freely edited and quickly and simply placed back into the original frame with just one mouse button click.
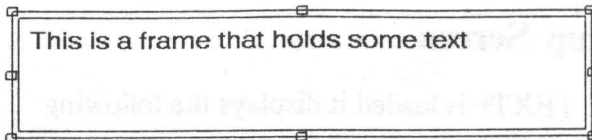
> This is a frame that holds some text

Figure 3:1.

Because the screen is smaller than an the usual size of paper that you would normally print to EASY TEXT+ has a scroll bar which allows the screen to be moved so that you have, in effect, a full page in which to enter your work. The scroll bar is on the right hand side of the screen. Note also the two arrows which will scroll the screen to the left or right as the screen is not wide enough. This means that the screen representation is very similar to what you will get when you print out the full page.

Clicking on the scroll bar will take you either to the top or the bottom of the EASY TEXT+ page. To go to any other part of the EASY TEXT+ page place the mouse pointer over the white area and keeping the left mouse button pressed 'drag' an appropriate distance, and release the button. See figure 3:2

Scroll page left/right

Page Up

Current position within
Easy Text+ page. Can be dragged
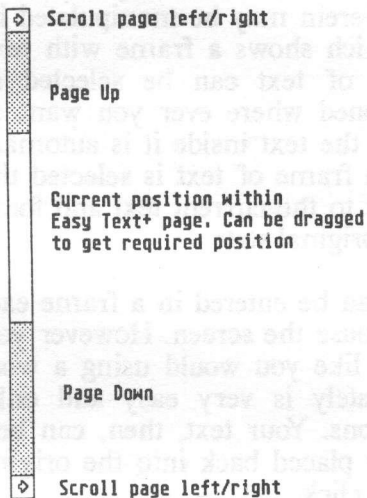to get required position

Figure 3:2

Page Down

Scroll page left/right

The Startup Screen

When EASY TEXT+ is loaded it displays the following:

(a) Drop-Down Menu Bar (see figure 3:3.)

Figure 3:3, menu bar

The top line of the screen displays the menu headings:

Atari logo EASY TEXT+... and GEM desk accessories (if loaded)

File	Load and Save selections
Frame	Frame/text creating/editing selections
Options	Some extra choices, such as Justification etc
Text	Text style choices, eg Italic
Font	Font height selections and font styles
Graphics	Choice of different fills, draw functions.
Options2	Printing and other choices.

(b) At the right side of the screen is the scroll bar, and slider. Note that the two scroll arrows are pointing right. See figure 3:2.

(c) The mouse pointer (a small arrow) should be visible.

CHAPTER 4: FRAMES and GETTING TEXT ON TO THE SCREEN

Drawing a Frame

To start: select the *Frame* drop-down menu and select *Start Frame*. (If you look at the *Frame* menu again you should notice that *Start Frame* has a tick to the immediate left. A tick on a menu selection shows that this is what you have selected and what is now in effect.) Prior to selecting *Start Frame* you could have selected the particular text style, font height, and font style that you wanted. Or you could have selected any of the draw functions such as rounded box. See later for more extensive coverage of this.

Position the mouse pointer in the general area on the screen where you would like to position your text. Pressing the left mouse button drag the mouse until a rectangle of suitable size has been created for the font height you expect to be working with. Don't worry if the rectangle appears initially too small or too big to use, the size is easily altered. Release the left mouse button and a rectangle/frame will be drawn on the screen the same size as the one you have just outlined with the mouse.

If you wish to move the rectangle/frame to any other position press the left mouse button and move the mouse - the rectangle / frame will follow the direction of your movements.

You can now also select the font height, text style and font style (if applicable) by going to the drop-down menu and selecting what you want.

Once you are happy about the position of the frame then again select the *Frame* drop-down menu. Select *Use Frame* and the frame will alter in that it will now possess a larger frame around the previous rectangle and this rectangle will have smaller rectangles at each corner and half way along each side. Alternatively press the right mouse button which is a quicker

method. These smaller rectangles are so that you can re-size the frame to any size that you wish. See figure 4:1. You can also move the frame to any position on the screen, although moving the frame to another part of the non-visible EASY TEXT+ page involves exiting the frame first.
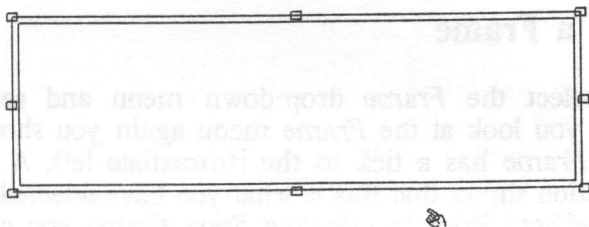
Figure 4:1. Frame

Alternatively, click the right mouse button instead of selecting *Use Frame*, or ALT-U.

In the *Use Frame* mode you can enter text (the first time a frame is created) but not edit the text you have entered. To do this you need to select the *Select Frame & Edit...* menu selection-but not yet! We're getting ahead of ourselves.

NOTE that once you have selected *Use Frame* then it is not possible to alter any text size, style or effects settings or select any of the graphic options even though most of these choices have not been 'greyed out', ie made unavailable.

Resizing a frame

To resize a frame affecting its width and height place the mouse pointer in one of the small squares located at each corner of a frame and pressing the mouse button drag the outlined frame to the size you require. To resize a frame without affecting the width then one of the small middle squares positioned in the middle of the left and right sides of the frame should be dragged. To resize a frame without affecting the depth drag one of the small squares

either side of the top and bottom frame sides. See figure 4:2 which shows a resized frame from figure 3:1.

```
┌────────────────────────────────────┐
│ This is a frame that holds          │
│     some text                       │
│                                     │
│                                     │
│                                     │
└────────────────────────────────────┘
```
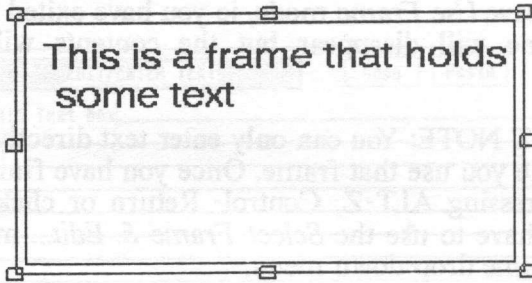
Figure 4:2

To resize a frame the full size of the EASY TEXT+ page you need to exit the frame and then scroll the screen and then select and resize the frame again making it larger each time.

Undo resizing

If you resize the wrong frame or decide that you do not want to resize the frame then press the Undo key (BEFORE EXITING the frame) and you will be asked if you want to revert back to your original frame position and size. Click in the OK button if you do.

Placing Text in a Frame

First a frame should be drawn and then *Use Frame* selected or right mouse button pressed so that a frame with the resize squares or buttons is on the screen. To enter text in the frame use the keyboard to type your letters onto the screen. If you make a mistake or want to change the size or style of text don't worry it's easy to correct. (This will be explained later on.)

When you have finished press either Control-Return or ALT- Z, or go to the *Frame* drop-down menu and click on *End Use Frame* or click the right mouse button once. This action will store

whatever you have placed in the frame in the computer so that you can move and manipulate your text whenever you want to.

When you leave *Use Frame* mode, ie you have exited the frame the frame outline will disappear but the contents will remain on screen.

IMPORTANT NOTE: You can only enter text directly into a frame the first time you use that frame. Once you have finished with the frame by pressing ALT-Z, Control- Return or clicking *End Use Frame* you have to use the *Select Frame & Edit...* menu selection from the *Frame* drop-down menu.

Note that the amount of text that is allowed in each frame is governed by the *Set Buffers...* menu selection which should be set before starting an EASY TEXT+ session. At the moment there is no need to alter the default amount which allows 750 characters per frame. It is more important to alter this amount when we have to import large amounts of text.

Editing Text in a Frame

First ensure that you have exited any frame that you have been working on. You cannot edit the text within a frame until you have exited from it.

To edit text within a frame chose *Select Frame & Edit...* from the *Frame* menu. Then click the mouse pointer over the text/frame you want to edit. A large box containing your text will appear. You can now edit your text using the various editing keys on the keyboard, eg delete, backspace. See later for a detailed description of all the editing facilities in the Edit Text box.

Text may be altered and entered at will. More text can be used than was in the frame, or less. The frame can be altered afterwards to accommodate the extra or less text by using the re-size buttons on the frame. Although the text in the edit box is always displayed in the (10 point) system font this does not affect the text within a frame. See figure 4:3.

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                 ◇ │
│                                                                   │
│  ┌─────────────────────────────────────────────────────────────┐ │
│  │      ▓▓▓▓▓▓ EDIT/ENTER TEXT ▓▓▓▓▓▓      │ Copy │ Paste │ Delete ││
│  │ This is the Edit Text box|_____ │ │
│  │ _____ │ │
│  │ _____ │ │
│  │ _____ │ │
│  │ _____ │ │
│  │                                                      ▶        │ │
│  │ _____ │ │
│  │ ┌───────┐ ┌───────┐ ┌────────┐ ┌──────┐ ┌──────┐ ┌──┐ ┌──────┐│ │
│  │ │ Clear │ │  OK   │ │ Cancel │ │ More │ │ Less │ │_1│ │Update││ │
│  │ └───────┘ └───────┘ └────────┘ └──────┘ └──────┘ └──┘ └──────┘│ │
│  │       ┌───────────┐ ┌────────┐ ┌──────────────────┐ ┌────────┐│ │
│  │       │ From Here │ │ ✓ All  │ │ Show Imported Text│ │Save Text││ │
│  │ Easy Text+ └───────┘ └────────┘ └──────────────────┘ └────────┘│ │
│  └─────────────────────────────────────────────────────────────┘ ◇│
└───────────────────────────────────────────────────────────────────┘
```
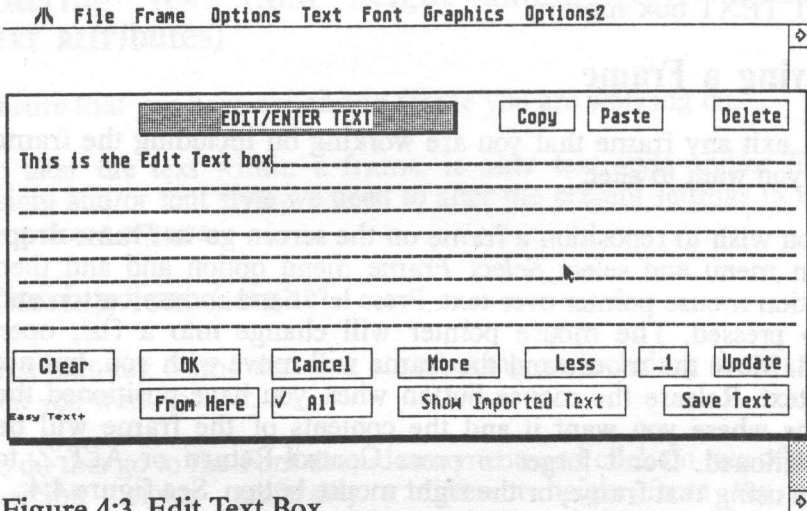
Figure 4:3. Edit Text Box

Select MORE to see another 8 lines of your text, and click on LESS to go back 8 lines.

When you have finished editing click in the OK button if you want the new text to replace the old text in the frame. Select Cancel if you have decided that you want to leave the text in the frame alone, or in the event of selecting the wrong frame to edit.

Summary of selecting a frame of text to edit

(a) Click on *Select Frame & Edit* from *Frame* menu (or press ALT-V).
(b) Click over text you want to edit
(c) EDIT TEXT box will appear
(d) Edit your text, and leave EDIT TEXT box ie click OK
(e) Text will be automatically replaced in the frame.
(f) Exit frame

Note that even if you did not enter any text the first time you created a frame you still need to go through the above sequence in order to enter text in a frame. Obviously, (b) cannot apply - so you must click over the frame position, and then continue when the

EDIT TEXT box appears.

Moving a Frame

First exit any frame that you are working on including the frame that you want to alter.

If you wish to reposition a frame on the screen go to *Frame* drop-down menu and select *Select Frame* menu option and and then position mouse pointer over text. Press left hand mouse button and keep pressed. The mouse pointer will change into a flat, open hand. Move the mouse and the frame will move with you, but not the text. Release the mouse button when you have positioned the frame where you want it and the contents of the frame will be repositioned. Don't forget to press Control-Return or ALT-Z to cease using that frame, or the right mouse button. See figure 4:4.

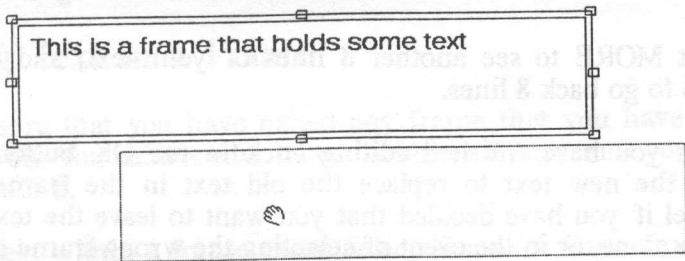This is a frame that holds some text

Figure 4:4

Alternatively you can just position the mouse pointer over the frame you which to select and click once with the mouse button and the frame will be selected and ready to be moved or resized.

Undo moving

If you select the wrong frame or decide that you do not want to move the frame then press the Undo key (BEFORE EXITING the frame) and you will be asked if you want to revert back to your original frame position. Click in the OK button if you do.

Altering Text (font height and/or style, and/or text attributes)

Ensure that you have exited any frame you are working on.

To alter the text within a frame, ie alter text style and/or font height and/or font style we need to alter the present settings in the drop down menus.

Altering font height

First exit any frame that you are working on including the frame that you want to alter.

To do this go to the *Font* drop-down menu and click on one of the available heights- preferably a different height from the one currently ticked. The heights for the current font are shown in point sizes which is the traditional method of showing its height and has been carried over to computer DTP. A point is 1/72" so 36 points is 1/2". Once you have selected the height that you require then you should go to the *Frame* drop-down menu and select *Select & Change* and then click over the frame of text you want to alter. Alternatively you should press ALT-X and then click over the frame of text which you want to alter. The text in the frame will immediately change to the height you set in the Font menu.

Press Control-Return or Alt-Z to finish with the frame, or select *End Use Frame* from the *Frame* drop-down menu, or press the right mouse button once.

If the font height you set was a large one say 48 points and the frame of text you want to alter is say 10 points you may find that when you click over the frame the text seems to disappear completely. This woud be due to the size of the new font height not being able to fit in the frame size. To see the text you should make the frame larger.

Note that once you have altered the font height setting then that is the now the current setting for all new frame text operations.

Altering font style

First exit any frame that you are working on including the frame that you want to alter.

To alter the font style you should select the *Font* drop-down menu and then click on the *Font Style...* menu option. You will then be presented with a box like this:

```
┌─────────────────────────────────────┐
│          AVAILABLE FONT STYLES       │
├─────────────────────────────────────┤
│ Swiss                                │
│ Dutch                                │
│ Unavailable....                      │
│ Unavailable....                      │
│ Unavailable....                      │
│               OK                     │
│             Cancel                   │
└─────────────────────────────────────┘
```
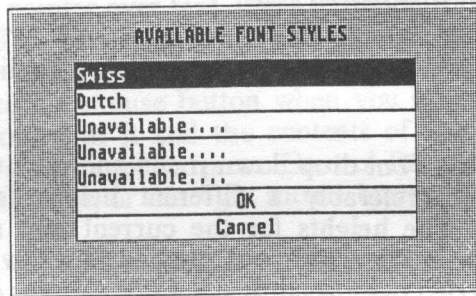
Figure 4:5

If you are using the standard 9-pin disk and are using the initial ASSIGN.SYS setting you will probably have a choice of two fonts, Swiss and Dutch. The Swiss fonts is a sans serif font (no curly bits at the ends of the letters) and is often used for headlines and paragraph headings. The Dutch font is often used for the main body text, ie text other that headlines and headings. They are very similar fonts and complement each other very well.

To select a new font you should click over the font name you require and it will then be show in reverse video - ie white text on a black background. To leave the box click in the OK button. If you change you mind and want to keep the font that that was originally set click in the Cancel button.

To alter a frame of text to the new font style setting you should go to the *Frame* drop-down menu and select *Select & Change* and

then click over the frame you which to alter.

Press Control-Return or Alt-Z to finish with the frame, or select *End Use Frame* from the *Frame* drop-down menu, or press the right mouse button once.

Note that once you have altered the font style setting then that is the now the current setting for all new frame text operations.

Altering text attributes (bold, italics, etc)

First exit any frame that you are working on including the frame that you want to alter.

To alter the text attributes you should select the *Text* drop-down menu and then click on one of the text attributes. Normal is the default setting. You may select different attributes at the same time so that bold and italics is possible. To de-select an attribute just click over it again.

Press Control-Return or Alt-Z to finish with that frame, or select *End Use Frame* from the *Frame* drop-down menu, or press the right mouse button once.

Select and Select & Change differences

Once you have worked with EASY TEXT+ for a few minutes/ hours you will soon appreciate that the one of the most frequent selections (besides *Start Frame*) is *Select & Change* frame. To move a frame about without altering any of its contents we should just click over the frame and then move it about and reposition it where we want. In a similar manner we can click over a frame and then resize it without affecting the contents of the frame, except that altering the size will probably affect the position of some words or make a fill cover a smaller/bigger area. Selecting a frame, and or resizing a frame DOES NOT AFFECT ITS CONTENTS.

However, *Select and Change* frame (or ALT-X) always alters the contents of the frame to whatever setting is held in the various

menus. Use it with care!

Undo Select & Change

Fortunately if we inadvertently use the *Select and Change* frame option and it results in the incorrect selection of a frame or in wrongly changing the contents, then before we exit the frame we should press the Undo key. A message shown below will be presented to us. If we decide to cancel the *Select and Change* frame option the frame will be placed back to the exact position it came from and with the same font, text attributes etc. This is a very useful option.

Message

    ** UNDO changes ** !!
     Revert to original settings
    (ALT-X), and frame position,
    (ALT-S), or (ALT-X).

Force menu to frame parameters (Control-F)

Often we will want to alter just one or two particular parameters of the contents of a frame but we cannot remember what the original parameters are. This often happens after we have loaded an EASY TEXT+ page. For instance we may have a frame with a rectangle/box, with Dutch font, at 24 points, bold and italic, fully justified but all we want to do is to alter the point size (text height) to 16. To ensure that when we *Select & Change* that the menu settings are the same as the frame (except for the one we wish to alter) we should first select the frame, and once it is selected press Control-F and we will be presented with this message:

    ** Force menu ** !!
    Force menu to selected
    frame parameters?

We should click in the OK button to do this. Once we have done this we should exit the frame and then set the point size to 16 and then *Select & Change* the frame. Only the font height will change.

Note that this feature may not be completely implemented: see READ–ME.1ST file for details.

Select & Copy Frame

First exit any frame that you are working on including the frame that you want to copy.

Selecting this allows a copy of a frame to be made. After ticking this menu selection chose a frame to copy by selecting it with the mouse. Note that you must have the appropriate menu selections ticked or the resulting frame will have the characteristics of those menu selections ticked. Eg if you have *Straight Line* selected then the resulting copied frame will be a straight line even though the frame you are copying may contain text or whatever.

CHAPTER 5: The EDIT TEXT BOX, and IMPORTING TEXT

Using the Edit Text box (see figure 4:3 page 17)

The Edit Text box is used:

(i) To prepare text for a frame before creating the frame.

To do this select *Edit Text...* from *Frame* menu and enter text into Edit Text box. Note that using the (carriage) Return key will move the cursor down a line. The mouse may be used to position the cursor on a particular line. After you have finished entering and if necessary, editing your text in the Edit Text box click once in the small OK box and you will be returned to the main screen. Now select *Start Frame* from the *Frame* drop-down menu and draw a frame. As soon as you select *Use Frame* (or click the right mouse button) the text you entered in the Edit Text box will be placed in the frame. By adjusting the size of the frame you can ensure the 'look' of the text layout. Text will (initially) be automatically left justified.

Once the text is in the frame it is often be necessary to adjust the frame to the correct size for the particular font and style, and justification. It is also often necessary to word wrap the text so that any words that are 'broken' by the right hand frame edge can be fixed.

(ii) Editing text already in a frame. Please see chapter 4: Editing Text in a Frame.

(iii) for importing text

Importing Text

Importing text from First Word, or First Word Plus is easy. Text from First Word or First Word Plus can be in document mode or

ASCII.

Document mode refers to the fact that the control codes for text effects such as Bold, Italic etc are kept within the text file, for later use in the word processor to display these text effects, or for printing these text effects.

EASY TEXT+ keeps these control codes which allows you to display text effects such as bold, italic, bold and italic within a left justified frame. Headings can keep text effects when full justification is used.

Note that EASY TEXT+ always initially places imported text left justified in a frame no matter what settings are on the justification menu until the frame is exited.

EASY TEXT+ can import any ASCII text file from any word processor.

Select *Import Text...* from the *File* drop down menu and a GEM selection box will appear. From this box you may specify the disk drive you wish to load your text from and by using the scroll bar see what files you have on the disk. Double clicking over the actual name of the text document you wish to load will place your document 'into' the EASY TEXT+ Edit Text box starting at the beginning of the document.

Please note the maximum size document you can load into EASY TEXT is about 10,000 bytes or approximately 10,000 characters including spaces. If your document is larger than this it will be necessary to to separate your document into less than 10,000 byte size sections so that EASY TEXT+ can eventually load all of your document.

Note that the maximum amount of text that can be placed into a frame of text at any one time is the amount specified in the *Set Buffers...* A very useful feature is that no matter how small the size of the frame into which imported text is placed the frame will always contain the maximum amount of text as specified in the Set Buffers... This means that when you exit a frame all the text is retained even though you may not be able to see all of the text.

This allows you to adjust the frame at any time and display exactly what text you require.

To place your text on to the EASY TEXT+ page/screen click OK. Click Cancel if you do not wish to do this. Cancel does not 'unload' your document. Cancel ensures that the next operation you do in EASY TEXT+ will not be affected by the previous operation of loading text into the Edit Text box.

Now select *Start Frame* (or press ALT-C) from the *Frame* drop-down menu and draw the required size frame etc. Then continue as usual. Note selecting *Use Frame* will place your text in the frame in the current selected text style, size and type. Press Control-Return, or ALT-Z or *End Use Frame* to exit the frame, or press the right mouse button once.

EASY TEXT+ CANNOT import ST Writer documents. You should convert to an ASCII text file first.

Option Boxes within EDIT TEXT box

The combinations of ALL and FROM HERE in the Edit Text box allow you to chose where you want to display text from (FROM HERE), and how much (ALL) after leaving the EDIT TEXT box.

A tick registers whether the particular function is available after leaving the EDIT TEXT box.

Note Max. text displayed is determined by the amount specified in the *Set Buffers...* dialog box, if the ALL box is ticked, and the size of the frame.

ALL (TICK ON)

All the available text will be placed in the frame created or selected (dependant on the *Set Buffers...* amount. From what position in the Edit Text box the text will be displayed from (in the frame) depends on whether FROM HERE is ticked or not.

ALL (TICK OFF)

Only 8 lines of text can be displayed in a frame after exiting the EDIT TEXT box. From what EDIT TEXT box page the text will be displayed from depends on the status of the FROM HERE box.

FROM HERE (TICK ON)

Text will be displayed in a frame from the position of the text in the EDIT TEXT box. How much, ie 8 lines or ALL the text available (this is dependant on amount set in *Set Buffers...*) will depend on the status of the ALL box.

FROM HERE (TICK OFF)

Text will automatically be displayed from the start position of the text in the EDIT TEXT box, no matter what position the text was in the EDIT TEXT box when exiting. Whether 8 lines (an EDIT TEXT box page) or all the available text will be displayed will depend on the ALL box status.

NOTE: that these selections can only function correctly if a large enough frame is either created or selected to hold the text. When placing a lot of text into a small frame expanding it with the small side boxes (in Use Frame mode) will ensure more text can be displayed.

Show Imported Text

Clicking on this box will replace any text in the Edit Text box with the most recent 10,000 byte block of imported text.

Clear

This option clears out all text in the Edit Text box but leaves any text in the block text buffer unaffected. The block text buffer is 5000 bytes in size and is used for the Cut, Paste and Delete text block options. Knowing this can be useful for transferring text from one frame to another.

No warning is given when this button is clicked over and all text in the box is cleared immediately.

More

Clicking in this button advances the text 8 lines. Clicking over this with the right mouse button advances the text 5 Edit Text pages (40 lines), if there is enough text to display.

Less

Clicking in this button moves the text back 8 lines unless the text is at the beginning. Clicking over this with the right mouse button moves the text 5 Edit Text pages (40 lines) back, if possible.

Update

The Update button is used to bring into effect some text operations such as deleting a line (Control-Delete), inserting a line (Insert), moving text to next line (Control-K), and moving text up a line (Control-A). Some of these control-codes are the same as used to signify text attributes within a frame of text. However, these control codes are used with the Update button but when used as control codes for text attributes the Update button is not used.

Delete a line

This is signified by a symbol that looks like a small clock. Pressing Control-Delete at the start of a line of text inserts this symbol into the line. Clicking in the Update button immediately deletes the line and moves the rest of the text upwards.

To delete a line of text without moving the rest of the text up you should place cursor at end of line either by using the mouse or arrow keys and press Esc key once. The line of text will be immediately deleted.

Insert a line

To insert a blank line into the text within the Edit Text box you should first place the cursor at the end of the line of text before the line where you want to insert a line. Press the insert key which will place a small ff on the line. Now click over the Update button.

Move line of text to next line

To move a line of text to the next line down you should press Control-K keys (musical symbol) once you have placed the cursor at the start of the line of text you want moving down. Click in the Update button to effect.

Move text up

Place cursor at end of line and press Control-A which is signified by an up-arrow key, and click in Update button to move text up.

Save Text

This option allows any text in the Edit Text box to be saved to disk. It can be later imported back into the Edit Text box via the *Import Text...* menu option.

The text block options

Please note that the text block buffer is 5000 bytes in size, which means that it can only hold about 5000 characters (including spaces). This is half the size of the import text buffer. Trying to copy or delete a block of text larger than the block buffer will result in the error message shown below.

Copy

To copy a block of text into the text block buffer it is necessary to mark out the block of text using markers. These markers are placed at the start of the block of text you wish to copy, and at the end of the block. They are:

Control-C Start Block (right facing arrow)
Control-D End Block (left facing arrow)

Clicking over the Copy button places the block in the text block buffer. The text block remains there until another Copy is made.

Clicking over the Copy button if no start block or end block markers or paste marker is in place results in the errror message:

Cannot find block start/end markers: (right arrow) or (left arrow) or paste start marker (down arrow)

Paste

Paste takes the text in the text block buffer and inserts it into the text within the Edit Text box. To do this you must place a paste marker in the text by pressing Control-B which is signified by a down facing arrow. Failure to put a paste marker results in the above error message if the Paste button is clicked over.

Delete

This button deletes a block of text that is marked out with the block start and block end markers. Any text that follows on from the text block end marker is adjusted upwards.

Control Codes

EASY TEXT+ uses special codes to specify particular text effects within a left justified text frame (they are allowed in other justified text but the control codes effect the whole line).

The text effects that are recognized are BOLD, ITALIC, BOLD and ITALIC. These are the same effects that are recognized in an imported First Word text file. Some other control codes are used to determine other effects, eg Control-E means do not display this line to a frame or print to a printer.

All these codes are entered via the Edit Text box, or are brought into the Edit Text box when importing a First Word text file (that has been saved in document mode). These control codes are stripped out when saving a text file as a pure ASCII text file so that any text attributes such as bold or italic are lost.

Through the use of these special control codes it is possible to specify whether a frame of text will display these text effects.

These control codes are lost if word wrap is switched on. If word wrap is later switched off once it has done its job then the codes can be entered and used again.

Control-E (window exit symbol)

To specify that a line of text will not be placed into a frame, place CONTROL-E (ie press Control and then press E when in the Edit Text box) before each line of text. The line of text will not be placed inside the frame, but will not be lost. It will not be printed either, but will be saved along with all the rest of the text if you save the EASY TEXT+ page. This is signified by the symbol that is used to exit a window, top left. This is NOT shown on an EASY TEXT+ window. If you press the HELP key then this symbol can be seen.

A specific use of this control-code is in the creation of frames of text that follow-on from each other, as in the example page EASY TEXT+ 'improvements' text. As each frame can only contain only the amount specified in the *Set Buffers...* dialog box often part of a sentence or only part of an Edit Text Box page will be displayed. To ensure continuity of text in the next created frame, it is necessary to use Control-E.

As an example assume that a frame of imported text ended like this:

    and the specif

Why should it end like this you may ask? Because the maximum amount of text has been reached and the frame cannot therefore display any more. Looking in the Edit Text Box you would see all of the line of text displayed and the rest of the text. So, if another frame of text was to be placed on screen and we wanted the text to appear in one continuous stream then it is necessary to now use Control-E. Return to the frame and cut-off the offending line of text by resizing the bottom of the box so that the line of text 'and the specif' is not visible. Return to the Edit Text Box and select From Here. Place Control-E before any lines of text that appear before the line 'and the specif'. Now it is possible to continue with creating another frame as only the complete line 'and the specif'

and the rest of the text will be placed in the frame.

Control-F (resize window symbol)

CONTROL-F before a line of text means do not full justify this line. This is useful for headings of fully justified text and short lines of fully justified text. This code is signified by the window symbol at the bottom right (resize window). It should be placed before the other codes. Note that with short lines or headings it is just as effective to place spaces after the text - about the length of the rest of the text.

The following codes appertain to bold and italic text effects. They must all be preceded by the control code CONTROL-; or CONTROL-[. This is signified by a small ES.

Control-A (up arrow)

This switches bold on until switched off by Control-H. This control code is signified by an up-arrow.

eg es/uparrow"text-blah blah"es/tick

Control-B (down arrow)

This switches italic on until switched off by Control-H. Signified by a down arrow.

eg es/down-arrow"text-blah blah"es/tick

Control-C (right arrow)

This switches bold and italic on until switched off by Control-H. Signified by a right arrow.

eg es/rightarrow"text-blah blah"es/tick

Control-G (resize button)

Replace CONTROL-; or CONTROL-[with Control-G in text other than left justified text to retain text effects. Do this at the

start and end of a line of text.

On the disk is a file called JUSTIFEZ1 (high res) or JUSTIFEZM (medium res) which shows examples of using the control codes.

Summary of control codes:

Control-E Lose line of text

Control-F Do not fully justify line

Control-B Italic On and paste block marker

Control-A Bold on, and move text up

Control-C Bold and Italic on and Start Block marker

Control-D End Block marker

Control-Delete Delete a line

Insert Insert a line

Control-K Move text to next line

Control-H End bold and italic (left justified text)

Control-G End bold and italic (all text other than left justified text)

Control-; or Control-[Place before start of bold and italic codes, and before Control-H, or Control-G

Help

Pressing the Help key will list most of the control codes.

CHAPTER 6: CLIP ART

Importing Clip Art

To import clip art pictures select *Import Clip Art...* from the *File* drop down menu. A selection box will allow you to chose the disk drive to load from and the art file you wish to load into EASY TEXT+.

All art files must be in the DEGAS file format ie a .PI3 type of file, eg PICT.PI3. *This applies to medium res users too*, EASY TEXT+ can convert high res DEGAS files for use in med res automatically.

DEGAS ELITE was the first successful art program for the ST and the method it uses to save its picture files is the the standard which has established itself over the years. The file extension used to signify a DEGAS file is PI? (PIcture), where ? stands for the current screen resolution. A 3 signifies high res, a 2 medium res, and a 1 low res. So a high res file called MY—PICT would have the extension .PI3, ie, MY—PICT.PI3 and so on. However, as this method of saving files is not particularly efficient other methods have been created so that more art files can be held on disk, one of the more popular is the TINY format which has the extension .TNY and has a file size much smaller than a DEGAS file. DEGAS has its own version of this smaller file size and it known as a compressed file and has the extension .PC? (Picture Compressed), where once again the ? stands for the current screen resolution at the time the file was saved. Its meaning is as above.

Note that high res users can import .PC3 files also.

There are many PD conversion programs if the art file you wish to load into EASY TEXT+ is not in DEGAS format. One format in popular use is .TNY (see above) - do not try to load this into EASY TEXT+ - it must be converted into a DEGAS file first. The most popular is PICSW7.PRG which is available from most PD libraries or if difficulty is encountered from zzSoft.

Uncompressed DEGAS file format must be used, ie the size of a

.PI3 file must be 32034 bytes approx, except high res users can import compressed DEGAS files .PC3

Medium res users should import high res clip art directly into EASY TEXT+.

You cannot load .EZ1 or .EZM pages from the Import Clip Art selection.

Note that although frames of art can be moved about in EASY TEXT+ it is not possible to resize art frames, so that it is important to import into EASY TEXT+ the size of the frame of art you require.

NOTE: it is important for printing purposes to ensure that frame snap is set to a 16 pixel snap, horizontally, and vertically (x and y coords). Failure to do this may result in your clip art being positioned in a slightly different place than you might have expected when printing.

Once you have selected the file you wish to load into EASY TEXT+ the full screen will be overdrawn by the picture or clip art. To continue press ALT-C - the keyboard *Start Frame* method of telling EASY TEXT+ that you wish to begin.

Cutting out clip art

EASY TEXT+ allows you to import part of a graphics or clip art screen by cutting out a part of the screen. To do this you should create a frame around the clip art that you want placed onto your EASY TEXT+ page.

Once the clip art has been loaded and is displayed then you should position the mouse pointer ready to draw a frame. Now you should press the right mouse button and draw a frame around the piece of clip art you want. If you make a mistake in the positioning of the frame or wish to select a different area to to 'cut out' then press the right mouse button to start again. Note that there is no need to press ALT-C again. When you are ready to place the piece of clip art onto the EAST TEXT+ page then press the left mouse button twice, and the area of clip art you have drawn a frame around will

immediately be placed onto the EASY TEXT+ page. Reposition the clip art frame, if necessary by usual method of moving a frame about.

Note that the menu bar is disabled when the DEGAS file is being displayed on screen whilst you are cutting-out the clip art.

The menu functions for loading and saving EASY TEXT+ files can be found in the File drop-down menu.

Loading and Saving EASY TEXT+ pages

A text on EASY TEXT+ page is saved and loaded with the extension .EZ1, for example like TEXT.EZ1

A text on EASY TEXT+ page is saved and loaded with the extension .EZ2, for example MY PAGE.EZ2

Loading an EASY TEXT+ page clears all other previous text and clip art from the screen.

EASY TEXT+ ...

.EZ1
.EZ2

and if clip art has been used:
.EZ3 (always 64,000 bytes in length)

If you load an EASY TEXT+ page into EASY TEXT+ when there is a conflict between what fonts you originally used and the fonts you have booted with, EASY TEXT+ will let you know, and give you the choice of either exiting EASY TEXT+ so that you can boot with the correct fonts, or to continue with the incorrect fonts. If ... able to in the EASY TEXT+ will present you with a list of the fonts you originally used with that file.

Please note that DEGAS ... ET pages cannot be saved into EASY TEXT+

When saving an EASY TEXT+ page you must enter the extension manually, .EZM for medium res and .EZH for high res.

immediately be placed onto the EASY TEXT? page. Reposition the clip art frame, if necessary by again 'holding' or 'moving' it as shown.

Note that the menu bar is dimmed when the DEGAS clip is being displayed on screen while you are cutting out the clip art.

You cannot load EXT or ICON pages from the Import Clip Art section.

Now even although frames of art can be moved about in EASY TEXT it is not possible to resize art frames, so that it is important to import the correct size of picture in the frame of art you require.

NOTE it is important for printing purposes to ensure that frame snap is set to a 16 pixel snap' horizontally and vertically (x and y co-ords. Failure to do this may result in your clip art being positioned in a slightly different place than you might have expected when printing.

Once you have imported the clip art with or load into EASY TEXT the art will remain until you select any new picture or clip art. In question you can delete any unwanted clip art on the method of telling EASY TEXT what you wish to import.

Cutting out clip art

EASY TEXT allows you to import part of a graphics as clip art simply by cutting out a part of the screen. To do this you should mark a frame around the clip art that you want placed onto your EASY TEXT page.

Once the clip art has been loaded and is displayed then you should position the mouse pointer top's section of item. Now you should press the right mouse button and draw a frame around the piece of clip art page. If you make a mistake in the positioning of the frame or wish to select a different area to 'cut out' then press the right mouse button to start again. Note that there is no need to press ALT + again. When you are ready to place the piece of clip art on the EASY TEXT page then press the left mouse button once, and the piece of clip art you have drawn a frame around will

CHAPTER 7: LOADING & SAVING

The menu selections for loading and saving EASY TEXT+ files can be found in the *File* drop-down menu.

Loading and Saving EASY TEXT+ pages

A high res EASY TEXT+ page is saved and loaded with the extension .EZ1, for example TEST.EZM

A med res EASY TEXT+ page is saved and loaded with the extension .EZM, for example MY−PAGE.EZM

Loading an EASY TEXT+ page clears all other previous text and clip art from the screen.

EASY TEXT+ saves a page in 3 parts:

.EZ1
.EZ2
and if clip art has been used-
.EZ3 (always 64,000 bytes in length)

If you load an EASY TEXT+ page into EASY TEXT+ when there is a conflict between what fonts you originally used and the fonts you have booted with, EASY TEXT+ will let you know, and give you the choice of either exiting EASY TEXT+ so that you can boot with the correct fonts, or to continue with the incorrect fonts. If you decide to exit EASY TEXT+ will present you with a list of the fonts you originally used with that file.

Please note that EASY TEXT pages cannot be loaded into EASY TEXT+.

When saving an EASY TEXT+ page you must enter the extension yourself, .EZM for medium res, and .EZ1 for high res.

Save Screen

These option can be found in the *File* drop-down menu.

This allows you to save the screen in DEGAS format in case you wish to load it into DEGAS or DEGAS ELITE.

You may have the screen displaying any part of your EASY TEXT+ page. Save high res screens with the extension .PI3 and med res screens as .PI2 You must enter the extension yourself.

Save, and Save As...

These two options can be found in the *File* drop-down menu.

The difference between these two options is that *Save* saves to disk (provided there is enough room on the disk) using the last filename that was used. No GEM file selection box is presented on screen. Thus *Save* is disabled when first loading EASY TEXT+ and before any load is performed as there can be no file name for your page prior to either of these operations.

Save as... presents you with a GEM file selection box, and this time you can either select a previous EASY TEXT+ page you wish to overwrite or create a new filename by typing in the name of your page. When either saving or loading EASY TEXT+ pages ONLY use the extension to the file .EZ1. When saving a page many other files will automatically be created with the extensions .EZ2, EZ3 etc. DO NOT try to load these files into EASY TEXT+. EZ2 etc are files which are loaded automatically when you select an .EZ1 file. They contain information which allows you to move and alter the frames on your page as and when you want. (For med res substitute .EZM for EZ1).

Note it is advisable to have some blank formatted disks when you want to save a few EASY TEXT+ pages as a lot of information will need to be saved. The amount of data needed to be saved depends on how many frames and text you used when creating your page.

CHAPTER 8: OPTIONS

This is the third drop-down menu option.

A tick will appear when you select some of these options. To deselect click again on the selection and the option will be deselected, and the tick will disappear.

Clear All

This option clears the screen and resets the program from the beginning so that you will lose all text, imported text, clip art, and all the current text and font settings. All menu settings are returned to their default settings. The only option that is kept is the 'keep frame width' (press Control-K). This allows continuity of frame widths if creating more than one EAST TEXT+ page with columns of text that have to have the same width.

Parameters...

This shows the amount of free RAM available. This is useful for calculating how much RAM is left for loading more GDOS screen fonts later. Unfortunately GEM insists on loading all fonts all at once, so that fonts cannot be loaded selectively from within EASY TEXT+. This is common to most GDOS DTP or art software eg Timeworks DTP, EASY DRAW etc.

Set Page Guides...

The *Set Page Guides...* dialog box presents a method of dividing the EASY TEXT+ page into equal divisions so that it is easy to find your way around an EASY TEXT+ page. See figure 6. It does so by placing lines onto the EASY TEXT+ page to form a grid.

Initially the page guide lines are set to divide an area 11.55 inches long and 8 inches wide (A4). This is alterable to whatever size you wish. However, setting a page size greater than 8" * 11.55" is not practicable.

whatever size you decide upon EAST TEXT+ will divide the page into equal segments and lines forming a grid will be shown on the screen if the selection boxes for that particular line are selected. This allows you to position your frames at any particular place with considerable accuracy.

```
┌──────────────────────────────────┐
│        Set Page Guides           │
│                                  │
│  Horizontal         Vertical     │
│                                  │
│  Top :__._0|        Left :__._0  │
│  Bottom :11.55      Right :_8.00 │
│                                  │
│           Guide Markings         │
│                                  │
│  Top   ▇▇▇▇  Left    ▇▇▇▇        │
│  1/4   ▇▇▇▇                      │
│  1/2   ▇▇▇▇          ☐           │
│  3/4   ▇▇▇▇          ☐           │
│  Bottom▇▇▇▇  Right   ☐           │
│                                  │
│             ┌─────┐              │
│             │ OK  │              │
│             └─────┘              │
└──────────────────────────────────┘
```

Figure 8:1. Page Guides

In the *Set Page Guides...* dialog box, the two figures under the title Horizontal refer to the top and bottom of the page. These are set to the minimum and maximum default sizes, ie 0" and 11.55" respectively (A4 size). Thus, under the title Guide Markings Top refers to a horizontal line of 0" displacement, and Bottom refers to a horizontal line 8.55" from this. 1/4, 1/2, and 3/4 settings will place lines on the screen dividing a page length of 8.55".

Vertical, in the Set Page Guides dialog box refers to a page with default settings of width 8.00". Left and right refer to the left side of the page and right-hand side of the page respectively. Note that the right-hand margin is measured from the left-hand side of the page.

To see the lines on the screen select *Show Page Guides*. To clear the screen of the guide lines click on *Show Page Guides* again.

Set Buffers...

This must be altered at the beginning of an EAST TEXT+ session if you wish to adjust the default text buffer parameters - this is the amount of text that is allowed in any one frame. As soon as the first created frame is exited, *Set Buffers...* is not usable.

Altering the frame text amount

At the start of an EASY TEXT+ session, immediately after you have run EASY TEXT+ the text amount allowed in each frame is set to 750 characters per frame. The number of frames allowed is also set from this number at 66 frames. If you want a frame to have more than 750 characters then you should alter this amount at the start of a session. To this you should go to the *Options* drop-down menu and select *Set Buffers...* and enter the amount you want in each frame in the *Frame Max. amount:* field. It shows 750 at default. When you have altered the amount you should then click in the Update button which will then calculate the amount of frames you can have. See Figure 8:2.

One of the main uses of the *Set Buffers...* dialog box is when you wish to create a couple of frames that will hold a lot of text. For instance when creating a newsletter with two main columns of text and one large headline, It would be appropriate to set the *Set Buffers... Frame Max amount:* to about 3000 characters per frame.

However you should not set the text buffers to more than 5000 characters per frame, and you should always enter amounts with preceding zeros. Eg for 500 characters per frame, enter as 0500. Also do not have more than 88 frames per EASY TEXT+ page

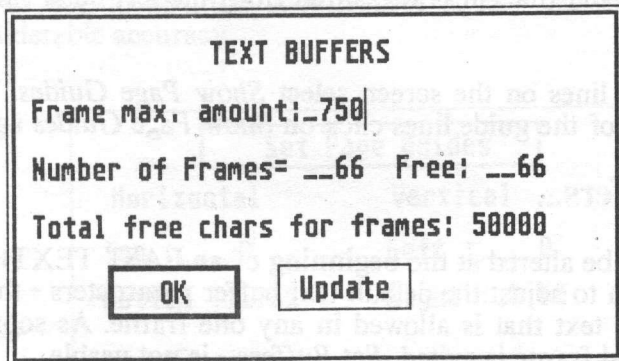failure to adhere to these values may result in the ST crashing.

```
┌─────────────────────────────────────────────┐
│  ┌───────────────────────────────────────┐  │
│  │         TEXT BUFFERS                   │  │
│  │                                        │  │
│  │  Frame max. amount:_750│               │  │
│  │                                        │  │
│  │  Number of Frames= __66  Free: __66    │  │
│  │                                        │  │
│  │  Total free chars for frames: 50000    │  │
│  │                                        │  │
│  │    ┌────────┐    ┌──────────┐          │  │
│  │    │   OK   │    │  Update  │          │  │
│  │    └────────┘    └──────────┘          │  │
│  └───────────────────────────────────────┘  │
└─────────────────────────────────────────────┘
```

Figure 8:2. Set Buffer...

Number of frames: refers to the maximum amount of frames that can be used to create your work. Going beyond this amount will result in a warning from the program that there is no more room to store your text.

The *Free:* field refers to the number of free frames at any particular time. Therefore at the start of a session the number of free frames will be the same as the *Number of Frames:* which at default is 66.

Summary

The default amount is 66 frames, and the default amount of text that can be placed in any frame, except clip-art, and straight line frames, is 750 characters.

Total free chars for frames: 50000, refers to the total size of the text buffer. 50000/750=66. This means that each frame can hold up to 750 characters, and the maximum number of frames allowed is 66. Note that this differs from the import text buffer which allows 10,000 characters in the Edit Text box.

Bring to Front

This allows you to select a frame that is positioned behind another frame without disturbing the other frame. After using the frame it is placed back to the same position as before, unless you reposition it.

Justifying text

Text within a frame may be justified in 4 distinct ways: left, centred, right, and full.

Left justified text is the default method used and should always be used whenever you want to word wrap your text using the *Word Wrap* option from the drop-down menu *Options2*.

Left justified text is like this

This is an example
of left justified text.
Note that the length of the
lines can be much longer.

Right justified text looks like this:

                              This is an example
                           of right justified text.
                     Note that the length of the
                       lines can be much longer.

Centred justified text looks like this:

                    This is an example
                 of centred justified text.
                Note that the length of the
                  lines can be much longer.

This is fully justified text

This is an example of fully justified text. Note that the length of

the lines of text can be much longer.

CHAPTER 9: GRAPHICS

Fills...

There are 36 different graphic fills available. Selecting the first one ensures that there will be no fill placed in a box, which is the default setting. Note that this is not a white fill. See Figure 9:1.

A tick is placed in the top right of the menu bar when a fill is currently selected.

Note: to use a fill you must select a rounded rectangle, or square cornered rectangle. Text can be placed in a rectangle with a fill.

Filling a box/rectangle

First ensure that you have exited the frame you are working on, if any.

Got to the *Fill...* menu selection and choose a fill from the fill box. Then select either a rectangle with rounded corners or a regular rectangle from the *Graphic* drop-down menu. See *Draw* section in this chapter. Now draw a frame. Press the right mouse button or select *Use frame* from *Frame* menu. Immediately a rectangle/box will be drawn with the current fill.
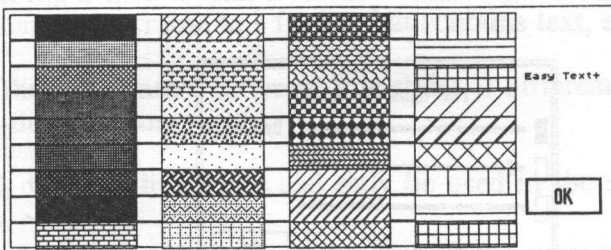

Figure 9:1. Fills

Restore Colours

This is for med res users only. It allows colours to be restored to the palette of the last selected clip art, after importing clip art.

Fill Outlining

This is on by default. This ensures that a contour is placed around all fills, which 'outlines' the fill. Deselecting will ensure that no outlining of fills takes place.

Lines

Set Line Widths..., *Set Line Ends...*, and *Set Line Styles...* are dialog boxes that allow a variety of effects to be set for lines and/or rectangles. See figure 9:2, 9:3 and 9:4.
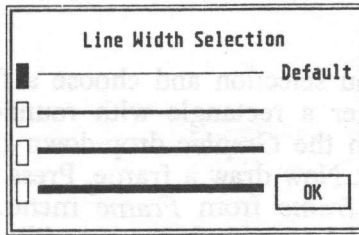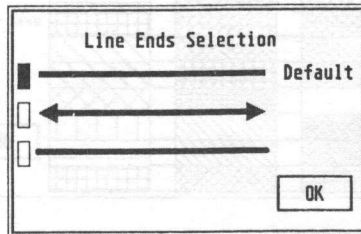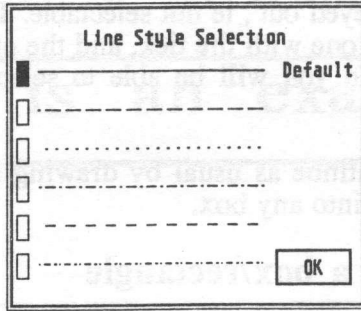

Figure 9:2. Line Widths

Figure 9:3. Line Ends

Line Style Selection

Default

OK

Figure 9:4. Line Styles

Drawing a line

First ensure that you have exited the frame you are working on, if any.

To actually draw a line you must click on *Straight Line* in the *Graphics* drop-down menu, and then draw a frame as usual. A straight line will be immediately drawn in the *Use Frame* mode. The line will either be vertical or horizontal depending on whether the frame is long or wide. You cannot enter text into a frame containing a line, or edit a frame containing a line, although you can change the frame to a frame that contains text, etc.

Note that there are 6 different line styles, 3 different line endings, and 4 different line widths.

The 6 different line styles can only be used in the narrowest line width.

Draw

A tick will appear when you select any of these options. To

deselect click again on the selection and the tick will disappear. Which ever one of the 3 choices you click on will result in the other two being 'greyed out', ie not selectable. To get them back to normal click on the one with the tick, and the other two will revert back to normal, and you will be able to select any of the three once again.

To create a box continue as usual by drawing a frame on screen. Text can be entered into any box.

Placing text in a box/rectangle

There are two situations in which text may be placed in a frame that contains a rectangle or fill.

(i) When we already have a frame created with a rectangle, and/or fill.

We may have already created a frame with a box which may or may not have a fill. If we now want to place text in that frame we first need to ensure that we have exited from any frame we have been working on. Next we should click on *Select Frame & Edit...* from the *Frame* drop-down menu and then click over the frame. Immediately we will be placed in the Edit text box. We can now write some text. When we have finished we should click in the OK button, or Cancel if we have changed our minds or selected the wrong frame.

(ii) When we are going to create a frame from scratch.

If we want to place text in frame that we are creating which will have a rectangle then we can enter text directly into the frame as soon as we are in the *Use Frame* mode. As no direct editing on screen is allowed we need to exit the frame and then select *Select Frame & Edit...* to edit any mistakes we may have made.

If we need to fully justify text in a box/rectangle you may find that the last letter overlaps the right rectangle edge once we have fully justified the text, which obviously needs rectifying. To do this you need to alter the right frame margin from the *Set Frame Margins...* menu selection from the *Options2* drop-down menu.

See figure 9:5 and figure 9:6 which show before and after altering the right frame margin respectively.
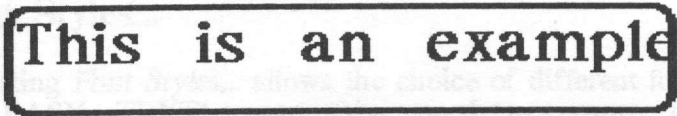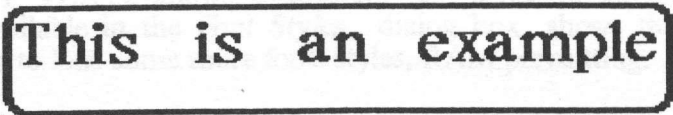

Figure 9:5

Figure 9:6

Once the frame margins dialog box is displayed then the right margin should be altered to a larger number. I altered it from 10 to 20. After leaving the dialog box then we should go to *Select & Change* frame from the *Frame* drop-down menu and click over the frame to alter the margin.

Altering a frame with a fill and/or rectangle and/or text to a different configuration.

What do we do if we have a frame with a rounded rectangle with a particular fill but we want to change the fill and alter the rounded rectangle to regular rectangle?

First we should exit any frame we are working on. Now we should select the fill we want from the *Fill...* box, and also click on the *Rounded Rectangle* to deselect it and then select *Rectangle*. Once we have done this then we should either select *Select & Change* frame from the *Frame* drop-down menu or we should press ALT-X and then click over the frame. Immediately the frame will alter to the new specifications.

CHAPTER 10: FONTS

Font Styles...

Selecting *Font Styles...* allows the choice of different fonts within an EASY TEXT+ page. You need to ensure that your ASSIGN.SYS file has the correct file header and screen, and printer fonts to enable EASY TEXT+ to load them. See Figure 4:5.

EASY TEXT+ allows 5 different text styles to be loaded, and Unavailable in the *Font Styles...* dialog box shows that there is room to load some more fonts styles, RAM permitting.

Altering the font style

First ensure that you have exited any frame that you are working on. To alter a font style in frame of text go to the *Font* drop down menu and select *Font Style....* Choose a font style by clicking over the name of the font and then clicking over the OK box.

Next you should select *Select & Change* from the *Frame* drop down menu (or press ALT-X) and then click over the frame of text you wish to later. The text will immediately be altered to the new font style. All future text operation involving creating new frames of text or select and changing frames will result in the new current font style being used.

Using extra fonts

On your master disk there is a folder which holds extra fonts for use with EASY TEXT+. There are various ways in which you can use the extra fonts:

1. Add them to the Dutch and Swiss fonts already available (Dutch only if you have the 24-pin version of EASY TEXT+). This is only possible if you have 1 megabyte of RAM.

2. Use them entirely separately. This is possible with a 520 ST.

3. Use some of the Dutch and some of the extra fonts or mix the fonts to your liking. In fact any combination is possible. This is possible with a 520 ST allow care should be taken not to try to load too many fonts as this may lead to difficulty with the EASY TEXT+ program.

First a few words about fonts.

The fonts supplied with EASY TEXT+ are GEM or GDOS (Graphic Device Operating System) bit-mapped fonts, and consequently they take up a lot of valuable RAM. This is one reason why printing an EASY TEXT+ page necessites exiting the EASY TEXT+ program and going to a separate print program. A lot of room is needed for printer fonts as they take up even more room than screen fonts.

The fonts are divided into screen fonts, either high res or med res fonts screen fonts, and their matching printer fonts. If you use a 9-pin printer then the printer fonts are usually prefixed with an EP, which stands for EPson, as the printer driver is the FX80 which is based on the ESPON FX80 printer. For 24-pin printer the prefix is LQ, named after the Epson LQ standard series 24-pin printers. If you have the P6 disk the printer fonts are prefixed with Q2.

Screen fonts have MED or MD in the 5th position if they are med res fonts, or HI in the 5th position if they are high res (Atari mono monitor only) fonts.

Without the printer driver EASY TEXT+ cannot print out anything. The printer driver is held in your FONTS folder and is called FX80.SYS, or for 24-pin printers, EPSON−LQ.SYS or if a P6 disk, NECP6.SYS. For laser printers it is either an SLM804, or HP−LJET printer driver.

Using the extra fonts

Considering option 1: adding the fonts to the Dutch and Swiss. You should read this even if you are considering the other options. First it is advisable to make up a separate disk with a FONTS folder with the Swiss and Dutch fonts on it, so you would need the following

files on disk to begin with:

Note * = a folder. Working disk refers to backup copy of original EASY TEXT+ disk supplied by zzSoft.

* AUTO folder from working disk which contains GDOS.PRG

* FONTS folder from the working disk, which contains the Swiss and Dutch screen and printer fonts, and the FX80.SYS file.

ASSIGN.SYS This file should be from your master disk too. Not from Extra fonts folder.

EASY TEXT+ program , and EASY TEXT+ printer program from master disk.

Now this were is starts to get slightly complicated.

It might be a good idea to get rid of all those screen fonts you don't need. So, if you use med res then trash all the high res fonts on the new disk and vise versa if you are using a high res monitor.

Now you need to copy all the fonts that are in the FONTS folder (in the EXTRA—FONTS folder) into the FONTS folder on your new disk, preferably excluding any screen fonts you won't be using which depends on your screen res. If you don't know how to copy files from one disk to another then I suggest you consult your ATARI user guide or an experienced user.

Once you have done this then the ASSIGN.SYS file on the new disk must be altered so that GEM/GDOS knows that you want some extra fonts loaded. The ASSIGN.SYS file does just what its name implies: it assigns the fonts we have specified in it to whatever device we have specified providing those fonts are available in the folder specified in the 'path' header. In our case the screen and a printer. The ASSIGN.SYS on the 9-pin EASY TEXT+ disk looks like this:

; ASSSIGN.SYS FILE FOR EASY TEXT DTP

 path = \fonts\

; 01p screen.sys

; 02p screen.sys

; 03p screen.sys

; MED RES SCREEN FONTS, SWISS

SWSLSS10.FNT
SWSLSS14.FNT
SWSLSS18.FNT
SWSLSS36.FNT
SWSLSS48.FNT
DTCHMD10.FNT
DTCHMD12.FNT
DTCHMD18.FNT
DTCHMD24.FNT
; 04p screen.sys ; HI RES SCREEN FONTS, SWISS
SWSHSS10.FNT
SWSHSS14.FNT
SWSHSS18.FNT
SWSHSS36.FNT
SWSHSS48.FNT
DTCHHI10.FNT
DTCHHI12.FNT
DTCHHI18.FNT
DTCHHI24.FNT
; 21 fx80.sys ; EPSON 9-PIN PRINTER DRIVER AND PRINTER
FONTS
EPSHSS10.FNT
EPSHSS14.FNT
EPSHSS20.FNT
EPSHSS36.FNT
EPDTCH10.FNT
EPDTCH12.FNT
EPDTCH18.FNT
EPDTCH24.FNT

Now we a have to add to this list the names of the new fonts in the
new FONTS folder, and the names must be exactly correct,
otherwise they will not be loaded.

To do this you should load the ASSIGN.SYS file from your new disk into FIRST WORD or a similar word processor ensuring that you are in non-document mode or ASCCII. In FIRST WORD go to the Edit drop-down menu and switch off 'WP Mode' if it isn't already off. Now you can alter the ASSIGN.SYS file until all the new fonts are named in it. Then the file should be saved to disk. FIRST WORD automatically renames the original file to ASSIGN.BAK.

Now you should switch off your ST and wait about 15 seconds and switch it back on, and you should be presented with the usual GDOS on message:

ATARI GDOS Ver 1.1 resident.

Now you can load all the extra fonts into EASY TEXT+. However, a word of warning. If you have a 520 ST this may not be possible as there may be not enough RAM to support all the screen fonts. You may find EASY TEXT+ becomes difficult or impossible to use; some of the fonts may not have loaded, etc. You will need to experiment to get the amount right; it might be better to just try to load one extra font at first.

Option 2 is much easier to undertake.

First read all about option 1, and follow all the instructions except don't copy the FONTS folder from your master disk or the ASSIGN.SYS. Copy the FONTS folder from the EXTRA—FONTS folder onto your new disk, and then one of the ASSIGN.SYS files from the EXTRA—FONTS folder. By inspecting the alternative ASSIGN.SYS files you will be able to decide which one you want. If the ASSIGN.SYS file does not have the .SYS extension (eg ASSIGN.2) then you should make sure that it does by altering it to .SYS from the GEM desktop using the *Show Info...* option.

You must copy the FX80.SYS file (or appropriate driver) from the FONTS folder on your master disk and place it in you new FONTS folder.

For option 3 refer to the text on option 1 as this describes what you need to do, except some names from the ASSIGN.SYS file would

need to be deleted, and the fonts from the FONTS folder trashed.

CHAPTER 11: OPTIONS2

Set Snap frame...

This allows frames to be 'snapped' to the nearest amount that is selected in the *Set Snap Frame...* menu selection. See figure 11:1.

This particular option ensures that frames of text can be aligned perfectly, either horizontally or vertically, or both.

The default setting is snap off, ie settings are zero horizontal and vertical snap.

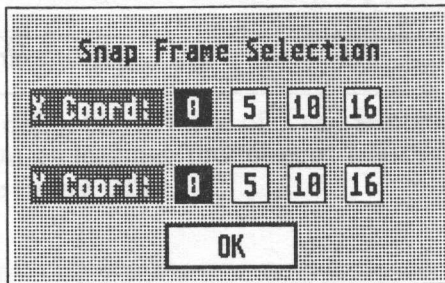See Chapter 6 for ensuring correct printing of clip art.

Figure 11:1. Snap Frame

Justification Spacing...

These settings are for FULL justified text only, and allows microjustification to be set to word and/or character adjustment. Setting both off will result in left justified text. See Figure 11:2.

To illustrate the use of these settings please see the figure 11:3

Set Snap Frame

This allows frames to be snapped to within the amount that is selected in the Set Snap dialog box. See figure 11:1.

This particular feature is very useful when frames can be aligned perfectly either against each other or against a grid.

The default setting is snap off, its settings are zero horizontal and vertical.

See Chapter 8 for ensuring correct printing of clip art.

Figure 11:2.

Word spacing on
Char spacing on

Word spacing on
Char spacing off

Figure 11:3

Word spacing on
Char spacing on

Figure 11:4

Justification Spacing.

These settings are for FULL justified text only, and allows microsjustification to be set to word and/or character adjustment Setting both off will result in left justified text. See Figure 11:2.

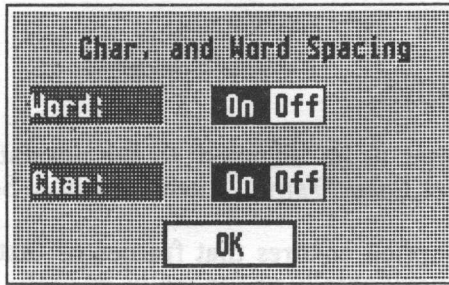To illustrate the use of these settings please see the Figure 11:3

If a frame is too small to correctly display fully justified text then

the result is that the text is squashed between the left and right frame boundaries. See figure 11:4

This might happen if text is entered directly into a frame without using the Return key. The right hand margin serving to wrap the text to the next line. If the frame is exited and then fully justified then the whole length of the text entered into the frame will be justified as a 'return' is not placed at the end of a line. The solution to this problem is to return the frame to left justification and *Select Frame & Edit* the frame. Once in the Edit Text box returns are entered at the end of a line automatically. The text can then be fully justified correctly, although the word wrap option might have to be applied to get it to look correct within the frame and design of the page. The word wrap option is used when we want to make a frame larger or smaller and this means that words are arbitrarily broken by the right-hand frame margin. To avoid this we must word wrap the text in the frame. Please see later this chapter for more details on this useful option.

Set Line Spacing...

This is user definable, in steps of 5 and is measured in pixels. This is also known as leading (pronounced ledding), from the printing industry. See figure 11:5.

```
┌─────────────────────────────────────┐
│          │ Line Spacing │           │
│                                      │
│  ████████████████████████████████   │
│  █ Use default leading: 15       █   │
│  ████████████████████████████████   │
│                                      │
│  ┌────────────────────────────────┐ │
│  │ Leading (in pixels):15         │ │
│  └────────────────────────────────┘ │
│        Click in box to select        │
│                                      │
│           ┌──────────────┐           │
│           │      OK      │           │
│           └──────────────┘           │
└─────────────────────────────────────┘
```
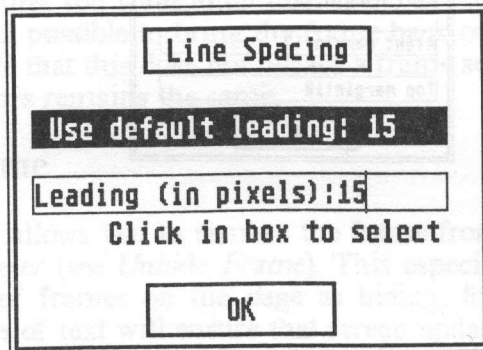
Figure 11:5. Line Spacing

The following figure (11:6) illustrates two different leading settings using the same text, which is fully justified.
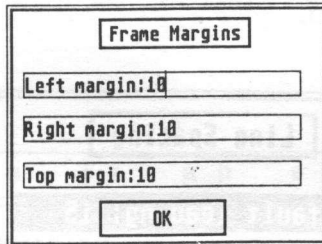
This is an example of text that is fully justified, and illustrates different line spacing (leading) settings.

This is an example of text that is fully justified,

and illustrates different line spacing (leading) settings.

Figure 11:6

Set Frame Margins...

This is user definable, and is also measured in pixels for fine adjustment. Margins that can be set are left, right, and top. Note that right margin is measured from the right, rather than the usual method of measuring a right margin from the left. See Figure 11:7.

```
┌─────────────────────────────┐
│        Frame Margins         │
│  ┌───────────────────────┐   │
│  │ Left margin:10        │   │
│  └───────────────────────┘   │
│  ┌───────────────────────┐   │
│  │ Right margin:10       │   │
│  └───────────────────────┘   │
│  ┌───────────────────────┐   │
│  │ Top margin:10         │   │
│  └───────────────────────┘   │
│        ┌──────────┐          │
│        │    OK    │          │
│        └──────────┘          │
└─────────────────────────────┘
```

Figure 11:7.

Print Routine

Selecting this option presents you with various messages, so that you can save your work before printing it, if you haven't already. Also, so that you can prepare to have your printer fonts ready in

your disk drive.

Note that to print an EASY TEXT+ page you must have previously saved it.

Turn your printer off-line to abort printing. A wait of about 1 minute is to be expected, although this does depend on the amount of frames that you were going to print. The less frames the less wait.

Print Some frames

Clicking on this menu option will result in a tick appearing, and any frame 'Selected and Changed' or created until it is switched off will not be printed out. This allows you to 'post notes' on your page, ie leave messages for reference purposes. Also it allows you to selectively print out only those frames that haven't been *Selected and Changed* or created with this menu selection switched on.

Trash Frame!

Clicking on this selection allows the removal of any frame of text from the EASY TEXT+ page. After selecting *Trash Frame!*, select the frame of text you wish to trash. You will then be asked if you are certain that you want to do this. Click OK to trash the frame. It is then not possible to bring the frame back onto the screen nor print it. Note that this does not release a frame so that the number of free frames remains the same.

Hide Frame

This option allows you to remove the frame from the screen, and retrieve it later (see *Unhide Frame*). This especially useful if you have a lot of frames on the page as hiding, for example, some large frames of text will ensure that screen updates are very much quicker.

To hide a frame you should select this menu option- tick will be placed to the left of the *Hide Frame* menu text and then click over

the frame you wish to hide.

Please note that if you save a page with hidden frames the hidden frames will be saved but when the page is loaded the frames will not be hidden. Hidden frames are always printed out too.

Unhide Frame / All

The menu option simply allows you to unhide all the frames you have hidden in one go (All), or to selectively unhide frames using the *Unhide Frame* option. To unhide a particular frame you should select the *Unhide Frame* menu option and click over the area where the frame is hidden. As the frame is hidden this can be somewhat difficult if the frame is small! In that event it would be more appropriate to use the All option.

Word Wrap

This menu option is one of the most useful especially when working with imported text.

What is word wrap? Word wrap allows text in a frame to be manipulated in such a way so that words are not split arbitrarily whenever a word reaches past the right hand margin of a frame. With word wrap switched on words that reach past the right hand margin of a frame are placed onto the next line. Figure 11:7 illustrates before word wrap and after word wrap with the last paragraph illustrating the word wrapped frame fully justified.

> This short parargraph of text illustates word w
> rap. Word wrap only operates
> on left—justified text, and in frames, not in Ed
> it Text box.

> This short parargraph of text illustates word
> wrap. Word wrap only operates on
> left—justified text, and in frames, not in Edit
> Text box.

This short parargraph of text illustates word
wrap. Word wrap only operates on
left—justified text, and in frames, not in Edit
Text box.

Figure 11:7

To operate the word wrap option on a frame we must first have a
frame with text in it, and it should be left justified.

Next the *Word Wrap* option should be switched on by selecting the
menu option. A tick will be placed to the left of the menu *Word
Wrap* text once word wrap has been selected. Next *Select &
Change* should be selected (as usual) from the Frame drop down
menu (or ALT-X pressed) and the mouse pointer should be clicked
over the frame. The frame can now be resized and then exited
when word warp will occur.

*Note that word wrap can only operate on left-justified text.
However, this is not the limitation it first appears. Word wrap also
only occurs after the frame has been exited.*

Word wrap and full justification

Although word wrap cannot be used with fully justified text if the
text is left justified and then word wrapped and then fully justified
it is possible to ensure that any frame of any size can be fully
justified easily.

Cancel All Markers...

Word wrapping a frame is a time consuming business- although
this is hardly noticeable with one frame. However, having a few
frames with word wrap on slows down screen updates somewhat.
It is useful to be able to switch off all word wrap frame markers
so that the frame's text does not have to repeatedly word wrapped.
After all once it's been word wrapped it doesn't need go through

the word wrap process every time the frame/screen is updated.

CHAPTER 12: PRINTING

This chapter looks in detail at printing with the EASY TEXT+ print program. Note dpi=dots per inch, and refers to the output resolution available. The larger the number the better the output with certain limitations. For instance laser output is invariably better than any thing from a 24-pin printer even though a 24-pin printer can print at 360*360 dpi.

The EASY TEXT+ print program is called:

9-pin version

prt—9pin.prg (120*144 dpi)

24-pin version

PRT—LQ.PRG (180*180 dpi)

or

PRT—360P.PRG (360*360 dpi) This is not usually supplied when a 24-pin version of EASY TEXT+ is ordered. It is usually supplied as a separate item. Please see READ—ME.1ST file on the disk.

Laser

PRTLASER.PRG (300*300 dpi)

Running the Print program

To run the print program from within the EASY TEXT+ program EASY TEXT+ should always be invoked using the START.PRG. This loads the EASY TEXT+ program and when the print routine is clicked on it runs the print program.

The print program can also be run separately from EASY TEXT+. Just double-click on the print program from the desktop.

To enable printing to operate correctly, you must have booted with GDOS and have the printer driver in the FONTS folder, and have an ASSIGN.SYS file on the root directory.

Fortunately most of this is transparent to the user and if the instructions are followed printing should go ahead without any difficulties.

After the print program has been invoked: either double-clicked from the desktop or invoked from within the EASY TEXT+ program you should see the following message:

LOADING PRINTER DRIVER...

If the printer driver cannot be found you will get an error message asking you to place the disk with the FONTS folder in the disk drive. The FONTS folder holds the printer driver.

Once the printer driver has been successfully loaded the following message should appear:

LOADING PRINTER FONTS...

After the printer fonts have been successfully loaded another message appears which is:

Keep text within frame boundary for
left justified text?

Under most circumstances this message can be ignored.

It is sometimes useful not to keep left justified text within frame boundaries. This is because some printer fonts might not match their screen partners and be somewhat wider when printed out. Under normal circumstances a check is made to ensure that text does not exceed the right frame margin when printed. If it does the the print program adjusts the kerning and ensures that the text fits within the frame boundaries. This can sometimes lead to left justified text looking partially fully justified, and it is better that the text be allowed to stray beyond the confines of the right frame boundary providing it does not infringe into any other text area.

Next you can select a page to print using the GEM file selector. If you using med res then you should only print files ending with the extension .EZM, and if high res, with the extension .EZ1.

Printing the example page

To print the example page you should follow the above and then when asked to select an page to print you should look for the MEDIUM folder if you are in med res, and the HIGH folder if you are in high res. Yopu should now click over the appropriate folder and then you should select: EX—MED.EZM (med res), or EX—HIGH.EZ1 (high res) to print. A message should now appear stating PRINTING... and in a few seconds your printer should burst into life.

Aborting printing

To cease printing you should switch your printer off-line, or off, and wait for the printer program to replace the PRINTING... message with 'Print another EASY TEXT+ page?' option.

Print another page?

After printing a page or selecting Cancel from the file selector you will be asked if you want to print another page, exit or go back to EASY TEXT+. If you want to print another page you will again be presented with the file selector and asked to select a page to print. If you choose to go back to EASY TEXT+ the EASY TEXT+ program will be loaded provided you ran the print program from within EASY TEXT+. If you invoked the print program the desktop selecting this option is the same as selecting Exit. However, first you are presented with this message:

Please ensure that disk
with the EASY TEXT+ program on it
is in the disk drive before
proceeding.

To actually load the EASY TEXT+ program the disk with it on must be in the disk drive as it has not been retained in the

computers memory whilst the print program was running. If the EASY TEXT+ program cannot be found or the print program was invoked from the desktop you wll be taken back to the desktop.

Printing Clip Art

When printing EASY TEXT+ pages that contain clip art it is necessary that the disk has some free space on it. This is because when the print program encounters large ares of clip art it needs to save excess data on the disk as it prints the page.

Difficulties printing

When printing clip art you should observe which disk drive is being used to store data when printing as this is the disk that must have some free space on it. To see how much free space is on a disk you should go to the desktop and highlight the drive icon (make it go black by clicking on it once) and from the File drop down menu select Show Info.... This will tell you how much free space is on the disk. As there can be hidden files on the disk it is not always obvious from their windowed directory listing how much space is actually free. You can tell if you need more free space on your disk as the EASY TEXT+ print program will cease printing at an arbitary point, or will sometimes crash. To ensure that the print program is working properly if you encounter difficulties printing printing out clip art you should try printing a small page with just a few lines of text. If this prints out or other EASY TEXT+ pages do so without any trouble you can rest assured that free disk space is the problem.

Note that it is normal for a file called GSXPRN00.$$$ to be created when printing. This file is harmless, and can be removed from the disk.

Printing with STE and TOS 1.4

Please see READ—ME.1ST file for details on slight differences when printing with the STE and TOS 1.4.

CHAPTER 13
MISCELLANEOUS

Graphics Mode (ALT-G or Control-M)

This keyboard option allows the choice of three different graphic modes to be used when creating frames. See figure XX

Replace

Replace is the default mode. When in this mode a filled rectangle placed on top of another filled rectangle will obscure the bottom rectangle. The example page on the disk shows this with a number of fills arrange on top of each other.

Transparent

When this mode is selected a filled rectangle when covering another filled rectangle the bottom fill will show through the top fill. If the top fill is a very dark then it may be difficult to see the through to the other fill. The transparent name is self evident as to its function whilst the xor mode is not.

Xor

This mode is very useful as it allows white text on a black background and borders to be produced. When two filled rectangles with the same fill are placed on top of each othe where they meet the each fill will be cancelled out! This can be put to use when we want white text on a black background.

White text on a black background

To create white text on a blackground we first must select xor graphics mode by pressing ALT-G and selecting the xor mode from the dialog box. Next you should select the black fill from the Fills... dialog box, and then select a rectangle to place the fill in.

You should now create a frame and the rectangle with the fill will be immediately be drawn once you have selected *Use Frame* from the *Frame* drop-down menu (or pressed the right mouse button). You should now enter the text in the frame. As this is difficult as you cannot see what you are typing it is probably better to exit the frame and then *Select Frame & Edit* and enter the text in the Edit text box. Once you click in the Ok button and the text is placed in the frame you should have white text on a black background. Press F6 to update the screen to ensure that xor mode has been correctly interpreted by EASY TEXT+.

F6

Pressing F6 updates the screen so that all the graphic modes are correctly interpreted by EASY TEXT+.

Keep Frame Width (Control-K)

Pressing Control-K brings up the following message:

If you click ok then every time you create a frame it will have the width of the last selected/created frame. This is useful for creating matching columns of text.

Trips and Tricks

In figure 13:1, page 74, the Dutch font was used throughout and the screen shot was taken using a high res monitor.

The Heading: EASY TEXT PLUS

First a frame of text is created using 48 point Dutch font, with the text attribute set to light and full justification. This sets the background text. Next the text attributes should be set to bold, and a copy of the first frame made and moved slightly so that it lies at an angle to the light heading.

Desktop Publishing effect

To create the white text on a black background a black fill should

be selected and a rectangle shape also. Now press ALT-G and select *XOR*. Then draw a frame and enter text. If this is difficult exit frame and 'select and edit' frame. Now when the text is displayed it is shown as white text on a black background. Full justification is used and a right frame margin of 20 was used. Press F6 to update screen if effect does not occur correctly.

Looking Good! effect. (Frame shadow effect)

Using full justification and a right frame margin of 20. First alter graphic mode to *Replace* (ALT-G). Select rectangle if not already selected, and black fill. Draw rectangle, exit frame. Select a lighter fill, and select 'Select and copy' and copy frame. Place frame adjacent but over top of black frame. Type text in frame or exit and go to edit text box by pressing ALT-V clicking over frame.

From zzSoft effect.

This is easy- just ensure left justification is on and resize frame so that text flows down the frame in an orderly fashion.

EXAMPLE effect

This was created by placing text in a black frame in *XOR* graphic mode for the first frame, making a copy but then making the frame half the size of text and moving one frame slightly one top of the other.

The bottom EXAMPLE was done with the *XOR* graphics mode also, but with a thin black filled frame in the background in transparent mode to give the white line through the text. Text is Outlined and Bold.

The EZT+ effect

This was created by selecting full justification, and transparent graphic mode (ALT-G), with bold outlined text attributes. Creating one frame for each letter and entering the same 10 letters (approx) into each frame. The frame is then adjusted to a small size to get the effect.

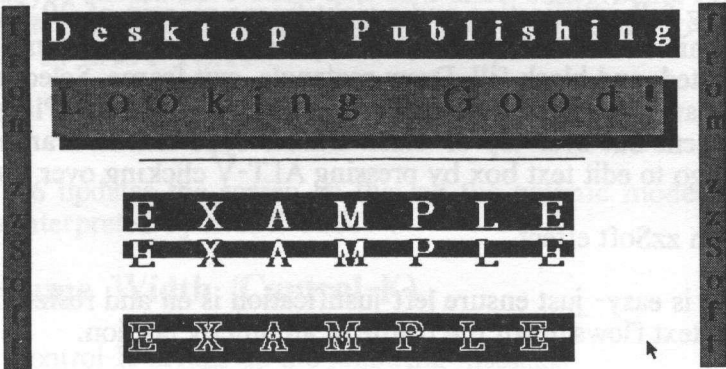Remember to press F6 to update screen so that correct effect can be seen.

Figure 13:1

CHAPTER 14: KEYBOARD

Keyboard Selections

Sometimes it is easier to use the keyboard to make a menu selection rather than go to the actual menu and select something. Those menu options that are followed by a funny- looking character and then by a letter of the alphabet are the menu selections that can be selected from the keyboard.

To select a particular menu option press the ALTERNATE key and the particular key at the same time.

The following menu selections are available from the keyboard:

FILE
    LOAD...   ALT-L
    QUIT   ALT-Q

FRAME
    START FRAME   ALT-C
    SELECT FRAME   ALT-S
    SELECT & CHANGE   ALT-X
    USE FRAME   ALT-U
    END USE FRAME   ALT-Z
    EDIT TEXT...   ALT-E
    SELECT & COPY FRAME ALT-Y

OPTIONS
    CLEAR ALL...   ALT-A
    PARAMETERS...   ALT-M
    BRING TO FRONT   ALT-B
    LEFT   F1
    CENTRE   F2
    RIGHT   F3
    FULL   F10

FONT
    FONT STYLES...   ALT-T

GRAPHICS
FILLS...   ALT-F

OPTIONS2

WORD WRAP   ALT-W

HELP

This lists most of the Edit Text box control codes

UNDO
With this keyboard selection you can cancel any actions you have
done prior to exiting a frame. Once you have selected *Select* or
Select & Change (ALT-X) a frame UNDO allows you to revert
back to the original frame settings and position.

CONTROL- left arrow

This shifts the screen either to the left or right exposing or
covering the extra section of the EASY TEXT+ page on the
extreme right. In doing this a similar sized section of the page on
the left will be covered or exposed.

The following selections have no similar menu options and can
only be selected from the keyboard.

Control-K   Keep frame width.
Control-F   Force menu to reflect selected frame
contents.
F6   Update screen
ALT-G or Control-M   Graphics mode selection

CHAPTER 15: TROUBLE-SHOOTING and HINTS

Trouble-shooting:

* Frames:

(1) You have created a frame but cannot type any text into it:

(a) You should try to increase size of frame, as the font size may be too large for the frame size.

(b) You can only type text directly into a frame the first time you create a frame; after that you need to use the *Select frame & Edit* option. First exit the frame. To enter/edit text in the frame click on *Select Frame & Edit* from *Frame* drop-down menu and then click over the frame of text you want to edit or enter text into.

(2) You have created a frame but cannot edit the text. Text cannot be directly edited in a frame. To edit text see (1) (b) above.

* Printing:

Always start-up the EASY TEXT+13.PRG by double-clicking START.PRG. This ensures that you can go to the print program from EASY TEXT+, and then return to EASY TEXT+, if you require.

Always save your work before attempting to print it. The EASY TEXT+ print program cannot print your work unless it is saved first.

Note that it is possible to use the EASY TEXT+ print program separately. That is, it is not necessary to load EASY TEXT+ to print an EASY TEXT+ page.

* Fonts

(a) Loading different fonts

You have created a different ASSIGN.SYS with the names of some different fonts than you where previously using, but EASY TEXT+ will not load these new fonts, but persists in using the old ones. Solution: reboot the computer-switch it on/off, and reboot with new ASSIGN.SYS file.

(2) Font sizes: When selecting a font size GDOS always selects the next lowest size if the one you selected is not held in memory.

Photocopying

If are going to photocopy EASY TEXT pages then reduce to A5 (from A4) to improve 'look' of page.

Also, if you get any smears or duff bits on your printed- out sheet of paper use 'Tipp-Ex' correction fluid to blank-out any unwanted bits. Photocopiers will not detect the white Tipp-Ex and the resultant photocopy will be much improved.

Making-up

To incorporate parts of other printed-out EASY TEXT+ pages or other clip-art or text (from any source) onto a master page - which can be empty or already have some text/clip-art on it: Cut-out the necessary parts and stick, using 'Pritt stick', onto the master sheet/ page. Photocopying the made-up page of pasted text/art should result in a near perfect-looking page. If there are any 'shadows' or unwanted smudges etc then block-out with Tipp-Ex, and photocopy again. Always use a first-class photocpier for best results. 'Cut and Paste' is a standard method of constructing pages of separate sources of art/text, and I have used it successfully many times. This is the method generally used in the graphics/ photo/art trade, and the cut and paste jargon has been carried on into DTP, as in EASY TEXT.

'Pritt stick' & 'Tipp-Ex' are generally available from stationers (eg WH Smiths), and graphic/art/office-stationery shops.

CHAPTER 16: MESSAGES and WARNINGS

From time to time you may be faced with an 'error message', or a helpful warning. Some warnings may be issued by GEM and are therefore not listed here. See Figure 16:1 an example warning message.

The next section lists the messages you might get with comments on what to do, unless the message is self explanatory.
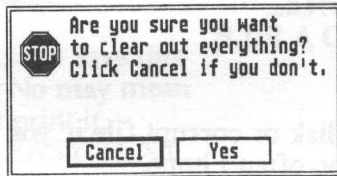
```
┌─────────────────────────────────┐
│ ┌───┐  Are you sure you want     │
│ │STOP│ to clear out everything?  │
│ └───┘  Click Cancel if you don't.│
│                                  │
│      ┌────────┐  ┌────────┐      │
│      │ Cancel │  │  Yes   │      │
│      └────────┘  └────────┘      │
└─────────────────────────────────┘
```

Figure 16:1

(1) Are you sure you want
to leave EASY TEXT+?
Click Cancel if you don't.

(2) Some of the EZT files
have not been loaded which
will affect frame movement.

To be able to move the frames of text/art about after you have loaded an EASY TEXT+ page, EASY TEXT+ needs to load quite a few files, and if some are missing then this warning message will be issued.

(3) There is not enough room
on this disk to save all the
files needed.

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This message is issued if all the files that EASY TEXT+ needs are not saved. This means that when you load the EASY TEXT+ file(s) you will get message (2).

(4) Are you sure you want
to clear out everything?
Click Cancel if you don't.

This warns you that you will lose everything on the screen and will be unable to get it back unless you have saved it. It effectively puts you back at the start of an EASY TEXT+ session and 'wipes the slate clean'.

(5) An error has occurred...
CAN'T OPEN / READ A FILE.
OR OPEN FOLDER

You may have a faulty disk or corrupt file if you get this message. Shouldn't see this one too often I hope.

(6) Sorry, but there is no
more room to store this type
or size of frame. Please
consult your user manual.

This refers to the fact that the clip art buffer is full, and that there is no more room to store any more clip art.

(7) No fonts have been
loaded. You need to boot
with GDOS in an AUTO folder.

This is a fatal error, as this means that you have not booted with GDOS in an AUTO folder. EASY TEXT+ cannot be used without GDOS.

(8) No fonts have been loaded.
Place your fonts disk in the
disk drive.

This message warns you that the program cannot commence until you have placed the disk that contains your fonts in the disk drive. Which disk drive depends on the one stated in the ASSIGN.SYS file. At default: the one that EASY TEXT+ was double-clicked from.

(9) Sorry but there is no
on-screen editing. Please
exit frame & use Edit Text
Box to edit text.

This message occurs if you try to backspace or delete a character in a frame. As it states you must exit the frame and use the Edit Text Box to edit text.

(12) Do you want to Save this
page? Selecting No may mean
that you cannot print it.
EZT is back to EASY TEXT.

You are given a chance to save you work before the printer routines are called into action. Unless you have saved your work the printer program will be unable to print it.

(13) Ensure fonts disk is
in your disk drive before
continuing. Click Ok to
go to print routine.

To be able to print a page THE EASY TEXT+ print routine needs to be able to load the printer driver, and the printer fonts. Clicking on Help will bring the following message;

(14) The fonts disk is the one
containing the Fonts folder,
and the assign.sys file.
Click Ok to print page.

This information is given to act as a reminder.

(15) Text buffer is full.

Please consult User
Manual.

When there is no more room to store your text this warning is issued. This means that you cannot any longer enter text in a frame. This is a fatal warning, as you must either save your work or abandon it. Setting the correct size of text buffer for the type of work you want to do in the *Set Buffers...* dialog box will help to avoid this warning message.

CHAPTER 17: EXPLANATION OF SOME TERMS USED

CLICK: Press and release the left mouse button once

DOUBLE CLICK: Quickly press and release the left once button twice in succession

DRAG: After positioning the mouse pointer (initially an arrow or pointing finger) over the required object hold down the left mouse button and move the mouse to where you want the object moved to. The mouse pointer will change to a flat hand when an object is successfully selected.

FRAME: A rectangular box drawn by the user and into which text, art or graphics are placed. The corners and centre of the frame contain smaller rectangles which can be used to 'size' the frame by placing the mouse-pointer into one of them and then altering the size of the frame by dragging the mouse. (It looks like a plan view of a snooker table!)

DTP: Desktop Publisher

Dialog Box: a box which is displayed, usually as the result of selecting a menu selection. eg Set Page Guides...

DEGAS, and DEGAS ELITE: one of the first ST art programs with set the file standard adopted by most, if not all subsequent programs.

INVOKE a program. Run a program; double-click from desktop.

NOTE: Three full stops after a menu selection as in Set Page Guides... indicates that a dialog box will be displayed and further action is necessary to continue. A lack of three dots indicates that

either the action will be immediate or that no dialog box will be displayed or that an tick will be placed next to the menu choice selected.

APPENDIX: GDOS and USING FONTS

Please note that your EASY TEXT+ disk is directly useable. You do not need to know any of the following information in order to use EASY TEXT+ properly. This appendix is for the benefit of people who wish to alter their ASSIGN.SYS file; use different fonts; use a different printer driver etc.

EASY TEXT+ cannot be used without GDOS (Graphics Device Operating System) which was left out of the ATARI ROM'S and therefore is NOT part of the GEM environment when you switch your computer on. The usual method of incorporating GDOS is to place GDOS.PRG in an AUTO folder on the disk that you use when the computer is first switched on. This ensures that GDOS is now ready to be used. Why use GDOS? Because by using GDOS different fonts designed for use with GDOS may be incorporated into your text.

It is essential that GDOS.PRG (in the folder called AUTO) is in Drive A (or drive C: partition if using a hard disk) at program boot up. If it is not a warning message will be issued by EASY TEXT+ informing you that you must boot with GDOS in an AUTO folder. You should not directly run GDOS.PRG by double-clicking
on it.

Also it is essential that the ASSIGN.SYS file is on the same disk and root director (or partition if using a hard disk) as the GDOS.PRG. The ASSIGN.SYS file lets yoU specify what GDOS fonts can be loaded and used by EASY TEXT+. This is not peculiar to EASY TEXT+; it is the usual method used by DTP and art programs, eg Degas Elite.

You also need the FONTS folder on the same disk, or on the disk pointed to by the path statement at the head of the ASSIGN.SYS file. The fonts folder contains the actual fonts used by EASY TEXT+. The FONTS folder contains GDOS screen fonts, printer

fonts, and the printer driver(s), eg FX80.SYS.

To modify the ASSIGN.SYS file so that different fonts may be loaded other than the ones already specified in the file, you have to modify this file. This is achieved by loading the ASSIGN.SYS file into First Word (or similar word-processor) and then turning off Word Processing (WP Mode - top of the EDIT menu). The file can then be modified to your purposes.

To change the printer driver you need only place the appropriate driver in the FONTS folder and change the name of the driver at 21, in the ASSIGN.SYS file.

As an example an ASSIGN.SYS file could contain the following text:

```
path= \FONTS\
;
01p screen.sys ;Default screen
;
02p screen.sys ;Low-resolution screen
;
03p screen.sys ;Medium-resolution screen
;
04p screen.sys ;High-resolution screen
;
COURIE10.FNT
COURIE14.FNT
COURIE18.FNT
COURIE28.FNT
COURIE36.FNT
;
21 FX80.SYS ; EPSON FX80 and compatibles
EPSON-10.FNT
EPSON-14.FNT
EPSON-18.FNT
EPSON-28.FNT
EPSON-36.FNT
```

Note that this file does not specify any med res screen fonts, therefore no GDOS fonts will be available for use in medium

resolution.

Do not leave a blank space in the ASSIGN.SYS file between the font names as this will cause the remainder of font names in the file to be ignored. Eg do not do this:

COMPUT16.FNT
COMPUT18.FNT

COMPUT28.FNT

You should not give any GDOS fonts a name starting with a number, eg 42NDST.FNT. This will cause GDOS not to be installed. In all events check your ASSIGN.SYS file carefully.

To use the fonts you want substitute the new font names for the present ones, or alternatively include your new choice of fonts with the present ones. Then save the new ASSIGN.SYS file and place on your working disk with the other files and EASY TEXT+ program. Only have one ASSIGN.SYS file on your copy working disk.

Replace the fonts in the FONTS folder by the fonts specified in the ASSIGN.SYS file.

If you want to keep your FONTS folder on another disk you should alter the path statement in the ASSIGN.SYS file eg Path = D:\FONTS\. Note that if you do not specify the drive in the path statement then the drive will taken to be the drive booted from.

You may call the folder what you will, so long as the name in the ASSIGN.SYS file corresponds with it.

Note that the ';' used in an ASSIGN.SYS file is there so that comments can be placed in the file. Any text on the same line as a ';' and placed after it will be ignored by GDOS, which is occasionally useful.

To Summarise

(a) You need ASSIGN.SYS, the AUTO folder containing

GDOS.PRG, on your boot disk, and the FONTS folder on the disk pointed to by the path statement in the ASSIGN.SYS file.

FONTS

Note that all fonts are loaded at start-up if there is enough RAM. If there is not enough RAM to accommodate all the fonts NO fonts will be loaded at all OR only some. This is why the Parameters... selection in the Options menu is so useful. It allows you to determine how many fonts to name in an ASSIGN.SYS file.

It is possible to have many different ASSIGN.SYS files, by naming them slightly differently from ASSIGN.SYS. So you could have 4 different ASSIGN.SYS files called ASSIGN.SY1, ASSIGN.SY2, ASSIGN.SY3 and the one you are using at start-up ASSIGN.SYS. By having different combinations of fonts in each ASSIGN.SYS file it is possible at start-up time by correctly renaming any one of the other three files to ASSIGN.SYS and renaming the other now unwanted ASSIGN.SYS to some other name to load different font styles.

Always reboot the computer if you change the ASSIGN.SYS File, or use a different printer driver.

Selecting a font size that is not available results in the next smaller size being used.

Note that you must have the correct printer fonts for the EASY TEXT+ print program to operate correctly. Having only screen fonts is not sufficient, although it is perfectly possible to use different printer fonts when printing to get different print styles.

The software allows you to have a screen font half the printer font size. So, if you have a screen font 18 points high it is only necessary to have a printer font 9 points high to reproduce the screen font on your printer as the print program will double-up the printer font for you. This useful feature saves time and space.