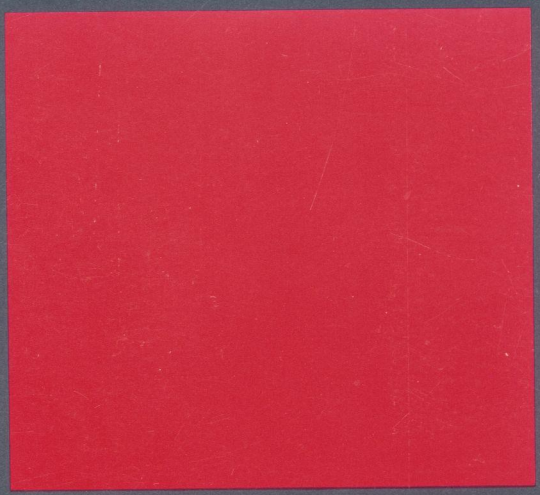
publishing partner™

DESKTOP PUBLISHING for the ATARI ST



Soft Logik Corp.™

Publishing Partner™

Desktop Publishing for the Atari ST[tm]

Design and Development: Deron Kazmaier
Manual By: Shawn Fogle
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DEDICATION

Publishing Partner is dedicated to:
Michael and Judy Kazmaier
Pauline and Larry Fogle
Ellen Muenster
Rita Becker
Leonard Tramiel
John Feagans
and all the people at Atari

THE BOTTOM LINE

I was asked to write the introduction for Publishing Partner in August, 1986. I am not affiliated in any way with SoftLogik except as a concerned friend for those of us who desire a program that is functional, as bug free as humanly possible and because I have come to have deep respect for the people of SoftLogik and for the Atari ST.

I am not a programmer either; but I do enjoy a good program like DEGAS, Time Bandits, VIP Professional etc., and care deeply about what happens to the Atari ST. If we in the Atari community set all bias aside, the ST is not the bottom line or the end of the line, but another extension of a line from the beginning of personal computers. We have evolved from the time of the gym and Univac 1 and entered the age of the ST with the help of programs such as this, Publishing Partner.

This program is for **YOU**! It is as much or as little as you and your imagination wish to make it. I myself can not find Orion in the sky, but do enjoy the wonders of the heavens. I can not draw as I would like to with DEGAS, but appreciate the thought and time that Tom Hudson has put into the program. I do not know much about publishing, but am willing to learn. I hope as we continue you will see the effort that has been spent to give you the tools to be as creative as you desire.

I have found that since consulting on and testing Publishing Partner until its final release it is well thought out, structured but sociable and ready to fill our needs for a true desktop publishing program. It was also created because the folks at SoftLogik **believe** in the Atari ST and its capabilities. They have labored for nothing less than the best, and now you have a piece of their dream in your hands.

THE BOTTOM LINE

Publishing Partner is a very dynamic program rich in features. Take the mouse and explore the drop-down menus at the top of the screen or go into the toolbox at the right of the screen. Look around and click your left mouse button on any area that entices your curiosity. You will find many items that require little or no explanation and some that will cause you to finally open the manual (like manual kerning). Unless you are a first time computer user you will do like most of us do, you will boot up the program and try to get something going and ignore the manual. **Go for it**! We all like the feeling of doing something on our own and I think it is a good gauge of how concerned the programmer was over our needs. Ok, I'll also admit I enjoy the challenge of doing it on my own. It's not only good for the gray matter, it's good for the ego.

Since we are dealing with a program that has some very subtle complexities, don't try to read or understand everything in one sitting. Slow and easy does it mate.

Unless you are a descendant of Randolph Hurst and were born with printers ink in your veins, you will no doubt be amazed to find that there is something to be learned even by you, the Great Karnack.

All of us have different levels of experience in both the use of a computer and what we are trying to accomplish. I might suggest first loading any one of the .DOC files included with the program. It will give you something to visualize immediately and perhaps serve as a reference for something you may wish to do in the future. Secondly it will serve as an example of the power of this program. I can tell you from experience that the basics of Publishing Partner begin to feel like your favorite pair of slippers in a short time. When you begin to move on to the more sofisticated features, begin by first planning ahead and doing a little at a time.

THE BOTTOM LINE

The program is very forgiving but can not read your mind. One of the features I have found to be most beneficial is the ability to display the entire page. To do this, move the cursor to the VIEW drop-down menu and click on the SHOW FULL PAGE option. When you do this for the first time you may think you have just zapped all your work when you first see the results. Fear not; what you are seeing is a reduction in your work. Depending on the font used, the number of columns, graphics etc. you may or may not be able to read what you have done, but you will be able to visualize where everything is in relationship to the full page.

This is an extremely powerful feature and will be a life jacket in the middle of an ocean at times. At other times you will elect to use a smaller font size. This will prove to be difficult to see even on the monochrome monitor. You may now go back to VIEW and click on either SHOW 200%, or if you desire even greater enlargement, click on SHOW/SET USER SCALE. Here **you** may specify the degree of magnification you wish (to 999%). **Heavy**, if I may be allowed to borrow one of my childrens phrases.

The other features have been as carefully implemented with you in mind. The ability to import and size various graphics is no small feat and one that I am sure you will use frequently.

If by chance you finally come to that moment when you have mastered Publishing Partner and find yourself wishing for more. You will find the folks at Soft Logik ready to listen to your suggestions for future upgrades. The rest is now up to you and your creative powers.

In closing, I hope you to will find equal enjoyment and productivity in Publishing Partner. I think you will find it to be like a fine wine, it gets better with time. **ENJOY**!

By Ed Conway 247 Timothy Trails Duncanville TX 75137

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PUBLISHING PARTNER - INTRODUCTION

Introduction

SoftLogik[tm] was founded by 2 individuals with a vision that the Atari ST[TM] would become the preferred desktop publishing machine. After 1 and 1/2 years research working with typesetters and printers, the dream has finally been realized.

Customer Support

With Publishing Partner,[TM] you get more than just a wonderful product, you gain access to professionals with years of design experience. Customer service lines are open from 10AM to 8PM central standard time. If anyone's in the office on Saturday, we'll be more than happy to answer your questions. If you wish to receive SoftLogik's free customer service, you must return the enclosed registration form to register your program.

Feel free to make backup copies of Publishing Partner for your personal security. If you have ideas which you think might be beneficial to other users, SoftLogik wants to know so we can pass the word along.

The manual which you are now reading was typeset with Publishing Partner, and an Apple LaserWriter[tm].

Equipment Required

In order to use Publishing Partner you must have an Atari ST with a minimum of 512K memory, one disk drive and TOS on ROM. You can use either a color or monochrome monitor but monochrome is suggested. Publishing Partner will support any Epson[tm], Epson graphics compatible printer, GDOS[tm] print driver or any Postscript compatible printer such as the Apple LaserWriter[tm] and the QMS PS 800[tm].

Using this Manual

This manual is divided into 4 chapters. The first Chapter gives you a "10 minute tour" of Publishing Partner. The second chapter is a tutorial which leads you through many of Publishing Partner's more unique features. The third chapter contains step by step instructions on some basic operations. The last chapter is a reference section which describes each feature of Publishing Partner in more detail.

If you have not used an Atari ST prior to using this program, you should read the manual which came with your computer and become familiar with the "ST" system before proceeding. If you are an experienced Atari ST computer user, you can probably start using Publishing Partner without ever touching the manual. However, we recommed that you read the "10 minute tour" and the tutorial so you will become familiar with the basic commands for creating a document. If after mastering the "tutorials" you want more information, you should read chapters 3 and 4 for more information.

Overview

Publishing Partner is a desktop publishing program. It is the culmination of typesetting, graphics, and forms design. By SoftLogik combining all 3 of these elements in one program, you can create professional looking documents on your Atari ST.

First you can do a rough page design by creating columns and graphics and then start adding text. See how it fits. See how it looks. See how it flows on to the next page. Make some changes. Try a different type face, or a different size, or some borders, or even some pictures. You'll see instantly if your new idea works or not.

Once you become familiar with desktop publishing, you'll be able to produce professional documents quickly and easily.

Where to look

For:	See:
10 Minute Tour	Chapter 1
Tutorial	Chapter 2
Step by Step Instructions for Common Operations	Chapter 3
Reference	Chapter 4

Key Terms

The following definitions will help identify the various options and commands available within Publishing Partner.

Select	To choose a (1) menu, command, (2) option from a dialog box, or a (3) drawing tool from the TOOLBOX, move the mouse pointer over the desired option and click the left mouse button.
Click	Press and instantly release a mouse button.
Attributes	Special characteristics assigned to text such as bold, underline, shadow, etc.
Highlight	Using the mouse, position the pointer over the desired text and then press and hold down the left mouse button. Move the mouse and the corresponding text will appear in reverse video showing it has been highlighted.

Toolbox	The toolbox is located on the far right side of the screen. It is used for switching between entering text and graphics.
Graphic Object	A column or drawing created using the toolbox.
Text Object	Text placed outside a column.
Pointer	The indicator on the screen that shows where you are on the page. Publishing Partner has the following pointer shapes.

Publishing Partner pointer shapes

[+]	Crosshair (drawing) pointer
[ ]	I beam (text) pointer
	Open hand (move) pointer
[]	Arrow (choice) pointer for menus, dialog boxes, toolbox, sizing columns, and sizing graphic objects.
[]	Picture frame (buffer) pointer - indicates you are about to move or copy a picture or graphics object from the buffer.
[]	Text icon - If a column becomes filled with more text than will fit and you click on the "overflow" indicator, the pointer will change to indicate that you have just "picked up" the excess text.
[]	"Cropping" symbol - When the scissors mode is selected, you will see the cropping symbol indicating you can trim a picture.

Chapter 1

A 10 minute tour of Publishing Partner

This *10 MINUTE TOUR* has been designed so you can quickly **see** some of the many options Publishing Partner has to offer.

After working through the *10 MINUTE TOUR*, you will greatly benefit from the more in depth tutorial found in Chapter 2.

If we're going to finish in 10 minutes, let's get started.

Getting Started

When you open the Publishing Partner package, you will find 2 disks. One disk is labeled "Color Version" and the other is labeled "Monochrome Version."

If you wish to use Publishing Partner on a color system, you will need to load the program from the disk labeled "Color Version."

If you wish to use Publishing Partner on a monochrome system, you will need to load the program from the disk labeled "Monochrome Version."

Before you turn the computer on, you must insert the Publishing Partner program disk in drive A. If you use a disk other than Publishing Partner when turning the computer on, you will be unable to print (such as Epson and graphic compatible printers etc.) using the GDOS output program.

• Insert the correct program disk for your system in drive A and turn the computer on.

• If you are using a *color system*, open the "PUBLISHC.PRG" icon from the "Color Version" program disk (point on the icon, click the mouse and then select OPEN from the FILE drop down menu). If you are using a *monochrome system*, open the "PUBLISHM.PRG" icon from the "Monochrome Version" program disk.

• The disk in the drive should spin and after waiting a few seconds, Publishing Partner will be loaded.

If while working through the "10 minute tour" of Publishing Partner you make some mistakes and wish to start over, just select NEW DOCUMENT and click on the "OK" box to start over.

- Use the mouse and position the pointer over the arrow in the TOOLBOX located on the right side of the screen.

- Click the left mouse button.

- Again using the mouse, position the pointer near the upper left edge of the grid and press and hold down the left mouse button.

- While holding down the left mouse button, "drag" the mouse approximately 3 inches down and to the right and then release the left mouse button. You have just created a column which you can enter text into.

- Select the option labeled TEXT located in the upper right corner of the screen (select the TEXT option by clicking the mouse while the pointer is resting over it).

- Type the word "hello" and then press the RETURN key.

- Using the mouse, highlight the word you just typed (Position the pointer in front of the letter "h," press and hold down the left mouse button, and then "drag" the mouse to the right until the entire word you just typed appears in reverse video) and then release the left mouse button.

While the word "hello" is still highlighted...

- Select the option labeled CENTER from the FORMAT drop down menu.

- Select the option labeled BLOCK RIGHT from the FORMAT drop down menu.

- Select MAKE UPPERCASE from the FORMAT drop down menu.

- Select MAKE LOWERCASE from the FORMAT drop down menu.

- Select BLOCK LEFT from the FORMAT drop down menu.

- Select BOLD from the STYLE drop down menu.

- Select NORMAL from the STYLE drop down menu.

- Select any of the options in the STYLE drop down menu and then select NORMAL to bring the highligted text back to normal.

- Select CHANGE MARGINS from the FORMAT drop down menu, click on the arrows and watch the results. Select CANCEL when finished.

- Select SUPERSCRIPT from the FORMAT drop down menu.

- Select CHANGE SUPER/SUBSCRIPT from the FORMAT drop down menu and click on the arrows. Select CANCEL when finished.

- Use the mouse and click the left mouse button while underneath the word "hello." This will cause the text to become dehighlighted and should place a blinking cursor on the line below the word "hello"

- Type the word "Goodbye."

- Highlight both lines of text.

- Select LINE / CHAR spacing from the FORMAT drop down menu. Click on the arrows and watch the effects. Select OK and view how the highlighted text has changed.

- Select FONTS / POINTS from the STYLE drop down menu. Click on the arrows until the number 24 appears. Position the pointer over the number "24" and click the left mouse button. Select the OK box to continue.

- Select SHOW RULERS from the VIEW drop down menu.

- Select SHOW RULERS again from the VIEW drop down menu.

- Select SHOW FULL PAGE from the VIEW drop down menu.

- Select SHOW ACTUAL SIZE from the VIEW drop down menu.

If you wish to exit the program, select QUIT from the FILE drop down menu.

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Chapter 2

A tutorial using Publishing Partner

A Tutotial using Publishing Partner

The best way to learn how to use software is through "hands-on" trial and error experience. This "tutorial" gives you a hands-on look at many of Publishing Partner's unique features.

The "tutorial" uses the premise that you are preparing an advertisement describing your new software program, Publishing Partner. Since the first page has already been written, your job will be to finish the second page.

You'll learn how to:

- use the scroll bars
- move from page to page
- adjust character spacing
- import pictures
- import text
- size a picture
- show rulers
- right justify text
- change character sizes
- "flow" text between columns
- indent text in columns
- draw lines and boxes

You'll also learn how to save and print your documents. Since the purpose of the tutorial is to give you "hands on" training, feel free to experiment along the way.

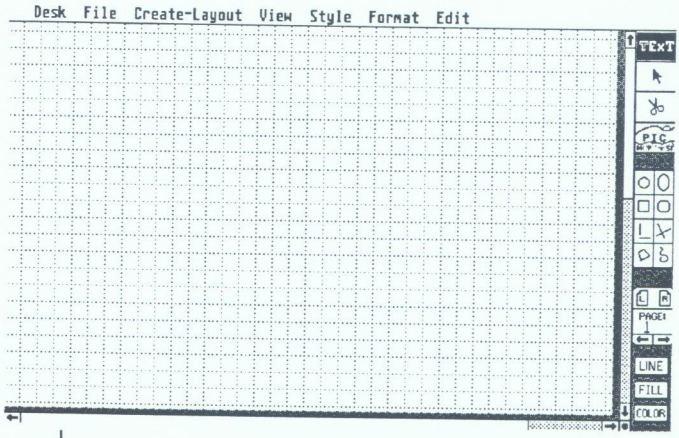
Getting Started

• Insert the correct Publishing Partner program disk (color or monochrome) in drive A and turn the computer on.

• Open the "PUBLISHC.PRG" icon if you are using a color system or the "PUBLISHM.PRG" if you are using a monochrome system. Remember to always turn the computer on with the program disk in drive A. If you don't, you will be unable to run the GDOS output program.

• The disk in the drive should spin and after waiting a few seconds, you will see Publishing Partner's title screen. Once the title screen disappears, you'll know the program has been loaded (If the program does not load, turn off all accessories and try again.). If you are using a 512K system, you may need to disengage all accessories for this tutorial.

If while working through the tutorial of Publishing Partner you make some mistakes and want to start over, just select NEW DOCUMENT from the FILE drop down menu and select "OK" and start over.



Before you can proceed with the tutorial, you must first load the sample file. Insert the Publishing Partner program disk in drive A.

Load Document

• Use the mouse and select LOAD DOCUMENT from the FILE drop down menu. After doing so, you will see the familiar Atari item selector.

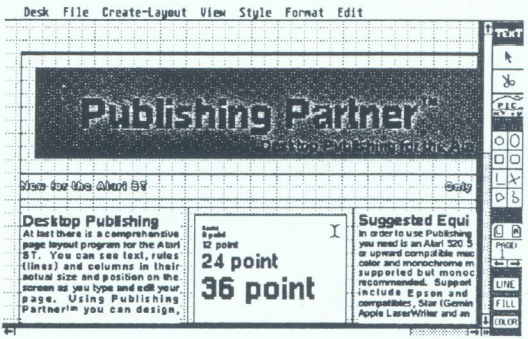
• Move the pointer over to the file named "TUTORIAL.DOC" and click the left mouse button. If you selected the correct file, you will see the name of the file displayed under the prompt "Selection:" If you selected the wrong filename, click on the CANCEL box and try again. Once you have selected the correct filename, click on the OK box to continue.

• If you have a file in memory, you will see dialog boxes reminding you that loading a new file will erase the file in memory. Select the "Delete" box twice to continue.

• The disk in the drive will spin and the document will be loaded.

As you can see, we have already started a newsletter and you're looking at the first page. If you were starting from scratch, your page would be blank (except for the toolbox, drop down menus, and scroll bars). Your page (the area containing the grid and text) represents a standard 8.5 X 11 inch sheet of paper. (You can select other document sizes from the NEW DOCUMENT option in the FILE drop down menu.)

When your file is loaded it should look as follows:



Scroll Bars

You are viewing the upper left section of the document. Using the 2 scroll bars located at the bottom of the screen and next to the toolbox, you can view different sections of the *page*.

The unshaded portion of the scroll bar represents the section of the page you are viewing. If the top half of the scroll bar is unshaded, then you are viewing the top half of the page. Using the scroll bars, there are two ways to move about your page:

1. Position the pointer over the unshaded portion of the scroll bar and press and hold down the left mouse button. If you look closely, you will see the unshaded portion of the box has become highlighted with a dotted line indicating it is selected. Once this occurs, you can view a new area of the page by simply moving the mouse. When you release the left mouse button, the screen will change to reflect the area of the page you are viewing.

2. If you wish to advance a 1/2 screen at a time, you can position the mouse pointer over a shaded portion of the scroll bar and click the left mouse button.

Show Full Page

Instead of using the scroll bars to move about your page, you can also view the entire page on the screen.

• Select SHOW FULL PAGE from the VIEW drop down menu. You will see the screen has changed to show the entire page on your screen. While this may not be completely readable, it will give you an overall view of the entire page.

• Select SHOW ACTUAL SIZE from the VIEW drop down menu to return to the normal viewing mode.

Choosing a suitable viewing size

You can reduce and enlarge the viewing size of your document by selecting the SHOW FULL PAGE, SHOW 50%, SHOW 200%, SHOW FULL WIDTH and SHOW/SET USER SCALE from the VIEW drop down menu. A check mark will appear next to the item which is currently selected. If you select the SHOW/SET USER SCALE option a dialog box will appear. You can then enter your own viewing percentage between 15 and 999 percent.

When you are ready to proceed with the tutorial, select SHOW ACTUAL SIZE.

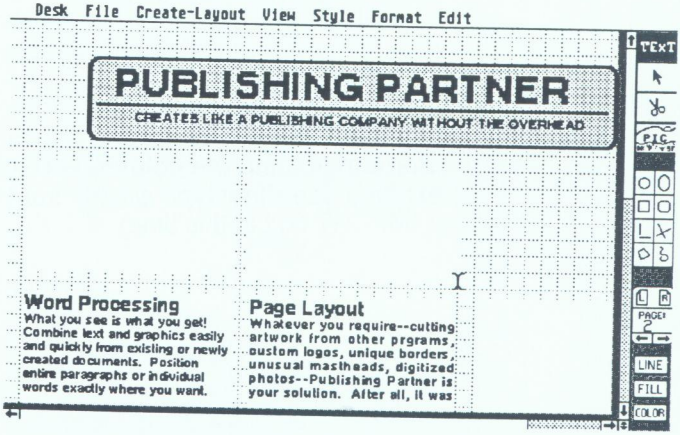
Moving from page to page

In the lower right corner of the toolbox you will see an icon labeled "PAGE:" with the number "1" beneath it. This indicates you are looking at the first page of your document.

If you wish to move forward or backwards a page at a time, you would simply click the left or right arrow in the page icon. If you wish to "jump" to a particular page, position the pointer over the displayed page number and click the left mouse button. You can then enter the new page number you wish to view (pressing the ESC key clears the line).

- Select the right arrow in the "PAGE:" icon.

The displayed number will change to page 2 and you will see the following:



As you can see, the second page is not finished. The white "patches" where the background grid disappears indicate that columns are resting there. In most cases, you will want to enter your text into columns. However, the flexibility exists to enter text outside a column.

Display Rulers

• Select SHOW RULERS from the VIEW drop down menu.

You will see 2 rulers. One ruler is displayed along the top of the screen and the second ruler is displayed along the left side of the screen. As you move the mouse, you will see corresponding dotted lines move on the ruler. This permits you to align text exactly as you desire.

When the ruler is displayed, you will notice marks on the rulers indicating where "tab stops" and "snap to guides" have been placed. These are addressed in the reference section of this manual.

The default ruler display is in inches. To change the display, select MEASURING SYSTEM from the CREATE LAYOUT drop down menu. You can then select either inches, picas, or centimeters.

Import Text

Publishing Partner allows you to enter text directly into your document or you can load any ASCII text file. To shorten this tutorial, let's import text which was saved using another word processor.

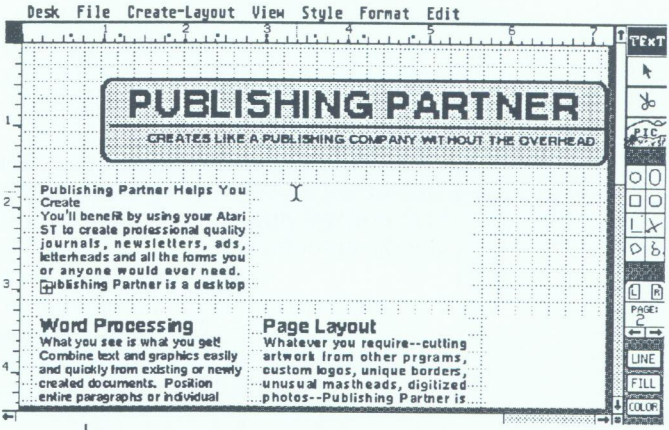
• Use the mouse and position the pointer over the column located in the upper left corner of the screen (above the phrase word processing) and click the left mouse button.

Once this has been done, you will see a flashing cursor indicating the column is ready to receive text (you can either type directly from the keyboard or IMPORT text at this time).

• Since we are going to import text, select the IMPORT option from the FILE drop down menu.

You will see the standard Atari ITEM SELECTOR.

• Using the mouse, position the pointer over the file labeled COLUMN1.TXT and click the left mouse button. Select the OK box to verify your selection. The screen should now look as follows: (if it doesn't, you probably did not have the correct column selected before importing the text...it will probably be easiest to start over.)



Text Overflow

You will notice the column has been filled with text and a "+" sign appears at the end of the column. This indicates more text has been placed in the column than will fit.

Make sure the TEXT option in the TOOLBOX is selected.

• Position the mouse pointer directly over the "+" sign and click the left mouse button.

You will see the cursor has changed to a "document overflow" icon and the prompt "Select Column - To" appears in the upper right corner of the screen.

As the prompt indicates, you need to select a column to place the "overflown" text.

Placing Over-flown text

- Use the mouse and position the pointer over the next column to the right.

- Click the left mouse button

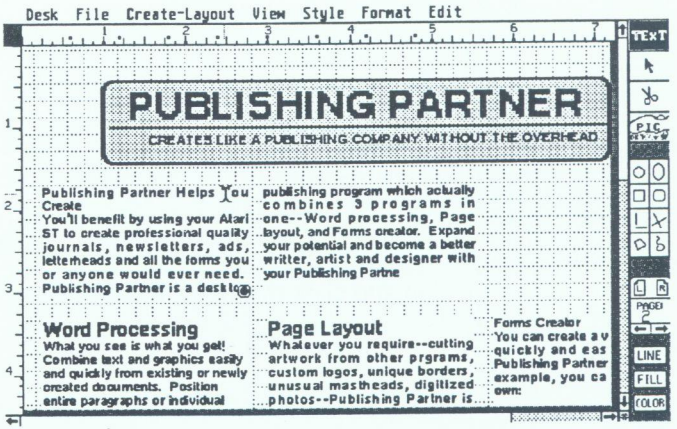
You will see the overflown text has "flowed" into the new column.

You have just linked these 2 columns together. If you were to go back and edit the first column, the text would automatically overflow into its linked companion column.

Importing More Text

- Using the mouse, position the pointer over the column located at the bottom right side of the screen and click the left mouse button. A blinking cursor will appear in that column indicating it is ready to receive text.

- Select IMPORT from the FILE drop down menu. Once again you will see the standard Atari ITEM SELECTOR. Use the mouse and click on the filename "COLUMN 3.TXT." Select OK to verify your choice. You should see the following:



The next few pages in the "tutorial" will lead you through some of Publishing Partner's unique capabilities.

At the top of the newsletter on page 2, you will notice a headline. The caption beneath the headline reads, "CREATES LIKE A PUBLISHING COMPANY WITHOUT THE OVERHEAD." With Publishing Partner, you can adjust the spacing between each character to give special effects.

Adjust Character Spacing

We are going to adjust the character spacing by first highlighting the text.

Highligting text

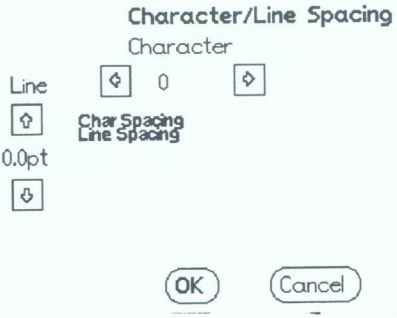
- Make sure the TEXT option from the toolbox is selected

- Use the mouse and position the pointer in front of the letter "C" in the headline "CREATES LIKE A PUBLISHING..." and then press and hold down the left mouse button.

- Use the mouse and move the pointer to the right. You will see that as you move the mouse while holding down the left mouse button, the corresponding text will become highlighted. When you are satisfied that you have the correct text highlighted, release the left mouse button.

- With the text still highlighted, select LINE / CHAR SPACING from the FORMAT drop down menu.

You will see the following dialog box:



With this option, you can adjust both the amount of space between lines and the amount of space between characters.

- Use the mouse and position the pointer over the box containing a right arrow.

- Press and hold down the left mouse button.

You will see the character spacing change before your eyes. When the character spacing has reached its maximum (127), the characters will then stop moving. The "character spacing" number is for reference only, it is not an exact unit of measure for each character size.

- Release the left mouse button.

We want to set the character spacing to 7.

- Position the mouse pointer over the left arrow and hold down the left mouse button until the character spacing number shows 7.

Note: You can also use the arrow keys on the computer to adjust the LINE AND CHARACTER SPACING rather than using the mouse. The choice is up to you!

We are now ready to view the results.

- Select the OK box to continue.

View Headline on one screen

Use the horizontal scroll bar to position the page so the left and right edges of the headline both fit on one screen.

The text will remain highlighted. You should notice that the highlighted text extends too far to the right.

Moving a Text Object

You are currently working with text which has been created outside a column. This is referred to as a TEXT OBJECT. Let's position the TEXT OBJECT so it appears centered.

• Press and hold down both the SHIFT key and the left mouse button.

A dotted box will appear around the TEXT OBJECT and the mouse pointer will change to a HAND.

• You can now reposition the TEXT OBJECT by simply moving the mouse. When you are satisfied with the TEXT OBJECT's position, release the left mouse button and the SHIFT key.

The previously highlighted text will remain highlighted until you click the left mouse button. Striking any key (excluding the arrow keys and special control keys i.e Alternate, Control or, Esc) will also cause text to become dehighlighted.

Change Char Spacing

• With the text still highligted, reselect the LINE/CHAR SPACING option from the VIEW drop down menu, change the character spacing to "10" and select "OK."

• Position the highlighted TEXT OBJECT so it is centered in the headline (Use the SHIFT + Left mouse button option).

• When you are satisfied with the position of the TEXT OBJECT, click the left mouse button to dehighlight the text.

Change Char Size

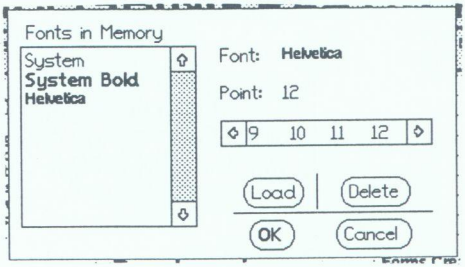
• Use the scroller bars to view the upper left section of the document.

• Using the mouse, position the pointer in the upper left column on the screen and click the left mouse button.

• Highlight the phrase "Publishing Partner Helps You Create."

• Select the FONTS / POINTS option from the STYLE drop down menu.

You will see the following dialog box:



• Use the mouse to position the pointer over the right arrow and click the left mouse button one time.

• Position the pointer over the number "18" and click the left mouse button again.

You will notice the number next to the prompt "Point:" will change to 18. This indicates the last selected number.

The term "point" is a typesetting word meaning 1/72 of an inch. If you wanted a character to be 1 inch tall, you would then select 72 points.

If you want to enter in your own point size, simply position the mouse pointer over the number

displayed next to the prompt "Point:" You can then enter a number between 2 and 216 points. Refer to the reference section of the manual for more information.

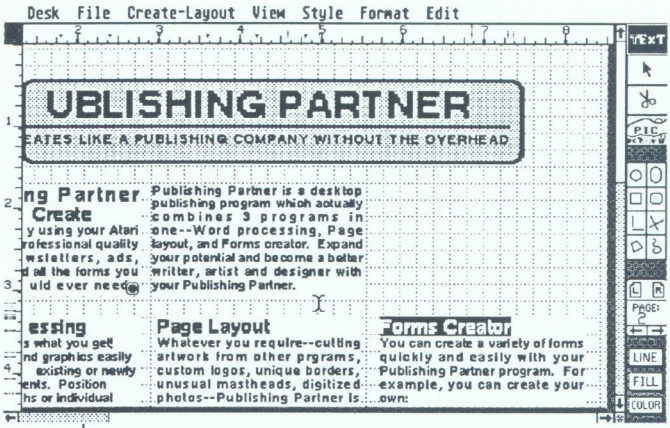
- Select the OK prompt in the dialog box

The highlighted text will now change to 18 point characters. You will also notice that since this column has been linked to the adjacent column, (this was done earlier in the tutorial) changing the characters to 18 points causes text to automatically overflow into the adjacent column.

- Position the pointer over the column located closest to the right side of the page and click the left mouse button.

- Highlight the first line of text which reads, "Forms Creator" and change its point size to 18 points.

The screen should now look as follows:



Block Right / Change an Entire Column

Let's be creative. We are going to take the column closest to the right side of the page and align all the lines of text along the right side of the column - instead of the traditional left side.

The last time you modified some text, you highligted it. That technique is fine if you want to modify a particular section of a column. However, you now want to modify the *entire* column. Here's a shortcut:

- Use the mouse and position the pointer over the "arrow" option (object editor) in the toolbox and click the left mouse button.

Since the cursor was already resting in the column, this column will automatically become selected. You will know it is selected because there will be "sizing squares" along the corners of the column.

If for some reason the column on the far right side of the page is not selected, position the pointer over that column now and click the left mouse button.

- Select BLOCK RIGHT from the FORMAT drop down menu.

You will see a dialog box prompting you to verify that you want to modify the contents of the entire column.

- Select OK.

The screen will blink and the entire column will be realigned along the right margin.

- Use the horizontal scroller bar and position the page so you are viewing the right side of the document.

Search

With the cursor resting in the far right column, select SEARCH from the EDIT drop down menu.

You will see a dialog box which reads "Stop! You can not perform the function selected in the mode you are in... [OK]."

This indicates you must be in the TEXT mode before you can perform this operation.

- Select OK.

- Click on the TEXT option from the TOOLBOX.

- Reselect the SEARCH option from the EDIT drop down menu.

You will see a dialog box prompting you to enter a search criteria.

- Type "phone slips" and don't press RETURN. If you make any typing errors, use the keyboard editing commands found on the keyboard.

- Use the mouse and select the box labeled ENTIRE.

This instructs the program to search the entire column for a match of the phrase "phone slips."

When a match is found, you will see a dialog box which asks you if you want to CONTINUE the search or STOP.

- Select STOP.

You will notice that when a match is found, it remains highlighted. If you start typing, the highlighted material will become dehighlighted.

Deleting Highlighted Text

- Use the mouse and highlight the current line; "While you were out phone slips."

- Press the BACKSPACE key once.

You will see that all the highlighted text has been deleted. This is a handy shortcut when deleting both text and graphics (line, box, circle, picture, etc.). You can highlight any text or graphic object and press the BACKSPACE or DELETE key to quickly delete it.

- If a blank line remains after you delete the line, press the "Delete" key to eliminate it.

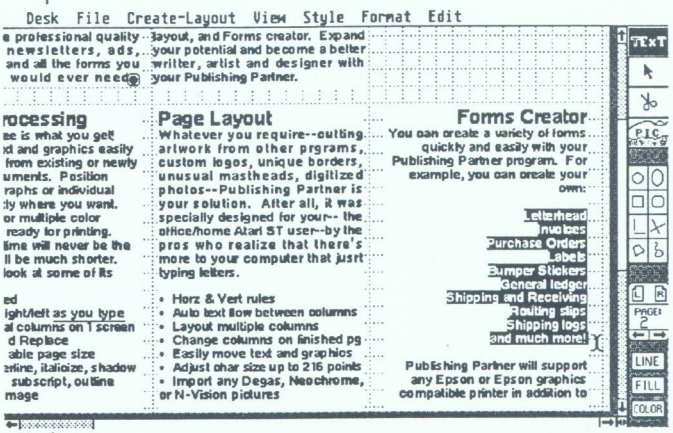
Adjust Margins

Publishing Partner permits you to adjust margins within a column.

While still viewing the third column at the far right of the page, you will see the column contains 2 paragraphs (1 at the beginning and 1 at the end) and a list of forms (in the middle of the column) which could be created with Publishing Partner.

- Highlight the list of forms in the middle of the column. (Hint - Use the vertical scroll bar and position the page so you can see the contents in the middle of the column.

When you have the correct information highlighted, it should look like this:



- Select CHANGE MARGINS from the FORMAT drop down menu.

- Use the mouse and position the pointer over the left arrow box under the RIGHT INDENT prompt.

- Press and hold down the left mouse button.

You will notice the margin representation inside the dialog box will start changing. The numbers

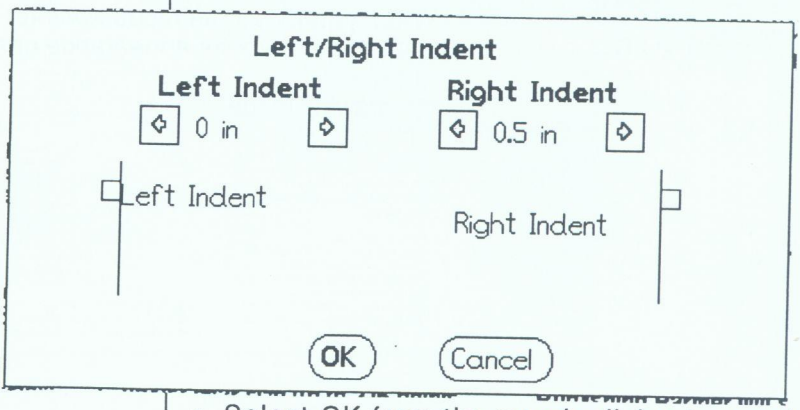
under the RIGHT INDENT prompt displays in inches the amount of the right indent. (If you have selected a different MEASURING SYSTEM from the CREATE-LAYOUT menu, those measurement units will be used in the display.)

The indent representation will stop moving when it reaches its maximum (1.77 inches).

- Release the left mouse botton.

You can quickly reset the indent back to zero by clicking on the box next to the "right indent" margin line.

- Change the RIGHT INDENT margin to a 1/2 (.5 in) inch. You can use the left and right arrow keys from the keyboard to change the "left indent" and the up and down arrows to change the "right indent."



- Select OK from the margin dialog box and continue.

You will see the previously highlighted text has been indented 1/2 inch from the right side of the column.

The text which was highlighted will remain highlighted until you strike a key.

- Click the left mouse button to dehighlight the text.

Draw Lines

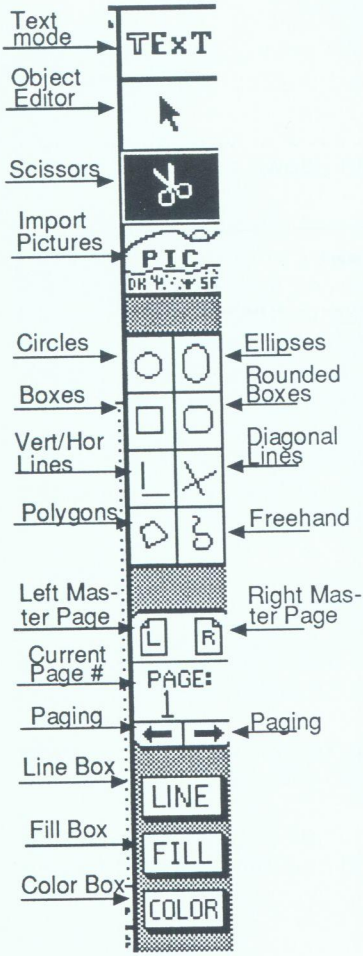
• Select the box labeled LINE from the toolbox. As you can see, you can define the type of line you wish to use.

A check mark appears next to the selected line attributes.• Position the mouse pointer under the column labeled "Width" and select a 1 pt line.

• Select the OK box to continue

We are now ready to draw a line. If your rulers are not already being displayed, select the SHOW RULERS option from the VIEW drop down menu.

When you move the mouse, you will see a corresponding dotted line move on the rulers. This marks your exact position on the page.



• Select the HORZ/VERT line box from the toolbox located at the right side of your screen.

The selected item will appear in inverse video.

When you move the mouse pointer away from the toolbox,its appearance changes to a "crosshair." This indicates you are in the drawing mode.

If you look in the upper right corner of the screen, you will see the prompt "Click the points." This is a reminder on how the drawing process works

.• Use the mouse and position the pointer 2 and 7/8 inches from the left edge of the page and 3 and 3/8 iches from the top edge. Using the scroller bars and rulers will make this very easy.

Now that you have the pointer positioned correctly, lets start drawing.

• Click the left mouse button one time to start the line.

• Use the mouse and position the pointer over the unshaded box on the vertical

scroll bar and press and hold down the left mouse button. This selects the scroll bar so you can reposition the page.

• Now that the scroll box is selected, use the mouse and position the unshaded scroll box at the bottom of the page.

• Using the mouse and the rulers, position the mouse pointer 9 and 3/4 inches from the top of the page. Since you are drawing a vertical line, it doesn't matter how far from the left edge the pointer is positioned.

• Provided you have the pointer (crosshair) on the page, click the left mouse button to define the line's endpoint.

Your vertical line will be drawn.

Repositioning a Graphic Object (line)

If you are not satisfied with the line's placement on the page, you can easily reposition it. Simultaneously press and hold down the SHIFT key and the left mouse button. The pointer will change to a hand. You can now move the line by moving the mouse. When you release the left mouse button, the line will be pasted to the page.

Sizing a Graphic Object (line))

If after drawing a graphic object, such as the line we just drew, you can go back and change the object's size. Let's do this.

• Use the mouse and select the arrow (object editor) from the toolbox.

• Positiion the pointer over the line you have just drawn and click the left mouse button.

The line will become selected (contain sizing squares on its endpoints) if it wasn't already.

• Position the pointer over one of the sizing squares and press and hold down the left mouse button.

- Start moving the mouse.

You will see the object move. Since you drew a vertical line, the line will only change in that direction. When you are satisfied with the lines positioning, release the left mouse button.

Try this on your own by placing another line between the two adjacent columns.

View Full Page

- Select SHOW FULL PAGE from the VIEW drop down menu.

You will notice that the entire page has been reduced to fit on one screen. Even the rulers have been reduced proportionally.

Draw a Box

Let's draw a box while in the SHOW FULL PAGE mode.

When drawing a box, there are a few things you need to remember. The box will be drawn using the selected attributes from the LINE, FILL, and COLOR options from the toolbox.

- Select LINE from the toolbox, select a 5 point line and select OK.

- Select FILL from the toolbox, select the fourth fill pattern from the first column, and select OK.

- Select the BOX option from the toolbox. It is resting just above the VERT/HORZ line box used earlier.

- Use the mouse and position the pointer (crosshair) 9 and 3/4 inches from the top of the page and 1/2 inch from the left edge of the page.

- Click the left mouse button.

- Now position the pointer (crosshair) 10 and 1/2 inches from the top of the page and 8 inches from the left edge of the page.

• Click the left mouse button again.

Moving an Object (box)

You will see a gray filled box with a 5 point border. If you don't like its location, just press the SHIFT key and the left mouse button to move the box.

Sizing an Object (box)

If you want to adjust its size (as previously done with the line), select the arrow (object editor) from the toolbox and "drag" the sizing squares until you find a size you like. (If sizing squares don't appear on the box, you will need to first click on the object.)

Show Full Width

• Select SHOW FULL WIDTH from the VIEW drop down menu.

The purpose of this option is to permit you to reduce the width of a page so it will fit in one screen. This eliminates having to use the horizontal scroll bar.

If you are not viewing the bottom of the sample page you are currently working on, use the vertical scroll bar and position the unshaded box at the bottom of the screen.

Place Text Outside a Column

In most cases, you will enter text directly into a column giving you the advantage of justification, word wrap, search and replace and many more standard word processing functions. However, there are times when this is not advantageous.

For example, suppose you want to enter text in the shaded box just created. Although this box is not in a column, it is very easy to enter text there. Here's how:

Make sure the TEXT option from the toolbox is selected.

• Let's enter our text in a character size of a half inch. Select the FONTS/POINTS option from the STYLE drop down menu and select a 36 point character (remember 72 points to an inch, thus .5 X 72 = 36).

• Position the pointer near the left edge of the shaded box and simultaneously press both the CONTROL key and the left mouse button.

• Release both keys.

You will see the prompt "nul" at the place where the pointer was resting when you pressed CONTROL and the left mouse button. This indicates you are creating text as an object instead of text inside a column. You can manipulate a text object just as if it were a line or any other graphic object, the only exception is that you can't size the text using the "sizing squares" (instead you must adjust its point size).

• Type "By [your name]" (i.e. By Ellen Becker)

When you type, you will notice the characters are displayed on the screen in 36 points. If you make a mistake, use the editing keys on the computer to make any corrections.

Note - Each time you press a key, it appears as if the background fill pattern is being erased. Don't worry! Actually, the text is being placed on top of the box and nothing below is erased. This will be evident once the screen is redrawn. If you haven't caused a screen redraw yet, you can press ESC U and force one. (Usually, this will not be necessary because you will want to adjust the text's position after it is typed. This will cause the screen to be redrawn.)

Repositioning a Text Object

After you type your name, you will probably want to reposition the text. If so, press the SHIFT key and the left mouse button. The pointer will change to a "hand" and you can reposition the text anywhere you desire by moving the mouse.

You may want to switch back to SHOW ACTUAL SIZE from the VIEW drop down menu. This will make the displayed text easier to read.

IMPORTANT NOTE
Some screen characters may appear "blocky" or "hard to read" on the screen. However, the characters will be "smoothed" when printed so you get the most attractive output possible.

For instance:

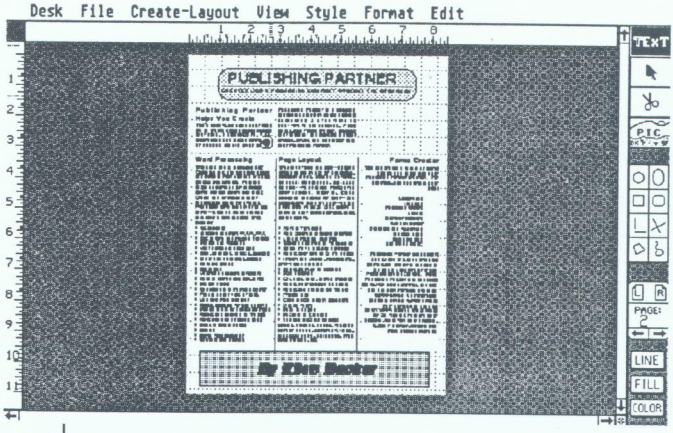
- Highlight your name (which you just typed) and select ITALICIZE from the STYLE drop down menu. While the text is still highlighted, select BOLD from the STYLE menu.

- Dehighlight the text by clicking the left mouse button (pressing any character key will also cause a dehighlight).

While the "stylized" text does not look very attractive on the screen, it will look professional when it prints.

- Select SHOW FULL PAGE.

Your screen should look as follows:



- Select SHOW ACTUAL SIZE form the VIEW drop down menu and continue.

Importing a Picture

With Publishing Partner, you can load any Degas[tm] or Neochrome[tm] picture. If you are working with a color system, the picture will be converted to black and white. Let's import a picture.

- Select the "PIC" option from the toolbox.
- Select IMPORT from the FILE drop down menu.
- Select the file named "PICTURE.TNY" and select the OK box to continue.

You will see the picture has been imported into Publishing Partner's picture buffer.

Lets copy the picture into our document.

Highlight the Picture

- Position the mouse pointer at the upper left corner of the "No bugs" picture and and click the left mouse button one time.
- Move the mouse pointer (you will see the rubber band effect in the background showing the area which you are highlighting) to the bottom right corner of the picture and click the left mouse button again.

Copy Picture to the Buffer

- Select COPY TO BUFFER from the EDIT drop down menu. This copies the highlighted section of the picture to the buffer.
- Select the arrow (OBJECT EDITOR) from the toolbox. This returns you to your document.
- Select COPY FROM BUFFER from the EDIT drop down menu.

Placing the Picture

You will notice the mouse pointer has changed to a "picture frame" icon. This indicates you have a graphic object/picture in the copy buffer.

If you move the mouse pointer over a scroller bar, the pointer will change and permit you to use the scroller bars without disturbing the information in the copy buffer.

If you click on any unselected option from the toolbox (except the page forward/backward arrows) you will clear the "picture frame" icon. However, the information in the copy buffer will not be disturbed.

• Use the scroller bars and position the page so you are viewing the upper right section of the page.

You will see there is an open area (contains no text or graphics) near the upper right section of the page under the banner headline. It is here that we want to place the picture.

• Once the mouse pointer is positioned where you want the picture to appear (the upper left corner of the "picture frame" represents the upper left corner of the picture), click the left mouse button.

Sizing the Picture

The picture has now been placed in the document. You will notice it doesn't fit very well. Let's use the sizing squares on the corners of the picture and correct this. By positioning the mouse pointer over any sizing square and then pressing and holding down the left mouse button, you can move the mouse and size the picture. When you release the mouse button, the picture will be placed at that location.

Moving a Picture

If you simultaneously press the SHIFT key and the left mouse button, you can move the picture by simply moving the mouse.

• Using the mouse, size and position the picture so it fits properly in the upper right section of the page.

Using the sizing squares to size a picture is convenient, but it is not the most accurate method for reducing and enlarging a picture.

Editing a Picture

• While the picture is still selected (contains sizing squares), simultaneously press the "ALTERNATE" key and the "E" key (stands for edit).

You will see a dialog box describing the location of the picture's upper left corner, the percentage of horizontal and vertical reduction or enlargement, and the contrast of the picture.

Let's reduce the size of the original picture by exactly 1/2.

- Use the arrow keys on the computer and position the cursor on the line labeled, "X Percent:" press the "Esc" key to clear the line and type "50" (for 50%). **Don't press the RETURN key yet.**

- Again use the arrow keys on the computer and position the cursor on the line labeled, "Y Percent," press the "Esc" key and type "50."

This will cause an exact 50% reduction of the original picture placed in the document.

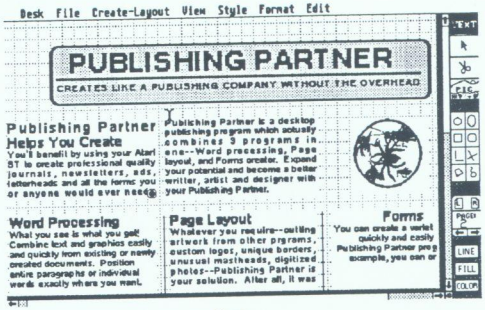
- Select the OK box to continue. (The contrast option is explained in the reference section of this manual).

As stated earlier, you can move the picture two ways:

1) Position the pointer over the picture (or any object), press and hold down the left mouse button. The pointer will change to a hand and you can move the picture by moving the mouse.

2) Regardless of the pointer's position on the screen, you can simultaneously hold down the SHIFT key and the left mouse button. The pointer will change to a "hand" and you can move the picture (or any selected object) by moving the mouse.

Once the picture has been inserted, the upper right section of the page should look something like this:



Saving a Document

Let's save the file we've been working on.

• Select the SAVE DOCUMENT option from the FILE drop down menu.

You will see the familiar Atari ITEM SELECTOR and the prompt "Save Document" in the upper right corner of the screen.

The document name, "Tutorial," will be displayed under the prompt "Selection."

Publishing Partner remembers the name of the document which you LOADED and displays it when you select SAVE DOCUMENT.

You can rename the document so the original tutorial file remains intact.

• Press the ESC key to clear the line which is currently displaying the document's name, "Tutorial."

You will want to use a filename which will help you remember the information contained in the document which you are about to save.

• Type "Learning.DOC."

• Select "OK" to initiate the SAVE operation.

If you do not enter a file extender (i.e LEARNING), Publishing Partner will automatically add the file extension ".DOC."

If you enter a different file extension from the suggested extender ".DOC," then the file will be saved exactly as you typed it.

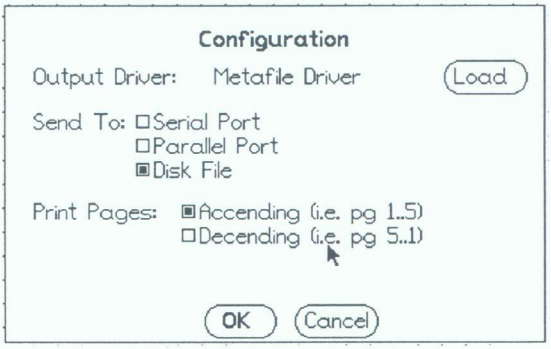
Let's print the document we just saved. If you will be printing to an Epson, Epson graphics compatible, or other GDOS supported printer, you can skip the next section of this tutorial and read "Printing with GDOS."

Configuring for Postscript

If you are using a Postscript[tm] compatible printer such as the Apple LaserWriter or PS 800, you will need to load the Postscript printer driver before you can print. Here's how:

• Select CONFIGURE from the FILE drop down menu.

You will see the following dialog box:



The second line in the dialog box reads "Output Driver: Metafile Driver." This is the name of the currently loaded print driver. Since you want to print to a Postscript device instead of a GDOS device, you will need to LOAD the Postscript driver from the program disk.

• Insert the Publishing Partner program disk in Drive A.

• Select the LOAD option from the CONFIGURE dialog box.

You will see the familiar Atari ITEM SELECTOR.

• Select the file named "PS.PRT" and select "OK" to verify your selection.

Your system should be configured to match the baud rate of the device which you are transmitting to. For example, If you are printing to an Apple LaserWriter, the settings should be as follows:

9600 Baud
No Parity
Full Duplex
8 Bits/Char
Xon/Xoff - On
Rts/Cts - Off

You can specify these settings using the "Set RS232 Config." accessory which came with your Atari ST and choose SAVE DESKTOP to any disks which you will be loading the computer from.

If you will be using a Postscript compatible printer that has a parallel port, you should select the "Paralled Port" option from the CONFIGURE dialog box.

When you are satisfied with the settings displayed in the CONFIGURE dialog box, select "OK"

- Select SAVE PREFERENCE from the FILE drop down menu to save the Postscript configuration to your Publishing Partner program disk.

Printing with Postscript

- When the disk in the drive stops spinning, select PRINT DOCUMENT from the FILE drop down menu.

- Select the PRINT option from the dialog box.

The pages which you are printing will be flashed on the screen and you will then see a dialog box indicating that data is being transmitted to the printer.

If any messages appear in the dialog box, you should select the STOP option at the bottom of the dialog box and reinitiate the PRINT operation.

When the file is finished printing, you will see the word "Done" at the bottom of the dialog box. Use the mouse and position the pointer over the

"RETURN" prompt, press and hold down the left mouse button for approximately 2 seconds and then release it. You will then return to your document.

Printing with GDOS

Let's print the document we have been working on.

- Select PRINT DOCUMENT from the FILE drop down menu.

You do not need to change any of the settings displayed in the dialog box.

- Select PRINT from the dialog box.

The pages which you are printing will be flashed on the screen. You will then see the familiar Atari ITEM SELECTOR and the prompt "Print to Disk" in the upper right corner of the screen.

Since Publishing Partner uses GDOS for printing, you will have to first print your file to disk. You can then run the GDOS output program to print the document.

You must give the file a name which will be used when the file is printed to disk.

- Type "PRINT.GEM" and select the "OK" box to verify your selection.

The disk in the drive will spin and the file will be written to disk.

Caution: When you name a file at PRINT - DO NOT use the same name that you used for the SAVE DOCUMENT option. If you do, you will not be able to reload the file into Publishing Partner.

It is suggested that you always use the file extender ".GEM" when naming a file from the PRINT option. This insures that your files will be automatically displayed in the file directory when you run the GDOS output program. When the file is finished printing to disk, you will see a

dialog box with the word "DONE" displayed at the bottom left corner of the dialog box.

• Use the mouse and position the pointer over the prompt "RETURN" at the bottom right corner of the dialog box, press and hold down the left mouse button for approximately two seconds and then release the left mouse button. You will then be returned to your document.

You are now ready to print the document using the GDOS output program.

• Select QUIT from the FILE drop down menu to return to the desktop.

Load the Output Program

• Load the "OUTPUT.PRG" from the Publishing Partner program disk.

• Select ADD NAME from the FILE drop down menu and select the file you want to print.

• Select START OUTPUT from the FILE drop down menu.

• Use the mouse and select PRINTER from the dialog box and then select "OK" to verify your selection.

Depending on the printer which you are using, it is not uncommon to wait a few minutes for a printout.

When the document has finished printing, select QUIT from the FILE drop down menu and return to the desktop.

You can then reload the Publishing Partner program to continue.

Refer to the section titled "Text Editor" in the reference section of the manual for further explantion on Publishing Partner's word processing capabilities such as macros, cursor moves, and keyboard equivalents.

Chapter 3

Step by Step Instructions for Common Operations

Setting up your Page

When Publishing Partner is first loaded, you will see the menu bar at the top of the screen, the TOOLBOX on the right side of the screen, horizontal and vertical scroll bars (bottom and right sides of the screen), and a background grid.

The "grided" area represents a blank piece of paper. The default page size is for an 8 1/2 inch by 11 inch document. If you want to use a different page size, select the NEW DOCUMENT option from the FILE drop down menu. You can choose from one of the seven preset page sizes or you can enter your own page size (see NEW DOCUMENT in the reference section for more detail if necessary).

If you wish to change the default page size, see SAVE PREFERENCES (in the reference section).

Entering text

Publishing Partner is different from most other word processors because when the program is loaded, you don't automatically "drop" into a text editor. Publishing Partner, like a piece of paper, presents you with a blank page.

If you want to enter several lines of text, you will want to create a column for it. If you just want to enter a "heading" or "headline," you probably won't need to create a column for it.

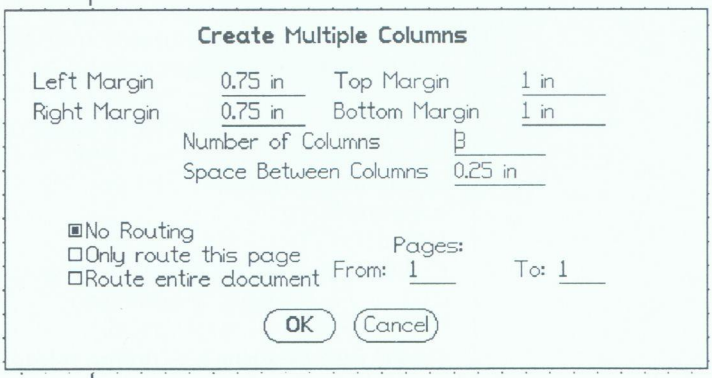
Once you become familiar with Publishing Partner, you may find it convenient to LOAD "boilerplate" (an outline of a previously created page i.e. 1 column document, 2 column document, 1 column document with letterhead at the top of the page etc.) files instead of creating a page from scratch every time. Just create a suitable page design and SAVE it. The file can then be RELOADED and modified as needed.

Publishing Partner permits you to enter text onto a page in 2 ways. You can either create a column and enter text into it, or you can enter text outside a column. Either way, you can easily reposition the text anywhere at any time. As an example lets create columns both ways and enter some text.

Create Columns from the Create-Layout Menu

• Select CREATE COLUMNS from the CREATE-LAYOUT drop down menu.

You will see the following dialog box:



Using this dialog box, you can let Publishing Partner create the columns for you. Enter the:

• Top, bottom, left, and right margins for your page.

• Desired number of columns.

• Desired space between each column.

• And the pages you want the columns to appear on.

You also have the choice of linking the columns together so if one column becomes filled with text, it will automatically overflow into the next column.

As an example, let's create a document with 3 short columns at the top of the page.

• Select the CREATE COLUMNS option.

• Use the arrow keys on the computer and position the pointer next to the prompt "Left Margin."

• Press the ESC key to clear the line and enter ".5" inch for the left margin, "1.5" inches for the right margin, "2" inches for the top margin and "7" inches for the bottom margin. You do not have to enter the suffix "in" to designate inches.

• Use the up and down arrow keys on the computer to move from line to line.

• Enter "3" for the number of columns.

• Do not change ".25" for "Space between columns."

• Under the option "Pages:," enter the number "1" next to the prompts "From:" and "To:."

• Use the mouse and select the option "Only Route This Page."

• Select the OK box.

You will now see three small columns located at the top of the page.

Purpose of Columns

With Publishing Partner you can enter text either inside or outside a column. Each method has its own advantages and disadvantages. If you plan on entering several lines of text such as with a paragraph, you will want to enter that text inside a column.

However, if you want to enter a banner headline or notations out in the margins, you may find it more convenient to enter that text outside a column. In either case, the choice is up to you.

The best way to show the advantages of entering text both inside and outside columns is through an example.

Importing Text

• Use the mouse and position the pointer over the leftmost column and click the left mouse button.

You should see a blinking cursor indicating the column is ready to receive text. If you don't, click the left mouse button on the column again until the blinking cursor appears.

In the interest of saving time, let's import text into the 3 columns just created. If you wish, you can enter your own text into the columns. The next 2 instructions assume you don't want to enter the text. If you do, then start with the 3rd instruction.

- Select the IMPORT option from the FILE drop down menu.

- Use the mouse and select the file "COLUMN.TXT" and click on the "OK" box to load that file.

All 3 columns should now be filled with text.

Repositioning Columns

When text is entered into a column, it becomes a part of that column. Therefore, if you move or resize a column, any text inside the column will automatically reflow within it.

- Use the mouse and select the OBJECT EDITOR (the arrow from the toolbox).

- Position the mouse pointer over the first column on the left, press and hold down the left mouse button. The mouse pointer will change to a HAND indicating you can now move the column.

- While still holding down the left mouse button, start moving the mouse. You will see an outline of the column which you have selected. Position the selected column approximately 1 inch above its original position and release the left mouse button.

You will now see the text has "reflowed" within the column's new position.

Resizing a Column

Now that we have changed the position of the column, let's change the size of the column.

Since the column we just moved is still selected, you should see "sizing squares" on the corners of the column.

- Position the mouse pointer over the sizing square which appears in the lower right corner of the column, press and hold down the left mouse button.

- While still holding down the left mouse button, start moving the mouse. You will see that you are adjusting the column's lower right side.

- Extend the column's length approximately 1 inch and then release the left mouse button.

You will see the text has automatically reflowed within the column's new dimensions. Since the column's were "text routed" to one another, you will notice the text between all the columns has been readjusted accordingly. (This will only occur if the columns are linked together via *"text routing."*)

When a Column Becomes Filled

If a column is not "text routed" (linked) to another column and you adjust the column's size to the point where the text inside that column no longer fits, you will see a "+" sign in the bottom right corner of the column.

This indicates there is more text in the column than can be displayed. At this point you have several options. You can:

1. Adjust the "point size" (size of the characters) of the characters so that more characters will fit in the same space.

2. Adjust the "Char spacing" (amount of space between each character) so more characters will fit in the same space.

3. Adjust the "leading" (line spacing by 1/144 of an inch increments) so that more characters will fit in the same space.

4. Readjust the size of the column so it is large enough to display all its associated text.

5. You could use the mouse pointer and click on the "+" sign and pick up the overflowed text and then place it in another column by clicking on another column.

Creating Columns Manually

Instead of using the CREATE COLUMNS option to create columns, you can also use the OBJECT EDITOR (select the arrow from the toolbox).

- Use the mouse and select the OBJECT EDITOR (select the arrow from the toolbox).

- Position the pointer where you want to place a column, press and hold down the left mouse button.

- Start moving the mouse diagonally and to the right. You will see an outline of the column you are creating. When you are satisfied with the column's size and position, just release the left mouse button.

Adjust a Columns Position

If you wish to adjust the position of the column you just created, you can do so easily. Just simultaneously press and hold down the SHIFT key and the left mouse button. The mouse pointer will change to a HAND and you can move the column by moving the mouse. When you release the left mouse button and the SHIFT key, the selected column will be pasted to the screen.

Forcing the Column Creation

There may be times when you want to create a column on top of an existing column or graphic object (i.e. line, box, circle, etc.).

If such a case arises:

• Select the OBJECT EDITOR (the arrow from toolbox).

• Simultaneously press and hold down the CONTROL key and the left mouse button.

• You can then create a column by simply moving the mouse.

• Release the CONTROL key and the left mouse button when you are ready to "paste" the new column on the page.

Following these instructions, you can create a new column whether a column or graphic object rests below the mouse pointer or not.

Creating Text Outside a Column

In addition to entering text inside a column, you can also enter text outside a column.

• Select the TEXT option from the toolbox.

• Use the mouse and position the pointer where you want the text to appear.

• Simultaneously press the CONTROL key and the left mouse button.

You will see a "nul" symbol appear under the pointer indicating you are creating text outside a column.

• Start typing. You will see that you are now entering text which is independent of any columns.

You can enter text with attributes or you can highlight it and then assign special attributes (i.e font, point size, bold, char. spacing, etc.).

In this manual, text created outside a column is commonly referred to as a TEXT OBJECT. The

reason for this terminology is to distinguish between text entered inside and outside a column.

Repositioning a Text Object

If you are entering text outside a column, you can at any time simultaneously press and hold down the SHIFT key and the left mouse button. The pointer will change to a HAND and you can reposition the text by simply moving the mouse. When you release the SHIFT key and the left mouse button, the text will then be pasted to the page.

Selecting a Text Object

If you wish to edit a text object, just use the mouse to position the pointer over the desired text object and click the left mouse button one time. You should then see a blinking cursor indicating you are free to edit the text.

Deleting a Text Object

Deleting text which has been placed outside a column is a little different from deleting text inside a column. You will need to:

- Select the object editor (the arrow from the toolbox).

- Use the mouse and position the pointer over the desired text object and click the left mouse button. You will know it is selected if you see sizing squares on the corners of the text object.

- You can then delete the currently selected object by either selecting the DELETE option from the EDIT drop down menu or by pressing the BACKSPACE (or DELETE) key.

Text objects can't be sized like graphic objects due to the characteristics associated with text data. The sizing squares are used to show the text is the currently selected object. If you want to adjust the size of the characters, use the FONTS/POINTS option from the STYLE drop down menu.

Modifying an Entire Column

If you wish to modify the attributes (point size, char/line spacing, bold, etc.) of an entire column, you can do so without highlighting all the text. If you wish to try this, do the following:

- Select the OBJECT EDITOR (the arrow from the TOOLBOX).

- Position the mouse pointer over the desired column and click the left mouse button.

- Select a desired attribute such as BOLD.

- You will see a dialog box prompting you to verify that you want to change the attributes of the text within the entire column. Select OK to make the changes.

Hints about Text Display

Publishing Partner's screen fonts (character style, i.e. Helvetica, Times Roman) use a base character size of 12 points. When you adjust a character's size (its point size), Publishing Partner mathematically reduces or enlarges the text to conform to your selection. Consequently, some character sizes will look better and redraw faster than others. However, when the characters are printed, they will appear as sharp as your printer is capable of printing.

If a character appears "blocky" on the screen, don't worry. They will be "smoothed" at print out.

SoftLogik has taken into account that some screen sizes are faster and more readable than others.

The text in the column which you are reading is 10 points in size. In fact, all the columns in this manual have been set to 10 points. However, when the SHOW ACTUAL SIZE option from the VIEW drop down menu is selected, the text is difficult to read.

Adjusting the Text Display

In order to compensate for this, you can adjust your viewing (reduce or enlarge it) so you are always viewing a 12 point simulation. While this may sound more complicated than it is, let's use an example to clarify how this works.

- Create a column.
- Enter text using a 10 point character size.
- Select SHOW/SET USER SCALE.
- Press the ESC key to clear the line, enter "10p" and select OK to continue.

You will now see the characters on the screen appear as if they are in 12 points.

- Reselect the SHOW/SET USER SCALE.

You will notice it now says you are viewing a 120% enlargement of the page.

- Enter text using a 15 point character size.
- Select SHOW/SET USER SCALE.
- Enter "15p" and select OK to continue.

You will now see the 15 point characters on the screen appear as if they are in 12 points.

- Reselect the SHOW/SET USER SCALE.

You will notice it now says you are viewing an 80% reduction of the page.

By manipulating the viewing percentage of the page, you can adjust the screen display so you can always get the quickest and best display possible.

Remember, when you change the SHOW/SET USER SCALE, you are only adjusting the viewing percentage of the page. When the page

prints, it will print in its actual size (100%). You can select SHOW ACTUAL SIZE to return to the normal viewing mode.

Moving from Page to Page

Near the bottom of the toolbox you will see an option that reads "Page: 1." The number represents the page you are currently viewing. If the number were a 3, it would mean that you are viewing page 3 of your document.

Using the mouse, you can "click" on the left and right arrows to move forward or backwards one page at a time.

You can "jump" to a particular page by "clicking" the mouse pointer on the displayed page number. You will then see a dialog box asking you to enter the page number you wish to view.

Master Pages Unlimited Headers and Footers

You will see 2 page icons above the displayed page number labeled "L" and "R." These icons represent left and right pages of a double sided document.

Most word processors let you create items called headers and footers which are merely a repeating line at the top or bottom of every page.

Publishing Partner has taken this idea one step further. Suppose you want something such as a line, along with your name, to appear on every page. Clicking on the "L" or "R" icon will show your master page (items which repeat on every page) and the displayed page number will change to reflect the master page you are viewing. If you are working with a single sided document, selecting either the "L" or "R" will display your master page. **Anything you place on a master page will repeat on every left-hand (or right-hand) page in your document.** You can repeat lines, shapes, pictures, chapter names, etc. on every page in your document by simply placing it on a master page.

If you are working with a double sided document and place information on the left master page, that information will only be repeated on even

numbered documents. If information is placed on the right master page, it will be repeated on all odd numbered pages. If you are working with a single sided document and place information on a master page, it will be repeated on every page.

Automatic Page Numbering

Publishing Partner will automatically page number your documents if you desire.

If you want the page number to appear on every page, just use the INSERT PAGE NUMBER command on the master page. Here is an example:

- Use the mouse and select the left master page.

- Position the mouse pointer in the upper right corner of the page and simultaneously press the CONTROL key and the left mouse button (this is the command to place text outside a column).

You will see a blinking cursor next to the text object prompt "nul."

- Select INSERT PAGE NUMBER from the CREATE-LAYOUT menu.

You will see the letter "m" indicating you have inserted the auto page number command on the master page.

- Select the right arrow key under the page number icon to advance to page one.

You will notice the number "1" appears where the auto page number command was inserted.

If you use the INSERT PAGE NUMBER command on a page other than a master page, then the current page number will appear on only that page.

Text Routing

When you have several columns in a document, there will be times when a column will become

filled with text. If a column has not been "text routed" and it becomes filled with text, you will see a "+" sign in the bottom right corner of the screen. This indicates you have more information than will fit in the column.

Routing Overflowed Text

You can "pick up" and place the overflowed text by doing the following:

- Position the mouse pointer over the "+" sign and click one time on the left mouse button.

Make sure the TEXT option from the toolbox is selected.
You will see the cursor has changed to a "document overflow" icon and the prompt "Select Column - To" appears in the upper right corner of the screen.

As the prompt indicates, you need to select a column to place the "overflowed" text.

Placing Overflowed Text

- Use the mouse and position the "document overflow" icon over a desired column and click the left mouse button. (You can use the scroller bars to move around the page or use the page selector and move to any page.)

> If you accidentally select the text overflow button ("+"), just move the pointer over to the TEXT option in the tool box and click the left mouse button. This will abort the operation.

The overflowed text would then be placed at the beginning of the column you just selected.

These two columns are now linked together. If you start editing the contents of the first column, the text in the second column will be affected. While editing, if you add text to column 1, any overflow text will automatically be "pushed" into column 2. The opposite is true if you delete text from column 1. Text in column 2 may be "pushed back" into column 1.

Auto Text Routing

When you use the CREATE COLUMNS option, you can create several pages which contain the identical column layout. You can also specify how you want the columns to be text routed. For example:

- Select CREATE COLUMNS from the CREATE-LAYOUT drop down menu.

- Leave the default margin settings, number of columns, and space between columns intact.

- Under the prompt "Pages:," enter a "1" next to the the prompt "From:" and a "3" next to the prompt "To:"

- Use the mouse and select the "Route entire document" option.

- Select the OK box to continue.

If you followed this set of instructions, you will have created a 3 page document with 3 columns on each page. Each column will be text routed to the next column. The last column on page 1 will be routed to the first column on page 2.

From the instructions above, if you had chosen "Only route this page" instead of "Route entire document," then only the columns within each page would have been text routed - Not the entire document.

Graphics

The term graphics in Publishing Partner refers to text outside a column, picutures, lines, boxes, and the drawing tools available from the TOOLBOX. The first part of chapter 3 dealt primarily with text functions available within Publishing Partner. This section of chapter 3 will introduce you to some o fPublishing Partner's graphic capabilities.

Import Pictures

Publishing Partner will use any picture which has been saved in either a Degas, Neochrome or Tiny format. Here's how:

• Use the mouse and select the "PIC" (stands for picture) option from the toolbox.

• Select IMPORT from the FILE drop down menu.

• Select the name of picture you wish to load and click on the OK box to continue.

Hint - for best results use a picture that was created in a resolution which you are now using (i.e. if you are working in hi res, use a picture that was created in high res or if you're working in medium res, use a picture that was created in medium res).

You will see the picture has now been loaded into the "PIC" section of the toolbox.

Placing the Picture

You can copy any section of the picture into your document.

• Position the pointer in the upper left corner of the section you wish to copy, press and hold down the left mouse button.

• While still holding down the left mouse button, move the mouse and highlight a section of the picture you wish to copy into your document. You will see a dotted box indicating the section of the picture you're highlighting.

• When the desired section is highlighted, release the left mouse button.

• Select the COPY TO BUFFER option from the EDIT drop down menu.

The highlighted section of the picture is now resting in the copy buffer.

• Select the OBJECT EDITOR (the arrow from the toolbox).

Once again you will be viewing your document. You can now place the picture anywhere on any page.

• Select the COPY FROM BUFFER option from the EDIT drop down menu.

The mouse pointer will now change to a "picture frame" indicating you are ready to place a picture (or any graphic object such as a line, box, circle, etc.) in your document.

• Position the "picture frame" mouse pointer where you want the picture to be placed in the document and click the left mouse button. (The upper left corner of the "picture frame" represents the upper left corner of the picutre.)

Sizing a Picture

You will now see the picture you just copied. By using the mouse, you can size the picture by "*selecting*" and "*dragging*" the sizing squares which appear on each corner of the picture. You can also reposition the picture by placing the mouse pointer over the picture and holding down the left mouse button. The pointer will change to a hand and you can move the picture by moving the mouse. Releasing the left mouse button will cause the picture to be redrawn on the screen.

If you want an exact reduction or enlargement of the original picture, simultaneously press the ALTERNATE and "E" keys (stands for edit). When the dialog box appears on the screen, release the keys.

This dialog box displays information pertaining to your picture. It shows the percentage which the picture has been reduced or enlarged from its original size along with the position of the upper left corner of the picture. You can also adjust the intensity which the picture is displayed **on the screen** by adjusting the CONTRAST.

• Enter your own number for reduction and enlargement and see for yourself how this works.

• You can reposition a picture by adjusting the "x" and "y" coordinates as displayed in the upper section of the dialog box. The dialog box uses the unit of measure that was selected from the MEASURING SYSTEM option. You do not have to enter the abbreviation.

• Selecting the OK option from the dialog box will cause any changes to be executed.

Drawing Shapes

Using Publishing Partner's toolbox located on the right side of the screen, you can draw circles, ellipses, square boxes, rounded corner boxes, vertical and horizontal lines, diagonal lines, polygons, and freehand.

The procedure for drawing circles, boxes, and straight lines are all the same. Here is an example:

• Select the "square" option from the toolbox.

It will appear in inverse video indicating it is selected.

• Move the mouse pointer into your document (the grided area) and click the left mouse button one time to mark the upper left corner of the box.

You will see the prompt "Click on the points." in the upper right corner of the screen. This is a short reminder on how to draw an object (such as a square).

• Still using the mouse, move the pointer down and to the right (as you move the mouse, you will see an impression of the shape you are drawing in the background).

• Click the left mouse button once again to define the box's endpoint.

If you make a mistake while drawing, click the right mouse button. This allows you to start over.

Your box will be drawn. If you wish to DELETE the object you just drew, press the BACKSPACE key.

You can follow the same steps for circles and lines.

Drawing Polygons

Drawing polygons works similar to drawing boxes.

- Select the POLYGON option (rests below the vert/horz line option).

- Position the mouse on the page (the gridded area) and click 3 random points using the mouse.

- Use the mouse and position the pointer over the first point you clicked and click the left mouse button again.

You will see you have just completed a polygon.

Drawing Freehand

This is the only option which you don't click points to define an object.

- Select the "freehand" option from the toolbox (rests below the diagonal line option).

- Position the pointer on the page (the gridded area) and then press and hold down the left mouse button.

- While still holding down the left mouse button, start moving the mouse.

You will see that you are drawing a continuous line. When you release the left mouse button, the line will be pasted to the page.

If you press the DELETE key after you have drawn a line, the line will be deleted.

Editing a Graphic Object

If you wish to edit an object (line, box, picuture, etc.), select the arrow from the toolbox and then click on the object you wish to edit. Sizing squares will appear on the corner's of the object.

You can then edit the object by: "dragging" the sizing square and **adjust its size**, **move it** by holding the left mouse button down over the object, or **delete it** by pressing the BACKSPACE key.

Selecting a Line Pattern

- Select the option titled "LINE" from the toolbox

You will see a dialog box displaying the different line types available for use. When you draw an object such as a line, box, or circle, you can specify the type of line used, the width of the line, and the shape of the line's beginning and ending points.

Using the mouse, you can select a line attribute to be used the next time a line is drawn.

A check mark will appear next to the line attributes which are currently selected. Clicking the mouse on another line type will cause a check mark to appear next to the selected option.

While the LINE dialog box will permit you to select a line up to 6 points wide, you can actually create a line up to 72 points (1 inch thick). Here's how:

- Draw a line using the horz/vert line option from the toolbox.

- Immediately after the line is drawn, simultaneously press the ALTERNATE key and the "E" key (stands for edit). This will display a dialog box describing the line you just drew.

- Use the arrow keys and move the cursor down to the prompt "Line Width:."

- Press the ESC key to clear the line and enter the number 72.

- Select the OK box.

The line will change to a thickness of 72 points.

The other options in the dialog box are explained in more detail in the reference section of this manual (see toolbox).

Selecting a Fill Pattern

Whenever you draw a circle, box, or polygon, the enclosed shape will always have an associated fill pattern.

- Select the option labeled "FILL" from the toolbox.

You will see a dialog box containing 48 fill patterns with a check mark appearing next to the selected fill pattern.

If you wish to select a different fill pattern, just click on the one you desire. A check mark will appear next to it indicating it is now the currently selected fill pattern.

If "CLEAR" is chosen, it means you don't want a fill pattern when a closed shape (circle, box, polygon) is drawn. Following is an example:

- Select FILL from the toolbox.
- Select the fill pattern labeled "Clear."
- Draw a box.
- Simultaneously press the "Alternate" and "E" keys.
- Use the arrow keys on the computer's keyboard and move the cursor down to the line labeled "Fill Type:"
- Press the "ESC" key to clear the line.
- Enter the number "20" and select the OK box.

You will see the fill pattern has now changed.

You can use the "Alt E" command any time an object is selected (contains sizing squares).

Saving a Document

When you are ready to save a document, select the SAVE DOCUMENT option from the FILE drop down menu.

When you select this option, you will see the familiar ITEM SELECTOR with a list of files having the filename extender ".DOC." If you are saving a particular file for the first time, you will need to enter a unique filename. Make sure the document which you are saving has the file extension of ".DOC." Otherwise, the file will not be displayed when you select LOAD DOCUMENT. When you are satisfied with the filename you entered, select "OK" and the file will be saved.

If you are resaving the file that was most recently loaded, Publishing Partner will remember that filename and display it when you select SAVE DOCUMENT. The filename is displayed under the prompt "Selection:" in the ITEM SELECTOR. If you wish to use the same filename when you resave the document, just select "OK" and you will see a dialog box reminding you that you are resaving over an existing file. ***Remember: Saving a document with a filename which has already been used causes the file on disk to be erased and written over by the one you are saving now.*** If you decide to use a different filename, you can select CANCEL and rename the file.

Load Document

The LOAD DOCUMENT option allows you to load a file which has already been saved. When you select the LOAD DOCUMENT option, you will see a directory of files which have the file extension ".DOC."

You can select the file you wish to load by either typing the name of the desired document or "double clicking" on the filename from the directory and that file will be loaded. If you select this option while you still have a file in memory, you will see a dialog box prompting you to save your current document before proceeding.

Printing a document

When you are ready to print a document, select the PRINT DOCUMENT option from the FILE drop down menu.

Printing With Postscript

If you are using a Postscript compatible laser printer, you can print directly from Publishing Partner. Just select the LOAD option from the CONFIGURE dialog box and load the file "PS.PRT."

Once the Postscript driver is loaded, you can print your file using the PRINT DOCUMENT option.

Printing With GDOS

If you are using an Epson, Epson graphics compatibile, or another GDOS print driver, you will need to do the following:

• Select CONFIGURE and verify the GDOS "Metafile Driver" is loaded. If not, select the LOAD option from the dialog box and load the file "META.PRT."

• Select PRINT DOCUMENT from the FILE drop down menu.

You can specify the number of copies to print, if you want the copies collated, the percentage of reduction or enlargement, and if you want to print color separations.

If you wish to change any of the settings, just use the mouse to select the appropriate option and enter your desired preference.

• When you are ready to proceed, select the PRINT OPTION.

The pages which you are printing will be flashed on the screen. You will then see the familiar Atari ITEM SELECTOR and in the upper right corner of the screen you will see the prompt "Print to Disk."

Publishing Partner uses GDOS for printing. Therefore, you will have to first print your files to disk. You can then run the GDOS output program to print a document.

• You must give the file a name which will be used when the file is printed to disk and select "OK" to initiate the operation.

Caution: When you name a file at PRINT - DO NOT use the same name that you used for the SAVE DOCUMENT option. If you do, you will not be able to reload the file into Publishing Partner.

• The disk in the drive will spin and the file will be written to disk.

It is suggested that you always use the file extender ".GEM" when naming a file from the PRINT option. This insures that your files will automatically be displayed in the file directory when you run the GDOS output program.

When the file is finished printing to disk, you will see a dialog with the word "DONE" displayed at the bottome left corner of the dialog box.

• Use the mouse and the option labeled "RETURN." You will then be returned to your document.

You are now ready to print a Publishing Partner file with GDOS.

• Select QUIT from the FILE drop down menu and return to the desktop.

• Load the "OUTPUT.PRG" from the Publishing Partner program disk.

• Select ADD NAMES from the FILE drop down menu and select the file you wish to print.

• Select START OUTPUT from the FILE drop down menu.

• Use the mouse and select PRINTER from the dialog box and then select "OK" to verify your choice.

When the document has finished printing, select QUIT from the FILE drop down menu and return to the desktop.

You can then reload the Publishing Partner program to continue.

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Chapter 4

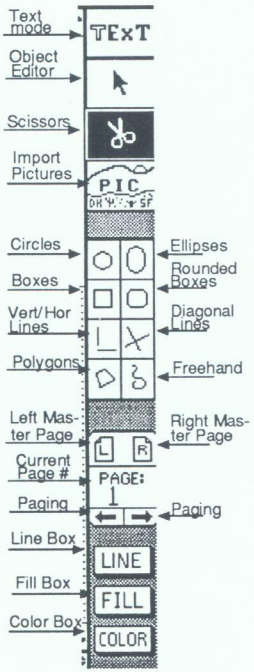
Reference Section

Overview

This reference section is divided into 9 sections:

1. Toolbox Options
2. Desk drop down menu
3. File drop down menu
4. Create-Layout drop down menu
5. View drop down menu
6. Style drop down menu
7. Format drop down menu
8. Edit drop down menu
9. Text Editor

The TOOLBOX option allows you to switch between entering text and graphics. You have a variety of options available to you through the TOOLBOX. Below is a brief description of each option available from the toolbox. The section which follows describes each of these options in more detail.



[TEXT] - When the TEXT option from the TOOLBOX is highlighted, it indicates you're in the TEXT mode. If you wish to place text anywhere on the page, you must be in this mode.

[ARROW] - When the ARROW option from the TOOL BOX is highlighted, it indicates you're in the OBOBJECT EDITOR. The OBJECT EDITOR allows you to (1) create columns (2) resize and reposition columns (3) delete columns (4) change ththe attributes of an entire column (5) resize and reposition GRAPHIC OBJECTS such as lines, boxes, and circles and (6) delete GRAPHIC OBJECTS (7) delete TEXT OBJECTS.

[SCISSORS] - The SCISSORS are used to "crop" or "cut out" a particular section of a picture. This feature is used when trimming a Degas[tm] or Neochrome,[tm] Tiny, (or other supported picture format) picture for use in Publishing Partner.

[PIC] - The PICTURE option allows you to load any Degas or Neochrome, Tiny (or other supported picture fomat) picture into the PICTURE section of Publishing Partner. Once the picture is loaded into Publishing Partner's picture buffer, you can then paste it into your document. To view a newly loaded picture, simply select the PICTURE option.

[CIRCLES & ELLIPSES] - Draw circles and ellipses anywhere on your page.

[BOXES] - Draw boxes with or without rounded corners.

[HORIZONTAL & VERTICAL LINES] - Draw horizontal and vertical lines.

[DIAGONAL LINES] - Draw diagonal lines.

[POLYGONS] - Draw multi-sided shapes.

[FREE HAND DRAWING] - Draw freehand as if the mouse were a pen.

[LINE] - The LINE option allows you to define the attributes of your lines when drawing circles, ellipses, boxes, and lines.

[FILL] - The FILL option allows you to define the FILL pattern you want to use (if any) when drawing circles, ellipse, and boxes.

[COLOR] - The COLOR option allows you to define the COLOR you want when placing objects on the screen as well as at printout.

Text option From the TOOLBOX

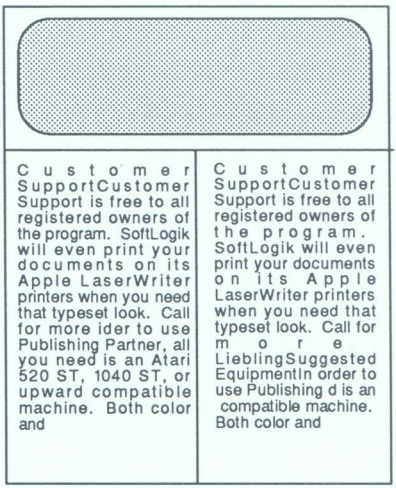
Before you can enter text in a document, the TEXT option from the toolbox must first be selected. Use the mouse and position the pointer over the option labeled "TEXT" (in the toolbox) and click the left mouse button. When the word "TEXT" is highlighted in reverse video, you'll know it is selected.

Creating Text Inside a Column

If you want to enter several lines of text such as a paragraph, you will want to enter this information in a column. While the TEXT box is highlighted (in reverse video), use the mouse to position the pointer over an existing column and press the left mouse button. After doing so, you should see a flashing cursor in that column indicating you can start typing.

Creating Text Outside a Column

When using Publishing Partner, you will usually enter TEXT in columns. However, there are times when this can be inconvenient. Suppose you are working on a page and it looks like this:



Customer SupportCustomer Support is free to all registered owners of the program. SoftLogik will even print your documents on its Apple LaserWriter printers when you need that typeset look. Call for more ider to use Publishing Partner, all you need is an Atari 520 ST, 1040 ST, or upward compatible machine. Both color and

Customer SupportCustomer Support is free to all registered owners of the program. SoftLogik will even print your documents on its Apple LaserWriter printers when you need that typeset look. Call for more LieblingSuggested EquipmentIn order to use Publishing d is an compatible machine. Both color and

You want to enter the headline "Super News" inside the shaded box. To do this, make sure you're in the TEXT mode. Position the cursor in the middle of the shaded box and simultaneously press down the CONTROL key and the LEFT MOUSE BUTTON. After doing this, you will see the symbol "nul" on the screen. This indicates you have chosen to enter text outside a column. Now type "Super News." As soon as you start typing, the "nul" symbol will disappear.

The purpose of the "nul" symbol is to indicate you're creating a TEXT OBJECT (text outside a column as opposed to text inside a column). If you accidentally pressed CONTROL key and the LEFT MOUSE BUTTON, you should DELETE the "nul" symbol immediately by selecting the ARROW (object editor) from the TOOL BOX. You will then see sizing squares around the "nul" symbol indicating it is selected. Once it's selected, you can choose DELETE from the EDIT drop down menu or press the BACKSPACE key and delete the object.

Highlighting Text

Before you can adjust a character's style or point size, it must first be highlighted.

Use the mouse and position the pointer at the beginning of the text you wish to highlight, hold down the left mouse button and "drag" the pointer over the desired text. As you move the mouse, more and more text will become highlighted. When you are satisfied the text is highlighted correctly, release the left mouse button. The text you just highlighted will remain in reverse video. Once this occurs, you can then assign any attribute to the highlighted text from the STYLE or FORMAT drop down menus.

Since we want the words "Super News" to fill the entire box, let's adjust its point size. Use the mouse and highlight the words "Super News" just as if you were highlighting text within a column.

Select FONTS/POINTS from the STYLE drop down menu and select a suitable point size. After pressing "OK," the words "Super News" will appear in the selected point size.

If the words "Super News" are not positioned exactly as you desire, it is very easy to correct. Simultaneously press the SHIFT key and the left mouse button. You will see a box surround the words "Super News." While holding the SHIFT key and the left mouse button, you can reposition the words "Super News" by moving the mouse. When you release the left mouse button, the text will be "pasted" to the page. You can repeat this process until you are satisfied with the text's position.

Highlighting Text Outside a Column

You can highlight text outside a column in the same manner you highlight text within a column.

If no text is highlighted when you select an attribute (from the STYLE or FORMAT menus), that attribute will be the default when you start typing. This is true when entering text both inside and outside a column.

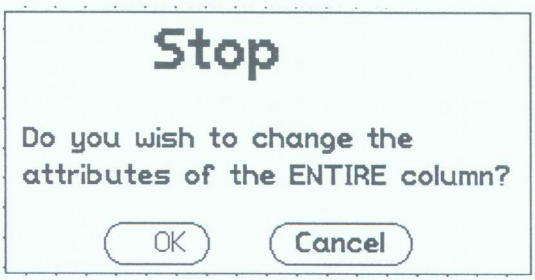
Modifying an Entire Column

Using the OBJECT EDITOR (select the ARROW from the TOOLBOX), you can adjust the attributes for an entire column.

- Select the ARROW from the TOOLBOX.

- Move the pointer over a column containing text and click the left mouse button.

The column will become selected (you will see "sizing squares" on its corners). If you select an attribute from the STYLE or FORMAT menus while a column is "selected," you will see the following dialog box:



This dialog box is asking you to verify that you want to change the attributes for the entire column. If you answer YES, all the text in the column will be changed. If you answer NO, the selection will be ignored.

Editing Text Outside a Column

- Select TEXT from the TOOLBOX.

- Position the pointer over the desired TEXT OBJECT (text placed ouside a column) and click the left mouse button.

You will see a flashing cursor indicating the TEXT OBJECT is ready for editing. If you wish to change the TEXT OBJECT'S attributes, highlight the desired text and make a selection from any of the options found in the STYLE, FORMAT, or EDIT menus.

Moving a Text Object

- Using the mouse, position the pointer over a TEXT OBJECT (text outside a column) and click the left mouse button.

You will see a blinking cursor on the line you just selected.

- Simultaneously press and hold down both the SHIFT key and the left mouse button.

- You can now move the text object by moving the mouse. When you release the left mouse button, the text will be pasted to the page.

The second method for moving a TEXT OBJECT is by using the OBJECT EDITOR (select the ARROW from the toolbox). Position the pointer over a desired TEXT OBJECT, press and hold down the left mouse button. The cursor will change to a "hand" and you can move the TEXT OBJECT by simply moving the mouse. When you release the mouse button, the TEXT OBJECT will be pasted to the page.

Note - If you select a TEXT OBJECT using the OBJECT EDITOR (arrow from the toolbox), you will notice "sizing squares" around the object's corners. These "sizing squares" indicate an item is selected. You can not, however, size a TEXT OBJECT by "dragging" its sizing squares. If you wish to adjust the size of a TEXT OBJECT, highlight the text and adjust its point size.

Deleting Text Outside a Column

When text is entered as a TEXT OBJECT (text outside a column), it is treated differently from text entered inside a column.

- Select the arrow from the TOOLBOX.

- Using the mouse, position the pointer over a TEXT OBJECT and click the left mouse button.

You will see sizing squares around its corners indicating it is selected.

- Select DELETE from the EDIT drop down menu or simply press the DELETE (or BACKSPACE) key and the text object will be deleted.

The remaining items in the TOOLBOX are used for creating and editing both columns and graphics.

Object Editor (the arrow from the TOOLBOX)

When the ARROW from the TOOLBOX is selected, it indicates you're in the OBJECT EDITOR. The OBJECT EDITOR is used to create and edit both columns and graphics.

Creating Columns with the Object Editor

With Publishing Partner, there is more than one way to create columns for data entry. This section of the manual describes how to create columns using the OBJECT EDITOR. You should also refer to the CREATE-LAYOUT section of the manual which describes how Publishing Partner can create columns for you. Each method will prove to be more convenient in certain situations.

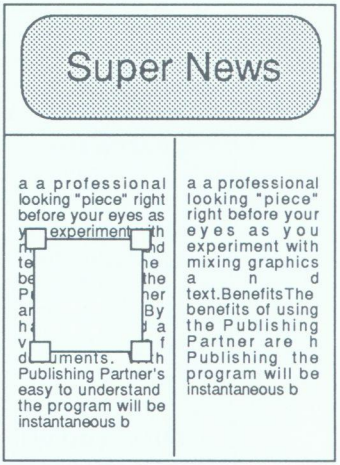
If you wish to create a column for text entry, select the [ARROW] from the toolbox. Move the pointer to the place on the page, press and hold down the left mouse button. As you move the mouse (while still holding down the left mouse button), you will see an outline of the column you are creating. When you release the left mouse button, the column will be "placed" on the page.

Creating Columns which Overlap

When manipulating (moving, sizing, streching) text and graphics on a page, you may find it necessary to create columns on top of each other. If you move the pointer over a column and click the left mouse button, you'll notice the column becomes selected (by the "sizing squares" on its corners). If you don't want to resize the column but would rather create a new column overlapping the old one, you can do this by holding down both the CONTROL key and the LEFT MOUSE BUTTON at the same time.

While still holding down the CONTROL key and the left mouse button, you can start creating your new column by moving the mouse. When you are satisfied with the new column's position, just release the left mouse button and the CONTROL key. The new column will be placed where you positioned it.

If you are creating a column on top of a column which already has text in it, the text from the first column will not be lost! An example of such an occurrence might look like this:



As you can see from the example, the new column appears to erase the text which lies beneath it. Actually, the new column is just resting over it. NOTHING HAS BEEN DELETED. If you wish, you can go back to the TEXT mode and type into the newly created column.

Creating Columns Inside an Object

If you are in the OBJECT EDITOR and click the left mouse button inside a box, the box will become selected. If you wish to create a column inside it, just press the CONTROL key and the left mouse button while resting over the box. This will force the column creation regardless of the information resting under the mouse pointer.

Moving a Column or Graphic Object

If you wish to move an existing column, first make sure you're in the OBJECT EDITOR (select the arrow from the toolbox). You should then move the pointer so it is resting on top of an existing column. Once this is done, press and hold down the left mouse button. You'll see the pointer has changed to "hand." Once you have the "hand" as your pointer, you can move the column by simply moving the mouse. When you release the left mouse button, the column will be placed on the page.

If there is text in the column which you are moving, it will automatically "reflow" within the new column's position.

Resizing a Column or Graphic Object (line, box, etc.)

If you wish to resize a column or graphic object (make it longer, shorter, bigger or smaller), first make sure you're in the OBJECT EDITOR (select the arrow from the toolbox). Once this is done, move the pointer so it rests directly on top of the desired object and click one time on the left mouse button. After clicking the left mouse button, you'll see "sizing squares" on the corners of the selected object. You can adjust the object's size by positioning the tip of the pointer inside one of the sizing squares. Once the pointer is correctly positioned inside the sizing square, press and hold down the left mouse button. As you move the mouse, you will see the object change in size. If there is text inside a column which you are resizing, that text will automatically reflow within the column's new dimensions.

Deleting a Column or Graphic Object

Before you can delete a column or graphic object, you must first be in the OBJECT EDITOR (select the arrow from the toolbox). Once this is done, select the column or graphic object you want to delete by positioning the pointer over the desired item and click the left mouse button. You should see the familiar "sizing squares" on the corners of the selected object. Once the item is selected, you can delete it by choosing DELETE from the EDIT drop down menu or simply pressing the BACKSPACE (or DELETE) keys. If you are deleting a column which has text inside it, you will see a dialog box prompting you to verify that you want the text deleted.

Scissors

The SCISSORS option allows you to "cut" or trim a picture which has been pasted into a document. Cropping reduces the physical size of the picture, but the part that remains does not change in size. After cropping, you can reduce or enlarge the remaining part of the graphic. To restore the parts you trim, you must place the picture again. The following example assumes you have already pasted a picture into your document.

• Select the SCISSORS option from the TOOLBOX.

• Position the mouse pointer over a picture and click the left mouse button.

• You will see "sizing squares" on the corners of the picture indicating it is selected.

• Position the mouse pointer over one of the sizing squares, press and hold down the left mouse button.

• Drag the sizing square until the picture shows only the parts you want.

• Release the left mouse button to stop the operation.

PIC

The "PIC" option from the toolbox refers to Publishing Partner's picture buffer. Selecting this option will display the last picture which has been *imported.*

Importing a Picture

Publishing Partner will read any picture which has been saved in either a Degas, Neochrome, or Tiny format. Importing a picuture involves 4 steps:

1. Copy picture from disk to the "PIC" buffer.
2. Select section of picture you want to copy.
3. Copy picture to the COPY BUFFER.
4. Redisplay document and execute the COPY FROM BUFFER to place the document.

• Use the mouse and select the "PIC" (stands for picture) option from the toolbox.

• Select IMPORT from the FILE drop down menu.

• Select the name of the picture you wish to load and click on the OK box to continue.

Hint - For best results use a picture that was created in a resolution which you are currently using (i.e. if you are working in hi res, use a picture created in hi res or if you're working in medium res, use a picture created in medium res).

You will see the picture has now been loaded into the Publishing Partner's picture buffer.

Placing a Picture in a Document

You can copy any section of the picture into your document.

• Position the pointer in the upper left corner of the section of the picture you wish to copy, press and hold down the left mouse button.

• While still holding down the left mouse button, move the mouse and highlight a section of the picture you wish to copy into the COPY buffer. You will see a dotted box indicating the section of the picture you're highlighting.

• When the desired section is highlighted, release the left mouse button.

• Select the COPY TO BUFFER option from the EDIT drop down menu.

The highlighted section of the picture is now resting in the "COPY BUFFER."

• Select the OBJECT EDITOR (the arrow from the toolbox).

Once again, you will be viewing your document. You can now place the picture anywhere on any page.

• Select the COPY FROM BUFFER option from the EDIT drop down menu.

The mouse pointer will now change to a "picture frame" indicating you are ready to place a picture (or any graphic object such as a line, box, circle, etc.) in your document.

• Position the "picture frame" mouse pointer where you want the picture to be placed in the document and click the left mouse button.

Sizing the Picture

You will now see the picture you just copied. by using the mouse, you can size the picture by *selecting* and *dragging* the sizing squares which appear on each corner of the picture. You can also reposition the picture by placing the mouse pointer over the picture and holding down the left mouse button. The pointer will change to a "hand" and you can move the picture by moving the mouse. Releasing the left mouse button will cause the picture to be redrawn on the screen.

If you want an exact reduction or enlargement of the original picture, simultaneously press and hold down the ALTERNATE and "E" keys (stands for edit). When the dialog box appears on the screen, release the keys.

Depending on the size of your picture, there will be a maximum which a picture can be enlarged. This will vary from picture to picture.

The dialog box displays the location of the upper left corner of the picture, the percentage which the picture has been reduced or enlarged, and the contrast (the intensity which the picture is displayed).

Using the arrow keys on the computer keyboard, you can move from line to line. Pressing the ESC key will clear the line.

NOTE - The CONTRAST option only adjusts the intensity which the picture is displayed on the screen. It does not affect how the picture prints.

If you did not have the [PIC] option selected prior to loading a picture, you can view your newly loaded picture by simply selecting the [PIC] option in the toolbox.

When you import a Degas, Neochrome, or other supported picture format, it will be imported into the [PIC] section of the program. In order to view an imported picture, you must select the [PIC] option from the toolbox.

Graphic Objects (Liines, boxes, circles, etc.)

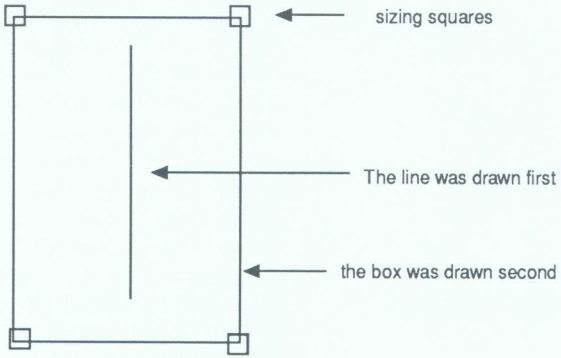
Immediately after a GRAPHIC OBJECT is drawn, it is the currently selected item. If you wish to DELETE an object which you have *just drawn*, you can select DELETE from the EDIT menu (or press the DELETE key) and the object will be deleted. This shortcut is provided so you don't have to: (1) draw the GRAPHIC OBJECT (2) select the OBJECT EDITOR (choose the arrow from the toolbox) (3) position the pointer over the desired GRAPHIC OBJECT, click the left mouse button, and then (4) select DELETE from the EDIT menu.

Another handy feature is that you can easily reposition an object immediately after it has been drawn. Immediately after a GRAPHIC OBJECT is drawn, it is the currently selected item. You can easily reposition it by simultaneously pressing the SHIFT key and the left mouse button. The currently selected OBJECT will become highlighted and the pointer will change to a hand. The OBJECT can then be repositioned by simply moving the mouse. When you are satisfied with the OBJECT's new location, just release the left mouse button and it will be placed at its new location. **It does not matter where the pointer is positioned on the screen when you press the SHIFT + left mouse button key combination.** You can use the SHIFT + left mouse button key combination any time an OBJECT is selected (contains sizing squares). This is a handy feature which will save you time and assist you when positioning graphic objects!

Editing Graphic Objects

Before you can edit a GRAPHIC OBJECT, it must first be selected. In most cases, except when moving a *"just drawn"* OBJECT, you must be in the OBJECT EDITOR (the arrow from the toolbox must be selected). In order to select an OBJECT for editing, just move the pointer over the desired object and click the left mouse button. When the item has been selected, you will see "sizing squares" on its corners indicating it has been selected. If you have 2 objects which are resting over one another and the object which you are trying to select is not becoming

highlighted, then you may need to SEND TO BACK (from the VIEW drop down menu) the object which is becoming highlighted. Below is an example to help clarify this idea.



When you draw objects which overlap, Publishing Partner remembers the order in which they were drawn. The most recently drawn object is always placed on top. If you tried to select the line inside the box (example above) by moving the pointer over the line and clicking the left mouse button, you would end up selecting the "box" which surrounds the line. This occurs because the box was the last object drawn. In order to solve this problem, you could select SEND TO BACK from the VIEW drop down menu. This would move the box to the back of the "stack" and move the line to the top of the "stack." You could now move the pointer over the line and select it for editing.

Moving and Sizing Graphic Objects

If you press and hold down the left mouse button while the cursor is resting over the SELECTED item, the pointer will change to a HAND and you can move the object by moving the mouse. If you position the pointer over a "sizing square" and hold down the left mouse button, you can adjust the size of the GRAPHIC OBJECT by simply moving the mouse. The only exception to this rule are TEXT OBJECTS which are sized by changing POINT SIZE and CHARACTER SPACING from the STYLE and FORMAT menus.

Hint: When sizing lines, you must position the pointer inside a sizing square and press the left mouse button to size the object. However, once you start sizing the object by moving the mouse, you can move the pointer ouside the sizing square and still adjust the line's size. This eliminates the cumbersome problem of trying to "see through" the pointer so you can see the end point of the line.

Selecting Boxes and Circles

If you position the pointer anywhere inside a box or circle and click the left mouse button, that box or circle will usually become selected. Often times it is useful to send these items to back after they are drawn.

Drawing Circles and Ellipses

The CIRCLE options from the toolbox allow you to create circles of varying sizes and shapes on your page. Once the CIRCLE option from the toolbox is selected, your pointer will change to a "+" symbol and you can start drawing circles. Move the pointer to the place on the screen where you want the circle to appear and click the left mouse button. After releasing the left mouse button, you can start sizing your circle by moving the mouse. When a circle is drawn, it's drawn using the pre-selected attributes from the LINE, FILL, and COLOR options of the toolbox. If you press the right mouse button while drawing a circle, it will cancel the operatiion.

How LINES, FILL, and COLOR affect Shapes

When a circle, ellipse, polygon or rectangle is drawn, it is drawn with a pre-selected LINE, FILL and COLOR attribute. You can change the LINE, FILL and COLOR attributes by selecting their corresponding option from the toolbox. The LINE, FILL, and COLOR attributes selected will be used when you draw a circle, ellilpse or rectangle.

Drawing Boxes

Drawing a rectangle involves plotting 2 points. Once you have selected the desired rectangle you want (with or without rounded corners), you are ready to draw a rectangle. You will also notice that the pointer has changes to a "+" symbol when it is moved away from the toolbox indicating you're in the drawing mode.

Position the pointer where you want one corner of the box to appear and click the left mouse button. After releasing the mouse button, move the pointer to the diagonally. You will see an impression of the box you are drawing. When the box is the right size, click the left mouse button again and your box will be "pasted" to the page. If you were instead to click the right mouse button, it would erase the box you're currently drawing.

Moving About the Page While Drawing

If you are in the SHOW ACTUAL SIZE mode (from the VIEW menu), you will see approximately 1/4 of the page. However, you may want to draw a GRAPHIC OBJECT that spans the entire page. You can accomplish this 2 ways:

1. Use the scroller bars while drawing
2. Switch to SHOW FULL PAGE mode (see VIEW menu)

Use Scroll Bars When Drawing

If you are drawing a GRAPHIC OBJECT which you want to span more than one screen, it's easy to do. The process is as follows:

1. Select the desired graphic object from the toolbox you want to draw.
2. Position the pointer ("+" symbol) on the page and click the left mouse button to start the drawing process.
3. Move the pointer to either the vertical or horizontal slider bar.
4. While the pointer is resting over the slider bar, hold down the left mouse button and move it (by moving the mouse) to the desired location on the page.
5. Move back to the page and click the left mouse button again to define the end point of the desired graphic object.

Drawing in FULL PAGE Mode

Another alternative to using the scroller bars when drawing large graphic objects would be to do your drawing while in the SHOW FULL PAGE mode. While in this mode, you can see the entire printed page on one screen. Since the VIEW FULL PAGE mode is a visual reduction of the actual page, you may find it easier to create a large object in this mode. However, you will probably need to edit your graphic object in ACTUAL SIZE mode to make sure it is aligned exactly as you desire.

Drawing Vertical / Horizontal Lines

Drawing LINES works very similar to drawing BOXES. Once the vertical / horizontal line option is chosen from the toolbox, the cursor will change to the drawing symbol "+" and you can start drawing lines. Move the pointer to the place on the screen where you want your line to start and click the left mouse button. This indicates the starting point of your line. As you move the mouse, you will see an impression of the line in the background. When you click the left mouse button for the second time (excluding when you select the scroller bars or a pop down menu), you will be "pasting" the line to the screen. Publishing partner ensures that the line is drawn vertically or horizontally.

Drawing Diagonal Lines

If you wish to draw diagonal lines, you will need to select the DIAGONAL LINE option from the toolbox. This works identical to drawing HORIZONTAL / VERTICAL lines except your lines will be drawn diagonally.

Drawing Polygons

Drawing polygons (multi-sided shape) works different than drawing boxes. You must click the mouse on all the points which form the polygon. In order to finish the polygon, you must click on the starting point. If you make a mistake, you can click the right mouse button to start over.

Drawing Freehand

This is the only drawing option which doesn't require you to click points to define your object. The FREEHAND option from the toolbox allows you to draw a line as if the mouse were a pencil. Just hold down the left mouse button and start moving the mouse. When you release the left mouse button, the line will be pasted to the page. If you make a mistake, you can press the right mouse button to start over.

Multiple Page Document

Directly beneath the 8 drawing tools in the toolbox you will notice there is an "icon" titled "PAGE:" The number displayed in this icon represents the page number which you are currently viewing.

Moving Between Pages

You can move forward or backward 1 page at a time by moving the pointer over the left or right arrows below the "PAGE:" icon in the toolbox and clicking the left mouse button. You can also move to a desired page by moving the pointer over the actual "page number" and clicking the left mouse button 1 time. You will then see a dialog box prompting you to enter a page number you wish to view. Type a (standard editing commands apply) desired page number and select "OK" to view that page.

Master Pages

The purpose of a MASTER PAGE is to allow you to create "constants" which appear on every page of your document. Your "constants" can consist of any GRAPHIC OBJECT such as a line, box, circle, text, and even a picture. A good example of such an occurrence is in this manual. You will notice that at the bottom of every page is a page number. This information was not typed on every page, rather just 1 time on the master page.

In the "PAGE" icon, you will see 2 options labeled "L" and "R." These options represent left and right pages of a double sided document.

If you selected "Double Sided Document" from the NEW DOCUMENT when your file was created, you can then create left and right master pages. If you did not select the "Double Sided Document" option, you will only have 1 master page.

Clicking on the "L" or "R" option will show that master page (items which repeat on every page). If you are working with a double sided document, information placed on the left master page will only appear on even numbered pages and information placed on the right master page will only appear on odd numbered pages. If you are working with a single sided document, the information placed on the master page will appear on every page of your document.

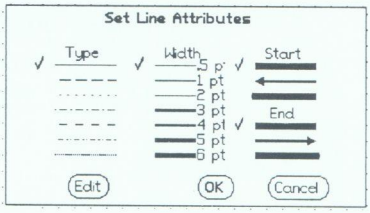
If you are working with a double sided document, clicking on the "L" or "R" options will display the prompt "RM" or "LM" indicating which master page you are viewing. If you are working with a single sided document and select either the "L" or "R" options, you will see the prompt "M" indicating you are viewing the master page.

Care should be taken when planning your master page because information entered on this page cannot be edited on any other page. If you delete or change an object on the master page, it will then be deleted or changed on all subsequent pages. **Do not create columns on a master page! If you do, you can not enter text into the column on any page other than the master page.**

If you want to create a standard column format from page to page, you should use the "PAGE" option from the CREATE COLUMNS option found in the CREATE-LAYOUT menu.

Lines

When drawing a GRAPHIC OBJECT such as a line, circle, or box, you can specify special attributes for these items. When you select the LINE option from the toolbox, you will see the following dialog box.

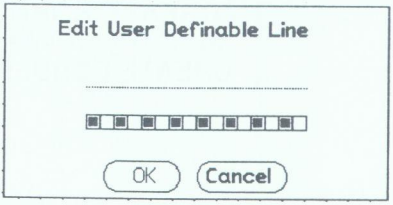


You can specify 3 different LINE attributes for each line drawn. You can specify the TYPE of line you want drawn, the WIDTH of the line, and its STARTING and ENDING characteristics. A check mark will appear next to the LINE attributes which are currently selected.

NOTE: If you choose a thick line WIDTH, regardless of the line TYPE chosen, it will be drawn as a solid line on the screen. However, when it prints, it will print using the attributes which you selected.

Creating Your Own Line

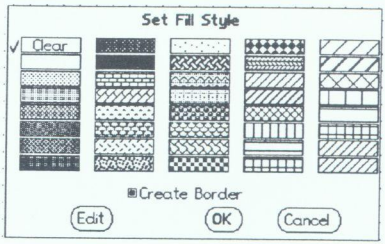
You can create your own LINE by choosing the EDIT option from the LINE dialog box. Selecting the EDIT option from the LINE dialog box will display the following:



Using the mouse, click on the displayed line and turn dots "on" and "off." Selecting OK will cause the displayed LINE TYPE to be saved when the file is saved. Your new LINE will be displayed in the dialog box.

Fill

When you draw a GRAPHIC OBJECT such as a box, circle, ellipse, or polygon it will always be FILLED with the specified FILL pattern. The dialog box looks as follows:



You will notice the selected FILL pattern has a check mark next to it indicating it is the currently selected pattern. You can change the selected FILL pattern by using the pointer and clicking on the desired pattern.

Whenever a box, circle, ellipse, or polygon is drawn, the selected FILL pattern is used.

The first FILL pattern contains the word "Clear." When this is selected, it indicates you do not want any FILL pattern used when drawing an enclosed shape.

When you are drawing circles, ellipses, polygons, and boxes with FILL patterns, there may be times when you don't want a border drawn. For this reason, you can activate or deactivate the "CREATE BORDER" option by clicking on its box. If you see a solid square next to the CREATE BORDER prompt, then a border will be created around the pattern. Otherwise no border will be created.

Creating Your Own FILL Pattern

If you wish to design your own FILL pattern, select the EDIT option which appears inside the FILL dialog box. You can use the mouse and the left mouse button to create your own FILL pattern. Repeatedly clicking on the "dots" will turn them "on" and "off." Your new fill pattern will be displayed in the dialog box. When a file is saved, it saves any changes which have been made to the user definable FILL pattern.

Color

With the COLOR option, you can define both display colors and printer colors. If you are using a monochrome system, you can only view 2 colors, (white and black). If you are using a color system you can view up to 4 colors. You can, however, print as many colors as your printer is capable. You can define the color for text, fill patterns and lines. If you wish to change one of the predefined printer colors, click on a color, use the arrows from the dialog box and customize the color as you please. You can adjust percentages of the primary colors from 0 to 1000 to form any printer color you desire.

Special Mouse Commands For TEXT

CONTROL + LEFT MOUSE BUTTON (press both keys simultaneously and release) - Selects the location for a TEXT OBJECT regardless of its position on the page. Until TEXT is created for the TEXT OBJECT, you will see the symbol "nul" on the screen. If you use the BACKSPACE key and delete all the text within a TEXT OBJECT, you will also see the "nul" symbol. As with all GRAPHIC OBJECTS, you must be in the OBJECT EDITOR (select the arrow from the toolbox) before you can delete the object .

SHIFT + LEFT MOUSE BUTTON (press and hold down both keys simultaneously) - The pointer will change to a "HAND" and you can move the currently selected column by moving the mouse. When you release the left mouse button, the selected column will be "pasted" at its new location.

ALTERNATE + LEFT MOUSE BUTTON (press and hold down both keys simultaneously) - If you have 2 columns which overlap, this command allows you to highlight text in the column farthest to the rear.

Special Mouse Commands For Graphics

CONTROL + LEFT MOUSE BUTTON (press and hold down both keys simultaneously) -This command allows you to create a column on top of another column as well as a column inside a GRAPHIC OBJECT. While holding down the CONTROL key and the LEFT MOUSE BUTTON, you can size your new column simply by moving the mouse. When you use this command, the newly created column is always placed on top of any objects which may be resting below. If you have information resting below the newly created column, it's not lost - it's just not visible. If you wish to view this information, you can use the SEND TO BACK command from the VIEW drop down menu and send the newly created column to the back and the next visible object will appear.

SHIFT + LEFT MOUSE BUTTON (press and hold down both keys simultaneously) - The pointer will change to a "HAND" and you can move the currently selected item (line, box, text object, etc.) by just moving the mouse. When you release the left mouse button, the object will be "pasted" to the page at the new location. Immediately after a GRAPHIC OBJECT is drawn, it is also the currently selected item. Therefore, you can use the SHIFT + left mouse button command to easily reposition the last item drawn.

ALTERNATE + LEFT MOUSE BUTTON (press and hold down both keys simultaneously) - When you have several objects which overlap, this key combination allows you to select the column, line, box, circle, etc. which is resting farthest to the rear. When the item is selected, the pointer will change to a HAND and you will see an outline of the selected item. You can then move the object by simply moving the mouse. When you release the left mouse button the object will be "pasted" to the screen.

CONTROL + ALTERNATE + LEFT MOUSE BUTTON (press and hold down all 3 keys simultaneously) - When you have several objects which overlap, this command allows you to create columns and text as an object farthest to the rear.

Selecting Objects From a Page

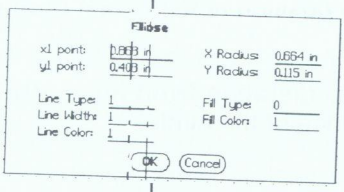
When you wish to edit a page, you will find there are many ways to accomplish the same thing. By using the previous "mouse editing commands," you can quickly reduce the amount of time required when creating / editing a page.

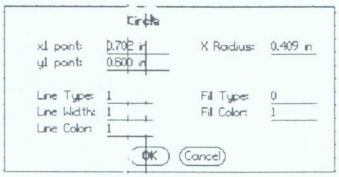
There may be times when you are unable to see or select the item you desire. This is likely to occur if you have 3 or more items which overlap. In this case, if you wanted to select an item in the middle, you would have to rearrange their order.

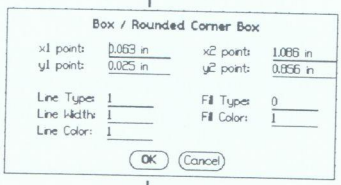
This can be accomplished by either rearranging the objects so they don't overlap or by SELECTING the item in front and sending it to back using the SEND TO BACK command from the VIEW drop down menu.

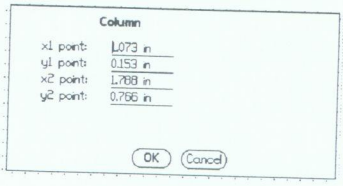
Editing Objects (Alt E)

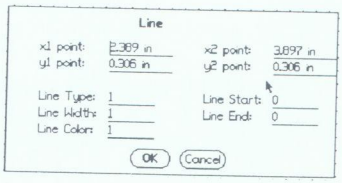
If you have an object such as a line, box, picture, etc. selected (contains sizing squares), you can edit that object using the keyboard. This can be accomplished by pressing the "Alternate" and "E" key combination when an object is selected. Depending on the object selected before choosing "Alt" "E" you will see one of the following dialog boxes:











You will notice many of the options in the "Edit" dialog boxes repeat. Below is an explanation for the items which are unique to their respective dialog box. At the end of this section, you will find explanations for the remaining options.

If you wish to enter your own values in the dialog boxes, you can use the arrow keys on the computer to move from line to line and press the the ESC key to clear the line. Most keyboard editing commands apply. You will not have to enter the units, Publishing Partner will default to the units selected in the MEASURING SYSTEM option found in the CREATE LAYOUT menu (inches, centimeters, or picas).

Circle

X1 and Y1
Describes the position at the center of the circle.

X Radius
Describes the distance from the center of the circle to the edge of the circle.

Ellipse

X1 and Y1
Describes the position at the center of the ellipse.

X Radius
Describes the distance from the center of the ellipse to the edge of the ellipse on the horizontal axis.

Y Radius
Describes the distance from the center of the ellipse to the edge of the ellipse on the vertical axis.

Boxes

X1 and Y1
Describes the position of the upper left corner of the box.

X2 and Y2
Describes the position of the lower right corner of the box.

Line

Line Start
Refers to the shape used at the beginning of a line.

0 = "square" shape
1 = "rounded" corner line
2 = arrow

Line End
Refers to the shape used at the end of a line.

0 = "square" shape
1 = "rounded" corner line
2 = arrow

Column

X1 and Y1
Describes the position of the upper left corner of the column.

X2 and Y2
Describes the position of the lower right corner of the column.

Items Which Repeat in Most Dialog Boxes

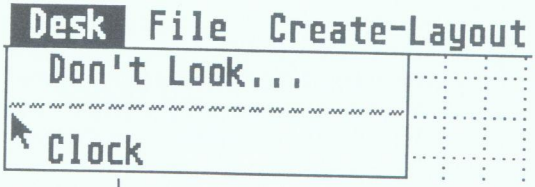
Line Type
Refers to the type of line used (i.e. solid, dotted, dashed, etc.). When viewing the LINE dialog box from the TOOLBOX, you will see 7 choices for line types. They are consecutively numbered 1 thru 7.

Line Width
Refers to the width of the line used (i.e. 1/2 point, 5 point etc.). You can enter any point size between .5 and 72 points advancing in half point increments.

Line Color
Refers to the color of your line. When viewing the COLOR dialog box from the TOOLBOX, you will see 32 choices for line colors. The colors are numbered consecutively from 0 to 31 advancing downward column by column. (i.e. the first color in the upper left corner is number 0 and the last color in the lower right corner is number 31).

Fill Type
Refers to the FILL pattern of a circle, ellipse, box, or polygon. When viewing the FILL dialog box from the TOOLBOX, you will see 48 choices for FILL patterns. The FILL patterns are numbered consecutively from 0 to 47 advancing downward column by column. (i.e. the first fill pattern in the upper left corner is number 0 and the last last fill pattern in the lower right corner is number 47).

Fill Color
Refers to the color of your FILL pattern. When viewing the COLOR dialog box from the TOOLBOX, you will see 32 choices for FILL colors. The colors are numbered consecutively from 0 to 31 advancing downward column by column. (i.e. the first color in the upper left corner is number 0 and the last color in the lower right corner is number 31).



The DESK drop down menu will display any accessories which you have loaded.

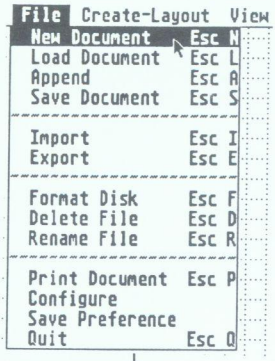
Don"t Look

The DON'T LOOK option from the DESK drop down menu display's information pertaining to your system's memory.

Program Free Space - Available memory which is used when creating documents.

System Free Space - Available memory which has been allocated for the computer's operating system.

Number of Objects -Displays the number of objects which have been created in a file. An object is any column, circle, box, line, or polygon.



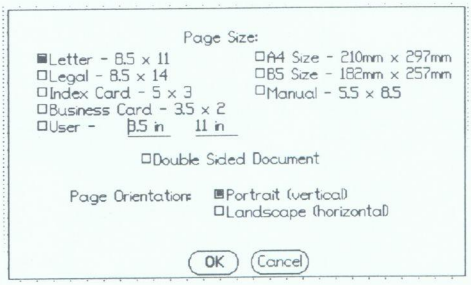
FILE

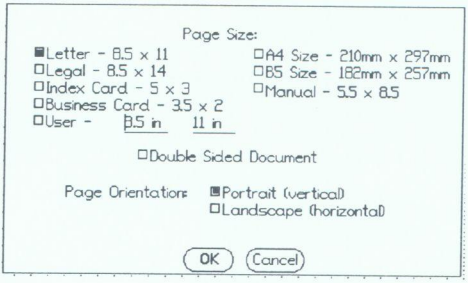
The FILE drop down menu contains options allowing you to manipulate files, cofigure the program, print, and quit.

New Document

The NEW DOCUMENT option allows you to specify the size and shape of the pages in a document. You can select a page size ranging from 1 inch by 1 inch up to a page size of 18 inches by 18 inches. Using this option, you can customize your own page size according to your specifications. You should select this option before entering any information into your document.. If you choose this option while you have a file in memory, you will see dialog boxes prompting you to save the file you are currently working on before proceeding. **The NEW DOCUMENT option can be used to erase a file in memory.**

When you select the new document option, you will see the following dialog box:





Selecting a Page Size

You can select from one of the preset page sizes or you can define you own. If you wish to choose one of the preset page sizes, use the mouse to position the pointer over the box next to the desired page size and "click" the left mouse button. You will know that item is selected when the box becomes darkened. This indicates it is selected.

If you wish to enter your own page size, select the item USER. You can press the ESC key to erase the displayed data and enter your own. If "Inches" from the MEASURING SYSTEM option (from the CREATE-LAYOUT menu) is selected, you can enter your page size in inches (same is true for picas and centimeters). You do not have to enter the measuring system abbreviation (i.e "in" for inches, "cm" for centimeters, "pc" for picas). The selected measuring system will be the default.

Next to the item OTHER, the first number refers to the width and the second number refers to the height of the page. You can use the arrow keys to move between the two.

Double-Sided Document

If you wish to create a document using left and right master pages, you should select this option. A darkened box indicates the option is selected.

By creating left and right master pages, you can create a document with headers and footers that alternate from on even and odd pages. Any information placed on a master page will be repeated on every page in your document. If you place information on the Left master page, it will only appear on even numbered pages. If you place information on the Right master page, it will only appear on odd numbered pages. You can create/view your master page by selecting the "L" or "R" options from the "Page" icon displayed in the toolbox.

Page Orientation

The PAGE ORIENTATION option allows you to specify if you want your document to appear in either a portrait or landscape mode. The landscape command rotates the selected page size 90 degrees. Your page size selection will be reflected on the screen as well as when the page is printed. You must select "portrait" or "landscape" prior to creating a document. If you don't, portrait will be the default.

If you already have a document in memory and you select "OK," you will see dialog boxes prompting you to save the file in memory before proceeding.

Disk Operations - (Load, Append, Save, Import, Export, Format disk, and Delete)
When you select an option requiring disk I/O (Load, Append, Save, Import, Export, Format, and Delete), you will see the familiar "ITEM SELECTOR." The "ITEM SELECTOR" shows you the current disk and folder you're using and a list of any files which match the displayed 3 character extension. For example, if you select "EXPORT," Publishing Partner will display a list of all the files which have the file extender ".TXT." If you select "LOAD," the program will display a list of all the files which have the file extender ".DOC." The file directory has scroller bars which work just like the scroller bars in your desktop.

The name of the file to be *loaded, saved, deleted, etc.* will appear in the space under the word "Selection:" when you either type the name of the desired file, or click on the desired filename from the directory. If you want to use the filename just selected, move the pointer to the OK box and click the left mouse button. If you want to use a different filename, use the BACKSPACE key to delete the characters of the name and type in the name you want (you can also press the ESC key to erase the entire line).

You can also move the pointer over to a filename in the directory and double click the left mouse button. This will cause the desired operation (Load, Append, Save, Import, Export, Format disk, and Delete) to occur.

Load Document

The LOAD DOCUMENT option allows you to load a file which has already been saved. If you select this option while you still have a file in memory, you will see a dialog box prompting you to save your current document before proceeding. After verifying that you want to proceed, you will see the FILE INDICATOR prompting you to enter the name of the file you wish to load.

If you wish to load a file, it must have been saved using Publishing Partner. After selecting the LOAD DOCUMENT option, you will see a list of files which have the file extender ".DOC." You can load a file by typing the file's name or by "double clicking" on the filename from the file directory.

Append

The APPEND option from the FILE drop down menu permits you to merge two files together and create a larger file. When you APPEND the second file to the first file, you want to make sure the combined size of both files doesn't exceed the memory limitations of your computer. The process for using the append option is as follows:

1. Use the LOAD DOCUMENT option and load the first file.
2. Select APPEND from the FILE drop down menu
3. Select the file you wish to have "appended (merged) to the file currently residing in memory.

The APPEND operation is now complete. The appended file (second file) will be at the end of the first file. You can either edit the newly merged files resting in memory or you can use the SAVE DOCUMENT option and save the newly merged files.

The APPEND operation will only work when you have: (1) documents with equal page sizes or (2) the page size of the document you're merging *from* is less than the page size of the document you're merging *to*. For example, you can not merge an 8 1/2" X 12" document into an 8 1/2" by 11 document. If the numbers were reversed, it would work.

If you have information on the MASTER PAGE of two documents and then APPEND the two files together, their master pages will be combined.

Save Document

Using the save document option, you can save the file currently residing in memory. When this option is selected, you will see the familiar ITEM SELECTOR with a list of files having the filename extender ".DOC." If you are saving a particular file for the first time, you will need to enter a unique filename. When you save the document, make sure you use the file extension ".DOC." Otherwise, the file will not be displayed the next time you select LOAD DOCUMENT. When satisfied with the filename just entered, select OK and that file will be saved.

If you are resaving the last file that was loaded, Publishing Partner remembers that filename and displays it the next time SAVE DOCUMENT is selected. If you wish to use the same filename when resaving the document, select OK. You will see a dialog box indicating you are resaving over an existing file. ***Remember: saving a document with a filename which has already been used causes the file on disk to be erased and written over by the one you are now saving.*** If you decide that you wish to use a different filename, select CANCEL and rename the file.

Import

The IMPORT option from the FILE drop down menu permits you to load a file which was not created with Publishing Partner. Using the IMPORT option, you can load any ASCII text file, Degas picture, or Neochrome picture.

Importing Text

If you have an ASCII text file which has been created with another word processor, you can load that file into a Publishing Partner document by using the IMPORT option from the FILE drop down menu. Before selecting the IMPORT option, make sure you already have a document residing in memory with a column selected to receive the IMPORTED text. Publishing Partner looks at the current cursor location and uses that position as its starting point when "flowing" text into your document. **TEXT must be imported into an existing column!**

If the column which you are "flowing" text into is TEXT ROUTED (see CREATE-LAYOUT menu), any text which does not fit in the column will automatically be placed in the column which it is TEXT ROUTED to. If you have not defined any text routing and you "overflow" a column with text, you will see an "overflow" button at the lower left edge of the column. This indicates you have placed more text in a column than will fit. SEE SET TEXT ROUTING for placement of "overflown" text.

When you select the IMPORT option, you will see the familiar ITEM SELECTOR and a directory of files which have the filename extension ".TXT." If you wish to IMPORT a file which has a different three character extender, position the cursor on the line under the prompt "Directory:" and delete the extender ".TXT" and enter the extender which matches the files you want to IMPORT. If you are unsure about the extender of the file you wish to import, you can display a directory of all the files on the disk. The process to accomplish this is as follows:

1. Position the cursor on the line under the prompt "Directory:"
2. Press the ESC key to erase that line.
3. Use the mouse and position the pointer over the shaded box located directly above the directory of files and click the left mouse button.
4. You will then see a list of all the files on the disk.

You can enter the name of the file you wish to import by either (1) double clicking on the desired filename from the directory of files or (2) you can enter the desired filename directly on the line labeled "Selection:" and select OK. In either case, the file selected will be loaded from the disk and start "flowing" at the current cursor location

IMPORTANT: When you IMPORT a file, the file will start flowing at the current cursor location. Make sure you have the cursor positioned exactly where you want text to start "flowing."

Importing PICTURES

With Publishing Partner, you can IMPORT pictures from Degas, Neochrome, and other supported picture formats. When a picture is IMPORTED, it will always be placed in the "picture buffer"

If the "PIC" option from the toolbox is selected (appears in reverse video) and you choose IMPORT from the FILE drop down menu, you will see the ITEM SELECTOR with a list of files which have the filename extender ".PI?." If you are familiar with Degas, you will notice this is the standard Degas file extender with the question mark representing the resolution in which the picture was created. You can either (1) select and IMPORT a picture from the displayed directory of files or (2) enter your own picture filename and select OK to IMPORT that picture.

When the picture is loaded, it will be displayed on the screen. (See the [PIC] option in the toolbox section of this manual). If you wish to return to the TEXT mode, just select the item in the toolbox labeled "TEXT."

If the "PIC" option from the toolbox is not selected when you select IMPORT from the FILE drop down menu, you can still load a picture. Just enter the name of the picture you want to load and select OK. If you wish to view the picture, select the "PIC" option from the toolbox.

Export

The EXPORT option from the FILE drop down menu allows you to take information created in Publishing Partner and save it to disk in a standard ASCII format. The export command "strips" out all control codes which are unique to Pulishing Partner.

When the EXPORT command is chosen, Publishing Partner uses the column the cursor is resting as its indicator of what text to EXPORT (the entire column will be exported). If you have columns which are TEXT ROUTED, all associated columns will also be exported.

When you select EXPORT, you will see the familiar ITEM SELECTOR. You will also see a directory of files which have the 3 character extension of ".TXT." If no such files exist, nothing will be displayed in the directory. You must enter a filename which will be used when the file is exported. You can use any name or file extension you wish. If you use a filename which already exists, the old file will be erased and replaced with the file just saved.

Format Disk

The FORMAT DISK option permits you to format a disk from within Publishing Partner. This option can be a "life saver" when you want to SAVE a file and get the message "Disk full." With this option, you can format a new disk and save the existing document without ever exiting the program. The FORMAT DISK option formats the disk using the standard Atari protocol.

Delete File

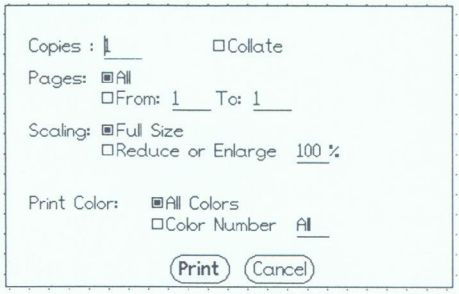
The DELETE FILE option permits you to delete a file from disk. When this option is selected, you will see the prompt "Select Document to Delete" in the upper right corner of the screen. After a file is selected, you will see a dialog box prompting you to verify your choice.

Rename File

The RENAME FILE option allows you to rename an existing file which has already been saved to disk. When this option is selected, you will see the prompt "Select File to Rename" in the upper right corner of the screen. After you select the file you wish to RENAME, the prompt in the upper right corner of the screen will change to "Select New File Name." You should then enter a new file name and select OK to initiate the operation.

Print Document

The PRINT DOCUMENT option permits you to print any Publishing Partner document residing in memory. When you select this option, you will see the following dialog box:



Copies

You can define how many copies of a document you want printed. You can print between 1 and 99 copies.

Collate

When you print more than one copy of a document, you can specify the order in which you want the copies printed. For example, suppose you want to print 2 copies of a 2 page document. If "collate" is selected, it will print one copy of page 1 and then print 1 copy of page 2 and then repeat the process. If "collate" is not selected, then it will print 2 copies of page 1 and then 2 copies of page 2. If you are using a Postscript compatible printer such as the Apple LaserWriter, your documents will print much faster if you do not collate your document.

Pages:

[ ] All
[ ] From
This option allows you to specify if you want to print ALL the pages in your document or just a specific RANGE of pages. Use the mouse and select the option you desire. Most keyboard editing commands apply.

Scaling

[ ] Full Size
[ ] Reduce or Enlarge 100%

When you print a document, you can control the scaling of the printout. If you select FULL SIZE, the document will print at its original size. If you select REDUCE OR ENLARGE ____%, you can enter a percentage which you want your document reduced or enlarged when printing.

The PRINT option remembers the selections made last (since the program was loaded) and displays them the next time PRINT is selected.

Printing with GDOS

If you are using an Epson, Epson graphics compatible or other GDOS supported printer, you will need to be familiar with this section of the manual.

To initiate the print operation, select the PRINT option from the PRINT DOCUMENT dialog box. If you have CONFIGURED (see configure) Publishing Partner to use the Metafile GDOS output driver, you will see the pages which you are printing flash on the screen. You will then see the ITEM SELECTOR because the file which you are printing must first be printed to disk. Therefore, you will have to give it a name. Enter a name with file extension ".GEM." and select "OK" to verify your choice.

If you wish to print your document, you will have to exit Publishing Partner and use the "OUTPUT.PRG."

- Open the "OUTPUT.PRG" from the desktop.

- If the file you wish to print is not on the displayed directory, choose ADD NAME from the EDIT drop down menu.

- Enter or Select the name of the document you wish to print.

- Once the file is displayed in the directory, select START OUTPUT from the FILE drop down menu.

- Select PRINTER and every document in the list will be printed.

Printing With GDOS

• You can select QUIT from the FILE drop down menu and return to the desktop.

Print to Screen

• Select SCREEN from the START OUTPUT dialog box.

• Select OK to start the screen display,

• Press a key to view the next document.

Manipulating the PRINT directory:
The "OUTPUT.PRG" provides a fill-in form for you to list the documents you want to print. This can be helpful when you want to print more than one document at a time. You can print your documents in any order by arranging the file names on the list.

When the PRINT directory appears on the screen, you can: (1) Add names to the list (2) Clear the list (NEW) (3) Rearrange the list (4) Copy names (DUPLICATE NAME) and (5) Delete names.

Adding Names
• Select ADD NAME from the EDIT drop down menu

• Select the file you wish to print from the ITEM SELECTOR (It must be the same file which you used when you select PRINT from within Publishing Partner).

• Select "OK" to verify your selection

Clearing the list
• Select NEW from the FILE drop down menu

• If you see a message reminding you to save the output list, you can ignore the message by selecting "Continue." If you wish to save the list, select "Cancel" to stop.

Printing With GDOS

Rearranging the list
When you create a printing list, the document names appear in the order they appear withing the ITEM SELECTOR. You can rearrange the names to print in any order you desire. To rearrange a printing list:

- Point to the name of the document you wish to move.

- Press and hold down the left mouse button.

- Move the mouse to move the document to where you want it on the list.

Copy Names
- Select the document you wish to COPY and then select DUPLICATE NAME from the EDIT drop down menu.

Delete Names
- Select the document you wish to DELETE and then select DELETE NAME from the EDIT drop down menu.

Saving a Printing List
With a printing list displayed, select SAVE AS.. from the FILE drop down menu.

- Enter a name to be used to recall the printing list. Make sure you enter the file extension of "LIS."

- Select "OK" to verify your selection.

Recalling a printing list
- Select OPEN from the FILE drop down menu.

- Select the name of the file you wish to open.

- Select OK to verify your choice.

Printing With GDOS

Setting Output Options
You can change how printer and screen printing operatates, then save the changes and recall them during a later printing session. To set printer options:

PRINTER OPTIONS:

• Select PRINTER... from the OPTIONS drop down menu.

Most of the displayed options are already set from when you saved your document from within Publishing Partner. The only options you may need to modify are "Initial Form Feed:" and "Final Form Feed:."

• Select OK to verify your choices.

SCREEN OPTIONS:

• Select SCREEN... from the OPTIONS drop down menu.

"Wait for:" specifies the time to wait before displaying the next document.

"Cycle:" specifies if you want a repeating display.

• Select the options you prefer and "OK" to verify your choice.

Save Option Settings
• Select SAVE OPTIONS from the FILE drop down menu.

• Enter a name for the OPTIONS file.

• Select "OK" to verify your choice.

Recalling the Option Settings
• Select GET OPTIONS... from the FILE drop down menu.

• Select an OPTION file which has already been saved and select "OK" to verify your choice.

Printing With GDOS

Setting Default OPTIONS
If you specify your printer and screen options as a default file, you will not have to change the settings everytime you print.

- Set OPTION choices for both the printer and the screen.

- Select MAKE DEFAULT from the OPTIONS drop down menu.

Printing With Postscript (Apple's LaserWriter)

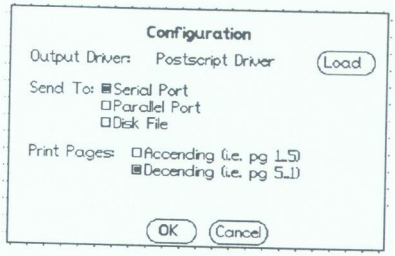
To initiate the print operation, select the PRINT option from the PRINT DOCUMENT dialog box. If you have CONFIGURED (see configure) Publishing Partner to use the Postscript output driver, you will see the pages which you are printing flash on the screen. You will also see a message box which will display any errors detected by the printer. **If an error is detected, you should select STOP and try again.** If you wish to abort the printing operation, select the STOP option. Otherwise, wait until the document is printed and the prompt at the bottom of the screen will change to "DONE." When this occurs, use the mouse and select the "DONE" prompt to return to your document.

Note - When printing with a Postscript compatible device, it is not unusual to wait 2 minutes or more for a page to print.

Configure
The configure option allows you to select the appropriate settings for your computer system. You can define:

(1)the print driver to be used when printing (GDOS, POSTSCRIPT, etc.)
(2) method for output (parallel, serial or disk)
(3) the order in which pages are printed .

When the CONFIGURE option is selected, you will see the following dialog box:



Output Driver

The name of the current print driver is displayed next to the prompt "OUTPUT DRIVER:." If you are not using a POSTSCRIPT compatible printer, you must use the GDOS "Metafile" output driver.

If you are using a Postscript compatible device, select LOAD from the dialog box and load the file titled "PS.PRT" and select "OK" to verify your selection.

If you wish to reload the "Metafile" driver for printing with GDOS, select LOAD from the dialog box and choose "META.PRT." Select "OK" to verify your selection.

Sent To:

Using the SENT TO: command, you can specify how you want data to be transmitted when printing.

If you are using the "Metafile" output driver to print with GDOS, you must print to disk.

If you will be printing using a Postscript compatible device such as the Apple LaserWriter, you can specify parallel, serial, or disk. You will need to make the appropriate selection for your system.

Printing to Disk With Postscript

If you do not own a Postscript compatible device but know someone who does, this option can be very useful. If you load the Postscript output driver and select "Print to Disk," you can then print your Postscript compatible documents to disk instead of the printer.

Using a modem, you can then transmit your Postscript files to any Postscript compatible printer and they should print flawlessly.

Print Pages:

The PRINT PAGES option allows you to specify which order you want your pages to print. Select the order which suits your preference.

Select "OK" to verify your selection. You can have these settings saved out to your program disk so you do not have to change them everytime you load the program. This is explained in the following section.

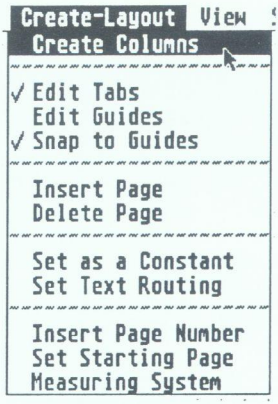
Save Preferences

The SAVE PREFERENCES option allows you to save a variety of default settings which will be used whenever Publishing Partner is loaded. When you select the SAVE PREFERENCES command, you must have the Publishing Partner program disk in the drive. The following settings will be saved to the disk and will be used the next time you load from that disk:

All settings from the NEW DOCUMENT option
Tab and Guide settings
Starting page number
Default font, points, and attributes, color
All settings from the FORMAT drop down menu
Selected FILL and LINE type
User defined FILL and LINE types
All settings from the PRINT DOCUMENToption
All settings from the CONFIGURE option
All settings from the CREATE COLUMN option except TEXT ROUTING
Default MEASURING SYSTEM
Fonts to be loaded
All disk function pathnames - includes default disk drive, character extensions, and subdirectories.

Quit

Selecting QUIT allows you to exit Publishing Partner and return to the desktop.



The CREATE-LAYOUT menu allows you to create the general outline of your document.

Create Columns

The CREATE COLUMNS option allows you to create and position columns precisely on the page. When you select CREATE COLUMNS, you will see the following dialog box: **Columns**
The CREATE COLUMNS option allows you to create and position columns precisely on the page. When you select CREATE COLUMNS, you will see the following dialog box:

Using the arrow keys from the computer' keyboard, you can move from line to line (you can also use the mouse). Standard editing commands apply. Enter the dimensions you want for your margins and the number of columns for each page. Publishing Partner will then place each column in the correct position.

When the CREATE COLUMNS option is chosen, it does not alter any columns which are already on the page. This permits you to go back and add columns using the CREATE COLUMNS option without having to go back and erase what's already there! Be careful not to overlap any existing columns.

If you use the CREATE COLUMNS option to create columns which start several inches below the top margin, immediately after "clicking" on the "OK" box the screen may appear as if nothing has changed. If this occurs, use the vertical scroller bar to move down the page. This will allow you to view the middle section of your new page. Another alternative would be to switch to SHOW FULL PAGE or SHOW 50% from the VIEW drop down menu.

The "Pages:" option allows you to create a range of pages with the same columnar layout. Enter the page numbers that you want the specified columnar layout to appear upon and select OK.

Text Routing Options

When using the CREATE COLUMNS option, you can specify if you want the columns to be linked together. This is a handy feature when you have several columns and you want text to flow from column to column as they become filled.

If you select the "No Routing:" option, the columns will not be linked together. If a column becomes filled, you will see a "text overflow" button appear at the bottom/left corner of the column. If you position the mouse over the "text overflow" button and click the mouse, the pointer will change to a "text overflow" icon and any text which didn't fit in the column will now be resting in the icon. You will see the prompt "Select column - To" in the upper right corner of the screen. This is a short message indicating that you can *place* the "overflown" text by simply clicking on another column. If you accidentally clicked on the "text overflow" button, you can cancel the operation by selecting any option from the toolbox.

When you place "overflown" text from one column into another, you create a link between the 2 columns. If after linking the 2 columns together you go back and add text to the first column, any text which doesn't fit will be "pushed"

into the second column. Conversely, if you delete text from the first column, any text which fits from the second column will "pop back." Once a column is linked, you can move the cursor from column to column just by holding down the arrow keys on the computer. If the columns are not linked together, you must use the mouse to move from column to column when entering text.

"No Routing"

If you select the "No Routing" option when using the CREATE COLUMNS option, the columns will not be linked together.

"Only Route This Page"

If this option is selected, it will only link the columns within a page. If you are working with a large multi-page document, this option is suggested. If you "text route" a large multi-page document, it will slow the system when editing at the beginning of the document.

"Route Entire Cocument"

This option will cause all the columns and all the pages to be linked together. Care should be taken when linking a large multi-page document. Depending on the characteristics of your document, you will need to experiment to find the operative settings.

Edit Tabs and Guides

Publishing Partner allows you to set your own "tab stops" and "guides." A check mark will appear next to the option which is currently selected.

Tab Key

When the TAB key is used with Publishing Partner, it cause the cursor to "jump" to the next tab stop. If text lies between the cursor and the TAB key before it is pressed, that text will be "pushed" forward to align with the next tab stop.

Guides

Publishing Partner allows you to create an imaginary line containing a "magnetic attraction." This option is very helpful when you are trying to align several graphic objects along a common border. When an object is placed near a guide, the "magnetic pull" causes the object to be pulled next to it. With this option, you can insure that all objects line up perfectly.

Settng Tabs and Guides

If you wish to edit the tab stops or guides, you must first display the RULER (select SHOW RULER from the VIEW drop down menu). Depending on which item is selected (edit tabs or edit guides), the selected option can be adjusted by using the mouse and clicking on the ruler. If you click on an existing tab or ruler guide, it will disappear. If you click where no tab or guide is, one will appear.

TAB Example:
Here is how you would place a tab stop at 2.5 inches from the left edge of the document.

- Select EDIT TABS from the CREATE-LAYOUT drop down menu.

- Select SHOW RULERS from the VIEW drop down menu.

- Use the mouse and position the pointer over the 2.5 inch marker on the horizontal ruler and click the left mouse button.

You will see that you have just created a tab stop.

GUIDE Example:
Here is how you would place a guide at 2.5 inches from the top of the document.

- Select EDIT GUIDES from the CREATE-LAYOUT drop down menu.

- Select SHOW RULERS from the VIEW drop down menu.

• Use the mouse and position the pointer over the 2.5 inch marker on the vertical ruler and click the left mouse button.

You will see that you have just created a guide.

Snap to Guides

The SNAP TO GUIDES option allows you to turn the magnetic attraction of guides on and off. If a check mark appears next to the option, then it is on. If no check mark appears, then it is off. Repeatedly selecting the option will turn the SNAP TO GUIDES on and off.

Insert Page

The INSERT PAGE command allows you to insert a blank page (with the master page format) between 2 existing pages. When you choose this option, you will see a dialog box asking you where you want the blank page to be inserted. As prompted on the screen, enter the page number where you want the new page to be inserted. If you are inserting between 2 existing pages, all subsequent pages following the insertion will be "pushed back" one page. Nothing is deleted, just moved. If you make a mistake, you can always delete that page.

Delete Page

The DELETE PAGE command allows you to delete an existing page, When you select this option, you will see a dialog box asking you which page you want to delete. Enter the desired page number you want deleted. If you delete a page between 2 existing pages, all subsequent pages following the deletion will be "pushed forward" one page.

Set as a Constant

The SET AS A CONSTANT command allows you to create a graphic object (line box, circle, text, etc.) outside a column and specify that it be inserted into the master page. With this option you can create an object on page 1 and send it to the master page instead of having to recreate it on the master page. This option is

supplied primarily for convenience so you don't have to select the master page option every time you wish to create something for it.

The procedure for using SET AS A CONSTANT is very simple. If you wish to copy an already existing object to the master page, first select the object and then choose SET AS A CONSTANT. The selected object will then appear on every page in your document. Below is a short reminder on how to "select" an object. You may also want to refer to the TOOLBOX section of the manual for additional information.

Selecting an Object

In order to select an object, make sure you're in the OBJECT EDITOR (select the arrow from the toolbox), move the pointer over the desired object, and then click the left mouse button. When the item is selected, you will see sizing squares on its corners. Once this occurs, you can move this item to the master page by selecting SET AS A CONSTANT. This will copy the selected object to the master page.

A Shortcut
If you are *entering* text outside a column or drawing an object such as a line, box, or circle, it is the currently selected object even though no sizing squares appear. Thus, you can select SET AS A CONSTANT and send the item to the master page without first selecting it using the OBJECT EDITOR.

Set Text Routing

If you created columns without text routing, this command can be used to link columns together. Here's how:

- Create two columns with no text routing.
- Select the SET TEXT ROUTING command.

The mouse pointer will change to 4 arrows and you will see the prompt "Select column - from" in the upper right corner of the screen.

This message is prompting you to select the column you want to link *from.* You can use the scroller bars, move from page to page or select a different viewing mode without disturbing the process.

• Position the pointer over the first column and click the left mouse button.

The pointer will change to a "text overflow" icon and you will see the prompt "Select column - to" in the upper right corner of the screen. This message is prompting you to select the column you want to link *to.* You will need to click on the TEXT icon in the toolbox to exit the SET TEXT ROUTING mode.

You have just text routed 2 columns together. If you are entering information in the first column and it becomes filled, the text will overflow into the second column.

This option is provided to give you the flexibility to designate exactly how columns are linked together. As an example, you could use this option to link the third column on page two to the fifth column on page eight.

Insert Page Number

The INSERT PAGE NUMBER command permits you to insert a command in your document which say "Display the current page number here." The INSERT PAGE NUMBER command can be used on any page including the MASTER PAGE.

When the INSERT PAGE NUMBER option is selected, it tells the program to look at the **current cursor location** and use that spot to display the correct page number. You must be in the TEXT mode before selecting this command.

Automatic Page Numbering

If you want your pages to be numbered automatically, just use the INSERT PAGE NUMBER command on a master page. The letter "M" will appear on the master page and the current page number will be appear on all subsequent pages.

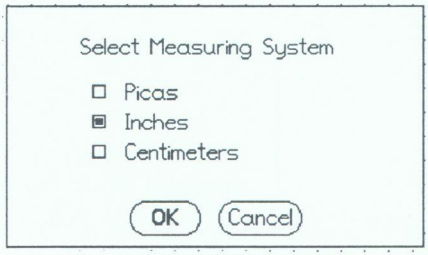
If you place the INSERT PAGE NUMBER command inside a column, the displayed page number will move as you edit text. This may or may not be advantageous for you. If you want the page number to be stationary, create it as a text object (press Control + left mouse button outside a column).

Set Starting Page Number

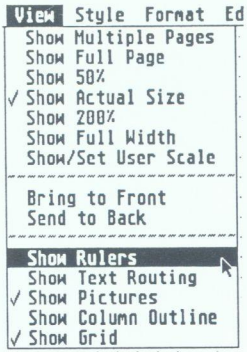
When this option is selected, you will see a dialog box prompting you to enter a starting page number. When you create a document, it does not have to start at page one. You can enter any number between 1 and 999. The maximum document size which Publishing Partner will allow is 99 pages. With this in mind, you could create a document and set its starting page number at 367. This would permit you to automatically page number up to page 466. If you wanted to continue, you would have to start a new document and set its starting page number at 467.

Measuring System

The MEASURING SYSTEM option allows you to specify what measuring system you want the RULERS, CREATE COLUMNS, and NEW DOCUMENT options to use. After selecting MEASURING SYSTEM, you will see a dialog box which looks as follows:



To select your preference, position the mouse pointer over the desired option and click the left mouse button.



View

The VIEW drop down menu gives you the opportunity to view the page from several perspectives.

Show Multiple Pages

The SHOW MULTIPLE PAGES option allows you to view 2 pages side by side on one screen. While the pages most likely will not be readable, they will allow you to view the overall layout. This will assist you when trying to maintain a standard page format from page to page.

Show Full Page

The SHOW FULL PAGE command allows you to create, view and edit an entire page on one screen. This option is very helpful when creating columns and GRAPHIC OBJECTS which span more than one screen in the regular viewing mode (SHOW ACTUAL SIZE). Since the SHOW FULL PAGE is a variable percentage reduction of the actual page size, it may be necessary to edit items in the SHOW ACTUAL SIZE mode to obtain exact alignment.

Show 50%

The SHOW 50% command permits you to create, view, and edit 50% of the page at one time.

Show Actual Size

This is the default viewing mode and will probably be the mode in which you will do most of your data entry and editing. The information displayed on the screen will be the same size as when it's printed.

Show 200%

The SHOW 200% command allows you to view your page as if it were enlarged twice its size. This item is very useful when you are trying to align something in a particular place. This command gives you an extra level of precision to check for alignment. As with the previous viewing modes, you can create, view, and edit your document in this viewing mode.

Show Full Width

This command allows you to view the width of any page on one screen. This can be helpful for occasions when you are constantly moving the horizontal scroller bar.

Show/Set User Scale

The SHOW/SET USER SCALE option permits you to enter any viewing reduction or enlargement of the page between 15 and 999%.

The SHOW/SET USER SCALE also has a different purpose. As stated earlier in the "Step by Step Instructions for Common Operations" section of this manual, this option can be used to reduce or enlarge the page so that any particular point size will appear in 12 points. Since this is the native point size for Publishing Partner, the program runs fastest when this point size is displayed on the screen.

For example, suppose you want to create a document using 9 point type. Without this option, it would be difficult to read the 9 point type on the screen. However, this is no longer a problem. Just select the SHOW/SET USER SCALE option and press the ESC key to clear the line. Type "9p." You will now be viewing the page at a 133% enlargement so the 9 point characters appear as 12 point characters on the screen. This will make your job of data entry much easier. When you are finished, you can select SHOW ACTUAL SIZE or SHOW FULL PAGE to see exactly how the document will look before it is printed.

Bring to Front

The BRING TO FRONT command is only useful when you have 2 or more objects which overlap one another. When this occurs, you need to have some way of viewing and selecting the information which is not visible. Instead of repositioning the objects, you can leave them on top of each other and then use the BRING TO FRONT command to place the back object on top.

Suppose you have 3 items stacked on top of one another and you want to view the last item. To do this, you must first be in the OBJECT EDITOR (select the arrow from the toolbox). You can then SELECT the last item from the stack by moving the pointer over the "stack" of 3 items and simultaneously press the ALTERNATE key and the left mouse button. This selects the last item from a stack of objects. If any of the object's corners are visible, you will see sizing squares around them. This indicates the item is selected. Once this is done, you can select the BRING TO FRONT command and the last item will be moved to the top. The information below the object will not be lost even though it may not be visible.

Send to Back

The SEND TO BACK command, like the SEND TO FRONT command, is only useful when you have 2 or more objects "stacked" on top of one another. If you have a stack of objects and you want to send the topmost item to the rear so you can view what's behind it, you would use the SEND TO BACK command.

To do this, make sure your're in the OBJECT EDITOR (select the arrow from the toolbox). Move the pointer over the stack of items and click the left mouse button. You will see sizing squares on the corners of the topmost object indicating it is the selected object. Once the item is selected, you can choose SEND TO BACK and that item will be placed at the bottom of the "stack."

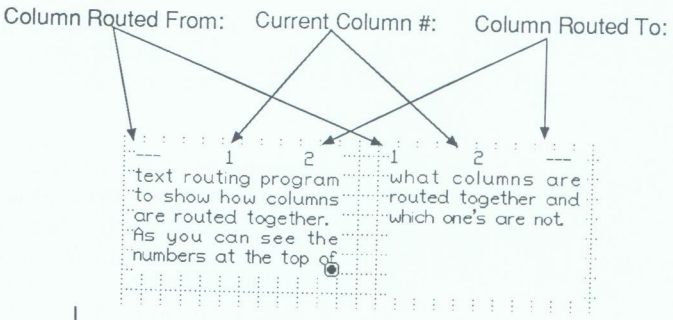
Show Rulers

The SHOW RULERS command allows you to display rulers on the screen. The ruler feature is very helpful in allowing you to place objects exactly where you desire. You can specify the type of ruler you want by selecting MEASURING SYSTEM from the CREATE-LAYOUT drop down menu. When the rulers are visible, you will notice "hash-marks" on the rulers which correspond to the pointers position on the screen. As you move the pointer, you will see the corresponding "hash-marks" move accordingly. This permits you to line things up exactly as you desire. You will also see the tab and guide marks.

Show Text Routing

If you have columns which are linked together through TEXT ROUTING, this option permits you to view the order in which the columns are linked.

When this option is selected, you will see 3 sets of number at the top of each column. Here's what they mean:



When the SHOW TEXT ROUTING option is selected, the first line in each column will not be readable because the text routing information is displayed there. For this reason, you will probably want to turn off SHOW TEXT ROUTING when editing a document. As with most other options in this menu, repeatedly selecting this object will select and deselect it.

Show Rulers

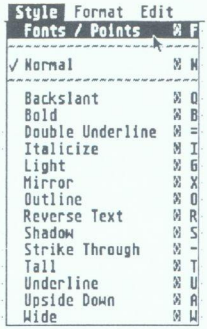
When you load a picture from Degas, Neochrome, Tiny, or other supported picture format, you can incorporate that picture directly into a Publishing Partner document. However, if you are working with a large picture that has been reduced, it may take a few seconds for that picture to be redrawn when the program redraws the screen. In order to avoid this delay, you can use the SHOW PICTURES option. This option allows you to turn the displayed picture on and off. When pictures are turned off, the screen will redraw faster. When the SHOW PICTURES option is activated, a check mark will appear next to it indicating it is on. Selecting it again will cause the check mark to disappear and the command will be turned off. This is another toggle function.

Show Column Outline

The SHOW COLUMN OUTLINE can be used if you want to view the outline of your columns. This is useful when you want to see just an outline of the columns on the page. When the SHOW COLUMN OUTLINE option is activated, a check mark will appear next to it indicating it is on. Selecting it again will cause the check mark to disappear and the command will be turned off.

Show Grid

The SHOW GRID option permits you to turn the background grid display on and off. When the SHOW GRID option is activated, a check mark will appear next to it indicating it is on. Selecting it again will cause the check mark to disappear and the grid will be turned off.



The STYLE drop down menu allows you to "stylize" your text. Each item in the menu is called an attribute. This menu can be used two ways:

1) You can highlight an area of text and then choose an attribute from the STYLE menu. Once the desired attribute is chosen, the highlighted text will change immediately to reflect your choice. You can mix as many attributes as you wish but some combinations will be more pleasing than others. For example, if you highlighted a word and then selected BOLD from the pull down menu, the word would automatically become bolded on the screen. Since the word remains highlighted, you could then select UNDERLINE and the word would become underlined as well as bold.

2) You can choose an attribute without first highlighting an area of text. This will cause the selected attribute to be used when you start typing. A checkmark indicates the "active" or currently selected attributes. This method is slightly different from the first because no text on the screen changes immediately after an attribute is chosen. You must type something to see the effect of the attributes. For example, if you wanted to type a sentence containing two attributes such as underline and italics, you could

simply select ITALICIZE and UNDERLINE from the STYLE drop down menu and then start typing. Provided no text was highlighted prior to choosing the two attributes, everything you type would be underlined and italicized.

Turning Off Attributes

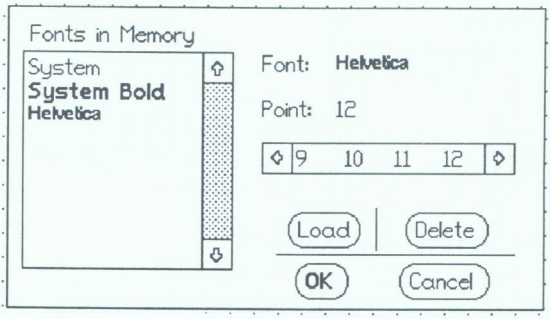
If you have text on the screen which has been "stylized" (an attribute selected, i.e. bold) and you wish to eliminate the attribute(s), you would first highlight the desired text and then select NORMAL from the STYLE menu. The attributes(s) of the highlighted text would be "stripped" away. Selecting NORMAL will not effect FONT/POINTS or LINE/CHAR SPACING.

If you have selected attributes from the STYLE menu without previously highlighting text, you will notice a check mark appears next to them. As you type, the selected attributes are displayed on the screen. If you wish to turn off one of these attributes, follow the same procedure as you did when you turned it on. These are toggle functions. For example, if BOLD in the STYLE menu is active (has a check mark next to it) and you wanted to deactivate it, just select the BOLD option and it will become deactivated. This is true provided no text was previously highlighted.

Fonts / Points

The FONTS / POINTS command allows you to select both the font and character size you want in your document. The term FONT refers to a character style while the term POINT refers to character size. A point is equal to 1/72 of an inch - thus 72 points equals 1 inch.

When you select the FONTS / POINTS option, you will see the following menu:



This menu option enables you to: (1) select a desired point size (character size), (2) select a font (character style) from memory, (3) load a font from disk and (4) delete a font from memory.

Selecting a Point Size

Next to the prompt "Point:," you will see the currently selected point size. Directly underneath this prompt, you will see a window displaying additional point sizes. You can select any point size between 3 and 72 points (see attributes TALL and WIDE) by using the mouse and positioning the pointer over the desired number and clicking the left mouse button. If you wish to view a point size which is larger or smaller than what's being displayed in the "point size window," you should use the mouse and click on the scroller arrows to view additional point sizes. When you find the point size that you wish to use, position the pointer over that number and click the left mouse button. You will notice the number you selected will be displayed next to the prompt "Point:." If you have text which was highlighted prior to choosing this option, the highlighted text will change according to the point size you just selected. If no text was highlighted prior to choosing a new point size, then the newly selected point size will be used when you start entering text.

If you use the mouse and click on the displayed point size, you will see a dialog box prompting you to enter a specific point size. You can enter a number between 2 and 216. The largest point size that can be displayed on the screen will be 72 points. If you enter a point size larger than 72 points, you will see is 72 point character on the screen. The program will use the correct vertical and horizontal spacing for the selected point size. For example, If you enter a 200 point character, the actual character will be displayed in 72 points but the horizontal and vertical spacing of the character will be for a 200 point character. Thus, you will still have an accurate representation of the printed page.

Selecting a Font

Under the option labeled "Fonts in Memory," you can select one of the screen fonts by simply using the mouse and positioning the pointer over the desired font and pressing the left mouse button. You will know the font has been selected because it will appear next to the option labeled "Font:." If you have text which was highlighted prior to choosing this option, the highlighted text will change according to the font you just selected after selecting OK. If no text was highlighted prior to choosing a new font, then the newly selected font will be used when you start entering text.

Loading a Screen Font

The fonts supplied with Publishing Partner are special screen fonts created specifically for Publishing Partner. If you are using a non Postscript printing device, you will need to make sure that you have both a screen font and a corresponding GDOS printer font. If you wish to load a screen font from disk, select the "Load" option and you will see the familiar ITEM SELECTOR. You can then select your desired font by double clicking on the font's name and it will then be loaded into memory (you can type it

in as well). **The font which you load from disk must have been created specifically for Publishing Partner.** Otherwise, the font will be ignored. If you wish to use the font which you just loaded, you will need to first select that font by positioning the pointer over the font's name and click the left mouse button.

Printer Fonts

The fonts displayed when using Publishing Partner are screen fonts. They are represenative of the fonts used when printing. If you are using a Postscript device, you can use *Helvetica*, *Times*, or *Courier*. If you are using a non-Postscript printer, Publishing Partner checks to see if a matching printer font exists. If it does, then that printer font will be used. You may need to change the names of your GDOS printer fonts to match the names used with Publishing Partner's screen fonts. If you attempt to print using a font which does not have a corresponding printer font, Publishing Partner will find a substitute.

Deleting a Screen Font

When a font is loaded it uses 4K of memory. If you are working on an exceptionally large file, you may want to delete fonts to conserve memory. In order to delete a font, you should first **select the font** you want to delete and then select the DELETE option from the dialog box. If you delete a font which is used in your current document, all occurrences of that font will change to the "System" font.

You should double check your document before deleting a font from memory. You will notice the "System" font and "System Bold" is used in several of Publishing Partner's dialog boxes. Therefore, the program will not allow you to delete these fonts since they are an integral part of the program.

Normal

The NORMAL option deactivates previously active attributes. If no text is hightlighted prior to choosing NORMAL, all active attributes (those attributes with a check mark next to them) will be deactivated. If you highlight some text and then select normal, it will remove the attributes associated with the highlighted text. It will not, however, change *"FONTS / POINTS'* or *"LINE / CHAR SPACING."* For example, if you highlight an area of text that has 6 attributes associated with it and then select normal, all 6 attributes will be removed.

Bold

The command is used to add emphasis. It makes the desired characters twice as dark as they would regularly be.

Underline

The UNDERLINE command draws a line under the desired text.

Double Underline

The DOUBLE UNDERLINE command draws 2 lines under the desired text.

Italicize

The *ITALICIZE* command causes the desired characters to lean forward. If ITALICIZE is chosen, it will automatically cancel any BACKSLANT commands.

Backslant

The BACKSLANT command causes the desired characters to lean backwards. If BACKSLANT is chosen it will automatically cancel any italicize commands.

Outline

The OUTLINE command causes the desired text to appear as a silhouette.

Shadow

The SHADOW command causes the desired characters to be shaded in such a way that each character appears to cast a shadow.

Light

The LIGHT command is just the opposite of BOLD. Instead of making a character darker, it makes it lighter.

Mirror

The (Mirror - ɹoɹɹıM) command flips the character from right to left. In the example above, the second occurrence of the word MIRROR was typed in backwards and then MIRRORED.

Upside Down

The (Upside Down - ∩bsıdǝ Dɔwu) UPSIDE DOWN command causes the desired characters to be "flipped" from "top to bottom" to "bottom to top."

Strike Through

The ~~STRIKE THROUGH~~ command causes the desired characters to have a line drawn through the characters. This option is often used when you want to emphasize that something has changed. For example, "It costs ~~$249.95~~, No! now only $149.95.

Reverse Text

The REVERSE TEXT command causes the desired characters to be shown in reverse type. Instead of putting a black character on a white background, you can put a white character on a black background.

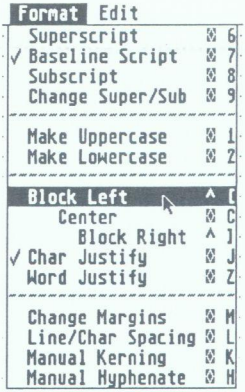
Tall

The TALL command causes the height of a desired character to be doubled. If you execute the TALL command on a 12 point character, it will then become 24 points tall. It will, however, still be 12 points wide. The TALL command is only functional for characters under 72 points in size. If you try to execute a TALL command on a character that is already taller than 72 points, the displayed point size will not change but the program will calculate and use the proper horizonal and vertical spacing for the larger point size.

By combining the TALL and WIDE command on a character that is 72 points in size, you can create a 144 point character. The same idea applies for any character size between 3 and 72 points.

Wide

The WIDE command causes the width of a desired character to be doubled. If you execute a WIDE command on a 12 point character, it will then become 24 points wide. It will, however, still be 12 points tall. If you try to execute a WIDE command on a character that is already wider than 72 points, the displayed point size will not change but the program will calculate and use the proper horizonal and vertical spacing for the larger point size. By combining the TALL and WIDE command on a character that is 72 points in size, you can create a 144 point character. The same idea applies for any character size between 2 and 72 points.



The FORMAT menu, like the STYLE menu, allows you to adjust the appearance of your text..

The items pertaining to: Super and Subscript, Block Left, Center, Block Right, Char Justify, Word Justify, Change Margins, and Line/Char spacing work identically to the attributes found in the STYLE menu. These options can be used in one of two ways:

1) You can select one of these attributes while nothing is highlighted. When you start typing, that selection will be used.

2) You can highlight a section of text and then select one of these commands. The text will change immediately to reflect your selection.

Superscript

The SUPERSCRIPT command raises the highlighted character's position relative to the baseline. How high the character is raised is dependent upon your needs. See CHANGE SUPER / SUB. .

Baseline Script

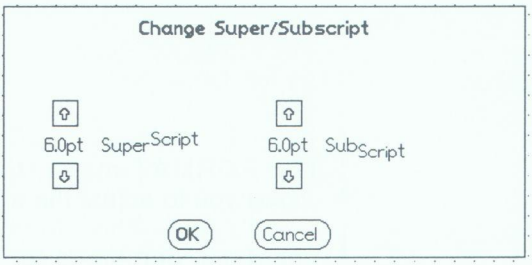
The BASELINE SCRIPT command returns text back to the baseline. It is equivalent to turning off super / subscript.

Subscript

The SUBSCRIPT command lowers the highlighted character's position relative to the baseline. How far the character is lowered is dependent upon your needs. See CHANGE SUPER / SUB.

Change Super / Sub

The CHANGE SUPER / SUB command allows you to adjust the amount of space by which a character is raised or lowered. When you select this item you will see the following dialog box:



If you select this option while no text is highlighted, you will change the default value used when super and subscripting characters. If you wish to adjust either value, just use the mouse and position the pointer over one of the arrows and click the left mouse button. You can also use the arrow keys on the computer's keyboard. Each time you click the left mouse button while the pointer is resting over an arrow, you will notice the corresponding attribute will change. If you select OK, the values displayed in the dialog box will be used for super and subscript text.

You can also use this option to adjust existing super or subscript text. In order to do this, you must highlight both (1) the super or subscript character(s) and (2) a portion of baseline text in the same line. Once you have the text highligted, you can then select the CHANGE SUPER / SUB command and adjust the super and subscript values as you desire by simply "clicking" on the arrows. When you select OK, the highlighted super or subscript text will change according to your selection. You can press CANCEL to abort the dialog box.

Make Uppercase

The MAKE UPPERCASE command does exactly as its name implies. If you highlight an area of text and then choose MAKE UPPERCASE, all highlighted text will be capitalized.

Make Lowercase

The MAKE LOWERCASE command also does exactly as its name implies. If you highlight an area of text and then choose MAKE LOWERCASE, all highlighted text will be placed in lowercase letters.

The options BLOCK LEFT, CENTER, BLOCK RIGHT, CHARACTER JUSTIFY, and WORD JUSTIFY are all grouped together in the FORMAT menu. These items indicate how text will be aligned in a column. Only one of these items can be active at a time. WORD JUSTIFY would cancel the BLOCK LEFT command etc.

If you highlight text before selecting one of these items, the highlighted text will change to an alignment which you selected. For example, if you highlight text and then choose CENTER, the text in that line would become centered. If you select one of these items without first highlighting text, a check mark will appear next to that item indicating you want it to be the default for subsequent text entry.

For example, if you chose CENTER without first highlighting text, everything you typed thereafter would be centered.

Block Left

The BLOCK LEFT command causes the desired text to be aligned along the left margin.

Center

The CENTER command causes text to be centered within a column. If at a later time you resize the column, that text will still remain centered.

Block Right

The BLOCK RIGHT command causes the desired text to be aligned along the right margin. If at a later time you resize the column, that text will still remain blocked right.

Character Justify

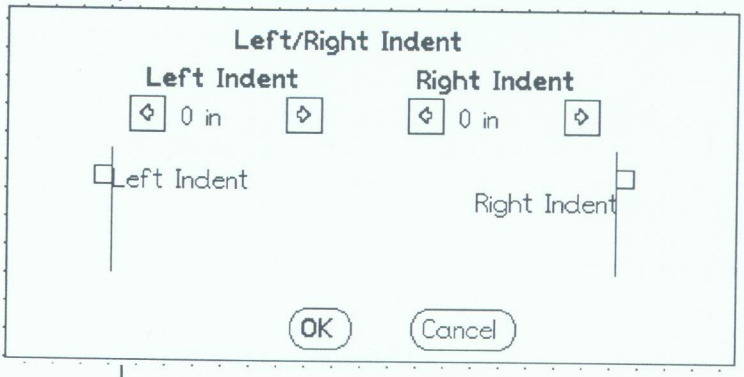
The CHARACTER JUSTIFY command causes the desired text to be aligned on both the left and right margins. The left/right justification is achieved by inserting space between each character in the line. This is called "micro justification." If at a later time you resize the column, that text will still remain character justified. If you are working with a small column, you may find cases where a word is spread apart because of micro justification. In such a case, you may find it advantageous to switch to WORD JUSTIFY.

Word Justify

The WORD JUSTIFY command also causes the desired text to be aligned on both the left and right margins. In this case, the left/right justification is achieved by inserting space between words rather than between characters. If at a later time you resize the column, that text will still remain word justified.

Change Margins

The CHANGE MARGINS command allows you to adjust the left and right margins within a column. When you select this menu option, you will see the following dialog box:



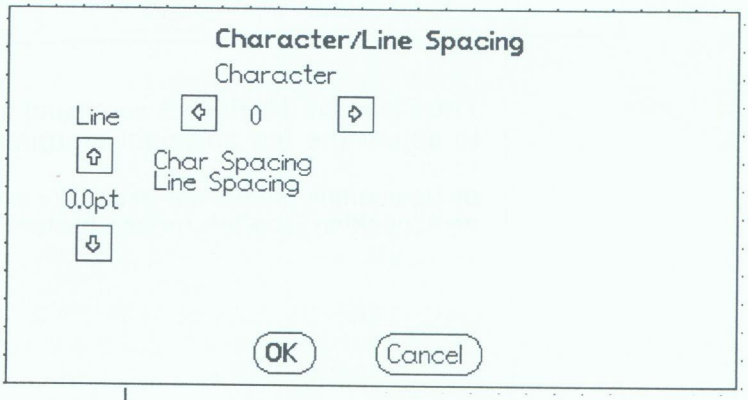
The CHANGE MARGINS command allows you to adjust the left and right margins within a column. You can adjust the left or right margin by positioning the pointer over the desired arrow and "clicking" the left mouse button. You can also use the arrow keys from the computer's keyboard. You will notice that the left and right margin indicators will change in the dialog box each time you click the mouse while the pointer is resting over an arrow. The minimum value for a margin is zero and the maximum value is 1.77 inches. If at a later time you resize the column, that text will retain its left and right margins. You can select the box next to the margin line to reset the margin to zero.

SUGGESTION - Unless you want an entire column indented, it may be preferable to

type in the text first, then hightlight it and select the CHANGE INDENT command. The reason for this suggestion is that the program does not set a "begin indent and end indent" command within the text. Therefore, if you start editing a column containing several indentations, the text will be rejustified to reflect the margin settings **used when the column was created.**

Line / Char Spacing

The LINE / CHAR SPACING command allows you to adjust the spacing between characters and the spacing between lines. When you select this option you will see the following dialog box:



The LINE / CHAR SPACING command permits you to adjust the line and character spacing of your text. You can adjust the line spacing and/or character spacing by simply using the mouse and positioning the pointer over the desired arrow and "clicking" the left mouse button. You can also use the arrow keys from the computer keyboard. You will notice that the line and character spacing indicators will change in the dialog box each time you click the mouse while the pointer is resting over an arrow.

The line spacing is measured in points (1/72 of an inch) while the character spacing is measured in units. The character spacing unit is not an exact measurement because it is a proportianal number calculated by the character's font and point size.

Manual Kerning

The MANUAL KERNING option allows you to adjust the character spacing between any two characters.

- Position the pointer between two characters.
- Select MANUAL KERNING.

The two characters which the cursor was positioned between will be displayed in the dialog box.

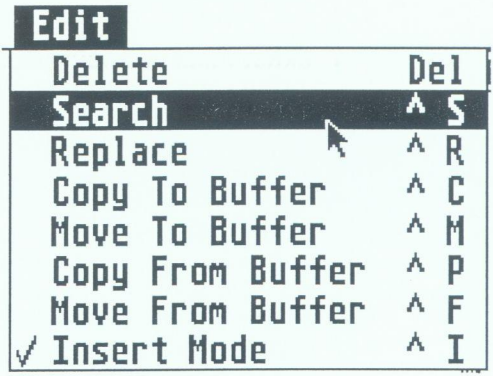
- Use the mouse and click on the arrows to adjust the character spacing. You can also use the arrows from the computer keyboard.

When you select OK, the character spacing for the two characters will be adjusted as you specified.

YOU CANNOT SELECT THIS OPTION IF THE CURSOR IS NOT RESTING BETWEEN TWO CHARACTERS.

Manual Hyphenate

This command is provided so you can insert "soft hyphens" into your document. There may be occasions when you want a word to be hyphenated. With this option, you can insert an imbedded command in the word which says "Hyphenate" the word if it appears at the end of a line, otherwise, leave the word intact. To use this command, position the cursor between the two characters where you want a discretionary hyphen to appear and then select MANUAL HYPHENATION. That's it! If the word does not become hypenated immediately, don't worry. It will be hyphenated if you edit the text and cause the word to appear at the end of a line.



The EDIT drop down menu allows you to perform some basic editing operations such as moving text, deleting / inserting text, along with search and replace.

Delete

The DELETE command allows you to delete a highlighted area. Using this command, you can delete text, columns, and graphics. If you want to delete text, just highlight the desired text and then choose DELETE from the EDIT drop down menu (you can also highlight the desired text and then press the DELETE key to delete the highlighted material). If you want to delete a

column, text outside a column, or a graphic image, you should first go into the OBJECT EDITOR (select the arrow from the toolbox), use the mouse and select the object you want to delete, and then choose DELETE from the EDIT drop down menu (once an object is selected, you can also press the DELETE key to delete the object).

Search

The SEARCH command allows you to "look" for a particular word or phrase in a column. If you accidentally select the SEARCH option, you can exit by selecting CANCEL which is located in the upper right corner of the dialog box. After selecting SEARCH, you will see the following dialog box.The SEARCH dialog box remembers the last item searched for and displays it when the SEARCH option is selected. If you want to search for something else, just press ESC to clear the line. You can also use the arrow keys, and the delete keys on the computer keyboard to edit the line. At the bottom of the dialog box you can select the direction you want the search to occur. The starting point for the search is always at the current cursor location. FORWARD indicates you want to search from the current cursor location forward to the *end* of the column. REVERSE does just the opposite and searches from the current cursor location to the *beginning* of the column. ENTIRE says to ignore the current cursor location and start searching forward from the beginning of the column. You will notice that FORWARD is bolded indicating it can be selected by pressing the RETURN key.

You can search for either the FIRST OCCURRENCE or ALL OCCURRENCES of a match. You will usually see that ALL OCCURRENCES is selected because it has A FILLED SQUARE next to it. If you wish to change this, just click the pointer on the FIRST OCCURRENCE box.

If you specify FIRST OCCURRENCE when searching for a match, one of two things will happen. Either a match will be found and the word

will be highlighted or no match will be found and the cursor will remain in its original position. When a match is found, the "matched" word will be highlighted. You can then assign the highlighted text any new attribute you desire. If you choose to start typing or move the cursor, the match will automatically become dehighlighted. If you specify ALL OCCURRENCES when searching for a match and a match is found, you'll see a new dialog box. You can then either CONTINUE searching for the next occurrence or STOP right there. If you choose STOP, the match found will remain highlighted.

You can also specify if you want the search to be CASE SENSITIVE (matching both upper and lower case). If CASE SENSITIVE is selected, you're indicating you want to find exact matches of the search criteria. If CASE SENSITIVE is not selected, you're indicating you want the program to ignore capitalization when searching for a match. If you see A FILLED SQUARE, this indicates the option has been selected.

Replace

The REPLACE command is very similar to the to the SEARCH command. There are a few differences in this menu compared to the SEARCH menu.

First, there is a new line entitled "Replace:." You can easily move between the two lines by using either the up and down arrow keys or by pointing and clicking the mouse on the desired line. The REPLACE line indicates what information is to be used as the "replacement string" if a match is found.

Second, the CASE SENSITIVE command still works the same way when searching for a match. However, there is a new meaning when you replace something. If case sensitive is selected, [A FILLED SQUARE], the program will replace the match exactly as is was typed in the REPLACE line. Otherwise, if the CASE SENSITIVE option is deselected, the program will replace the matched string just as it appeared in the text (it will not alter capitalization).

Third, you will see a new item called "Verify." This option permits you to "OK" the replacement before it is executed. If VERIFY is selected (A FILLED SQUARE), then you will be prompted to answer NEXT, REPLACE, or STOP when a match is found. If VERIFY is not selected, (AN OPEN SQUARE), you will not be prompted when a match is found. Instead, the program will automatically execute the REPLACE command.

Fourth, if you are searching for ALL OCCURRENCES and a match is found, you will see a new dialog box prompting you to (1) ignore the match and look for the NEXT occurrence, (2) REPLACE the match, or (3) STOP the search. You will notice that REPLACE is bolded. This indicates it can be selected by pressing the RETURN key.

Copy To Buffer

The COPY TO BUFFER command allows you to pick up a highlighted area (text, graphics, pictures) and copy it to the copy buffer (a temporary storage area). The original highlighted area will remain intact. When information is COPIED TO the buffer, any previous information residing in the buffer will be erased.

Move To Buffer

The MOVE TO BUFFER command allows you to pick up a highlighted area (text or graphics) and move it to the buffer. The originally highlighted area will be erased from the page. Don't worry! It's not lost, just resting in the buffer. When information is MOVED TO the buffer, any previous information residing in the buffer will be erased.

Copy From Buffer

The COPY FROM BUFFER command works the opposite of the COPY TO BUFER command. You can make a single copy of text, graphics or a picture, in the buffer and copy it to several places in your document. If you want to place information in your document from the buffer, you should first position the cursor where you want text to start "flowing." You would then select the COPY FROM BUFFER command. The contents of the buffer would start flowing at the current cursor location.

Move From Buffer

The MOVE FROM BUFFER command is similar to the COPY FROM BUFFER command. The only difference is that after you execute a MOVE FROM BUFFER command, no information remains in the buffer.

Insert Mode

The INSERT MODE is a toggle which can be turned on or off simply by selecting it from the EDIT menu. If the INSERT MODE is on (you will see a check mark next to it in the EDIT drop down menu), you can enter text in the middle of a sentence without loosing any letters. The text will be pushed back as you type. If the INSERT MODE is on and you reselect it, it will be turned off (the option will no longer contain a check mark). You will then be in the "type over" mode. If you start typing where text already exists, it will be overwritten by the newly typed text.

Keyboard Equivalents

Many of the drop down menu display both an option and a corresponding keyboard equivalent. For example, if you are typing and wish to underline a word, press "Alternate U." If the word was highlighted, it will now be underlined. If not, anything you type afterwards will be underlined.

If you wish to turn off any attribute from the keyboard, press "Alternate N" to return the text to NORMAL. Most options within the STYLE and FORMAT drop down menus use the "Alternate" key. The BLOCK LEFT and BLOCK RIGHT commands are the only exceptions which require that you use the "Control" key.

If you wish to use a keyboard equivalent for a menu option which isn't displayed, the keyboard equivalent for those items are as follows:

CREATE LAYOUT - Press "Esc" + "C" + the first letter abbreviation as listed below.

Create Columns = M (Multiple columns)
Edit Tabs = T
Edit Guides = G
Snap to Guides = S
Insert Page = I
Delete Page = D
Set as a Constant = C
Set Text Routing = R
Insert Page Number = P
Set Starting Page = O
Measuring System = N

For example, if you wanted to view the CREATE COLUMNS dialog box without using the mouse, you could press the "Esc" key and then the letter "C." You will see a list of abbreviations at the top of the screen. When you press the letter "M," the CREATE COLUMNS dialog box will appear. If the abbreviations appear in the upper right corner of the screen and you wish to cancel the operation, just press the "Esc" key or the "Return" key.

View - Press "Esc" + "V" + the first letter abbreviation as listed below.

Show Multiple Pages = M (multiple)
Show Full Page = E (entire)
Show 50% = 5
Show Actual Size = A (actual)
Show 200% = 2
Show Full Width = W (width)
Show/Set User Scale = U
Bring to Front = F
Send to Back = B
Show Rulers = R
Show Text Routing = S
Show Pictures = P
Show Column Outline = C
Show Grid = G

Keyboard Commands For Dialog Boxes

All dialog boxes (except the ITEM SELECTOR) have keyboard equivalents as well. Just press the "Alt" key and the first letter of the option you wish to choose. For example, if you wish to select "OK" from a dialog box, press "Alt" "O" to execute the OK command.

If you are viewing a dialog box which requires you to select a "box" to mark a choice, you can select it by pressing the "Alternate" key and a number. For example, if you are viewing the REPLACE dialog box and want to select the "ALL OCCURRENCES" option, you would press "Alternate 2" because it is the second box in the the list. If you wanted to select the first option, you would press "Alternate 1."

As stated earlier in the tutorials, it is suggested that you create and enter text into columns when working with documents that use a paragraph format.

Text Editor

When entering text into a column, you have several editing commands available to you.

Cursor Moves

[left arrow] - move one space to the left
Control + [left arrow] - move to beginning of line
[right arrow] - move one space to the right
Control + [right arrow] - move to end of line
Esc + [up arrow] - move to beginning of the column
Esc + [down arrow] - move to end of the column
Control + J - delete from cursor to beginning of line
Control + K - delete line which cursor is resting in
Control + L - delete from cursor to end of line
Delete key - delete character to the right of cursor
Backspace key - delete character to the left of cursor

Kill Text Routing

Esc + K - deletes text routing in column which the cursor is resting - turns of text routing

Page Commands

Page Forward (Control "U")
Page Backward (Control "T")

Scroll Bar Keyboard Commands

The arrows on the scroller bars have keyboard equivalents. The key combinations form a diamond pattern on your keyboard.

[up arrow] - Control "Y"
[down arrow] - Control "B"
[left arrow] - Control "G"
[right arrow] - Control "H"

Deletions

Whenever text or an object is selected, you can press the BACKSPACE or DELETE key to delete it. Other delete commands include:

Control "K" - "Kill" current line
Control "J" - Delete from cursor to beginning of line
Control "L" - Delete from cursor to end of line

Macro

A macro is allows you to perform a sequence of instructions by pressing just one key. Here is an example:

- Type the "hello" and then highlight it.

- Press the "Alternate" key and the F1 (function) key. You will see the prompt **start macro** in the upper right corner of the screen.

- Press the "Alternate" key and the letter "F"
- Press the "Alternate" key and the letter "P"
- Press the "Esc" key
- Type "24" and press the "Return" key
- Press the "Return" key again
- Press the "Alternate" key and the F1 (function) key again. You will see the prompt **end macro** in the upper right corner of the screen.

We have just defined a macro which will cause any highlighted text to be placed in 24 point type.

Now type the word "Goodbye" and then highlight it.

- Press the "F1" funtion key. You will see the commands that you typed will be repeated.

Your text should now be in 24 point type.If you wish to define a macro:

- Press the "Alternate" key and a function key.

You will then see the prompt "Start Macro" in the upper left corner of the screen. Each time a key is pressed, it will be stored in a macro buffer. When you are finished entering the keystrokes which you want to save

- Press the "Alternate" key and the same function key you used to start the macro.

This will define the boundaries of the macro. Once a macro has been defined, you can press the function key to execute the key strokes saved in the macro buffer.

A macro can contain up to 63 characters and can be used on the 10 function keys.

A macro only captures keyboard commands. It does not capture mouse movement and clicks. If you wish to select an option from a drop down menu or dialog box, you must use its keyboard equivalent.

Memory Allocation

When a column is created, approximately 4K is reserved for the column. However, when you reload the same file, memory allocation becomes dynamic and allocates memory on an "as needed" basis. Each screen font loaded occupies approximately 4.4K. A 32K buffer is reserved for pictures and is allocated when the program is loaded. Having a picture in memory does not affect available memory for documents. There is no command for deleteing the contents in the "PIC" section of the toolbox because the picture is automatically deleted when a new picture is loaded in.

Redrawing the Screen

There may be times when the screen looks irregular or fails to execute a command properly, if such an occurrence arises, press "Esc" "U" to force a screen redraw.

Each time a character is typed in a column, that line is erased and only the characters associated with the line are redrawn. For this reason, ***it is recommended that you not place pictures or graphics in a column***. If you you start typing on a line which contains graphics, the graphics look as if they have disappeared. However, when executing a screen redraw, you will see nothing has been lost. Remember, columns can easily be moved and/or sized at any time.

Printer Fonts for GDOS

The fonts supplied by SoftLogik are **screen** fonts only. A different GDOS font is used when printing. At the time of Publishing Partner's release, there is only one GDOS font currently available - Helvetica (Swiss). If you would like a copy of the character set editor used to create Publishing Partner screen fonts, just send a disk and $10 to SoftLogik Corp • 4129 Old Baumgartner • St. Louis MO 63129.

Printer Fonts for Postscript

Publishing Partner supports 3 Postscript fonts - Helvetica, Times Roman and Courier. SoftLogik intends to release additional Postscript fonts. If you wish to keep abreast of new font availability, indicate so on your registration form.

GDOS Limitations

Do to the present limitations with GDOS, there are a few special print commands which are unavailable with the GDOS output driver supplied on the Publishing Partner program disk. If you are printing using a GDOS output program, the following attributes may not work on your printer:

Backslant
Mirror
Tall
Wide
Upside Down

Printing Color Separations

When printing a document, you can specify which colors in the document you want printed. If you accept the default of "All," then the entire document will be printed without color separations. If you enter a number between 0 and 31, then only the corresponding colors in the document will be printed.

The colors in the COLOR dialog box are numbered from 0 to 31 starting from the upper left corner counting downward row by row.

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Important Addendum

Since the first printing of the manual, there have been a few changes and corrections which were not included in the earlier sections of this book. This addendum sheet describes the changes.

When using the color version of Publishing Partner, you must run the program in medium resolution.

Publishing Partner can be used in either color or monochrome, but monochrome is recommended.

Printing

The Publishing Partner manual explains how to obtain a printout when using both PostscriptTM and GDOSTM compatible printers. However, due to the delays in GDOS, that section of the manual no longer applies. Please ignore all references to PRINTING WITH GDOS in the Publishing Partner user's manual. When GDOS is officially released, SoftLogik intends on supporting it. Read the sections in the manual entitled "Printing with Postscript." The same directions now apply for printing with dot matrix and non Postscript printers.

The following instructions explain how the print process works if you are not using a Postscript compatible laser printer.

Once the program is loaded,

- Select CONFIGURE from the FILE drop down menu.

- Select LOAD from the CONFIGURE dialog box.

You will see a directory of print drivers for a variety of printers. Select the print driver which most closely resembles your printer. If you have no ideas as to which printer to select, choose the "MX80F" printer driver. You can experiment selecting the different print drivers until you find one which is satisfactory.

In most cases, you will see 2 print drivers for each printer supported. One print driver is for printing in a DRAFT mode and the other is for printing in a NEAR TYPESET QUALITY mode. Printing in the NEAR TYPESET QUALITY mode will be slower but yields better results. Use the print driver which best suits your needs.

- Select the print driver which is most appropriate for your system. After making your selection, you will be returned to the CONFIGURE dialog box.

- If you are satisfied with your choice, select the "OK" box to continue.

Once you have a document in memory which you want to print, select the PRINT option from the FILE drop down menu. The information in the print dialog box is explained in the user's manual on pages 108 and 109.

- Select PRINT to initiate the print operation.

The disk in the drive will spin and the appropriate printer fonts will be loaded from the disk. You will then see a dialog box indicating the file is being transmitted to the printer and the printer should start printing. If you wish to stop printing, use the mouse and hold down the left mouse button while the pointer is resting over the "STOP" option. You will need to hold the mouse button down until the printing is terminated.

When printing, the printer fonts must be resting in the drive (or directory) from which the file was loaded. Otherwise, the file may not print correctly.

Once you are satisfied that the Publishing Partner program is working properly with your printer, you will want to save the printer configuration. This will prevent you from having to repeat the configuration process every time the program is loaded.

- Select SAVE PREFERENCES from the FILE drop down menu.

- Select "OK" and the printer configuration will be saved to the disk which the program was loaded from.

When the SAVE PREFERENCES option is selected, a variety of settings is saved to the program disk. Please read page 115 which describes this option in greater detail.

Additional Notes

1) When printing a document, regardless of whether you are using a dot matrix or postscript compatible laser printer, you will be unable to print any information within a 1/4 inch of the left and right sides of the paper. If you are using a wide carriage printer, Publishing Partner may not print beyond 8 inches. If this occurs, please send a copy of your printer manual and SoftLogik will attempt to create a specific printer driver for your printer.

2) If you are printing with a print driver other than the "PS.PRT" (Postscript) driver, the information in the "Picture" and "Copy" buffers will be erased when you print a document.

3) On pages 40 and 113 of the Publishing Partner manual describing printing, the manual incorrectly states that you will see the pages which you are about to print momentarily flash on the screen. No pages are flashed on the screen when printing.

4) When printing with a Postscript printer, you can use any of the first 10 fill patterns when printing. If you use a fill pattern in your document which can not be printed, Publishing Partner will substitute a different gray scaled fill pattern.

5. When the NEW DOCUMENT option from the FILE drop down menu is selected, all fonts except the SYSTEM and SYSTEM BOLD fonts are erased from memory. You may reload a desired font using the LOAD option from the FONTS/POINTS dialog box.

6. When you select the "Don't Look" option from the DESK drop down menu, you will see a dialog box describing free RAM along with the number of objects in your file. The maximum number of objects which a document can contain is 512.

7. Pressing the "Clr/Home" key on the keyboard will display the "GOTO PAGE" dialog box.

8. When enlarging a picture beyond its original size, Publishing Partner displays the picture in actual size with a white box extending to the point of enlargement. When printing, the picture will print in its expanded size. For example, if you take a picture which is 5 inches by 5 inches in size and expand it so it fills the entire page, the screen will contain the original picture along with a white box indicating the boundaries of the picture. When you print, the picture will be printed in its enlarged size.

9. When sizing pictures, there may be times when it will appear distorted - Do not be concerned. When the picture is printed, it will print correctly without distortion.

10. If you are printing a document using the color separation option, you should know that all pictures have the color "black" assigned to them (Color 1 = black).

11. When the SAVE PREFERENCES option is selected, it writes a file to disk called "CONFIG.INF." Part of the information saved in the "CONFIG.INF" file is which fonts you want installed when the program is loaded. The fonts which are saved at this time must be on the same disk (or directory) as the Publishing Partner program. If these fonts are not on the same disk (or directory), the program will not load the next time it is "booted." If such a case accidentally arises, just erase the "CONFIG.INF" file from your boot disk and then reload.

12. If you experience problems when using the Publishing Partner program, you may find it helpful to delete the "CONFIG.INF" file and see if the problem persists. Often times this will alleviate most common problems.

13. The largest amount of information which can be imported at one time is 32K. If you attempt to import an ASCII text file which is larger than 32K, only the first 32K of information will be imported. If you wish to import a file which is larger than 32K, you will need to divide the file into portions which are less than 32K.

14. When rulers are displayed on the screen, there will be occasions when the pointer's corresponding "tick" marks are not properly redrawn. When Publishing Partner does a screen refresh, the ruler display will be corrected.15. The button in the bottom right corner of the Publishing Partner screen (where the two scroll bars converge) permits you to switch between 2different viewing modes.

16. When working with a document that has columns which are text routed, it is possible that the links between the columns will be broken if you run out of memory.

17. When columns are created, approximately 4K of memory is allocated for each one. However, once a file has been saved and reloaded, the amount of memory assigned to each column changes to an "as needed" basis. If you are close to using all available memory, you should save the file you are working on and then reload it. Memory will then be reallocated on an "as needed" basis and free unused memory.

18. Publishing Partner requires the use of two fonts for each particular font style; one for the screen display and one for printing. In order to successfully use a particular font style, you must have both a screen and a corresponding printer font.

Screen fonts must have the file extension ".FNT" and printer fonts must have the file extension ".PFT." For each font used in a document, a corresponding printer font (having the extension ".PFT") must be on the disk from which the program was loaded. For example, if a screen font's name is "HELVETIC.FNT." then the corresponding printer font must be named "HELVETIC.PFT." Both screen and printer fonts must have the same name with the exception of the 3 character extender.

If you attempt to print a file which uses a screen font for which no corresponding printer font exists, the helvetica printer font will be substituted. The printer fonts must be on the same disk (or directory) from which the program was loaded.

19. The fonts on the color version are different from the fonts on the monochrome version. If you wish to load a file which was created on a monochrome system into a color system, you will need to copy the "color" fonts onto that disk (or directory). The opposite is true if you are going from color to monochrome.

20. Due to the timing differences when creating screen and printer fonts, your program disks may have more screen fonts than printer fonts. If this circumstance occurs and you use a screen font for which no printer font exists, the helvetica printer font will be substituted.

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