TIMEWORKS®

User's Manual

The Timeworks Desktop PUBLISHER™ ST

The Powerful Desktop Publishing Tool that Allows You Maximum Creative Feedom

For ATARI 520ST, 1040ST and Mega ST Computers*

40888MV1.1
RTM
5358-12

© 1987 Timeworks, Inc. All Rights Reserved.
* Registered trademark of Atari Corp.

Timeworks Customer Support Plan

Timeworks Telephone Consulting Service is available to all registered users to support your installation and ongoing use of our software. To become eligible for this service, you must complete and return the enclosed Software Registration Card.

The answers to almost all of your questions can be found in your manual. To save you time, please read it thoroughly before calling our Help Line. If your question concerns your hardware, contact your computer, disk drive, or printer manufacturer first. If your question concerns the program, we will be happy to receive your calls at the following numbers during normal business hours (9 a.m. to 5 p.m. Central Time).

Customer Support Help Line: 1-312-948-9208
To send FAX inquiries: (312) 948-7626
Update or replacement information: (312) 948-9206
To place an order: (312) 948-9202

If you write to us instead, be sure to include a phone number where you can be reached during the day.

NOTE: Please read the Pre-Call Checklist, which you will find in Chapter 13 before calling our Customer Support Help Line.

If you've enjoyed this program, try these other, equally stimulating programs from Timeworks, Inc.:

Cat. No.	Program	Cat. No.	Program
5351	**Data Manager**	5402	**People, Places & Things**
5352	**Word Writer**	5403	**Design Ideas**
5354	**Swiftcalc**	5404	**Education Graphics**
5361	**Partner**	5405	**Font Pack**
5401	**Symbols & Slogans**	5406	**Font Pack 2**

Personal Computer Software

Timeworks has put the **personal** in Personal Computer Software.

We have pooled creativity, technical knowledge, manufacturing expertise, and conscientious quality control to bring to you the versatility and reliability demanded by the computer generation.

We have dedicated ourselves to the development of programs which meet the personal productivity needs of the computer user. Each program is designed and tested with the user's needs foremost in our minds.

Timeworks programs utilize maximum computer capacity. Our manuals are user-friendly, written in plain easy-to-follow language, then carefully edited to provide continuity and correlation with the program.

If superior design, maximum capability, effective graphics, and dependable performance are important to you, look into Timeworks **personal** computer software.

You'll be amazed at the difference a **personal** commitment can make.

For other Timeworks software see your local Timeworks dealer, or contact Timeworks, Inc., for a list of our latest software.

Timeworks, Inc.
444 Lake Cook Rd.
Deerfield, IL 60015
(312) 948-9202

© 1987 Timeworks, Inc. All rights reserved. Printed in USA

TABLE OF CONTENTS

SECTION I–GETTING STARTED

1 INTRODUCTION 1-1
- System Requirements 1-3
- What's in the Package? 1-4
- How to Use This Manual 1-4
- How Does The PUBLISHER Work? 1-6

2 THE PRELIMINARIES 2-1
- Using the Mouse 2-1
- The GEM Icons 2-2
- A Note on Desk Accessories 2-4
- Back Up Your Disks! 2-4
- Formatting Data Disks 2-5
- Installing The PUBLISHER 2-6
- Running the INSTALL Program 2-7
- Running the FONT WIDTHS Program 2-9
- Modifying Your Configuration 2-9

3 A PROGRAM OVERVIEW 3-1
- Learning the Icons and Terms 3-1
  - The Desktop 3-1
  - The Program Pointers 3-6
- Finding Your Way around Your Document 3-7
  - The Scroll Bars 3-7
  - Page View Sizing 3-8
  - Moving to Another Page 3-8

Moving the Cursor 3-9
■ How to Get Help 3-9

4 THE QUICK-START MINI-MANUAL 4-1
■ Starting The PUBLISHER 4-1
■ Starting a Document 4-4
■ Displaying the Master Page 4-5
Drawing Frames 4-7
Copying and Moving Frames 4-9
Sizing Frames 4-10
■ Adding Text 4-11
Importing a Story 4-11
Zooming In and Out 4-13
Editing the Story 4-14
Typing in a Headline 4-15
■ Formatting Text with a Paragraph Style 4-18
Changing Fonts and Point Sizes 4-19
Turning Hyphenation Off 4-23
Changing the Justification Format 4-24
■ Adding Graphics 4-26
Pasting in a Picture 4-26
Cropping the Picture 4-28
Scaling the Picture 4-30
■ Saving, Printing and Quitting 4-31
Saving Your Document 4-31
Printing 4-32
Quitting The PUBLISHER 4-33

SECTION II–THE FIVE STEPS TO DESKTOP PUBLISHING

5 STEP 1–PAGE LAYOUT 5-1
- Starting a Document and Loading a Style Sheet .. 5-1
  - Opening an Existing Document 5-2
  - Finding the Status of a Document 5-2
- Setting Up Your Page Format 5-3
  - Paper Size 5-4
  - Page Orientation 5-4
  - Right and Left Pages 5-5
- The Master Page 5-5
  - Displaying the Master Page 5-6
  - Adding and Deleting Pages 5-6
- Frames 5-7
  - Frame Placement Aids 5-7
  - Frames 5-10
  - Frame Borders and Tints 5-13

6 STEP 2–ADDING TEXT 6-1
- Importing Text 6-1
  - Special Features of Importing Text 6-3
- Editing Text 6-4
  - Find and Replace Editing 6-5
- Typing in New Text 6-5
- Using a Style Sheet 6-7
  - Saving the Style Sheet 6-7
- Adding Headers and Footers 6-8
- Designing Paragraphs 6-9
  - Creating a New Paragraph Style 6-9
  - Changing the Tag of an Existing Paragraph 6-10
  - Deleting an Unwanted Paragraph Style 6-11
  - Assigning Function Keys 6-12

- Paragraph Indents and Margins 6-12
- Justification 6-13
- Bullets 6-14
- Setting Tabs 6-14
  - Aligning Text at a Tab Point 6-15
  - Using Leaders 6-16
- Controlling Text Spacing 6-17
  - Spacing between Two Characters (Kerning) 6-17
  - Hyphenation 6-18
  - Soft Hyphens 6-18
  - Fixed Spaces 6-19
  - Spacing between Words 6-19
  - Spacing between Lines 6-20
- Changing Font and Point Size 6-20
  - The Character Set 6-20
- Linking Story Frames Together 6-21
- Text Runaround 6-23
- Working in Blocks of Text 6-24
  - Cutting a Block of Text 6-24
  - Copying a Block of Text 6-25
  - Pasting a Block of Text 6-25
  - Restyling a Block of Text 6-26
- Deleting or Renaming a Story 6-27

7 STEP 3–ADDING GRAPHICS 7-1
- Importing Pictures 7-1
- Hiding the Pictures 7-2
- Editing Images 7-2
  - Scaling a Picture 7-2
  - Cropping a Picture 7-3
  - Touching up a Picture 7-3
- Deleting a Picture 7-4
- Working with Objects 7-4

Sizing Objects 7-5
Moving Objects 7-5
Cutting and Pasting Objects 7-5
Stacking Objects 7-6
■ Drawing Graphics 7-6
Selecting a Frame 7-6
Using the Drawing Tools 7-7
Changing the Line Style 7-9
Changing the Fill Style 7-9

8 STEP 4–ADDING THE FINISHING TOUCHES . . . 8-1

9 STEP 5–PRINTING YOUR DOCUMENT 9-1
■ Some Notes on Laser Printers 9-1
■ Adjusting the Printing Position 9-3
■ Quitting The PUBLISHER 9-5
Saving Your Document with the Same Name 9-5
Saving Your Document with a New Name 9-5

SECTION III–PROGRAM REFERENCE GUIDE

10 THE MENU COMMANDS 10-1
■ The DESK Menu 10-1
■ The FILE Menu 10-2
■ The EDIT Menu 10-7
■ The OPTIONS Menu 10-9
■ The PAGE Menu 10-12
■ The STYLE Menu 10-15
■ The TEXT Menu 10-18
■ The GRAPHICS Menu 10-25
■ The HELP Menu 10-29
■ Moving the Text Cursor 10-30

■ Text Editing Keys 10-30
■ Quick Keys 10-31

11 AN INTRODUCTION TO GRAPHIC DESIGN 11-1
■ Tips to Remember 11-2

12 SAMPLE PUBLICATIONS 12-1
■ A Sample Letter 12-3
■ A Sample Resume 12-4
■ A Sample Letterhead 12-5
■ A Sample Invoice 12-6
■ A Sample Newsletter 12-7
■ Another Sample Newsletter 12-9
■ An Advertising Sample 12-12
■ A Sample Report 12-14

13 APPENDIXES 13-1
■ Troubleshooting 13-1
General 13-1
Fonts 13-2
Frames 13-3
Graphics 13-3
Importing 13-4
Paragraph Styling 13-5
Printing 13-6
Rulers and Grids 13-6
Starting up The PUBLISHER 13-7
Stories 13-8
Text 13-8
Tips 13-9
Warnings 13-9
Pre-call Checklist 13-10

- Glossary of The PUBLISHER Terms 13-11
- The Font Library 13-22
- The Art Library 13-25
- Installing Two Printers 13-37

14 INDEX 14-1

SECTION I – GETTING STARTED

1 INTRODUCTION

2 THE PRELIMINARIES

3 A PROGRAM OVERVIEW

4 THE QUICK-START MINI-MANUAL

1
Introduction

- System Requirements
- What's in the Package?
- How to Use This Manual
- How Does The PUBLISHER Work?

1 INTRODUCTION

Welcome to TIMEWORKS DESKTOP PUBLISHER ST!

Timeworks DESKTOP PUBLISHING FOR THE ST gives you the power to design, write, add graphics to and print out your documents without all the cost and delay of using a designer and a typesetter. Now you can give all of your documents a nearly professional typeset appearance:

- newsletters
- flyers
- reports
- catalogs
- presentations
- brochures
- manuals

Among the features that make The Timeworks Desktop PUBLISHER ST truly special are:

- A GEM User Interface with drop-down menus, icons, scroll bars and dialog boxes to help you learn quickly and easily.

- Page layout flexibility that allows you to overlap, resize and reposition the various art and type elements in your documents.

- Built-in fonts—more than 1200 type-style combinations! In addition to the typefaces included, you may choose to add special effects to any of them by choosing bold, italic, underline, outline, light, superscript or subscript.

- Premium quality printouts, thanks to a special high-density format that lets you get the most from your dot matrix or laser printer.

- Importing capability—Incorporate text or artwork from your other word processing or drawing programs. The possibilities are endless!

- Built-in graphics tool box lets you draw circles, lines, boxes and free forms with a variety of built-in fill patterns.

- True typesetting characteristics—you can micro-adjust both the vertical spacing (leading) or the horizontal spacing (kerning).

- Page Sizing—Choose half-size, double-size, size-to-fit or two pages view for displaying your document on screen. This ability to zoom in and out lets you see just what you need to.

With all this publishing power at your fingertips, the only limits are your own time and creativity.

System Requirements

In order to use The PUBLISHER, you will need the following:

- An Atari 520 or 1040ST; MEGA ST2 or MEGA ST4 computer.
- One or two single-sided or double-sided disk drives; one disk drive plus a hard disk.
- A color or monochrome monitor.

For best results, use The PUBLISHER in high resolution on a monochrome monitor. However, you can use the program quite satisfactorily in medium resolution on a color monitor. Low resolution mode is not supported by this program.

- An Epson-compatible dot matrix printer or any of the following printers:

  1. Atari SLM 804 Laser Printer (Only with MEGA ST)
  2. Any PostScript compatible printer (Laserwriter or Laserwriter +)
  3. Hewlett-Packard LaserJet Plus; LaserJet II or compatible
  4. Epson GQ 3500
  5. Okidata Laserline 6 (512K)
  6. Atari SMM 804 dot matrix printer
  7. NEC P6 or P7

What's in the Package?

The PUBLISHER package should contain this User Manual and a binder to put it in, your Software Registration Card, an update and exchange policy card, a set of five Master Disks plus a Samples/Artwork disk and disk labels for your working copies of The PUBLISHER.

If you are missing any of the above, contact Timeworks Customer Service Department for a prompt replacement.

With the GEM Desktop on screen and Master Disk 1 in your disk drive, double-click (press twice rapidly) the left mouse button with the pointer on the drive icon. You will notice that there will be a file called README.ASC. This file will contain any notes about the program since the manual was published. To view this file, use the mouse to position the pointer on the file icon and double-click the left mouse button or load it into any word processing program.

How to Use This Manual

If you're like most of us, you probably can't wait to start using The PUBLISHER to see what it can do. However, before you begin, read "Installing The PUBLISHER" in the next chapter to set up the program with your equipment.

NOTE: The PUBLISHER can only be run after it has been properly installed.

Once you've finished, move on to Chapter 3, "A Program Overview" and Chapter 4, "The Quick-start Mini-manual" for a quick tutorial in desktop publishing. If you encounter publishing terms that you're unfamiliar with, you'll find definitions of those we use in Chapter 13.

When you've mastered the basic techniques, you'll be ready to start producing sophisticated documents of your own. The rest of this manual (together with the index) provides you with detailed information to help you really get the best from The PUBLISHER. There's even a chapter on the basics of graphic design.

As you read the manual, you will notice that the keys you're instructed to press all appear in rounded corner boxes that resemble the keys on your keyboard. Words that you are asked to type in appear in a **bold type**, selected to resemble typewriter type.

Many of the menu commands in The PUBLISHER have three dots (. . .) after them. The Go to Page. . . command is one example. This convention indicates that a Dialog Box will follow.

How Does The PUBLISHER Work?

The PUBLISHER works by allowing you to draw containers called "frames" anywhere on your page for holding text or artwork. You'll be able to decide your page size, how many columns you want on each page, the combination of typefaces, text styles and type sizes; the graphics and captions. And when your document is assembled just the way you want it, you can print it out.

You won't have to waste paper doing lots of test runs either, because The PUBLISHER is fully WYSIWYG. That means that What You See on screen Is What You Get when you print out your documents. Not only that, but The PUBLISHER is versatile enough to use text and pictures from some of the most popular word processing and art programs on the market. This means that you can continue to use your favorite word processor and drawing or painting package and import your text and graphics into The PUBLISHER.

The first step in creating a document is to draw rectangular frames on your page. Frames are not printed out, but act rather as "containers" for text and graphics. When you move a frame, the text and graphics in the frame will move right along with it.

You can create fully formatted text with your word processor and import it straight into The PUBLISHER without having to restyle it. Or, you can import text in plain ASCII format

and then restyle it in The PUBLISHER. Once you've imported your text, The PUBLISHER not only includes word processing features that let you edit your text on screen as you go, but automatically hyphenates your text at the right margin for you.

With your text on screen, you can begin creating styles for the different types of paragraphs in your document. Each paragraph style takes care of a host of typographical and layout features such as: justification, bullets, indents, tab stops and much more. Once you've defined a paragraph style (say for a heading), you can use it over and over again to make the headings in all your documents look exactly the same.

You can also include pictures in your document from DEGAS, Neochrome, GEM Draw, GEM Paint and Easy Draw. Once a picture is loaded into a frame, you can edit it (if it is a bit-mapped image file) using The PUBLISHER's drawing facility.

The key to pulling document creation all together is the style sheet. The style sheet is the "blueprint" for the document and contains all the page layout information and the paragraph styles.

The PUBLISHER combines your text and pictures according to the style sheet to create your final document. Using a style sheet helps assure that your documents have a uniform professional appearance.

Now that we've introduced you to The PUBLISHER, let's get you up and running!

2
The Preliminaries

- Using the Mouse
- The GEM Icons
- A Note on Desk Accessories
- Back Up Your Disks!
- Formatting Data Disks
- Installing The PUBLISHER
- Running the INSTALL Program
- Running the FONT WIDTHS Program
- Modifying Your Configuration

2 THE PRELIMINARIES

Before you begin using The PUBLISHER, you will need to install the program. The first step is formatting some disks. Before beginning, however, let's review mouse procedures.

Using the Mouse

Some of the terms used in this manual tell you to do something with the mouse:

CLICK—Press and release the left mouse button once.

DOUBLE-CLICK—Click the left mouse button twice quickly. If the icon that you double-click on just reverses color, but nothing appears to be happening on your screen or in the disk drive, you need to double-click more quickly. Try double-clicking again.

DRAG—Press and hold down the left mouse button while you move a pointer. You might use this function to move a frame from one part of the page to another.

SELECT—Position the pointer where you want it and click the left mouse button. You can still use the keyboard even if you're using the mouse. Instead of clicking on some of the menu commands, for example, you can use "Quick Key" shortcuts. For more about these shortcuts, see Chapter 10.

The GEM Icons

Before using The PUBLISHER, you should become familiar with the Atari 520ST, 1040ST or MEGA ST computer manual, which you received with your computer. That manual will tell you all about the GEM Desktop. The Desktop consists of the pictures (called "icons") that you see on the screen when you turn on your computer. Some of these icons represent your hardware, while others represent files or programs.

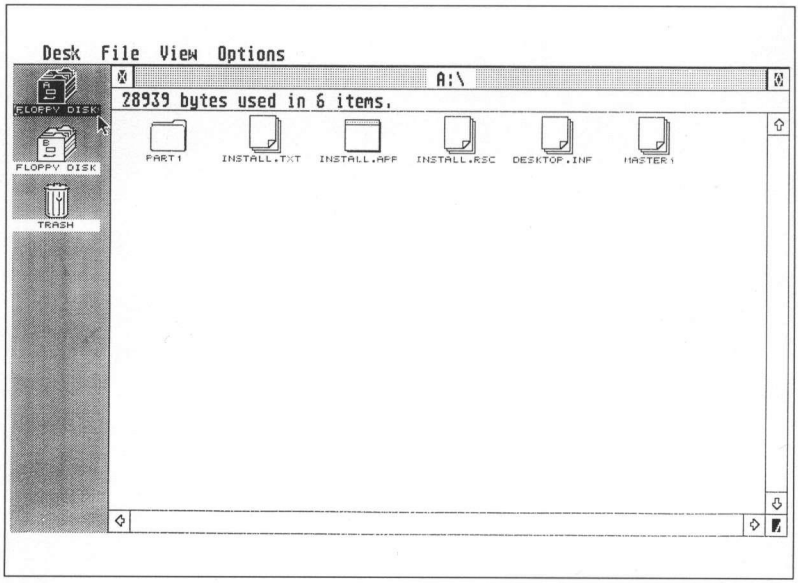


Figure 1

You can select an icon using the mouse. Connect the mouse to joyport 0 on your computer. Then watch the pointer on your screen move as you move the mouse across your work surface.

After you move the pointer to an icon, you can select that item by clicking on the left mouse button. (The right mouse button is inactive in The PUBLISHER). Sometimes you can skip a step in the program by "double-clicking" on the button.

A Note on Desk Accessories

Because The PUBLISHER is a very large program, it is not recommended that you use desk accessories such as the Control Panel or PARTNER ST with a 512K computer. The STARTUP disk created will not have any desk accessories on it. If you have a computer with a hard disk, you should disable any accessories on Drive C by renaming them or copying them to another disk or folder. The PUBLISHER is a powerful program—it can use all the memory you can give it.

Back Up Your Disks!

Before you do anything else with The PUBLISHER, we strongly recommend that you make spare copies (called back-up copies) of the Master Disks. This is to make sure that you will always have a usable version of the program should anything happen to any of your disks. You will find instructions for copying disks in your Atari manual.

Once you've made your back-up copies, store the original disks away from heat, dust and magnetism—as in audio speakers—and use your new copies to install The PUBLISHER.

Formatting Data Disks

If you have a double-sided drive(s), you must prepare three disks for use with PUBLISHER ST. Single-sided drive users will need to prepare four. This process is called "formatting." To format a disk, follow these steps:

1. Turn on your computer, monitor and disk drive. The GEM Desktop will appear on your display.

2. Place a blank disk in your disk drive. Use the mouse to move the arrow to the icon for your drive and click the left mouse button once.

3. Use the mouse to select the "Format" option on the FILE menu. You will see a Dialog Box with a warning message.

4. If you clicked on OK, you will see a second Dialog Box. the cursor will be on a line labeled "Disk Label." Type in a name for this disk, such as "Data" or "Startup." Do not press **RETURN**.

5. Move the arrow to "Single Sided" and "Double Sided" at the bottom of this box. If you are using an Atari SF354 disk drive, or if you are using an SF314 disk drive with a single-sided disk, click on "Single Sided." If you are using an SF314 disk drive with a double-sided disk, click on "Double Sided." (The 1040ST's built-in drive is double-sided. 520ST's with built-in drives have single-sided drives.)

6. Click on "Format" to start the formatting process. When the disk is formatted, you will see another Dialog Box telling you how many bytes are available for storage on this disk. Click on the OK box. You will return to the Format box (the box asking for a "Disk Label"), and you will be able to format another disk. To return to the Desktop, click on "Exit."

Installing The PUBLISHER

One of the strengths of The PUBLISHER is its ability to be used with a wide variety of hardware combinations. To ensure that The PUBLISHER is tailored to fit your computer, printer and disk drive, you must first "install" it.

NOTE: You cannot run The PUBLISHER with the Master Disks. Use them to install the program onto blank, formatted disks or a hard disk.

Before You Start...

Before you start the installation process, you will need the following:

- For one or two single-sided drives—four blank formatted single-sided disks labeled STARTUP, WORK, FONTS and DATA.

- For one or two double-sided drives—three blank formatted double-sided disks labeled STARTUP & WORK, FONTS and DATA.

- For a hard disk—at least one megabyte of free space, plus one blank formatted disk labeled STARTUP. The floppy disk will not be necessary if your hard disk autoboots.

If you have one single-sided drive and one double-sided drive, install as if for two single-sided drives.

You will also need the Master Disks supplied with The PUBLISHER labeled MASTER DISK 1, MASTER DISK 2, MASTER DISK 3, MASTER DISK 4, MASTER DISK 5, and a SAMPLES DISK.

Running the INSTALL Program

From the GEM Desktop, insert your MASTER DISK 1 into the disk drive and open a window showing the files on the disk. Double- click on INSTALL.APP and wait a short time while the program loads.

After the program has loaded, you will see the Installation Form displayed on the screen:

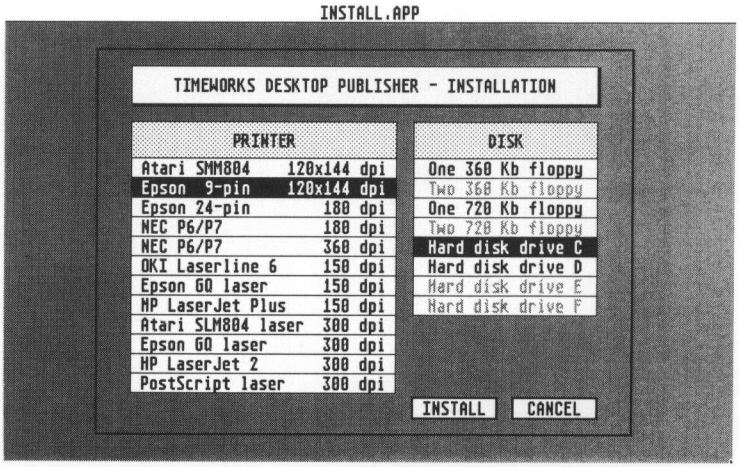


Figure 2

Select the options for your disk drive(s) and printer.

When you are satisfied that you have selected the correct options for your computer system, click on INSTALL. The program will carry out the installation and prompt you from time to time to swap disks.

Installation will take a few minutes. So that you know what is happening at all times, status messages are displayed on the top line of the screen. When installation is complete, the program will reset the system. At this stage you will have the STARTUP disk in Drive A (and the FONTS disk in Drive B on dual disk drive systems).

You are now ready to start the final part of the installation process by running the FONT WIDTHS program. This creates a file for the screen and printer fonts so the program knows the correct width of each character in each font.

Running the FONT WIDTHS Program

From the GEM Desktop, for a one or two-drive floppy system, place the FONTS disk in a drive and open the appropriate drive icon. If you have a hard disk, open a window into the PUBLISH folder. Find FONTWID.APP, double-click on it and then answer the prompts. The Font Width program will ask you if you have a PostScript compatible laser printer. If you answer "Yes", you will be asked about the type of fonts recognized by your printer: "Does your PostScript printer have standard fonts or LaserWriter Plus fonts?"

Modifying Your Configuration

If you upgrade your equipment at some time in the future, or if you make a mistake now during installation, you will need to reinstall The PUBLISHER. To avoid the possibility of running out of disk space, you should reformat your work disks before reinstalling.

- Learning the Icons and Terms
- Finding Your Way around Your Document
- How to Get Help

3
A Program Overview

3 A PROGRAM OVERVIEW

Learning the Icons and Terms

The Desktop

The Desktop is much like a designer's layout board and contains the tools you'll be using to move around the screen, around the program and around your documents. It will appear automatically right after the program title screen and looks like this:

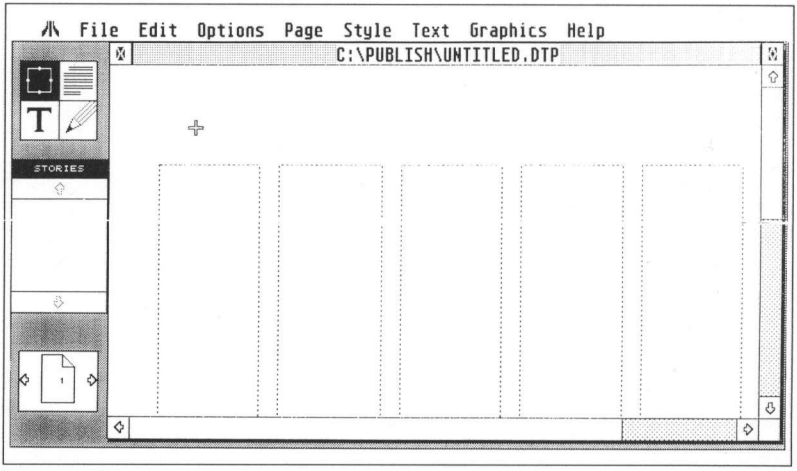


Figure 3

The Menu Bar

At the top of the screen is the Menu Bar, which contains the names of the drop-down menus in The PUBLISHER. Simply move the pointer up to the name of a menu. The menu options will drop down in view.

When you want to remove the menu from the screen, click anywhere outside of the menu. To select a command, click on the mouse with the pointer on the command name in the menu.

To see each complete menu with the choices defined in order, see Chapter 10.

The Title Bar

Just below the menu bar is the Title Bar. This shows you the name of the document you're working on and the folder and disk it was loaded from.

The Full Box

On the right-hand side of the title bar is the Full Box. Click on the Full Box to make the work area fill the entire screen. When the window is full, the Tool Box and the Library will be hidden from view. If you want to return the work area to its previous size and reveal the Tool Box and Library, you can do one of the following:

- Click on Show Tools in the OPTIONS menu, or
- Press [ALT] [H], or
- Click on the Full Box again.

The Close Box

On the left-hand side of the title bar is the Close Box. Click on the Close Box to abandon any edits you may have made to your document or to load a style sheet. Another way of doing this is to select New. . . in the FILE menu. Whichever method you use, you'll be given the option of saving your document, abandoning your edits or canceling the command.

The Tool Box

The Tool Box is used to switch among The PUBLISHER's four work modes: Frame, Paragraph, Text and Graphics. Located in the upper left corner of the screen, the tools appear as follows:

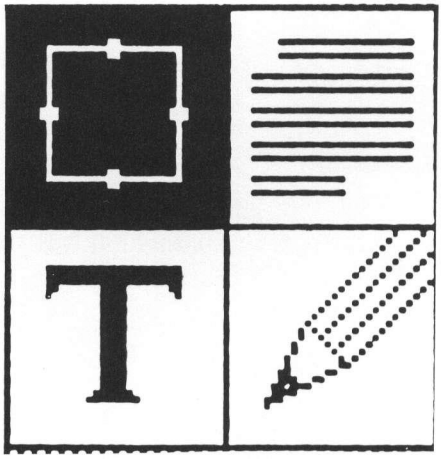


Figure 4

Position the pointer and click on the mouse on the mode you want to work in. For example, to use the graphics drawing package, click on the Graphics tool. You can also switch among modes by pressing (ALT)(M). Note that the tool you choose will appear in reverse video.

The Library

The contents of the Library vary according to which mode is currently selected:

- In Frame mode, it will contain the names of the text or picture files in your document.
- In Paragraph mode, it will contain the names of the paragraph styles in the style sheet you're using.
- In Text mode, it will contain a list of text styles.
- In Graphics mode, the Library will contain the icons representing the various graphics drawing tools.

You will never see more than one of the above at once on your screen, but to help you get the idea, we have superimposed libraries from the paragraph, text and graphics modes onto an original in the Frame mode:

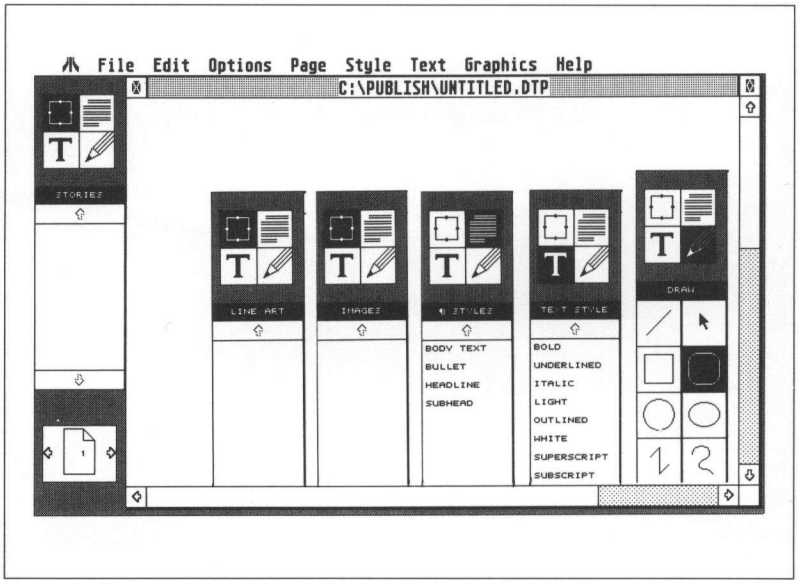


Figure 5

The Page Icon

The page icon at the bottom left-hand corner of the Desktop tells you which page(s) are currently displayed on the screen. If you have chosen to make separate left and right Master Pages, the folded top corner of the page is displayed on the left for a left-hand page and vice versa. Pages can be "turned over" by clicking on the arrows to the left and right of the icon.

The Work Area

The work area is the large area in the middle of the screen where your document is displayed. Depending on the size view you have selected, you may see a whole page, part of a page or two whole pages. More on this in a minute.

The Program Pointers

The shape of the pointer will change when it is in different areas of the screen or is being used for different functions:

Icon	Where Used
Pointer	Outside of work area
Pointing Hand	Resizing frames or graphic objects
Open cross	Frame mode
¶	Paragraph mode
I-Beam	Text mode
Crosshair	Graphics mode
Scissors	Cropping graphics
Grabber Hand	Dragging frames or graphic objects

Below is another composite picture, depicting all the possible pointers you may see on your screen.

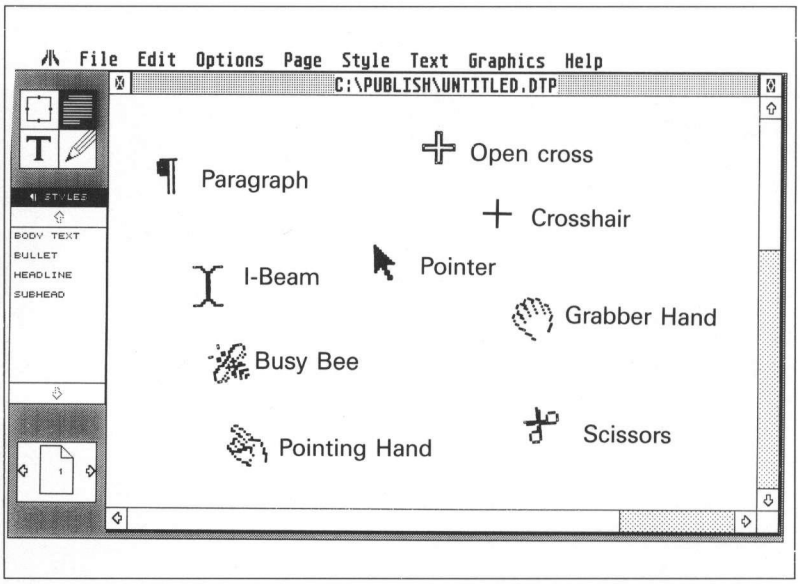


Figure 6

There is also a special "busy bee" icon which replaces the pointer when the computer is carrying out a command you've given it. You won't be able to do anything with The PUBLISHER while this icon is on screen. In addition, The PUBLISHER will display a floppy disk icon when it is performing disk operations. A black disk indicates reading from disk while a white disk signifies writing to disk.

Finding Your Way around Your Document

This section tells you how to move quickly around your documents and to view just the portion of the page you're working on.

The Scroll Bars

To the right of and beneath the work area are the GEM scroll bars. The scroll bars are used to move different areas of the page into the window. The stippled area on each scroll bar shows you how much of the page is outside of the window. To move the page, you can do any one of the following to the right-hand or vertical scroll bar:

- Click on the down arrow to see the next line down.
- Click on the shaded area to see the next whole screenful down.

- Drag the white Scroll Box down until the area you want is in view.
- To move towards the top of the current page, do exactly the opposite.
- You can move the page from left to right by doing the same things in the bottom or horizontal scroll bar.

Page View Sizing

Select these options from the PAGE menu. At Actual Size the view size is WYSIWYG (What You See Is What You Get). However, some lines of text will appear to be spaced differently on the screen than on the printed page because screen fonts and printer fonts are not exactly the same. In reduced views, very small text may appear "greeked" because the program is unable to display the actual shape of the letters. Other choices of Page Size are: Half, Double, Size to Fit and Two Pages.

Moving to Another Page

You can move from page to page within your document by doing one of the following:

Click on Go to Page... in the PAGE menu or press [ALT][G] to display the Go to Page... Dialog Box or click on one of the arrows on the Page icon.

When the Go to Page... Dialog Box appears, type in the number of the page you want to move to and click on OK. If you don't type in a number, you'll go to the first page of your document.

To display your document's Master Page, click the mouse on the check mark to the right of Go to Master Page in the Go to Page Dialog Box.

Moving the Cursor

When in the Text mode, you can move the cursor a character at a time using either the cursor keys or the mouse. Press CTRL ← together to move the cursor left a word and CTRL → to move the cursor right a word. Before moving right into the Quick-start Mini-manual, let's get acquainted with an important menu.

How to Get Help

The PUBLISHER will provide instant help information if you move the pointer to the HELP drop-down menu and click on one of the entries. You will see a form like this in the middle of the screen.

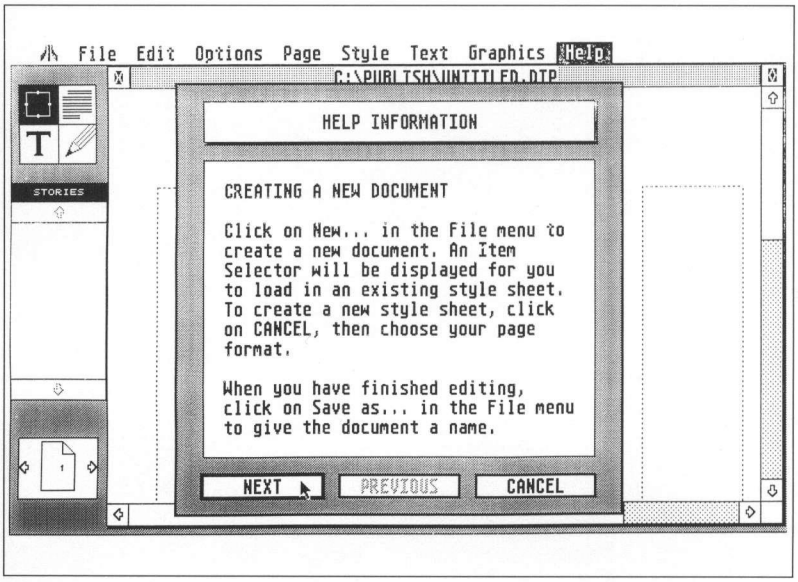


Figure 7

Click on the NEXT "button" or press **RETURN** to look at the next page of Help text, and click on PREVIOUS to look at the preceding page.

NOTE: Pressing **RETURN** always has the same effect as clicking on the button with the heavy black border.

Once you have read as much of the Help text as you want, click on CANCEL. Now that you know your way around, let's start working with documents.

- Starting The PUBLISHER
- Starting a Document
- Displaying the Master Page
- Adding Text
- Formatting Text with a Paragraph Style
- Adding Graphics
- Saving, Printing and Quitting

4
The Quick-Start Mini-Manual

4 THE QUICK-START MINI-MANUAL

If you are new to desktop publishing, this chapter will give you a hands-on tutorial of the basic features of The PUBLISHER. We'll teach you how to create a document, import text or graphics, and format text. You should be able to finish this section in about 45 minutes. Let's get started.

The Quick-start Mini-manual contains precise directions for each step you must take, but don't hesitate to try out your own ideas, too. However, if you do, remember where you left off so that you can finish the Mini-manual later.

Starting The PUBLISHER

If you haven't installed The PUBLISHER yet, do so now! You will find instructions on installing the program in Chapter 2. How you start The PUBLISHER depends on whether your system has a hard disk or floppy disk drives. Check the boldface headings below and follow the loading instructions for your disk drive set-up.

On a Single-Sided Disk Drive:

1. Insert your STARTUP disk in the drive and press **RESET**.

2. Double click on PUBLISH.APP.

3. Follow the prompts for disk placement while the program loads.

On a Double-Sided Disk Drive:

Follow the above procedure.

On Two Single-Sided Disk Drives:

To start The PUBLISHER on a system with two single-sided disk drives, follow these steps:

1. Put your STARTUP disk in Drive A and your FONTS disk in Drive B and press the reset button.

2. Double-click on PUBLISH.APP.

3. When prompted, put your WORK disk in Drive A.

NOTE: You should not remove the WORK disk from Drive A once The PUBLISHER is loaded. However, when the drive light is off, it is safe to change the DATA disk in Drive B, and you can have as many DATA disks as you like.

On Two Double-Sided Disk Drives:

To start The PUBLISHER on a system with two double-sided disk drives, follow these steps:

- Put your STARTUP disk in Drive A and your FONTS disk in Drive B and press the reset button.
- Double-click on PUBLISH.APP.

NOTE: You should not remove the STARTUP disk from Drive A once The PUBLISHER is loaded. However, when the drive light is off, it is safe to change the DATA disk in Drive B, and you can have as many DATA disks as you like.

On a Hard Disk:

1. Put your STARTUP disk into Drive A and press the reset button. (Just press reset if your hard drive autoboots.)
2. From the GEM Desktop, open a window for the PUBLISH folder on your hard disk.
3. Double-click on PUBLISH.APP.

NOTE: No matter what your hardware configuration, the GEM Desktop will clear itself, and after a short while, you will see The PUBLISHER's title screen which indicates that the program is being loaded into your computer's memory.

When the program has finished loading, this screen will disappear, revealing The PUBLISHER Desktop.

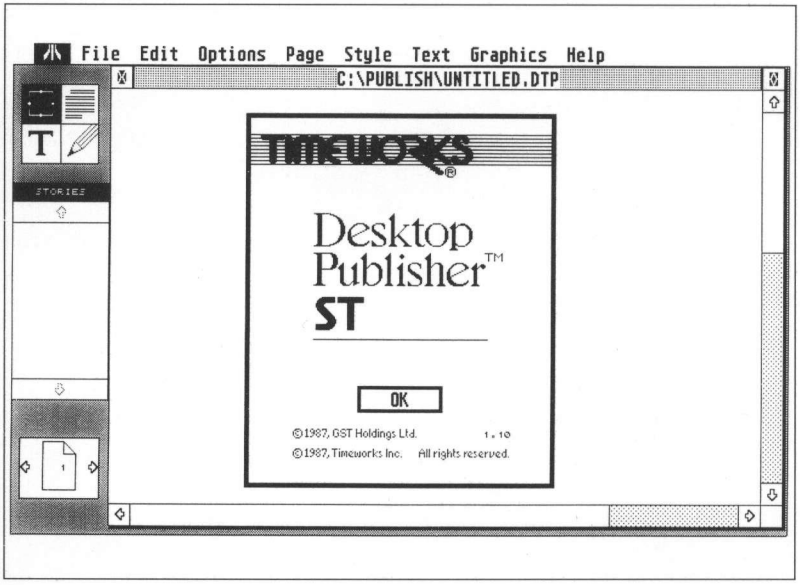


Figure 8

Starting a Document

Whenever you load The PUBLISHER, the program starts in the Frame mode. (Notice how the pointer changes to an icon that looks like an open cross.) If you look at the tool in the top left-hand corner of the screen, you will see that the Frame tool is highlighted in reverse video.

NOTE: If you are not sure about any of the terms used in this manual, consult the Glossary in Chapter 13.

The reason that The PUBLISHER starts up in Frame mode is because the first step in creating a document is to draw the frames, or boxed areas, which will hold your text and pictures. In this section you are going to create a one-page document containing text and a picture.

If you want all the pages in a document to have the same layout, it is a good idea to draw the frames on the Master Page. This page then acts as a "template" for any new pages you create in your document.

Displaying the Master Page

To display the Master Page, first select Go to Page... in the PAGE menu. When the Dialog Box appears, click on the checkmark to the right of Go to Master Page.

The page icon at the bottom left-hand corner of the screen will show you when you have the Master Page on screen.

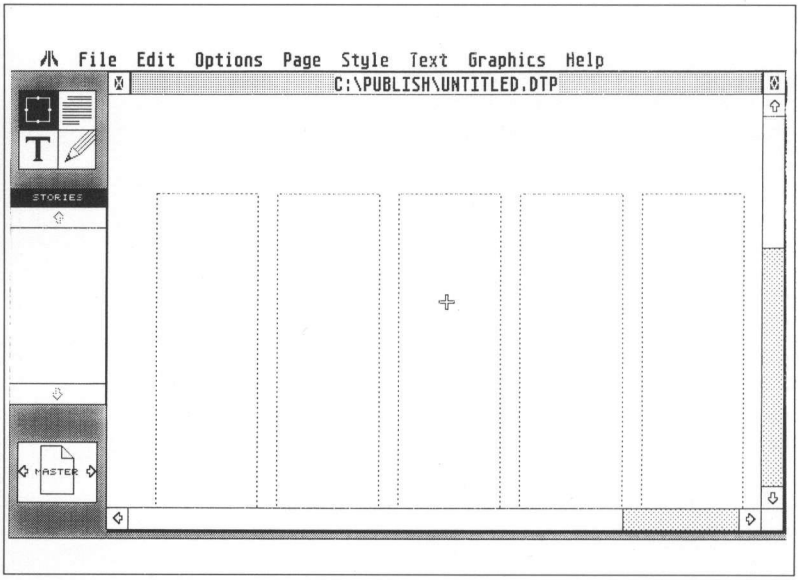


Figure 9

At the moment, you will only be able to see a part of the Master Page on screen. This is because you are seeing the page at actual size. Move the pointer up to the PAGE menu. You will see that the menu command Actual Size has a check by it. To see the whole Master Page, choose Size to Fit in the PAGE menu. The screen should now look like this:

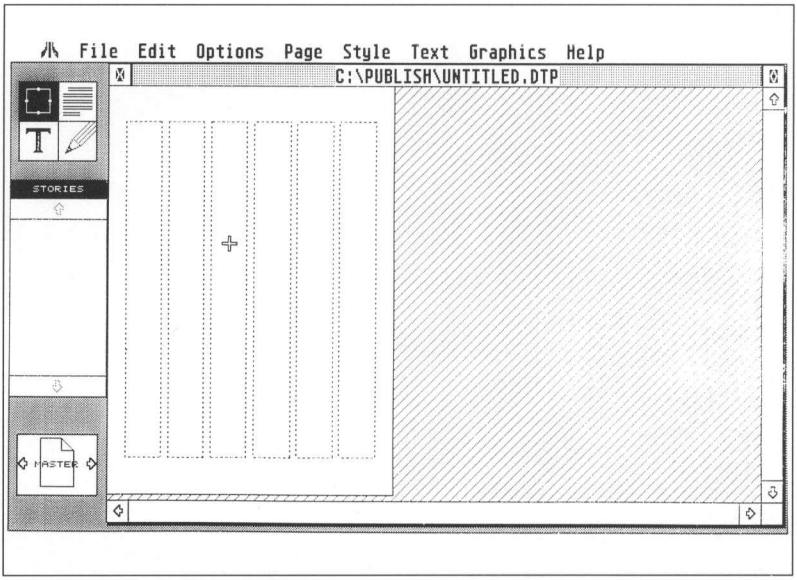


Figure 10

Notice that the Master Page has six dotted boxes on it called Column Guides. The Column Guides are there to help you draw Frames and then position them precisely. You'll be drawing three Frames on the Master Page, each one the same size as two of the Column Guides.

Drawing Frames

Remember, frames are nothing more than "containers" for text, graphics and pictures. Since everything on a page has to be in a frame, we begin our pages by drawing them. To draw Frame 1, position the pointer at the top left-hand corner of the first Column Guide. Now drag the mouse to the right and down to create a frame which covers the first two Column Guides.

When you have drawn Frame 1, draw a second identical frame across the middle two Column Guides. The illustration shows you Frame 1 in place, and Frame 2 being drawn.

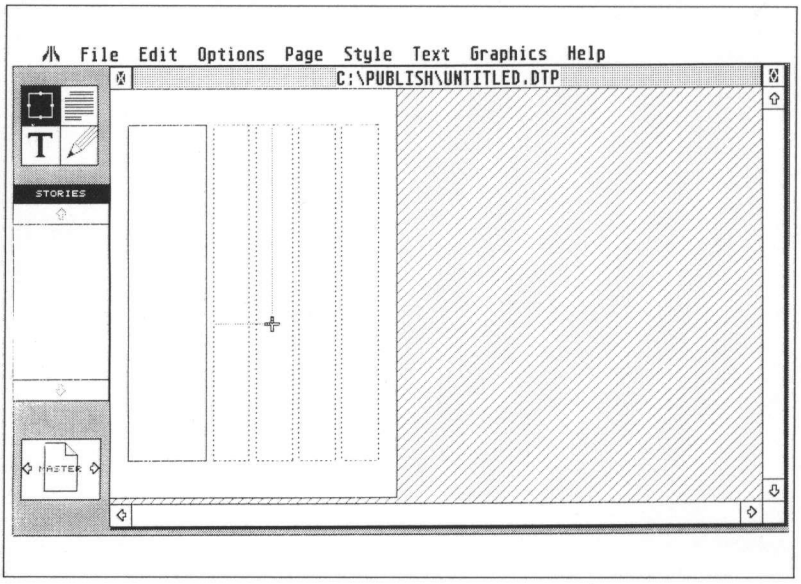


Figure 11

You've now drawn two of the frames. Since the three frames on this page will be identical, why not try making a copy of one of these frames instead of drawing the last one?

Copying and Moving Frames

First, make sure that one of the frames is selected by positioning the pointer on it and clicking the mouse button. (You will see when a frame is selected because it will have eight little boxes called "handles" around its edges.) Now choose Copy in the EDIT menu to make a copy of the selected frame. Then select Paste in the same menu to paste it onto the page.

The copy is pasted on top of and slightly overlapping the original frame. Move the copied frame into position on the two right-hand columns as follows:

1. Select the new frame by clicking on it with the mouse button. When the frame is selected, its handles (see below) will show.

2. Position the pointer within the frame.

3. Press and hold down the left-hand mouse button.

4. When the "grabber hand" appears, drag the frame into position and release the mouse button.

Your screen should now look like this:

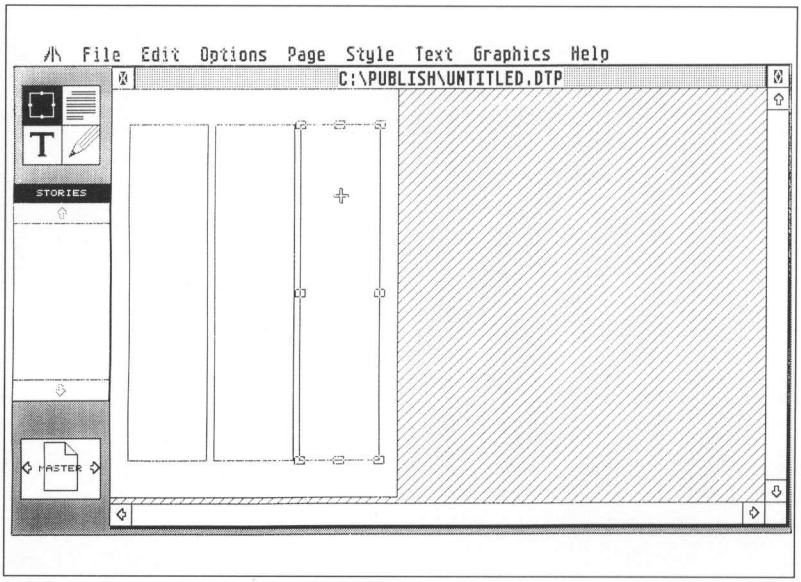


Figure 12

Sizing Frames

If you need to, you can change the size and shape of a frame by using its "handles." The handles are the small boxes on the edges of the frame. Simply position the pointer on one of the handles, then drag the frame by the handle until it is the size and shape you want—dragging a corner handle will reduce or enlarge the frame both vertically and horizontally; dragging a center handle will lengthen or shorten the frame either vertically or horizontally. You will know that you are doing this correctly when the open cross changes to a pointing hand.

Adding Text

Now that you have created your Master Page, you need to go to Page 1 in order to add text to your frame. This time let's use a "Quick Key" to get there. Press [ALT][G] and the Go to Page... Dialog Box will appear. Type **1** to indicate Page 1 and press [RETURN]. The Page icon at the bottom left corner of the screen will now say "1" instead of "Master." A copy of the Master Page will have been placed on Page 1.

NOTE: If you make changes to the layout of the Master Page after its specifications have been copied to subsequent pages, these changes will not be reflected on the subsequent pages. You must delete the subsequent pages in order to force an update.

Now you can load in or "import" text or pictures created with another program, such as a word processor or a painting program. Actually, you can "import" text any time, that is, load it into your computer's memory and place its file name in the Library. In this example, however, we are importing text after we have created frames to hold it. Let's import a text file or "story" created with WORD WRITER ST.

■ Importing a Story

Just follow these steps to import the story into your document and have it "poured" into the frames you have created:

1. Make sure that the frame is selected by clicking on it.
2. Choose Import Text... from the FILE menu.
3. When the Dialog Box appears, click on WW ST, then click on OK or press **RETURN**. If prompted, insert your data disk.
4. Click on the STORIES folder in the Item Selector.
5. Click on the story name EXAMPLE.DOC to select it.
6. Last, click on OK or press **RETURN** to load EXAMPLE.DOC into your computer's memory and pour it into the frame on Page 1.

Alternatively, you could import the document first, then select the frame, and then select the story from the Library.

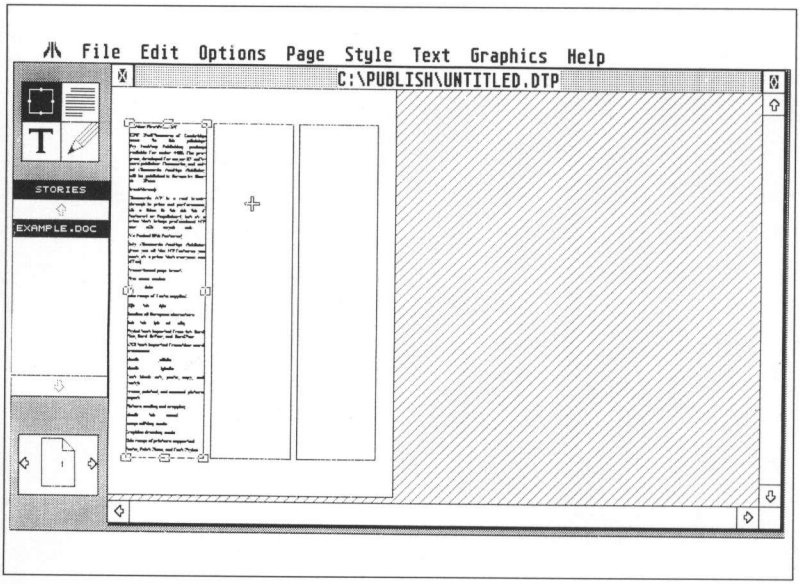


Figure 13

The Library is a list of all the stories (text files), drawn pictures (line art files), and painted pictures (image files) which have been imported into the document.

Try clicking on the title 'STORIES' at the top of the Library and notice how it changes to 'LINE ART.' The Line Art list is empty because you have not imported any line art files into this document. Click again on the title, and it will change to 'IMAGES.' Once again the Images list will be empty because you haven't yet imported any images.

Now click once more on the Library title to return it to 'STORIES.' Select Frame 2 and click on EXAMPLE.DOC in the Library to pour the rest of the story into the frame.

Zooming In and Out

At the moment you are in Size to Fit view, which is fine for drawing frames, checking your page layout and other full-scale work. However, if you want to edit any text or do detail work, you will need to zoom in on the page.

The PUBLISHER provides you with three zoom sizes or magnifications. Try zooming in on the page by clicking on Half Size in the PAGE menu, then on Double Size. Zoom back out again by clicking on Actual Size again, so that the screen looks like this:

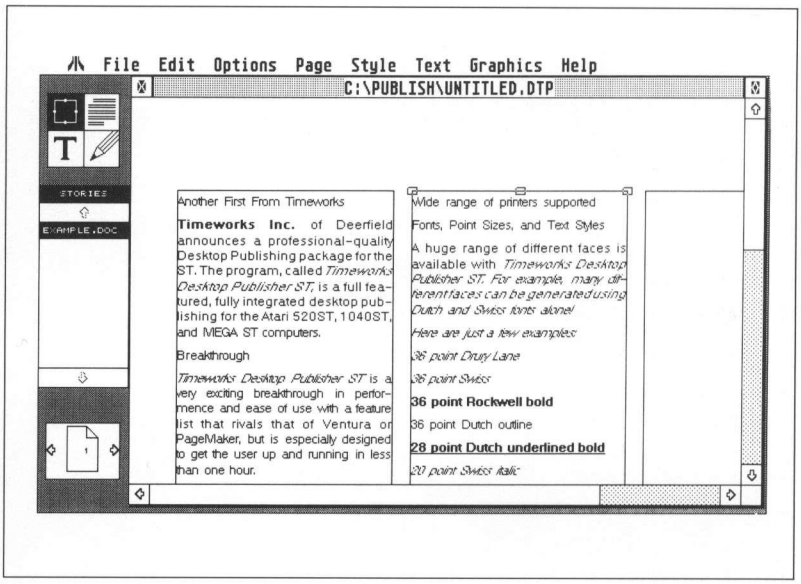


Figure 14

■ Editing the Story

Two of the three frames on the page now hold the story which you have just imported. The page is already displayed at Actual Size, so you should be able to read it quite clearly. You will notice that the story has retained the text styles (bold, italic, etc.) inserted with WORD WRITER ST. How about doing some simple text edits on the story?

If you look closely at Frame 1, you'll find a misspelling in the second paragraph. The text should say performance instead of performence. Let's correct that.

1. Switch to Text mode by clicking on the Text tool in the Tool Box.

Notice how the pointer changes to look like an "I" with curly ends (called an I-beam) when you move it into the work area.

2. Click on the mouse with the pointer on the word "performence" to place the text cursor within it. The text cursor is a thin vertical line which marks the place on the page where any text you type in will appear.

3. Position the text cursor just before "-ence" using the "arrow" keys.

4. Press **DELETE**, then type an **a** so that the word becomes performance.

You can think of Text mode as a way of editing the text in your The PUBLISHER document without affecting the text in the original word processing file. If you've got a lot of changes to make to your text, do the edits with your word processor before you import the story!

■ Typing in a Headline

To finish off, how about adding an impressive looking banner headline at the top of the page?

First, you'll need to draw a frame to hold the headline text. Go to a page view by clicking on Half Size in the PAGE menu. Check the scroll bars on the right to be sure you are

looking at the top half of the page. Then, switch back to Frame mode by clicking on the icon in the Tool Box. Now draw a long thin frame at the top of the page so that it overlaps the other three frames. Notice how the text in the first two columns moves down to make room for the headline frame. We call this text runaround because the text will "run around" the headline frame.

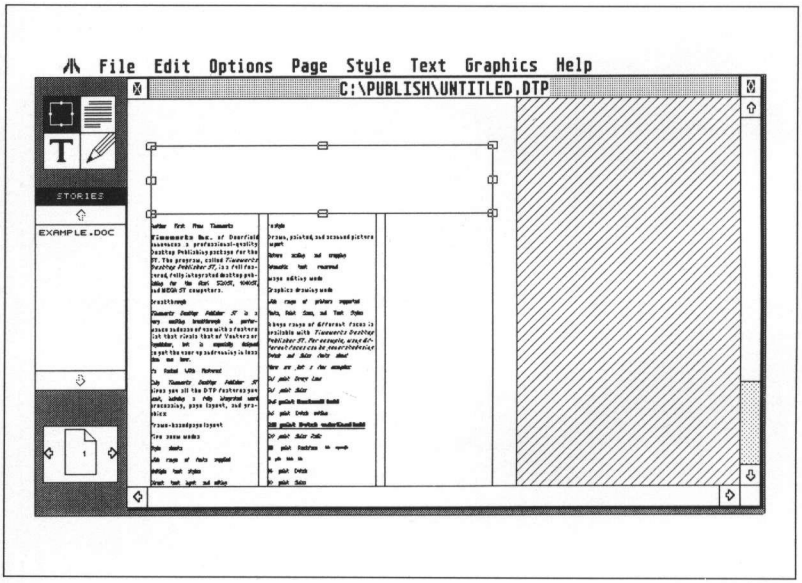


Figure 15

Don't worry too much about getting it to be exactly the right shape and size. You can always resize it or move it if you're not happy with it.

Why not add a distinctive border to your headline frame? Make sure the headline frame is selected, then choose Frame Border. . . in the OPTIONS menu. When the Dialog Box appears, select the double-line border style at the bottom. The position buttons will toggle from None to All Around. Since this is what we want, click on OK.

Now you can type in the headline text itself. To see what you're typing, click on Actual Size in the PAGE menu. Switch back to Text mode and click inside the headline frame to place the text cursor in it. Press **Caps Lock** and type in the words **TIMEWORKS DESKTOP PUBLISHER**.

The screen should now look like this:

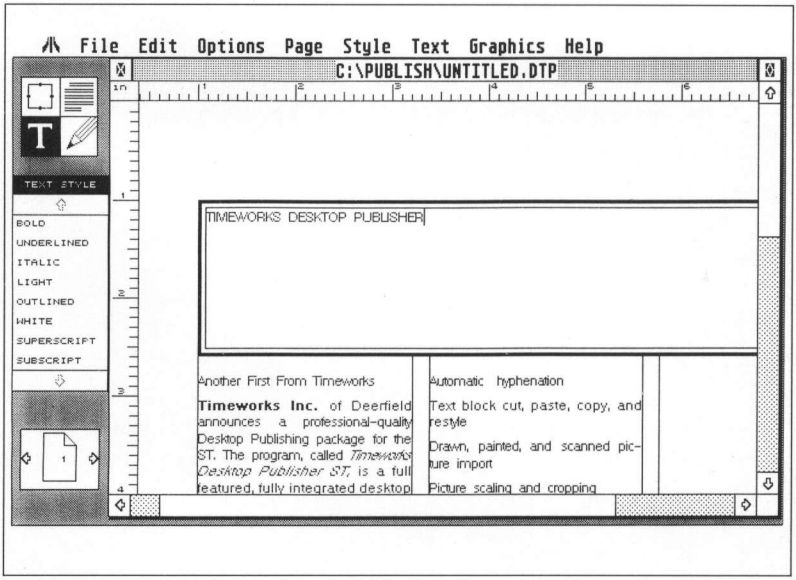


Figure 16

The appearance of the headline may not seem just right at this stage. Next, you'll learn how to make it bigger, center it in the frame, and so on.

So far, you have imported a WORD WRITER ST story from disk, "poured" it into two of the frames and edited it. You also drew a banner frame and typed a headline into it. Now you'll learn how to work with paragraph styles.

Formatting Text with a Paragraph Style

Every paragraph of text in a PUBLISHER document is "tagged" with a single paragraph style. The paragraph style controls a host of different typographic features, some of which are:

- The typeface or font used for the text.
- The point size of the text.
- Whether the text is hyphenated or not.
- The justification format (justified text, centered text, etc.).

How do you know what a paragraph looks like? The answer is that a paragraph can be anything from a single character to a full page of text, as long as you have separated it from the rest of the text by pressing **RETURN** at the end of it.

We've already said that each paragraph of text is controlled by one of the paragraph styles. As a result, whenever you change any of the features of a paragraph style, all of the paragraphs tagged with that style will automatically change along with it.

If you're a newcomer to desktop publishing, that may be a lot to take in at one time. Let's make it clearer by actually trying it out on your example document.

■ Changing Fonts and Point Sizes

To begin with, switch into Paragraph mode by clicking on the upper right icon in the Tool Box. Notice how the pointer changes shape into a paragraph symbol when you move it into the work area.

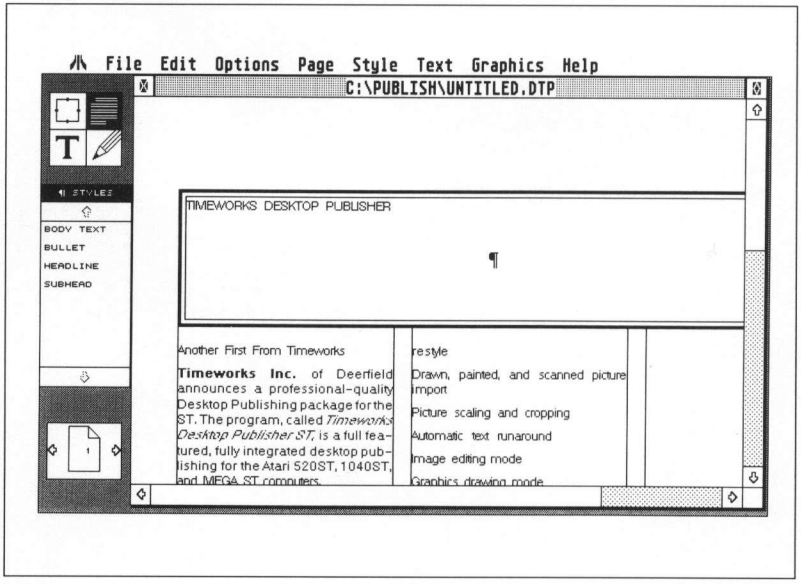


Figure 17

Now click on a few of the paragraphs and watch the list of style names that appears in the Library. You will see that every paragraph in the story is tagged with the style called Body text. Let's try tagging some of the paragraphs with a different style and see what happens.

To begin, select the section heading "Another First from Timeworks" and then click on the style name "Subhead" in the Library. The result should look like this:

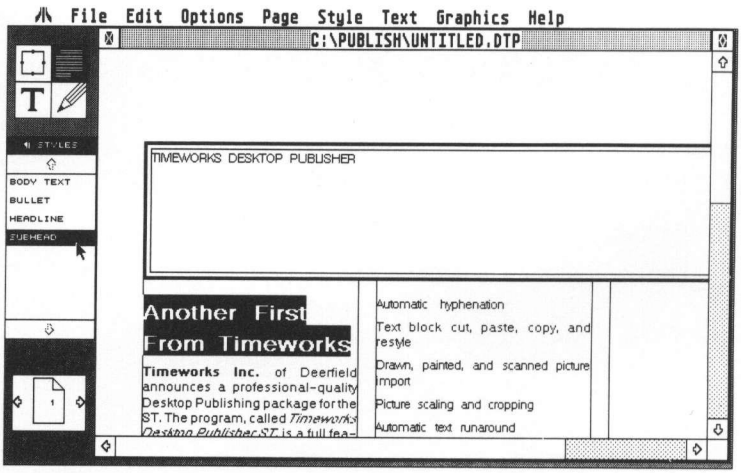


Figure 18

This section heading is now in 20 point Swiss bold. Repeat the tagging process with the other section headings:

Breakthrough
It's Packed with Features!
Fonts, Point Sizes and Text Styles

NOTE: You may have to use the scroll bars to scroll the document in the window to see some of the section headings.

How about emphasizing each of the small paragraphs outlining the features with a bullet? You do this in exactly the same way as you tagged the section headings. Select the small paragraph which says "Frame-based page layout." Then click on the style name "Bullet" in the Library. The result should look like this:

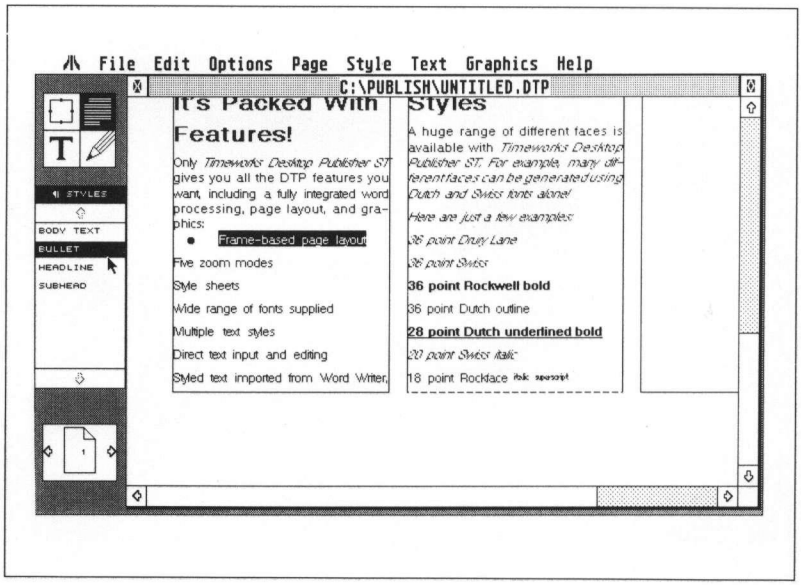


Figure 19

Again, repeat the tagging process with as many of the other feature paragraphs as you like.

Now let's tag the headline with its own paragraph style. Bring the whole headline frame into view by clicking on Half Size in the PAGE menu and then scrolling up to the top of the page. Tag the headline text with the style "Headline" in the usual way.

The headline text is now in a large "display" point size (36 point Dutch) and may not all fit into the frame. If this is the case, go back to the Frame mode, position the pointer in the headline frame and select it by clicking on the mouse. Size the frame by pulling the lower right handle downwards until all the text is visible within the frame:

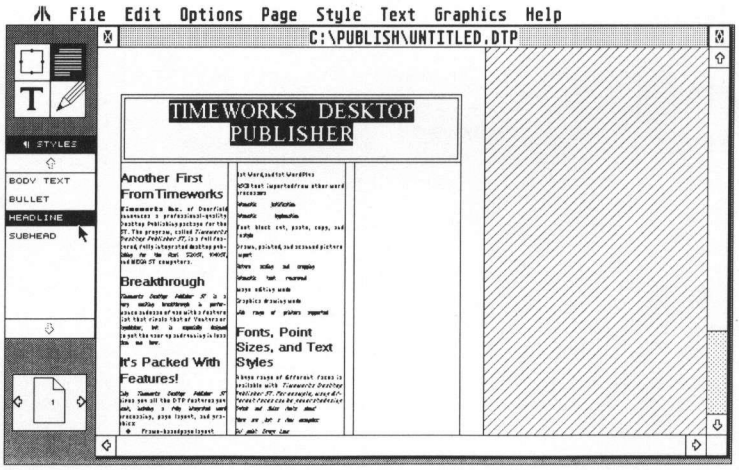


Figure 20

■ Turning Hyphenation Off

Whenever you load any text into a frame, long words are automatically broken and hyphenated at the right margin and wrapped to the next line. Try turning hyphenation off for the paragraphs tagged with Body text:

1. Switch back to Paragraph mode and Actual Size. Find a paragraph with a hyphenated word in it (e.g. break-through in the second Body text paragraph) and select it.

2. Select Paragraph Style... in the TEXT menu.

3. When the Paragraph Style... Dialog Box appears, click on Justification.

4. Turn Hyphenation OFF, then click on OK.

5. When the Dialog Box reappears, click on OK.

Notice how the word breakthrough has been moved onto a new line, while the line it was on has had extra space inserted between the words to make it fully justified.

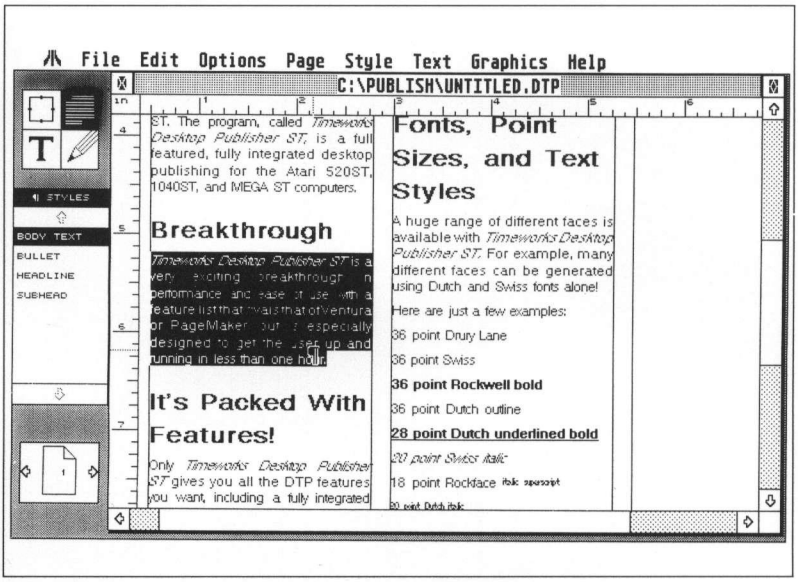


Figure 21

■ Changing the Justification Format

At the moment, all the Body text paragraphs are justified, with straight left and right margins. Let's change the justification format for Body text to flushed left or "ragged" text:

1. Click on one of the paragraphs of Body text.

2. Select Paragraph Style... in the TEXT menu.

3. When the Paragraph Style... Dialog Box appears, click on Justification.

4. Select Flushed Left, then click on OK.

5. When the Dialog Box reappears, click on OK.

Notice how all the Body text paragraphs now have straight left margins and uneven right margins:

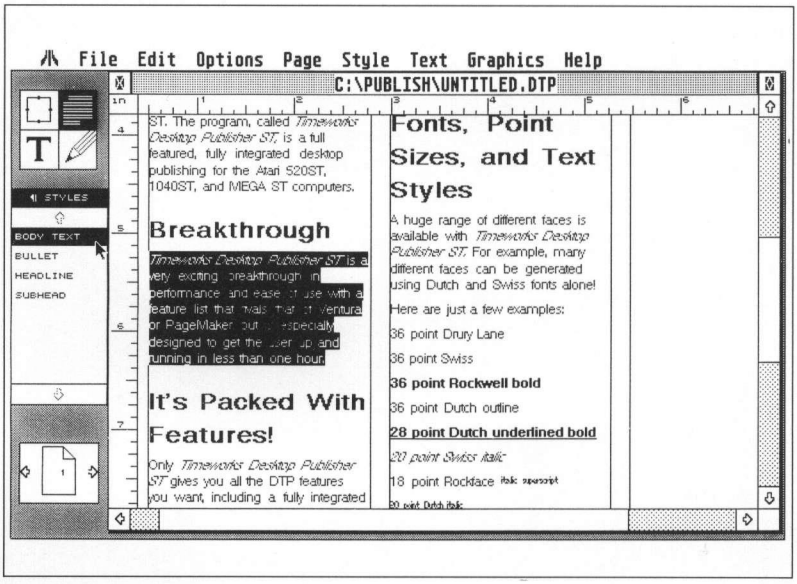


Figure 22

You've learned how to use paragraph styles to control the look of your text, including changing font and point size, turning hyphenation off and changing the justification format. Next, you'll add a picture, cut it to size by cropping it and scale the cropped area to its original proportions.

Adding Graphics

Now that you've finished creating and styling the text in this document, how about making it look a bit more lively by adding a picture? Let's import a familiar image and do some work on it.

■ Pasting in a Picture

First, switch back to full page view by choosing Size to Fit in the PAGE menu. Click on Frame mode in the Tool Box. Now draw a frame on the right-hand side of the page to hold your picture:

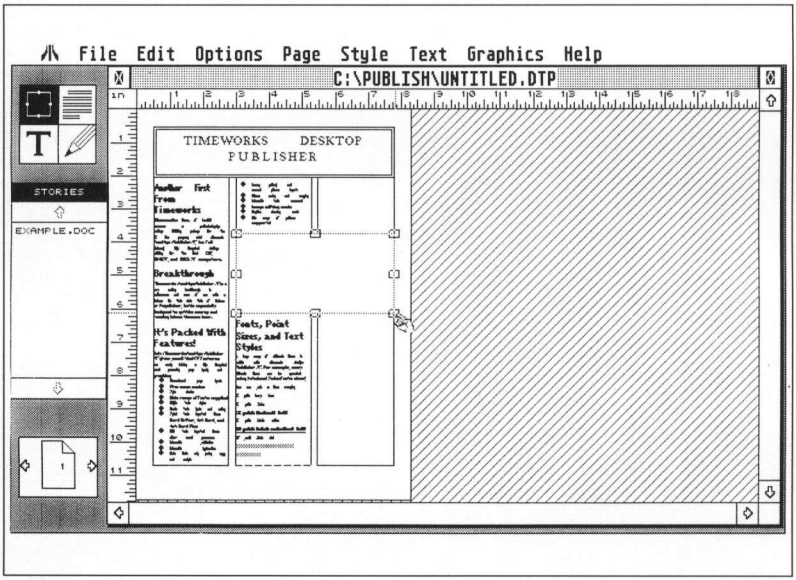


Figure 23

When you drew this new frame, the text in the frames underneath moved out of the way to make room for it. This characteristic of a frame is called "text runaround." Since there is less room now in the first two frames, pour the rest of the story into Frame 3.

Now follow these steps to load a picture into the frame:

1. Select Import Picture... in the FILE menu.

2. When the Import Picture... Dialog Box appears, select GEM Paint; then click on OK or press **RETURN**.

3. Click on the PICTURES folder in the Item Selector to open it up.

4. Click on the picture name MONALISA.IMG to select it.

5. Last, click on OK or press **RETURN** to load the picture into the selected frame.

Your screen should now look like this:

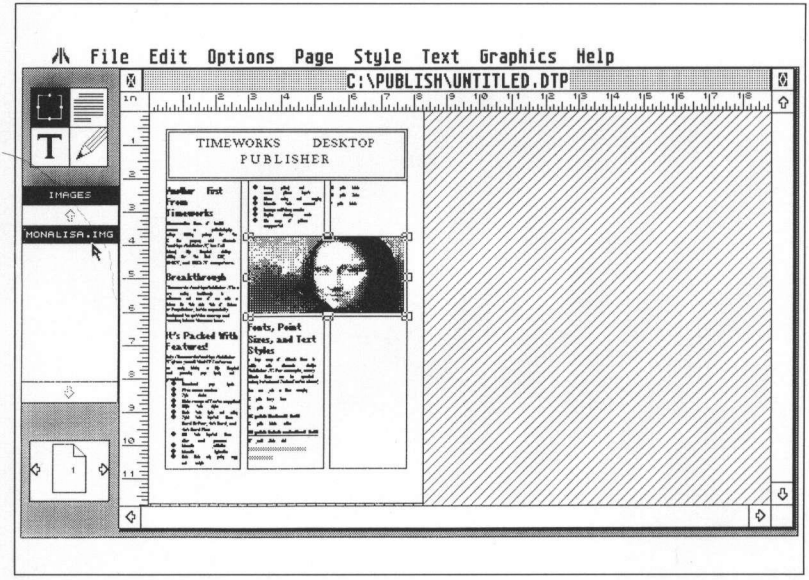


Figure 24

This picture is an "image file" created with a painting program, so the Library title has changed to IMAGES.

■ Cropping the Picture

Imagine for a moment that you are Leonardo da Vinci. Having finished this masterpiece, you have decided (against your better judgment) that the only part of it you want to keep is the eyes. It is simplicity itself to crop a picture simply by taking a pair of "scissors" to "cut out" only the portion of the picture you want. Here's how you do it:

1. Select Actual Size in the PAGE menu to see the picture in more detail. (You may have to scroll the document in the window to bring the picture into view.)

2. Select Crop Picture in the GRAPHICS menu.

3. The pointer will change shape into a pair of scissors.

4. Position the scissors over and to the left of the eyes and drag a dotted box around the eyes.

5. Release the mouse button, and the portion you have cropped will fill the frame.

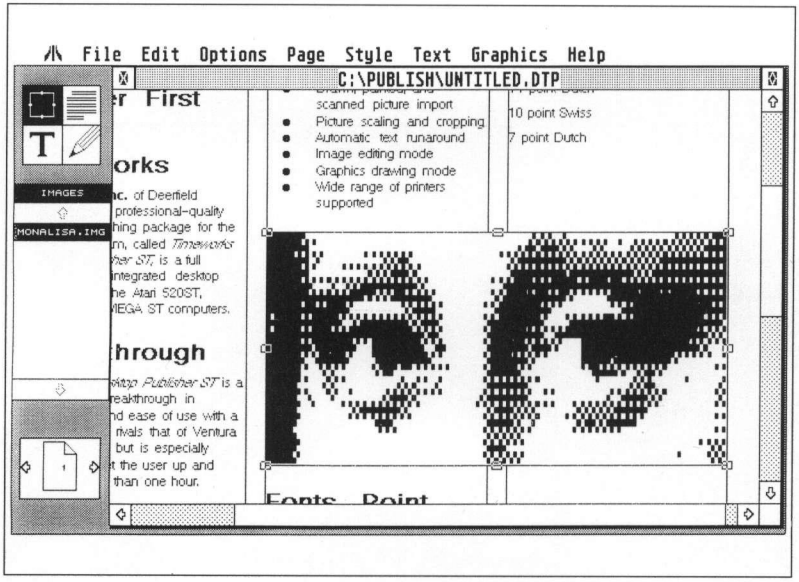


Figure 25

■ Scaling the Picture

You will notice that the portion of the picture in the frame looks rather long and thin. This is because the proportions of the original picture have been distorted to make it fit exactly into the frame which you drew.

Let's restore the original proportions or aspect ratio of the part of the picture in the frame:

- Select Scale Picture. . . in the GRAPHICS menu.
- When the Dialog Box appears, select Preserve Aspect Ratio, then click on OK or press **RETURN**.

The picture will shrink in the frame, since the original relationship between its width and its height has been restored:

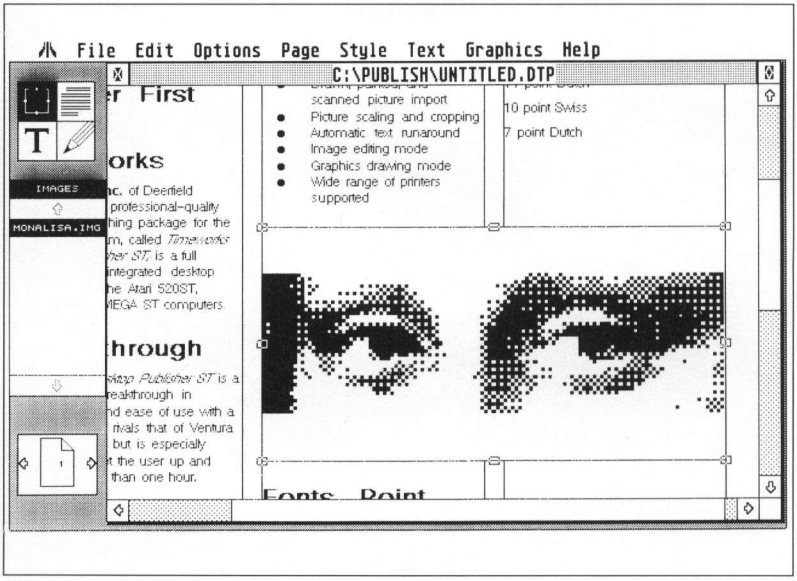


Figure 26

You could now try seeing what the whole of the original picture looks like by clicking on MONALISA.IMG in the Library.

Saving, Printing and Quitting

When you've finished, you may want to save your document before printing.

■ Saving Your Document

The PUBLISHER always starts up by naming your document with the default name UNTITLED.DTP. Why not give the document you've just created its own special name? Here's how you go about it:

1. Select Save As... in the FILE menu.

2. When the Item Selector appears, click on the DTP folder to open it up.

3. Press [ESC] to clear the selection line; then type in your own name (up to 8 characters) The PUBLISHER will append the suffix .DTP automatically.

4. Click on OK or press [RETURN] to save your document to disk.

■ Printing

To print your sample document, follow these steps:

1. Select Print... from the FILE menu. The following Dialog Box will appear:

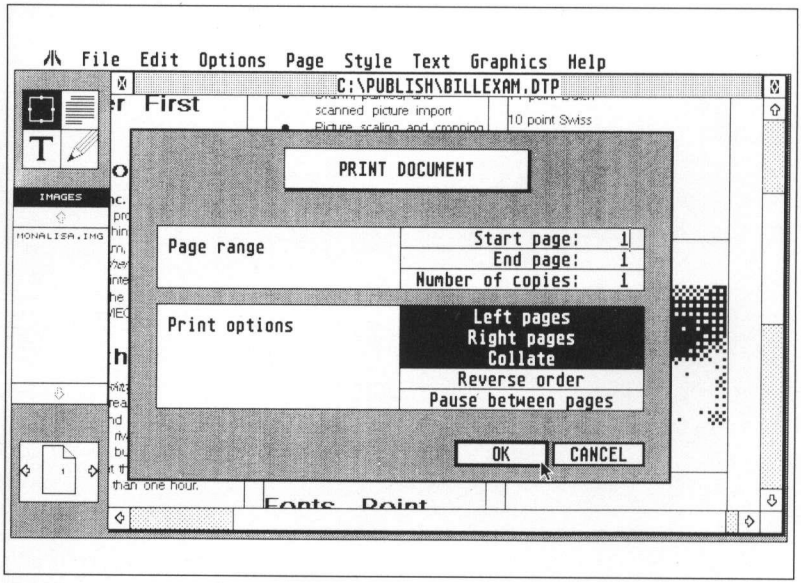


Figure 27

2. Be sure that your printer is turned on and that the paper is properly aligned.

3. Since this is just a one-page document, you can accept the default settings presented and simply click on OK.

4. You may be prompted to swap disks as the program prepares to print out. Follow the prompts on your screen. There! You've done it!

Quitting The PUBLISHER

To exit from The PUBLISHER and return to the GEM Desktop, just click on Quit... in the FILE menu. An Alert Box will warn you to save the document if you haven't already done so.

You've now learned all the basics for creating and laying out your own PUBLISHER documents. The rest of this manual helps you really explore all you can do with The PUBLISHER.

Good luck and have fun!

SECTION II–THE FIVE STEPS TO DESKTOP PUBLISHING

5 STEP 1–PAGE LAYOUT

6 STEP 2–ADDING TEXT

7 STEP 3–ADDING GRAPHICS

8 STEP 4–ADDING THE FINISHING TOUCHES

9 STEP 5–PRINTING YOUR DOCUMENT

- Starting a Document and Loading a Style Sheet
- Setting up Your Page Format
- The Master Page
- Frames

5
Step 1—
Page Layout

5 STEP 1—PAGE LAYOUT

Starting a Document and Loading a Style Sheet

There are two ways you can begin a document in The PUBLISHER: either by starting a new one from scratch or by modifying an existing document to meet your needs.

When you first load The PUBLISHER, the work area contains an empty page and the title line displays the "default" document name UNTITLED.DTP. Once you've created your document, you can give it a name using the Save As... command in the FILE menu.

To start a document from scratch, first click on New... in the FILE menu. The PUBLISHER will ask you if you want to load a style sheet. If you answer **YES** the program will display an Item Selector so that you can load in a style sheet from disk. Loading a style sheet will remove any documents currently in memory. Select the style sheet you want to use and click on OK.

Click on CANCEL if you want to create a new style sheet. The Page Format Dialog Box will then be displayed so that you can set up your page format. Alternatively, if you answered **NO** to the Dialog Box which is displayed after selecting New, you will also see the Page Format Dialog Box. The page format controls your document's paper size, orientation as well as other characteristics. We'll discuss these at length in a moment.

■ Opening an Existing Document

To reload a document which you have previously saved onto disk, click on Open... in the FILE menu. When the Item Selector appears, select the name of the document you want to load and click on OK. The document will be loaded with its original style sheet.

■ Finding the Status of a Document

Choose Status... in the FILE menu to display information about your computer and the document in memory, including the number of pages and words in the document, the amount of RAM (working memory) available and the amount of free space left on the selected disk. If you have more than one drive, you can check space remaining on the other(s) by clicking on the right and left arrows.

Setting Up Your Page Format

When you're starting a new document using the New... command, the Page Format Dialog Box is displayed so you can design your page format:

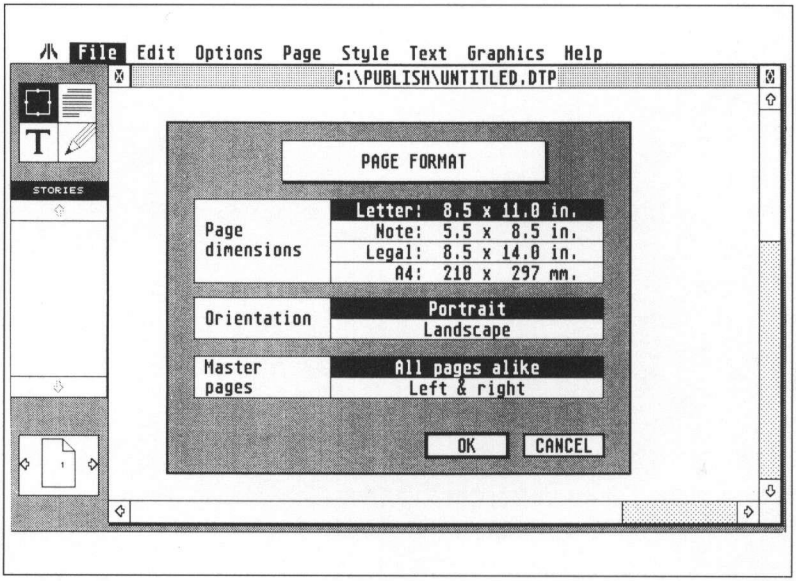


Figure 28

Select your paper size, its orientation, and whether or not you want different right and left page formats for your document, by clicking on the relevant boxes. The illustration shows you the default page format settings. These are the settings you'll get if you don't make any changes.

NOTE: You MUST set up your page format correctly before you do ANY other work on your document, as you will not be able to change it later on without starting the document from scratch.

■ Paper Size

You can choose from four different paper sizes with The PUBLISHER:

- US Letter—8.5 x 11 inches
- US Note (Half)—8.5 x 5.5 inches
- US Legal—8.5 x 14 inches
- A4—210 x 297mm (Foreign)

The paper size that you choose limits the maximum possible size of each page in your document. Note that some printers may have built-in limitations as to the maximum size of a document. Consult your printer manual for details.

■ Page Orientation

The program uses the terms "Portrait" and "Landscape" to describe page orientation. Portrait means that the type will print straight across normally. Landscape, on the other hand, is a mode in which the type is turned 90 degrees and prints sideways.

■ Right and Left Pages

If your document is going to be reproduced professionally on both sides of the paper like a book, select Left and Right. The margins will then be wider on the inside margins of facing pages to allow for binding. Otherwise, select All Alike.

The Master Page

If you want a document to look really professional, you should try to use the same basic layout on every page. The PUBLISHER simplifies this process by letting you put repeating elements on the Master Page. These elements can range from non-printing column guides that let you align frames precisely to details such as a graphic which you would like printed on every page.

The Master Page acts as a "template" for any new pages you insert into your document. Consequently, any changes you make to the Master Page won't affect any existing pages, but will affect pages you insert afterwards. If you are beginning a new document and haven't added anything to Page 1, a copy of the Master Page will be placed on it.

Displaying the Master Page

To display your document's Master Page, first click on Go to Page... in the PAGE menu. When the Dialog Box appears, click on the box to the right of Go to Master Page:

If you have selected All Alike on the Page Format Dialog Box, just click on the check.

If you have selected Left and Right on the Page Format Dialog Box, then click on the left or right arrow.

If you have selected Left and Right, you can display both master pages together by clicking on Two Pages in the PAGE menu. Alternatively, you can select Full Page view and move between the two master pages by clicking on the arrows to the left and right of the page icon. (The folded-down corner on the page icon will show you whether you have a left or right page on screen.)

Adding and Deleting Pages to Your Document

To add a new, blank, copy of the relevant Master Page after the current page, click on Add Page in the PAGE menu. To add a new, blank, copy of the relevant Master Page before the current page, click on Insert Page in the PAGE menu. Click on Delete Page in the PAGE menu to delete the page displayed on screen from your document. Delete Page is disabled when you have selected Two Pages view from the PAGE menu. All subsequent pages will be renumbered and moved up a page in your document.

NOTE: When using both left and right pages, be aware that deleting a page may cause all subsequent pages to become misaligned at the binding margin.

Frames

Text, pictures and graphics in a document are always placed in frames. Frames are not printed out unless you select a frame border or shade for them (see "Frame Borders and Tints"). Each frame can be sized, moved, copied and deleted as necessary. The maximum number of frames which you can have on a single page is 100, and the maximum number of frames which you can have in one document is 8,192.

To make designing your pages easier, The PUBLISHER provides a system of layout aids to help you position frames quickly and accurately on the page.

■ Frame Placement Aids

The PUBLISHER offers several features to help you position the frames which hold the various elements of your document exactly where you want them. Let's explore them.

Displaying the Rulers

You can use the rulers at the top and left-hand edges of the work area to help you draw and position frames exactly. Thin hairlines on the rulers follow the pointer movements to show you its current position.

To display the rulers, select Show Rulers in the OPTIONS menu. This command is activated and a check mark will appear when the rulers are displayed. You can change the units of measurement used on the rulers by selecting Ruler Spacing from the OPTIONS menu. The units available are:

- Inches and eighths
- Inches and tenths
- Picas and points
- Centimeters

The unit you have selected is indicated by the small letters in the corner where the rulers meet (e.g. cm for centimeters) and is used throughout the program (for example, in the Set Column Guides... Dialog Box).

Setting up the Column Guides

You can also use the Column Guides to help you position frames on the page. These are boxes with dotted outlines which appear on each page of your document, but which are not printed out. To set the Column Guides, choose Set Column Guides... in the OPTIONS menu.

The following Dialog Box is displayed, allowing you to select up to nine Column Guides on each page. You can also specify the margins you want on each of the page borders and the gap to be left between the guides.

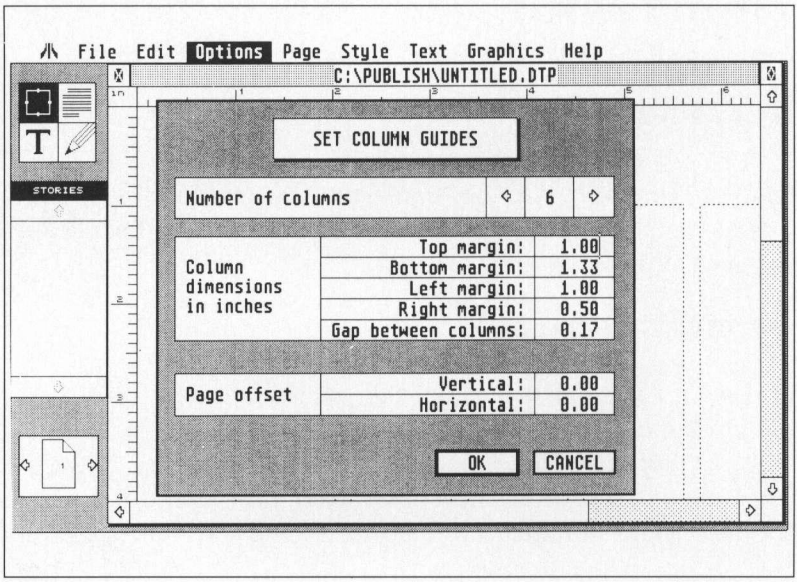


Figure 29

The Column Guides, as well as the Frame outlines, may be hidden from view by clicking on Show Frames and Columns in the OPTIONS menu. This command is checked when the Column Guides are displayed.

Snapping Frames to the Column Guides

If Snap to Guides is selected, frames will automatically "snap" to the Column Guides when sized or moved. This means that the left or right edge of a frame near a column guide will jump to align itself exactly with the guide.

The top and bottom edges of each frame will snap to the current ruler divisions when this command is turned on. Click on Snap to Guides in the OPTIONS menu to turn this function off. This command is checked when Snap to Guides... is turned on.

■ Frames

Frames, remember, are the "containers" which hold the various elements of art and text in your document. Let's learn how to use them.

Drawing Frames

To draw a frame, first position the pointer on the Frame tool and click the mouse button to switch to the Frame mode; then position the pointer where the upper left corner of the frame should begin and drag the pointer right and down to draw the frame. Frames can be drawn anywhere on a page, even within or overlapping existing frames. You cannot, however, draw a frame inside another one which is already selected. You must "deselect" the frame first by clicking with the pointer somewhere outside it.

Sizing Frames

To change the size or shape of a frame, first click anywhere inside the frame. Eight small boxes called "handles" will appear around its sides. Position the pointer on one of the handles. Then, drag the frame edge by the handle until it is the size and shape you want. A pointing hand will appear to indicate resizing. Dragging a corner handle will reduce or

enlarge the frame both vertically and horizontally, while dragging a center handle will lengthen or shorten the frame either vertically or horizontally. A frame can be sized even when it is partly hidden behind other frames. When a frame is selected, the handles become visible through any frames on top of it and can be used to size the frame in the usual way.

Moving Frames

To move a frame, click within the frame to select it. Then, drag the frame to its new location. As you begin to drag the frame, a grabber hand will appear to indicate frame movement, much as the pointing hand graphically illustrates resizing. A dotted ghost of the frame will follow your movements and serve as a placement guide. Release the mouse button when the frame is repositioned where you want it.

Stacking Frames

If you move a frame into a position where it overlaps another frame, you can use the Bring to Front and Send to Back commands in the PAGE menu to stack them properly.

Be careful using Send to Back, as it will place the selected frame behind all the elements on that area of the page. If you then deselect that frame, it may be completely covered over. When it's out of sight, it may be difficult for you to find without first moving the other frames out of the way.

When a frame overlaps a frame containing text, the text can be made to wrap around the frame and remain visible. For further details see "Text Runaround" in Chapter 6.

Cutting Frames

To cut a frame out of the page, make sure it is selected, then click on Cut in the EDIT menu or press [ALT][X]. You can then paste the frame anywhere in your document, leave it deleted or paste it into a different document. If the frame contained text that was not part of a story in the Library, that text is pasted along with the frame. If the frame contained text from a story, the text will be returned to the Library or reflowed to other frames in the story.

Copying Frames

To copy a frame, make sure it is selected, then select Copy in the EDIT menu or press [ALT][C]. A copy of the frame is placed in the buffer, in the same manner as in Cut, allowing you to paste the copy in at different points or into a different document.

Pasting Frames

To paste a frame into a document, select Paste in the EDIT menu or press [ALT][V]. The contents of the buffer will be pasted into the current document.

Precision Placement of Frames

You can adjust the size and position of your frames to the 100ths of an inch either by double clicking on the frame or choosing Size and Position... from the OPTIONS menu. This will display a Dialog Box showing the exact dimensions and position of the selected frame. You can adjust these values as needed.

Frame Borders and Tints

You can add a variety of frame borders and tints by selecting a frame and then clicking on Frame Border. . . and Frame Tint. . . in the OPTIONS menu.

Four different types of frame borders are available, and you can choose to have the border on individual sides of the frame or on any combination of sides. These borders will actually be printed on the document page, unlike the original outline of a newly created frame which only appears on the screen.

NOTE: On a color monitor, frames are shown in red and frame borders in black.

There are eight background shades available, and you can also choose a visibility of either clear or opaque. Clear visibility will allow the contents of the underlying frames to show through. The default setting is an opaque white background.

NOTE: Imported bit-mapped artwork is always opaque, even in a clear frame.

6
Step 2—Adding Text

- Importing Text
- Editing Text
- Typing in New Text
- Using a Style Sheet
- Adding Headers and Footers
- Designing Paragraphs
- Paragraph Indents and Margins
- Justification
- Bullets
- Setting Tabs
- Controlling Text Spacing
- Spacing between Lines
- Changing Font and Point Size
- Linking Story Frames Together
- Text Runaround
- Working in Blocks of Text
- Deleting or Renaming a Story

6 STEP 2–ADDING TEXT

Importing Text

To import a story, select Import Text... on the FILE menu. A Dialog Box will appear asking you to select the type of document you want to import. When you have made your selection, click on OK, and an item selector will appear allowing you to select the story you wish to import.

Stories can be imported from any of the word processing programs listed or from other word processing programs which allow the user to save documents in ASCII format. WORD WRITER ST documents can be imported using the Word Writer option.

Users of WORD WRITER ST will find that all the text styles available to them can be carried across into their PUBLISHER document. However, tabulation will be lost and double line spacing will revert to single line spacing. Multiple blank spaces will be reduced to single spaces, but line returns entered using **RETURN** will be retained. Page breaks from the original document will be ignored, as will printer control codes. Any unrecognized characters, such as Control characters, will be converted to question marks.

Users of 1st Word Plus will find that footnotes are retained but may need repositioning on the page.

Automatic hyphens inserted at line breaks will be recognized and taken out if appropriate.

When preparing text for importing in ASCII format, there are some guidelines which should be followed.

It is important to type **RETURN** twice in your word processor whenever a paragraph break is required. A single **RETURN** will be ignored, and all the text will be formatted into one block. Text composed in The PUBLISHER, however, accepts a single **RETURN** as an end-of-paragraph marker. Here, however, are some cautions:

- The use of double line spacing throughout a document may result in each new line becoming a separate paragraph.

- Multiple blank spaces will all be reduced to single spaces.

- Tabs will be preserved, but the original alignments will not be kept. This is due to the varying character widths of the different fonts. Type styles such as Bold and Italic will be lost.

Since automatic hyphens inserted at line ends in your word processor will become fixed hyphens in The PUBLISHER even if the word is no longer at the end of a line, it is better to turn automatic hyphenation off if your word processor allows you to do so.

■ Special Features of Importing Text

It is more efficient to write your text in a word processor like WORD WRITER ST and import it into The PUBLISHER. There are certain special features of The PUBLISHER that you may take advantage of even while you are in your word processor.

No matter which word processor has been used to create the original story, the file is preserved on disk. The original file is not altered in any way and remains available for future use if required.

If you had selected a frame before importing the story, the text would flow directly into that frame until either all the text has been poured in or the frame is full. The name of the story will be added to the contents of the Library. If a frame was not selected, the new story's name will be added to the Library, ready to use.

When you are ready to use a story, select the frame you want to put it in; then click on the story's name in the Library, and the text will appear in the selected frame.

Paragraph Tags

If you place a paragraph tag in < > directly before its text, the paragraph will be tagged with that style automatically when it is imported. If you use a paragraph tag that has not been defined, a new tag will be created for you, using the selections of the current Body Text tag. When the program sees a carriage return mark (or two of them in a row in an ASCII file), it will change to the default Body Text.

For example:

<headline>Timeworks Times

<subhead>Timeworks Introduces Atari Desktop Publisher

This text will be in the currently selected Body Text style.

NOTE: The title within the brackets must match the name in your style sheet or a new paragraph tag will be created instead.

Fixed Spaces, Soft Hyphens and Characters

If you enter <–> in a word in your text, a Soft Hyphen will be inserted at that point. Entering a <_> will place a Hard Space into the text. You can enter the ASCII value of a character in the same way. <**42**> will enter a *.

Quote Characters

The PUBLISHER will automatically translate your plain text single and double quote characters into the opening and closing single or double quote marks found in standard typesetting.

Editing Text

Existing text can be edited in several ways. To insert new text, make sure that you are in Text mode. Then move the I-Beam to the point where you wish to insert the new text. Click the mouse button, and the text cursor will appear at this point. You may now type in new text.

Text to the left of the cursor can be deleted one character at a time by pressing [BACKSPACE], while text to the right of the cursor can be deleted by pressing [DEL]. Whole blocks of text may be cut by first highlighting it and then pressing [DELETE] or [ALT][X].

■ Find and Replace Editing

Click on the Text tool. Use the Find... command in the TEXT menu to look through your story for a string of text. If The PUBLISHER finds the string, it is marked as a block. Find and Replace... works very much like Find except that you can ask The PUBLISHER to replace one string of text with another.

To continue a Find... or Find and Replace... after locating the string, click on the Find Again command.

NOTE: Find, Find and Replace..., and Find Again can only be used when you are in Text mode and they only work in one direction (from the position of the cursor to the end of your story).

Typing in New Text

You may, at times, wish to type a short amount of text directly into a frame. However, for text which will exceed the capacity of your frame, you should create it in your word processor and then import it into The PUBLISHER.

To type in a new story, select Text mode in the Tool Box, and when the I-Beam appears, click in an empty frame. A narrow cursor line (the text cursor) will then appear at the point where the new text will start. Text can then be typed in until the frame is full. Once it has been typed, the text can then be edited in the same way as any other text. Text entered in this way cannot be made to flow from frame to frame. It "belongs" to the frame it was typed into. No Library entry will be created for text typed directly into The PUBLISHER.

You can set the style for highlighted text by clicking on a style in the Library; choosing it from the STYLE menu; or using the Quick Keys. The current style selected will be shown in reverse video in the Library and marked with a check in the STYLE menu.

If a new style is selected while the text cursor appears in the text, with no text highlighted, text typed in from that point on will be in that style. If the cursor is moved elsewhere, however, any new text will take on the style of the surrounding text unless a new text style is selected.

The STYLE menu and Library items act as toggles. Unwanted styles can be turned off by a second click on that style option. The STYLE menu also contains a Normal style option which will turn off all other options selected.

Using a Style Sheet

Every document you create with The PUBLISHER is formatted using a style sheet. The style sheet is a file which contains the page format you have chosen, the Master Page (together with any frames, text, graphics, etc. on it) and the paragraph styles you have designed. By preparing a suitable style sheet, and then creating documents using the same style sheet, you'll be able to maintain a consistent look to all your documents. Remember, every document carries its own style sheet as part of the file, so opening any document will replace the current style sheet with the one being loaded.

Let's see how to save your page format and Master Page before going on to designing paragraph styles.

■ Saving the Style Sheet

Click on Save Style Sheet... in the FILE menu to save your current page format and paragraph styles to disk. When the Item Selector is displayed, type in the name you wish to use for your style sheet on the selection line and click on OK.

Adding Headers and Footers

Header and footer lines can be added to your document at any time. To create a header or footer, select Headers and Footers... in the TEXT menu. A Dialog Box will appear allowing you to enter the Header or Footer text. First, select whether you wish to create a header or a footer by clicking in the appropriate box. The left and right boxes let you add different headers and footers on right and left pages if you have set up left and right pages. For example, you may choose to have a header only at the top of left pages and a footer only at the bottom of right pages.

NOTE: If your document has been set up so that the Master Pages are all alike, headers and footers will be the same on all pages.

You can prevent a header or footer from appearing on a specific page by selecting Header on This Page or Footer on This Page from the TEXT menu. Headers and Footers will appear if this option is checked. These two options are not active in the Show Two Pages view.

When the header or footer has been added, a new paragraph style labeled Header or Footer will be appended to the Styles list in the Library. You can change the appearance of your header or footer by changing the attributes of the Header or Footer Style or by tagging your header or footer with a new style entirely. The following section will explain paragraph styles in greater detail.

Designing Paragraphs

Each paragraph of text within a document is "tagged" with a style name. The default paragraph style is Body Text. When Paragraph mode is selected, the paragraph styles which are currently available will be shown in the Library.

If you are in the Paragraph mode and click on a paragraph, the whole paragraph will appear highlighted. The name of the paragraph style being used for the selected paragraph will also be highlighted in the Library.

■ Creating a New Paragraph Style

To create a new paragraph style, double-click in the Library on the name of the existing style which is closest to the style you want to create. A Dialog Box will appear giving you a list of choices that affect paragraphs.

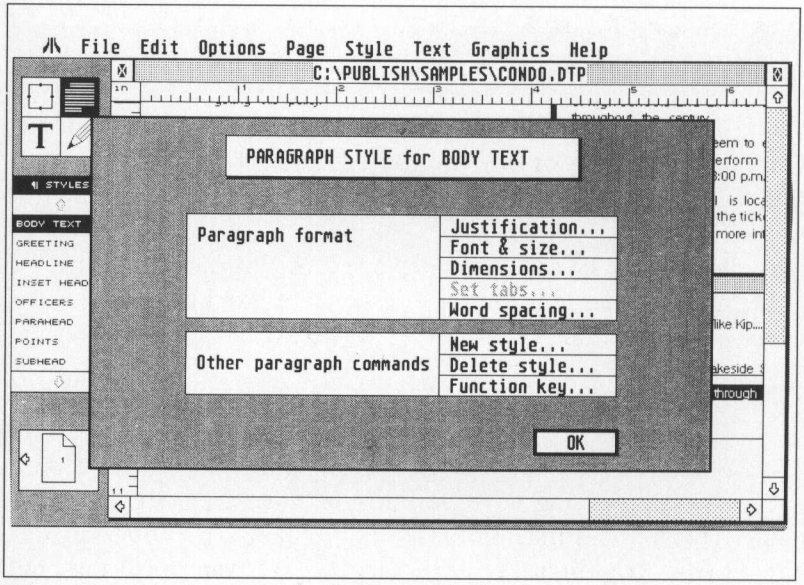


Figure 30

Click on New Style. . . Another Dialog Box will appear showing you the name of the selected style. Delete the old name by pressing **ESC** and type in the name of the new style. You will be returned to the previous Dialog Box providing you with an opportunity to modify the attributes of the new style.

■ Changing the Tag of an Existing Paragraph

To change an existing paragraph's style or "Tag," first select the paragraph you wish to change while in the Paragraph mode. The current paragraph style will be highlighted in the Library.

Now click on the style you want in the Library. The highlighted paragraph will be "tagged" with the attributes of the new paragraph style. Alternatively, you may highlight the paragraph using the Paragraph tool and press the function key for the desired tag or simply press the function key for the desired Paragraph style while in the Text mode.

You can double-click on a style name in the Library or the highlighted paragraph itself to display the Paragraph Style... Dialog Box without using the TEXT menu.

Changing Text Style

If you want to, you can change the appearance of a piece of text without affecting other text tagged with the same Paragraph Style. First, enter the TEXT mode by clicking on the T icon. Highlight the block of text you want to change by dragging across it. Then, choose a style from the STYLE menu, for example, "italic." The block of text will be changed to reflect your choice. Alternatively, you can choose a style from the Library. Note that style changes made to your text in this way will override Paragraph tags. If you want the Paragraph tag to take precedence, you will need to highlight the text again and choose Normal from the STYLE menu.

■ Deleting an Unwanted Paragraph Style

Click on the Delete Style Box to delete an unwanted paragraph style. An Alert will be displayed giving you an opportunity to change your mind.

Assigning Function Keys

Choosing Function Key. . . allows you to allocate a function key for each paragraph style. Press the relevant function key in Paragraph or Text mode to tag the selected paragraph with a style name. This is a powerful feature of The PUBLISHER. It allows you to switch paragraph styles without having to exit the Text mode.

Paragraph Indents and Margins

The Dimensions Dialog Box is used to specify the margins, the amount of leading (space) which will occur between lines and the amount of space above each paragraph. A hanging indent (the first line extending further left than the others) can be created by making the first line indent less than the indent for the other lines.

The first paragraph within a frame will be placed immediately below the frame border, with no space above it. The amount of space after a paragraph is always determined by the amount of space above the next paragraph.

The leading or inter-line spacing is measured in points. Variations in the leading can be used to space the lines of text vertically, that is to adjust the amount of white space between text lines.

Justification

Click on the Justification... option in the Paragraph Style Dialog Box to specify the justification format, whether or not hyphenation and letter spacing will be used and what sort of bullet symbol (if any) will appear at the start of a paragraph.

Four different styles of justification are allowed:

- fully justified at both ends,
- flush at either the right or left side,
- ragged at either the right or left side, or
- centered on the page.

It is also possible to construct a table by selecting Table format, then setting up the necessary tabs using the Set Tabs option. The desired format is selected by clicking on its name.

If the amount of space inserted between each word to justify text exceeds the maximum you have defined, then extra space is added between letters in each word. If you do not want the space between the letters to vary, you can disable Letter Spacing by clicking on the Letter Spacing Off Box.

Bullets

You may wish to have a "bullet" as the first item in a paragraph. This is particularly suitable for lists of features or step-by-step instructions which are not numbered. Select your bullet character by clicking in the appropriate box on the Options Dialog Box after selecting Justification.

A bullet will always appear as the first character on the first line of the paragraph, and on that line only. If you wish bullets to appear in other places you will have to type them in individually using the keyboard as described in "The Character Set."

Setting Tabs

Tabs are a part of the paragraph style "TABLE" only. In order to use tabs, enter Paragraph mode and select the paragraph style you wish to place tabs in, or select the one most similar to the kind you want. Select Paragraph Style... from the TEXT menu. If you wish to create a new tag, click on New Style... and enter its name.

Notice that the paragraph format Set Tabs... is dimmed (not selectable) if the paragraph tag does not have "TABLE" justification. To select "TABLE", click on Justification and select the text format "TABLE", then click on OK. Now select Set tabs... and you will see the SET TAB POINTS Dialog Box.

The PUBLISHER uses tabs much more powerfully than a typical word processor. Each paragraph formatted in the Table style may have up to nine tab points. This format is commonly used to align text into columns. This cannot be accomplished just by entering spaces because individual characters may be very different widths. The simplest form of tab is to just enter the position from the left edge of the frame, tab type "Left", and leave "Leaders" as "Spaces." These are like the tabs you use in your word processor. When you press [TAB], the cursor will move to the tab position you set, and further text will be entered from that point.

■ Aligning Text at a Tab Point

You must choose from one of the three basic tab types: Left, Center, and Right. These control how the text is aligned at the tab point. For example, if you press [TAB] and type "Timeworks," the word "Timeworks" can either be left aligned, centered or right aligned about the tab point.

Example:

```
Left Tab          Center Tab        Right Tab
|                     |                     |
Timeworks         Timeworks         Timeworks
```

The remaining tab type is decimal. Decimal tabs are used for entering numbers. If you press [TAB] and move to a tab point you have defined as decimal, then the number you enter will be automatically aligned at its decimal point. Even if you do not enter a decimal point, The PUBLISHER will still align the number properly.

■ Using Leaders

Another powerful feature of tabs in The PUBLISHER is the ability to set Leader characters and spacing. When you press [TAB], normally the cursor moves to your tab point. The distance from where you press [TAB] over to the tab point is "filled" with empty spaces. In The PUBLISHER, you can have this space "filled" with dots or underscores. This makes it easier for your reader's eyes to "follow across" from one column to another. To do this, bring up the Set Tab Points Dialog Box and click on either ". . ." or "– – – –" under "Leaders". You can adjust the space between leaders as needed. Now when you press [TAB], the space will be filled with the leader character you chose.

Example:

```
Clothing ..................123.45
Gasoline & oil ............88.50
                                  | decimal tab
                                    with. . . .leaders
```

NOTE: For tabs to work properly, the tab positions should be placed such that Tab 1 is less than Tab 2, and so on through Tab 9.

Controlling Text Spacing

Spacing between Two Characters (Kerning)

Kerning is a printer's term for adjusting the spacing between letters on a line. Because of their shape some letters can look unbalanced when spaced an even distance apart. This is especially noticeable when sloping sided characters form part of a headline and are in upper case.

You can see an example of this in the spacing between the letters of the word "A W A Y." You may wish to move the letters of the word "AWAY" closer together. To do this, place the text cursor between the letters you wish to move, then press [ALT][K] as many times as necessary to reduce the space between the letters by the desired amount.

Kerning can also be carried out using the Kern... command in the TEXT menu. When using this method, the space between letters can be increased or decreased by points, so excessive kerning produced with the [ALT][K] keys can be corrected. You must first place the text cursor between the letters you wish to adjust and then select the Kern... command.

A Dialog Box will be presented allowing you to select the amount of kerning required at that point. The symbol in the small box to the left of the measurement represents the direction of the kerning, + to increase the space, – to

decrease it. You can alter these from one to the other by clicking on the box. No matter what value the Kern... Dialog Box contains, [ALT][K] will always adjust the two letters .5 points closer together each time you press it.

Hyphenation

The layout of text between the margins is also affected by hyphenation. The PUBLISHER uses a system of automatic hyphenation rules to decide when and where to break words in the text. Automatic hyphenation can be turned off by clicking on Hyphenation OFF. You can do this by selecting the Paragraph Style... from the TEXT menu and choosing Justification... A Dialog Box will appear with an option to turn hyphenation on or off. Click on the appropriate button.

Soft Hyphens

The normal hyphenation rules in the program for use at the ends of lines can be overridden by inserting a soft hyphen into the text at the point where you would prefer a word to be broken. The word into which the hyphen is inserted will then be split only at the position of the soft hyphen. You may have more than one soft hyphen in a single word. If the word does not need to be broken the hyphen will not be used and will not appear on the screen.

There are two methods of inserting a soft hyphen. In either case, you must be in the TEXT mode and the cursor must be moved to the selected position. The hyphen itself should then be inserted either by pressing [CTRL][–] or by selecting Soft Hyphen in the TEXT menu.

If you would prefer not to allow a particular word to be split at all, you can place a soft hyphen in front of its first letter. Automatic hyphens will not be placed in that word if it falls in the normal hyphenation zone at the end of a line.

■ Fixed Spaces

Use a fixed space to link words or numbers which you do not want to be split over different lines during justification. Press [CTRL][SPACEBAR] to insert a fixed space. Fixed spaces will not be stretched during justification—they will always be the width of a digit.

■ Spacing between Words

Spacing between words is controlled by values entered into the Word Spacing... Dialog Box. Click on the Paragraph tool. Then, choose Paragraph Style from the TEXT menu. The Word Spacing Dialog Box allows you to select the maximum and minimum space in ems which you wish to appear between the words in each paragraph style.

The hyphenation hot zone is also set using the same Word Spacing Dialog Box and is again measured in ems. The hot zone is the area at the end of a line of text within which the line break will be placed when a ragged right margin is being used. If automatic hyphenation is turned on, the hyphen will be placed within this zone.

Spacing between Lines

You may adjust the spacing between lines of text (leading) by clicking on the Dimensions... button from the Paragraph Style Dialog Box. Type in the number of points you want from one baseline to the next. The default value is dependent upon the current font you have chosen for that paragraph style. For example, when using a 14 point font, the default value will be 17 (14 points for the character itself plus 3 points of leading between the lines.)

Changing Font and Point Size

If you select Font/Size... from the Paragraph Style option in the TEXT menu, the Dialog Box which appears will be headed "Font and Point Size for Style name." As before, you can select the new font and size which you require by clicking on the appropriate boxes.

The Character Set

The number of different fonts available will depend on the equipment you are using. Users with PostScript compatible printers can select custom point sizes.

In addition to the normal keyboard characters, a range of other characters is available, such as a leading bullet to highlight items in a series. Within a block of text, these characters are obtained by selecting Font/Size... in the STYLE menu, then choosing the Bullets font. The keys for lower-case [a] to [o] will then represent the 15 bullets, and if pressed, one of the bullet characters will be entered.

Linking Story Frames Together

If an imported story is too long to fit in a single frame, it can be "poured" into subsequent frames. To do this, select the next frame, then click on the name of the story in the Library. The next part of the story will flow into the frame, either until it has all appeared or until the frame is full.

Stories flow into frames in page order. For example, all the frames allocated to one story on Page 1 will be filled before the frames on Page 2. If you already have frames linked to a story on Pages 1 and 3 and then decide to include some of that story in a frame you have selected on Page 2, you will find that the text which was in the frames on Page 3 will automatically move over into the new frame on Page 2 when you click on the story's name in the Library. Subsequent sections of the text will also automatically flow in to replace the contents of the frames on Page 3. In this way the story will always retain a logical order within the document.

When several frames containing the same story appear on the same page, text will flow into them in the order in which the story was poured into them, no matter where they are placed on the page. If the story occupies more space than is available in the frame(s), the bottom edge of the last frame will be dashed to indicate that there is more text than can be shown.

If existing frames are sized, the text will be reformatted to fit. If less or more text can be accommodated, the text in subsequent frames will also be adjusted.

Information about the length of a story, how many frames it currently occupies and how much of it remains to be placed can be obtained by double clicking on the story's name in the Library. A Dialog Box will then be displayed giving these details. You also have an opportunity to rename the Library entry for the story at this point.

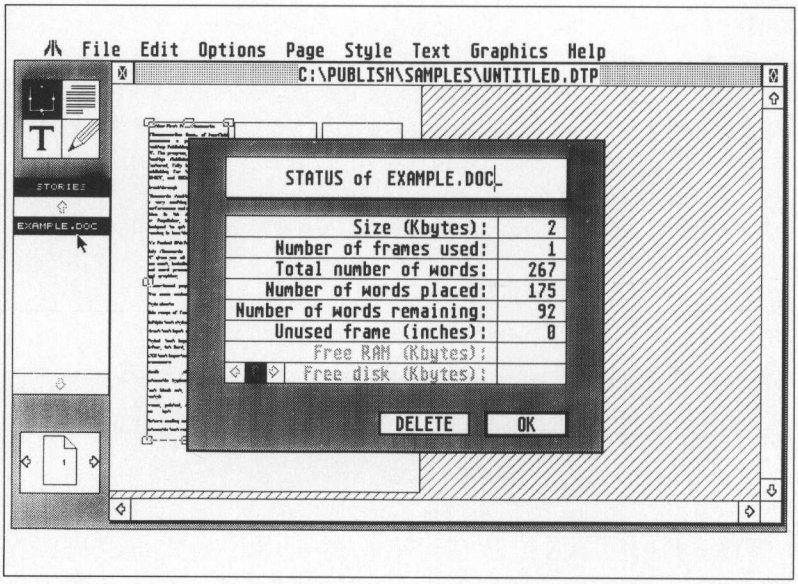


Figure 31

Text Runaround

When a frame is placed over another frame which contains text, that text will wrap around the edges of the overlying frame. The text will be "pushed aside" by the top frame so that it always remains visible. This option can be selected by choosing Text Runaround in the OPTIONS menu. If the option is not selected, any text which lies behind a frame with an opaque tint will be hidden from view. Remember that

if you type text into a frame without having first imported it, there is no Library entry. Therefore, the text entered cannot be made to flow from frame to frame. This is important because text that has run around the edge of an overlying frame may now exceed the size of the frame into which it was entered. If it is not linked to another frame, you will have to resize the frame to display any text that is not visible.

Working in Blocks of Text

After marking a block of text, you can move it, delete it, copy it or restyle it. Before you can try these options out, you will need to mark your block.

To mark a block of text, drag the mouse from one end of the block to the other end of the block. The marked block will be highlighted in reverse video. A quick way to mark a whole word is to double-click on the mouse while the pointer is on any letter of it. The word and the space following it will be marked as a block.

■ Cutting a Block of Text

To cut a selected block of text to the "buffer" you can do one of the following:

- Press [DEL],
- select Cut in the EDIT menu or
- press [ALT][X].

WARNING! Each time a block of text is cut to the buffer it replaces any text which was previously cut.

■ Copying a Block of Text

To copy a selected block of text into the buffer without deleting it from the document, select Copy in the EDIT menu or press [ALT][C]. Again, anything on the buffer will be replaced by a copy of the marked block.

■ Pasting a Block of Text

To paste the contents of the buffer into a document, position the text cursor and do one of the following:

- Press [INS],
- select Paste in the EDIT menu or
- press [ALT][V].

You can paste in as many copies of the same block of text into as many documents as you like.

■ Restyling a Block of Text

You can alter the style of a block of text in much the same way that you preset the style when inserting new text. In the Text mode, once the block has been marked, the STYLE menu, Library or the quick keys can all be used to select a style or combination of styles for that block.

You can also change the typeface and size of the block. First, make sure that the block has been marked. Then click on Font/Size... in the STYLE menu to display the Font and Point Size Dialog Box.

Make the selections you want and then click on OK. The marked block will take on the characteristics you have chosen. These selections will override any font or style attributes set with Paragraph Tagging. Custom sizes of fonts can only be selected by using Postscript compatible printers. (See also Paragraph Mode for details of how to change text characteristics on a paragraph-by-paragraph basis.) Should you increase the size of your text to such an extent that even the first character will not fit into the chosen frame, you will be left with a frame which will not allow you to enter any text, even though it appears empty. To make the text appear again, you will have to size the frame until at least one of the characters will fit into it.

Deleting or Renaming a Story

To remove a story from the Library, double click on its name. You will be presented with a Status Dialog Box. This dialog will present you with various facts pertaining to the story–number of frames, number of words, number of words placed, number of words remaining to be placed. At this point, you can change the name of the story or delete it altogether from memory. (The story file on your disk will not be affected.)

7
Step 3—Adding Graphics

- Importing Pictures
- Hiding the Pictures
- Editing Images
- Working with Objects
- Drawing Graphics
- Deleting a Graphic

7 STEP 3–ADDING GRAPHICS

With The PUBLISHER you can include pictures in your document from DEGAS, Neochrome, GEM Draw, Easy Draw, and many other popular art packages. You can use two sorts of picture files in your document. A drawing program such as GEM Draw or Easy Draw will produce a "line art" file, while a painting program like GEM Paint, DEGAS or Neochrome produces an "image" file. You can select a line art or image file to be loaded in and added to the list of pictures for your document. In addition, The PUBLISHER also comes with drawing tools, so you can create artwork right within the program.

Importing Pictures

To load a picture into your document, select Import Picture... from the FILE menu. When the Dialog Box appears, select the type of file you want to import and click on OK.

An Item Selector will be displayed. Find the name of the picture and click on it; then click on OK. The name of the picture will be added to the contents of the Library. If a frame has been selected, the picture will be placed in that frame. If no frame has been selected, just click on an empty frame to select it and then click on the picture name. It will appear in the frame. Once a picture is listed in the Library, it can be used again and again in as many different frames and on as many different pages as you like, simply by selecting a frame and clicking on the picture name.

Hiding the Pictures

Hiding pictures covers the picture in the frame with an X; this will considerably increase the speed at which the screen is redrawn. To use this feature, select Hide All Pictures from the OPTIONS menu. This command is checked when your pictures are turned off.

Editing Images

■ Scaling a Picture

This option is for use only with painted or bit-mapped art. Click on Scale Picture... to display a Dialog Box which allows you to choose whether to preserve the Aspect Ratio of the picture or to ignore it. Aspect ratio is the relationship between the picture's height and width, as measured in pixels. Here are your other scaling options:

Whole Pixel Scaling only horizontally,
Whole Pixel Scaling only vertically,
Whole Pixel Scaling both horizontally and vertically or
No scaling.

Whole pixel scaling prevents the "tartan" patterns which occur when an image file is made larger or smaller by an irregular amount e.g. x 1.3. If you select "whole pixel scaling" or "preserve aspect ratio," the picture may not completely fill the frame. If this happens, it will be centered in the frame. We recommend that you experiment with these options in order to obtain the shape and fill pattern you want.

■ Cropping a Picture

Select Crop Picture from the GRAPHICS menu in order to select only a portion of a picture. Only that portion selected will fill the frame. The pointer will change to a pair of scissors, and you can then drag a "rubber box" inside picture to mark the portion to be shown. The original picture remains unaffected. To undo the cropping, select the frame. Then, click on the picture name in the Library. The entire picture will again be shown in the frame.

■ Touching Up a Picture

Use the Edit Picture command from the GRAPHICS menu to edit an image in the selected frame. The PUBLISHER will open a new window for you showing the entire picture enlarged four times (not just a cropped portion). You can then add and delete individual pixels using the mouse. Click on the Close Box to display a Dialog Box giving you the choice of saving the edited picture back onto the page or abandoning your changes.

NOTE: You can only use Scale Picture. . . , Crop Picture and Edit Picture when you are in Frame mode and have selected a frame holding an image file.

Deleting a Picture

To delete a graphic, double click on its name in the Library. You'll be presented with a Status Dialog Box. You may rename the picture or delete it by clicking on Delete. The file on disk is not affected.

Working with Objects

In The PUBLISHER objects are Frames or anything created with the Graphic tools. They are not the pictures or bit maps you import from other drawing programs. You will recognize objects because they will have "handles" around them when selected.

Sizing Objects

To change the size or shape of a graphic object within a frame, first click on it with the arrow tool to select it. Position the pointer on one of the handles and drag the object by the handle until it is the size and shape you want. Drag a corner handle to lengthen or shorten an object both vertically and horizontally. Drag a center handle to lengthen or shorten an object either vertically or horizontally.

If you stretch a frame containing graphic objects, the objects will be stretched along with the frame. If you don't want them to be stretched, hold down the [SHIFT] key while stretching the frame. (This does not work with imported images, however.)

Moving Objects

Objects which you have drawn can easily be moved within their frame by selecting them with the arrow tool, and when the grabber hand appears, dragging them to the required position. Note, however, that graphic objects cannot be dragged outside the frame borders nor from one frame to another. If you want to move a graphic object to another frame, you must copy it via the buffer.

Cutting and Pasting Objects

You can cut and paste graphics objects within frames or between frames by selecting them with the arrow tool and then using the Cut, Copy and Paste commands in the EDIT menu or the appropriate Quick Key.

■ Stacking Objects

Graphic objects in a drawing normally are stacked in the order in which they were created. If you wish to change this order, you can do so using the Bring to Front and Send to Back commands in the PAGE menu. Select the object that you wish to change the stacking order of and then select the appropriate command in the PAGE menu or its Quick Keys.

Drawing Graphics

Use Graphics mode to draw simple pieces of line art in your document. If you want to do more complex drawings, use your favorite art program and then import them as pictures. When Graphics mode is selected, the Library will be replaced by the drawing tools.

■ Selecting a Frame

You can draw graphics in any selected frame. Switch to the Graphics mode by clicking on the Pencil tool. Then, click in the frame to select it. When a frame is selected in the Drawing mode, it will be filled with small dots forming a grid (unless you have turned off the Grid display).

■ Using the Drawing Tools

Having selected a frame, you are ready to use the drawing tools. First, select the drawing tool you want by clicking on its icon in the Library. You can draw straight or free-hand lines or a variety of shapes such as squares, circles or polylines. The figure below illustrates these tools.

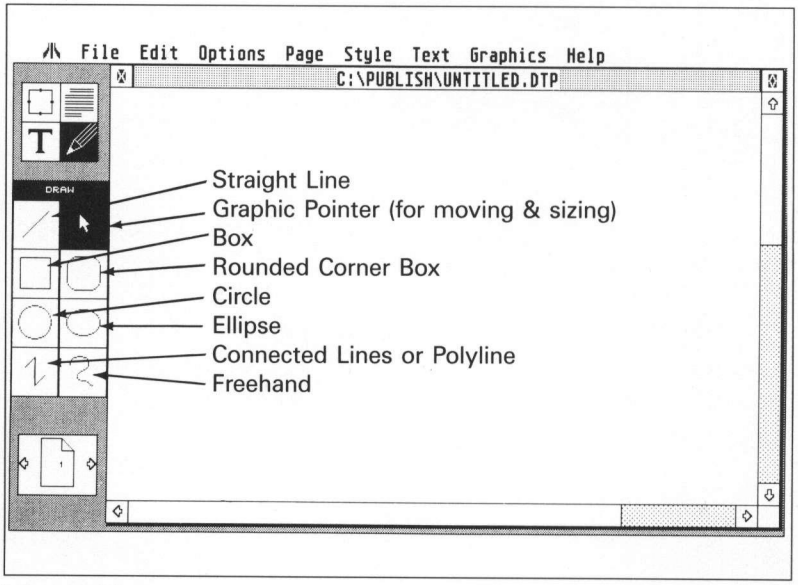


Figure 32

You can control whether or not the drawn graphics will snap to the grid by using the Snap to Grid. . . option on the GRAPHICS menu.

To draw a straight line, choose the Line tool and position the pointer in the frame at the point where you wish the line to begin; then drag across to the point where you wish the line to end. A straight line will be drawn joining the two points when you release the mouse button.

To draw a free-hand line, choose the Freehand Line tool and hold the mouse button down at the point where you wish the line to begin. Then use the pointer to "draw" a path. Release the mouse button at the line's end.

To draw a polyline, choose the Polyline tool and click the mouse button at the point where you wish the shape to start. Move to the next corner of the shape and click again at that corner and at each subsequent corner until the shape is complete. Double click to mark its end.

Shapes such as circles, ellipses and rectangles can be drawn in a similar way. Select the icon for the tool you require, then drag diagonally across from your starting point to the opposite edge and release the mouse button.

If you wish to add text to your drawings, we recommend that you place the text in a separate frame from the drawn objects and then superimpose the text frame on the drawing.

NOTE: Size and position of graphic objects is presented relative to the frame in which it appears, not the page.

■ Changing the Line Style

The Line Style... command in the GRAPHICS menu lets you to choose the thickness and style of line you wish to draw. Whatever type of line style is selected will also be applied to the borders of any shapes you may draw, although the arrowheads will only be used on lines. Varying thicknesses of line and line styles such as "dotted" can be chosen. Lines can be drawn either in black or white. The style of an existing line can be changed by selecting it and then choosing the desired style from the menu.

■ Changing the Fill Style

Click on Fill Style... in the GRAPHICS menu to select one of 36 patterns to fill any shape you draw. You can also select whether or not you wish the border of a shape to be drawn in, whether you want the fill style to be clear or opaque and whether you want the pattern to be drawn in black or white ink. Make your selections by clicking in the appropriate boxes. Note however, that you cannot fill a shape that was drawn using the straight line, free-hand line or polyline drawing tools.

You may use fill styles in two ways: either on a previously drawn shape (by selecting it and then choosing a Fill Pattern from the menu) or by first choosing a fill style and then drawing the shape. Any subsequent shapes will also use the new Fill style.

8
Step 4—Adding the Finishing Touches

8 STEP 4—ADDING THE FINISHING TOUCHES

When personal computers first came on the scene, some people thought we were headed for a paperless society. But, as everyone who owns a computer knows, the wastebaskets fill up faster, not slower when there's a computer around. For one thing, when revisions are so easy to make, we set higher standards for ourselves. For another, we set more ambitious projects for ourselves when we're computer-aided. The difference between an "okay" looking document and a "great" looking document is often nothing more than a slight adjustment here and there and one more pass through the printer. So, consider your first print-out a draft. Look it over and see what you could do to make it better. Don't be afraid to experiment. With practice, each draft will be better than the one before!

If you are not already an experienced designer, you may want to skip ahead to Chapter 11, "An Introduction to Graphic Design." Here you will find specific hints for improving the appearance of your documents. With the elements of graphic design in mind, review your document one more time.

Is there a harmonious but interesting variety of type treatments? Would adding some special effects help? Could the elements be rearranged to improve the flow of text and graphics? Only you can decide, and now's the time to do it.

- Some Notes on Printers
- Adjusting the Printing Position
- Quitting The PUBLISHER

9
Step 5—Printing Your Document

9 STEP 5—PRINTING YOUR DOCUMENT

The number of typefaces and sizes of fonts available to you depends on your printer. A listing of these for the most commonly used printers appears in the Appendix.

To print the document in your computer's memory, use the Print... command in the FILE menu. A Dialog Box will be displayed allowing you to select various options, such as the number of copies to print, page range, forward or reverse order, whether to collate and pausing between pages. If you select Collate, each copy of your document will be printed in the order 1,2,3,... 1,2,3,... etc., rather than 1,1,... 2,2,... etc.

Follow any disk placement prompts that appear.

Some Notes on Laser Printers

HP LaserJet and Epson GQ-3500 laser printers can be driven at either 150 or 300 dots per inch. The PUBLISHER is provided with drivers for both resolutions, but will only

operate successfully at 300 dots per inch if your printer has enough memory for a full page. The Okidata Laserline requires at least 512K of memory in order to work properly with The PUBLISHER. If you are using a 520ST, 150 dots per inch are recommended, or only a limited number of fonts will be available.

A full page of data at 150 dots per inch requires around 256Kb, and this increases to around a megabyte at 300 dots per inch. A LaserJet compatible printer will take about three minutes to print a page at 150 dots per inch and up to twelve minutes at 300 dots per inch, depending on page density. PostScript printers are also faster when printing text because their fonts are held internally and do not need to be sent from the computer.

The number of fonts and point sizes supported on your system depends on the type and resolution of your printer and the memory size of your computer. All printers except PostScript will have seven typefaces:

- Swiss (sans serif)
- Dutch (roman serif)
- Rockface (slab serif)
- Drury Lane (display caps)
- Ravinia (script)
- Madison (display)
- Bullets (symbols)

The range of point sizes will vary depending on your printer and memory size, up to a maximum of 96 point. On the Apple LaserWriter Plus, additional fonts are available: Avant Garde, Bookman, Century Schoolbook, Zapf Chancery, and Palatino.

PostScript printers provide Helvetica, Times and Courier fonts at sizes up to 99 point.

Adjusting the Printing Position

The printing position on the page varies for different printers and depends on whether you are using continuous paper or a sheet feeder. The PUBLISHER software cannot tell what each printer will do, so there may be a difference between the position on screen and on paper, the printed version being moved down and right compared with its screen position. You can adjust the printing position by using the test card document provided as follows:

1. Load The PUBLISHER.

2. Select Open... in the FILE menu. Select TESTCARD.DTP which you will find in the DTP folder on your DATA disk (the DTP folder is inside the PUBLISH folder on your hard disk).

3. Select Show Rulers in the OPTIONS menu.

4. Select Print... in the FILE menu to print TESTCARD.DTP.

5. Measure how far up and to the left the print position should move to match the screen.

6. Select Set Column Guides... in the OPTIONS menu and enter the values you measured into the Vertical Page Offset and Horizontal Page Offset fields.

7. Print the document again and repeat the process until the output looks just right.

8. Select Save in the FILE menu to save TESTCARD.DTP.

When you are happy with the print position, it is a good idea to modify your default style sheet so that all new documents have the correct print position. Follow these steps:

1. Click on New... in the FILE menu.

2. Click on the Yes button when asked if you want to load a style sheet.

3. Select DEFAULT.STY which you will find on your STARTUP disk if you have double-sided disks or on your OVERLAYS disk if you are using single-sided disks or in the PUBLISH folder on your hard disk.

4. Select Set Column Guides... in the OPTIONS menu and enter the position adjustments into the Vertical Page Offset and Horizontal Page Offset fields.

5. Select Save Style Sheet... from the FILE menu to save DEFAULT.STY to disk.

Now every time you create a new DTP document it will use this style sheet, so your documents will be printed in the correct position.

Saving Your Document and Quitting The PUBLISHER

Saving Your Document with the Same Name

Select the Save command (or press [ALT][S])to store your document on your data disk without changing the name. The document will remain unchanged in your computer's memory for further editing.

Saving Your Document with a New Name

The Save as... command allows you to change the name of your document before you save it. As with the Save command, the document will remain in memory so that you can continue using it.

Click on Quit... to exit from The PUBLISHER back to the GEM Desktop. If you have not previously saved the current document, a Dialog Box will provide you with an opportunity to do so.

SECTION III – PROGRAM REFERENCE GUIDE

10 THE MENU COMMANDS

11 AN INTRODUCTION TO GRAPHIC DESIGN

12 SAMPLE PUBLICATIONS

13 APPENDIXES

14 INDEX

- The DESK Menu
- The FILE Menu
- The EDIT Menu
- The OPTIONS Menu
- The PAGE Menu
- The STYLE Menu
- The TEXT Menu
- The GRAPHICS Menu
- The HELP Menu
- Moving the Text Cursor
- Text Editing Keys
- Quick Keys

10 The Menu Commands

10 THE MENU COMMANDS

This chapter recaps all of The PUBLISHER's menu options and commands. They are presented in screen order from left to right and top to bottom. If you're hesitant to try a feature you're unfamiliar with, check here for an explanation.

As you use the drop-down menus in The PUBLISHER, you will notice that some of the menu commands appear "dimmed." This means that you cannot select these commands at this time, but they will become available when you move to another mode.

The Desk Menu

The Timeworks DTP. . . option on the DESK menu contains The PUBLISHER title page, which includes the program version number.

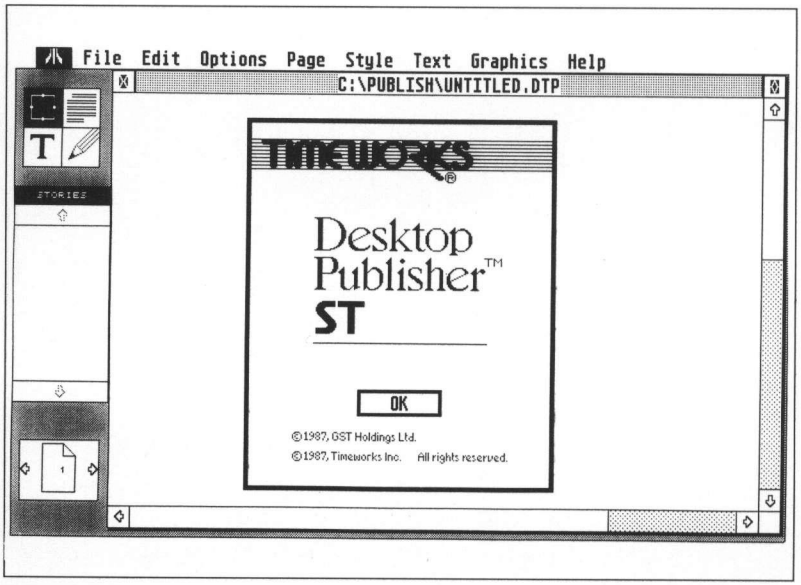


Figure 33

If you need to contact the Timeworks Customer Service department, have the version number ready when you call. Any other items that may appear in this menu are the Desk Accessories that were loaded in with the GEM Desktop.

The File Menu

When you pull down the FILE menu, you will see the following list of commands:

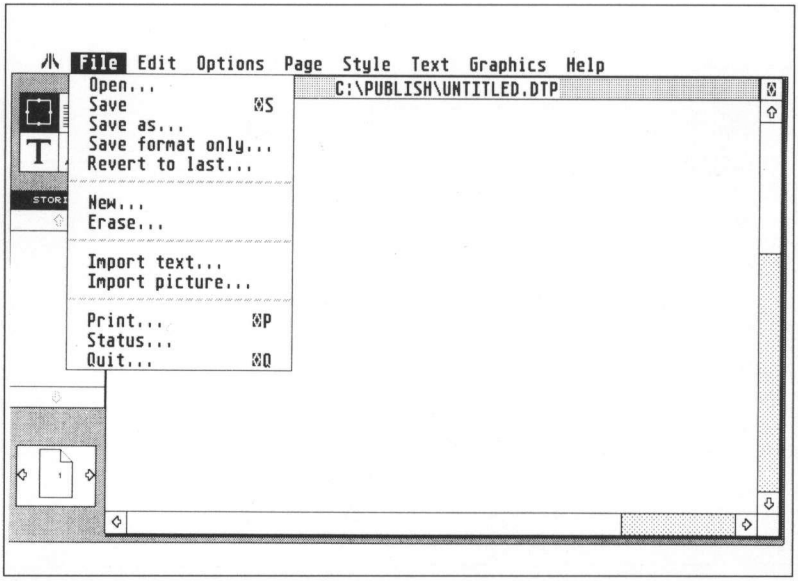


Figure 34

The letters next to the Save As..., Print... and Quit... commands stand for the "quick keys" which you can use instead of selecting the command with the mouse. The diamond shape stands for the [ALT] key. Press [ALT] and a quick key together to choose the relevant command. For a complete list, see "Quick Keys."

The FILE menu enables you to work with the files on your data disk, print them out and quit The PUBLISHER.

Opening a Document

Click on Open... to load in a previously created document from your data disk.

Saving a Document (ALT)(S)

Select the Save command to store your document on your data disk without changing the name. The document will remain unchanged in your computer's memory for further editing.

WARNING! To safeguard against losing your work due to power failure or equipment problems, you should save your documents to disk at regular intervals (every 15 to 20 minutes).

Renaming a Document before Saving It

The Save As... command allows you to change the name of your document before you save it. As with the Save command, the document will remain in memory so that you can continue to edit it.

Saving the Style Sheet

Selecting the Save Style Sheet command displays an Item Selector, allowing you to save your document's style sheet with its own name e.g. DOCUMENT.STY.

Reloading Your Last Selection

The Revert to Last... command wipes out any changes you have made to your document, then reloads the original document from your data disk. An Alert will be displayed to give you the chance to cancel the command.

Creating a New Document

Use the New... command to create a new document. A Dialog Box will be displayed asking you if you want to load a style sheet. If you don't load a style sheet, you will also have the chance to set up a new page format.

NOTE: You MUST set up your page format correctly before you do ANY other work on your document, as you will not be able to change it later on.

Erasing a Document from Your Data Disk

Use the Erase... command to delete unwanted files from your data disk. This will free space on the disk so that you can, for example, save a document.

Loading Text

Selecting the Import Text command allows you to load a word processing file from disk into your document. A Dialog Box is displayed asking you which word processor the file was created with: WORD WRITER ST, 1st Word, 1st Word Plus, Word Perfect or ASCII text. You can then select a text file to be loaded in and added to the list of stories for your document.

Loading Pictures

Selecting the Import picture command allows you to load a picture file from disk into your document. A Dialog Box is displayed asking you which drawing program (GEM Draw, Easy Draw) or painting program (DEGAS, Neochrome, GEM Paint) was used to create the picture file. You can then select a file to be loaded in and added to the Library for use in your document.

Printing a Document (ALT)(P)

Use the Print... command to print the document in your computer's memory. A Dialog Box will be displayed allowing you to select various options, such as the number of copies to print, page range, forward or reverse order, left and right pages and collating.

Finding the Status of Your Document

Select Status... to show you information about your computer and the document in memory, including the number of frames and words in the document, the amount of RAM (working memory) left in the computer and the amount of memory left on the selected disk.

If you are in Frame mode, you can find out information about a story or picture by double-clicking on its name in the Library. The Status... Dialog Box also allows you to delete a story or picture from your document or to rename the story or picture.

Exiting from The PUBLISHER (ALT)(Q)

The Quit... command is used to exit from The PUBLISHER back to GEM. If you have not already saved any changes to your document when you select Open..., New... or Quit..., The PUBLISHER will display an Alert giving you three choices:

- **ABANDON**—Go ahead without saving any changes made since you last saved the document.

- **SAVE**—Save the document with its existing name. If it is a new document, an Item Selector will be displayed so that you can give it a name.

- **CANCEL**—Disregard the command.

The Edit Menu

When you select the EDIT menu, you will see the following list of commands:

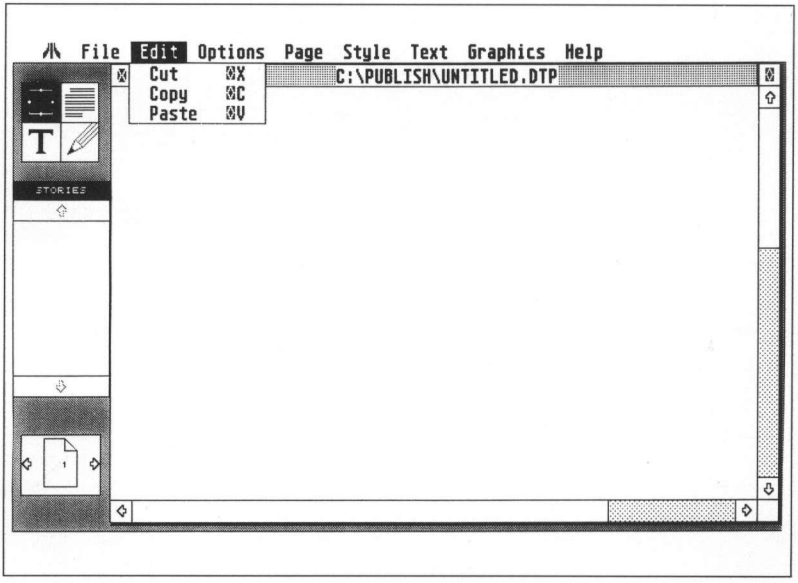


Figure 35

The commands in the EDIT menu let you delete, move and copy:

- In Frame mode, whole frames.
- In Text mode, blocks of text.
- In Graphics mode, individual graphics items.

Cutting Out a Frame, Text or Graphic (ALT)(X)

The Cut command removes the selected frame, text or graphic from the work area and places it in a buffer. It can then be pasted back in anywhere in your document.

NOTE: The PUBLISHER has separate buffers for frames, text and graphics. If you cut out a frame, for example, it will not affect any text you may have previously cut out. However, each buffer can only hold one item at a time.

Copying a Frame, Text or Graphic (ALT)(C)

The Copy command copies the selected frame, text or graphic to the "buffer" but does not delete it from the page.

Pasting in a Frame, Text or Graphic (ALT)(V)

The Paste command takes the item on the buffer and places it on the currently selected page. In Frame mode, the copy is pasted in on top of and slightly overlapping the original frame. In Text mode, the text is inserted at the cursor position. In Graphics mode, the object is drawn at the same position in the selected frame as when it was cut.

The Options Menu

When you select the OPTIONS menu, you will see the following list of commands:

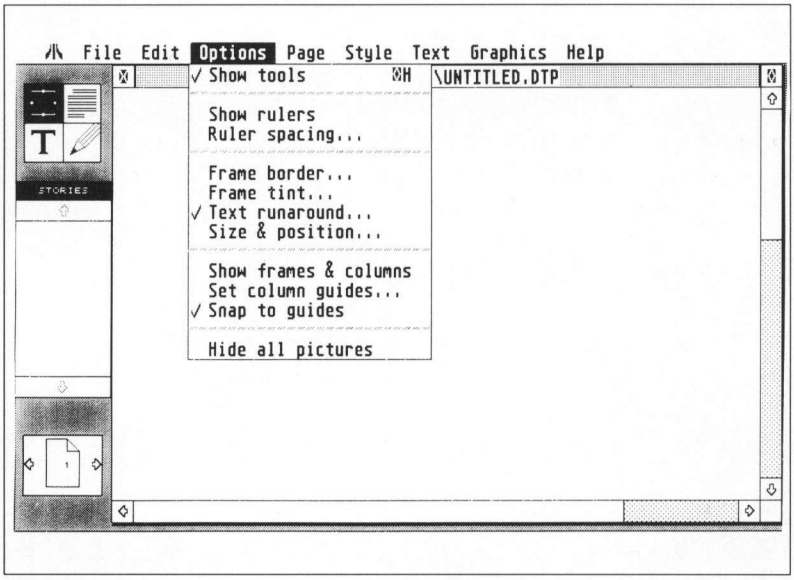


Figure 36

Most of the commands in the OPTIONS menu allow you to toggle screen format options in The PUBLISHER on and off.

Showing the Tool Box (ALT)(H)

This command expands the document window to cover the entire screen (so that the tools are hidden) or it shrinks the window down so the tools are revealed. Clicking on the Full Box or using the (ALT)(H) combination will accomplish the same thing. When the Tool Box is hidden, use (ALT)(M) to change tools.

Showing/Hiding the Rulers

Click on Show Ruler to display the rulers at the top and left-hand edges of the work area. When the rulers are displayed, the position of the pointer is indicated by thin hairlines moving along them and Show Ruler is checked on the menu.

Changing the Ruler Spacing

The Ruler Spacing... command lets you choose from four different measurement units used on the rulers:

- Inches and eighths
- Inches and tenths
- Picas and points
- Centimeters

The chosen units will also be used in dialogs that deal with measurement.

Changing the Frame Border

The Frame Border... command allows you to select a border in four different styles for the currently selected frame. You can have lines all around the frame or on any portion of it.

Changing the Frame Shade

The Frame Tint... command allows you to choose a background shade for the currently selected frame and whether the background is opaque or clear.

Flowing Text around Frames

By default, all frames created with The PUBLISHER force text to flow around them. By clicking on Text Runaround, you can allow text to flow under the currently selected frame. You can also specify an extra area of "padding" around the edge of the frame into which text cannot cross. This command is checked when it is switched on.

Size and Position

Used to show the exact size and position on the page of the selected object in the unit of measure selected.

Showing/Hiding the Frames and Columns

Click on Show Frames and Columns to display the outline of the frames and columns on each page. This will not only help you to align frames but will let you see how much space is left at the bottom of each column. When the frames and columns are displayed, this command is checked. If frames and columns are turned off, what you see on the display is what will be printed.

Setting up Your Column Guides

When you select Set Column Guides..., a Dialog Box is displayed which allows you to specify the following:

The top, bottom, inner and outer margins on each page.

The number of column guides on each page.

The amount of white space between columns.

Print Page offset (see Adjusting the Printing Position).

Snapping Frames to the Column Guides

Select Snap To Guides to control whether frames snap to the column guides when created, moved or stretched. When Snap To Guides is switched on, the top and bottom edges of each frame will snap to the currently selected ruler spacing (centimeters, inches and tenths, etc.) to allow you to align frames horizontally. The left and right edges of each frame will snap to the left and right edges of the column guides to allow you to align frames vertically. This command is checked when it is switched on.

Showing/Hiding Your Pictures

To turn the pictures in your document off and considerably increase the speed at which the screen is redrawn, select Hide All Pictures. This command is checked when your pictures are turned off.

The Page Menu

When you select the PAGE menu, you will see the following list of commands:

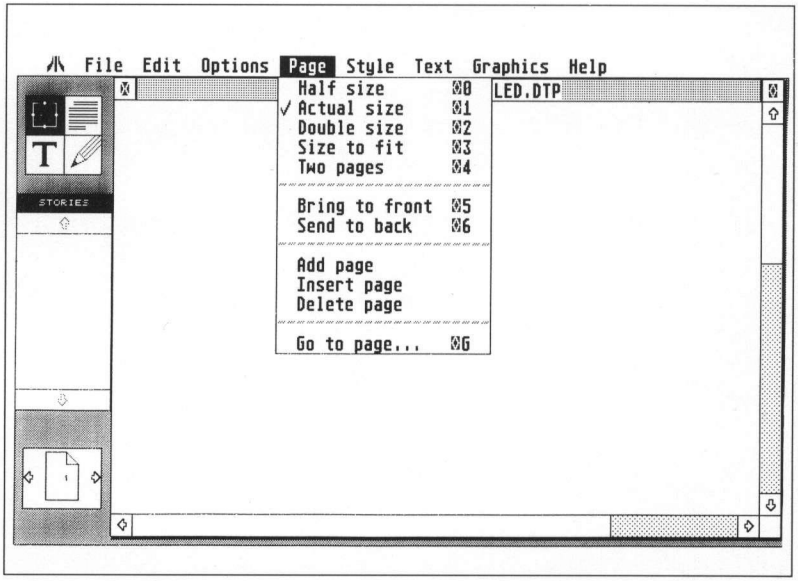


Figure 37

The PAGE menu lets you insert and delete pages, enables you to move to a particular page quickly and provides five different ways to view your document on screen.

Displaying a Page at Half Size (ALT)(0)

Half Size displays the page at half of its actual size when printed. Use this size for checking the overall layout of your document.

Displaying a Page at Actual Size (ALT)(1)

Actual Size is used for text editing. This size gives you the most accurate view of the final printed page, since text is displayed on screen at its printed size.

Displaying a Page at Double Size (ALT)(2)

Double Size displays the page at twice the size it will be printed at. This size is useful for detail work on pictures and graphics or very small text.

Displaying a Whole Page on Screen (ALT)(3)

Size to Fit adjusts the size of the current page so that it is all visible on the screen.

Displaying Two Pages on Screen (ALT)(4)

Two pages adjusts the size of a pair of facing pages so that they are both visible on the screen.

NOTE: With Half size, Size to Fit and Two pages, text which is too small to display legibly is "greeked" (shown as a series of squiggles). Whichever view size is selected will have a check by it in the PAGE menu.

Bringing a Frame/Graphic to the Front (ALT)(5)

Bring to Front takes the selected frame or graphic and places it on top of any frames or graphics covering it.

Sending a Frame/Graphic to the Back (ALT)(6)

Send to Back takes the selected frame or graphic and places it behind any other frames or graphics it may be covering.

Inserting a Blank Page after the Current Page

Click on Add Page to create a blank copy of the Master Page and insert it after the current page.

Inserting a Blank Page before the Current Page

Click on Insert Page to create a blank copy of the Master Page and insert it before the current page.

Deleting a Page

Delete Page deletes the current page and all the frames on it. If you delete the only page (Page 1 in a one-page document), it will be replaced with a copy of the Master Page.

NOTE: The above three commands can only be used while in the Frame mode.

Moving to a Given Page [ALT][G]

Click on Go to Page... to go directly either to a selected page in your document or to one of the master pages.

The Style Menu

When you select the STYLE menu, you will see the following list of commands:

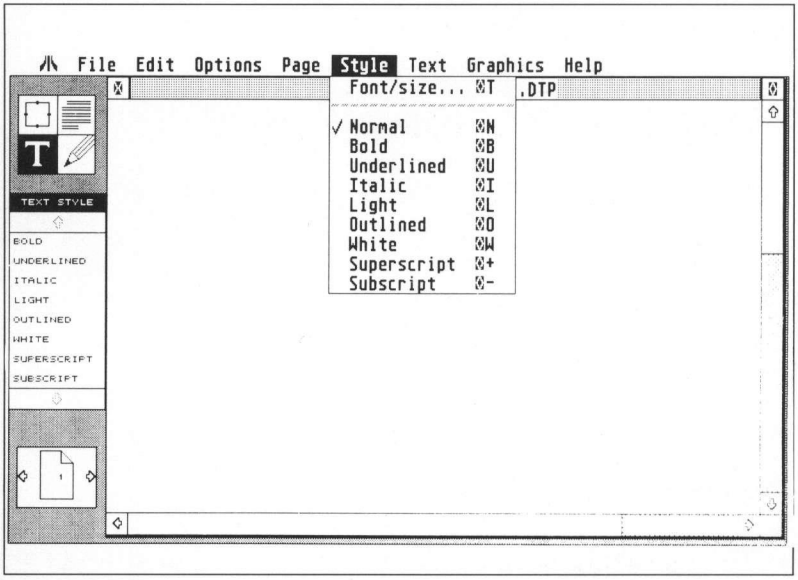


Figure 38

This menu contains commands which change the text attributes (text style, font and point size) for:

- In Paragraph mode, entire paragraphs.
- In Text mode, marked blocks of text or newly-typed characters.

In Paragraph mode any changes to text style, font or point size apply to the selected paragraph style, so that all paragraphs tagged with the same style name will be affected.

In Text mode text in a marked block is automatically changed to the new text style, font or point size. If there is no block marked, the new attributes will apply to any text typed in afterwards.

NOTE: Text or font attributes selected in Text mode always override any attributes set with Paragraph mode.

Changing Font and/or Point Size

Use the Font/size... command to select a font and point size for the text or paragraph.

Selecting Normal Text (ALT)(N)

In Text mode, Normal resets the text in the marked block to the font, point size and text style for the current paragraph. In Paragraph mode, Normal resets the paragraph style and turns off all text style options such as bold and italic selected in the STYLE menu. All of the other commands in the STYLE menu are toggles which affect the text style.

Selecting Bold Text (ALT)(B)–Select Bold to select bold text.

Selecting Underlined Text (ALT)(U)–Select Underlined to select underlined text.

Selecting Italic Text (ALT)(I)–Select Italic to select italic text.

Selecting Light Text (ALT)(L)–Select Light to select light text.

Selecting Outlined Text [ALT][O]—Select Outlined to select text which has an outline around a "hollow" center.

Selecting White Text [ALT][W]—Select White to select white text on a black background (if the frame is shaded).

Selecting Superscript Text [ALT][+]—Select Superscript to select superscript text.

Selecting Subscript Text [ALT][–]—Select Subscript to select subscript text.

You can combine text attributes as much as you wish, to create, for example, text in 18 point Dutch Bold Italic.

The Text Menu

When you select the TEXT menu, you will see the following list of commands:

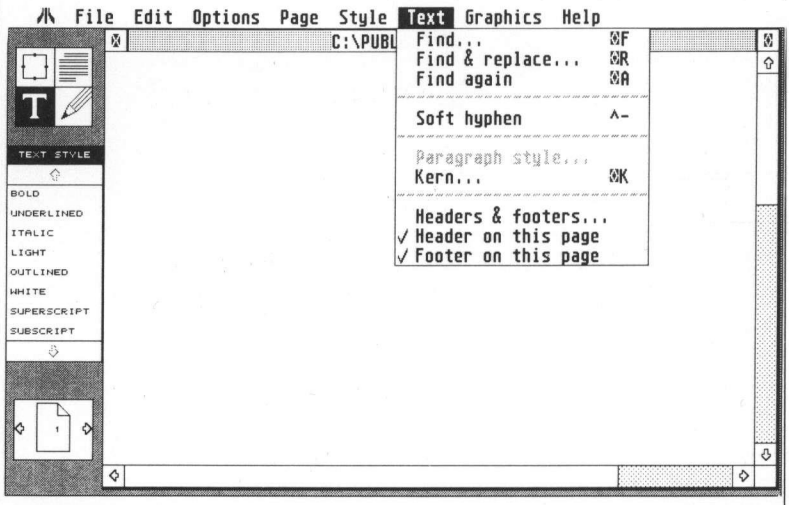


Figure 39

The TEXT menu allows you to carry out search and replace operations, control various typographic options (including hyphenation) and set the headers and footers for your document.

The letters next to the Soft hyphen command stand for the "quick keys" which you can use instead of clicking on the command with the mouse. The caret symbol stands for the [CTRL] key. Press [CTRL] and [–] together to select Soft hyphen.

Searching Your Text (ALT)(F)

Use the Find... command to look through a story for a string of text. If The PUBLISHER finds the string, it is marked as a block.

Search and Replace (ALT)(R)

Find and Replace... works very much like Find, except that you can ask The PUBLISHER to replace one string of text with another.

Repeating a Find or Find and Replace... (ALT)(A)

To continue a Find... or Find and Replace..., click on the Find Again command.

NOTE: Find, Find and Replace and Find Again may only be used when you are in Text mode with a cursor and only work from the cursor to the end of a story.

Inserting a Soft Hyphen (CTRL)(–)

Click on Soft Hyphen to insert your own hyphenation point into a word. A soft hyphen will always be placed at the position of the text cursor and will take precedence over any hyphens inserted by The PUBLISHER. You may place a soft hyphen at the start of a word to prevent it from being hyphenated at all.

Creating Paragraph Styles

Selecting the Paragraph Style... command in Paragraph mode displays a Dialog Box allowing you to create new paragraph styles, to delete unwanted ones and to control the various elements of a paragraph style. Double-clicking on the name of a paragraph style in the Library also brings up this Dialog Box.

The following options are accessed through the Paragraph Style... Dialog Box.

Creating a New Paragraph Style

Click on the New Style Box to create a new paragraph style. Another Dialog Box will appear, allowing you to type in the name of your new paragraph style and assign it to one of your computer's function keys. Function keys which have already been assigned appear dimmed. The new style's attributes will be copied from the currently selected style or from Body Text if none is selected.

Deleting an Unwanted Paragraph Style

Click on the Delete Style Box to delete an unwanted paragraph style. An Alert will be displayed to give you the chance to cancel the command. The Body Text style cannot be deleted.

Selecting a Paragraph Layout

Click on the Justification... Box to display a Dialog Box enabling you to specify the justification format for the paragraph: justified text, ragged text (flushed left), centered text, right-aligned text (flushed right) or tabulated text; the symbol to be used for the bullet at the beginning of the paragraph (if any); whether the text is to be hyphenated or not; and whether the letter spacing (additional space added between letters when justifying text) is to be used or not.

Specifying Paragraph Dimensions

Click on the Dimensions... Box to display a Dialog Box enabling you to specify:

- The amount of white space above the paragraph.
- The size of any indent on the first line of the paragraph.
- The size of the left paragraph indent.
- The size of the right paragraph indent.
- The amount of space between lines of text (the "leading").

Word Spacing

Click on the Word Spacing... Box to display a Dialog Box enabling you to specify:

- The minimum amount of space between words in the paragraph in ems.

- The maximum amount of space between words in the paragraph expressed in ems.

- The size of the hyphenation "hot zone" at the end of each line in the paragraph.

If you enter a minimum space value which is greater than the maximum space value, both values will be replaced by 0.3 ems and 1.0 ems respectively.

Setting Paragraph Tabs

Click on the Set Tabs Box to display a Dialog Box enabling you to specify the following for up to nine tab stops:

- The kind of tab stop it is (left tab, center tab, right tab, or decimal tab). You must select this before you can enter a position for the tab stop or set any additional tab stops.

- The leader character to be used (spaces, dots, underlines).

- The position of the tab stop.

- The amount of space to insert between each leader character.

NOTE: You can only set tabs if you have selected Table format for the current paragraph style.

Changing Font and/or Point Size

Click on the Font and Size Box to select a font and point size for the paragraph style.

Assigning a Function Key to a Paragraph Style

Click on the Function Key Box to assign a function key to one of your paragraph styles. Function keys which have already been assigned appear dimmed. You can free up a previously defined function key by deleting the Paragraph style associated with it.

Adjusting the Space between Two Characters (Kerning)

To move two characters closer together or further apart, click on the Kern... command. When the Kern Two Characters Dialog Box is displayed, specify the amount of kerning in points at the cursor position and whether it is to be + (apart) or – (together).

NOTE: Using the quick key [ALT][K] for this command always moves the characters together by 0.5 of a point without displaying the Dialog Box.

Entering Headers and Footers

Select the Headers and Footers... command to display a Dialog Box allowing you to set your headers and footers. Each header and footer can have up to three sections (one left-aligned, one centered and one right-aligned) and can appear on left pages only, right pages only or on both. You can also use this Dialog Box to set the distance from the top/bottom of the page and the page offset number. If the character [CTRL][J] is typed into a header or footer, it will be replaced on each page with the current page number.

To set the text style, font, point size, indents, etc., used in your headers and footers, you should configure the paragraph styles called Header and Footer. These styles are created for you when enter a header or footer. Header and footer text created using this command cannot be edited directly.

Switching the Header On and Off

To turn the header off for the page currently displayed, select Header on this page. This command is checked when the header is turned on.

Switching the Footer On and Off

To turn the footer off for the page currently displayed, select Footer on this page. This command is checked when the footer is turned on.

The Graphics Menu

When you select the GRAPHICS menu, you will see the following list of commands:

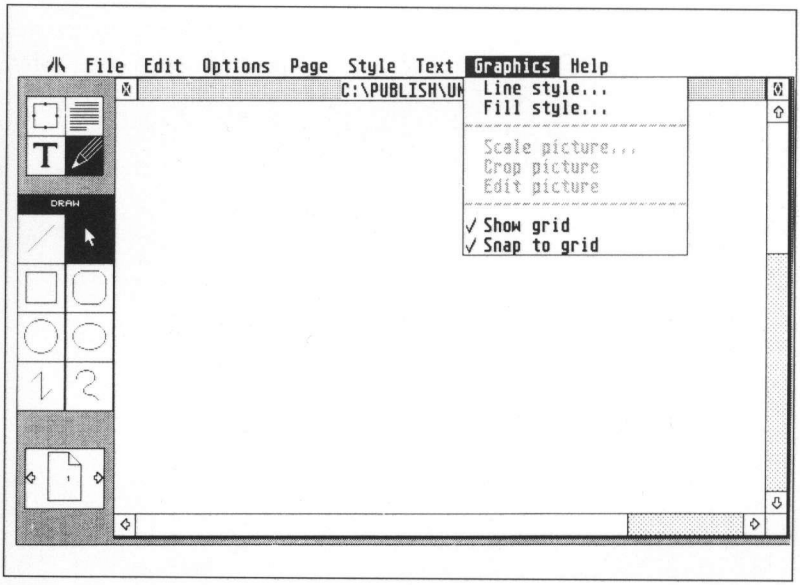


Figure 40

The GRAPHICS menu allows you create integrated graphics, move them around, change their line style, fill style, and toggle a grid to which your graphics will snap.

Selecting a Line Style

Use the Line Style... command in Graphics mode to choose:

- The color of the "ink" to be used (black or white).
- Whether the line is dotted, dashed, or solid: for solid lines, you can also select from several line widths.

- The shape of the ends of the lines (blunt or arrowhead). If a line is already selected, then the new style applies to that line. If there is no line selected, the style will be used for the next line drawn.

Selecting a Fill Style

Use the Fill Style... command in Graphics mode to choose:

- Whether to display an object's outer edge or not.
- Whether the fill pattern should be clear (letting the graphic objects behind it show through) or opaque (hiding parts of other graphic objects behind it).
- The color of the "ink" to be used (black or white).
- Which one of the 36 patterns to fill the object with. If a solid object is already selected, then the new pattern will fill that object. If there is no object selected, the pattern will be used for the next solid object drawn.

Making a Picture Larger or Smaller

Select Scale Picture... in the GRAPHICS menu to display a Dialog Box allowing you to choose whether or not to preserve the Aspect Ratio of the picture; whether to select Whole Pixel Scaling horizontally, vertically, in both directions, or neither.

The default is to ignore aspect ratio. This means that the picture will be stretched to fill the frame. If you choose the preserve the aspect ratio, the original proportions of the picture will be restored. Whole pixel scaling prevents the "tartan" patterns which occur when an image file is made larger or smaller by an irregular amount e.g. x1.3.

Cutting a Picture to Size

Select Crop Picture to cut out with a "scissors" only the portion of a picture you want. The pointer will change to a pair of scissors so you can drag a "rubber box" inside the picture to mark the portion to be shown.

Editing an Image

Use the Edit Picture command to edit an imported image in the selected frame. The PUBLISHER will replace the desktop with a window showing the picture enlarged four times. You can then add and delete individual pixels by clicking on the pixels you wish to reverse from white to black or vice versa, using the mouse. Select the Close Box to display a Dialog Box giving you the choice of saving your changes or abandoning your changes. (The file on disk is not affected.)

NOTE: You can only use Scale Picture. . . , Crop Picture and Edit Picture when you are in Frame mode and have selected a frame holding an image file.

Showing/Hiding the Graphics Grid

Select Show Grid when you are in Graphics mode to turn the display of the graphics grid on and off.

Snapping Graphics to the Grid

Select Snap To Grid when you are in Graphics mode to control whether graphics snap to the grid or not. Snapping to the graphics grid helps to align different graphic objects with one another.

The HELP Menu

The PUBLISHER can provide instant help information on a topic without your having to consult this manual. Simply select the HELP menu and select one of the entries in the following list:

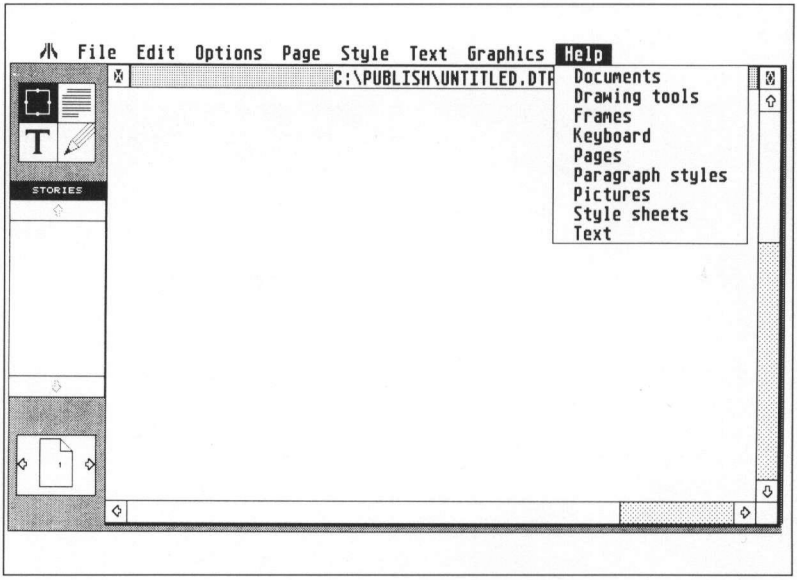


Figure 41

Once you have read the help message, remove it from the screen by clicking on OK.

Moving the Text Cursor

[↑↓][⇄]—Move the cursor up, down, left or right one character.
[CTRL][→]—Move the cursor right one word.
[CTRL][←]—Move the cursor left one word.

Text Editing Keys

[BACKSPACE]—Delete the character to the left of the cursor.
[DEL]—1) Delete the character to the right of the cursor, or 2) cut out a selected block of text, frame or graphic.
[CTRL][SPACEBAR]—Insert a fixed space.
[CTRL][–]—Insert a soft hyphen.
[INSERT]—Paste in text, a frame or a graphic.

Quick Keys

[ALT][A]–Repeat the last Find or Find and Replace (TEXT menu).
[ALT][B]–Bold text (TEXT menu).
[ALT][C]–Copy a frame, text, or graphic (EDIT menu).
[ALT][F]–Find a string of text (TEXT menu).
[ALT][G]–Go to page (PAGE menu).
[ALT][H]–Show/hide the Tool Box (OPTIONS menu).
[ALT][I]–Italic text (STYLE menu).
[ALT][K]–Kern two characters together by 0.5 a point (TEXT menu).
[ALT][L]–Light text (STYLE menu).
[ALT][M]–Switch between tools (Frame/Paragraph/Text/Graphics).
[ALT][N]–Normal text (STYLE menu).
[ALT][O]–Outlined text (STYLE menu).
[ALT][P]–Print a document (FILE menu).
[ALT][Q]–Quit the program (FILE menu).
[ALT][R]–Find and replace in your text (TEXT menu).
[ALT][S]–Save file. (FILE menu).
[ALT][T]–Presents the Font and Size Dialog Box (STYLE menu).
[ALT][U]–Underlined text (STYLE menu).
[ALT][V]–Paste in a frame, text, or graphic (EDIT menu).
[ALT][W]–White text (STYLE menu).
[ALT][X]–Cut out a frame, text or graphic (EDIT menu).
[ALT][0]–Display the page at half size (PAGE menu).
[ALT][1]–Display the page at actual size (PAGE menu).

[ALT][2]—Display the page at double size (PAGE menu).
[ALT][3]—Display a whole page on screen (PAGE menu).
[ALT][4]—Display two pages on screen (PAGE menu).
[ALT][5]—Bring a frame/graphic to the front (PAGE menu).
[ALT][6]—Send a frame/graphic to the back (PAGE menu).
[ALT][+]—Superscript text (STYLE menu).
[ALT][–]—Subscript text (STYLE menu).

Tips to Remember

11 AN INTRODUCTION TO GRAPHIC DESIGN

Designing a letterhead, invoice, announcement, advertisement, business report—in fact, virtually anything you intend to print—is a matter of personal taste. There are a few "musts," however, that cannot be ignored. For example, Name, Address, City, State, Zip Code and Telephone Number, are essential information on a letterhead. Amount Due is essential on an invoice. Who, What, When, Where, and Why are essential to most announcements.

But where to position these essentials on the page, in what typeface and type size, with what graphics, and what size paper, is up to you.

Whether your publishing project is a simple letterhead or an important presentation, there are some guidelines that professional layout artists and graphics designers use all the time. We'll give you just a quick synopsis here, but if you intend to get into extensive desktop publishing and don't have artistic training, you'll probably want to do some further reading on the topics of layout, design and type selection.

What follows here are twelve rules which reflect the conventional wisdom of graphic design:

Tips to Remember

1. All emphasis is no emphasis. If you're a writer, you've probably been advised to use exclamation points sparingly. The reason, of course, is that not everything is amazing, and that trying to make it so only deprives you of an effective punctuation mark to use when something truly is amazing. The same is true with design. Strive to have the reader's eyes focus first on the most important part of your page. Use "bomb bursts" and reverses sparingly.

2. Avoid clutter. Too many elements on a page are difficult to wade through. Just as you wish your words to flow in orderly fashion, so also do you want your page to flow.

3. Don't mix too many type fonts and faces. One rule of thumb is not to mix serif (those with "feet" on the letters) and sans serif faces. Another is not to have more than three sizes of type per page. Of course, rules can be broken, but resist the temptation of trying to use as many faces and fonts as possible per document. We hope you'll be using The PUBLISHER for a long time, so save some of your choices for another document.

4. Strive for contrast. Gray pages, like gray laundry, are not very appealing. Leave some white space. Break up long columns of text with white space and bold face lead-ins. Add a high-contrast graphic.

5. Avoid negative white space. White space is that portion of the page where nothing appears. As refreshing as white space can be, surrounded by gray or black space, it tends to look like a donut hole. Have your white space open into your margins, rather than be surrounded by text or art.

6. Position artwork so it faces into the page. Artwork, especially of people, should not face into the blank beyond. If possible, make it face into the text.

7. Don't overuse rules and lines. Text columns create their own shape and form. They probably don't need vertical separation lines. Try using text rules only between unrelated blocks of copy.

8. Strive for a three-dimensional look with your artwork. The PUBLISHER allows you to overlay graphic elements to give the effect of having art in the foreground, middle ground and background. Experiment with this capability to achieve a more interesting look.

9. For multi-page documents, establish a style sheet. Handle page numbers, headings, captions and text in a uniform manner from page to page.

10. Consider the artful arrangement of all the elements on the page. Does the eye naturally flow from upper left to lower right? Is there a balance of black, gray and white space? Is the page symmetrical or pleasingly asymmetrical? Is there a focal point? One trick you might try is to hold your page up to a mirror. It should look good inverted as well.

11. Is it complete? Set your document aside for awhile and come back to it fresh. Does your document contain everything it needs to and nothing that it shouldn't?

12. Is there anything you can do to make it better? While you're designing your document, think about ways you can vary the final output to add excitement and interest. Print on color stock? Have it professionally printed with different colored inks? Have it folded in an interesting way? Now, that's the creative challenge!

The PUBLISHER makes it simple to create, resize and move text columns and graphic frames around until you find a layout you like. Then, once you've decided how you want your document to look, The PUBLISHER makes it possible for you to create professional looking, printed material.

Use the convenient tools included in the program to draw perfect rectangles and circles and align them precisely. Create graphs for which you would pay a professional graphics designer a large fee. Make use of the numerous type fonts and special effects to give your document variety and sparkle.

As you continue to use The PUBLISHER, you will discover new applications for the various layout, text and graphic tools included in the program.

12 Sample Publications

- A Sample Letter
- A Sample Resume
- A Sample Letterhead
- A Sample Invoice
- A Sample Newsletter
- Another Sample Newsletter
- An Advertising Sample
- A Sample Report

12 SAMPLE PUBLICATIONS

We thought about calling this chapter "Inspiration" because that's what it's supposed to provide. We're confident that the more you work with The PUBLISHER, the more creative you will become. But to help get the creative juices flowing, we've included some sample publications you might want to adapt for your own use.

There are no step-by-step instructions included, as we did in the Quick-Start Mini-Manual, but rather ideas put on paper and disk that illustrate some of the possibilities of The PUBLISHER.

You will find the sample documents stored on the disk labeled SAMPLES/ARTWORK. Open these files into The PUBLISHER and explore the techniques that were used to produce them. You will get many ideas that you can apply to your own publications. Listed below are the samples and their disk file names:

File Name	Contents
AD.DTP	A sample advertisement.
APT-NEWS.DTP	A sample newsletter page.
FYI.DTP	A sample four-page newsletter.
INVOICE.DTP	A sample invoice form.
LETTER.DTP	A sample letter.
LETTERHD.DTP	A sample letterhead.
REPORT.DTP	The main page for a report.
RESUME.DTP	A sample resume.

See Chapter 5 for details on how to open a file.

Below we will discuss the major points of each document and give you some hints on how to produce your own documents.

An important factor in improving your skills with this program is to experiment. We have included these publications to give you a starting point for your own publications. So, open these files and experiment. Move the objects around the screen. Try to discover the steps we took to create these documents. You'll learn how to get even more from The PUBLISHER and from your Atari ST as well.

A Sample Letter

Even your personal correspondence can look better when you use The PUBLISHER! Open the file called LETTER, and you will see a personal letterhead with text and an interesting graphic.

Sam and Betty Johnson

1234 Maple Avenue
Deerfield, IL 60010
(312) 555-9082

November 5, 1989

Mr. Robert Williams
Post and Rail Farm
Portage, Wisconsin 57843

Dear Mr. Williams,

It's been a few weeks since we stayed at your wonderful retreat. Since we returned home, not a day has gone by that we have not thought about our visit to Post and Rail.

We wanted you to know that we really enjoyed our stay at Post and Rail. Your hospitality was appreciated. The best part was your personal guided tour of the farm. We found your many stories about the farm very interesting.

We look forward to our next stay at Post and Rail and we wish you a happy holiday season.

Yours truly,

Sam and Betty

Figure 43

A Sample Resume

We have included a sample resume with this package to show you how a little creativity can make a resume find its way to the top of the stack. Open this file to see how varying type sizes and boldface text can help to present your qualifications in an interesting and informative way.

William L. Walsh
Department of Marketing
DePaul University
234 South Wabash Avenue
Chicago, IL 60604
(312) 555-5218

CAREER OBJECTIVE

To continue developing sales/marketing analysis presentations as an in-house consultant in a large corporation.

BUSINESS EXPERIENCE

Aims Copy Service: (Photo Copy Services)

Sales management consultant (part-time) for division specializing in insurance company and attorney firms' need to subpoena various documents.
1986 — Present.

EDUCATION

M.B.A. in marketing (accounting minor), DePaul University, Chicago, IL 1978.

- Elected to graduate honors society, Delta Mu Delta.
- M.B.A. candidate, Northwestern University, 1974—'75.
- B.S. in commerce, DePaul University, 1970.

Personal references available upon request.

Figure 44

A Sample Letterhead

Each business should have its own unique letterhead. This is the first thing people see when you send them a letter.

Open the file LETTERHEAD to see a sample letterhead. We have combined the company name with a graphic element and a promotional tag line at the top and placed the address and phone number information at the bottom.

Select [➡] to look at Page Two. This only has a small amount of information because we do not want to repeat the entire letterhead on the second and subsequent pages of the document.

To use a letterhead with The PUBLISHER, you can either print out a number of blank sheets and use them with your typewriter or you can load the letterhead and compose your letter right in The PUBLISHER

NEW and USED COMPUTERS

MAIN OFFICE:1234 W. Harrison Road ♦ Chicago, IL 60646 ☎ (312) 555-1215

Figure 45

A Sample Invoice

Forms are the driving force behind most businesses. Forms help you record and present information in an organized fashion. You can use The PUBLISHER to produce all the forms you will need for a variety of tasks.

As with the letterhead, you can either print out a blank form and fill it in with a typewriter or pen, or you can fill out the form right in The PUBLISHER. You can even bring a print-out of the blank form to your neighborhood printing house and have it reproduced onto forms that can be run through your printer.

The invoice form on the The PUBLISHER disk uses shaded boxes to separate the headings from the information to be entered into the form. The company address and logo are at the top of the form as in the letterhead.

RUNTIME

NEW/USED COMPUTERS

132234 W. Harrison - Chicago, IL 60646 - (312) 997-4455

INVOICE

INVOICE NUMBER	INVOICE DATE	PAGE
OUR REFERENCE NO. / ORDER NO.		

SOLD TO

SHIP TO

CUSTOMER P.O. NUMBER	TERMS	SHIP VIA	SHIP DATE	FREIGHT

REP FIRM	SPECIAL INSTRUCTIONS

QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY BACKORDERED	CATALOG NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION

CUSTOMER COPY

TOTAL DUE

Figure 46

A Sample Newsletter

This is a simple one-page newsletter. This type of newsletter might be circulated on a daily or weekly basis. Since little information is required for this newsletter, we can keep it down to one page.

The title of the newsletter, called the masthead, appears at the top so the reader can immediately know what s/he is reading. We have also headlined the articles in the newsletter with boldface type, to help the reader find articles of interest. A vertical rule (line) adds to the readability of the newsletter.

Apt. - Condo. News

Volume 994

Welcome to all of our new owners and tenants!

The Association Advantages:

Condominium living has added a new dimension to the American way of life — *Convenience*. Yet to many condominium associations, this is the only ingredient with which they are concerned.

This association has historically gone one step beyond the norm and has added one of the the most important part of all — *Communication*.

Your Board of Directors and other owners active in the day-to-day operation of your building will endeavor to publish a newsletter periodically. Contents of this publication will be directed toward keeping the community apprised of new developments and activities. We would appreciate contributions from all of our residents to this publication. Please leave your contribution with any Board member or mail them to: Board of Directors, Community Homeowners Association, 600 Commons Road, Chicago, Wisconsin 54991.

Kitchen Appliance Maintenance:

The Kitchen Appliance Center has had a commercial maintenance contract available to our homeowners for many years. KAC currently has a promotion going on whereby:

1. You do not need your equipment checked prior to getting this policy.
2. Your appliances need not be KAC, even though most of us have KAC refrigerators, stoves, disposals and dishwashers.
3. The initial sign-up period is for six months rather than a year, since their contracts normally run May through April.
4. Cost to you will be under $50 for the initial six month period.

Your Board has negotiated this introductory offer for you. We encourage you to read the enclosed material and join with the other homeowners already on this program. It only takes one service call to cover the cost of your premium.

Seniors Acting Up!

A group of Lakeside senior citizens are working on the art of growing younger. Performing Seniors is a group of community seniors all over the age of 65, who dance, sing and act to audiences all over the city and suburbs. These 20 actors see the job of performing as something that keeps them young at heart.

Members of the group include Girdie Williams, Mickey Python, Sally Pace, Harry B. Stone, Ernie Wood, Kyle Lyel, Anton Fjordsen, Pinkie Floyd, Arnie Paine, Jessie Jones and Wyle Cyote.

Adelle Lerner, 82, joined the group three years ago because she got bored of her craft club. Fred Kinnon, 79, joined because he wanted to do more than just sit around and play poker. Mike Tikez said, "Gee, this is a whole lot better than playing cards three times a week, and it keeps the bones and joints moving!"

The theme of the show for this year is, "You are only as old as you feel!" The show starts with a look at different generations growing up. One funny part portrays the role of high schools and another depicts the act of dating throughout the century.

Audiences of all ages seem to enjoy this show. You can see your neighbors perform next Wednesday in the Lakeside Social Hall at 8:00 p.m.

The Lakeside Social Hall is located on the corner of Main Street and Maple, and the ticket office is on the second floor. Call 555-1212 for more information.

Board of Directors:
Mark Garcia.....President William Sickle.....Vice President Mike Kip.....Treasurer

Normal Business Hours of the Association:
9:00 am – 9:00 pm Monday through Friday
9:00 am – 4:00 pm Saturday and Sunday

Normal Business Hours of Lakeside Social Hall:
8:00 am – 5:00 pm Monday through Friday
9:00 am – 1:00 pm Saturday

Figure 47

Another Sample Newsletter

This is a multi-page newsletter. When you load this publication into the computer, you will see how to continue articles onto subsequent pages.

This newsletter also has a masthead, and we have included a box at the top for the date and edition number of the newsletter.

At the lower right corner, in a box, we have included a table of contents.

Inside the newsletter, on Page 2, you will see lines of text pulled out from the article that appear larger than the regular text. These lines recap passages from the article and are widely used in magazine production.

On the last page you will see a blank white area. This is where the address label will be attached. In publishing terms this is called the indicia.

When this newsletter is ready for production, you will print out each of the four pages and either you or your printing house would paste them in order for final printing. You may want to print this on a single 11 × 17-inch sheet with a fold in the middle. Your printer will help you with these details.

Figure 48

TIMEWORKS F.Y.I.

SPECIAL VERSION UPDATE ISSUE

SPRING 1988 VOL. 1 NO. 2

A Newsletter for Timeworks ST Users

A LETTER FROM OUR CUSTOMER SUPPORT MANAGER

Dear Timeworks User:

Thanks to the many valuable suggestions and recommendations from our users, we continually develop ways to make our programs even more powerful, yet simpler to operate.

Keeping your needs foremost in mind, we've made some important changes, and since publishing the original versions, added many new features to our best selling ST program favorites.

Our premier issue of F.Y.I. is devoted to our Atari ST programs. On page 2 you'll find a listing of our programs and descriptions of their newest features. And, on this page and page 3, you'll find news about our latest, hottest *new* release.

IMPORTANT NOTE: If you've bought any of these programs within the last 30 days, *the update is on us!* Simply send your proof-of-purchase (e.g. your dated sales receipt), the front cover of your present manual, and a check for $7.70 to cover Postage and Handling.

WE'D LIKE YOU TO HAVE THE UPDATED VERSIONS!

Take a look inside! If you don't have these programs and you'd like to order one, simply give us a call or write and we will send you an order form.

If you need to update your disk to the latest version, simply send us:

1. The order form and your check or credit card information.

2. The *front cover of your present manual* (For your convenience, you can send us your old disk *after* you receive your new update.)

3. Mail everything to:

Timeworks, Inc.
Attn: Dept F.Y.I.
444 Lake Cook Road
Deerfield, Illinois 60015

Although we would have liked to incorporate *all* of your suggestions into these updated programs, we decided to make the most important — and most frequently suggested — changes first. Then, we'll incorporate more and more of your ideas into future updates as we go.

So, please keep your suggestions coming. We do listen, sometimes it just takes a little time!

*P.S. Your current version may already include all the updated features. We wouldn't want you to buy something you don't really need — so please, make sure you check the new features and the version numbers.

News from Timeworks for immediate release

TIMEWORKS INTRODUCES DESKTOP PUBLISHER ST... "A DESKTOP PUBLISHING POWERHOUSE FOR ATARI ST COMPUTERS"

Deerfield, Illinois. – Desktop Publisher ST – A full featured, fully integrated desktop publishing program for the Atari 520ST, 1040ST, and Mega ST computers – was introduced by Timeworks at the Fall '87 Comdex Show.

"Desktop Publisher ST includes

Continued on Page 3

CONTENTS

LETTER FROM CUSTOMER SUPPORT..... Page 1
DESKTOP PUBLISHER ST ..... Pages 1–3
SYLVIA PORTER'S PERSONAL FINANCIAL PLANNER ..... Page 2
EVELYN WOOD DYNAMIC READER..... Pages 2–4
SPECIAL OFFER COUPON..... Page 4

SYLVIA PORTER'S PERSONAL FINANCIAL PLANNER MANAGES YOUR MONEY

IT PLANS YOUR FINANCIAL FUTURE, TOO

Sylvia Porter, and the editors of Sylvia Porter's Personal Finance Magazine, now combine with all the computer tools you'll ever need to help manage your money on a day-to-day basis and plan your financial future, too. In Sylvia Porter's style, without complicated financial jargon or "computerese".

Volume 1

Your Personal Financial Planner:

Helps you to track your day-to-day financial data, then combines this information with your future financial objective to produce the most comprehensive and easily-understood financial planning program available.

For Your Day-to-Day Affairs:

- Maintains your electronic checkbook and credit card system.
- Writes your checks and balances your checkbook.
- Prepares and monitors your budget.
- Classifies and tracks your taxable income and expenses.
- Calculates your net worth and generates customized personal financial statements.
- Tracks your financial assets – and your insurance policies.
- Graphically generates supplemental data, such as percentages, ratios and charts.
- You get our Toll-Free Helpline and our Customer Support Team at no charge.
- You get Timeworks' Money Back Guarantee.

For Your Financial Future:

You'll be led step-by-step through a series of questions regarding your life and lifestyle, your financial goals, and your current financial condition.

Your answers will enable a computer to determine and print a summary of the amounts you must save each year to meet your financial objectives – in both real and inflated dollars.

Helps you plan for protection against major medical adversities and other financial setbacks.

Moderately Priced – from your favorite Dealer or contact Timeworks for the Dealer closest to you.

Evelyn Wood Dynamic Reader

... An effective and enjoyable way to improve your reading and comprehension and speed. The EVELYN WOOD DYNAMIC READER will not give you the desire to improve your reading skills. You must posses that. But this package does provide everything else ... the plan, excellent instruction, the materials, and the know-how to help you learn to read as fast and efficiently as you want.

We run faster, fly higher, and dive deeper, but most of us still read at the 19th century speed of approximately 300 words per minute. With the discovery of Reading Dynamics, it is no longer necessary to poke along at such a slow rate.

Every day the gap between how much you do read and how much you should be reading widens. It's a natural phenomenon of our times. Obviously, you need to read more efficiently than your grandfather did. Unfortunately, most people don't. With Reading Dynamics, they could.

Reading Dynamics is not a skimming or "key word" association technique. It is a totally different reading concept that registers every word, every idea, every shade of meaning in the written material. You will use more of your mental capacity and learn to concentrate. Your mind won't wander while you read.

You will find that Dynamic Reading is more enjoyable than reading the old way. Complete thought patterns and ideas emerge from the written material in a smoothly moving picture. Instead of perceiving individual bits and pieces of information and putting them back together as best you can, you will see total concepts. Reading Dynamically is like "living" in the material.

Continued on page 4

Desktop Publisher continued from page 1

fully integrated word processing, page layout, and graphics, " explains Timeworks President, Mark L. Goldberg. "This allows the user to move freely between the page text, graphics, and page layout functions without leaving his page or juggling programs."

"And for all of its state-of-the-are ability, Desktop Publisher ST is especially designed to get the user up and running in less than one hour!"

Desktop Publisher ST includes the following special features:

GEM User Interface: Pull-down menus, icons, scroll bars and dialog boxes help you learn and use the program quickly. Your display screen shows you exactly what your final product will look like when you print.

Flexible Page Layout: With your mouse and keyboard, you can overlap, reposition, resize, and reshape text, columns and graphics. This allows you to change the layout or experiment — almost effortlessly.

Built-In Fonts: Choose from more than 6,100 possible type-style combinations! Opt for bold, italic, underlined, outlined, white, and superscript or subscript characters. Type sizes range from 6 point to 96 point.

Premium Quality Printouts: Desktop Publisher ST uses a special high density printout format that gives you superior quality printouts on your dot matrix or laser printer.

Built-In Word Processor: All the features necessary for everyday word processing, plus most of the sophisticated ones found only in more expensive programs.

Text Importing: Allows you to load documents from Word Writer, First Word, First Word Plus, or any word processor in standard ASCII format directly into Desktop Publisher ST.

Professionally Drawn Graphics Illustrations: Includes over 200 beautifully illustrated graphics ready-to-go art that makes your documents even more eye catching.

Built-In Graphic Tool Box: Allows you to draw lines, boxes, circles, rules and more. Plus, you can choose from a wide variety of built-in line and fill patters, or create your own.

Graphics Importing: You can directly import graphics and illustrations from DEGAS, DEGAS Elite, Neochrome, GEM Paint, Easy Draw, GEM Draw, and Lotus!

Special Typesetting Functions: Includes kerning, leading, and more.

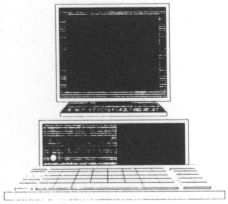
Automatic Text Flow and Word Wrap: Desktop Publisher ST automatically flows text from column to column on the same page, or carries it over to subsequent pages.

Multiple Size Page Views: Allows you to view, edit, and layout pages at actual, double, or half size. Or, you can reduce them so the entire page files the screen.

... and much more!

Like all Timeworks software, Desktop Publisher ST is supported by Timeworks full-time Customer Support Technical Team — at no charge to registered users; a Money Back Guarantee; and a very liberal Update Policy.

Desktop Publisher ST is scheduled for release next month with a Suggested Retail Price of $149.95. The IBM PC and compatibles version of Desktop Publisher is scheduled for release later this year.



Evelyn Wood continued from page 2

The **EVELYN WOOD DYNAMIC READER** provides you with the exercises and tools you need to help you increase your reading comprehension and speed. You can use your own personal computer and develop your skills at your own pace. You can learn the essential techniques of Dynamic Reading in your own home - at any time that is convenient for you. You can repeat the exercises as often as you wish to assure that you maintain optimal reading efficiency.

FEATURES:

This program contains the actual operating programs for the Dynamic Reader and the text and comprehension quizzes for the reading exercises. Your progress will be automatically recorded and you will be able to graphically view your results on colorful bar charts.

We run faster, fly higher and diver deeper, but most of us read at the 19th century speed of approximately 300 words per minute. With the discovery of Reading Dynamics, it is no longer necessary to poke along at such a slow rate.

Save $5.00 when you buy EVELYN WOOD

Name.....

Address.....

City/State.....

Cut out this coupon and send it along with the Software Registration Card to:

TIMEWORKS
444 Lake Cook Road
Deerfield, IL 60016

If you ever have a question on a Timeworks program, feel free to call our Customer Support Helpline from 9:00 AM to 5:00 PM (C.S.T.) at (312) 948-9208. Before you call Timeworks, use this check list:

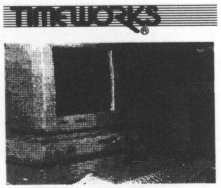
PRE-CALL CHECKLIST

1. Have you investigated your manual and README throughly for the answer to your question?

2. Are you using any additional equipment with your computer system, i.e. printer, printer interface, memory expanders, disk drives, etc...

3. If the problem is related to printing, have you checked your printer manual? Have you read your interface manual?

4. Have you returned your Registration Card to Timeworks?



Timeworks
444 Lake Cook Road
Deerfield, IL 60015
(312) 948-9200

BULK RATE
U.S. POSTAGE
SAMPLE 1234
TIMEWORKS

Figure 48 (continued)

An Advertising Sample

Two important elements of a good advertisement or "flyer" are eye appeal and simplicity. You must have some element that will draw the reader into your ad, hold his attention and gain his commitment to purchase. The message must be simple and direct.

This ad is a replica of an actual ad that Timeworks has used in magazines for our Evelyn Wood Dynamic Reader program. The white space at the left of the ad is significant. Most advertisers try to fill every inch of the ad with text. The white space adds contrast.

We have used a provocative headline to get the potential customer to read the ad. This ad includes two graphic elements: a photo of the program package and an illustration of one of the program screens which will be dropped in by the printer. These art elements help to show more information about the program and also break up the flow of the text.

Place package photo here

The Evelyn Wood Dynamic Reader. Now, the world's most renowned master brings the techniques of Dynamic Reading to your computer.

Learning to read faster isn't good enough. With the Evelyn Wood Dynamic Reader, you'll learn to read three to ten times faster – but with better comprehension and retention.

Only Timeworks brings this highly successful reading program into your computer. It will guide you like a giffted teacher through the drills and exercises at your own comfortable pace, automatically record your progress, and let you graphically review your results on colorful bar charts.

If it takes you more than 30 seconds to read this ad, you need Evelyn Wood

Reading Dynamics is not a skimming or "key word" association technique. It is a totally different reading concept that registers every word, every idea, every shade of meaning in the written material. You will use more of your mental capacity and learn to concentrate. Your mind won't wander while you read.

Reading *dynamically* is more enjoyable than reading the old way. Complete thought patterns and ideas emerge from the written material in a smoothly moving picture. Instead of perceiving individual bits and pieces of information and putting them together as best you can, you will see total concepts. Reading *dynamically* is like living in the material.

The Evelyn Wood Dynamic Reader provides you with the exercises and tools you need to help you increase your reading comprehension and speed. Your own personal computer helps you develop your skills at your own pace.

Place screen shot here

You learn the essential techniques of Dynamic Reading in your own home – at any time convenient for you. You can repeat exercises as often as you wish to assure that you maintain optimal reading efficiancy. Each program contains 50 Skill-Builder exercises, 20 reading exercises and 40 quizzes.

Only Timeworks offers the Evelyn Wood Dynamic Reader. Now at your favorite dealer. Or contact Timeworks, Inc., 444 Lake Cook Road Deerfield, IL 60015. Phone: (312) 948-9200.

Available for Apple, IBM, Commodore, Atari, Amiga

Figure 49

A Sample Report

The PUBLISHER provides the tools you need to produce interesting, informative reports with a flair that only desktop publishing can deliver.

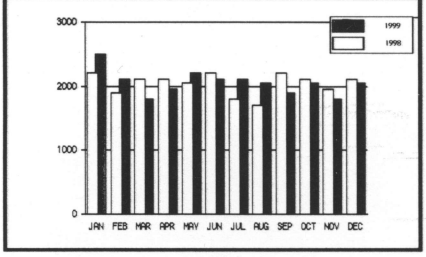
In the report below we have used graphics to show various statistics. A clean graphic always enhances a report. The graphics are layed out in such a way that they will complement the text and lead the reader though the document. We have used three different types of graphics in order to add variety to the document. We created the graphics with a drawing program and imported them into the report.

We created large headings to set off the sections of the report. This invites the reader to go directly to a section of interest. Adding headings also breaks up the monotony of having only one type size and style throughout a report.

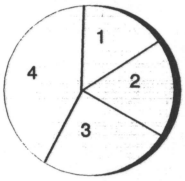
ANNUAL SALES SUMMARY
YEAR ENDING 12/99
NATIONAL ACCOUNTS DIVISION

This summary report and the graphs below will summarize the efforts of our National Accounts Division for the year ending December 31, 1999. The results are compared - month by month - to sales from the previous year. These statistics have been gathered and documented by our accounting Department Supervisor, Jack Franklin (good job Jack!). Sales figures are reflected on all orders taken through December 31, 1999 although some merchandise may still be our warehouse.

COMPARISON WITH LAST YEAR'S SALES



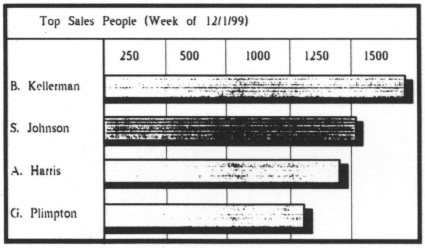
WEEKLY SALES SUMMARY 12/1/99



1	REGION 1 (North)	11%
2	REGION 2 (South)	17%
3	REGION 3 (East)	33%
4	REGION 4 (West)	39%

KEY ACCOUNT ACTIVITY

In a special sales meeting held last Monday we decided to focus on our top five customers in each region. We decided to start a campaign to assure that these KEY customers are being serviced regularly. We also discussed a special promotion idea that Dan Johnson has been working on There will be another meeting next Monday to finalize this program.



NEXT MONTH'S SALES FORECAST

We have several advertising campaigns will break next week. We estimate that these advertisements will cause "out of stock" situations for many of our dealers. Our sales force will be making calls early in the week to assess the order potential from these campaigns. If succcessful, we will present proposed budgets for these campaigns in our regular Friday Budget Meeting. On the other hand, this campaign has the potential to be a complete disaster... and if this is the case, all employees are advised to be prepared for major payroll cutbacks. Have a nice weekend.

Figure 50

Now that we've shown you the kinds of documents you can create with The PUBLISHER, let your creativity be your guide!

- Troubleshooting
- Glossary of The PUBLISHER Terms
- The Font Library
- The Art Library
- Installing Two Printers

13
Appendixes

13 APPENDIXES

Troubleshooting

This section includes tips and common "pitfalls" to watch out for. If you experience a problem, please read through this section to see if the solution is here. The general tips appear first, the remainder in alphabetical order by subject name.

General

- To change your paper size, you must start a new document. Select New. . . from the FILE menu; then click on NO and set your paper size.

- When you use Revert to Last, be sure to have the same data disk in the drive you began with. Otherwise, if the disk in the drive has a file of the same name, it will be loaded instead of the file you wanted.

- Status will show the current amount of free disk space, including any temporary files The PUBLISHER may have created.

- You may notice a short delay in invoking some desk accessories while running The PUBLISHER. Generally, you should avoid having accessories that are not necessary in memory to achieve maximum performance.

- The only way to reach the Master Page is to choose Go to Page. . . from the PAGE menu and then clicking on Go to Master Page in the Dialog Box.

Fonts

If you see the message "Please insert your Fonts Disk" after you have placed your Fonts Disk in the drive it can mean. . .

- You did not run FONTWID.APP after you installed.

- Your Laser printer is not connected, on-line and ready (when using a PostScript or Atari Laser).

- You are using disks installed for a monochrome system on a color monitor or vice versa.

- There is not enough memory for the printer driver. Remove all desk accessories, ram disks, etc., especially if you are using a MEGA ST2 with the Atari SLM 804.

If your fonts do not all print out properly (i.e. if text is printed in Swiss rather than the font you selected) it is probably due to insufficient memory. Remove all Desk Accessories, Ram disks, etc., and try again.

There is a maximum of eight fonts that can be installed in The PUBLISHER.

The PUBLISHER does not support Font Cartridges in dot matrix or HP type Laser Printers.

Frames

Remember that if you use Send to Back, your frame can become completely covered by other frames and may not be visible. To correct this, select the top frame and send it to back until you can select the frame you wish; then select it and select Move to Front.

If you type text, import text or import a graphic into a frame, that frame will permanently be of that type. If you want to change the type of information in a frame, you must cut that frame and create a new one. (Paste will not change the type of a frame.) If you type text directly into a frame, deleting all the text will not change the frame type, and you will not be able to link a story or place a graphic in that frame.

Even if there is room in a frame, you cannot link more than one story to a frame. To achieve this effect, reduce the size of the frame, create a new one in the vacated area and link in your new story.

If you click on OK after bringing up the Size & Position Box for an object, the object may move very slightly due to numerical roundoff considerations.

Graphics

Degas .PC (compressed) format is not currently supported. Use Degas Elite to save the art in an uncompressed format (.PI1, .PI2, .PI3).

Easy Draw or GEM Draw files (line art) cannot be scaled or cropped.

If you place line art graphics in a frame in The PUBLISHER's Graphics mode, and re-size the frame, the graphics will all re-size proportionate to the frame. If you hold down the [SHIFT] key while you re-size the frame, this will not occur. The [SHIFT] key does not function on imported graphics from Easy Draw.

Edit Picture works only on image files (not line-art) and will edit the entire picture, even if you have cropped the picture.

To delete a graphic from memory, double click on the name of the graphic in the Library, and then click on Delete. This will not delete the graphic from disk, only the copy of it in memory. Recall that any frames linked to the graphic are still only usable for linking in another graphic. You cannot type text directly into them or link them to a story.

You should not recrop images more than three times. It is better to select the frame, click on the picture name in the Library to place the whole picture back in the frame, and then crop again.

Importing

If text does not reformat properly after you have imported it, check to see that you imported the correct file type.

You cannot link or import text to a Master Page, but you may type or paste text directly into a frame on the Master Page.

When the Item Selector Dialog Box is displayed on the screen for you to choose a file, you may click on the Directory at the top of the box and change the directory or requested extension (ex. A:\PUBLISH\STORIES*.ASC to D:\MODEM*.DOC) and continue your import. You are not required to use the three letter extension (.ASC for ASCII) which the program suggests.

If you use Save as ASCII in WORD WRITER ST, be sure to load that document as an ASCII file, not a WORD WRITER ST file. (Also recall that many formatting considerations would have been lost, and it would probably be better to import the WORD WRITER text directly.)

Paragraph Styling

If you alter the font/size of a Paragraph Style and it does not change all or any portion of the text, it could be because you have applied a new font/size/style in Text mode which overrides the changes in the paragraph style. To correct this, go to the Text mode and highlight the text which did not change. Click on Normal in the STYLE menu.

Bullets inserted due to paragraph tagging always use the size as defined in the Paragraph Style. Bullets typed in from the keyboard use the size selected when the bullets font was chosen.

Text styles (Bold, Italics, etc.) can be set in paragraph tags. Simply go to the the Paragraph mode, click on the paragraph name in the Library and then click on the appropriate style(s) in the STYLE menu or use the appropriate Quick Key.

Headers and footers are the only items which do not have frames. Keep in mind that each field of a header or footer can have its own paragraph style attached by simply clicking on it in paragraph mode and assigning a style, like any paragraph.

Printing

While printing image files, temporary files are created on your data disk. If you have too many image files on the same page (eight is the suggested limit) you may need to make more space on your data disk to be able to print. The PUBLISHER will present a Dialog Box allowing you to skip the picture or cancel printing if this occurs.

The Atari SLM804 LASER printer requires a MEGA ST2 or 4 computer.

If some of your text is missing in the printout, near the edge of the page, it is probably a limitation of the printer. Some printers will not print closer than about a quarter of an inch from the edge of the page. Adjust the Page offsets under Set Column Guides.

Rulers and Grids

The "grid" is a template the frames "snap to" when drawn (if Snap To Guides is on), and line graphics "snap to" (if Snap To Grid is on). It is based on the ruler markings (the ticks you see on the ruler bars). The finest ruler markings are for centimeters, then picas and points, then inches and tenths, and last, inches and eights. If you want the snap positions to be closer together or further apart, you should try a different ruler spacing.

When you draw a frame with Snap To Guides on, the frame will horizontally snap to the nearest guide if the point moves close to the guide. Vertically, the frame will snap to the nearest ruler marking, even if rulers are not displayed.

If you change your ruler spacing, this also changes the grid, which can make it difficult to align a new object beside objects created before you changed the spacing.

Starting up The PUBLISHER

If you run out of disk space when installing the program, re-format your Startup, Fonts, Overlay and Data disks and try again. Be sure you have at least one megabyte free on your hard drive.

When you install The PUBLISHER, a file called "ASSIGN.SYS" is placed on your Startup Disk, which may also be your hard drive. If you then install another GDOS application, you may over-write The PUBLISHER's "ASSIGN.SYS". If this occurs, make a copy of the other application's "ASSIGN.SYS", and re-install The PUBLISHER. Make a copy of PUBLISHER's "ASSIGN.SYS" in case it becomes overwritten again.

If you do not see the message "ATARI GDOS RELEASE 1.1 resident" when your system boots, the program will not run. Use the correct start-up disk or re-install The PUBLISHER.

If you change your monitor, number of drives or amount of memory in your computer or printer, you must re-install The PUBLISHER.

The PUBLISHER begins with the default file name "UNTITLED.DTP". This is an arbitrary name. If you have a file called "UNTITLED.DTP" on your drive, it will NOT be loaded at startup.

When installing on a Hard Drive that does NOT autoboot, the program places a copy of Atari's "AHDI.PRG" in the AUTO folder on your Startup disk. If you are using a SUPRA or other hard drive, you should replace this with your manufacturer's equivalent.

Stories

To delete a story from memory, double click on the name of the story in the Library, and then click on DELETE. This will not harm the story on the disk, only in memory. Recall that any frames linked to the story are still only usable for linking in another story. You cannot type text directly into them or import graphics into them.

When you double click on the name of a story in the Library, the word count given will be for the story as it currently exists. If you have cut a section of the story and not pasted it back in, those words will not be counted.

Text

If the font is so large that a character from it will not fit in your frame, no character will show in the frame, and you will not be able to enter text in that frame. Enlarge the frame until you can see your text. Other things that can cause text to not be displayed in a frame are too much "Space Above" set for the paragraph or lines with too much leading.

The only place to turn off automatic hyphenation is in the Justification Dialog Box inside the Paragraph Style Dialog Box. You can place a soft hyphen before first letter of a word to override hyphenating the word entirely or between any two letters to specify your own hyphenation points.

Tips

The PUBLISHER is completely compatible with Timeworks IBM desktop publishing program, so you may freely exchange files between the two programs.

To move to the last page in your document, select Go to Page... (ALT-G) and enter a page number which must be greater than the last page number.

Printing will be faster if you do not select Collate.

Use Space Above in the Dimensions Box under the Paragraph Style Dialog Box to adjust the space between paragraphs, and use Leading (in the same dialog) to adjust spacing between lines in a paragraph. Avoid setting Leading to zero.

Use the Left Indent in the Dimensions Box under the Paragraph Style Dialog for paragraph indentation. Do not attempt to use spaces as tabs or invisible bullets.

The line-art that you draw in the program's Graphics mode can be used in any type of frame.

Your style sheet is always saved with your document. It is not necessary to save them separately.

Warnings

WARNING! To safeguard against losing your work due to power failure or equipment problems, you should save your documents to disk at regular intervals (every 15 to 20 minutes).

WARNING! Each time a block of text is cut to the buffer it replaces any text which was previously cut.

■ Pre-Call Checklist

Before You Call . . .

1. Have you investigated the README.ASC file and your manual thoroughly (Troubleshooting, Facts at Your Fingertips and the Index) for the answer to your question?

2. Has the problem ever appeared before? What procedure did you use to produce the problem, and can you reproduce the situation? Have you tried reproducing the problem with hardware other than your own?

3. Are you using any additional equipment with your system, such as desk accessories, cartridges or enhancers? If so, disconnect the additional hardware/software and try to repeat the problem. If you cannot, did you change your hardware or software configurations before you first experienced the problem?

4. If the problem is related to printing, have you checked your printer manual or contacted your printer manufacturer for the answer? You might try re-installing the program on a fresh set of disks, making sure your printer choice is correct.

5. Have you returned your Registration Card to Timeworks?

If You Call . . .

1. Which Timeworks product are your calling about, and what is the version number? (For example, The PUBLISHER ST, version 1.10) You will find the version number by selecting the Timeworks DTP. . . option from the DESK menu.

2. What system are you using—for example, 520ST, 1040ST or Mega ST?

3. Have your user's manual with you when you call, and keep your manual and any other pertinent materials by the phone in case we need to call you back.

If You Write . . .

Include a phone number where you can be reached during the day.

Glossary of The PUBLISHER Terms

Alert Box—A message box on the screen which asks a question. Answer the question by clicking on one of the buttons.

ASCII Text—Acronym for American Standard Code for Information Interchange. A computer code used to represent letters and numbers.

Aspect Ratio—The ratio of height to width of the pixels (dots) which make up the images shown on the screen. It is this ratio which is important in keeping circles "circular," for example.

Baseline—An imaginary horizontal line connecting the bottoms of the capital letters.

Binding Margin—Extra space added to the inside of a printed page to allow for punching or binding: usually the left-hand side of a right page and the right-hand side of a left page.

Bit Map—A series of dots created with a "painting" program.

Body Text—The normal words in a document.

Boilerplate—Text or graphics that are used over and over without change.

Bold Text—A weight of text characterized by thick heavy lines. Compare with Light text.

Buffer—A temporary holding place in memory for a block of text, a frame or a graphic which has been cut or copied.

Bullet—A heavy dot or other symbol used as an ornament before a paragraph or before items in a list.

Busy Bee—A GEM icon that appears on the screen to indicate that the computer is busy working.

Button—A word in a box which represents a choice for you to make. Click on the button to make your choice.

Centered Text–Text which is positioned halfway between the left and right margins. In the context of this program, centering will occur between the right and left margins of a frame.

Character–Any single letter, number, punctuation mark or symbol.

Clear–A frame which may be seen through, as opposed to opaque.

Click–A press and release of a mouse button which executes a function.

Close Box–A small square in the upper left border of a window. Clicking on this button has the same effect and choosing New. . . from the FILE menu.

Column Guides–Dotted lines only visible on screen used to help position frames on each page.

Crop–To select part of a picture for display by eliminating the unwanted parts.

Cut–To remove a block of text, a frame or a graphic from a document and place it in the buffer.

Decimal Tab–A kind of tab stop which allows columns of decimal numbers to be aligned at the decimal point.

Delete–To remove text, layout elements, artwork or a page from a document, or a file name from saved files.

Desktop–The default operating environment in which you run The PUBLISHER.

Dialog Box–A box which comes on the screen after you choose any menu option which is followed by ". . ." The box will ask you for additional information about your choice.

Dimmed–Those menu options which appear in a lighter shade to indicate that they are unavailable to you in the present working mode.

Drag–To press and hold down the left mouse button while you move a pointer. You might use this function to move a frame from one part of a page to another.

Em–A unit for measuring width which is equivalent to the width of the letter "M" in the point size of the typeface in question.

Fixed Space–A space used to keep words together on the same line which is never "stretched" during justification. Compare with variable space.

Flush–Formatting text to the right or left margin.

Font–A complete set of characters of the same point size in a typeface.

Footer–A line of text which is automatically inserted at the bottom of every page, or perhaps, alternate pages.

Format–The visual appearance of a page of text, including its shape, size, margins and type characteristics.

Frame—A rectangular box used to hold text, pictures or graphics.

Full Box—A small box in the upper right border of a window. Clicking on the mouse with the pointer in this box will toggle the size of the window—reduce it if it is full-screen size, enlarge if it is at its regular default size.

Grabber Hand—A pointer which appears on the screen to indicate that frame is being "dragged."

Graphic—A line or filled shaped created with one of The PUBLISHER's Graphic Tools.

Greeking—A method of representing text by a series of lines. Used when text is too small to be displayed on screen.

Grid—A piece of "graph paper" within a graphics frame. All graphics are fastened to the grid points on this graph paper when they are drawn or moved.

Handle—Small open squares on the edges and corners of a selected frame or graphic which are used for sizing.

Hanging Indent—A paragraph type where the first line is flush with the left margin and subsequent lines are indented. (The left indent is longer than the first-line indent).

Header—When used, a line of text which can appear at the top of every page or on alternate pages.

Highlight—To emphasize an area of text in some way, for example in reverse video.

Hyphenation—Placing a hyphen where a word has been split at the end of a line.

Hyphenation "Hot Zone"—An invisible area at the end of every line which is used when setting ragged text. If a line has a long word at the end of it and is in the hot zone, The PUBLISHER will try to hyphenate the word.

Icon—A small on-screen picture that implements a function in the program when a pointer is positioned on it and the mouse is clicked.

Image File—A picture consisting of dots, created with a "painting" program or a scanner.

Import—To load text or a picture created with another program.

Indent—The gap between the left or right-hand margin of a frame and one or more lines of text.

Italic Text—A style of text characterized by letters slanting to the right. Compare with roman text.

Justified Text—Text which is flush with both the left and right margins. This is achieved, if necessary, by adding extra space between the words, or even letters, in each line.

Kerning—Adjusting the spacing between pairs of characters to create a more pleasing effect.

Leader—A row of characters, usually dots, used to guide the reader's eye across the page.

Leading–The distance in points from the baseline of one line of text to the next.

Letter Spacing–When text is justified, extra space is inserted between the words in each line (see justified text). If this space exceeds a user-defined maximum value (see word spacing), then extra space is added between the letters in each word.

Library–Contains a list of text or art files, paragraph styles or typefaces, or the graphic tools.

Light Text–A weight of text characterized by thin light lines which appear gray. Compare with bold text.

Line Art File–A picture consisting of lines, curves, etc., created with a "drawing" program, such as Easy Draw.

Marked Block–A highlighted section of text which can be cut or copied. A marked block can also have a new style or font applied to it.

Master Page–A single or double-sided page which acts as a "template" for any new pages added to a document. Master Pages will not be printed.

Menu–The program options which drop down from the titles across the top of the screen.

Menu Bar–The titles across the top of the screen from which the program choices drop down.

Opaque–A frame which cannot be seen through is said to be opaque. Opposite of Clear.

Page Layout–The arrangement of text, pictures and graphics on a page.

Paragraph Style–The name for a particular type of paragraph with its own set of features: font, point size, bullets, indents and justification.

Paste–To insert the contents of the buffer into a document.

Pica–A horizontal unit of typesetting measurement equal to 1/6 of an inch.

Picture Format–The kind of file (line art or image) in which to store a picture.

Point–A vertical unit of typesetting measurement equal to 1/72 of an inch.

Pointing Hand–A pointer displayed when a frame is being sized.

Point size–The height of a font measured in points.

Quick Key–The combination of the [ALT] key with another key to execute a command. Often, using quick keys is faster than dropping down menus and selecting options.

Ragged Text–Text which is flush with the left margin and uneven on the right margin.

Reverse Video–With black and white reversed, so that black characters are displayed on a white background (or vice versa). See Highlight.

Right-aligned Text—Text which is flush with the right margin and uneven on the left margin.

Roman Text—A style of text characterized by upright letters. Compare with italic text.

Rubber Box—When cropping a picture it encloses the desired portion.

Rulers—Guides marked in inches, picas or centimeters along the top and left edge of the work area.

Sans Serif—A typeface which has no ornaments or cross strokes at the bottoms of the letters.

Scale—To increase or decrease the size of an image file within a frame.

Scroll Boxes—Part of the window border, used for scrolling through a document.

Serif—The ornaments or cross strokes at the bottoms of letters in some typefaces.

Shade—The underlying pattern of a frame.

Slab Serif—A typeface characterized with bold serif.

Snap—To make a frame or a picture only positionable on the current Ruler Divisions or Column Guides.

Soft Hyphen–A hyphen inserted by the user which overrides any automatic hyphenation by the program. A soft hyphen placed at the beginning of a word indicates that the word is not to be hyphenated at all.

String–A series of characters and/or spaces of variable length.

Style Sheet–The Master Page, paragraph styles and other pertinent information for a given document.

Subscript–Text, in a reduced point size, which is dropped below the baseline of the surrounding text.

Superscript–Text, in a reduced point size, which is raised above the baseline of the surrounding text.

Tab Stop–A marked position for aligning text in columns.

Text Cursor–A thin vertical line which indicates where text editing can take place.

Text Runaround–To make text run around the outline of an overlying frame.

Text Style–A characteristic of text printing that can be toggled either on or off, such as italic, bold or underline.

Toggle–An option which is like a light switch i.e. it can be either on or off.

Tool Box–A group of four icons in the upper left corner of the screen which, when selected, switch you among the text, paragraph, drawing and frame modes of the program.

Typeface—A family of fonts which share the same visual characteristics.

Variable Space—A space inserted by pressing [SPACEBAR], which may be "stretched" during justification. Compare with Fixed Space.

Visibility—Whether a frame is opaque or clear.

Whole Pixel Scaling—A method of scaling an image file so that all of the dots are scaled equally. This will produce a picture two or three times larger than the original.

Word Spacing—The adjustment of the minimum and maximum amount of space allowed between words.

WYSIWYG—Acronym for What You See Is What You Get. It refers to the ability to show you on screen what will be printed out.

The Font Library

The typefaces and fonts available to you in The PUBLISHER vary depending on your printer. Most are actually drawn at each stated point size, but some are scaled up from smaller sizes. A complete listing of what is available for each printer appears on a separate sheet at the back of this manual. What appears below is a representation of what each typeface looks like.

Bullets

Known in the typesetting industry as "dingbats," these art devices are used mostly to highlight short phrases or listings.

●○■□♦•✂☎☞✓✗☆✻➡⇨

Drury Lane

This is very similar to an Art Deco typeface called Broadway Engraved. It is very dramatic and would be a real attention-getter on a sign or invitation.

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
!#$%&*()?'"[]{}+

Dutch

This is a classic typeface for setting large amounts of body text. Note how similar it is to the typeface used for the body of this manual. It is easy to read and is characterized by graceful, weighted lines.

abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#$%^&*()?'"[]{}=+

Madison

Note how similar this is to Drury Lane shown above. They are "related" typefaces and would complement each other if both were used in the same document.

abcdefghijklmnopqrstuvwxyz
1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
!@#$%^&*()?'"[]{}=+

Ravinia

Ravinia is an elegant typeface that you might choose to announce a more formal invitation. It is a very artistic typeface which would combine well with artwork of flowers or musical instruments.

abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#$%^&*()?'"[]{}=+

Rockface

This is a strong, emphatic headline type, characterized by slab serifs. It would go very well with either Swiss or Dutch body text.

abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#$%^&*()?'"[]{}=+

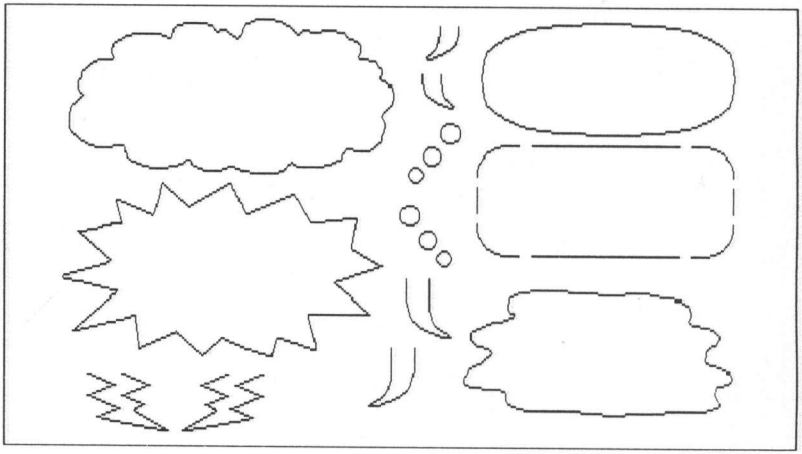
Swiss

Swiss is a clean-cut, unornamented typeface which is similar to Univers. We recommend it for business writing and for instructions.

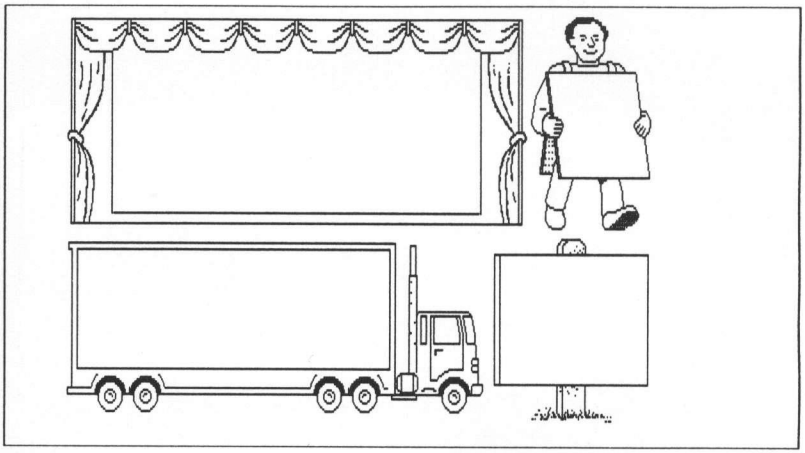
abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ !@#$%^&*()?'"[]{}=+

The Art Library

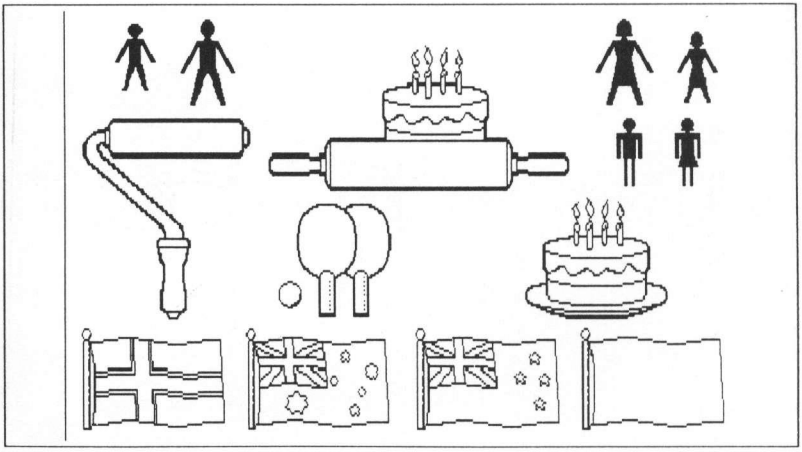
The PUBLISHER comes with approximately 200 separate pieces of art stored in 23 files. There's everything from birthday cakes to vacation spots. These files are reproduced, in alphabetical order by file name, over the next few pages.



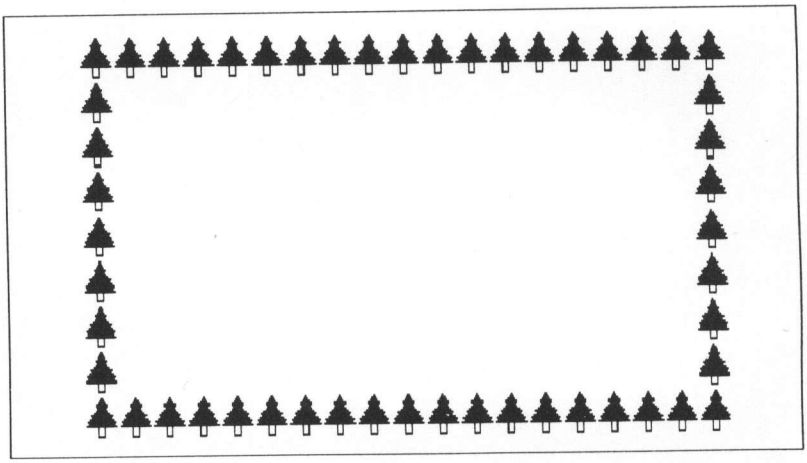
BALLOONS.IMG



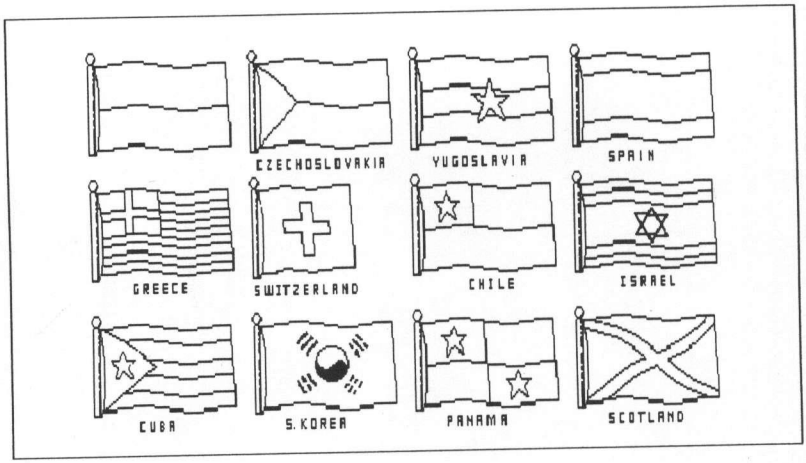
BILLBORD.IMG



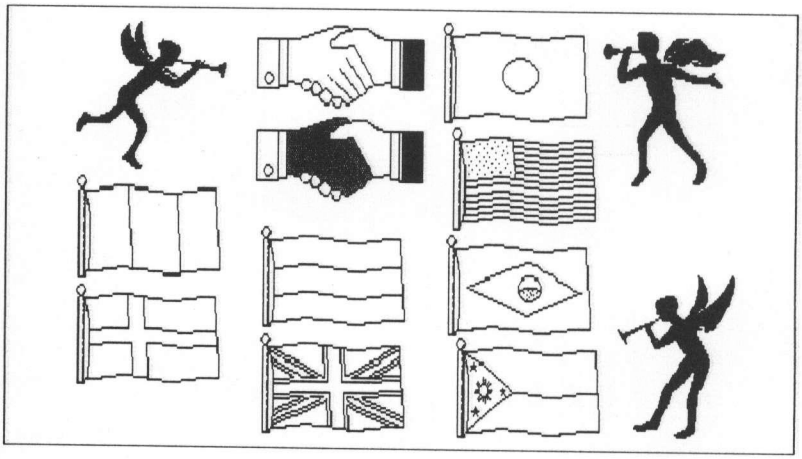
BIRTHDAY.IMG



BORDER.IMG

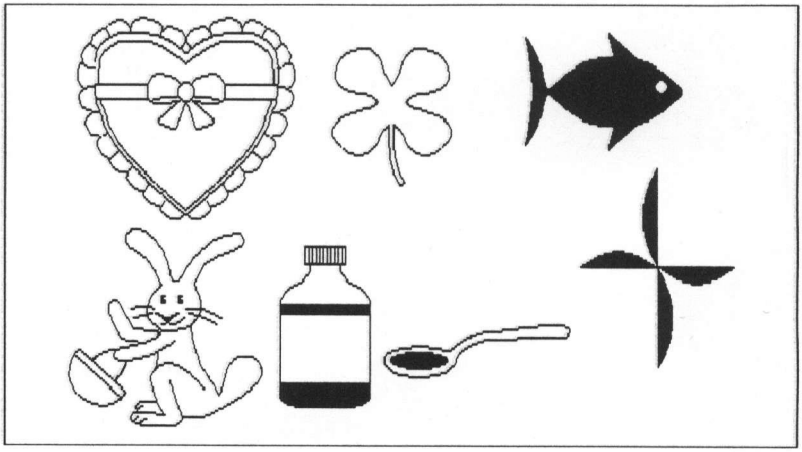


FLAGS.IMG



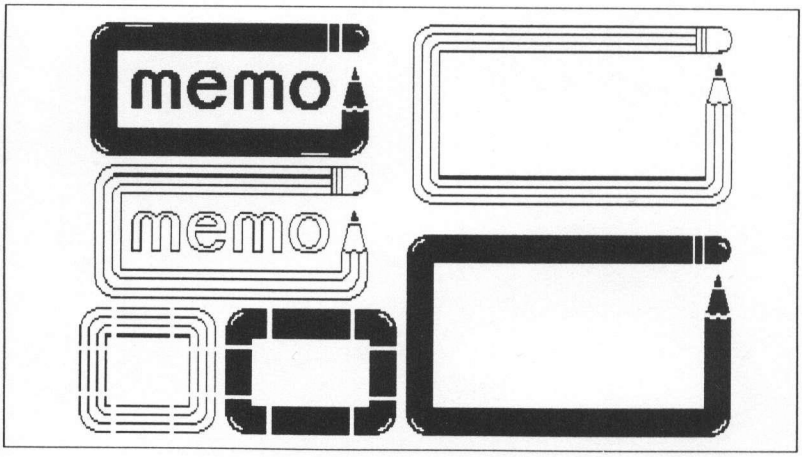
FLAGS2.IMG

HANDS.IMG

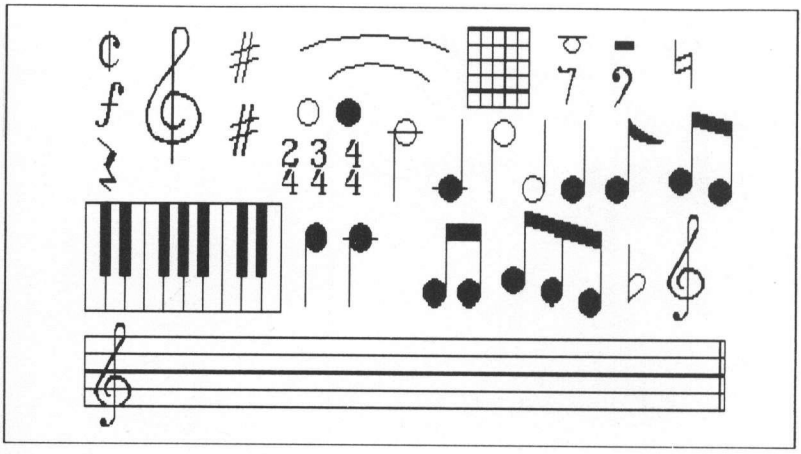


HOLIDAY.IMG

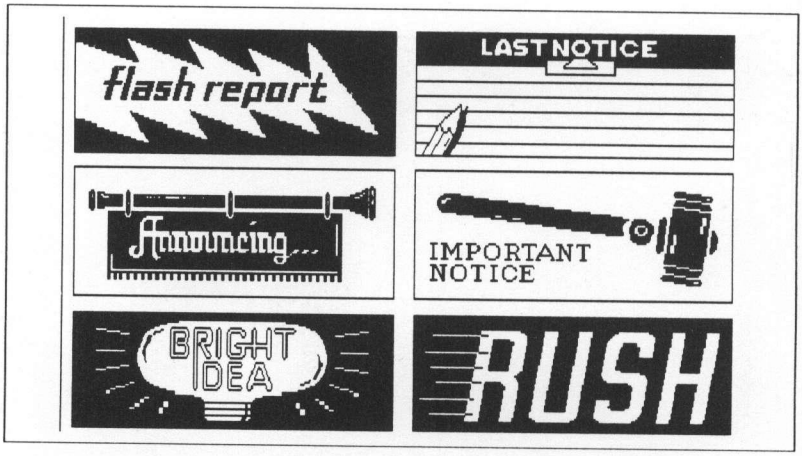
HOUSE.IMG



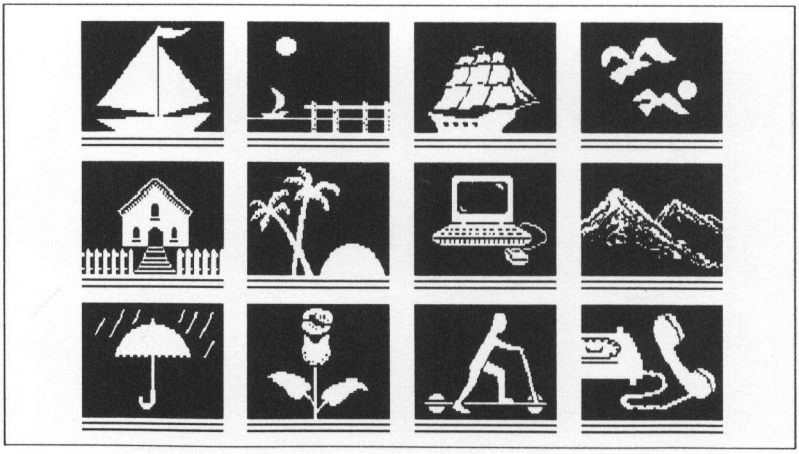
MEMO.IMG



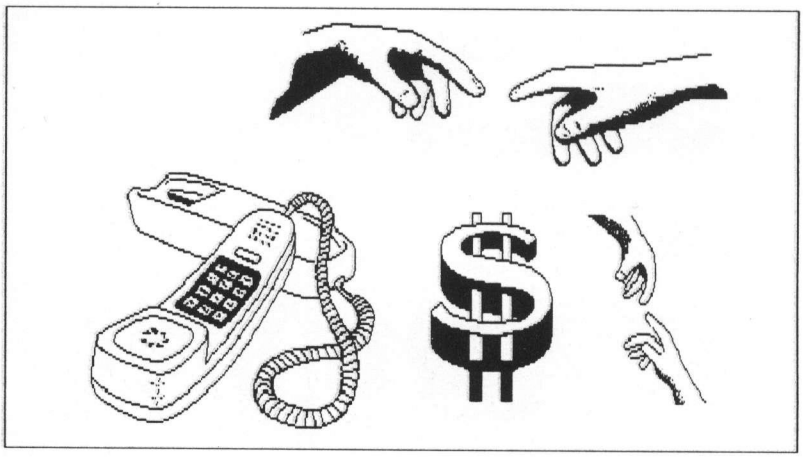
MUSIC.IMG



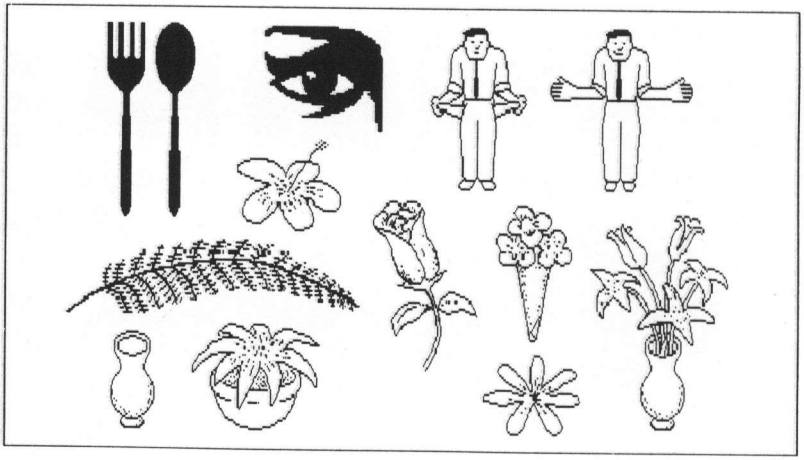
NOTICE.IMG



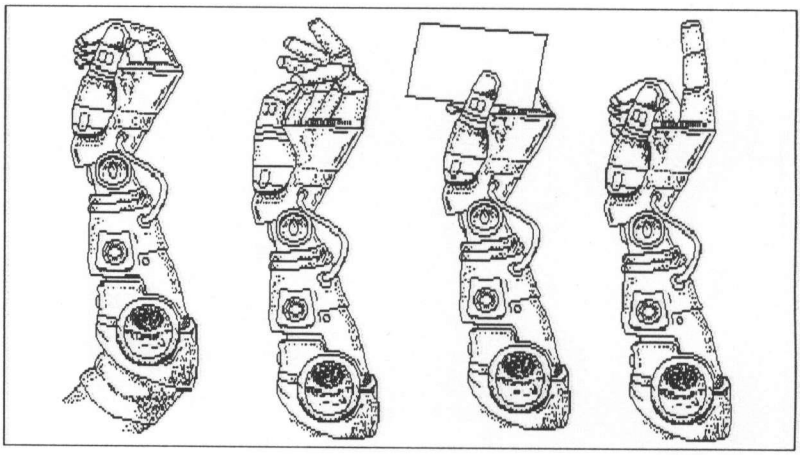
OUTDOORS.IMG



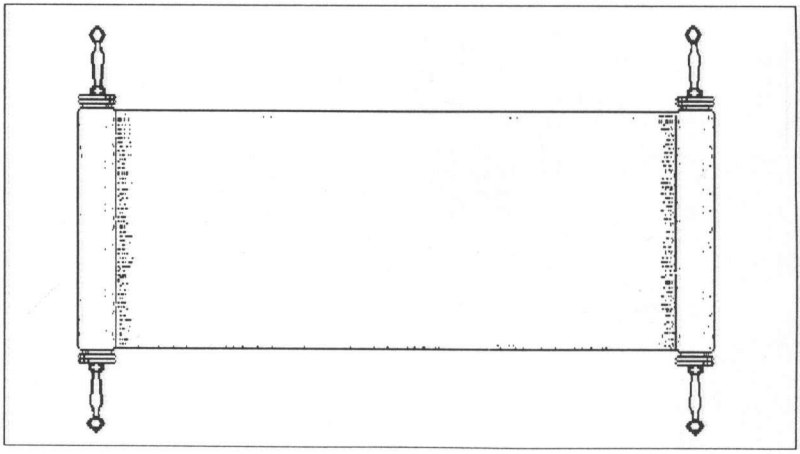
PHONE.IMG



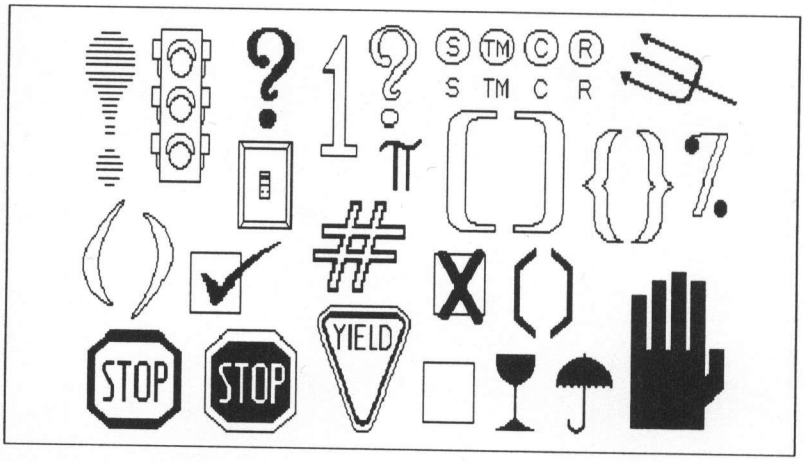
PLANTS.IMG



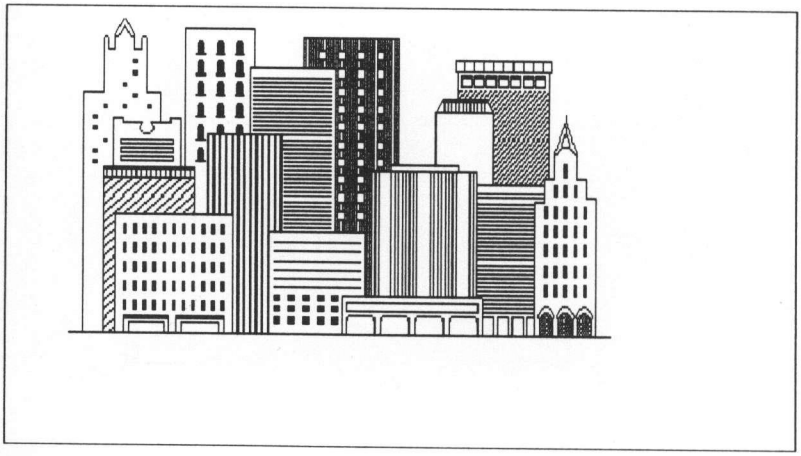
ROBOT.IMG



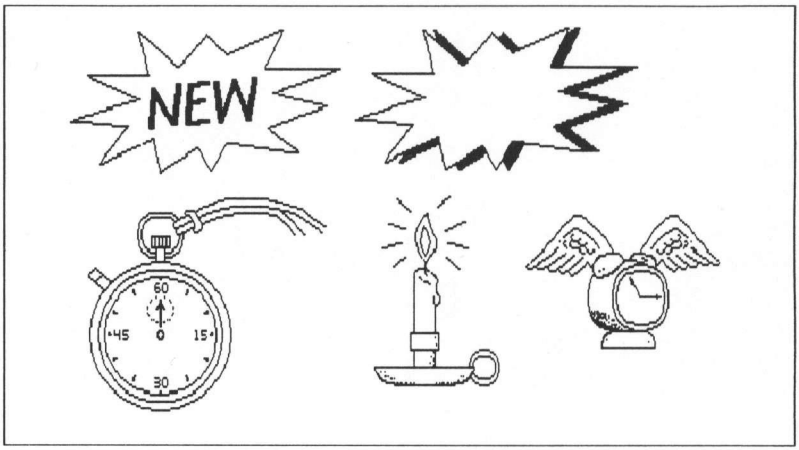
SCROLL.IMG



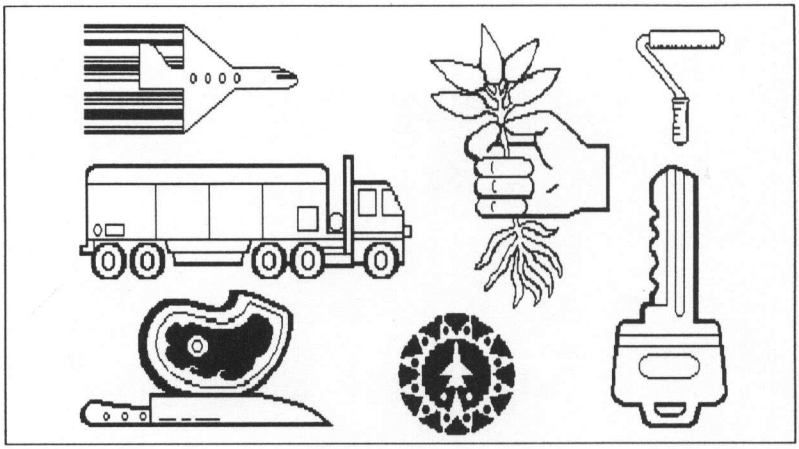
SIGNS.IMG



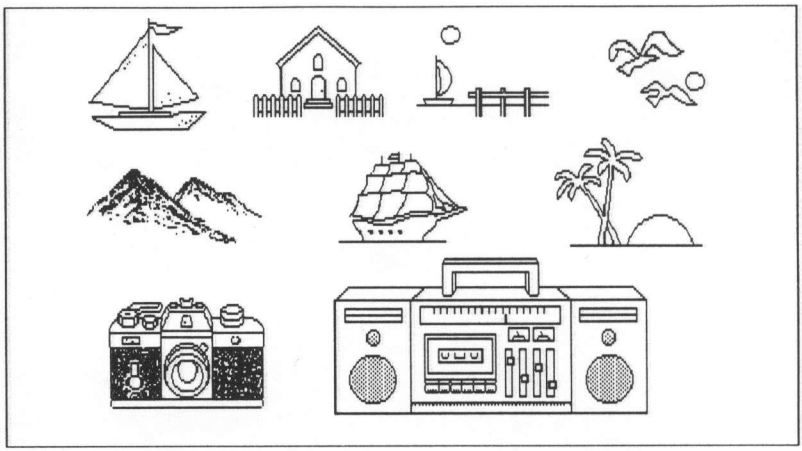
SKYLINE.IMG



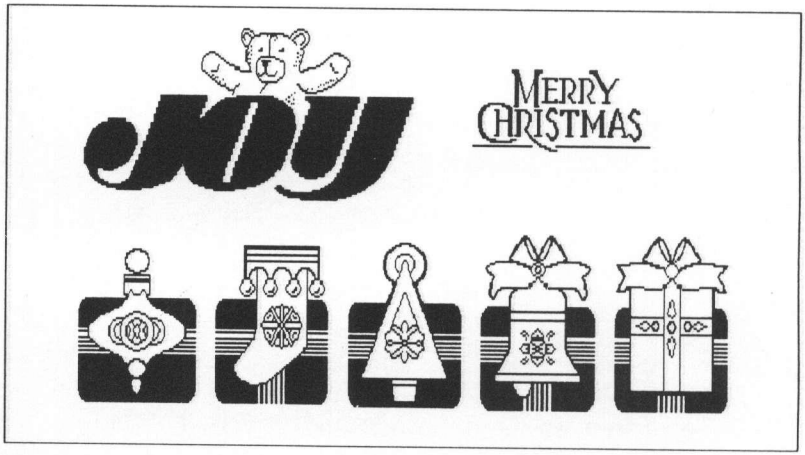
TIME.IMG



TRAVEL.IMG



VACATION.IMG



XMAS.IMG

Installing Two Printers

This version of The PUBLISHER does not contain any specific support for using more than one printer. For those people who often need to switch between different printers (or different resolutions on the same printer) this section will help explain the basic steps.

Floppy Drive Users:

If you install the program on two sets of disks, you may use your data disks with either version. Be sure to clearly label the STARTUP and FONTS disks to indicate which printer they are installed for.

Hard Drive Users:

It is always possible to change printers by re-installing The PUBLISHER on your hard drive. If you are a relative newcomer to the Atari Computer, you will probably find this is the easiest thing to do.

If your hard drive does NOT autoboot, install the program for each printer you need. BE SURE to label the start-up disks clearly so that you know which printer each start-up disk is for. After you have installed the program for each printer you wish, place the start-up disk for the printer you have connected in Drive A and press RESET. Then, open the PUBLISH folder on the drive on which you installed the program and run FONTWID.APP. Remember, each time you change your start-up disk (to use a different printer) you MUST run FONTWID.APP.

If your hard drive autoboots, you will probably wish to simply re-install the program to change printers. If you are an experienced user and need to do this often, you may install the program onto two different partitions of your drive. After the first installation, find the file ASSIGN.SYS on the root directory of Drive C. Rename it to describe the printer you installed, for example, ASSIGN.HP. Then, install the program again on another partition for another printer and rename the new ASSIGN.SYS. In order to change printers, make a duplicate of one of the renamed files and name the new file ASSIGN.SYS. Reset your system and run FONTWID.APP.

14
Index

14 INDEX

A

Abandoning edits 3-3
Actual Size 3-8, 10-13
Add Page 5-6, 10-15
  limitation 10-15
Alert 10-6
Alert Box 13-11
ASCII Text 13-11
Aspect ratio 4-30, 7-2, 10-28, 13-12

B

Back-up copies 2-4
Baseline 13-12
Binding margin 5-5, 5-7, 13-12
Bit map 13-12
Body text 13-12
Boilerplate 13-12
Bold text 10-17, 13-12
Border 10-10
Bring to Front 5-11, 7-6, 10-14
Buffer 10-8, 13-12
Bullet 13-12
Bullet character 6-13, 6-14
  in text 6-21
Bullets font 6-21
Busy bee icon 3-7, 13-12
Button 13-12

C

Caret symbol 10-19
Centered text 13-13
Character 13-13
Clear 13-13
Click 2-1, 13-13
Close Box 3-3, 13-13
Column Guides 4-7, 5-8, 13-13
  displaying 5-9
  setting 5-9
Configuration change 2-9
Copy 4-9, 5-12, 6-25, 10-8
Crop 13-13
Crop Picture 4-29, 7-3, 10-28
  limitation 7-4, 10-28
  undo 7-3
Cursor movement keys 10-30
Cut 5-12, 6-25, 10-8, 13-13
  limitations 10-8

D

Decimal tabs 6-16, 13-13
Delete 13-13
Delete Page 5-6, 10-15
  limitation 10-15
  using left and right pages 5-7
Delete Style Box 10-21
Desk accessories 2-4, 10-2
DESK menu 10-1
Desktop 3-1, 13-14
Dialog Box 13-14
Dimensions 6-12, 10-22
Dimmed 13-14
Dimmed menu options 10-1
Document
  creating 5-1, 10-5
  delete 10-5
  loading 10-3
  naming 4-31
  print 4-32, 10-6
  reloading original 5-2, 10-4
  renaming 10-4
  saving 4-31, 10-4
  starting 4-4
  status 5-2, 10-6
Double Size 10-14
Double-click 2-1
Drag 2-1, 13-14
Drawing frames 4-5, 4-7
Drawing tools 7-7
  circles 7-8
  ellipses 7-8
  free-hand line 7-8
  polyline 7-8
  rectangles 7-8
  selecting 7-7
  straight line 7-8
Drop-down menus 3-2

E

EDIT menu 10-7, 10-8
Edit Picture 7-3, 10-28
  limitation 7-4, 10-28
Em 13-14
Enlarging the work area 3-2
Erase 10-5
Error handling 13-1–13-9
Exit to GEM 4-33, 10-6

F

FILE menu 10-2, 10-3
Fill Style 7-9, 10-27
Find 6-5, 10-20
Find Again 6-5, 10-20
Find and Replace 6-5, 10-20
Fixed space 6-19, 13-14
Floppy disk icon 3-7
Flush 13-14
Font & Size 6-20, 10-24
Font/size 10-17
Font Widths program 2-9

Fonts 13-14, 13-21
  available 6-20, 9-1
Footer 10-24, 13-14
  turning off 10-25
Format 13-14
Formatting disks 2-5
Frame 1-6, 4-7, 5-7, 5-10, 13-15
  borders 5-13
  copying 5-12
  creating 4-7
  cutting 5-12
  dashed bottom edge 6-22
  displaying 5-9
  drawing 5-10
  linking 6-21
  maximum 5-7
  moving 4-9, 5-11
  overfilled 6-26
  positioning 5-8, 5-9
  precision placing 5-12
  resizing 4-10, 5-10
  selecting 4-9
  stacking 5-11
  tints 5-13
  visibility 5-13
Frame Border 4-17, 5-13, 10-10
Frame mode 4-4
Frame Tint 5-13, 10-11
Full Box 3-2, 10-10, 13-15
Function keys 6-12, 10-21, 10-24

G

Glossary 13-11
Go to Master Page 3-9, 4-5, 5-6
Go to Page 3-8, 4-5, 10-15
  Quick Key 4-11
Grabber hand 4-9, 5-11, 13-15
Graphic 13-15
  delete 7-4
Graphic design 11-1
Graphic design guidelines 11-2–11-4
Graphic objects
  copy 7-5
  cut 7-5
  fill style 7-9
  line style 7-9
  moving 7-5
  paste 7-5
  resizing 7-5
  stacking 7-6
GRAPHICS menu 10-25, 10-26
Graphics mode 7-6
Greeked text 10-14
Greeking 13-15
Grid 13-15

H

Half Size 10-13
Handles 4-9, 4-10, 5-10, 7-5, 13-15
Hanging indent 6-12, 13-15
Header 13-15
  turning off 10-25
Headers and Footers 6-8, 10-24, 10-25
  page number 10-24
HELP menu 3-9, 10-29
Hide All Pictures 7-2, 10-12
Highlight 13-15
Hyphenation 4-23, 6-13, 6-18, 10-20, 13-16
  preventing 6-19
Hyphenation "Hot Zone" 6-19, 13-16

I

I-beam 4-15
Icons 2-2, 13-16
Image files 4-13, 13-16
Import 13-16
Import Picture 4-27, 7-1, 10-5
Import Text 4-12, 6-1, 10-5
  guidelines 6-2
  hard space 6-4
  limitations 6-1, 6-2
  paragraph tag 6-3
  quote characters 6-4
  soft hyphen 6-4
  special features 6-3
  WORD WRITER ST 6-1
Indents 10-22, 13-16
Indicia 12-9
Insert Page 5-6, 10-15
  limitation 10-15
Install 2-6–2-8
Installing two printers 13-37
Italic text 10-17, 13-16

J

Justification 4-24, 6-13, 10-22
  table 6-15
Justified Text 13-16

K

Kern 10-24
Kerning 6-17, 13-16

L

Landscape 5-4
Laser printers 9-1
Leader 13-16
Leader characters 6-16
Leading 6-12, 6-20, 10-22, 13-17
  default value 6-20
Letter spacing 6-13, 10-22, 13-17

Library 3-4, 4-13, 6-3, 6-6, 6-11, 6-22, 7-2, 13-17
  frame mode 3-4
  graphics mode 3-4
  paragraph mode 3-4
  paragraph styles 6-9
  text mode 3-4
  text styles 6-6
Library entry 6-6
  delete 6-27
  rename 6-27
  renaming 6-22
Light text 10-17, 13-17
Line art files 4-13, 13-17
Line spacing 6-20
Line Style 7-9, 10-26
Load
  document 10-3
  picture 10-5
  style sheet 5-1
  text 10-5
Loading instructions 4-1–4-3
Loading style sheet 5-1

M

Margins 5-9, 6-12
Marked Block 13-17
Master Page 3-9, 4-5, 5-5, 13-17
  changing 4-11, 5-5
  displaying 5-6
  folded-down corner 5-6
Masthead 12-8
Measurement units 5-8, 10-10
Menu 13-17
Menu Bar 3-2, 13-17
Modifying configuration 2-9
Mouse terminology 2-1
Moving a frame 4-9
Moving around the page 3-7
Moving from page to page 3-8
Moving the cursor 3-9

N

New 5-1, 10-5
New Style Box 10-21
Normal text 10-17

O

Objects 7-4
  moving 7-5
  precision placement 10-11
  resizing 7-5
  stacking 7-6
Opaque 13-17
Open 5-2, 10-3
Open cross 4-4
OPTIONS menu 10-9
Outlined text 10-18

P

Page
  actual size 3-8
  moving around 3-7
  moving to another page 3-8, 10-15
Page format 5-2, 5-3
  all alike 5-5
  changing 5-4
  landscape 5-4
  left and right 5-5
  new 10-5
  paper size 5-3, 5-4
  portrait 5-4
Page icon 3-5, 4-5, 4-11
  folded corner 3-5, 5-6
Page layout 13-18
PAGE menu 10-12, 10-13
Page orientation 5-4
Page size 3-8, 4-13
Page view sizes 10-13
Paper size 5-3, 5-4
Paragraph mode 4-19, 6-9
  Style menu 10-16
Paragraph style 4-18, 4-23, 4-24, 10-21, 13-18
  changing 6-10
  changing text style 6-11
  creating 6-9
  deleting 6-11
  justification 6-13
  table 6-14
  tagging 4-20
Paragraph tag 6-3
Paste 4-9, 6-25, 10-8, 13-18
  frame mode 10-8
  graphics mode 10-8
  text mode 10-8
Pica 13-18
Picture
  crop 7-3
  delete 10-6
  edit 7-3
  filling frame 7-3
  hiding 7-2
  importing 7-2
  rename 10-6
  scaling 7-2
    limitation 7-4
  status 10-6
Picture Format 13-18
Point 13-18
Point size 13-18
Pointer 3-6
  busy bee 3-7
  disk 3-7
  grabber hand 4-9
  i-beam 4-15
  pointing hand 4-10
  scissors 4-29
  shapes 3-6
Pointing hand 4-10, 5-10, 13-18
Portrait 5-4

Preserve aspect ratio 7-2
Print 4-32, 9-1, 10-6
Printers 9-1
  installing two 13-37
  supported 1-3
Printing position 9-4
  adjusting 9-3

Q

Quick keys 10-3, 10-31, 10-32, 13-18
  kern 10-24
  text menu 10-19
Quit 4-33, 9-3, 10-6

R

Ragged Text 13-18
README file 1-4
Return key 3-10
Reverse video 13-18
Revert to Last 10-4
Right-aligned text 13-19
Roman text 13-19
Rubber box 13-19
Ruler Spacing 5-8, 10-10
Rulers 5-8, 10-10, 13-19

S

Sample documents 12-1
Sans serif 13-19
Save 9-5, 10-4
Save As 4-31, 9-5, 10-4
Save Style Sheet 6-7, 10-4
Scale 13-19
Scale Picture 4-30, 7-2, 10-27
  limitation 7-4, 10-28
Scissors 4-28, 7-3, 10-28
Scroll bars 3-7
Scroll boxes 13-19
Search 10-20
  limitations 10-20
Select 2-2
Send to Back 5-11, 7-6, 10-14
Serif 13-19
Set Column Guides 10-11, 10-12
Set tabs 6-15, 10-23
Shade 13-19
Show Frames and Columns 5-9, 10-11
Show Grid 10-28
Show Ruler 5-8, 10-10
Show Tools 3-2, 10-10
Size and Position 5-12, 10-11
Size to Fit 4-6, 4-13, 10-14
Slab serif 13-19
Snap 13-19
Snap to Grid 7-7, 10-29
Snap to Guides 5-9, 5-10, 10-12
Soft hyphen 6-18, 10-20, 13-20

Spacing
adjusting between lines 6-20
adjusting between two characters 6-17
adjusting between words 6-19
Status 5-2, 10-6
story 6-22
Story
delete 6-27, 10-6
rename 6-27, 10-6
status 10-6
too much for frame 6-22
Story flow 6-21
Story status 6-22
String 13-20
STYLE menu 10-15, 10-16
Style sheet 13-20
create 5-2
loading 5-1
saving 6-7, 10-4
Subscript 10-18, 13-20
Superscript 10-18, 13-20
Supported printers 1-3
Switching work modes 3-4
System requirements 1-3

T

Tab stop 13-20
Tab types 6-15, 6-16
Table format 10-23
Tabs 6-14, 10-23
entering 6-16
leaders 10-23
leaders 6-16
Test card 9-3
Text
editing 6-4
importing 6-1
guidelines 6-2
hard space 6-4
limitations 6-1, 6-2
paragraph tag 6-3
quote character 6-4
soft hyphen 6-4
special features 6-3
word processors supported 6-1
WORD WRITER ST 6-1
style 6-6
too much for frame 6-22
typing directly 6-6
Text attributes
combining 10-18
Text block 6-24
changing style 6-26
copying 6-25
cutting 6-24, 6-25
marking 6-24
paste 6-25
Text cursor 4-15, 13-20
Text editing keys 10-31
Text files 4-13
Text flow 6-22–6-24, 10-11

TEXT menu 10-18, 10-19
Text mode 4-15, 6-4
  moving the cursor 3-9
  style menu 10-17
Text Runaround 4-16, 4-27, 6-23, 10-11
Text style 6-6, 13-20
Timeworks DTP 10-1
Tips 13-9
Title Bar 3-2
Toggle 13-20
Tool Box 3-3, 10-10, 13-20
Troubleshooting 13-1–13-9
Turning pages 3-5
Two pages 10-14
Typeface 13-21

U

Underlined text 10-17

V

Variable space 13-21
Version number 10-1
View document 10-13
Visibility 13-21

W

WARNING! 6-25, 10-4
White text 10-18
Whole pixel scaling 7-3, 10-28, 13-21
Word spacing 6-19, 10-22, 13-21
  limitation 10-23
Work area 3-5
Work modes 3-3
WYSIWYG 13-21