

## NEWS

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JANUARY ISSUE

President.....	2
Checklist.....	3
Software Review.....	3
Publication Schedule.....	4
New Members.....	5

...ck, technology advances in the  
...ly staggering. Now that the power  
...available on the desktop, it is hard  
...sonal computer users could have  
...t 128K of RAM memory. But, perhaps

**Network nodes installed**

MIS has years of experience installing thousands of  
networked microcomputer systems involving products  
from multiple manufacturers.

54,250

44,967

21,213



**A**t least 50,000 consultants  
are expected to converge  
on Phoenix for the 5th  
Annual ACCA trade show,  
July 23rd through the 25th.  
This will represent an impres-  
sive increase over last year's

numbers, which also smashed the mark  
set at the Los Angeles trade show in '88.  
ACCA President Mary Kay Wilson  
attributes the skyrocketing atten-

dance to the "record numbers of  
people in America eagerly  
seeking the challenge,  
flexibility, and rewards of  
working on their own."

ACCA members will  
have the unique oppor-  
tunity to speak directly  
with over 300 exhibitors,  
ranging from office  
equipment manufacturers  
to software manu-



show fees in efforts to attract an even  
broader base of exhibitors and attend-  
ees and to reposition itself within the

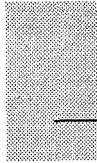
**"Record numbers of people in America  
are seeking the challenge and rewards  
of working on their own."**

business community. These changes  
as part of the organization's  
reorganization in conjunction  
with changes in state and  
finance laws. Richard  
Smythe, ACCA executive  
director of the organization,  
remarked, "We want to  
make the ACCA a truly  
Show and truly  
business  
count

# Express Publisher<sup>TM</sup> for DeskMate

**Power  
Up!**





# *Express Publisher*

---

## *for DeskMate*

***Version 1.0***

*Power Up Software Corporation  
2929 Campus Drive  
San Mateo, California 94403*

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DeskMate® (RUNTIME portion)

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## **Introduction** **ix**

---

Layout .....	ix
Graphics .....	ix
Text .....	ix
System requirements .....	x
The install program .....	x
DeskMate Users .....	xi
Users without DeskMate .....	xi
Where to go from here .....	xii
Using the manual .....	xii
Typographical conventions .....	xiii
Product support .....	xiii

## **Chapter 1 Beginning** **1**

---

Starting Express Publisher .....	2
DeskMate Users .....	2
Users without DeskMate .....	2
Understanding the Express Publisher screen .....	2
Using the mouse .....	4
Pointer shapes .....	5
Moving in the document window .....	5
Scroll bars .....	5
Page up/down .....	6
Using commands .....	6
With the mouse .....	6
With the keyboard .....	7
Closing a menu .....	7
Function keys .....	7
Accelerators .....	8
Using dialog boxes .....	8
Dialog box control keys .....	10
File utility dialog boxes .....	11
Using the toolbox .....	12
The toolbox .....	12
Introducing stories and text frames .....	13
Help .....	14

Getting started .....	15
Creating a new document .....	16
Lesson 1: Understanding objects .....	16
Objects .....	16
Selecting and Deselecting Objects .....	17
Changing objects .....	19
Cutting and pasting objects .....	20
Changing objects .....	20
Bring to Front/Send to Back .....	22
Importing pictures .....	23
Summary of lesson 1 .....	25
How to continue .....	25
Lesson 2: Entering text .....	26
Text frames .....	26
Moving the cursor .....	27
Selecting text and changing fonts .....	28
Changing font attributes .....	29
Cutting and pasting text .....	30
Putting away the text tool .....	30
Changing a text frame .....	31
Summary of lesson 2 .....	32
How to continue .....	32
Lesson 3: Creating a newsletter .....	32
Creating a new document .....	33
Importing a story .....	34
Saving your work .....	36
Creating a story headline .....	36
Using a style .....	36
Adding a subhead .....	38
Adding a second story .....	38
Aligning objects .....	40
Changing the line type .....	41
Summary of lesson 3 .....	42
How to continue .....	42
Lesson 4: More advanced functions .....	42
Opening a document .....	42
Adding a new page .....	42
Linking text frames .....	43
Importing a picture .....	44
Show Page .....	45
Printing .....	45
Summary of lesson 4 .....	46
How to continue .....	46

Creating a new document .....	47
Using Presets .....	47
Saving your work .....	49
The Save As command .....	49
The Save command .....	50
Changing the default directory .....	51
Resuming work on an existing document .....	51
Using the Open command .....	51
Using Templates .....	52
Included Templates .....	53
Creating templates .....	53
The Open Template command .....	54
Document viewing options .....	55
Changing your view of the document .....	55
Moving between pages .....	55
Go to .....	55
Adding and removing pages .....	56
Create New Page .....	56
Copy page .....	56
Delete page .....	57
Undoing .....	57
Undo Move .....	57
Setting options .....	57
Units of measure .....	58
Display .....	58
Closing and quitting .....	59
Closing a document .....	59

**Chapter 4 Objects**

What is an object? .....	61
Drawing objects .....	62
Using the grid .....	63
Selecting objects .....	63
Deselecting an object .....	64
Changing lines and fill patterns .....	66
Fills .....	66
Lines .....	67
Moving objects .....	68
Moving lines .....	69
Using the grid .....	69
Aligning objects .....	69
Changing the size of objects .....	70
Scaling objects .....	72
Equating objects .....	72
Using the grid .....	73
Snap to Grid .....	74

Specifications .....	75
Size and location .....	75
Object status .....	75
Using Specifications .....	76
Cut, Copy, Paste, and the clipboard .....	76
The clipboard .....	77
Cut and Copy .....	77
Paste .....	77
Clear Clipboard .....	77
Duplicating objects .....	78
Duplicate .....	78
Importing pictures .....	78
Clip art collection .....	78
Compatible picture formats .....	78
About picture formats .....	80
Large pictures .....	81
What is a picture? .....	82
Resolution and print quality .....	82
Changing pictures .....	83
Editing pictures .....	83
Reversing colors .....	84

## **Chapter 5 Text 85**

About stories and text frames .....	85
Documents .....	85
Stories .....	86
Text frames .....	86
Applying commands .....	87
Entering text .....	87
Text editing keys .....	88
Selecting objects .....	89
Editing text .....	89
Selecting text .....	89
With the mouse .....	90
Replacing text .....	91
Moving text .....	91
Moving a text frame .....	91
Linking text frames .....	92
Linking text frames .....	92
Principles of linking .....	93
Unlinking text frames .....	94
Importing text .....	95
Fonts .....	97
About fonts .....	97
Basic text formatting .....	99
Justification .....	99
Text frame margins .....	101



Setting tabs .....	102
Advanced text frame formatting .....	103
Paragraph spacing .....	104
Line spacing .....	104
Character spacing .....	105
Using styles .....	107
Default styles .....	107
Applying styles .....	108
Text and pictures .....	109
Wrapping text around pictures .....	109

---

## **Chapter 6 Printing** **111**

Printing a document .....	111
Printing options .....	113
Printing issues .....	114
Printing speed .....	114
Printer margins .....	114

---

## **Chapter 7 Layout** **115**

Layout overview .....	115
Where to start .....	115
Making decisions. ....	116
Sketching your work .....	116
Follow your eyes .....	116
Hierarchy of ideas .....	117
Use restraint .....	117
Be a critic .....	118
Creating a menu .....	119
Creating a logo .....	120
Laying out the menu .....	120
Making a newsletter .....	121
Saving the template .....	123
Completing the document .....	124

---

## **Appendix A Basic DOS** **125**

Basic concepts .....	125
What version of DOS do I have? .....	126
Drives, directories, and paths .....	127
The CONFIG.SYS file .....	128
The AUTOEXEC.BAT file .....	129
Displaying your location .....	130
Checking for RAM-resident software .....	130
Backing up your files .....	131
DOS Copy command .....	131
Restoring a file .....	131
Some DOS commands .....	132

---

**Appendix C** Trouble shooting **139**

Install problems .....	139
Problems starting Express Publisher .....	140
Memory problems .....	140
Resolving memory problems .....	141
Checking the contents of your files .....	141
Sample system configurations .....	142
Where to go from here .....	143
Editing the files .....	144
Creating a boot disk .....	144
Problems running Express Publisher .....	146
Mouse problems .....	146
Printing problems .....	147
Directories created by the install program .....	148

---

**Appendix D** Supported printers **151**

Included printer drivers .....	151
Printer specific information .....	152

---

**Appendix E** Included clip art **153**

300 dpi images .....	153
150 dpi images .....	156

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**Appendix F** Additional clip art **159**

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**Appendix G** Additional fonts **181**

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**Glossary** **183**

Express Publisher for DeskMate is a page-design program that lets you easily combine graphics and text to create professional-quality documents. Use Express Publisher for DeskMate to create great-looking newsletters, reports, flyers, announcements, invitations, or presentation materials. You can import pictures and text from other graphics and word processing programs; or use Express Publisher's text-handling features to create documents from scratch. If you want complete artistic control, you can create your own page layouts; or use one of the provided templates to get professional results fast. Either way, you will have no trouble creating impressive work with Express Publisher.

**Layout** Page layout in Express Publisher for DeskMate is as simple to understand as using scissors and tape, but much less aggravating. Once you learn the simple automatic layout functions, you'll be able to create great-looking pages in a fraction of the time you might spend using a word processor. While you work, Express Publisher displays your document on the screen as it will appear on the printed page. Feel free to experiment and make mistakes. You can move and change every element in a document. Don't worry about your drawing ability: you can draw perfect boxes, lines, and circles without any special skills using the drawing tools.

**Graphics** Unlike other entry level publishing programs, Express Publisher can import several types of high resolution graphics. These file formats include scanner-generated TIFF, the most popular standard for professional clip art; ART from First Publisher; MAC files from MacPaint; and PCX, created by best sellers PC Paintbrush® and Publisher's Paintbrush®. To help you get started, we've included a collection of high quality TIFF pictures in both 150 and 300 dpi. Once pictures are imported, they can be scaled to fit in with the rest of your work.

**Text** Express Publisher includes the text-handling abilities you need to create professional documents: several justification formats, cut and paste, and leading are just a few of the options. You can choose the typeset quality Cobb, Marin, and Dixon fonts. If you want more fonts to work with, you can purchase additional ATECH FastFont typefaces. For super-fast formatting, Express Publisher's style commands can apply several formatting commands at once.

Express Publisher can keep track of several stories at once in a single document, flowing text from column to column, and even skipping over other stories and pages. Create all the text you need for your work inside of Express Publisher, or import files directly from several of the more popular word processors. Microsoft Works® versions 1.X and 2.0, Microsoft Word® (versions 4.0 and 5.0), WordPerfect®, versions 4.X and 5.X, DeskMate text, DeskMate Q&A Write, and ASCII can all be imported directly.

## System requirements

---

Express Publisher for DeskMate has been tested on the following hardware:

- A Tandy 1000 TL/3; a Tandy 1000 RL/HD; a Tandy 2500 XL/2; or a 100% IBM PC compatible computer.
- 640 K of RAM.
- A Tandy Serial Mouse or PS/2 style mouse (2 button type such as Logitech, Microsoft and Mouse Systems).
- A hard disk with at least 3 Mb of available disk space and 3.5" or 5.25" disk drive
- A Tandy DMP 107 printer, a Tandy DMP 134 printer, a Tandy DMP 240 printer, a Tandy DMP 302 printer, or a Tandy LP 950 Laser Printer. (1.5 Mb of memory is recommended.)
- Version 3.0 or later of DOS (DOS 5.0 is recommended).
- Though not required, extended memory or LIM 4.0 expanded memory are suggested.

## The install program

---

The install program copies Express Publisher for DeskMate onto your hard disk, and configures the program for your hardware. Express Publisher will not work if you try to run it from the master disks. The only time you should use the master disks is to run the setup program or to make backup copies.

*Note* Make sure that you have 3 Mb of disk space available on your hard disk before using the setup program to install Express Publisher. If you plan to install a lot of clip art, you may need considerably more space. You will need an additional 2 Mb to install all of the clip art.

1. Start your computer.
2. Put the disk labeled "Disk 1" in drive A.

- |                        |   |
|------------------------|---|
| DeskMate Users         | 3. If you have DeskMate, start it in the usual manner and press the F7 key. Follow the installation directions. If not, go to step 4. |
| Users without DeskMate | 4. Make sure that the A> prompt appears on the screen. If it doesn't, type A: and press ENTER.  |
|                        | 5. Type INSTALL and press ENTER.  |
|                        | 6. Follow the directions on the screen.   |

The appendix, "Trouble shooting," contains information on possible problems with the install program and a list of the directories the install program creates. It also explains options for optimizing memory.

*Note* If they are not already present, add the lines FILES = 20 and BUFFERS = 20 to your CONFIG.SYS file. Consult your DOS manual if you don't know how to do this. You will need to reboot after making this change.

### Setting up directories

Express Publisher stores your data in one of four user-selectable subdirectories in your EXPRESS directory. The default directories (those that are automatically set when you run INSTALL the first time) are as follows:

- C:\EXPRESS\DOCS holds all documents and templates
- C:\EXPRESS\ART holds all clip art
- C:\EXPRESS\TEXT holds word processing and ASCII text files for importing
- C:\EXPRESS\FONT holds all fonts

"Changing the default directories" in Chapter 3 explains these directories in more detail.

To change one of the default directories, run INSTALL and type in a new directory. When you press the DOWN arrow key all of the remaining directories are automatically updated.

### Modifying an existing installation

The install program copies itself onto your hard disk so that you can use it later to modify your configuration after installation.

- To run install from your hard disk, load DeskMate, press F2 Run and type install. You can install additional clip art and fonts. (See the appendix, "Trouble shooting" for more detail.)
- The main program directory cannot be changed after a first install. You can modify the directories for DOCS, ART, TEXT, and FONT.

# Where to go from here

---

Be sure to fill out and send in the postage-paid registration card. This helps establish your warranty commencement date and lets us keep you informed of program upgrades and enhancements.

**Using the manual** If you have used another desktop publishing program, you probably won't have any trouble learning Express Publisher for DeskMate. Express Publisher follows many conventions established by other programs. If you are new to desktop publishing, you should read the whole manual from start to finish. If you're more advanced, read through the descriptions of the chapters below and decide what you need to read.

The Express Publisher for DeskMate manual contains seven chapters. The information is presented in order from the most basic to the more specialized. There is a narrative from start to finish, but each chapter can also be read on its own if you feel you already understand what came before it.

*Chapter 1, Beginning*, explains everything you see on the screen—including how to use commands, dialog boxes, and tools—and introduces you to the concept of stories and text frames.

*Chapter 2, Tutorial*, contains four lessons that convey a general sense of how Express Publisher works. The first two lessons provide a free-form introduction to working in Express Publisher. Lessons three and four lead you through the construction of a simple two-column newsletter using the program's main features, and points out a few tricks and techniques along the way.

*Chapter 3, Fundamentals*, explains how to create and save documents, and how to resume work on existing documents. It also documents optional performance features.

*Chapter 4, Objects*, details every function related to working with objects in Express Publisher: creating them, selecting them, and changing them.

*Chapter 5, Text*, explains all of Express Publisher's text-related functions: importing text, typing text, editing, linking text frames, style sheets, and other text-related special features.

*Chapter 6, Printing*, discusses all of Express Publisher's printing options and offers a few printer-specific recommendations.

*Chapter 7, Layout*, offers general advice on page layout. It includes examples of how best to use Express Publisher to create a menu and a newsletter.

The first appendix offers a review of basic DOS concepts. The next two appendices suggest ways you can use the templates and resolve problems. The other appendices display the clip art and fonts you can use with the Express Publisher package.

## **Typographical conventions**

This manual displays keys that you press in small caps, such as ENTER, F1, TAB, and ESC. UP is the up-arrow key. DOWN, RIGHT, and LEFT are the down-arrow, right-arrow, and left arrow keys. PGUP and PGDN are the page-up and page-down keys, respectively.

Anything that you type is shown in Courier typeface, for example, Write project proposal.

*Italics* are used to introduce new terms.



is our end of chapter symbol.

## **Product support**

If you have a question about using the program that is not addressed in this manual, the DeskMate product support staff is available for help in the usual manner. See your DeskMate manual for instructions on contacting technical support personnel.





# Beginning

This first chapter introduces you to the basics of working with Express Publisher for DeskMate. It explains how to start Express Publisher, what the words and pictures shown on the screen mean, how to choose commands, how to use the mouse, and how to move around in the file. It also explains how Express Publisher flows your text through the document so that when you edit portions of the text, the page layout you created is not disturbed. We highly recommend that you at least skim through this chapter to see if there is anything new to you.

With Express Publisher for DeskMate, you can create unique, flexible, and dynamic page layouts for newsletters, brochures, presentation graphics, and the like. Import text and graphics prepared in other programs, or use Express Publisher's text and graphic tools to enter text and create simple graphics and page designs. Once the information is in the file, you can resize the graphics, format and reformat the text, and direct the flow of text through your document as you desire.

This chapter assumes that you have already installed Express Publisher using the install program. If you have not, follow the instructions for the install program found in the introduction.

Here is a list of the sections in this chapter:

- Starting Express Publisher
- Understanding the Express Publisher screen
- Using the mouse
- Moving in the document window
- Using commands
- Using dialog boxes
- Using the toolbox
- Introducing stories and text frames
- Help

# Starting Express Publisher

Follow these steps to start Express Publisher:

## DeskMate Users

1. Turn on your computer and start DeskMate in the normal manner.
2. If you are using the DeskMate version, move the cursor to the DeskMate Express Publisher application box and press the ENTER key. In addition, you can run Express Publisher using the File Menu F2 Run option by typing EPDM, PDM, or you can select the file from DeskMate's Files View.

## Users Without DeskMate

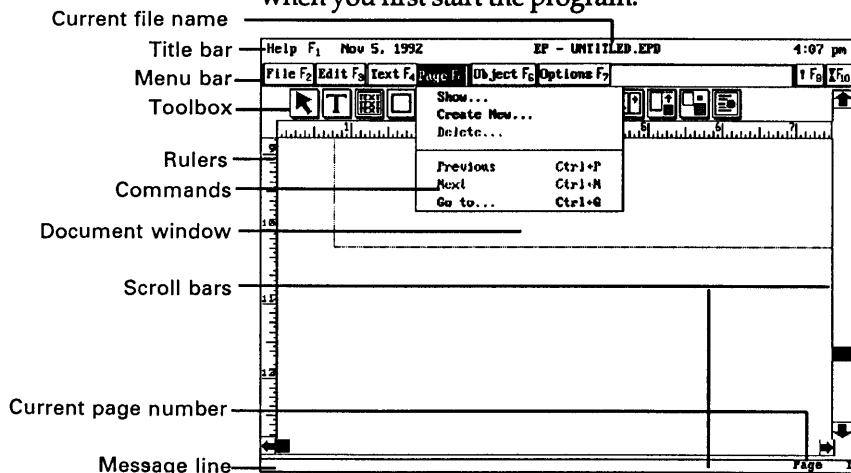
1. If you are using the Runtime version, move to the subdirectory containing the Express Publisher for DeskMate application files. The default directory is the EXPRESS subdirectory. Type EPDM and press the ENTER key.

After loading, the Express Publisher screen appears.

*Note* If you see the message, There is not enough free disk space to run Express Publisher, it means there is not enough free space on your hard disk to run Express Publisher. The program needs at least 310 K of free hard disk space to make temporary working copies of your document while you are creating it.

## Understanding the Express Publisher screen

You won't have to decipher several screens full of information to learn your way around Express Publisher. Most of Express Publisher's features are available directly from the screen you see when you first start the program.



Express Publisher for DeskMate may look familiar to you even if you haven't read this part of the manual. It uses pull-down menus and tools to execute commands. The system that a program uses to communicate with users is called a *human interface*. Many software developers have come to realize that a human (or user) interface combining icons, pull-down menus, and dialog boxes is one of the easiest ways for human beings and software to exchange information. If you have used another program with a similar human interface you may only have to skim this chapter.

- **Title bar:** The Title bar displays the current date and time, program name, file name, and the help prompt .
- **Menu bar:** The menu bar lists the menu names. Each of these menus contains a list of commands that relate to a single topic, such as text. To find out how to use the menu bar to select a command, see "Using commands" later in this chapter.
- **Menu options:** Each of the commands on the various menus tells Express Publisher to do a different task, such as saving a file, or creating a new page. A shaded option on a menu means that the option is not available. Some options have accelerator keys next to them that can be used to perform commands without pulling down the menu.
- **Toolbox:** The toolbox contains a row of pictures, or *tools*, that represent various commands. Moving the pointer onto a tool and pressing the mouse button activates that tool. Many of Express Publisher's most basic functions can be executed by tools in the toolbox. For a complete list of the tools and what they do, see "Using the toolbox" later in this chapter.
- **Rulers:** The vertical and horizontal rulers help you measure objects in your document. The units of measure can be either in inches, centimeters, or picas. For more information about rulers, see "Setting Options" in Chapter 3.
- **Current file name:** The file name of the document you are currently working on appears in the Title bar. All new files are created as UNTITLED.EPD.
- **Document window:** The document you are currently working on appears in the document window. Whenever you start Express Publisher, the program automatically creates a one-column, one-page document. The lines you see within the document window in the picture above show the edges of the text column. To learn how to create a new document, work through the lessons in Chapter 2, "Tutorial."
- **Message line:** The message line offers extra information you may need to make a decision while using Express Publisher. It describes the function of many commands and sometimes prompts you to take an action.

- **Pointer:** The pointer moves as you move the mouse; it allows you to point to tools, menus, or to the place on the current page where you want to work next. The shape of the pointer changes depending on the tool you are using.
- **Scroll bars:** Use the Scroll bars to move up and down, or side to side in the document window.
- **Elevator:** The position of the elevator in the scroll bar indicates what part of the current page is visible in the document window.
- **Current page number:** The number of the page you are currently viewing is always displayed in the lower right corner of the document window.


## Using the mouse


---

You only need to learn a few basic procedures to use the mouse with Express Publisher. Moving the mouse moves the pointer on the screen. The shape of the pointer often changes to reflect the kind of work you are doing. The most common pointer shape is the arrow.


- **Pointing:** Pointing to an object is usually only the first step in performing one of the mouse routines described below. You point to an object by moving the pointer on top of it. If you are trying to indicate a very precise location, make sure that the pointer's *hot spot* is exactly where you want it to be. The hot spot is the precise point on the screen indicated by the active part of the pointer. With the arrow pointer, for example, the hot spot is always under the very tip of the arrow. Different pointers have different hot spots; you will become familiar with them as you work with Express Publisher.
- **Clicking:** Clicking means to press the mouse button and release it immediately while pointing to a specific location on the screen. Clicking initiates an action, such as selecting part of your document, or starting a command or displaying a different part of the screen. For example, to move the document window down you place the tip of the arrow pointer in the vertical scroll bar and click.
- **Double-clicking:** Double-clicking is pressing the mouse button twice in rapid succession. Beginners often don't click fast enough. Press the mouse button twice in about the time it takes to say "express." Double-clicking is usually used as a shortcut. For example, to open a file you can double-click it instead of selecting it and then clicking OK.
- **Dragging:** Dragging means to press the mouse button and hold it down while moving the mouse. Drag the mouse to define an area, select a menu command, or move an object.

**Pointer shapes** As you use different tools, the shape of the pointer changes to help you remember what you are doing. Here are the different pointer shapes.

The arrow pointer  The most common pointer shape is the arrow. It allows you to select objects for layout. The pointer always changes to the arrow whenever you move the pointer off the document window to scroll, select a tool, or pull down a menu.

The I-beam pointer  The pointer looks like an I-beam when you are working with text.

The four-headed pointer  While moving objects the pointer changes to a four-headed arrow.

The busy icon  The Tandy busy icon informs you that you must wait while Express Publisher carries out your latest request.

You cannot do anything with the busy icon.

There are other pointer shapes associated with more specific functions. They are explained later along with the function.

## Moving in the document window

---

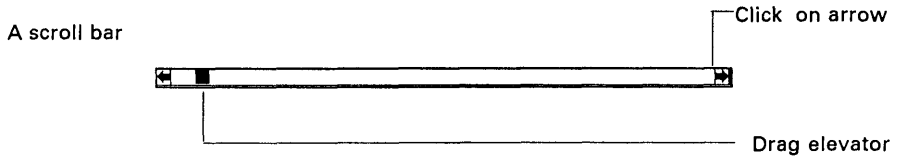
When you create a document with Express Publisher, the page you see on the screen is the same as the page that will be printed. However, most computer screens can only show one part of the page at a time. *Scrolling* and *paging* allow you to see different parts of the document.

**Scroll bars** The scroll bars at the right side and bottom of the document window allow you to see different parts of the current page. Use the vertical scroll bar to move the document window up and down on the current page and the horizontal one to move from side to side.

Each scroll bar has an arrow at each end and contains a small square box called an *elevator* or *thumb*. The position of the elevator in the scroll bar represents your location in the document.

- Click the mouse within the elevator area of the scroll bar to move your view of the document in the chosen direction by one full screen.
- To move in smaller steps, click the arrow that points in the direction you wish to go.

- Drag the elevator to move to a certain location more quickly, such as the top or bottom of the page.



**Page up/down** Use PAGE UP and PAGE DOWN to move the document window up or down the page by one full screen.

## Using commands

---

All Express Publisher commands are available directly from the main screen on pull-down menus. The row of words across the top of the screen is called the *menu bar*. Each of the words represents a pull-down menu. These pull down menus are similar to the pull-down maps and diagrams used in classrooms. They stay out of the work area while you're not using them.

You can pull down menus and select commands using either the mouse or the keyboard. Each menu has its own accelerator or keystroke shortcut displayed next to the menu names on the menu bar. You can also use the ALT key with the first letter of each menu to open any of the pull-down menus except the Options menu, which can only be accessed with the F7 key or the mouse. However, because you can move through the menus with the left and right arrow keys, you could open another menu with a function key or an alt key combination and move to the Options menu with the arrow keys.

**With the mouse** These steps tell you how to select a command using a mouse:

1. Point to one of the menu buttons on the menu bar and click the mouse button.

The menu drops down from the menu bar. The menu stays open until you pull down another menu, press the ESCAPE key, or click somewhere in the document window.

2. Double-click the command you want to use or select it and press ENTER.

The command is activated.

*Note* You can also use the mouse to “Drag and Release.” When you have activated a menu, continue to hold the mouse button down, move to the specific command you want to use, and release the mouse button.

**With the keyboard** Many commands can be invoked without opening menus by using accelerators that are either CTRL key or SHIFT key combinations. These accelerators are listed within the menus next to the commands. You can activate almost any command in just a few keystrokes. For example, to use the Cut command on the Edit menu, you need only press SHIFT-DEL. Follow these steps to select a command using the keyboard:

1. Press the appropriate function key or ALT and the applicable letter to activate the menu while you are working in the document window.

The menu drops down from the menu bar.

2. Use the UP and DOWN arrow to select one of the commands on the menu, and press ENTER. Or, press the first letter of the command you want to use. If more than one command has the same letter, type the letter a second time to move to the second command.

Pressing either the LEFT or RIGHT arrow closes the current menu and pulls down the next menu to the left or right.

**Closing a menu** To close a pull-down menu, move the pointer into the document window and click the mouse button, or press ESCAPE.

**Function keys** The menus and the help files can be reached via the function keys. They are listed below.

F1	Help
F2	File menu
F3	Edit menu
F4	Text menu
F5	Page menu
F6	Object menu
F7	Options menu
F9	Menu
F10	DeskMate accessories

**Accelerators** Some of the commands on the menus have accelerators, or key-stroke shortcuts. These accelerators are listed next to the command name on the menu.

CTRL+O	Open
CTRL+S	Save
ESC	Exit
SHIFT+DEL	Cut
CTRL+INS	Copy
SHIFT+INS	Paste
CTRL+D	Duplicate
CTRL+K	Show Clipboard
CTRL+C	Clear Clipboard
CTRL+P	Previous
CTRL+N	Next
CTRL+G	Go to

## Using dialog boxes

---

When Express Publisher needs more information to carry out a certain command, it presents a dialog box. All commands that invoke a dialog box are followed by an *ellipsis* (...) on the menu. The dialog box usually displays the name of the command that invoked it and lists the options available for that command.

The basic method for using a dialog box is always the same.

*Some menu items may be dimmed if unavailable.*

1. Use a command that invokes a dialog box.
2. Follow one of the methods outlined below to set the options according to your needs.

*Note* The options in many dialog boxes are preset to their *default* setting, that is, the one most commonly used. If an option is already set the way you want it, you don't have to change it.

3. Click the button that executes the command (usually labeled OK).

You can always click Cancel or press ESCAPE to cancel a command from a dialog box.

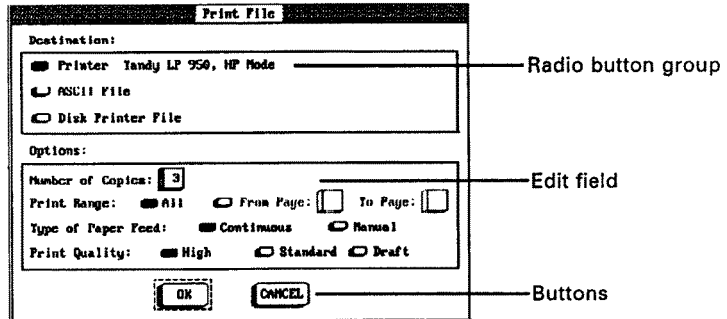
There are several ways to select options from dialog boxes.

**Check boxes:** Check boxes let you turn off or on one or more options that modify the command you are using. An X in the box indicates that the option is on; an empty box means that the option is off. You can use either the mouse or the arrow or tab keys to move through and highlight options. The space bar toggles between on and off.



**Radio button groups:** Radio button groups present a series of options that are mutually exclusive. Radio buttons are similar to the row of buttons on car radios that only allow one button to be pressed at a time. An option is selected when the button appears in the down position. Selecting one of the options in a radio button group turns off any other that was selected earlier. You can click on an option or enter a group of option buttons with the TAB key. Use the arrow keys to move to the appropriate one and press the space bar to turn one on.

Dialog boxes



**Edit fields:** Edit fields are areas where you can enter information to tell Express Publisher for DeskMate what you want it to work on. This could be the name of a new file you are saving, a range of pages to be printed, or a measurement.

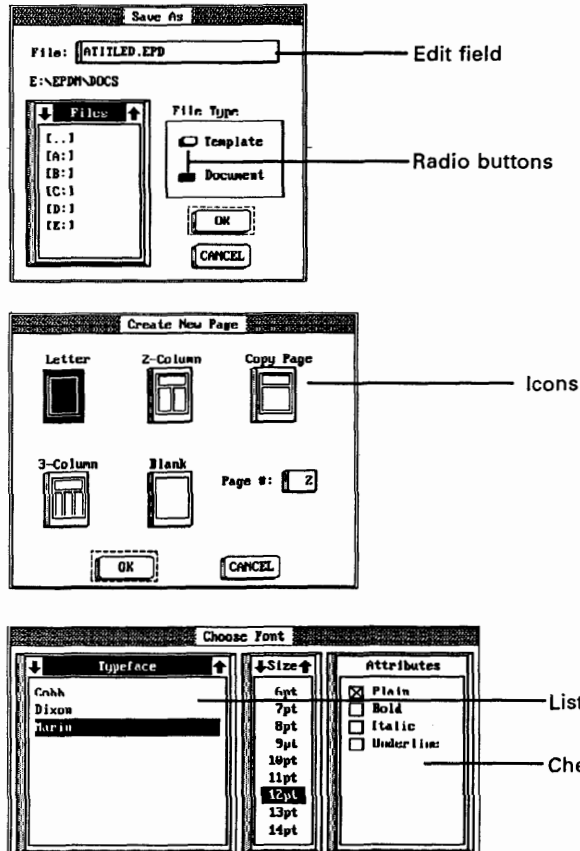
An edit field may appear with default information already in it. To accept the information, click OK. To change it, click the edit field to select all the text within it, and type in your own replacing the old. To modify the existing text, click anywhere in the edit field and begin typing. The following keystrokes are helpful:

- BACKSPACE deletes the character to the left of the cursor.
- DELETE deletes the character at the right of the cursor.
- LEFT and RIGHT arrows move the cursor.
- END moves the cursor to the end of the text in the box.
- HOME moves the cursor to the beginning of the text in the box.
- TAB moves the cursor to the next field in the dialog box.

**List boxes:** List boxes list options by name, such as file names or font typefaces. Since many lists do not fit entirely within the list box, there are arrows on the list boxes that let you scroll through lists. Click an item in a list box to select it. Pressing a letter on the keyboard while in a list box immediately selects the first item on the list beginning with that letter.

**Icons:** Icons appear when visual information is helpful in making a choice between options. Each icon is a picture that represents an option relating to the command you are using. Clicking one of the icons selects the option.

Dialog boxes



## Dialog box control keys

In addition to all the mouse functions mentioned above, most dialog boxes can be controlled from the keyboard without using the mouse.

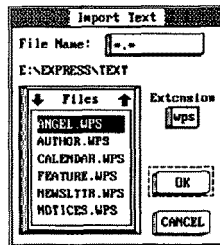
- TAB moves the cursor forward between list boxes and from option to option. SHIFT-TAB moves the cursor in the opposite direction.
- LEFT and RIGHT arrows moves the cursor in an option box, or moves to another icon.
- PAGE UP and PAGE DOWN move the cursor up or down the length of a list box.
- UP and DOWN arrows change the selected item in a list box or moves left/right in a dialog box.

- SPACE BAR is used to toggle the state of a highlighted check box or select an option in radio button groups.
- ENTER is the equivalent of pressing a button that is highlighted.
- ESCAPE cancels the command and closes the dialog box without making any changes. This is the equivalent of clicking the CANCEL button.

## File utility dialog boxes

This type of dialog box appears when you open or save files. A text field is provided for entering a file name or wild card search characters. An alphabetical list of the files in the current directory is displayed in a Files list box that you can scroll through with the arrow buttons. Additionally, the list box contains available drives, directories, and the two dots ".." if you are in a subdirectory. You can change to the parent directory by double-clicking on the two dots. Double-clicking on a file is the same as selecting the file and pressing ENTER.

The Import Text dialog box



*Note* You shouldn't have to change drives or directories very often while using the program. Express Publisher automatically changes to the \EXPRESS\DOCS directory every time you save or open a document; it changes to the \EXPRESS\ART directory when you import a picture. Directories, drives and the parent directory in the Files list box are surrounded by brackets [like this].

## Wild card characters

You can enter wild card search characters in the Extension text box to change the list of files shown in the Files list box. Express Publisher recognizes the same wild card characters as DOS, so check your DOS manual if you're not sure how to use them. If you don't understand wild card characters at all, don't worry about them. They can help out in some cases but they are not required to use any Express Publisher functions.

These are the wild card characters recognized by Express Publisher:

- ? Stands for any single character in the exact same position.
- \* Stands for any number of characters in that position.

# Using the toolbox

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The Express Publisher toolbox appears directly beneath the menu bar. It contains tools that help you perform the most common desktop publishing tasks. This section identifies all the tools in the toolbox and tells you how to activate a tool. Each of the tools is fully explained later, in the section covering the tasks that it performs.

- To activate any tool, move the pointer onto the desired tool and click the mouse. After you use the tool, it will revert to the arrow pointer. Double-clicking on some icons, however, will allow you to use that tool until you choose another icon.

If you activate a tool by accident, or decide not to use it after selecting it, you need to deactivate it before doing anything else.

The Arrow tool



- Click the Arrow tool to deactivate the current tool and activate the arrow pointer.

## The toolbox

The following tools are available in the toolbox:

Arrow



Text



Text Frame



Box



Rounded Box



Ellipse



Line



Set Line



Set Fill



Link



Unlink



Align



Equate



Text Wrap



- **Arrow** activates the arrow pointer described in “Using the mouse” in this chapter.
- **Text** allows you to start typing text in a text frame.
- **Text Frame** allows you to draw a box and immediately start typing text in it.
- **Box** allows you to draw a rectangular object.
- **Rounded Box** allows you to draw a rectangular object with rounded corners.
- **Ellipse** allows you to draw ellipses and circular objects.
- **Line** allows you to draw vertical, horizontal, and diagonal lines.
- **Set Line** allows you to set the line type and width for boxes and lines.
- **Set Fill** allows you to fill an object you have drawn with a shade or pattern.
- **Link** connects, or links, stories on different parts of a page or on different pages so that text can flow between them.
- **Unlink** disconnects, or unlinks, frames so that text no longer flows between them.
- **Align** allows you to line up two objects.
- **Equate** allows you to make two objects or lines the same size.
- **Text Wrap** wraps text around one side of a picture.

## Introducing stories and text frames

---

Express Publisher groups and stores text in a way that allows it to flow smoothly through your file. The formatting levels are

- Document
- Story
- Text frame

These levels work together to produce the final page. Although this concept is described in more detail throughout the manual, the following description provides an overview.

When you type or import text into Express Publisher, all of the text you enter is one *story*. You can have up to 64 separate stories in one Express Publisher *document*. A document can be from 1 to 32 pages long. Stories can be up to 64 K or about 30 pages. Whether you type text directly into Express Publisher or import it from a word processor, Express Publisher enters the text in *frames*. A text frame is simply a window through which you can view your text. A *document* consists of all the frames and stories in your file.

See “About stories and text frames” in Chapter 5 for additional information, including how to apply commands to the various formatting levels.

## Help

---

Almost all of the crucial information in this manual is available in the on-line Help Index. This help is organized by topic.

1. Press F1 for help.

The Help Index list box appears. Use the scroll bar to get to the desired topic, or press the first letter of the topic that you want and that item is selected.

2. Double-click or press the ENTER key on the topic on which you want help in the list box.
3. Click Cancel when you're done.



# Tutorial

This chapter leads you through a few simple lessons that illustrate most of Express Publisher's important features. You should make sure that you understand what was covered in Chapter 1, "Beginning," before you try to follow the tutorial.

The tutorial contains four lessons. You can do them all at once or one at a time. The first two lessons offer a free-form introduction to the program. They provide examples of the major concepts that you need to understand in order to work with Express Publisher for DeskMate. The third and fourth lessons guide you through the construction of a simple document.

The lessons in this tutorial are as follows:

- Getting started
- Lesson 1: Understanding objects
- Lesson 2: Entering text
- Lesson 3: Creating a newsletter
- Lesson 4: More advanced functions

## Getting started

---

1. Turn on your computer and, if you use DeskMate, start DeskMate as you usually do.
2. Move the cursor to the Express Publisher for DeskMate application list box and press the ENTER key.
3. If you are using the Runtime version, move to the appropriate Express Publisher program subdirectory, type EPDM, and press the ENTER key.

When you first start Express Publisher for DeskMate, you see the menu bar and toolbox across the top of the screen. Express Publisher creates a one-page, one-column document. Notice that the file name UNTITLED.EPD appears above the menu bar.

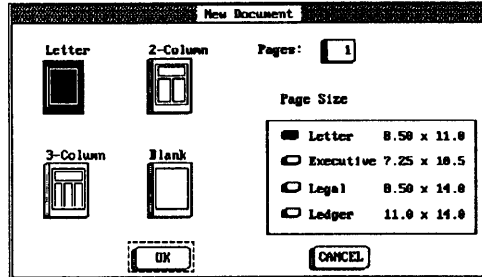
## Creating a new document

To learn about Express Publisher from the ground up, it's best to start with a completely empty document. To get started, put away the one-column document and use the New command to create a blank, one-page document.

1. Click the File menu, and then double-click the New command.

The New Document dialog box appears.

The New Document dialog box



2. Click the Blank icon (it looks like an empty page).
3. Click OK.

Express Publisher creates a blank, one-page document.

## Lesson 1: Understanding objects

In Express Publisher for DeskMate, an object is any shape that you can place on a page and then change with a command or move with the arrow tool. Objects may be boxes, ovals, lines, or pictures. In this lesson you will learn how to create, import, and handle objects. Later, you will learn how to use them as elements in constructing a document.

### Objects

The simplest way to create objects is to draw them with the drawing tools. In the first exercise, you'll use the Box tool to draw a box.

The Box tool



1. Click the Box tool.

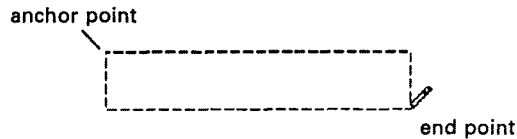
The shape of the pointer changes to a pencil. This is to remind you that you are drawing. While you are using the Box tool, or any of the drawing tools, tick marks appear on the rulers to show you the exact position of the pointer.

2. Move the pointer somewhere inside the document window.
3. Press and hold down the mouse button.



This marks the box's *anchor point*.

Drawing an object



4. Without letting go of the mouse button, move the mouse down and to the right as shown above.
5. When the box is the right size and shape, release the mouse button. This position is called the *end point*. Notice that the pointer reverts to its original shape. If you had double-clicked the icon, the tool would remain in effect until you chose another tool.

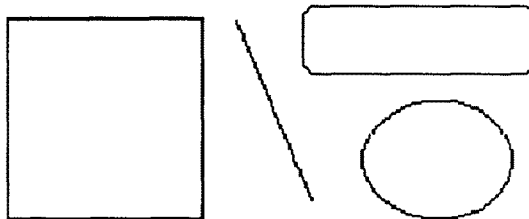
All the drawing tools work the same way. After you click a drawing tool, the position where you click the mouse marks the object's anchor point. You then drag the mouse and release it to mark the end point. Express Publisher draws the object between the two points that you defined. Little black squares appear around an object right after you draw it; they will be explained shortly.

The drawing tools



To get a better understanding of how the drawing tools work, try drawing an object using each of the drawing tools. Don't worry about making a mess, this is a learning experience.

Objects



## Selecting and Deselecting Objects

So far you have only created objects. If you could only create objects and not change them afterwards, your work would be very difficult. Express Publisher lets you move and change objects in many different ways.

In order to do anything to an object you have to *select* it. Selecting an object tells Express Publisher that you want to change it with your next action.

When an object is selected, little squares called *handles* appear around it, and the lines around it become heavier. You may have noticed this with the practice objects you have just drawn, because right after you draw an object, it is selected for you automatically.

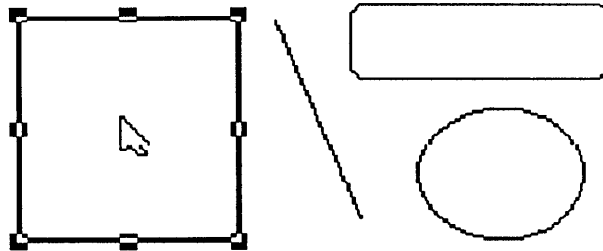
The squares are called handles because they are used to manipulate the object.

Deselecting is almost as important as selecting. If you inadvertently leave an object selected, your next action may affect the selected object instead of doing what you actually want.

Follow these steps to learn how to select and deselect objects:

1. Move the pointer over one of the objects that you drew earlier and click the mouse button.

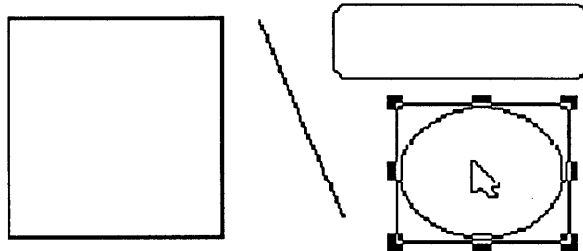
A selected object



Handles appear around the object that you selected, and the lines around it get thicker. Now try to select another object.

2. Move the pointer over another object and click the mouse button.

Another selected object



Notice that the handles around the object you selected earlier disappear, and new handles appear around the object that you just selected. When you select an object, any object that was previously selected is deselected.

3. Move the pointer so that it is not over any object and click the mouse button.

This deselects any selected object without selecting a new one. You can tell that no objects are selected because none of them have handles around them.

## Changing objects

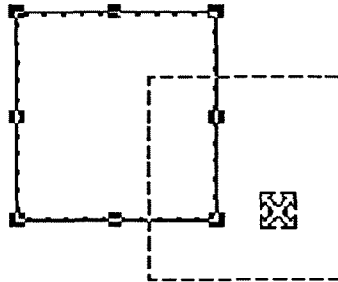
You should understand how to create and select objects by now. Once you understand these concepts you shouldn't have any trouble moving objects or changing their appearance. Express Publisher can change objects in many ways, but these functions are the most basic: moving, resizing, reshaping, filling, and deleting.

### Moving an object

All Express Publisher objects can be moved around the document, either with the mouse or with a command. Start by using the mouse to move one of the objects you've been working with.

1. Move the pointer over the center of one of the objects that you drew earlier.
2. Press and hold down the mouse button.

Moving a box



The pointer should change to a four-headed arrow as soon as you move the mouse. If it doesn't, make sure that you are holding down the mouse button and that the pointer is over the object. Also, be sure to place the pointer in the center of the object and not over one of the handles when you press the mouse button.

3. Without releasing the mouse button, move the mouse in any direction.

This is called *dragging*. The object's outline moves with you as you move the mouse.

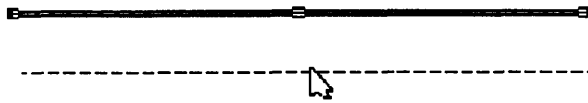
4. When the object is where you want it, release the mouse button.

Express Publisher redraws the object in its new location. Try moving several objects around to get a feel for how this works. Notice that while you are moving an object, tick marks on the ruler show you the position of the object's edges. This is very useful for placing an object in a precise location.

## Moving lines

You can drag a line the same way you drag any other object, you don't have to drag the center handle

Moving a line



## Cutting and pasting objects

Another way to move an object is to use the Cut and Paste commands.

1. Select one of the objects on the screen.
2. Pull down the Edit menu and choose Cut.

The object disappears.

3. Scroll to another part of the page.
4. Pull down the Edit menu and choose Paste.

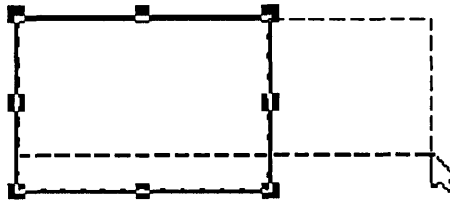
The object is pasted in the center of the document window.

## Changing objects

Not only can you move an object to a new location, you can change its size and shape.

1. Select an object.
2. Move the pointer so that the very tip of the arrow is on the lower right handle.
3. Hold down the mouse button and drag the handle up and to the right as shown below.

Stretching a box



The outline of the object should move to indicate its changing size and shape. If the pointer changes to a four-headed arrow and the whole box moves without changing size, then you did not have the tip of the arrow exactly over the handle when you pressed the mouse button. Let go of the mouse button and try again.

4. When the object is the right size and shape, let go of the mouse button.

Express Publisher redraws the object in the new dimensions. Try dragging different handles to change the size and shape of various objects in different ways. The handles in the middle of an object's sides let you change only one dimension at a time. The corner handles let you change both dimensions at once.

### Using fills

You can fill a box with shading or patterns. When an object is filled, it becomes opaque. This means that you can't see the parts of your document that are covered by filled objects.

Try changing one of the objects you created earlier so that it is filled.

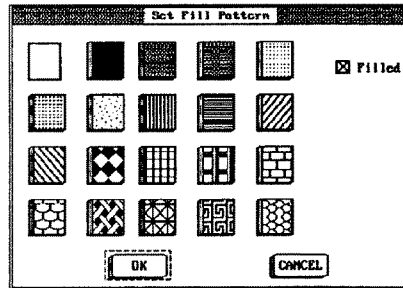
1. Select an object that you created earlier.
2. Click the Set Fill tool.

The Set Fill tool



The Set Fill Pattern dialog box appears.

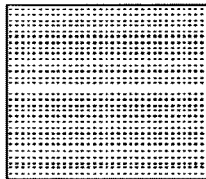
The Set Fill Pattern dialog box



3. Click one of the fill types and then click OK.

The dialog box disappears and the object displays the fill type you just chose. (If you chose white, you may not notice the change unless the object was covering some other objects.)

A filled box



If you want to remove the fill pattern, click the Set Fill tool again, click once in the white box and click OK. The fill setting changes back to opaque. If you want to make the object transparent, click on the filled option to turn it off. This makes the object clear.

### **Deleting objects**

After experimenting with what you've learned so far, you may find that your document is becoming cluttered with objects. You may want to delete some objects to clear up some space.

1. Select an object.
2. Press the DELETE key on your keyboard.

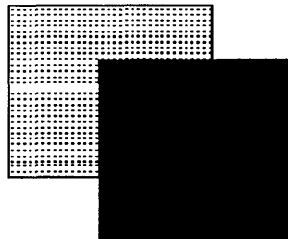
### **Bring to Front/ Send to Back**

Express Publisher stacks all objects in the order in which they are created. The first object you draw is at the bottom of the stack, and the last is on the top. Moving an object has no effect on its position in the stack. The last object you draw stays in the front until you draw a new object. If you draw an object and then move another object to the same location, the older object will be placed behind the object that you just drew.

While creating documents, you may need to change the stacking order of objects. This is especially true if you use background images. The Bring to Front and Send to Back commands allow you to change the stacking order.

1. Draw a box and choose a fill pattern.
2. Draw another box overlapping the first box and fill it with another pattern, as shown in the following picture.

Overlapping objects



The second box covers the first box because it was drawn later.

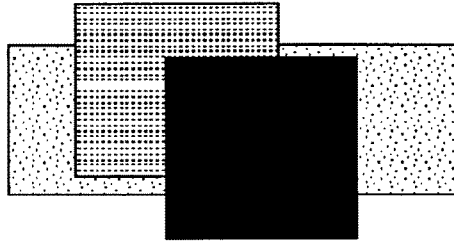
3. Draw a larger box that completely covers the others and select a different fill pattern.

The box you drew last is at the top of the stack, so it covers the earlier objects. Now use the Send to Back command to send the last box to bottom of the stack.

4. Select the larger box, pull down the Object menu and choose Send to Back.

The larger box is sent to the bottom of the stack and the other two objects now cover it.

Overlapping objects



5. With the larger box still selected, pull down the Object menu and select Bring to Front.

The larger box is returned to the front of the stack.

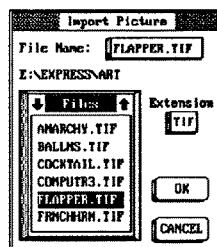
## Importing pictures

Express Publisher can import pictures from several graphics programs. Once a picture has been imported, Express Publisher treats it as an ordinary object. You can select, move, and size pictures in the same way as other objects. When you change a picture with Express Publisher, it does not change the original picture on disk. Express Publisher only changes the picture within the document you are working on.

1. Pull down the File menu and select Import Picture.

The Import Picture dialog box appears. It displays an alphabetical list of all of the files in the \EXPRESS\ART directory. The ART directory contains all of the clip art that you chose to install with the setup program. The files that show up on your screen may not match those shown in the picture below.

The Import Picture dialog box



2. If you don't see the file FLAPPER.TIF in the Files list box, click the DOWN arrow to scroll through the list (see the picture above).
3. Double-click the file FLAPPER.TIF.

While Express Publisher is importing the picture, it displays the wait icon. When it is finished importing the picture, Express Publisher displays it in the middle of the document window. Handles appear around the picture to indicate that it is selected.

FLAPPER.TIF



### **Moving a picture**

You can move a picture in the same way as any other object.

1. Move the pointer over the picture.
2. Press and hold down the mouse button.
3. Without releasing the mouse button, move the pointer.

The picture's outline moves as you move the mouse.

4. When the picture is in the desired location, release the mouse button.

### **Scaling a picture**

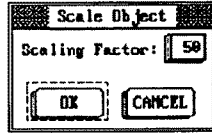
You can size a picture by dragging its handles, just like you did with other objects, but you will find that pictures become distorted unless you scale them proportionately. The Scale command preserves the original proportions of an object while reducing or enlarging it. You can use the Scale command to scale any object, but it is most useful for imported pictures.



1. Select the picture that you imported earlier.
2. Click the Object menu to pull it down and double-click the Scale command.

The Scale Object dialog box appears.

The Scale Object dialog box



3. Select the contents of the Scaling Factor text field and type 50.
4. Click OK.

Express Publisher reduces the picture to 50% of its original size, maintaining its original proportions.

## Summary of lesson 1

You have already learned some of the basic concepts in Express Publisher.

- An object is a shape that you can move or change. Documents are made up of objects.
- To change an object you must first select it by clicking on it with the mouse.
- Once you have selected an object, you can move it, delete it, or cut and paste it.
- You can change a box's size and shape, and specify a new fill type.
- All objects are stacked in the order in which they were created. You can change the stacking order with the Bring to Front and Send to Back tools.
- Express Publisher can import pictures from the included clip art and some other graphics programs. You can select, move, and size pictures in the same way as other objects. The Scale command sizes pictures proportionally.

## How to continue

You have now completed lesson 1. You may now leave Express Publisher or clear the screen and go directly on to lesson 2.

### Exiting

1. Click the File menu.
2. Double-click Exit.
3. You don't need to save this practice document, so when the warning prompt appears, click No and you will leave Express Publisher.

## Continuing

1. Click the File menu.
2. Double-click Close.
3. You don't need to save this practice document, so when the warning prompt appears, click No.

Express Publisher removes your practice document and provides you with a new document for lesson 2.

## Lesson 2: Entering text

---

This lesson focuses on entering and editing text in an Express Publisher document. You can type text directly in the document or import text created by most of the popular word processors.

Feel free to experiment with entering text. If you are familiar with another desktop publishing program or word processor, you may find that Express Publisher works in many of the same ways.

### Text frames

To enter text in Express Publisher, you must first use the Text Frame tool to create a box that you can type or import text into. The box with text in it becomes a special kind of object called a *text frame*. You can apply most of the commands you learned in Lesson 1 to the text frame; you can also use the Text tool to edit the text itself.

This exercise shows you how to create a text frame.

1. Draw a box at least 3" by 2" using the Text Frame tool.

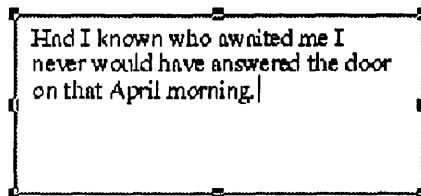
The Text Frame tool



The shape of the pointer changes to an I-beam and a blinking line appears in the upper left corner of the box. This line is called a *text insertion point* or simply a *cursor*. The cursor marks the position where text will go when you start typing.

2. Type Had I known who awaited me I never would have answered the door on that April morning.

Text frame



When you reach the end of the line in the text frame, keep on typing; Express Publisher automatically starts a new line. This *word wrap* feature, common to many word processors, means that you don't have to press ENTER at the end of every line. You should press ENTER only at the end of paragraphs.

*Note* The I-beam pointer allows you to type and select text. You cannot select or move objects with the I-beam, and you cannot select text with the arrow pointer. If you are working with a regular box, you can convert it to a text frame by clicking the Text tool, moving the I-beam pointer inside the box, and clicking the mouse button.

**Moving the cursor** As you enter text, the cursor moves to the right of each new character. You can move the cursor using either the arrow keys or the mouse. You cannot move the cursor outside of a text frame or beyond the end of existing text.

### **Moving the cursor with the arrow keys**

Pressing an arrow key on the keyboard moves the cursor in the direction of the arrow. If you hold down an arrow key, the cursor moves continuously in that direction.

Try adding a new word to the sentence that you just typed.

1. Use the arrow keys to move the cursor between the words "April" and "morning."
2. Erase the word "April" by pressing BACKSPACE.

The BACKSPACE key deletes the character to the left of the cursor. Notice that the other characters to the right are pulled back as you delete characters.

3. Now type December to replace April.

As you type the new characters, the existing characters move to the right.

### **Moving the cursor with the mouse**

For moving longer distances, it is much faster to use the mouse to move the cursor. Just move the I-beam pointer to where you want to place the cursor, and click the mouse button. The cursor then moves to the place where you clicked. You can only place the cursor within the text that is already in the frame. You can't place the cursor in an area that does not already contain text.

1. Move the mouse so that the I-beam pointer is between the words "who" and "awaited" and click the mouse.

2. Backspace over the word "who" and type what.

### Quick keys

Here are a few keystroke shortcuts for moving the cursor:

- The HOME and END keys move the cursor to the beginning or end of the current line, respectively.
- The key combinations CTRL plus PGUP or CTRL plus PGDN moves the cursor to the beginning or end of the text in the current frame, respectively.

## Selecting text and changing fonts

Just as when you are working with objects, you must select text in order to change it. Once you have selected some text, you can delete it or change its font. In this exercise you will select all of the text that you've entered so far and then change the font.

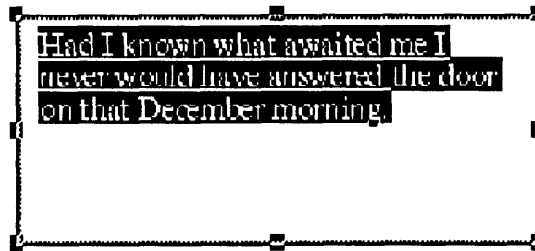
Selecting text involves the same technique that you use when drawing objects: you establish an anchor point and an end point.

1. Use the mouse to move the I-beam pointer just to the left of the first character in the sentence.
2. Press the mouse button, and without releasing it, move the mouse down and to the right.

As you move the mouse, the selected text is highlighted. If the first few characters are not highlighted, release the mouse button and try again, moving the mouse more slowly.

3. When all the text is highlighted, release the mouse button.

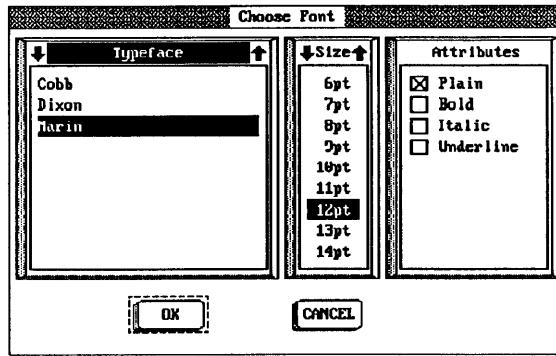
Selected text



Any change you make at this point affects all of the selected text.

4. Pull down the Text menu and select the Choose Font command.

The Choose Font dialog box appears, listing all of the available fonts. (The fonts available on your system may not match those shown in the following picture.)



5. Click Dixon in the Typeface list box, select 12 in the Size list box, and click OK.

All of the selected text changes to the Dixon font.

### Deselecting text

To deselect text, move the mouse to another part of the document window and click. If you move the pointer over some other text, the cursor moves to where you clicked the mouse.

Now that you know how to select and deselect text, try selecting different parts of the text you've entered so far. Notice that you can drag the mouse in any direction to select text. As you drag the pointer, all of the text between the anchor point and the current location of the pointer is highlighted. As this lesson continues, you'll learn some other ways to select text.

### Changing font attributes

In addition to changing the font, you can make text italic, bold, and underlined. These are called font attributes.

To apply a font attribute, you need only select the text that you want to change, and choose an attribute. Start by practicing a shortcut for selecting whole words.

1. Move the I-beam pointer and click anywhere on the word "never."
2. Double-click the mouse button.

This should select the whole word. If it didn't, you may not have clicked fast enough. Press the mouse twice in the time it takes to say "express." Also make sure that you don't move the mouse as you double-click.

3. Select the Choose Font command from the Text menu.

The Choose Font dialog box appears.

4. Click the Italic check box on the right side of the dialog box, and then click OK.

The word "never" is italicized and the rest of the text is unchanged. When changing selected text, the change you make affects all of the selected text, and only the selected text.

## **Cutting and pasting text**

The Cut and Paste commands are very useful for moving text around. The Cut command removes the selected text from your document and places it in a temporary storage area called the clipboard. The Paste command places a copy of the text on the clipboard back in the document at the cursor position.

1. Select the text "Had I known what awaited me."
2. Pull down the Edit menu and choose Cut.

Express Publisher removes the selected text from the text frame and puts it on the clipboard. If you want to make sure that it is on the clipboard, pull down the Edit menu again and choose Show Clipboard. Click OK when you are done looking at the clipboard.

Now paste the text in a different location.

3. Using either the mouse or the arrow keys, move the cursor to the very end of the existing sentence, between the word "morning" and the period.
4. Pull down the Edit menu and choose Paste.

The text that you cut earlier is inserted at the cursor position. You will have to adjust the spacing and capitalization to make the sentence correct. You should end up with, "I never would have answered the door that December morning had I known what awaited me."

## **Putting away the text tool**

While you are using the Text tool to work with text you can't move or select objects with the pointer; you can only work with text.

- Click the Arrow tool to put away the Text tool, or move the I-beam pointer outside of any box and click the mouse.

The Arrow tool



This changes the pointer back to the arrow, so that you may again select and move objects. Anytime you have selected a tool and you want to change the pointer back to the arrow, click the Arrow tool.

## Changing a text frame

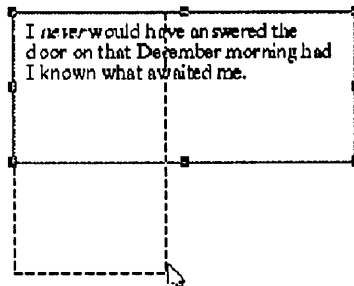
Once you are working with the arrow pointer, you may select, move, and resize a text frame as if it were an ordinary object.

1. If the text frame you've been working with is not already selected, move the arrow pointer inside the text frame and click the mouse button.
2. Move the pointer inside the box, press and hold down the mouse button as you drag it any direction, and then release the mouse button.

The text frame's outline moves as you move the mouse. When you release the mouse button, Express Publisher redraws the text frame in its new location.

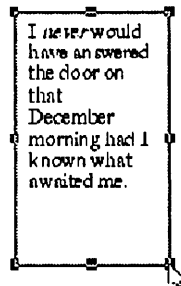
3. Drag one of the text frame's corner handles to change the size and shape of the box.

Resizing a text frame



Express Publisher reformats the text to fit in the resized box.

Resized text frame



4. Resize the text frame so that it is too small to hold all of the text you entered.

The More Text marker



Although some text disappears from the document, it has not been permanently lost. Express Publisher puts the More Text marker (shown at left) in the lower right corner of the text frame to tell you that there is more text than will fit in the text frame. If you stretch the box back to its original size, the text reappears.

## Summary of lesson 2

Lesson 2 covered the most basic elements of text entry.

- Express Publisher handles all text within boxes called text frames, which you create with the Text Frame tool.
- You can also create a text frame by drawing a box, clicking on the Text tool, and then clicking inside the box with the I-beam pointer.
- Use either the mouse, the arrow keys, or one of the keyboard shortcuts such as HOME or END to move the cursor within a text frame.
- While you are working with text, the pointer is shaped like an I-beam. You cannot select or move objects while working with text. If you click the Arrow tool, the pointer changes back to the arrow and you may again select and move objects.
- To change text after it has been entered, you must select it with the I-beam pointer. Selecting text involves using the same technique of dragging the pointer from an anchor point to an end point that you use when drawing objects.
- Once you have selected text, you can cut it to the clipboard, change its font, or change its style. Any change you make affects all the selected text, and only the selected text.
- You can select, move, and resize text frames just like ordinary boxes. If you change the size or shape of a box, Express Publisher reformats the text to fill it.

## How to continue

You have now completed lesson 2. You may now leave Express Publisher or go directly on to lesson 3.

### Exiting

1. Click the File menu.
2. Double-click Exit.
3. You don't need to save this practice document, so when the warning prompt appears, click No. You return to the DeskMate or the DOS prompt if you are using the Runtime version.

### Continuing

Go on to Lesson 3.

## Lesson 3: Creating a newsletter

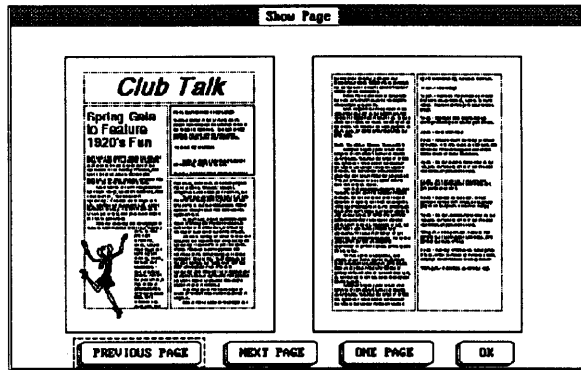
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You now know enough about Express Publisher's basic features to create a simple document. This lesson leads you through the creation of a simple newsletter called "Club Talk." Along the way it tells you how to display an entire page of your newsletter on



screen, import text from a word processor, apply a preset style, zoom out to make layout change, add a text frame, align objects to each other, import a new story, add a second page to your newsletter, and link text frames.

Completed newsletter in Show Page view



**Note** Express Publisher looks different when run on different types of graphics display adapters, however it will print correctly. Don't be concerned if your document doesn't look exactly like the screen shots in the next two lessons.

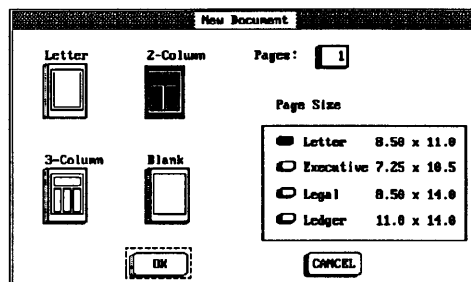
## Creating a new document

The New command lets you define the number of columns, the number of pages, and the page size for a new Express Publisher document.

1. Pull down the File menu and select New.

The New Document dialog box appears.

The New Document dialog box



2. Click the 2-Column icon, enter 1 in the Pages text field, and make sure Letter (8.5" by 11") is selected as the page size. Click OK when all the options have been set.
3. A graphic appears if you select 2 or 3 column explaining how text flows.

Express Publisher creates a blank page according to your specifications. The frames on the page match the number of columns that you specified. Text will flow automatically from the left bottom column to the right unless you choose to change it.

4. Click the Text tool icon and position the cursor in the wide horizontal text block at the top of the page (the header).
5. Type Club Talk.
6. Place the cursor in text box immediately before the text you have just typed.
7. Click the Text menu and double-click the Choose Style command.
8. Select Center from the style list box and click OK.
9. Select all of the text.
10. Click the Text menu and double-click the Choose Font command.
11. Set the dialog box variables to Dixon, 70 pt, and both bold and italic. Click OK.

You have just created a headline for the newsletter

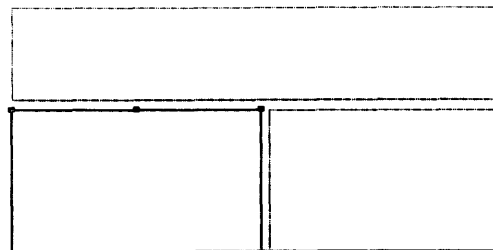
## Importing a story

Until now, you have only entered text yourself. It is much faster to use an external word processor to write a long story, and then import it into Express Publisher using the Import Text command. The text for your newsletter is in a file called NEWSLTTR.WPS. This file was created by one of the word processors that Express Publisher supports.

1. The column on the lower left side of the document window should be selected.

Make sure that the column is selected before going on to the next step; otherwise the text you import won't be put in the right place. The selected frame should have heavy lines and handles around it as shown in the following picture.

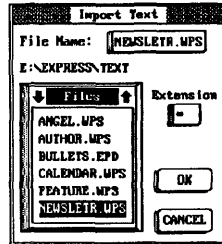
Selected text frame



2. Pull down the File menu and choose Import Text.

The Import Text dialog box appears.

The Import Text dialog box



3. The file you want to import is in the \EXPRESS\TEXT directory. If the directory name displayed above the Files list box is not C:\EXPRESS\TEXT, use this method to change it. If it is, go on to the next step.

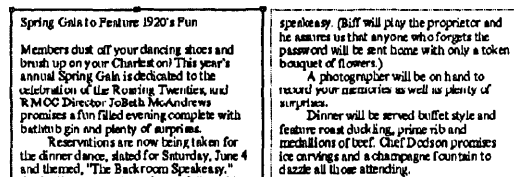
Double-click "." in the Files list box until you are in C:\EXPRESS. Change the extension to WPS. Then scroll down the list until the directory name TEXT appears. Double-click TEXT to display a list of the files in it. The Files list box should list the same files shown in the picture above.

If you get lost while changing directories, re-read "Using dialog boxes" in Chapter 1, "Beginning."

4. Double-click the file NEWSLTT.R.WPS in the Files list box.

Express Publisher imports the text into your document. Notice that the text flows automatically from the left to the right text frames.

Imported text



## **Saving your work**

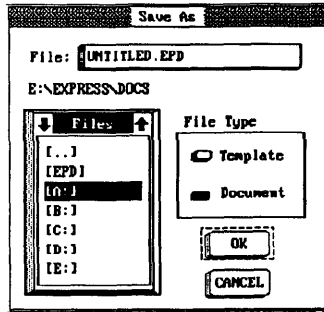
You should save your work every time you make a significant change to the document. Saving means that you tell Express Publisher to make a copy of the document on the screen and store it as a file on your hard or floppy disk. Saving frequently allows you to experiment with confidence; if you make a big mistake you can always re-open the latest saved version of the document and start again. Saving also protects you from losing work if there is a power failure or a computer problem.

The first time you save a document you need to enter a name.

1. Pull down the File menu and choose Save As.

The Save As dialog box appears.

The Save As dialog box



2. Type CLUBTALK in the File name edit field, and click OK.

Express Publisher saves your work. Notice that the file name displayed in the center of the screen now reads "CLUBTALK.EPD." The document has been stored in the \EXPRESS\DOCS directory.

Now that you have saved the document once, you can use the Save command and Express Publisher automatically saves the document to the same name and directory.

## **Creating a story headline**

Your document is starting to look like a newsletter, but you need to make the story headline stand out more clearly. To do this, you are going to apply a preset style to the headline.

## **Using a style**

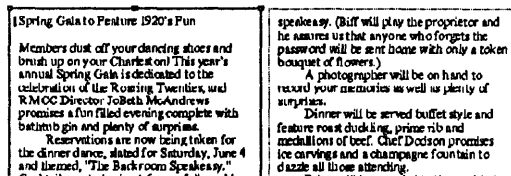
You already know how to change fonts and character sizes, but Express Publisher allows you to make several formatting changes at once with the Choose Style command.

A *style* is a group of formatting characteristics that are identified by a single name. When you select a paragraph of text and apply a style, all of the formatting characteristics within the style are applied to the selected paragraphs. This means that with a single command you can change the type face, character size, character attributes, justification, spacing, margins and indents of your entire paragraph.

Express Publisher comes with a number of preset styles that offer paragraph and character formats suited for particular purposes. For example, the Headline style instantly changes the text in the current paragraph to a larger bold font with extra space below the line. Try using the Headline style on the text that you just imported.

1. Make sure you are using the I-beam text cursor. Use the mouse to move it to the top of the left text frame.
2. Insert the I-beam pointer just left of the word "Spring."

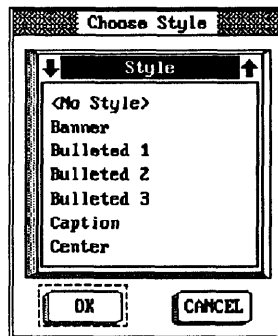
Selecting the headline



3. Select Choose Style from the Text menu.

The Choose Style dialog box appears.

The Choose Style dialog box



4. Click Headline in the list box and then click OK.

Express Publisher increases the type size to 36, and changes the headline font to Dixon in bold.

## Adding a subhead

Subheads make it easier for a reader to find specific information in a story, and they also make the page look a little livelier. Let's add a subhead to this story.

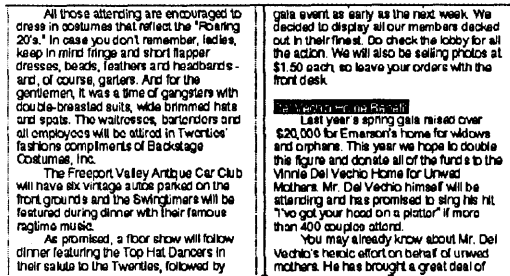
1. Move the mouse so the I-beam is at the beginning of the sentence "Last year's spring gala" in the second column and click once.

You may have to scroll down the document to find the sentence. To do so, press PGDN.

2. Press RETURN twice to create two blank lines and press UP once.
3. Type **Del Vecchio Home Benefit**.

Now change the font of the subhead so that it's different from the story. Use the mouse and the I-beam pointer to select the line you just typed.

### Selecting the subhead



4. Select Choose Font from the Text menu.

The Choose Font dialog box appears.

5. Click Cobb in the Typeface list box, select 14 points as the size, and click bold.
6. Click OK.

The text you selected changes to the new font and size.

7. Click the Arrow tool to put away the Text tool.

## Adding a second story

To make room for a second story, you need to clear some space on the first page of the newsletter. Shorten the second text column and add a frame for more text.

1. Select the text frame on the right side of the page.
2. Move the pointer over the center handle at the top of the frame.

You may have to scroll up the document window: drag the elevator in the vertical scroll bar to the top of the screen.

3. Drag the handle down so that the top of the frame ends up 5" from the top of the page. Use the tick marks on the vertical ruler to measure the distance as you drag.

Shortening the right text frame

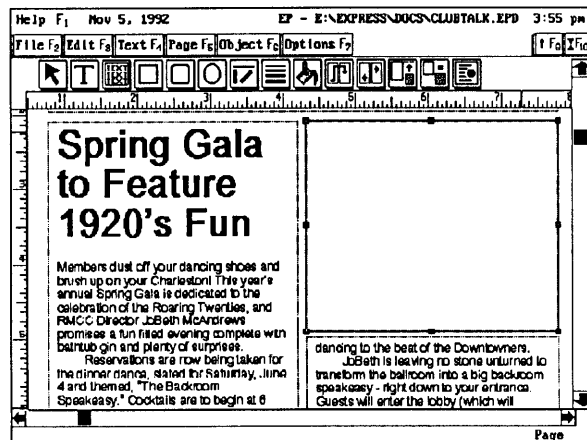


The text at the top of the second frame moves down, and some of the text disappears at the bottom. The text isn't lost; Express Publisher stores the rest of the story that no longer fits in the frame. When you make more room, the text reappears. A small crooked arrow, called the More Text marker, in the bottom right corner of the text frame indicates that there is more text than will fit in the text frame.

Now that you have a blank space at the top of the second column, create a new text frame for the second story.

4. Use the Text Frame tool to draw a text frame that fills the space that you cleared. Make sure that the top of the text frame is even with the top of the text column on the left (use the tick mark on the vertical ruler to line it up). Try to make the new text frame the same width as the other text frames (see the figure below).

Creating a new text frame



## Aligning objects

To look like a professional newsletter, the text frame you just created should line up on the left with the text frame beneath it. Since this is difficult to do by hand, try using the Align tool.

The Align tool



1. Click the Align tool.

The pointer changes to the alignment pointer.

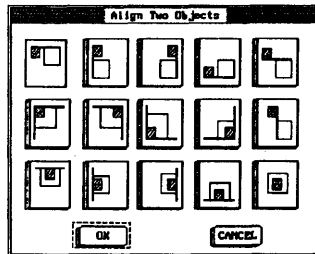
2. Click the text frame at the bottom right of the document window, the same one you resized earlier.

This identifies the text frame as the object to which you want to align another object. The second object that you click is the one that will be moved.

3. Click the text frame that you just drew.

The Align Two Objects dialog box appears. It displays all the different options for alignment. The solid lines show which edges of the two objects will be aligned. For this example, align the left sides of the two objects.

The Align Two Objects dialog box



4. Click the second icon from the left in the top row and click OK.

The left side of the text frame you drew is aligned to the left side of the older text frame.

Now that the new text frame is in the right place, you can fill it with a second story.

1. Click the text frame that you just aligned.
2. Pull down the File menu and select Import Text.
3. Change extension to WPS and double-click the file STORY2.WPS

Express Publisher imports the file. Again, the More Text marker means that there is more text than will fit in the frame. In Lesson 4 you will learn how to make space for the remainder of the story.



Club Talk with second story  
imported



## Changing the line type

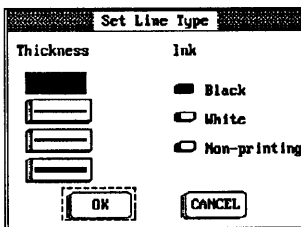
Express Publisher draws text frames created with the Text Frame tool with non-printing lines. Non-printing lines appear as dotted or shaded lines on the screen, but they do not show up when you print the document. The text frame you just drew has non-printing lines, as do the other three text frames in your document. In most cases you don't want boxes to appear around all the text in the printed document, but you can use boxes to distinguish one story from another: for example, to set the second story you just imported off from the first story. The Set Line tool allows you to change the line type.

1. Select the text frame into which you imported the second story.
2. Click the Set Line tool.

The Set Line tool



The Set Line Type  
dialog box



The Set Line Type dialog box appears.

3. Click the Black option box, and click OK.

Express Publisher changes the lines around the text frame to black lines.

## Summary of lesson 3

In lesson 3 you learned some of the first steps you might take in creating a simple newsletter.

- The New command lets you specify the number of columns, number of pages, and page size for a new document.
- It is very important to save your work frequently.
- You can change the font, attribute and type size of any selected text in a text frame. You may have different fonts and sizes within a text frame.
- Styles can apply a number of text formatting parameters to any selected paragraph.
- You can import text from other programs, or enter it directly into a text frame.
- Text frames created by the New command are linked together so that text flows from frame to frame automatically.
- Text frames can be resized just like any other object.
- Align any two objects to each other using the Align tool.
- The Set Line tool changes the line type of text frames.

## How to continue

You have now completed lesson 3. You may now leave Express Publisher or clear the screen and go directly on to lesson 4.

### Exiting

1. Press CTRL-S to save the work you have done in this lesson.
2. Pull down the File menu and double-click Exit to leave Express Publisher.

### Continuing

Press CTRL-S to save the work you did in lesson 3 and go on to lesson 4.

## Lesson 4: More advanced functions

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Now you're ready to try some more advanced techniques to complete your newsletter: flow stories from one page to another and wrap text around a picture.

### Opening a document

If you closed your newsletter document in Lesson 3, you will have to retrieve it in order to do lesson 4: Pull down the File menu and choose Open, then double-click CLUBTALK.EPD.

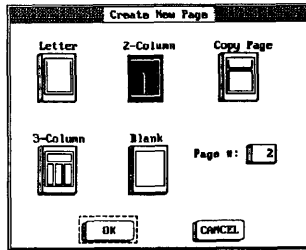
### Adding a new page

In lesson 3 you imported two stories to create the first page of your newsletter. Now you need to add a page to hold the text that wouldn't fit on page one.

1. Pull down the Page menu and choose Create New.

The Create New Page dialog box appears. It looks very much like the New Document dialog box.

The Create New Page dialog box



2. Click the 2-Column icon and click OK.

Express Publisher adds a new two column page to your document and displays it in the document window.

## Linking text frames

When you imported the first story on page one, the text flowed from the left to the right frame because they were *linked* together. Now you will learn to use the Link tool to make the second story continue on page two of your newsletter. The Link tool can link together text frames on a single page, or across different pages.

The Link tool



1. Press CTRL-P to go to the previous page.
2. Click the Link tool.

The shape of the pointer changes to remind you that you are linking.

3. Click the text frame containing the second story.

While you are using the Link tool you can change from page to page to find the frames you want to link. The Next and Previous commands let you move between pages. CTRL-N activates the Next command, and CTRL-P activates the Previous command. The number of the current page appears at the lower right corner of the screen.

4. Select Next from the Page menu, or press CTRL-N.
5. Click the text frame on the right side of the page.

Express Publisher fills the text frame with the remaining story text. Now use the same method to link the text frame on the lower right side of page one to the text frame on the left side of page two.

6. Press CTRL-P to move to the first page.
7. Click the Link tool.
8. Click the text frame on the lower right side of the page.

9. Press CTRL-N to move to the next page.
10. Click the text frame on the left side of the page.

**Note** If you get confused while using the Link tool, click the Arrow tool to deactivate the Link tool.

## Importing a picture

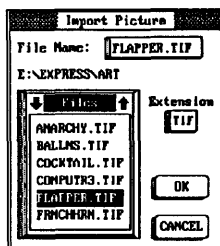
So far, your newsletter contains only text; it needs a picture to liven it up. This exercise shows you how to use the Text Wrap tool to wrap text around irregular pictures or any object.

Start by importing a picture and placing it at the bottom left column of page one.

1. If necessary, use the Previous command to change to page one.
2. Press PGDN until you are at the bottom of the document.
3. Use the horizontal scroll bar to move to the very left side of the document.
4. Pull down the File menu and select Import Picture.

The Import Picture dialog box appears.

The Import Picture dialog box

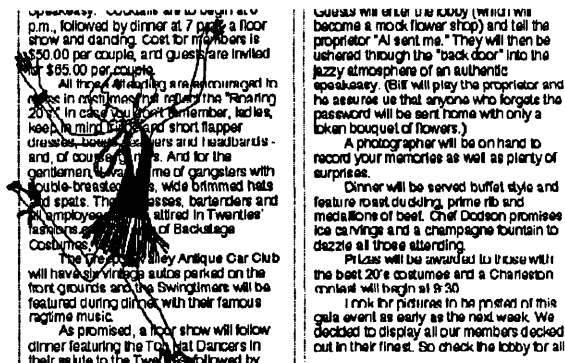


5. Double-click the file FLAPPER.TIF.

Express Publisher imports the picture and places it in the middle of the document window.

6. Move the picture into the following position.

FLAPPER.TIF in the correct position



7. Click the Object menu and select Scale.
8. When the Scale Object dialog box appears, type 50 and click OK.
9. If necessary, reposition the picture in the lower left corner.
10. Click the Text Wrap tool.

The Text Wrap tool



11. Click the text frame, beyond the edges of the picture, but not outside of the frame.

If you click the picture by mistake, a dialog box appears telling you that you must select a text frame first.

12. Click the picture.

The text wraps around the picture.

## Show Page

Your newsletter is ready for printing, but before you print you might want to see both pages of your newsletter at once on the screen. The Show command allows you to display single or double pages.

1. Select the Show command on the Page menu.

Express Publisher reduces the view of the document.

2. Click the Two Pages button at the bottom of the screen.

Express Publisher reduces the view of the document so that both pages are visible in the document window.

*Note* Although you can read the type on the pages, you can't make any changes to the document in this view.

3. Click OK when you are done viewing the page.

If you want, make adjustments based on what you saw.

## Printing

Now that the newspaper is complete, you're probably eager to see what it looks like on a printed page.

*Make sure that you selected a printer from F10 setup*

1. Pull down the File menu and choose Print.

There are a number of printing options available on the Print dialog box, but the default options are suitable for your current needs. All of these options are explained in Chapter 6, "Printing."

2. Click OK.

The Printing Progress dialog box appears. It indicates the current page number and the number of objects still to be printed on the page.

Processing page #1

5 of 11 objects have been printed.

Press ESCAPE to stop printing

If you've never printed from a desktop publishing program before, it may seem as though Express Publisher takes a long time to print. Express Publisher needs to send about a thousand times more information to your printer than an ordinary word processor. If you're printing on a laser printer it may seem like nothing is happening. As long as the wait icon is present, you know that information is still being sent to the printer.

## Summary of lesson 4

In lesson 4 you began to learn about some of Express Publisher's more advanced features.

- You can add a new page to a document at any time.
- Text frames can be linked so that text flows from frame to frame. Text frames can be linked across pages.
- Express Publisher can wrap text around a picture.
- The Show command displays a reduced view of an entire page in the document window.

## How to continue

You are now ready to start using Express Publisher to create your own documents. If questions arise as you work, look up the subject in the index and read the section of the manual that discusses it.

### Exiting

You may want to save this document to refer to as you practice some of the skills you have just learned. When you feel comfortable with your new ability, you can delete it.

1. Press CTRL-S to save the work you have done in this lesson.
2. Click the File menu.
3. Double-click Exit.

You return to the DeskMate or DOS prompt if using Runtime version.



# Fundamentals

This chapter covers many of the basic functions you need to understand before beginning work on your own documents. Most of these features relate to creating and saving documents. The chapter also explains how to move around in a document, and how Express Publisher for DeskMate's optional display settings work.

- Creating a new document
- Saving your work
- Resuming work on an existing document
- Using templates
- Document viewing options
- Moving between pages
- Adding and removing pages
- Undoing
- Setting options
- Closing and quitting

## Creating a new document

---

The New command allows you to create new documents. When using the New command, you can choose between preset column layouts or you can choose blank and design your own layout. In all documents created by the New command, text flows automatically from column to column and from page to page. If you are learning Express Publisher for DeskMate, you probably should start with the preset options.

*Note* You don't have to use the New command to start working. If you start Express Publisher without specifying a file to work with, it creates a one page, one column document.

**Using Presets** Using the preset options you can create professional-looking documents quickly without having to do a lot of calculations or designing. The presets allow you to choose between blank, one, two, and three column layouts. Text flows automatically from column to column in documents created by the one, two, and three

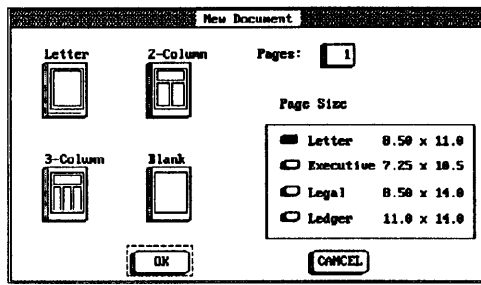
column presets. The two and three column formats include space at the top of the page for a headline. The Blank option creates a document with no preset columns or first page header. Each of these column layouts can be placed on any of the four page size options. These include Letter (8.5" x 11"), Executive (7.25" x 10.5"), Legal (8.5" x 14"), and Ledger (11" x 14"). You can create a document of up to 32 pages.

Follow these instructions to create a new document:

1. Pull down the File menu and select New.

The New Document dialog box appears. It contains four icons representing each of the column layout options, a text field for entering the desired number of pages, and an option box for choosing the page size.

The New Document dialog box



2. Click the icon representing the number of columns you want. If you don't want any predefined columns, click Blank.
3. Type the number of pages you want in the Pages text field, or leave the default setting at 1 page. The maximum setting is 32.
4. Choose one of the preset page size options, or leave it set to the default 8.5" x 11". Then click OK.

Express Publisher creates the new document according to the options you selected. If you selected the two or three column presets, a picture appears in the document window showing you how the text flows through the document. You can press any key to delete the picture.



# Saving your work

You should save your every time you make significant changes to it. If you save frequently, you can always revert to the previously saved version if you are not happy with a change. Do not wait until you have completed the entire document before saving. Anyone who has lost several hours of work after a black-out or machine failure can attest to the importance of this habit.

## The Save As command

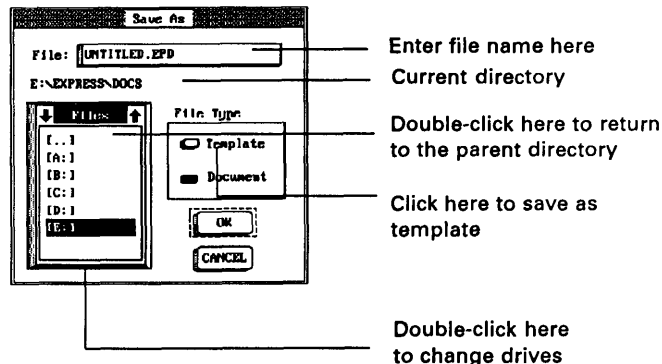
The first time you save a file, you must use the Save As command.

These steps tell you how to save a document that you haven't saved before:

1. Choose Save As from the File menu.

The Save As dialog box appears. The current file name is displayed in the File Name text box. If you have not saved the document before, the default name will be UNTITLED.EPD. Below the File Name edit field and above the Files list box appears the drive and directory the document will be saved to. The default directory for documents is \EXPRESS\DOCS. You may find it less confusing to store all your documents in the DOCS directory. If you want to save a document in a different location, you can change drives or directories by double-clicking a new drive or directory in the Files list box. You can also use the radio buttons to specify whether your document should be saved as a normal document or as a template (templates are explained later under the heading "Using templates").

The Save As dialog box



2. Type a name for the document in the edit field.
3. If you want to save the document to a different drive or directory, choose the desired drive in the Files list box. Change drives or directories by double-clicking on the drive or directory name.

4. If you want to save your work as a template, push the Template radio button; otherwise leave it set to Document.

The Template option is fully described in the section titled "Using templates."

5. When all the options are set as you want them, push the OK button. If a document or template with the same name already exists, you are asked if you want to cancel or to overwrite the existing file.

You may now continue working on your document, close your document, or quit Express Publisher. If you changed the name of your document, the new name is displayed at the top of the screen.

You can change all of the Save options of an existing document using the Save As command. There are two main reasons why you might want to change some of the Save options:

- To create a new copy of a document with a different name, leaving the old copy unchanged.
- To save a copy of a document to a new location.

The Save As command activates the Save As dialog box.

1. Select the Save As command from the File menu.
2. Follow the instructions for the Save As command, changing the variables you wish to be different.

## **The Save command**

The Save command saves your document to disk after you have saved a document for the first time with the Save As command. After you have saved a document once, the Save command always saves the document using the same name and location you specified earlier.

The Save command can be activated through the menu or by pressing CTRL-S.

There are, however some strict limitations imposed by DOS. A file name can only have eight characters. Express Publisher automatically adds the .EPD extension to every file you save. In the file name DOCUMENT.EPD, DOCUMENT is the file name and .EPD is the extension.

For example, if you type MYFILE in the File Name edit field, Express Publisher saves the file under the name MYFILE.EPD.

File names cannot contain spaces. They also cannot contain any of the following characters: \* ? / . , ; [ ] | + = \ : < > .

## Changing the default directory

When you installed Express Publisher for DeskMate on your computer, the setup program, INSTALL, created default directories to store your documents, word processing files, and clip art. If you didn't reset those directories, they are as follows: documents are stored in the \EXPRESS\DOCS directory, word processing files in the \EXPRESS\TEXT directory, and clip art in the \EXPRESS\ART directory. The first time you use a command that opens a file dialog box, Express Publisher for DeskMate looks in the default directory for the corresponding file type you want. For example, the first time you use the Import Text command, Express Publisher lists all the word processing files in the \EXPRESS\TEXT directory in the Files list box. As long as you import a word processing file from that directory, the Import Text command looks to that directory first.

These are the commands that use a file dialog box and the directories that are associated with them.

Command	Default Directory
Import Text	TEXT
Import Picture	ART
Open/Save As	DOCS
Open Template	DOCS
Print (Print to disk)	DOCS
Print (Print to ASCII)	TEXT

Be careful, when using these commands, that you do not inadvertently save data to a directory you don't mean to, making it difficult to locate next time.

For more information about what the default directories are and how to change them, see the instructions in "Setting up directories" and "Modifying an existing installation" in the Introduction. For more information, see your DOS manual.

## Resuming work on an existing document

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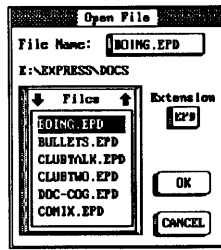
To resume work on an existing document, use the Open command.

### Using the Open command

These steps tell you how to open an existing document from within Express Publisher:

1. Pull down the File menu and select Open (or press CTRL-O).

A dialog box appears listing all of the documents with the .EPD extension in the \EXPRESS\DOCS directory.



2. If necessary, change the current drive or directory by double-clicking or selecting the appropriate drive or directory and pressing ENTER. Only files with the appropriate extensions are displayed.

The files displayed in the Files list box change when you switch drives or directories.

3. Scroll through the listing of files. Select the document you want by clicking on it and then clicking the OK button, or simply by double-clicking on the file you want to open.

### Using wild card characters

When opening document files, or importing text or picture files, you can use wild card characters to make your search for the file easier. If you can't remember exactly which file you are looking for, or if you want to look at a certain group of files, use wild card characters to view all the file names that have certain characters in common.

For example, all Microsoft Works word processing files have an extension of .WPS. If you want to view only Works files in a directory that contains several types of files, you could type WPS in the Extension edit field of the Import Text dialog box. When you press TAB the listing in the Files list box changes to include only files that end in .WPS.

## Using templates

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A template is a document that contains most of the basic page elements needed to suit a particular purpose. For instance, a template for a weekly newsletter might already have the title in place and all the columns and picture locations defined. To complete the newsletter each week you would only have to import a couple of stories and type a headline or two.

Opening a template is very much like opening an ordinary Express Publisher document, except that all templates are opened without a file name. The file name UNTITLED.EPD appears until you save the document with a new name. This helps to ensure that you do not accidentally overwrite a template.

**Included templates** Express Publisher includes several templates that you may find useful. The setup program installed them in the \EXPRESS\DOCS directory. Most of the templates included with Express Publisher contain brief instructions or advice on how they should be used. You can delete the instructions as soon as you start to work on the document. Templates are stored on disk as separate files and can be identified by their file names. Templates have an extension of .EPT.

**Creating templates** Any document can be saved as a template and used as a starting point for other documents. If you need to create similar documents every week, such as a schedule or a status report, you should save a template that contains the basic elements of the document.

Saving a document as a new template saves every object in the document, so you should consider carefully whether everything in the document is really necessary. In particular, pictures take up a lot of space on disk and should not normally be saved as part of a template. (PCX, ART and MAC pictures are always saved with the document. TIFF picture files are not stored in document or template files. This is discussed in Chapter 4, "Objects.") You can keep working on a document after you have saved it as a template. You can even save it as an ordinary document file.

Follow these steps to create a template:

1. Create a document that includes all the elements that you want in the template.
2. Select Save As from the File menu.
3. Type a name for the template.
4. Click Template in the File Type option box.
5. Click OK.

Express Publisher saves your work as a template.

### **Revising templates**

To make changes to an existing template, follow these steps:

1. Select Open from the File menu.

The Open File dialog appears listing all the files in the \EXPRESS\DOCS directory.

2. Change the Extension to EPT and, if necessary, change drives or directories in the Files list box.
3. Double-click the template you want to open in the Files list box.

Express Publisher opens the template as a template. The name of the template with the extension .EPT appears in the middle of the menu bar.

4. Make changes as necessary.
5. Select save from the file menu, or press CTRL-S.

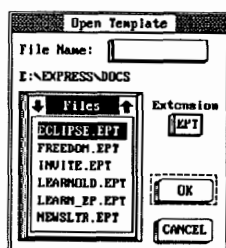
### The Open Template command

Use the Open Template command to create a new document using an existing template. All template names end with the .EPT extension.

1. Pull down the File menu and choose Open Template.

The Open a Template dialog box appears. It is almost identical to the Open Document dialog box. It displays all of the templates in the \EXPRESS\DOCS directory.

The Open Template dialog box



2. If necessary, change by double-clicking the drive or directory in the list box.
3. Double-click the template you want to open in the File list box.

Express Publisher opens the template and names it UNTITLED.EPD You may start your work as if it were an ordinary untitled document.

# Document viewing options

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## Changing your view of the document

In most cases only a small portion of your document is visible in the document window. You can change your view so that the entire page is shown in the window by using the Show command. This allows you to see how all the page elements look in relation to each other. When you are viewing a page using Show, you cannot modify the document in any way, you can only look at it.

To use the Show command, follow these steps:

1. Pull down the Page menu and select Show.

Your view of the document is changed so that the entire page is visible in a reduced state.

2. If you have a multi-page document may change from page to page by clicking on the Next and Previous buttons while using Show.
3. If you are working on a document with two pages or more, you can use the Two Pages button to display two pages side-by-side.
4. Click OK to return to normal view.

## Moving between pages

---

The Next and Previous commands move you from page to page in your document. The Go to command lets you jump to any page.

- To use the Next and Previous commands, select either of them from the Page menu; or press CTRL-N for Next and CTRL-P for Previous.

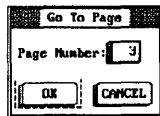
Express Publisher immediately changes the current page.

**Go to** The Go to command is very useful for moving around in longer documents.

1. Pull down the Page menu and select Go to, or press CTRL-G.

The Go To Page dialog box appears.

The Go To Page dialog box



2. Type the page number that you want to move to in the Page Number field and click OK.

Express Publisher moves to the page you selected.

# Adding and removing pages

---

You can add new pages to your document whenever you like. When you create a new page you have the same options you did when you first created the document. However, new text frames are not linked to any other text frames on other pages and you cannot specify a new page size. You can also choose to copy the current page. You can insert a new page anywhere in a document.

**Create New Page** Follow these instructions to add new pages to your document:

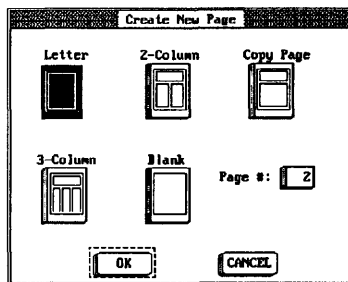
1. Pull down the Page menu and select Create New.

The Create New Page dialog box appears. You have the choice of selecting all the same preset options you did in the New Document dialog box: blank, letter, two, or three column. You can also choose to copy the current page with the Copy Page option.

2. Click the icon representing the style of page you want.
3. Type the page number of the page you want to insert and click OK.

The new page is inserted. If you inserted a new page two, the old page two is now page three. None of the text frames in the new page are linked to any other frames on the other pages; you must do that yourself.

The Create New Page dialog box



**Copy page** The Copy Page option in the Create New Page dialog copies every object (not text) on the current page to a new page. It is useful for duplicating irregular page layouts. If you create an uneven layout on page one of a document, use Copy Page to add identical pages as the document grows.

1. If necessary, change pages so that the page you want to duplicate is displayed in the document window.
2. Select Create New from the Page menu.
3. Enter the page number of the new page in the Page # field, or leave the existing number.



4. Select Copy Page and click OK..

Express Publisher copies every object on the current page to the new page.

**Delete page** The Delete command removes an entire page from your document, deleting every object that was on the page. It should be used with extreme caution, it is not Undo-able.

1. Pull down the Page menu and choose Delete.
2. Enter the number of the page you want to delete. (The current page is the default.)
3. Click OK, or cancel the operation.
4. A confirmation dialog box appears.

*Note* You cannot delete a one page document.

## Undoing

---

Being able to change your mind and correct mistakes easily is one of the major advantages of doing almost any type of work on a computer. You can undo many of the operations in Express Publisher by using an opposing command to reverse the operation. For example, when you use the Bring to Front command, in most cases you can use the Send to Back command to undo the change. Or, after you paste an object, you can cut it while it is still selected. Certain operations can be undone with the Undo Move command.

**Undo Move** The Undo Move command allows you to undo the following actions: moving an object, drawing an object, resizing an object, and deleting an object (except for a text frame).

- To use the Undo Move command, pull down the Edit menu and select Undo Move.

Your last action is undone, or a dialog box appears informing you that your last action cannot be undone. If there is nothing to be undone, the menu item is dimmed.

## Setting options

---

The Options menu lets you control some of Express Publisher's optional display elements.

If you want to look at your document with no distractions, you can put away the rulers or the toolbox.

- To put away either the rulers or the toolbox, pull down the Options menu and select either Rulers or Toolbox.

Each of these commands works like a toggle switch. If the toolbox is displayed, the Toolbox command puts it away. If it was already hidden, the command makes it reappear. A check appears next to the command when the option is on.

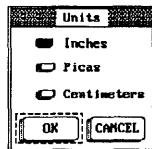
## Units of measure

The Units command changes the units of measure shown on the rulers. This setting determines the units for all the measurements in the program, (except for text character measurements, which are always in points). You can choose between inches, centimeters, and picas (a pica is 12 points, a point is approximately 1/72").

Follow these instructions to set the units of measure:

1. Pull down the Options menu and choose Units.

The Units dialog box



2. Choose either inches, centimeters, or picas from the dialog box.
3. Click OK.

## Display

The Display command controls three optional operation features. Collectively, they control the degree to which the document you see on the screen looks like the final print out.

If you are working on a slower system or a computer with only 640 K, you may want to turn off Display Bitmap Images. It is the one option that has a real impact on speed and memory. Each of the Display options is documented below. If you don't understand an option, leave it alone.

**Display bitmap images:** Displaying large bit-mapped pictures on the screen takes up large amounts of memory in your computer and slows down the screen display. With this option on, Express Publisher displays all bit-mapped pictures the way they will print out. If you are running low on memory, turn this option off to clear up some space; Express Publisher shows only a filled rectangle with the name of the image to mark the location of the bit-map. The pictures appear when you print the document.

**Display hidden objects:** This option makes objects visible, even those that were hidden with the Specifications command. If you have lost track of a hidden object, turn this option on to find it. Read about the Object Specifications command in “Specifications” in Chapter 4, “Objects.”

**Make all objects selectable:** This option makes all objects selectable, even those that were made non-selectable with the Specifications command. Read about the Specifications command in “Specifications” in Chapter 4, “Objects.”

To change the settings:

1. Pull down the Options menu and choose Display.
2. Turn the various options in the dialog box off or on.
3. Click on OK.

## Closing and quitting

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### Closing a document

To close a document is to put the document away without quitting Express Publisher. Close a document at anytime by choosing the Close command from the File menu. Express Publisher closes the document and clears the screen.

If you made any changes to a document without saving, Express Publisher asks you if you want to save these changes.

- If you choose Yes, the document is saved with the current name and location. If the document is untitled, the Save As dialog box appears.
- If you choose No, the document is closed and the changes are abandoned.
- If you choose Cancel, you are cancelling the Save option. You return to your document .

Quitting Express Publisher closes your document and ends your session. If you have made changes without saving, you are asked if you want to save the changes.

This is not a recommended way of saving changes. We prefer that you save your document and then quit. You may lose work if you accidentally choose the wrong option while quitting.

1. Choose Exit from the File menu.

If you haven't made any changes to a document, Express Publisher returns you to DeskMate or, if you are using the Runtime version, to DOS.

2. If Express Publisher asks you if you want to save any changes, select an option.

If you choose to save changes, Express Publisher saves the document with the current name. If the document is untitled the Save As dialog box appears.

If you choose not to save changes, the changes are lost.



# Objects

Creating a document with Express Publisher for DeskMate is similar to creating a collage. Express Publisher handles a page as a collection of many page elements called *objects*. You can move and change every object without affecting surrounding objects. This chapter explains all of the different ways you can create and change objects. Since imported pictures are treated as ordinary objects, this chapter also covers all the issues related to importing and modifying pictures. The basic methods of working with objects in Express Publisher for DeskMate are the same no matter what type of objects you are working with.

This chapter addresses all of the following object-related subjects:

- What is an object?
- Drawing objects
- Selecting objects
- Changing lines and fill patterns
- Moving objects
- Aligning objects
- Changing the size of objects
- Using the grid
- Cut, Copy, Paste, and the clipboard
- Specifications
- Duplicating objects
- Importing pictures
- Changing pictures

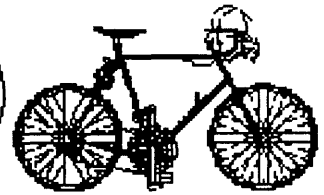
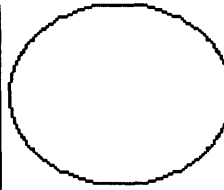
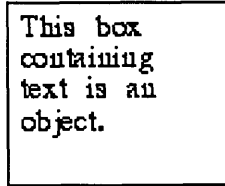
## What is an object?

---

Objects are the elements in a document that you can change individually. Every image that you create with one of the drawing tools is a separate object; so are imported pictures and text frames.

In the picture below, there are three objects: the box containing text, the ellipse, and the picture.

Three objects



## Drawing objects

---

Every image that you create with one of the drawing tools is an object. The Express Publisher drawing tools are similar to drawing tools in other programs. All of the images, except for lines, are based on *bounding boxes*. When you draw an object, you are actually drawing a box around what will be its final image. While you are using one of the drawing tools, the pointer shape changes to a pencil.

The drawing tools



The Box tool



This example shows you how to draw a box, but every drawn image can be made in the same way.

1. Click the Box tool.

The pointer shape changes to a pencil.

2. Move the pointer to where you want to place the upper left corner of your box and hold down the mouse button.

This marks the *anchor point* for the box you are drawing.

3. Drag the pointer down and to the right.

Drawing a box




4. When the box is the desired size, release the mouse button.

The pointer changes back to an arrow. The point at which you released the mouse button marks the box's end point.

Every drawn image is created in the same way. After you select the particular drawing tool, the point at which you press the mouse button marks the image's anchor point. You then drag the pointer to define the image. When you release the mouse button you are marking the image's end point. Express Publisher then draws the image within the rectangle you defined. Lines are the only drawn images not based on rectangles. Lines are drawn between the anchor point and the end point.

**Note** If you need to draw an object larger than the document window, drag the pointer off the edge of the document window and Express Publisher scrolls the window for you.

The Sticky tool  


If you double-click the Sticky icon, the current drawing tool remains active after you have used it and the sticky tool icon appears in the corner. This allows you to draw several objects without having to click a drawing tool between each one.

1. Double-click one of the drawing tools.
2. The Sticky tool icon appears in the lower right-hand corner of your screen.
3. Draw an object.
4. Draw another object.

Notice that the pointer does not change back to an arrow after drawing the object. It remains in the pencil shape. You can continue using the same drawing tool to draw objects until you click another icon.

5. To put away the Sticky tool, click on the arrow.

## Using the grid

Snap To Grid is helpful for drawing objects in a certain location or exact size; it's also useful for drawing parallel lines. The grid is explained in this chapter under the heading, "Using the grid."

## Selecting objects

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To select an object is to choose the object that will be affected by your next action. Understanding how to select the object you wish to modify is an important step in mastering Express Publisher.

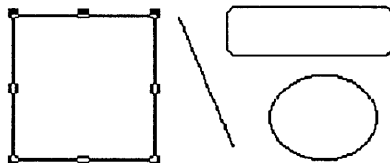
The Arrow tool



The pointer reminds you of the tool you are working with at that moment. When selecting objects the pointer should be the arrow. If it is not, clicking the Arrow tool restores the arrow pointer.

You can tell that the object is selected when little black squares called *handles* appear around the object.

A selected object



Once you have selected an object, use any of Express Publisher's functions to manipulate the object.

## Deselecting an object

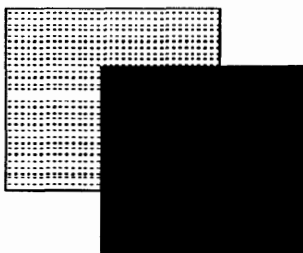
- To deselect an object, move the pointer anywhere in the document window outside of the selected object and click the mouse button, or select another object.

The object is deselected and the handles disappear.

An Express Publisher page consists of several layers of objects. Think of a page as a stack of transparencies. The stack is in chronological order. The first object you place on the page is at the bottom of the stack, and the last is on the top.

Ordinarily, you select an object by moving the pointer to some area within the object that is not covered by another object and clicking the mouse button. It may not be immediately obvious that an object is covering another if there are several objects overlapping. You can always tell which object is selected because handles appear around its borders. It is not possible to select an object that is entirely covered by another object. In some cases, you may have to change the stacking order to be able to select a certain object.

Overlapping objects



The order in which objects are placed on top of each other can have a big effect on the final appearance of your document. For example, you may want a shaded box to be placed behind a picture. If you place the picture first, when you draw the shaded box it will cover the picture. In this case you would use the Send to Back command to move the box behind the picture.

The Bring to Front, Send to Back, Shuffle Up, and Shuffle Down commands on the Object menu help you to rearrange the stacking order of objects in your document.

- Bring to Front brings any selected object all the way to the top of the stack.
- Send to Back sends a selected object all the way to the bottom of the stack.
- Shuffle Up moves a selected object a layer up in the stack.
- Shuffle Down moves a selected object a layer down in the stack.



### **Bring to Front/Send to Back**

To bring an object to the front of the object stack, or send it to the back, follow these steps:

1. Select the object you want to bring to the front or send to the back.
2. Pull down the Object menu and select either Bring to Front or Send to Back.

### **Shuffle Up/Down**

These two commands are very useful for working on documents that have background images. You might decide that you want one of your foreground images behind another, but not behind the background image. In this situation the Shuffle Down command lets you move an object behind one of the foreground images, but not behind the background. Remember that objects are stacked in chronological order in your document. The first object you create is at the bottom of the stack, and the last is at the top. Even if an object appears to be directly underneath another object, there can be several other objects placed chronologically between the two objects. The Shuffle Up and Shuffle Down commands move selected objects only one layer up or down in the stack, so in some cases you may have to repeat the command several times to move the object to the right position in the stack.

These steps tell you how to use the Shuffle Up or Shuffle Down commands:

1. Select the object you want to change.
2. Pull down the Object menu and select either Shuffle Up or Shuffle Down.
3. Repeat step 2 until the object is in the desired position.

In some cases it can seem as though it is impossible to select an object. There are two situations that could cause this.

### **Covered objects**

The most common problem in selecting objects is that an object is completely covering the object you are trying to select. Remember, many objects are transparent. If you drew an unfilled box or other shape around an object, you won't be able to select the object inside until you send the covering object to the back. The example below illustrates this point.

1. Draw a small unfilled box.
2. Draw a larger unfilled box that completely encloses the smaller box.

Now try to select the smaller box. You are not able to, you can only select the larger box. Use the Send to Back command to remedy this situation.

3. With the larger box selected, pull down the Object menu and double click Send to Back.

You are now able to select the smaller box. Since the smaller box doesn't completely cover the larger box, you can still select the larger box. You can do the same thing with the Shuffle Down command.

*Note* If you draw a box around a large area that contains many objects, make sure that you send it to the back or you won't be able to select any of the enclosed objects. New users often "trap" objects behind the text screen that appears on the default UNTITLED document. Simply select the text screen if that happens and click Send to Back.

### **Non-selectable objects**

It is possible to make any object non-selectable with the Specifications command. This is explained later in "Specifications."

## **Changing lines and fill patterns**

---

You can change the line and fill type of some objects, or reset the default options. When you change the default line or fill type without having an object selected, the new option is the new default and is used each time an applicable object is created.

**Fills** Boxes can be either filled or unfilled. Filled boxes are opaque, they obscure anything that they cover. Unfilled boxes are transparent. The Set Fill tool allows you to specify whether a shape is filled or unfilled. It also lets you choose between the available fill patterns.

### **Changing existing objects**

The Set Fill tool can change the fill pattern of a selected box, rounded box, or ellipse.

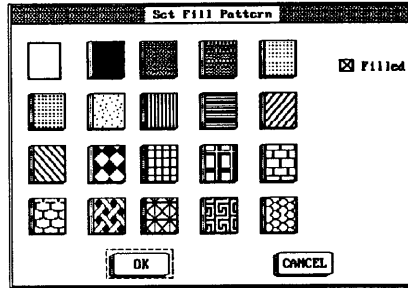
The Set Fill tool



1. Select a shape.
- Click the Set Fill tool.

The Set Fill Pattern dialog box appears.

The Set Fill Pattern dialog box



3. If you wish to change the fill pattern of the selected object, click one of the fill patterns.
4. Click OK.

The object changes to reflect your selections.

### If nothing happens

If you choose white as the fill type it may not be obvious that anything has happened. However, if you move the white object over another object you will notice that it is now opaque.

## Lines

The Set Line tool lets you define the type of line to be used for drawing straight lines and rectangles. The Set Line tool invokes the Set Line Type dialog box. From this dialog box, you can choose a line thickness and type of ink. You can also choose to draw non-printing lines. Non-printing lines appear on the screen as dotted or shaded lines, but do not show up when the document is printed. They are useful for creating visual guidelines. To make an object transparent, turn off the Filled option in the Set Fill pattern dialog box.

### Changing selected objects

Follow these steps to change the line type of a selected square-edged box, or line:

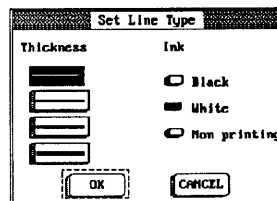
The Set Line tool



1. Select a square-edged box or a line.
2. Click the Set Line tool.

The Set Line Type dialog box appears.

The Set Line Type dialog box



3. Select a line thickness and choose either Black, White, or Non-printing for the line color.
4. Click OK.

The object changes to reflect your selection.

### Changing the default line type

If you change the default line type, all applicable objects will be drawn with the line type until you choose a new default.

- To change the default line type, make sure that no objects are selected and use the Set Line tool to specify a new line type.

### Using white and non-printing lines

Use white lines over black or shaded backgrounds, or if you don't want a line to appear on the screen. This is helpful for creating shaded areas with no borders. Non-printing lines give you the same final result, but white lines create a screen display that more closely resembles the final results. You can change the line type (ink) for ellipses and round rectangles.

## Moving objects

---

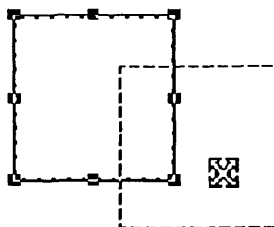
All objects can be moved in the same way.

1. Select an object.
2. Move the pointer onto the object, then press and hold down the mouse button.

The pointer shape changes to a four-headed arrow.

3. Drag the pointer to where you want the object placed.

Moving an object

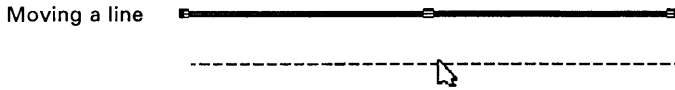


The object's outline moves with the pointer.

4. When the object is in the desired location, release the mouse.  
Express Publisher redraws the object in its new location.

**Shortcut** You can select and start moving an object at the same time. Just position the pointer on the object you want to move, press and hold down the mouse button, and immediately start dragging the pointer.

**Moving lines** Move a line by dragging the body of the line.



**Using the grid** Express Publisher can automatically align objects to grid markers. This is helpful for moving objects to a certain location; it's also very useful for making parallel lines. The grid is explained later in this chapter under the heading, "Using the grid."

## Aligning objects

---

The Align tool can precisely align any two objects to each other according to your specifications. The Align tool works by aligning a secondary object to one or more areas of an anchor object. For instance, if you wanted to align the top of a picture to the top of a column of text, the column of text is the anchor object, and the picture is the secondary object. There are many alignment options, each of which are visually represented in the Align Two Objects dialog box.

To align objects, follow these instructions:

The Align tool Click the Align tool in the toolbox.



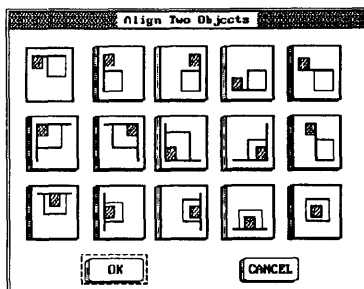
1. The pointer changes to the align shape.
2. Move the pointer onto the anchor object and click the mouse.

The anchor object is the object to which you align a secondary object. The anchor object is not moved during this procedure.

3. Move the pointer to the object that you want to move and click the mouse.

The Align Two Objects dialog box appears.

### The Align Two Objects dialog box



Each of the icons stands for a different alignment option. The shaded box represents the object that will be moved. The white box is the anchor object. The solid lines show the sides that will be aligned.

4. Click the desired alignment option.
5. Choose OK to finish the operation.

The second object is aligned to the first according to your selection.

You can double-click the Align tool to align several secondary objects to a single anchor object without having to repeatedly select the Align tool. Double-click the Align tool, select an anchor object, and then select a secondary object. Select an alignment option in the dialog box. When the dialog box disappears, notice that the Align tool is still active. You can now select an additional secondary object. The tool stays active until you click another tool.

## Changing the size of objects

---

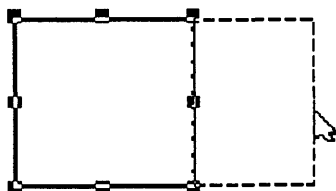
You can change the size and shape of objects in a number of ways. All of the methods discussed below work on every type of object but lines.

Express Publisher allows you to change the width of an object without changing its height, or vice versa.

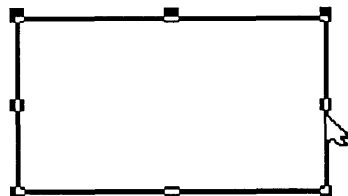
1. Select the object.
2. Move the pointer to the middle handle in any of the object's sides.
3. Hold down the mouse button and drag the handle.

Notice that the object's outline moves with the pointer and that you can only change the single dimension.

### Sizing one dimension



4. When the object is the right size, release the mouse button.



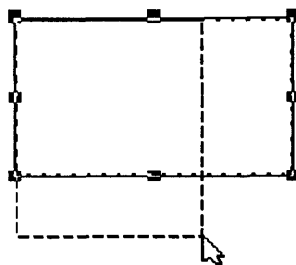
Express Publisher redraws the object in the new shape.

These steps tell you how to change both the height and width of an object at the same time:

1. Select the object.
2. Move the pointer to one of the corner handles.
3. Hold down the mouse button and drag the handle in any direction.

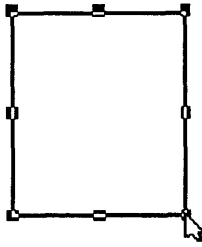
The object's outline moves with the pointer to show you the changing size of the object.

### Sizing two dimensions



4. When the object is the right size, release the mouse button.

Express Publisher redraws the object in the new size.



## Scaling objects

The Scale command allows you to change the size of any object by an exact scaling factor. This ensures that the object's original proportions are preserved. This is especially important when scaling imported pictures. You can scale any object.

Express Publisher uses percentages to express scaling factors: 100% is the object's current size, 200% is twice the object's current size, 50% is half the object's size, and so on. You can use any scaling factor between 1% and 999%, provided that the object's height or width does not reduce below 0.125" or expand beyond the page.

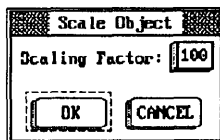
*Note* Scaling factors apply to dimensions, not area. If you were to scale a 1" by 2" box by 200%, the result would be a 2" by 4" box.

To use the Scale command, follow these instructions:

1. Select the object that you want to scale.
2. Choose Scale from the Object menu.

The Scale Object dialog box appears.

The Scale Object dialog box



3. Type the desired scaling factor. Click OK to proceed.

## Equating objects

You can make two objects the same size with the Equate tool. The Equate tool works with two objects, even if they are of different types. The Equate tool equates the size of a secondary object to that of a primary object. The upper left corner of the secondary object stays in the same place as the object is resized.

To make two objects the same size, follow these steps:



The Equate tool



1. Click the Equate tool.

The pointer shape changes to the equal sign (=).

2. Select the first object.
3. Click a second object that you want to change to the same size as the first object.

The second object is made the same size as the first object.

*Note* Lines can only equate to other lines.

If you want to equate several objects at the same time, double-click the Equate tool. The Equate tool remains active and the icon remains in the equal shape (=) until you click another icon.

## Using the grid

---

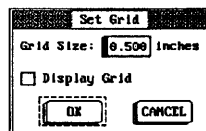
The grid is an optional layout feature that displays grid markers at fixed locations in the document window. Using the grid you can easily move or draw objects at exact locations or make them a certain size. Express Publisher can also automatically “snap” objects that you are drawing, moving, or resizing to the nearest grid marker. You can turn this function on and off with the Snap to Grid command. Using the Set Grid command, you can specify the intervals at which the grid markers appear, and turn the grid display on or off.

The Set Grids command determines the placement of the grid markers and whether or not the grid is displayed on the screen. You can place grid markers at any interval over .25”, .635 centimeters, or 1.495 picas depending on the current units of measure.

1. Select Set Grid from the Options menu.

The Set Grid Size dialog box appears.

The Set Grid Size dialog box



2. If you want to change the intervals at which the grid markers appear, type a new number in the Grid Size edit field.
3. Click in the Display Grid check box to make the grid markers appear.
4. Click OK.

## Snap to Grid

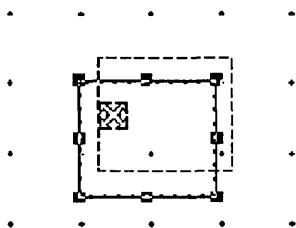
When Snap to Grid is on, Express Publisher “snaps” all objects that you move, draw, or resize to the nearest grid marker. The Snap to Grid command turns the function on or off. A check mark appears next to the command when the option is on. You can turn Snap to Grid on even when the grid markers are not displayed.

- To turn Snap to Grid on or off, select the Snap to Grid command on the Options menu.

### Moving objects

When you move objects while Snap to Grid is on, Express Publisher always places the upper left corner of the object at the nearest grid marker. The following picture illustrates this point.

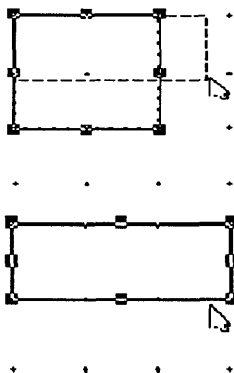
Moving an object with  
Snap to Grid on



### Resizing objects

If you resize an object while Snap to Grid is on, Express Publisher moves the edges of the object that you are changing to the nearest grid markers. The edges of the object that you are not changing stay where they are. The picture below makes this more clear.

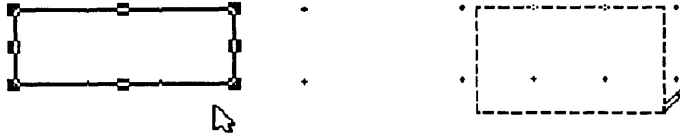
Resizing an object with  
Snap to Grid on



### Drawing objects

When you draw an object while Snap to Grid is on, Express Publisher snaps the anchor and end points of the object you are drawing to the nearest grid markers.

Drawing an object with  
Snap to Grid on

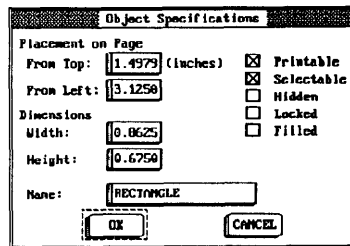


**Note** The Scale and Specifications commands are not affected by Snap to Grid. Specifications is explained next.

## Specifications

The Specifications command controls several specialized options relating to objects. It allows you to control the exact size and location of an object. It also lets you specify if an object is printable, selectable, hidden, locked, or filled.

The Object Specifications  
dialog box



### Size and location

Remember that all Express Publisher objects are bounded by rectangles. By defining the placement of the object's upper left corner, and its height and width, you can control the object's exact size and location. The Specifications command can be used to view these parameters, or to change them.

### Object status

Every object has these status options: Printable, Selectable, Hidden, Locked, and Filled. By default every object is printable, selectable, not hidden, and unlocked. For normal use, you don't need to change any of the status options. As you become more familiar with Express Publisher, you may find it useful to change them.

- **Printable:** If you turn off the Printable option, the object will not be printed, but it remains visible on the screen. This is useful for posting non-printing comments on a document.
- **Selectable:** With the Selectable option off, the object is no longer selectable. This is useful if you are working with a complex document and you don't want to accidentally select and change an object. This option can be overridden by the Make All Objects Selectable option in the Display Settings dialog box (see "Display settings" in Chapter 3).

- **Hidden:** If you turn on this option, the object becomes invisible. This option can be used to temporarily hide an object within a document. This option can be overridden by the Display Hidden Objects option in the Display Settings dialog box.
- **Locked:** Turn on the Locked status option if you want to lock an object in place. Locked objects can be selected, but cannot be moved or sized.
- **Filled:** With this option on, the object is filled, or opaque. With the option off, the object is unfilled, or transparent.

## Using Specifications

1. Select an object.
2. Choose the Specifications command from the Object menu.

The Object Specifications dialog box appears. It contains four text fields — From Top, From Left, Width, and Height — and several check boxes controlling the object status options. If you only want to view Object Specifications, click Cancel or press ESCAPE. You can alter the Object Specifications values by changing the numbers in the text boxes and clicking the various check boxes.

3. Change the numbers in the From Top or From Left text boxes if you want to move the object.

The units of measure are the same as currently displayed on the rulers and specified by the Units command. Note that the location parameters are based on measurements from the upper left corner of the document page.

4. Change the numbers in the Width or Height text boxes if you want to size the object.

If you change only the size of an object, the upper left corner stays in the same place.

5. Click the check boxes to change the object status options.
6. Choose OK.

The object changes to reflect your selections.

## Cut, Copy, Paste, and the clipboard

Express Publisher supports the popular Cut, Copy, and Paste editing commands. You may already be familiar with them from using other programs. Cut, Copy, and Paste are very useful for moving objects from one page to another in a document.

**The clipboard** The clipboard in Express Publisher is very much like a real clipboard. It is used to store information temporarily. Every time you cut or copy an object, it is stored temporarily on the clipboard. It remains on the clipboard until you cut or copy another object, or quit Express Publisher. Only one object can be on the clipboard at a time.

These steps tell you how to see what is on the clipboard:

1. Choose Show Clipboard from the Edit menu or press CTRL-K.  
A window appears displaying the contents of the clipboard.
2. Click OK when you are done looking at the clipboard.  
The clipboard window disappears.

*Note* Show Clipboard is disabled until something has been placed on the clipboard

**Cut and Copy** Cutting an object removes it from the document and places it on the clipboard. Copying an object places a copy of the object on the clipboard and leaves the original in the document. Both of these commands overwrite the previous contents of the clipboard.

To cut or copy an object, follow these steps:

1. Select the object.
2. Choose Cut or Copy from the Edit menu. The accelerator for Cut is SHIFT-DEL and the accelerator for Copy is CTRL-INS.  
The object is cut or copied to the clipboard. (See above.)

*Note* If you cut a text frame to the clipboard, only the box ends up on the clipboard. The text that was inside the box is redistributed to other text frames in the same story. If there are no linked text frames, a dialog box appears warning you that you are about to lose the text.

**Paste** Pasting an object places a copy of the object currently on the clipboard into your document. The Paste command is not available if there is nothing on the clipboard.

1. Cut or Copy an object to the clipboard, or use Show Clipboard to see what is on the clipboard first.
2. Pull down the Edit menu and select Paste.

The object is pasted in the middle of your document view.

**Clear Clipboard** To erase the contents of the clipboard, pull down the Edit menu and select Clear Clipboard or press CONTROL-C.

# Duplicating objects

---

**Duplicate** The Duplicate command makes a copy of the currently selected object and places it slightly below and to the right of the original object. If you attempt to duplicate a text frame, the frame will be duplicated but the text within it will not.

1. Select the object.
2. Pull down the Edit menu and select Duplicate or press CTRL-D.

The new copy is placed slightly lower and to the right of the original object. This newly created object is then selected.

## Importing pictures

---

This section explains the basic importing procedure. It goes on to discuss issues specific to certain types of pictures. It also offers advice on how to get the best printed results from imported pictures.

**Clip art collection** To help get you started in using pictures, your Express Publisher package includes a large collection of high quality clip art. All of the clip art, except for one or two PCX images is in the TIFF format, 150 and 300 dpi (*dpi* and *TIFF* are explained below). You can copy all of the 150 or 300 dpi clip art collection onto your hard disk using the install program. The install program copies clip art into the \EXPRESS\ART directory. Don't try to copy the clip art directly to your hard disk without using the install program: to fit more pictures on each disk, the pictures were compressed. The install program decompresses them automatically as it copies them to your hard disk.

### Additional clip art

If you want more clip art to work with, Power Up sells several clip art collections. You can contact our customer service department by calling 800-851-2917.

**Compatible picture formats** There are several formats for storing pictures. Express Publisher can import pictures that adhere to one of the following standards: PCX, TIFF, ART, and MAC. Most graphics programs are capable of saving pictures in at least one of these formats. Each format has different characteristics. In most cases Express Publisher takes care of these differences so that you can treat them all the same way. Differences are explained later in this chapter under the heading "About picture formats."

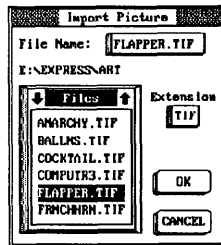
**Note** Certain graphics programs are able to create multi-plane color images. Express Publisher cannot import these images. It can import two-color, single-plane color images, converting every color to black. Basically, a multi-plane color image is one that uses more than two colors laid over each other to create the proper hues and tints. If you are having trouble importing an image into Express Publisher, consult your graphics program's documentation for information on how its images are created and saved.

Follow these steps to import a picture file:

1. Choose the Import Picture command from the File menu.

The Import Picture dialog box appears. It displays all of the files in the \EXPRESS\ART directory.

The Import Picture dialog box



2. If necessary, change directories or disks to find the desired picture file.
3. Double-click the desired picture file.

The picture is opened and placed in the middle of the document window. It takes longer to import higher resolution picture formats.

### Insufficient memory

If your computer is low on memory (not disk space), Express Publisher will import the picture but will not display it on your screen. In its place will be a gray rectangle the actual size of your picture. The picture will, however, print accurately, unless you are really short on memory.

To view the actual picture, try placing it in a separate, empty file. If you still cannot view the picture, it is simply too large to display using your computer's current memory.

After importing a picture, you can find that it is taking longer for Express Publisher to refresh the screen. To speed up screen refresh, choose Display under the Options menu and turn off Display Bitmap Images.

## **Changing the default picture directory**

When you use the Import Picture command, Express Publisher always looks first in the \EXPRESS\ART directory. If you want to change the default picture directory, run the install program over again and specify a new path. Or, in the Import A Picture dialog box, use the files list box to change the path. Express Publisher will display the last path used when you next open that dialog box.

**About picture formats** In most cases Express Publisher takes care of all the differences between the various picture formats so that you don't have to worry about them. However, not every function works with every picture type. Some picture types also have different display or performance characteristics.

### **PCX and ART**

You won't run into any limitations when using PCX and ART pictures. All Express Publisher's features and characteristics will be normal.

The only problem you may run into is with color PCX pictures that have more than four colors and one plane. Color PCX images will be converted to two-color images. PCX images that were originally more than two colors may not convert very well (most of the picture's definition will be lost). Whenever possible, create and save PCX images as two-color (or black and white) images. To find out whether your picture will be usable or not, import it and see what you get.

### **MacPaint**

Express Publisher can import MacPaint pictures without any special conversion process, but this doesn't mean you can put a Macintosh disk in your Tandy drive and expect Express Publisher to open the file. You must first move your MacPaint file onto an MS-DOS formatted disk. You can do this with a telecommunications program, a special Macintosh to PC conversion program such as Traveling Software's MacLink®, or a network that supports both MS-DOS and Macintosh computers.

MacPaint pictures are always a full page in size. In most cases you will only want to use a small portion of the original picture. Cut out the portion of the picture you want using a compatible program. White (or clear) dots take up just as much memory as black dots. An 8.5" by 11" picture with a tiny image in the middle uses the same amount of memory as a detailed picture of the same size.



## TIFF

Scanned pictures (TIFF) usually vary in resolution from roughly 75 to 1200 dpi. Express Publisher displays and prints the image at the device's resolution. Express Publisher does not support RGB, palette color, or grey scaled TIFF pictures. If you're not sure what type of TIFF picture you have, try to import it anyway. Express Publisher tells you if the file is incompatible. You can import most standard black-and-white TIFF images, regardless of the compression technique used when the image was scanned. Color and grey scale images cannot be imported.

You should scan at 300 dpi to maintain the image's original size in Express Publisher. Scanning at higher or lower resolutions will cause the images to increase and decrease in size respectively when you import the image into Express Publisher.

TIFF images created by some presentation graphics or draw and paint programs appear in reversed colors when imported into Express Publisher. You can correct this problem by selecting the object and choosing Reverse Colors from the Object menu. The image will display and print properly.

### How TIFF files are stored

Express Publisher does not save TIFF pictures as part of the document. It remembers the name of the picture file and where it was loaded from. Every time you open a document that has one of these types of picture, Express Publisher re-loads the picture file from disk. To copy a document to a different system, you must also move the graphics files.

**Large pictures** There are two limitations to importing large pictures: the physical size of your document, and memory.

- You cannot place a picture 9" wide on an 8.5" wide page. When you import a picture too large to fit on your page, Express Publisher applies whatever scaling factor is necessary to fit the entire picture on the page or tells you large PCX images are not supported (too many pixels across a page). The scaling factor is applied to both dimensions, so the original proportions of the picture are preserved.
- If the picture file you want to import takes up more than 64K of memory or if you have insufficient RAM to handle the file, Express Publisher will replace the picture on screen with a grey box that contains the file name. There is no simple way to tell how much memory a picture uses; the file size on disk is not an indication. You can figure out how many pixels your page width

will take: If you have an 8.5" wide page and the screen resolution is 80 dpi, the maximum pixel width for images is 680 (80 x 8.5). If you get an error message stating that the picture is too large to import, make it smaller using the program that generated it.

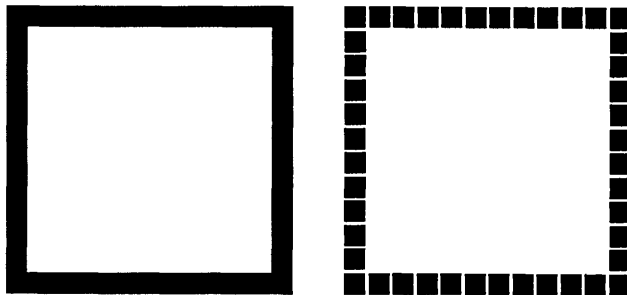
## What is a picture?

A picture, as the term is used in this manual, is a collection of dots that form an image. Graphics programs that create these images work by turning dots off or on. These programs are frequently called *paint* programs. Your computer stores these pictures by saving a map in which dots are on (black) and dots are off (white); so pictures are sometimes called *bit maps*.

It is important to understand the difference between the objects you create by using Express Publisher's own drawing tools, and pictures that you import from paint programs. If you were to import a picture of a box from a paint program, and draw a box of exactly the same size with the box tool, it can be hard to tell the difference between the two boxes on the screen. The real difference is in how the program creates and stores the information needed to present the two images.

When you draw a box using the Box tool, Express Publisher keeps track of this information by remembering the characteristic of a box, where the upper left corner of the box is, and what its dimensions are. To display an imported picture of a box, on the other hand, Express Publisher has to remember where to place every single dot that makes up the image. Obviously this uses a lot more memory. By using this method, however, it is possible to present much more detailed and irregular images.

A box drawn in Express Publisher (left), and a bit mapped box



## Resolution and print quality

The number of dots per inch (dpi) that compose a picture determines its resolution. The more dots per inch, the higher the resolution and the better the print quality.

Express Publisher imports PCX pictures at 80 dpi; it imports TIFF pictures at any resolution. The TIFF pictures in our clip art collection are either 150 dpi or 300 dpi.

You can change the resolution of a picture by scaling it. Making a picture larger decreases the resolution, shrinking it increases the resolution. For example, if you import a 150 dpi TIFF picture that is 2" by 2", scaling the picture by 50% makes the picture 1" by 1", and increases the resolution from 150 to 300 dpi. Express Publisher never adds or removes dots from a scaled picture; it simply redistributes the existing dots to fit the new size.

The print quality of your pictures also depends on the resolution of your printer. You can get bad results if you try to print 300 dpi pictures on a printer that can only print at 120 dpi. To get the best results, make the picture's resolution an even multiple of your printer's resolution.

When your printer's resolution is higher than the resolution of your pictures, make the pictures smaller to improve quality. If your printer can print at 300 dpi you don't have to settle for 80 dpi quality, even if you are working with a PCX file that is 80 dpi. Reducing an 80 dpi PCX picture to 27% of its original size increases its resolution to approximately 300 dpi. Divide the resolution of the picture by the resolution of the printer to determine the best scaling factor ( $80/300 = .2666$ ).

## Changing pictures

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If your printer's resolution is lower than the resolution of your picture, make the pictures larger. When printing a 300 dpi picture on a 150 dpi printer, you get the best results by scaling the picture by a factor of 200% ( $300/150 = 2$ ).

An imported picture is treated as a single object by Express Publisher. It can be modified just like any other Express Publisher object. You can move it around by dragging it, and change its size by dragging its handles. Pictures can be duplicated, aligned, or equated just like any other object.

### Editing pictures

Use the Scale command to change the size of pictures. The Scale command resizes a picture while maintaining its original proportions. This ensures that it will not be distorted.

As explained in "Resolution and print quality," the printed quality of your pictures can vary depending on the scaling factor you select and how it relates to the resolution of your printer.

## Reversing colors

The Reverse Colors command on the Object menu creates a negative image of any picture. It changes black to white and white to black.

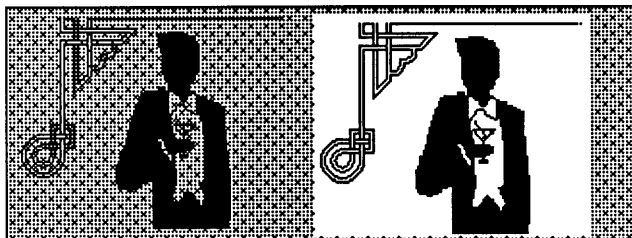
1. Select a picture.
2. Pull down the Object menu and select Reverse Colors.

Original picture and picture  
with colors reversed



Ordinarily when you import pictures they are transparent. You can see objects that are within their boundaries in places where there are no black dots.

Transparent and  
solid pictures



You can use the Specifications command to make pictures solid, so that they obscure all objects behind them, or to change a solid picture back to being transparent.

1. Select a picture and choose Specifications.  
Notice that there is no check beside the Filled option.
2. Click in the Filled check box to change the setting and click OK.



# Text

This chapter details all of Express Publisher for DeskMate's text-handling abilities. You can create all the needed text for your documents inside Express Publisher, or import documents from other word processors. Using Express Publisher's formatting abilities, you can specify the size and font of any text, change the justification of every paragraph, and cause text to flow around pictures.

Express Publisher can keep track of up to 64 separate stories in one document, allowing them to flow from column to column and skip pages automatically. There are also many editing and formatting shortcuts that make your work go faster and look better.

This chapter describes the following topics:

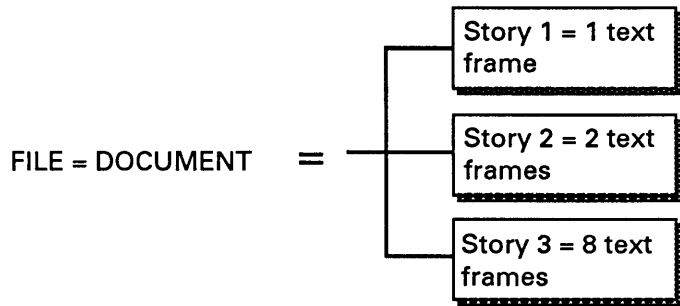
- About stories and text frames
- Entering text
- Editing text
- Linking text frames
- Importing text
- Fonts
- Basic text formatting
- Advanced text frame formatting
- Using styles
- Text and pictures

## About stories and text frames

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Express Publisher groups and stores text in a way that allows you to choose exactly how much of the text is affected by the formatting command you give. By using a dialog box, many command options allow you to apply the command to a text frame, to a story, or to the entire document. The following paragraphs explain how these formatting levels work together to produce the final page.

**Documents** The most comprehensive formatting level is the *document* level. When you apply a command to the document, all text in the file will be affected by the command.



**Stories** Whenever you work with a conventional word processor, each document you create is a single body of text, or a *story* as referred to in this manual. When you add characters to the middle of the story, all the following characters are pushed down the page. If you delete a whole paragraph, the rest of the text is pulled back up the page.

Most word processors can only handle one body of text per document, but an Express Publisher document can contain several stories, each one completely independent from the others.

Express Publisher for DeskMate lets you put different parts of a story in different places in a document. When creating a document with several stories, you can link a story that starts in a text frame on page one to a text frame on page four. The text will flow between the linked frames automatically. If you add more text to the story on the first page, the rest of the text moves down, flowing from page one directly to page four. If you delete a paragraph on page one, text is pulled back from page four to fill the gap in page one. Other pages in the document may contain different stories that remain completely unaffected by the changes in the first story.

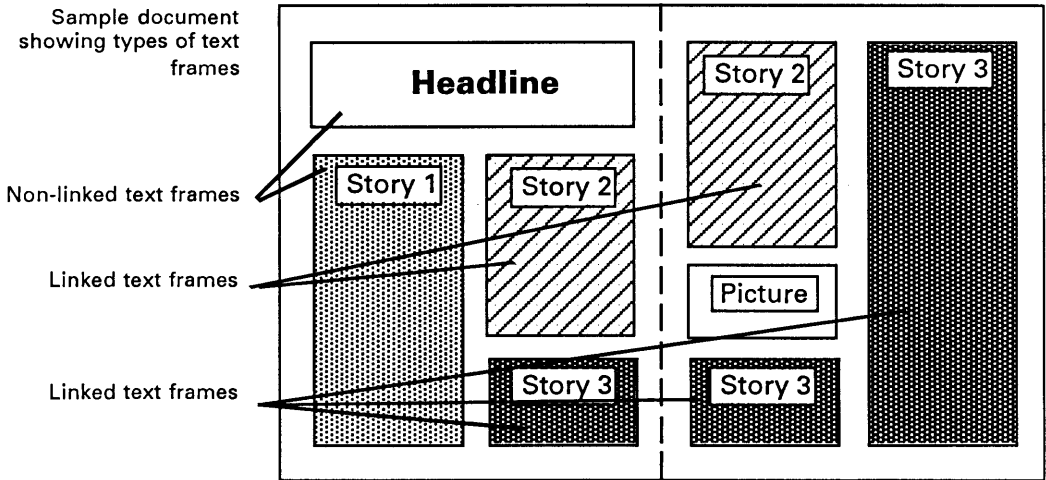
#### **Story capacity**

Express Publisher only allows stories up to 64K and can handle up to 64 stories per document. The program tells you if your story has reached this limit. If you want to continue adding to the story, you will have to divide it into two separate stories. This 64K limit can hold a lot of text (up to 30 pages worth), so you will not usually run into it. However, you may run up against this limitation when you import a word processing document using the Import Text command. If you want to import a large file, you will have to split it into several smaller files first, using your word processing software.

**Text frames** All text in Express Publisher is contained within *text frames*. A text frame is simply a box in which you have placed text. A text frame can be selected, moved, and sized just like any other object. Anything that you do to the text frame as an object (such as moving it

around in the document) does not change the story within the text frame. Think of the text frame as a window through which you are viewing the story. Express Publisher always tries to fit as much of the story in the text frame as possible, but if the frame is too small, it stores the rest of the story out of sight. If you make the text frame larger, Express Publisher displays the text that wouldn't fit earlier.

If your page layout does not allow you to make the frame large enough to display the entire story, you can display the remainder of the text in a *linked* frame. You may need to create several linked frames to display all of the text. Additional information about linking text frames can be found in "Linking text frames" later in this chapter.



**Applying commands** If you apply a command to a text frame, the command affects only the text showing in that frame, and not text in linked frames.

If you apply a command to a story, the command affects all the frames that are part of that story, but does not affect unlinked frames or other stories in the document

The following sections explain each text-related function in detail.

## Entering text

All text in Express Publisher must be entered in a text frame. A text frame is no different from any other type of box in Express Publisher. You can select, move, and scale, and otherwise change a text frame exactly as if it were a regular box.

Express Publisher creates text frames for you when you use the New command to create a document. You can also create your own text frames by drawing them with the Text Frame tool.

When clicked from within a text frame, the Text tool allows you to work with text. You are able to select and modify text, but you cannot do anything to objects. When the Text tool is active the text pointer looks like an I-beam.

Follow these steps to enter text:

The Text tool



1. Click the Text tool.

The pointer changes to an I-beam shape.

The I-beam pointer



2. Move the pointer to the upper left corner of an existing box and press the mouse button.

A blinking line appears, marking the text insertion point; it is usually called a text cursor.

The text cursor



3. Type This is easier than I thought it would be, or whatever comes to mind.

The box is now a text frame. You can move the pointer to a new position in the text, or within a different box, and press the mouse button to place a new text cursor.

### Text editing keys

Express Publisher recognizes the standard text editing keys.

- **BACKSPACE** deletes the character to the left of the cursor.
- **DELETE** deletes the character to the right of the cursor.
- **INSERT** tells Express Publisher to switch back and forth between insert and overstrike text entry. Insert means that new characters push existing characters to the right; overstrike means that new characters replace existing characters.
- **LEFT** and **RIGHT** arrows move the cursor in the direction of the arrow by one character.
- **CTRL-LEFT** and **CTRL-RIGHT** arrows move the cursor to the beginning of the previous or next word.



- UP and DOWN arrows move the cursor up or down one line of text.
- PGUP and PGDN move the cursor up or down one screen.
- CTRL-PGUP and CTRL-PGDN move the cursor to the beginning or end of the text in the current frame.
- HOME and END move the cursor to the beginning or end of a line, respectively.

There are other keystrokes useful for various text functions. They are explained in the sections relating to those functions. The quick-reference card lists all of the text function keys.

## Selecting objects

While you are working with text you cannot select and change objects. When you want to stop working with text, you need to put away the Text tool in order to work with objects again.

The Arrow tool



- To put away the text tool, click the Arrow tool.
- Or, click the I-beam pointer outside of a box.

The pointer changes back to the arrow, and you are able to select objects again.

## Editing text

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### Selecting text

In order to use many of Express Publisher's text formatting commands, you must first select the text that you wish to change. Selected text is always highlighted.

It is important to understand the difference between selecting text and selecting the text frame as an object. When you click a text frame with the arrow pointer, you are selecting the text frame as an object. You may manipulate a selected text frame like any other box, but you can't change the text within the frame. (Review "About stories and text frames" earlier in this chapter if you are confused.) To select a block of text you must activate the Text tool (the pointer looks like an I-beam when the Text tool is active). Once you have selected text you can delete it, cut it, copy it to the clipboard, or change its size and font.

You can select text with the mouse and the I-beam pointer or with the keyboard.

**With the mouse** There are several techniques for using the mouse to select text.

### Dragging

You can drag the mouse across text in order to select it.

The Text tool

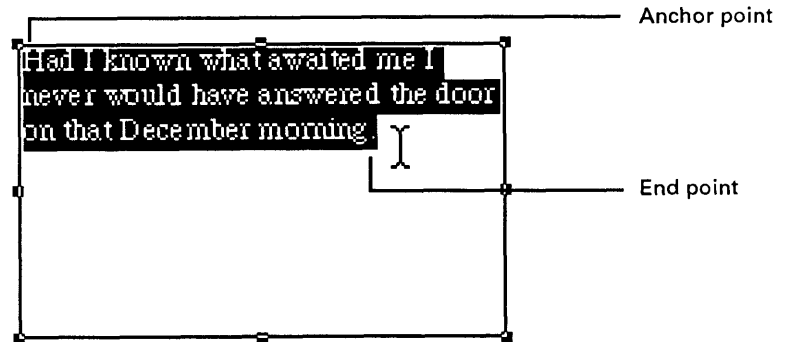


1. Click the Text tool, unless it is already active.
2. Move the pointer to the beginning of a body of text you want to select and hold down the mouse button.

This marks an anchor point for the area you are selecting.

3. Still holding down the mouse button, drag the mouse in any direction.

Selecting text



Notice that the highlighted area moves with the pointer.

4. Release the mouse button when all the text you want selected is highlighted.

### Double-clicking

You can double-click a word to select it.

- Move the I-beam pointer onto a word you want to select and double-click the mouse button to select it.

### Shift-clicking

Shift-clicking is useful for selecting very large bodies of text within a single text frame.

1. Move the I-beam pointer to the exact beginning of the body of text you want to select and click the mouse to place a text cursor.
2. Without holding down the mouse button, move the pointer to the end of the body of text you want to select.

3. Hold down SHIFT as you click the mouse button again.

All the text between the text cursor and the place where you shift-clicked is selected.

**Replacing text** You can replace a block of text by selecting it and typing. The selected text is deleted and replaced with whatever you type.

*Note* If you ever remove text accidentally this way, you can retrieve it from the clipboard by using the Paste command described below.

**Moving text** The Cut and Paste commands make it easy to move text from one place to another in a document.

*Note* Express Publisher does not retain font attributes when you use the Cut and Paste commands.

1. Select the text that you want to place on the clipboard.
2. Choose either the Cut or Copy command from the Edit menu.

If you chose Cut, Express Publisher removes the selected text from the document and places it on the clipboard. If you chose Copy, it places a copy of the selected text on the clipboard.

3. Move the cursor to where you want to place the text.

Remember that you can only put text inside of a text frame.

4. Choose Paste from the Edit menu.

The text on the clipboard is inserted at the current cursor location.

**Moving a text frame** You can also cut and copy text frames

#### **Cutting a text frame**

When you cut or copy a text frame, only the frame moves to the clipboard. The text moves to the next linked frame. If there is none, the text may be deleted.

1. Click the Arrow tool.
2. Click the text frame.
3. Pull down the Edit menu and choose the Cut command.

If there is another text frame linked to this one, the text moves to it, and the frame itself moves to the clipboard.

If there is no other text frame linked to this one, a dialog box warns you that the text will be lost if you continue. At this point, you can choose to cut the frame and lose the text, or cancel. If you still want to remove the frame, click the Text tool, select the text, cut it, and, for safety's sake, paste it in a new location. Then return to the empty frame and follow the steps above to cut it.

4. To paste the frame, choose Paste from the Edit menu.

### **Clear clipboard**

To clear the clipboard, pull down the Edit menu and select Clear Clipboard.

*Note* The DeskMate Clipboard is supported for text. You can cut or copy text from Express Publisher DeskMate between other DeskMate applications.

### **Duplicating a text frame**

You can duplicate a text frame.

1. Click the Arrow tool.
2. Click the text frame.
3. Pull down the Edit menu and choose the Duplicate command.

The duplicated frame is drawn on top of the original.

## **Linking text frames**

---

Using the Link and Unlink tools, you can establish the manner in which stories flow between the various text frames in your document. Remember that stories are completely independent from text frames. In linking and unlinking text frames you are merely establishing a path for a story to follow. When you create a document with either the one, two, or three column preset options, all the text frames are linked together (except for the headlines).

### **Linking text frames** Follow these steps to link text frames:

The Link tool



1. Select the Link tool in the toolbox. The pointer changes to the link pointer.
2. Move the link pointer to the text frame that you want to be the source frame in the linkage and click the mouse button.
3. Move the pointer to the text frame you want to be the destination frame and click the mouse button.

After you click the second text frame, the pointer changes back to the arrow. Now if you fill up the first frame with text, text flows automatically to the next frame.

### Linking across pages

You can use the Link tool to link text frames on different pages. After clicking the source frame with the link pointer, you may use the Next command, or the Go To command to change pages. The Link tool remains active as you change pages. Once you are at the desired page, click the destination frame.

Double-click on the Link tool and the Link tool stays active so that you may link several frames together at once. The following example illustrates this point.

The Link tool



1. Click the Link tool.
2. Double-click a text frame with the link pointer to indicate it as the source frame in the story. The Sticky tool icon appears in the lower right hand corner.

3. Click a destination frame.

Text flows into the destination frame. The pointer remains in the linking shape to indicate that the Link tool is still active.

4. Click an additional destination frame.

Text flows into the third frame. To deselect the Link tool, select the arrow pointer.

### Principles of linking

- Each text frame can contain only one story.
- You can link or unlink text frames, but the story itself is not affected.
- You can link boxes together before adding text, and then as you add text, the text will flow from one frame to the next automatically.
- Text flows between the frames in the order that they were linked.
- You can link text frames across as many pages as you wish, but you cannot link a text frame to a frame on a preceding page so that text flows to the earlier page.

### The More Text marker

When there is more text in a story than fits in the current frame, Express Publisher places a crooked arrow at the lower right corner of frame. It is called the More Text marker.

The More Text marker



You can tell that all the text in a story has been placed if the More Text marker does not appear in the lower right corner of the last text frame of your story.

## Unlinking text frames

When you unlink a text frame Express Publisher removes the text and redistributes it to the other linked frames that hold the story. The text frame reverts to a plain box.

The Unlink tool



1. Select the Unlink tool from the toolbox.

The pointer changes to the unlink pointer.

2. Move the pointer to the frame that you want to unlink and click the mouse button.

As soon as you click the frame with the Unlink tool, Express Publisher unlinks the text frame, and the text disappears. Remember, the story itself has not been changed at all, so you have not lost any text. Unlinking a text frame simply removes one of your windows from the story. If you link the two frames together again, Express Publisher again displays the story text in the frame.

A quick way to unlink a text frame is to delete it as an object. Just select it with the arrow pointer and press **DELETE**, or choose the **Cut** command from the **Edit** menu. The text is redistributed to any other frames in the story.

*Note* If you try to unlink the only text frame in your document that is displaying a certain story, a dialog box appears asking you if you really want to do this. A story is lost if it is not displayed somewhere in the document.

### Unlinking in a long story

If you have linked several text frames together, unlinking one of the frames somewhere in the middle changes the sequence of the other frames in the chain. When you remove a frame, Express Publisher links the frame that preceded it to the one that came after it. The following example makes this more clear:

1. If necessary, link together three text frames according to the instructions above and fill them with text. (It will help you to understand the example if all the frames are on one page.)
2. Unlink the text frame in the middle of the story.

All of the text disappears from the middle text frame and is sent to the third text frame. Text now flows directly from the first text frame to the third text frame.

The Unlink tool stays active if you double-click the Unlink tool icon. You can unlink several frames at once by using the "sticky" tool.

# Importing text

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Express Publisher can import text from the word processors listed below. However, DeskMate Text, DeskMate Q&A, and WordPerfect will not preserve bold, italic, and underlined status.

- Microsoft Word (versions 4.X and 5.0) and Microsoft Works (versions 1.X and 2.0)
- DeskMate Text
- DeskMate Q&A Write
- WordPerfect (version 4.X and 5.X)

If you want to import text from a word processor that is not supported, you should be able to convert the documents to ASCII text files and then load them into Express Publisher. (ASCII stands for American Standard Code for Information Interchange. Almost every word processor is capable of loading and saving ASCII text files.) No text formatting is preserved when ASCII text is imported. To preserve paragraphs, you need two carriage returns, back to back, between paragraphs.

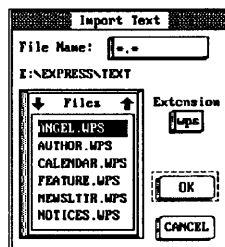
Once text has been imported, you can use any of Express Publisher's text handling abilities to manipulate the imported text.

Use the Import Text command to import a document from another word processor.

1. Select a text frame for the imported text to flow into.
2. Select Import Text from the File menu.

The Import Text dialog box appears displaying all the files in the current disk or directory. If necessary double-click a new drive or directory in the Files list box until the directory you want is displayed. (Double-click ".." to move toward the directory.)

The Import Text dialog box



3. Double-click the document you wish to import.

Assuming that Express Publisher recognizes the document as one of the compatible formats, the text from the imported document flows into the text frame. If the frame is linked to other frames, the text flows through each of the linked frames until all the text is visible. If a More Text marker appears in the lower right corner of the last frame in the story, then there is more text in the story. To display it, add and link new frames to the story or make the existing frames larger.

You don't have to create a text frame ahead of time if you don't want to. Go through the import routine as documented above without first selecting a text frame. When Express Publisher imports the file it creates a text frame to contain the new story, which can then be moved and modified in all the usual ways.

As long as you choose the correct option, Express Publisher imports the file. If you choose the wrong file type, an error message appears.

You can use the Import Text command to append new text to an existing story, or to completely replace it.

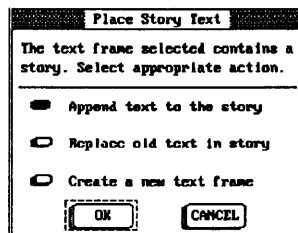
- If you choose to append, Express Publisher adds the new text to the end of the existing story. The new text does not always appear right away. There may not be enough room to display the new text in the currently linked text frames, or the story may end on another page.
- If you choose to replace an existing story, Express Publisher removes the old story from the document. The new story flows into all the text frames that were linked in the old story.

Follow these steps to import text to an existing story:

1. Select any text frame in the story.
2. Choose Import Text from the File menu, select a word processing document from the Import Text dialog box, and click OK.

The Place Story Text dialog box appears. In addition to the options discussed above, you may choose to create a new text frame for the imported text.

The Place Story Text dialog box





3. Choose the desired placement option and click OK.

Express Publisher imports text using the default font. To change the default font before importing, make sure that no objects are selected, and that no text cursor has been placed, and then use the Choose Font command. Your choice becomes the new default font.

*Note* You can place text from more than one word processor into one text frame.

## Fonts

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### About fonts

As many as twelve typefaces (Atech FastFonts) can be loaded at one time. A font is a complete set of characters, comprising the alphabet, numbers, and punctuation, that has a unique design. If you're not familiar with what fonts are, notice the difference between the characters in the body text of this manual, and the characters in the headings. The headings and body text are set in two different fonts to make them more distinct from each other.

Express Publisher can print characters in several fonts and sizes. It also changes fonts by adding *attributes* such as bold, italic and underline. These attributes are not mutually exclusive, you may apply all of them at once if you wish. The Choose Font command allows you to choose the typeface, size, and attributes of any text in your document. Express Publisher works with DeskMate fonts: Cobb, Marin, and Dixon. (See appendix for a full list of all supported Atech FastFonts.)

Additional Atech Fast Fonts can be obtained using the coupon that comes with this manual. They can be installed using the INSTALL program. (See the appendix, "Trouble shooting," for more details.)

By default all characters are set to plain, meaning that no attributes have been applied. You may select plain to remove any attributes that were applied earlier.

- Bold, Italic, and Underline are all useful for emphasis.

You can use the Choose Font command to change existing text or to specify a font before you start typing.

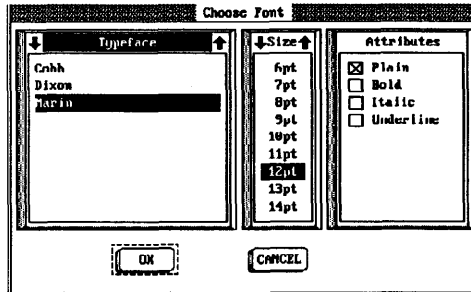
### Changing existing text

The basic procedure for changing the font or attribute of text already in your document is as follows:

1. Use the Text tool to select the text that you want to change.
2. Select the Choose Font command from the Text menu.

The Choose Font dialog box appears. It displays the current settings of the first character in the selected text.

The Choose Font dialog box



3. Click a font in the Typeface list box.
4. Click a size in the Size list box.

The sizes are listed in points. A point is approximately  $1/72''$ .

5. If you wish to apply any character attributes, click the appropriate check boxes.
6. Click OK.

The selected text is changed according to your specifications.

### Choosing a font before entering text

You can use the Choose Font command to select a font or attribute before you start typing.

1. Without selecting any text, place a text cursor in a text frame, or click the Text Frame tool to open a new text frame.
2. Select the Choose Font command from the Text menu and click a font in the Typeface list box.

The new font appears when you start typing in that frame. If you want to import text into a specific font, follow these steps to change the default font.

- When you select some text and then change the font or attribute, only the selected text is changed.
- When you place a text cursor in a body of text, the new characters you type will have the same font and attributes as the characters directly to the left of the cursor.
- Spaces and punctuation marks have fonts just like other characters.

The default font is the one that appears when you enter or import text in a new text frame without specifying a new font. Unless you change the default font, it is Marin 12 point Plain.

To change the default font,

1. Make sure that no objects or text are selected, and that there is no text cursor in any frame.
2. Select a font.

*Note* The default font only affects text that you are typing or importing into a new text frame. If you place a text cursor in an existing body of text, the characters that you enter will be in the same font as the characters to the left of the cursor. You cannot change the default font for the predefined, letter, 2-column, and 3-column page templates because the font is already specified. To change the font, you must first type in something new at the beginning of the story and change the font status of those new character. Everything to the right of the cursor would then appear in that new selected font.

## Basic text formatting

---

The following commands—Justify, Set Frame Margins, and Set Tabs—allow you to control how the text appears in a frame as opposed to individual characters or paragraphs. You may apply these commands to a single frame, every frame in the current story, or every frame in the document.

**Justification** Justification controls where lines of text are placed in a text frame. Express Publisher can justify the text within a text frame both vertically and horizontally. Horizontal justification determines how lines of text will relate to the right and left margins: left, right, centered, or full. Vertically, you may justify text to the top, middle, or bottom of a text frame. You may apply both kinds of justification to a text frame.

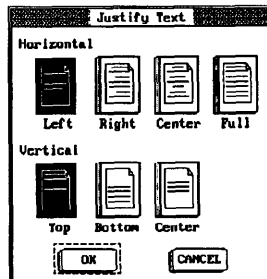
The Justify command affects all of the text in a text frame. Later you will learn how to change the justification of individual paragraphs using Styles. This is covered later under the heading “Using styles.”

To change the text justification of a text frame, follow these steps:

1. Place a text cursor in the frame you want to modify, or select it with the arrow pointer.
2. Pull down the Text menu and select Justify.

The Justify Text dialog box appears displaying all the justification options. The selected horizontal justification icon reflects the currently selected paragraph. The selected vertical icon reflects the alignment of the current text frame. Each icon shows you what it will do to the text frame.

The Justify Text dialog box



3. Click a horizontal and/or vertical justification option.
4. Click OK.

The Apply Formatting To dialog box appears.

5. Decide if you want the change to affect the current frame only, every frame in the story, or the whole document, and click OK.

All the text in the frame is justified according to your selection.

### Using Center Justification

When you select Center justification, Express Publisher centers the line between the top and bottom margins of the frame. However, because Express Publisher automatically adds a carriage return at the end of every line, Center justification places the line just above the center of the frame. If you want the text in the exact center, move the cursor to the end of the line and press delete to remove the carriage return.

### Using full justification

When you select Full justification, Express Publisher lines up all the lines of text on both the left and right margins of the text frames. Most books and newspapers are still justified in this manner, but recently many publications have begun switching to left justified. This is only a design trend, and you can make your own choice. However, if you use full justified text frames, you should also take time to add hyphens where they are needed to compensate for any large gaps between words that may occur. You will need to manually add a space after the hyphen to make the word wrap around to the next line.

## Text frame margins

Each text frame can have its own left, right, top and bottom margins. The Set Frame Margins command controls the margins of individual text frames. By default the top and bottom margins are 0.05", and left and right margins are 0.125". All decimal entries must be preceded by a leading zero as in the examples in this paragraph.

The text frame margin setting also determines the amount of space between wrapped text and the object it is wrapped around. See the section "Text and pictures" for more information on this subject.

The Set Frame Margins command also allows you to specify an indentation for the first line of each paragraph relative to the text frame margins. You can enter a negative number to make the first line extend beyond the left margin; this is called an *outdent*.

This paragraph is an example of a first line indent. The first line in the paragraph is automatically indented; you don't have to insert a tab.

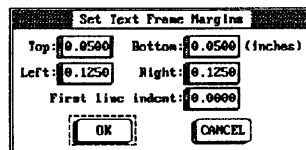
This paragraph is an example of a first line outdent. The first line of the paragraph extends beyond the paragraph's left margin.

The steps to using the Set Frame Margins command are as follows:

1. Place a text cursor in the frame you want to modify, or select it with the arrow pointer.
2. Select Set Text Frame Margins on the Text menu.

The Set Frame Margins dialog box appears. It displays all of the current margin settings.

The Set Text Frame Margins dialog box



3. Enter the desired top, bottom, left, and right margins in the appropriate text boxes. If you don't want to change a certain margin, don't change the number.
4. Enter a first line indent/outdent to control the placement of the first line in each paragraph relative to the frame margins.

A negative number, such as -.5, causes an outdent. The value of the negative number cannot exceed the left margin.

5. Click OK when you finish.

The Apply Formatting To dialog box appears.

6. Decide if you want the change to affect the current frame only, every frame in the story, or the whole document, and click OK.

If there is no response, and the Apply Formatting To box doesn't appear, check the numbers you entered. If an entry is too large for the frame, Express Publisher will not accept the command.

## Setting tabs

The Set Tabs command controls tab stops for each text frame. A tab stop places the cursor at an exact distance from the left edge of the frame. Entering tabs on successive lines creates a column of text, with the lines all indented the same distance. You should always use tab stops instead of spaces when you want to create a column of text or numbers, since inserting spaces does not always produce a straight vertical alignment.

By default, Express Publisher assigns tab stops every half inch, but you can set custom tab stops for individual text frames using the Set Tabs command. Also, existing tabs can be moved if you want to change an indent or a column.

Express Publisher supports standard left-aligned tabs and decimal tabs.

- **Left tabs** are the most common type of tab stop. They align the left side of a character to a certain horizontal position as shown below:

one  
two  
three  
etc...

- **Decimal tabs** align characters vertically around a decimal point like this:

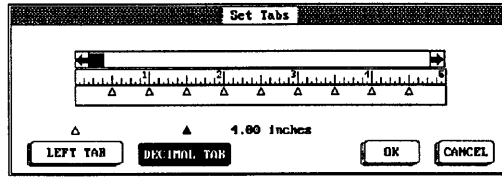
1.2324  
123.42  
.234  
854.45

To use the Set Tabs command, follow these steps:

1. Place a text cursor in or select a text frame.
2. Select the Set Tabs command from the Text menu.

The Set Tabs dialog box appears. The dialog box displays a ruler of the same width as the current text frame. If the text frame is wider than the screen, a scroll bar allows you to move the ruler. Markers appear on the ruler displaying the current tab stops. As you move a tab, your exact position is displayed below the ruler.

The Set Tabs dialog box



Once you have activated this dialog box, you may do a number of things. You don't have to specify all of the options if you are concerned with only a few.

3. To create new tabs, select the type of tab you want to create by clicking on Left Tab or Decimal Tab. Then move the pointer to where you want to place the new tab and click the mouse (do not double-click). You can set up to 16 tab stops per text frame.
4. Drag existing tab stops to move them. Any text that is aligned to an existing tab stop is moved along with the tab.
5. Drag existing tabs all the way off the ruler to remove them.
6. Once all the options are set, click OK, or cancel the operation.

The Apply Formatting To dialog box appears.

7. Decide if you want the change to affect the current frame only, every frame in the story, or the whole document, and click OK.

*Note* You cannot place tabs in the text frame margins

## Advanced text frame formatting

Set Line Spacing, Set Character Spacing, and Set Paragraph Spacing give you a great deal of control over the spacing of individual characters, lines, and paragraphs. They are all under the Text menu. All of these commands change entire text frames as opposed to individual characters or paragraphs. Each may be applied to one frame at a time, every frame in the current story, or every frame in the document.

These functions are optional. You don't need to worry about them when creating basic documents. As you become more familiar with Express Publisher, you may want to learn about them to gain complete control of your page designs.

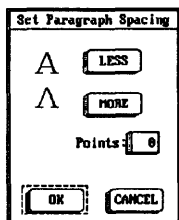
## Paragraph spacing

Express Publisher automatically sets the paragraph spacing for the fonts you select. If you want your paragraphs further apart, the Set Paragraph Spacing command lets you specify an amount of space to be added between every paragraph in the current frame, story, or document.

1. Place a text cursor in a text frame, or select it with the arrow pointer.
2. Choose Set Paragraph Spacing from the Text menu.

The Set Paragraph Spacing dialog box appears.

The Set Paragraph Spacing dialog box



The space between the A's shown in the dialog box reflects the current paragraph spacing. You can change the spacing by clicking the More or Less buttons. The current amount of spacing is displayed in the Points text box. If you know the amount of spacing you want, you can enter the number of points (from -18 to 72 points) directly in the Points text box.

3. Click the More or Less buttons to change the amount of space between paragraphs, or enter the desired number of points in the Points text box.

If you click More or Less, the letter A characters on the side of the dialog box shift to indicate the change in spacing.

4. Click OK.

The Apply Formatting To dialog box appears.

5. Decide if you want the change to affect the current frame only, every frame in the story, or the whole document, and click OK.

The text in the frame is reformatted to reflect your choice.

## Line spacing

Express Publisher lets you set the exact amount of space you want between each line of text. In typesetting this is called adjusting the *leading*. Express Publisher doesn't limit you to single, double, or triple space. You define the exact amount of space you want.



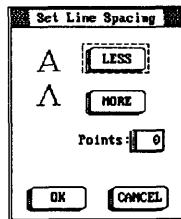
**Note** Don't confuse Line Spacing with Paragraph Spacing. Line Spacing controls the amount of space between every line of text. Paragraph Spacing only affects the distance between lines that are separated by a carriage return (a carriage return is placed when you press ENTER). Paragraph spacing supplements line spacing.

These steps tell you how to use the Set Line Spacing command:

1. Place a text cursor in a text frame, or select it with the arrow pointer.
2. Choose Set Line Spacing from the Text menu.

The Set Line Spacing dialog box appears.

The Set Line Spacing dialog box



The distance between the A's shown in the dialog box reflects the current line spacing. You can change the spacing by clicking on the More or Less buttons. The current amount of spacing is displayed in the Points text box. If you know the amount of spacing you want, you can enter the number of points (from -18 to 72) directly in the Points text box.

3. Click the More or Less buttons to change the amount of space between lines, or enter the desired number of points in the Points text box.

If you click More or Less, the letter A characters on the side of the dialog box shift to indicate the change in spacing.

4. Click OK.

The Apply Formatting To dialog box appears.

5. Decide if you want the change to affect the current frame only, every frame in the story, or the whole document, and click OK.

The text in the frame is reformatted to reflect your choice.

## Character spacing

Express Publisher automatically sets the character spacing for each font, but you can increase or decrease the amount of space between all the characters in a text frame with the Set Character Spacing command.

Do not confuse character spacing with kerning. Kerning applies only to certain combinations of characters. Character spacing changes the amount of space between every character as shown in the following paragraph.

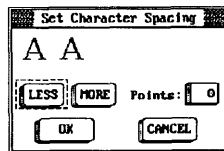
Increasing the character spacing can make your page designs look more sparse and modern (and difficult to read).

The following steps document the Set Character Spacing command:

1. Place a text cursor in the text frame you want to modify, or select it with the arrow pointer.
2. Choose Set Character Spacing from the Text menu.

The Set Character Spacing dialog box appears.

The Character Spacing dialog box



The space between the characters in the dialog box changes as you click the More or Less buttons. The number of additional points to be added between each character appears in the text box on the right. If you know the amount of spacing you want, you can enter the number of points (from -18 to 36) directly in the Points edit field.

3. Click the More or Less buttons to adjust the amount of space between the characters, or enter the desired number of points in the text box.
4. When the right amount of space is between the characters in the dialog box, click OK.

The Apply Formatting To dialog box appears.

5. Decide if you want the change to affect the current frame only, every frame in the story, or the whole document, and click OK.

Express Publisher reformats the text frame according to your selection.

# Using styles

---

A style is a group of formatting instructions identified by a single name. Styles allow you to instantly apply several formatting instructions to a body of text—either to a paragraph or paragraphs, or to an entire story. For example, a single style might contain instructions telling Express Publisher to make a selected body of text bold, centered, and italic.

Styles can be an enormous time saver and give you dynamic control of text formatting. You can set the style and all the text in the document controlled by that style will reformat automatically.

**Default styles** The following styles have been created for you and are included in Express Publisher:

<b>Style Name</b>	<b>Attributes</b>
Banner	Dixon, 70 pt. Centered, 20 points extra spacing
Bulleted 1	Marin, 12 pt., .3" left margin, -.175" 1st indent, tabs
Bulleted 2	Marin, 12 pt., .5" left margin, -.2" 1st indent, tabs
Bulleted 3	Marin, 12 pt., .7" left margin, -.2" 1st indent, tabs
Caption	Marin, 10 pt., Italic
Center	Centered
Headline	Dixon, 36 pt., Bold
Left	Left justified
Mouse Type	Marin, 8 pt.
Pullout	Marin, 14 pt., Centered
Quotation	Marin, 12 pt., Plain, .0625" left margin, .625" right margin
Right	Right justified
Subhead	Dixon, 18 pt., bold
Text	Marin, 12 pt.

We've tried to make the titles of these styles descriptive, but you should try them to see exactly what they are.

Use Bulleted styles to draw the reader's attention to a specific item or to briefly list important points.

### Example of bulleted styles

- \* This style is Bulleted 1. The font is Marin 12 point. It has a .3-inch left margin and a -.175-inch first indent. Type in an asterisk at the beginning of the text, apply Bulleted 1 style, and all of your text will line up.
- \* This style is Bulleted 2. It is similar to Bulleted 1, but it has a .5-inch left margin and a -.2-inch first indent.
- \* This is an example of Bulleted 3. It has a .7-inch left margin and a -.2-inch first indent.

### Applying styles

You can apply a style to a single paragraph or a series of selected paragraphs by first selecting the paragraph(s) you want to change.

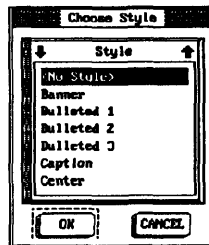
#### Applying a style to a paragraph

The steps below tell you how to apply a style to a paragraph:

1. Place the text cursor in the paragraph you want to change.
2. Select Choose Style from the Text menu.

The Choose Style dialog box appears.

The Choose Style dialog box



3. Select the style you wish to apply and press ENTER.

Express Publisher reformats the document according to the style that you selected. Styles always affect entire paragraphs. This is true even when only some of the text in a paragraph is selected, or if a paragraph continues in another frame.

*Note* If you apply a style that sets justification, spacing, or margins, the corresponding frame-level formatting commands found under the Text menu no longer change that text. These commands include Justify, Set Tabs, Set Character Spacing, Set Line Spacing, Set Paragraph Spacing, First Line Indent, and Set Frame Margins. If you want to use one of these commands on a paragraph that you previously applied a style to, you can remove styles by selecting No Style in the Choose Style dialog box.

### **Applying a style to a range of paragraphs**

You can apply a style to several paragraphs at once.

- Highlight the paragraphs that you wish to modify and use the Choose Style command.

The style changes all of the selected paragraphs.

### **Removing styles from a paragraph**

If you no longer want a style applied to a specific paragraph or story, select the paragraph or story and select No Style from the Choose Style dialog box to remove any style that was applied earlier. You can apply No Style as if it were a style, using any of the methods discussed earlier.

## **Text and pictures**

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### **Wrapping text around pictures**

Express Publisher can wrap text around pictures. The Text Wrap tool changes the left or right margins of a text frame so that the text wraps around the picture.

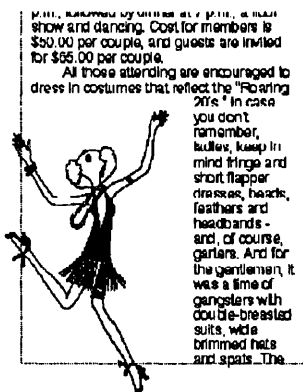
The procedure for text wrapping is very simple.

The Text Wrap tool



1. Click the Text Wrap tool.
2. Click the text frame that you want to wrap.
3. Click the picture that you want the text to wrap around.

Text wrapped around a  
picture



Express Publisher wraps the text around the picture. If you have difficulty selecting the right objects, make sure that the picture is in front of the text frame. If necessary, use the Bring to Front or Send to Back commands.

If you do any text formatting within a text frame that has text wrap applied, your text wrap will be lost. To rewrap text, reapply Text Wrap or move the picture.

- Generally, you should wrap text around pictures after you have completed most of your text formatting and layout.
- If you move either the text frame or the picture after wrapping, the wrapping is completely undone.
- The distance between the wrapped text and the picture is determined by the settings in the Text Frame Margins command.
- To wrap text more closely around an object than it does by default, draw another non-printing box or line to delineate the existing object, and wrap the text around that new object.
- You may add or remove characters from the text frame, but if you use any formatting commands on the Text menu that change the spacing or justification of the text lines, you will probably have to re-wrap the text.
- Express Publisher cannot wrap text around both sides of a picture (if you place the picture in the middle of a text frame).
- If a text frame is too narrow, or if there is not enough space between the edge of a frame and a text wrap object, words may be split. In such a case you should widen the frame or make other adjustments so that there is more space.
- If you are wrapping a single story around more than one picture, double-click the text wrap icon.

# Printing

Express Publisher for DeskMate offers a number of printing options that control the destination and quality of your output. This chapter addresses Express Publisher's printing functions and offers some advice on how to get the best results.

This chapter covers:

- Printing a document
- Printing options
- Printing issues

## Printing a document

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Before printing a document, make sure that you have selected a printer. To choose a printer in Express Publisher for DeskMate, use DeskMate Setup available by pressing the F10 key. See your DeskMate manual for more information.

Express Publisher supports all Tandy printers in their emulation mode, e.g. Tandy LP 950 laser printer is supported as an HP LaserJet Series II printer, Tandy DMP 302 24 printer is supported as an IBM XL24 Proprinter, Tandy DMP 240 printer is supported as an IBM Proprinter X24, Tandy DMP 134 9 pin printer is supported as an IBM Proprinter II, and the Tandy DMP 107 9 pin printer is supported as an IBM Graphics printer.

These instructions tell you how to print a currently open document:

1. Pull down the File menu and select Print.

The Print File dialog box appears.

The Print File dialog box

**Print File**

Destination:

☒ Printer Tandy LP 950, HP Mode

☐ ASCII File

☐ Disk Printer File

Options:

Number of Copies:

Print Range: ☒ All ☐ From Page:  To Page:

Type of Paper Feed: ☒ Continuous ☐ Manual

Print Quality: ☒ High ☐ Standard ☐ Draft

2. Select one of the possible printer destination options. (Discussed in more detail in the printing options section below.)
3. Type the number of copies you want in the Number of Copies box.
4. Either leave the Print Range default set to All to print the entire document or fill in the edit fields From Page: and To Page: to print a range of pages in your document. To print a single page, set both From Page: and To Page: to that single page number.
5. Click on Continuous if your printer has automatic paper feed and you do not need to change paper type within the document. Check Manual if you need to insert pages individually.
6. Specify the quality of your printing by checking one of the Print Quality options. For the Tandy LP950 in HP LaserJet mode the graphic resolutions are 300 DPI for high, 150 DPI for Standard, and 75 DPI for Draft. The higher the resolution, the longer it will take for your document to print.
7. Click OK or cancel the operation.

After you have set all the options in the dialog box and clicked OK, the Printing Progress dialog box appears. You can press ESCAPE to cancel printing at any time.

The Printing Progress message box

Processing page #1

5 of 11 objects have been printed.

Press ESCAPE to stop printing

Express Publisher displays the number of the page being printed, and how many of the total number of objects on the page have been printed. It resets the number of objects printed when a page is completed. Some objects take a lot longer to print than others. For this reason, the program may stay on a certain count for a long time as it prints a large object (especially pictures). During printing, the pointer changes to the Tandy busy icon.



# Printing options

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Express Publisher can print to three different destinations: a printer, an ASCII text file and a disk printer file.

- **Printer:** This option sends the output to the currently selected printer at the specified location. This selection takes place in the DeskMate Setup.
- **ASCII text file:** This option prints the text in your document to a file on disk; pictures and other objects are not printed. ASCII stands for American Standard Code for Information Interchange. Almost every word processor can read ASCII text files. They are also useful for sending text via modem to be used on other types of computers.

When you select the ASCII Text File option on the Print dialog box and click OK, a standard file saving dialog box appears. Type a name for the new file and if you want to change the default directory specify a location using the files list box. When you click OK, the printing routine continues as usual.

- **Disk printer file:** The disk printer file option sends all the information that normally would be sent to your printer to a file on disk. You can print the file using the DOS COPY command without having to use Express Publisher. This option is useful if you do not have a printer installed on your system. Use the Choose Printer command to select the correct driver for the printer that the document will eventually be printed on. Then print the document to a file on your hard disk, copy the file to a floppy disk, bring the floppy disk over to the other system and print out your document using the DOS COPY command. To use the DOS COPY command to print, type `COPY /B FILENAME.PRN <DESTINATION>` where FILENAME.PRN is the name of your disk printer file and <DESTINATION> is the printer port you are using. For example, `COPY /B INVITE.PRN LPT1`.

When you select the Disk Printer File option on the Print dialog box and click OK, a standard file saving dialog box appears. Type a name for the new file and if you want to change the default directory, specify a location using the Files list box. When you click OK, the printing routine continues as usual.

# Printing issues

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This section addresses some of the most common printing issues. If you have a question about printing that is not answered below, read the “Trouble shooting” Appendix.

## Printing speed

If you’ve never used another desktop publishing program, it may seem like your documents take a long time to print. Express Publisher has to send about a thousand times more information to your printer than an ordinary word processor. Express Publisher’s printing speed is comparable to most other publishing programs for the PC. The time it takes to print relates directly to your computer and printer’s speed, the printer’s print quality and the document’s complexity. The best way to speed up printing is to improve the performance of your hardware; you can also avoid time-consuming printing routines.

Some printers have memory expansion options that effectively do the same thing as a computer-based print spooler. These printers can improve their print quality with additional memory. We strongly recommend adding memory to your printer if the option exists, especially if you plan to use graphics heavily.

## Other suggestions

You have probably noticed the terms *high resolution* and *low resolution* used in this manual. Both terms are relative, but they each apply to how many dots per inch (dpi) your printer places on the page. The more dots per inch, the higher the resolution and the better the quality. Since Express Publisher has to tell your printer exactly where to put every dot, higher resolution printing takes longer.

Pictures take a lot longer to print than ordinary objects and text. If you just want to see a rough layout of your document, leave out the pictures until you are ready to print the final draft, or make them unprintable using the Specifications command.

## Printer margins

Express Publisher allows you to place objects anywhere on the page regardless of printer margin. Some printers are not capable of printing to the very edge of the page. They have nonprinting areas of a half-inch at the top and bottom of the page, and a quarter-inch at the left and right margins. This can cause objects to be cut off at the edges of your documents. Print a test document with a box placed at the very top left and bottom left corners. Then measure the distance between the edge of the page and where the objects are cut off to determine your printer’s margins.



# Layout

Before desktop publishing, page layout was a tedious and demanding process that was better left to professional designers. Desktop publishing programs have made the process much easier, but a good sense of design is still required to produce professional looking documents. This chapter shows you how best to use Express Publisher for DeskMate to create a typical menu and a newsletter. It discusses some general design concepts and explains how you can use Express Publisher's automatic layout features to speed up your work.

This section does not document each procedure referred to. All of the features have been documented in previous chapters. It is intended only to help you in approaching your work if you're new to page layout and you're not sure where to start.

This chapter discusses the following topics:

- Layout overview
- Creating a menu
- Making a newsletter

## Layout overview

---

Most graphic artists develop a routine for doing page layout. You will probably develop a system of your own as you become more familiar with Express Publisher for DeskMate, but this information should provide you with a good starting point.

**Where to start** You should start planning your document by asking yourself two questions:

- **Who is my audience?** Who are you trying to reach with the document? What design will appeal to them? Should you challenge them, or do what they expect? Do you want to grab their attention quickly with a single thought, or intrigue them with some more complex ideas?

- **What am I saying?** This question is not as easy to answer as it sounds. Without getting into a lengthy psychological discussion, we all realize that every document has at least two messages: literal and visual. The literal meaning is the meaning of the text, the visual meaning is a combination of the text's meaning and the design of the page. Often the visual meaning of the page is more important than the text. Artists have debated between the importance of form and content for centuries. But in page layout, the content of your document will not get the attention it deserves if the form is confusing or cluttered. If you have a clear idea not only of what you are trying to say literally, but of the style you want to project, your document will have a much more coherent look and feel.

### **Making decisions**

Decide exactly what type of document will best serve your needs: a multi-column page, a small card, a hand-out sheet, a form, a letter, or something else. Try to anticipate as many mechanical problems as you can. Are you going to reduce or enlarge the document after you create it, or create it in its final size? You should also take into account how it will be distributed. If you're going to pass the document around the office, you don't need to worry about room for an address. If it's a flyer that will be posted on walls, it should be readable from at least ten feet away. If it will be mailed, you should think about how to fold it to fit in an envelope.

### **Sketching your work**

Before you start Express Publisher, it will help you to sketch the design of your entire document on paper. This is called creating a *dummy* and you should make several. A dummy doesn't have to look exactly like your page, but it should have roughly the same proportions. Think about how many pages you will need, and what text will go where. There should be one basic design that applies to every page in the document. This will give the document a consistent appearance from page to page. Keep the dummy nearby while you create the actual document.

### **Follow your eyes**

Decide what the most important visual element of the document you are creating is and plan the design around it. In some cases it will be a catchy headline, or perhaps a picture. Look at some publications that you think are well designed and without thinking too hard about what you're doing, notice the path that your eyes follow as they look at the page. In general, people look at a page from upper left to lower right, and they see pictures before they read text. The focus of attention is usually on the upper third of the page, but not the very top. You can add lines or draw boxes around certain items to guide the reader's eye, but be careful not to overuse this technique or your document will look cluttered and fragmented.

**Hierarchy of ideas** Arrange the contents of your document in order of importance. Decide exactly how the hierarchy of ideas will be apparent in the formatting. If one idea is more important than another, make sure that it is more powerful visually.

This applies most clearly to headings in a newsletter. You may have a banner headline in 36 point type. To make that headline stand out you shouldn't use 36 point type anywhere else in the document. Space around headlines and pictures will also make them stand out. All of the story headings should be smaller but still large enough to be headlines, 24 point type for example. You may want to have sub-headings within stories. These should be the same size as the body text or close to it, but in a different font or made bold. If you need to distinguish specific text within the story, use italics or even upper-case letters.

Once you have established a hierarchy, stick to it. Don't put a 24 point subheading in the middle of a story, it will only confuse the reader. At the same time, make sure that the hierarchy is clear in the formatting. The reader should be able to tell that he has completed one section and is now reading about something new.

**Use restraint** Just because you now have a program that can handle several different fonts and bit-mapped graphics doesn't mean you need to use every feature in every document. If you use too many fonts and pictures in your documents they will look cluttered and amateurish, and your readers will think you're trying to show off your new program.

Documents with plenty of white space are always easier to read and more pleasing to the eye. Don't try to fit too much on one page.

The fonts, sizes, and styles of text you choose for your document have a big effect on your message. Some fonts look friendly and warm, while others are serious and professional. Rules are made for breaking, but the following is a list of commonly accepted guidelines for formatting text:

- The body of your text should be between 9 and 12 point type. Anything smaller is hard to read, and anything larger is too distracting.
- Don't use more than two fonts and three or four type sizes in a publication. This manual, for example, uses two fonts and five sizes. (We said rules were for breaking - the additional size is only for page footers so we can get away with it.) If you need to make more distinctions, use bold and italic text.

- Look for some contrast in the fonts you choose, but also make sure they look good together. Make sure that you use the same font for the same purpose throughout your document. Use one font for every headline, and try not to use that font in the body of the text.
- Keep your columns narrow, 24 to 50 characters is the most common range. Text columns that contain more than 50 characters are sometimes hard to read, depending on what font you use. Again, if a column seems fine to you and it's 58 characters wide, don't worry about it.

**Be a critic** Try to evaluate your work honestly. After you complete the first draft of your document, print it out and look at it carefully. It's much easier to judge it on paper than on the screen. If you think it looks great and does what you want it to do, don't bother with the points made below. If you're not so sure, the ideas below may help you to find the problems in your work.

### **Clarity**

Remember what your main idea is. If other elements are distracting, make them smaller, or move them away from the focus of attention.

### **Balance**

Is one side, the top, or the bottom much more interesting than the other? The page should have a focus of attention, but there should be an overall sense of balance. Center your most important idea in the upper third of the page and distribute the attention-grabbing elements equally around the rest of the page.

### **Clutter**

Remember, white space is not boring, it helps to emphasize the few things that are on the page. Remove anything that is not serving a purpose or is redundant.

### **Style**

There should be a coherent look to every page. If any elements stand out in the wrong way, change or remove them.

# Creating a menu

Using Express Publisher, a restaurant can print a new, professional looking menu every week that shows all the week's specials. In this example you'll create a specials menu for Alexander's restaurant.

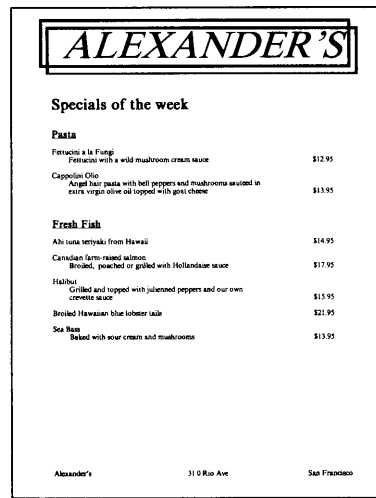
Alexander's motto is that they like to offer many seasonal specials each week. Until recently this meant a large indecipherable chalk board, but using Express Publisher and a well designed template, the process of designing and printing a new menu takes less than an hour, and the menu can be changed easily every week without having to start all over.

In designing this sort of document, determine the parts that are not likely to change. These would include the name of the restaurant, the title of the menu, the address and phone number, and of course the basic design of the document. Taking all this into account, you will create a template that includes all the non changing elements. This will make it a simple matter to add each week's special entrees.

The design of the menu is very stripped down and modern, in keeping with the restaurant's image. The entire document is set in the Marin font. This lends consistency to the design. There is plenty of white space to make the page elements stand out.

The picture below shows you what the finished menu should look like. You'll find it useful to refer to this picture as you follow the example.

A menu for Alexander's  
Restaurant created by  
Express Publisher



Start your work by using the Blank option in the New command.

## Creating a logo

You may want to use another program to create a more complex logo that can be imported into Express Publisher. In this example, however, we will simply use box frames and a striking font for a logo.

1. Create a text frame at the top right of the page and type "Alexander's" in 60 point italic Marin.
2. Be sure the text frame is selected and click the Set Line icon. Choose the thickest of the line options.

First part of the logo



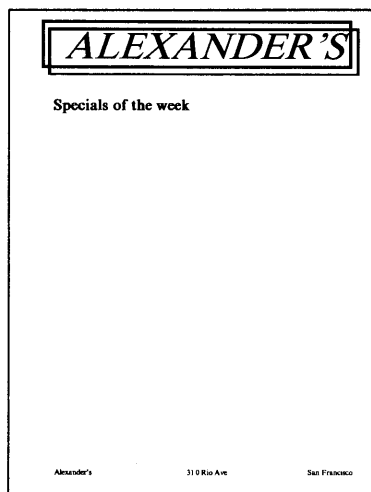
3. Create another box approximately the same size and position it slightly above and to the left of the existing text frame. Be sure that "Alexander's" is not covered by the text lines.
4. Be sure the second frame is selected and click the Set Line icon. Choose the thickest of the line options.
5. If you choose, you can reposition the elements of this Logo in a position that is more pleasing to your sensibilities.

## Laying out the menu

Now that "Alexander's" is positioned the way you want it to appear in the finished menu, you can create the rest of the menu.

1. Create a long narrow text frame with non-printing lines along the bottom of the page and type the address in 12 point Marin. Insert spaces or set character spacing to spread the text across the bottom of the page.
2. Create a single text frame to fill in the center body of the page where the text of the menu will appear.

The menu template





Now you have completed laying out all the non-changing parts of the menu. This partially completed menu will serve as a template for all other menus.

1. Pull down the File menu and choose Save As. Type a name for the template, select the Template option, and click on OK.
2. Now use the Open Template command to open the template you just saved, it appears as UNTITLED.EPD

Now all you have to do is type in the remaining text. The rest of the text is in 12 point. Each week you need only reopen the template you saved and type in the new entrees.

## Making a newsletter

Producing a monthly newsletter can be very time consuming if you have to start from scratch every time. If your newsletter follows the same basic format from month to month, a simple template can take care of most of the work for you. In this example you will become the editor/writer/production department of the Dolores Park Association monthly newsletter.

The Dolores Park Association publishes a newsletter called "The Park Watch" every month to keep local residents informed of issues that might affect them. Usually there is a feature story, and a community calendar. The second page is designed so that the newsletter can be folded in thirds and sent through the mail. Using Express Publisher's automated layout features and a simple template, you can make assembling the newsletter a half hour job. This example also shows you how easy it is to align and create objects in precise locations with the Snap to Grid feature.

### Park Watch, the Dolores Park Neighborhood Association Newsletter

## The Park Watch


Dolores Park Association Newsletter, November 1989

### Dolores Park Festival Draws Thousands

To all the recent Dolores Park Festival a wild success would be overstatement. The Festival was nothing less than an unparalleled neighborhood event. The total attendance for the three day celebration of the park's 75th anniversary was estimated at nine thousand. Sunday was the busiest day with over four thousand people in attendance throughout the day.

About 300 residents participated in a unique people chase event. The theme followed a trail and treasure hunt course around the edge of the park, finishing at the main concourse before a cheering crowd. The winner was Peter Franklin, who works as a bicycle messenger in the financial district. Clearly, the long hours Peter spends riding up and down our steep hills helped him in his victory. Peter received a \$100 gift certificate at Raulson Grocery. Placing second and third were Bradstreet Goodale, and Benjamin Matsumoto, respectively.

The Festival was conceived by Jane Joyce



and James Austin, both longtime Dolores Park neighborhood residents, as well as residents of the entire city. Peter for that neighborhood residents, as well as residents of the entire city, needed to become aware of the park's history," Jane said.

Jane continued, "We also thought that everybody should know not only about the park but the rich history of the Mission. It's amazing when you realize that just four blocks away on 16th is one of the oldest standing structures not only in San Francisco but in the state. It was getting people to be aware of that rich history and hopefully to have an appreciation for it that we first introduced the idea of a park festival." "It was also intended for the neighborhood residents to come out, have a good time and meet one another in a relaxed atmosphere," Jane

#### Community Calendar

**NOVEMBER 2** Free concert in the Park featuring Vinny Del Vecchio and Patricia Jam, 12:00 noon.

**NOVEMBER 5** Lecture, "Discovering the self through travel making," by Chef Lawrence Valigrois of the Dolores Street Community Center.

**NOVEMBER 6** Bridge tournament, open for all ages. No entry fee. Tournament begins at noon and lasts until approximately 10:00pm. Prizes include \$150 cash for 1st place, Mission Baptist Church at the corner of 39th and Dolores.

**NOVEMBER 12** 4th mile bicycle ride with professional escort Mary Laubach, all welcome, no fee. Ride will follow scenic route around and through the City. Riders assembled and ride at 9:30-9:45. Ride begins at 8:00am from the Blue Chain Bike Shop on 17th.

added.

The Festival was a cross between an arts and crafts fair, a bazaar, an outdoor theater and a political rally. Booths were constructed in the center of the park area the evening for the exhibition and sale of arts and crafts produced by local artists. One of the most successful booths was that of the Inflected Fortia Studios. Displaying and selling everything from handmade jewelry to large earthenware pitchers the FPS booth constantly had a small crowd centered around it. FPS founders Sheila McGee, Kristina Bloomberg, Sheri Husted and Lisa Comingsman, all neighborhood residents, if not to actually at least to report, were ecstatic about the turnout and the attention they received.

"We have people would at least be interested in our products and pottery," Sheila proclaimed. "But the fact that they not only bought almost our entire stock of those items but also the handmade

artists from broken piano made took us all completely off guard."

When asked what this response meant Sheri replied, "I think it means the demand for our products allow us to open our own boutique."

Currently we will primarily wholesale or at events like the festival. With a boutique of our own the seventy-five percent mark-up merchants charge could be all ours."

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Dolores Park Association  
1547 17th St., #2  
San Francisco, CA 94103

These instructions assume that the default font is 12 point Marin. If you need to reset the default font, read "Choosing a font before entering text" in the "Fonts" section of chapter 5.

1. Select the Create New command from the Page menu and use the 3-column preset to create a 2 page document.
2. Use the Set Grid from the Option menu command to change the grid size to .25", and turn on the grid display. Once the grid is displayed, turn on Snap to Grid.
3. Type the title of the Newsletter in the text frame at the top of the page, but leave off the date. Put "The Park Watch" in 48 point Marin (see the completed template).
4. Import the picture AUTUMN.TIF from the \EXPRESS\ART directory and place it to the right of the title, as shown in the completed template. You may have to scroll to the right with the horizontal scroll bar to reach the right side of the document.
5. To clear space for a headline, drag the top edge of the left and center text frames down so that they are three inches from the top of the page. Use the tick marks on the vertical ruler for reference.
6. Draw a box for the story headline. The upper left corner should be 2" from the top of page, and 3/4" from the left. It should be 1" high and extend over the first two text frames (see the picture of the completed newsletter template). Once you have drawn the box, be sure it's line type is non-printing using the Set Line tool.

Ordinarily, the feature story takes up the first two columns on the front page, and all of the columns on the second page. The community calendar goes in the right column of the first page. To make your template more effective, you should link the text frames in the way that the stories normally flow. When you create a document with the three-column preset option, all of the text frames are linked together. You must unlink the right text frame on the first page in order to separate the community calendar from the rest of the frames.

The Unlink tool



7. Use the Unlink tool to unlink the right text frame on page one.

Now that you have unlinked this frame, the first two frames are linked directly to the frames on the second page. You won't have to do any special linking when you import the feature story.

Since the community calendar is a separate story, you should do more to separate it from the other story on the first page.

The Set Line tool



8. Use the Set Line tool to change the line type of the right text frame from non-printing to black.

The community calendar has the same headline every month, so you may as well make it part of your template.

9. Type "Community Calendar" in the right text frame, and change the font to 18 point Marin.

## Adjusting the second page

Now you're ready to lay out the second page of the newsletter template. This involves making room at the bottom of the page for the necessary mailing information.

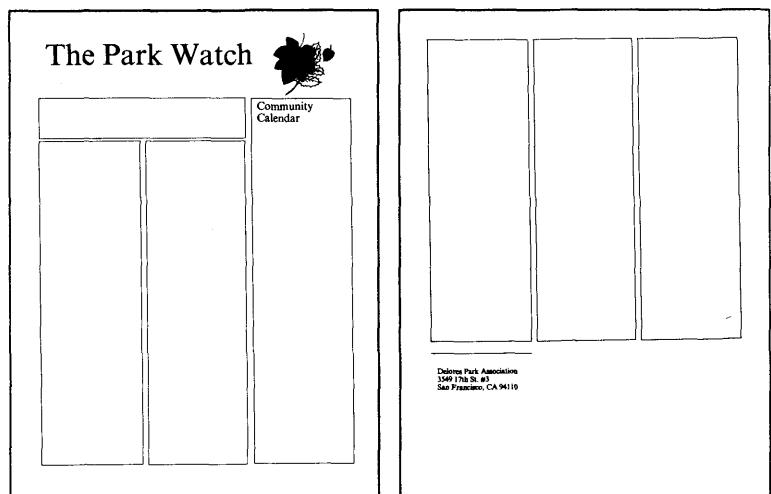
1. Press **CTRL-N** to move to page two.
2. Move to the bottom of the page and drag the bottom edge of each text frame up to the 7.5" grid marker.
3. Draw a line along the bottom of the text frames as shown in the finished document.
4. Create a text frame for the return address and enter the address in 12 point Marin.
5. Press **CTRL-P** to return to page one.

## Saving the template

You have placed all the unchanging elements of the newsletter, now you're ready to save your work as a template.

1. Select the Save As command from the File menu.
2. Type **PARKWTCH** in the File Name field.
3. Click in the Template option box, and then click OK.

The newsletter template



## Completing the document

To make this example more useful, imagine that a month has passed and you're ready to use the template you saved last month. You've just finished writing the stories using Word or DeskMate Text and you're ready to assemble the newsletter. To complete the document you need only import the stories and type in the date and the story headline.

1. Use the Open Template command to open PARKWTCH.EPT.

The template you saved earlier appears as an untitled document. Start your work by clearing space for a picture.

2. Drag the top of the center column down so that it is 4.5" from the top of the page.
3. Import the picture HURDLES.TIF from the \EXPRESS\ART directory, and place it in the space above the center frame.
4. Select the text frame on the left and use the Import Text command to import the file FEATURE.WPS from the \EXPRESS\TEXT directory.

The text flows through the first two frames directly to the second page. Switch to the second page if you want to make sure that it is there.

5. Type "Dolores Park Festival Draws Thousands" into the frame for the story headline on page one. Change the font to 30 point Marin.
6. Import the file CALENDAR.WPS from the \EXPRESS\TEXT directory into the frame on the right side of page one. Since the frame already contains the headline text, make sure that you append the imported text to the existing story instead of replacing it (the Place Story Text dialog offers you these choices during the import procedure).
7. Type "November, 1992" in the title frame at the top of page one, (see the completed document).
8. Use the Save As command to save your work as NOV92.EPD. This name will later inform you which issue of "The Park Watch" is contained in the file.

Your newsletter is now ready for printing. You might want to print a quick draft copy using one of the lower resolution options for your printer. Use the highest resolution possible for printing the final copy.



# Basic DOS

If you are new to computers or unfamiliar with some of the DOS features referred to in this manual, this appendix is for you. It tells you what DOS is and describes

- the difference between computer memory (RAM) and disk space
- how you can tell which version of DOS you have
- what a DOS directory is and how to create one
- what a path and a pathname are
- the CONFIG.SYS file
- the AUTOEXEC.BAT file
- RAM-resident or terminate-stay-resident programs (TSRs)
- how to back up your files

*Don't worry if what you see on your display isn't exactly the same as our examples.*

While we strive to give you the latest and most accurate information possible, use your particular DOS manual as the final authority for any questions you may have. There are several versions of DOS on the market, which differ slightly.

*Important*

Any command that you type doesn't take effect until you press ENTER (also called RETURN on some keyboards).

## Basic concepts

---

DOS stands for *disk operating system*, and it is the program that controls your computer's basic procedures and functions. It's the traffic manager between the different parts of the computer and between you and the computer. For example, DOS supervises input-output operations — how you get information into a computer from a floppy disk or telecommunications program, or send information out to a printer or modem. It keeps track of your information (stored in files on your hard or floppy disk) and implements the commands that you enter.

*Get into the habit of regularly saving your files and backing them up on disk.*

**Disks** are permanent storage media. The amount of storage you have on your hard disk (usually from 10 to 100 megabytes) and on your floppy disks has nothing to do with your *system memory* (RAM). RAM is the working area, like your desktop; disks are where you store information, like file cabinets.

When you turn on your computer, the start-up program takes DOS out of storage (floppy or hard) and puts it in RAM. You then take whatever application program you want to work with out of storage and put that in RAM: This is called *loading* the program. Before you turn off your computer, you must take whatever you've left in your temporary working space (RAM) and save it in storage (on disk).

To work with most Power Up programs, your computer should have at least 512 kilobytes of RAM (and sometimes 640 K). If you get an Out of Memory error message, it means the desktop doesn't have enough working space to run your program. To check how much RAM and disk space you have, type `chkdsk` from the root or DOS directory (whichever contains the `CHKDSK.COM` or `CHKDSK.EXE` program) and press ENTER.

*In CCPLUS.EXE, CCPLUS is the first name and .EXE the extension. The extension tells you what type of file it is.*

A *program* (or application) is a series of instructions that tells the computer how to perform a specific task or tasks. The program works on top of and with DOS. A *command* is the word that starts a program, such as `VER` or `CCPLUS`. Commands are executable files that you start by typing their first name.

### **What version of DOS do I have?**

Your DOS manual or disk will show the version number, such as Version 3.30. You can also type `ver` from the DOS prompt (see the following section), and DOS will display the version information, such as IBM Personal Computer DOS Version 3.30.

To check the version of `COMMAND.COM` (the DOS command interpreter) on your system, type `command` from the root directory of your boot drive (usually C:, but if you boot from a floppy drive, type `command` with your boot disk in the drive.) Your `COMMAND.COM` file should be the same version as your version of DOS.

# Drives, directories, and paths

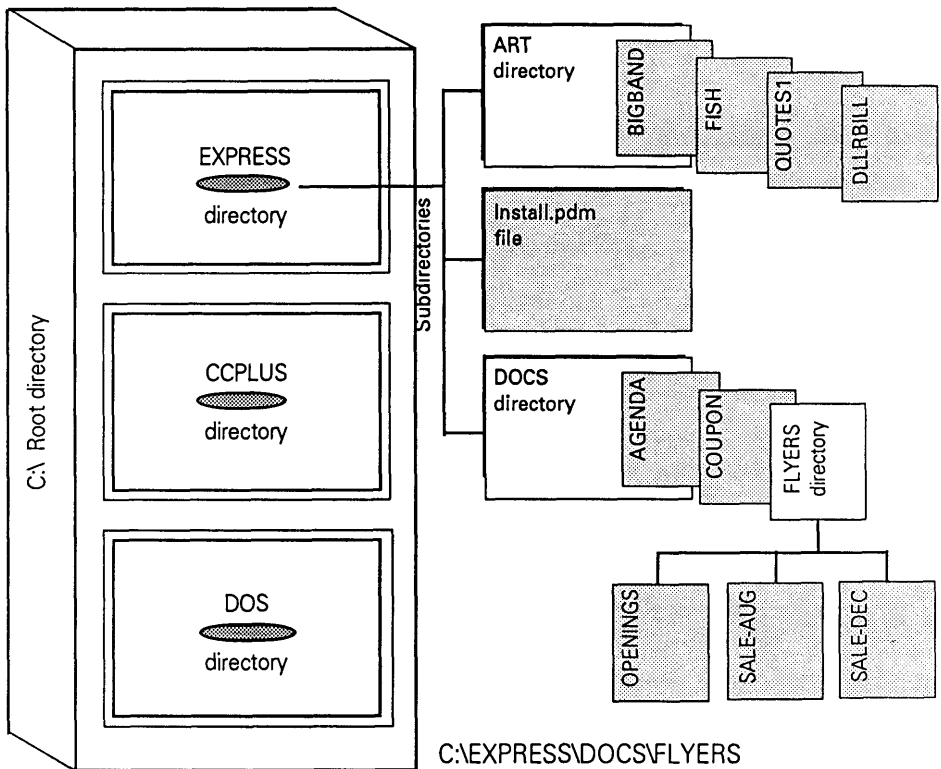
DOS displays information in uppercase, but you can normally type data in either uppercase, lowercase, or a combination of both.

The *command line* or *DOS prompt* usually shows the drive and directory that is active, such as C: \EXPRESS\DOCS>.

The *drive* is the unit that rotates the *disks* and lets you read information from or write information on them. A and B are the drives into which you insert floppy disks; C is usually the hard disk drive (if you have one). If you work on a network, you'll be working with F, G, and other drives as well. When you type in a drive name, you always follow it with a colon, as in

C:

A *directory* is an area of storage on the disk, like a folder in a file cabinet. It's a way to organize your disks so that your computer can find your information easily. You can further subdivide directories into more directories.



Type `cd\` to move to the root directory of the current drive.

To see what directories you have on a disk, move to the root and type `dir`. For example, type `dir b:` to find out what directories are on the floppy in drive B. You can also type `dir` from any directory to get a list of the files it contains.

The backslash (\) stands for the root directory, like the file cabinet itself. To create a directory and subdirectory named CCPLUS and DATA,

1. Type `cd\` to move to the root directory.
2. Type `md\ccplus`. DOS creates a directory called `ccplus`.
3. Now, type `cd ccplus` to move to that directory. You'll see the DOS prompt `C:\CCPLUS>`. (If you don't, skip to "Displaying your location," then return to this section.)
4. From the `C:\CCPLUS` directory, type `md data` to create a directory to hold all your documents.
5. Type `cd data`. The DOS prompt will change to `C:\CCPLUS\DATA>`. Note that you don't type a backslash because this is a subdirectory off of the current directory, which isn't the root directory.

The DOS prompt is also called the command line.

The DOS prompt `C:\CCPLUS\DATA>` is a *path* name. It tells DOS that you are in the C drive and in the DATA directory off of the CCPLUS directory.

You can transfer files between directories. Let's say you want to transfer a file named MYFILE in the `C:\CCPLUS` directory to the `C:\TOP` directory:

1. Move to the CCPLUS directory by typing `cd \ccplus`
2. Type `copy myfile \top`

That's it. DOS copies MYFILE to the TOP directory.

## The CONFIG.SYS file

---

When you turn on your computer, the DOS start-up program checks for your CONFIG.SYS file and then your AUTOEXEC.BAT file to see if you have special instructions.

If the CONFIG.SYS file exists, DOS executes the commands listed in the file. This file tells DOS how your computer system is



set up (configured). If you need to set up special software to run such devices as printers or expanded memory, this is where you'd do it.

If this manual tells you to change your FILES=x statement to a minimum number, enter type `config.sys` at the DOS or root directory of the boot drive to see what your FILES statement says. See your DOS documentation for details.

## The AUTOEXEC.BAT file

---

If the AUTOEXEC.BAT file exists, DOS goes ahead and performs the commands listed in that file. The .BAT extension tells you it is a batch file, which means it contains simple, one-line commands for DOS to execute. Here's a sample Autoexec file:

```
echo off
prompt=$p$g
path=c:\;c:\dos
c:\mouse\mouse.com
cls
```

The first line tells DOS not to display (echo on the screen) these commands as they are executed. The second line tells DOS to display the path (\$p) and the greater-than sign or prompt (\$g). Check your DOS manual for options. The Path command tells DOS where to look for the files associated with the commands you enter. The Mouse command loads the mouse driver (the program that runs the connection between the mouse and the computer). Finally, the Cls command clears the screen so that all you see is the prompt.

*Make sure to use the Type command before creating a new AUTOEXEC.BAT file. The following commands will overwrite an existing AUTOEXEC.BAT file.*

You should check your DOS manual for information on how to create or modify the AUTOEXEC file. If you have an AUTOEXEC file, enter type `autoexec.bat` from the root directory of your boot disk to check its contents. If you don't have one, check your DOS manual or type the following lines at the root directory's command line to create one:

*When you see the word "ENTER," press the ENTER key.*

```
cd \ ENTER
copy con autoexec.bat ENTER
echo off ENTER
prompt $p$g ENTER
CTRL-Z (hold down the Control key and press z) ENTER
```

The Copy Con command tells DOS to copy the text that follows to a file called AUTOEXEC.BAT. *Con* stands for console, which is another name for the keyboard and screen. The CTRL-Z ENTER sequence saves your commands as the AUTOEXEC.BAT file.

*Restarting DOS is also called **rebooting**.*

Your new Autoexec file won't take effect until you restart DOS by pressing CTRL-ALT-DELETE simultaneously. You can also turn your computer off and on again.

### **Displaying your location**

You or someone else may have already set up your computer to show the directory *path* (the road to where you are, beginning from the root directory). If not, your prompt displays as C>. To display the path, type `prompt=$p$g` at the DOS prompt. DOS will display your path until you turn off your computer.

If you want DOS to show your path every time you turn on your computer, you need to add the Prompt command to your AUTOEXEC.BAT file, as explained in the preceding section.

## **Checking for RAM-resident software**

---

*RAM-resident programs are also called TSRs for Terminate-stay-resident.*

Some RAM-resident programs you may have on your system — such as DOS menu programs (shells), print spoolers, disk cache utilities, and applications such as SideKick and Lotus Metro — use too much RAM or do not work with Power Up programs. If you have problems running one of Power Up's software products, restart your computer from DOS on a floppy disk, so that your AUTOEXEC.BAT file doesn't go into effect:

1. Insert a DOS disk into drive A and close the drive door.
2. Press CTRL-ALT-DELETE at the same time to restart your computer.
3. The computer will start up from drive A, thus circumventing any RAM-resident programs normally loaded from the AUTOEXEC.BAT file.
4. Move to the drive and directory containing your Power Up program and start it up. See if the problem has gone away. If it has, then your RAM-resident software is incompatible with the Power Up program.
5. Check each RAM-resident software you have to see which one is incompatible with the Power Up program.

# Backing up your files

---

## DOS Copy command

1. If your original data file is on a hard drive, place a formatted disk in the floppy drive. (If you aren't sure how to format a disk, consult your DOS manual.)

If you are running your application from a dual floppy drive, place a formatted disk in the second drive.

2. To copy all the files to a disk in drive A, type

```
copy *.* a:
```

If you are copying to a drive with another name, substitute that name.

3. To copy all the files with the same extension to a disk in drive a, type

```
copy *.ext a:
```

where ext is the file extension. For example, to copy all of the files with a .doc extension, type

```
copy *.doc a:
```

To copy one file, type the copy command, the file name with the extension, and the drive, for example,

```
copy lablcopy.lb3 a:
```

## Restoring a file

To restore the file, repeat the process above, but change the command slightly.

1. Place your backup disk in the floppy drive.
2. To copy all your files from a disk in drive A to drive C, type

```
copy a:\*.* c:
```

To copy one file, type the copy command, the full path name of the backup file name and the drive from which you are running the program. For example,

```
copy a:\lablcopy.lb3 c:
```

## Some DOS commands

---

Here's a short list of useful DOS commands. Be sure to check your DOS documentation for updates or warnings about using these commands. In most cases, you must be in the directory that contains the file you want the DOS command to work on.

<u>Command</u>	<u>What you are telling DOS to do</u>
cd	Change from the current directory to the one specified, as in <code>cd \express\art</code>
cd..	Move one directory closer to the root
cd\	Move to the root directory
con	The console (keyboard and screen), as in <code>copy con autoexec.bat</code>
dir	List all the directories and files in the current directory; use with <code>/p</code> to display one screenful at a time, as in <code>dir /p</code>
md	Make a directory, as in <code>md \ccplus</code>
prn	DOS's name for the printer attached to your computer (by default, LPT1)
ren	Rename this file with this new name, as in <code>ren april90.txt april90.old</code>
>	Redirect output to another device, such as a printer, as in <code>dir &gt; prn</code>



# *Sample templates*

The following pages show examples of the templates that are included with Express Publisher. We've filled in the templates with artwork and suggestions for the style and pattern of the text. You can delete the text and artwork, then use the templates as they are or change them to meet your needs. "Using templates" in Chapter 3 provides information about opening and revising templates.

<hr/> <b>AGENDA</b> <hr/>	
<b>Objectives</b>	Strategic Financial
<hr/>	
<b>Market</b>	Segments Trends
<hr/>	
<b>Product</b>	Design Key Features
<hr/>	
<b>Profit</b>	Revenues COGS Marketing Investment
<hr/>	
<b>Next Steps</b>	

**A.** The "Agenda" headline is Dixon 36 pt. It is the non-changing text element on this template.

**B.** This major heading is in Dixon 24 pt. bold text, center-justified. This typestyle shows up clearly on handouts and overhead projections.

**C.** Horizontal lines help separate major topics.

**D.** Sub-items appear in Dixon 18 pt. text.

**Invitation Template**  
(INVITE.EPT)



A. This major heading is in Marin 36 pt. bold-italic text.

B. Use the drawing tools or paste in clip art to add flair to your invitation.

C. For the invitation specifics, we suggest Marin 24 pt. italic text. The text shown here is centered with extra line spacing (6 pts.) for a look that is classic, yet easy to read.

D. For additional invitation information, use Marin 14 pt. italic text, centered with extra line spacing.

# NEWS EXPRESS

Volume 1, Issue 1

Prime Edition

November, 1989

## Record-Breaking Christmas Expected

Business prospects are outstanding as we move in to the holiday season. The nation has enjoyed eight straight years of economic expansion with more growth forecast for next year. Technological advances in home electronics and growing nest-building among aging baby boomers will drive consumer purchases to record levels. So, its time to gear up and make sure all preparations are well made for the busy time of year. First, check and streamline your inventory control systems. Once the selling season begins in earnest, your employees will be working full-tilt to serve customers.

For the Christmas season, you want to focus on EFFICIENT selling.

They will have little time to work the stockroom. This presents the danger of developing excess shortage due to errors or pilferage. Its not too late to carefully review your stockroom systems or even implement new technologies to streamline stock flow and accountability. Myar Haines, an inventory systems specialist, says two main techniques apply: 1.) divide and conquer and 2.) modernization. You can improve stock control by maintaining your stock room to match merchandise flow: establish a restocking pattern that rotates through your floor, and set up your stock room to match. Then you can quickly check your inventory just before it is moved to the floor without running all around the stockroom. I also recommend implementing a barcode system ywhenever possible. A barcode reader records inventory in less than

continued on page 2



Watch your dinosaur stocks carefully. Most fads last three years, and this is the fourth year of the Dinosaur craze.



Provide lots of positive feedback to new Christmas employees. Inadequate, harsh feedback is the most common cause of early employee turnover.



New next afternoon services in the overnight delivery industry are providing opportunities to provide cost-effective, quick delivery to your customers. Check around for the best deals.



Were overjoyed to announce the birth of Johann Sebastian Boch, son of Bob and Mary Boch. Most of you know Bob, one of our co-founders. Johann weighed 7 lbs, 11 oz. at birth; and we



### CONTENTS

Distributor consolidation.....	2
Managing product line.....	2
Seminars and conferences.....	3
Meet our new associates.....	4
Executive summary.....	4

A. This headline is in Dixon 57 pt. bold text.

B. Horizontal lines can add definition to headlines.

C. This major story heading is in Dixon 28 pt. bold, italic text.

D. Dixon 12 pt. plain text is a clean, easy-to-read typestyle, ideal for body text.

E. Use the drawing tools or paste in clip art to add logos, bullets, and graphics to your newsletter.

F. The table of contents can be set apart from the body text by using Dixon 10 pt. bold, italic text.

G. Wrap text around objects—even other text frames—for an exciting visual effect.



# Perspectives

November 1989

Volume 1, Issue 1

## It Shipped! Party

*Ed promises  
good food and  
short speeches*

Congratulations, Everybody! Overcoming all obstacles, we shipped a record number of new products this past quarter - leading to the most profitable quarter in the company's history! Our catalog now contains twice as many products as this time last year, and sales are up by over 300%. We've also signed our first ever multi-million dollar OEM deal. Best of all, our new products represent a new level of quality and market potential. Pat Brown, our National Accounts Manager, says, "Surpass is already a great success at EDS and BDB, our major accounts. The new models in the base product line all



leapfrog their competition. In the GUI market, ABP sets a new standard for easy-to-use power. The changes we've made in the company over this past year are producing tremendous results. With such success in hand, a celebration is in order! So, on Thursday, October 12, the company will sponsor a dinner party for everyone at the Dumphy Hotel. Awards will be given to the key players from Product Development, Marketing, Manufacturing, and Sales who went the extra mile to make the quarter happen. Ed has promised good food



Cont. page 3

## New Systems Approved

### Inside Perspectives

*From Across the waves..... 2*

*The Bean Counter.. 2*

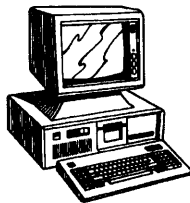
*Dates for All..... 3*

*New Arrivals..... 3*

*Personal Notes..... 4*

*Sign-off..... 4*

Starting November 1, all new employees will receive new 286 and 386 type computers from an approved list created by MIS. MIS has also established corporate accounts with two local sources and one mail order company, and will handle system ordering and setup. System specification will still be handled by employees and their managers, with MIS acting



to streamline the process and access purchase economies". We've grown large enough to support centralized ordering", says Elizabeth, VP of MIS and Manufacturing. She explained, "Purchasing computer systems is quite complex - you have to decide on the system performance your job requires, the specific system components required to achieve that e

Cont. page 3

A. This headline is in Marin 77 pt. plain text.

B. We suggest Marin 8 pt. italic for the volume number, issue number date, and other publishing details.

C. We've created a special underline effect under the word *Perspective* by drawing two lines, one on each side of the lowercase *p*.

D. Marin 14 pt. italic text with extra line spacing helps set off quotes.

E. A line provides a subtle break between stories, graphics, and issues.

F. Wrap text around clip art images for a smooth flow of text through your newsletter.



# Trouble shooting

## Install problems

---

Express Publisher for DeskMate requires DeskMate 3.5. The Install program will determine if DeskMate is present in your system or if your machine is running some other version of DeskMate and it will automatically install the Runtime 3.5 version of DeskMate.

*To properly run Express  
Publisher DMFONT.RES  
should be copied*

If the Install program asks whether you want DMFONT.RES upgraded, then it has been determined that an incorrect version of DMFONT.RES has been found during installation. You can either select OK to copy the file, or Cancel and the Install will not copy it.

### Installing Clip Art

If you want to install all of the 300 dpi or all of the 150 dpi clip art, select the appropriate checkbox(es) and the Install program will copy the clip art to the art directory.

### Installing Fonts

Copy the Atech FastFont(s) that you want to install into your font directory (the default is C:\EXPRESS\FONT). Run install and click on the Install Atech FastFonts checkbox.

The list box on the left lists all of the fonts available in the Express Publisher font directory. The list box on the right lists all of the fonts that are already installed.

### Install Fonts

Highlight the typeface(s) that you want to install and double-click. Continue highlighting and double-clicking on the typefaces. There is a limit of 12 typefaces that can be installed at one time. Click the Install button.

## Remove Fonts

Highlight the typeface(s) that you want to remove and double-click. Continue highlighting and double-clicking on the typefaces. Marin, Cobb, and Dixon cannot be removed. They are required by DeskMate.

# Problems starting Express Publisher

---

## Express Publisher won't start

**Solution 1:** Check to see that you are using version 3.0 or later of DOS, and that your system meets Express Publisher's hardware requirements (listed in the introduction).

**Solution 2:** See the discussion of memory resident programs in this chapter entitled "Memory problems."

**The message "Not enough available disk space to run" appears.**

Express Publisher for DeskMate needs at least 300 K of free disk space to run. If there is not enough space, this message appears. (This has nothing to do with the amount of space needed to install Express Publisher.) The program needs this disk space to make temporary working copies of your document while you are changing it.

Express Publisher also uses additional disk space as virtual memory, so the more disk space you have free, the better the performance will be.

## Memory problems

---

**The message "Not enough available memory to run" appears.**

- 640 K RAM
- 570 K or more *available* RAM
- A CONFIG.SYS file with the statement FILES=20 (or greater)

*Note* Express Publisher requires a minimum of 570 K available RAM, but it performs best when 590 K or more is available.

Your computer should have 640K RAM as its base memory (also called conventional memory). To see how much conventional RAM is available on your system, type `chkdsk` at the `C:\>` prompt (or at

the directory where your DOS files reside) and press ENTER. You will see a screen full of information about your system's memory. The last two lines display your available RAM. For example,

```
655,360 bytes total memory (640 Kilobytes)
528,384 bytes free (516 Kilobytes)
```

In this example, there is only 516K available RAM.

### **What if I have extended/expanded memory?**

Express Publisher can take advantage of extended or expanded memory, but DOS has some restrictions on how this memory can be used. Extended and expanded memory cannot make up for a lack of conventional memory.

## **Resolving memory problems**

You can resolve most memory-related problems by changing the configuration of your system, thereby making more memory available to Express Publisher.

### **Configuring your system**

*See appendix A, "Basic DOS," for more information about the CONFIG.SYS and AUTOEXEC.BAT files.*

When you start your computer, DOS checks for two files in your root directory: CONFIG.SYS and AUTOEXEC.BAT. If it finds these files, it executes the commands listed in them. If you don't have as much available RAM as you think you should, it may be due to commands in these files that load unnecessary utilities, device drivers, and memory resident programs (also called TSRs).

There are two ways to configure your system to make more memory available for Express Publisher:

- Edit your CONFIG.SYS and AUTOEXEC.BAT files to prevent your system from loading any unnecessary programs.
- Create a DOS boot disk especially for Express Publisher so that you can prevent utilities, TSRs, and device drivers from loading only when you run Express Publisher.

## **Checking the contents of your files**

To decide which solution will work best for you, you should first check the contents of your CONFIG.SYS and AUTOEXEC.BAT files for any unnecessary commands that are consuming valuable memory. To do this,

1. Check to see that your printer is plugged into LPT1, and make sure that it is on-line and has paper.
2. Move to the directory that contains Express Publisher by typing `cd\express` and pressing ENTER.

If Express Publisher is in a different drive or directory, substitute that pathname.

3. At the C:\EXPRESS prompt, type epsys and press ENTER.

This sends a file to your printer that lists the contents of your CONFIG.SYS and AUTOEXEC.BAT files, the amount of memory available, and the version of DOS that you are using.

4. Use this listing to help you determine the best memory configuration for your needs.

*These are just examples.  
Look for commands that  
load TSR's and device drivers  
that you don't use.*

First, search the listing of the CONFIG.SYS file for utilities and device drivers that are consuming memory. The left column below contains examples of lines to look for in the CONFIG.SYS file; the right column shows the approximate amount of RAM that the device uses.

*Do not delete the FILES=20  
or the DEVICE=MOUSE.SYS  
statements; they are necessary  
for Express Publisher to  
run properly.*

DEVICE = ANSI.SYS	(1K)
DEVICE = DRIVER.SYS	(1K)
INSTALL=C:\DOS\FASTOPEN	(2-10K)
DEVICE=C:\CONNECT\CONNECT.SYS	(64K)
DEVICE=CPCSCAN.SYS 3e0 2 1	(3-5K)

Second, search the listing of the AUTOEXEC.BAT file for utilities, device drivers, and memory-resident programs that consume memory. The left column below contains examples of lines to look for in the AUTOEXEC.BAT file; the right column shows the approximate amount of RAM that the device uses. If you are not sure what your system needs, consult with your computer dealer or system administrator for assistance.

*Do not remove your MOUSE  
statement. It allows your  
mouse to work with Express  
Publisher.*

PRINT /D:LPT1	(5K)
APPEND /E	(5K)
APPEND C:\DOS	(10K)
GRAPHICS	(2K)
DOSSHELL	(40K)
SIDEKICK	(64-200K)
C:\CONNECT\CCAM	
C:\CONNECT\CCAM.CFG	(64K)
XT	(10-30K)
Net3 (Netware)	(55K)
NC (Norton Commander)	(3K)

### **Sample system configurations**

Use the following system configurations to determine the minimum requirements for your type of computer. Please note that there are many variations of CONFIG.SYS and AUTOEXEC.BAT files. Your system may need additional drivers to operate properly.

Your mouse driver may appear in either file. It is usually listed as `MOUSE` in an `AUTOEXEC.BAT` file and `MOUSE.SYS` in a `CONFIG.SYS` file.

The statements `DEVICE=HARDRIVE.SYS` and `DEVICE=DMDRV.BIN` are required for some hard disks.

### 640K system

<code>CONFIG.SYS</code>	<code>FILES=20</code> <code>BUFFERS=20</code>
<code>AUTOEXEC.BAT</code>	<code>PROMPT \$P\$G</code> <code>PATH C:\;C:\DOS</code> <code>MOUSE</code>

### 1MB 286/386 system (640K conventional + 384K extended memory)

<code>CONFIG.SYS</code>	<code>FILES=20</code> <code>BUFFERS=20</code> <code>DEVICE=C:\EXPRESS\HIMEM.SYS</code> <code>DEVICE=SMARTDRV.SYS 256</code>
<code>AUTOEXEC.BAT</code>	<code>PROMPT \$P\$G</code> <code>PATH C:\;C:\DOS</code> <code>MOUSE</code> <code>SET TMP=[ramdrive letter]:\</code>

### 2MB 286/386 system (640K conventional + 1408K extended memory)

<code>CONFIG.SYS</code>	<code>FILES=20</code> <code>BUFFERS=20</code> <code>DEVICE=C:\EXPRESS\HIMEM.SYS</code> <code>DEVICE=RAMDRIVE.SYS 1024 /E</code> <code>DEVICE=SMARTDRV.SYS 256 256</code>
<code>AUTOEXEC.BAT</code>	<code>PROMPT \$P\$G</code> <code>PATH C:\;C:\DOS</code> <code>MOUSE</code> <code>SET TMP=[ramdrive letter]:\</code>

### Where to go from here

*If you're not sure of which lines to delete, it's a good idea to leave the files as they are and create a boot disk.*

If, after examining the contents of your `CONFIG.SYS` and `AUTOEXEC.BAT` files, you decide to modify them, follow the instructions below for doing so. You should modify these files if you find that there are unnecessary programs being loaded into your system when you start your computer.

On the other hand, if you have examined your `CONFIG.SYS` and `AUTOEXEC.BAT` files and found that all of the commands are necessary, go on to the next section entitled "Creating a boot disk."

### Making backup copies of your files

Before proceeding further, you should make copies of your `CONFIG.SYS` and `AUTOEXEC.BAT` files.

1. At the C:\> prompt, type `copy config.sys config.old` and press ENTER. This makes a copy of your CONFIG.SYS file and names it CONFIG.OLD.
2. Then type `copy autoexec.bat autoexec.old` and press ENTER. This makes a copy of your AUTOEXEC.BAT file and names it AUTOEXEC.OLD.
3. If you ever need to retrieve one of the original files for use, just execute the reverse of the command. For example, type `copy config.old config.sys` and press ENTER. After rebooting your computer, you will have your original CONFIG.SYS file again.

*See "Backing up your files" in Appendix A for more information on making copies of important files.*

## Editing the files

Follow these steps to edit your files. You may need to consult your DOS manual and documentation from other software programs that you use, so keep them nearby.

1. Use the DOS line editor, EDLIN, or your word processor to edit the CONFIG.SYS and AUTOEXEC.BAT files.

Consult your DOS manual for instructions on using EDLIN. If you use a word processor, make sure you open and save the files as ASCII text files. If you're not sure how to do this, check your word processor's manual for the steps necessary to open and save ASCII files.

2. Remove the lines that load unnecessary utilities, device drivers, and memory-resident programs.

### Note

Some statements are required to insure that your computer runs software properly. Examples are the FILES=20 and MOUSE statements that Express Publisher requires. If you are unsure about which lines to remove, contact your computer supplier, system administrator, or Power Up Product Support for assistance.

3. After modifying and saving your CONFIG.SYS and AUTOEXEC.BAT files, reboot your computer by simultaneously holding down the CTRL and ALT keys and pressing DELETE. Then start Express Publisher.

## Creating a boot disk

When you use a boot disk, you bypass your regular CONFIG.SYS and AUTOEXEC.BAT files and make more RAM available for Express Publisher. Follow these steps to create a boot disk:

1. Insert a blank disk into the A drive and close the drive door.
2. At the C:\> prompt, type `format a: /s` and press ENTER. Press ENTER again when you see the message asking you to insert a disk (you did that in step 1).
3. When prompted to format another disk, press n and then ENTER.



4. At the C:\> prompt, type a : and press ENTER to log on to the A drive.
5. Create a CONFIG.SYS file by typing copy con:config.sys and pressing ENTER.  
A blinking cursor appears on the next line.
6. Type files=20 and press ENTER.
7. Type buffers=20 and press ENTER.
8. Press F6 to indicate that you are done creating this file. You will see the symbol ^Z appear on the screen.
9. Press ENTER. You will see the message one file(s) copied. Do not remove the disk from the drive.
10. Reboot your computer by simultaneously holding down the CTRL and ALT keys and pressing DELETE. Your computer will boot from the disk in the A drive instead of the hard disk.  
After you respond to the Time and Date prompts, you will see the A> prompt.
11. Type c: and press ENTER to log onto the C drive.
12. Load your mouse driver by typing mouse and pressing ENTER.

*Note* The command to load your mouse driver might be different, or it may be stored in a subdirectory. If you encounter a Bad command or file name error, check your CONFIG.SYS and AUTOEXEC.BAT files in your EPSYS printout, or your mouse manual, for the proper command(s).

13. Run Express Publisher from DeskMate as you normally would.
14. When you are done, label the disk with a memorable name such as *Express Publisher boot disk*.

When you want to use Express Publisher, simply place this disk in your A drive and follow steps 10-13.

To improve program performance

If you are using a Tandy 2500 XL/2, the machine was configured from the factory to run memory between 640 K and 1024 K as shadow memory. To improve program performance, run the Setup utility (SETUPXL2.EXE) program from DOS. In the setup program change the prompt labeled: Use shadow RAM as extended RAM to "Yes" and enter 384 K for the amount of extended memory size. The file HIMEM.SYS is automatically copied to your program directory (C:\EXPRESS) during the installation process. HIMEM.SYS

provides an extra 64 K of RAM to be accessed as conventional RAM. You should add a statement to your CONFIG.SYS file:  
DEVICE=C:\EXPRESS\HIMEM.SYS.

## Problems running Express Publisher

---

**Mouse problems**    **No mouse pointer appears when you start the program.**

**Solution 1:** If you have not run the mouse driver required by your mouse prior to starting Express Publisher, no mouse pointer will appear. Follow the installation instructions that came with your mouse. This usually involves running a program named MOUSE.COM, or calling a device driver named MOUSE.SYS in your CONFIG.SYS file.

**Solution 2:** If you have trouble with any mouse that we do not explicitly support, you should contact the manufacturer. In many cases the problems are due to incompatibilities in the mouse driver software. Often a newer version of the mouse driver software will solve the problem.

**Express Publisher runs out of memory quickly and works slowly.**

**Solution 1:** Try to free up more of your conventional RAM, so that you have 570 K or more available. Use the Display Settings command to turn off to Display Bitmap Images (pictures).

**Solution 2:** Add more memory to your computer. Express Publisher automatically takes advantage of extended memory and expanded memory that follows the Lotus-Intel-Microsoft (LIM EMS) standard 4.0 or greater.

**You can't select an object.**

**Solution:** Read "If you can't select an object" in Chapter 4.

**Objects seem to move on their own when you draw, move, or re-size them.**

**Solution:** Turn off Snap to Grid. Snap to Grid can be on when the grid is not displayed. Read "Snap to Grid" in Chapter 4.

**You can't move a very small object.**

**Solution:** Use the Object Specs command to move the object by specifying its placement on the page. Read "Object specifications" in Chapter 4, "Objects."

**The Import Picture dialog box does not display a picture file in the \EXPRESS\ART directory.**

**Solution:** DeskMate can only address up to 255 files in a list box. If you exceed this limit, the files are not displayed. Either delete unwanted files, or copy the extra files to a different directory.

**Accumulation of .\$\$\$ files.**

Express Publisher creates temporary work files with the .\$\$\$ extension. These files are usually deleted automatically, if they begin to accumulate, you may delete them without disturbing the program.

## **Printing problems    The printer doesn't print at all.**

**Solution:** Check to make sure that the problem is specific to Express Publisher; you may not be able to print from any program. If you can't print from any program, you may be having a mechanical problem with the printer. Make sure that the printer is turned on and properly connected. Also check that your cable isn't defective.

Next, free up some memory and try printing again. If you have a switchbox, disconnect it and use a single cable to connect the printer and your computer.

If the problem is specific to Express Publisher, check to make sure that you have selected the correct printer driver from the DeskMate Setup program.

**The printer runs out of memory.**

**Solution:** This usually occurs on laser printers. In most cases the printer ejects the page and displays an error message. Switch to a lower resolution graphics mode using the Choose Printer command. To print at 300 dpi on an HP LaserJet, the printer must have 1.5 MB of memory.

**Characters are missing.**

**Solution:** Express Publisher can create characters (or fonts) up to 144 points in size. When Express Publisher generates a character, it creates a bit-mapped image. Creating and manipulating this bit-mapped image can use up a lot of memory. In some cases, the image may require too much memory, and Express Publisher will not be able to generate it.

There are several variables that determine how much memory a character will require: the print resolution (dots per inch) of the printer and the size of the character.

**Objects or characters cut off, objects not printing, and extra form feeding.**

**Solution:** All of these problems are due to placing objects outside of your printer's print area. The print area is the part of the page that your printer is physically capable of printing on. Express Publisher allows you to put objects anywhere on the page, even if they are outside of your printer's print area.

**Express Publisher can't find TIF pictures during printing.**

**Solution:** Express Publisher does not store TIF files with the rest of the document. It stores only a low resolution version of these pictures for screen display. At print time, Express Publisher prints the pictures directly from the original files on disk. If you move or delete one of these pictures, or if you move a document to a different system, Express Publisher stops during printing and asks you where to find the picture file.

If you move a document file to a different system, you must copy all of the TIFF pictures separately. For example, a document named DOC.EPD contains a TIFF picture called FLAG.TIF. To move DOC.EPD to a different computer, you must copy both DOC.EPD and FLAG.TIF onto the other system.

## Directories created by the install program

---

The install program creates several directories on your hard disk. The table below displays the contents of these directories. There may be additional files if you install more fonts or clip art.

Directory of \EXPRESS <i>Express Publisher program files</i>	Directory of \EXPRESS\FONTS <i>Font</i>
INSTALL.PDM	MSTRFONT.DAT
EPDM.PDM	SLVEFONT.DAT
EPMDM.PDM	
EPDMHELP.PDM	
EPDM.RES	
EPDM.CL1	
EPDM.CL2	
EPDM.CL3	
EPDM.INI	
EPDMACLN.PDM	
FONTINST.PDM	

HIMEM.SYS

**Directory of \EXPRESS\DOCS**

*Sample templates*

AGENDA.EPT  
INVITE.EPT  
NEWSLTR.EPT  
NEWSLTR2.EPT

**Directory of \EXPRESS\TEXT**

*Sample text files for Tutorial and Layout*

CALENDAR.WPS  
FEATURE.WPS  
NEWSLTR.WPS  
STORY2.WPS

**Directory of \EXPRESS\ART**

*Clip art*

AIRPLANE.PCX  
FISH.PCX  
AUTUMN.TIF  
FLAPPER.TIF  
HURDLES.TIF



# Supported printers

**Included printer drivers** Express Publisher comes with all of the printer drivers listed below. The column on the left includes the file names of the printer drivers. These file names appear in the Driver Name list box in the Choose Printer dialog box. The column on the right lists all of the printers supported by that printer driver. This table is especially useful if you are using an HP LaserJet with font cartridges.

<u>Driver file name</u>	<u>Printers supported</u>
IBM Graphic	IBMM0.PRS
IBM Graphic Compatible	IBMM1.PRS
IBM Proprinter II	IBMM2.PRS
IBM Proprinter II Compatible	IBMM3.PRS
IBM Proprinter XL	IBMM4.PRS
IBM Proprinter XL Compatible	IBMM5.PRS
IBM Proprinter X24	IBMM6.PRS
IBM Proprinter X24 Compatible	IBMM7.PRS
IBM Proprinter XL24	IBMM8.PRS
IBM Proprinter XL24 Compatible	IBMM9.PRS
Tandy DMP 106, IBM Mode	IBMM10.PRS
Tandy DMP 107, IBM Mode	IBMM11.PRS
Tandy DMP 130, IBM Mode	IBMM12.PRS
Tandy DMP 132, IBM Mode	IBMM13.PRS
Tandy DMP 133, IBM Mode	IBMM14.PRS
Tandy DMP 240, IBM Mode	IBMM15.PRS
Tandy DMP 300, IBM Mode	IBMM16.PRS
Tandy DMP 430, IBM Mode	IBMM17.PRS
Tandy DMP 440, IBM Mode	IBMM18.PRS
Tandy DMP 442, IBM Mode	IBMM19.PRS
Tandy DMP 2100P, IBM Mode	IBMM20.PRS
Tandy DMP 2102, IBM Mode	IBMM21.PRS
Tandy DMP 2110, IBM Mode	IBMM22.PRS
Tandy DMP 134, IBM Mode	IBMM23.PRS
Tandy DMP 302, IBM Mode	IBMM24.PRS
Tandy DMP 2103, IBM Mode	IBMM25.PRS

*Included printer drivers (continued)*

Tandy DMP 2130, IBM Mode	IBMM26.PRS
Tandy DMP 202, IBM Mode	IBMM27.PRS
Canon BJ-10-E, IBM Mode	IBMM28.PRS
Canon BJ-10e Compatible, IBM Mode	IBMM29.PRS
Citizen 200GSX, Epson Mode	IBMM30.PRS
Citizen 200GSX Compatible, Epson Mode	IBMM31.PRS
Tandy DMP 136, Epson Mode	IBMM32.PRS
Tandy DMP 135, IBM Mode	IBMM33.PRS
Epson FX-850	IBMM34.PRS
Epson FX-850 Compatible	IBMM35.PRS
Epson LQ-2550	S2.PRS
Epson LQ-2550 Compatible	S3.PRS
Epson LQ-2550 Compatible	S10.PRS
Epson LQ-850	S17.PRS
Epson LQ-850 Compatible	S18.PRS
Epson LQ-1050	S19.PRS
Epson LQ-1050 Compatible	S20.PRS
HP LaserJet	LASR0.PRS
HP LaserJet Compatible	LASR1.PRS
Tandy LP 1000, HP Mode	LASR2.PRS
Tandy LP 950, HP Mode	LASR3.PRS

## Printer specific information

---

HP LaserJet, HP LaserJet compatible, Tandy LP 1000, and Tandy LP 950 can print on most versions of the laser printer at 75, 150, and 300 dpi.

### Running out of memory

Unlike other printers, the laser printer stops printing and ejects the page when it runs out of memory. To print a large or complex Express Publisher document at 300 dpi on the laser printer, you must have at least 1.5 Mb of memory expansion installed in your printer. If your laser printer displays the out of memory error message and prints an incomplete page, switch to a lower resolution.





# Included clip art

## 300 dpi images

All of the following images are included with your Express Publisher disks.

They are stored in a compressed format. You must install them with the setup program. Do not try to copy them to your hard disk with the DOS COPY command. (The following images have been reduced to conserve a little paper.)

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1STPRIZE.TIF



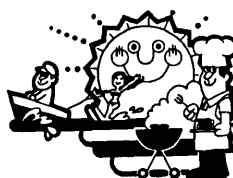
AMERFLAG.TIF



ATHENS.TIF



AUTUMN.TIF



BARBEQUE.TIF



BULLSEYE.TIF



BUSNESMN.TIF



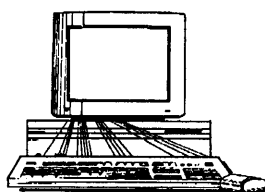
CALCULTR.TIF



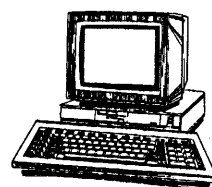
CHEF.TIF



COINS.TIF



COMPUTR1.TIF



COMPUTR2.TIF



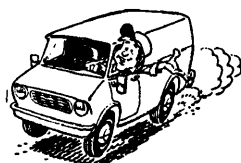
COMPUTR3.TIF



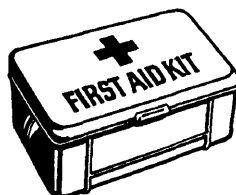
CONGRATS.TIF



COWBOY.TIF



DELIVVAN.TIF



FIRSTAID.TIF



FRNCHHRN.TIF



GOLFING.TIF



GRADUATN.TIF



HLLYBELL.TIF



HLLYBRRY.TIF



HOMACCTG.TIF



HURDLES.TIF



INVITATN.TIF



LADYSEYE.TIF



LISSO.TIF



MACOMPTR.TIF



MARIGOLD.TIF



MATCH.TIF



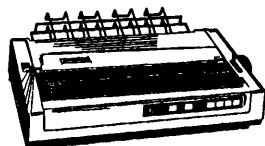
MOVIECAM.TIF



NEWSMAN.TIF



PISA.TIF



PRINTER.TIF



PROGOLFR.TIF



QUOTES1.TIF



QUOTES2.TIF



QUOTES3.TIF



ROSES.TIF



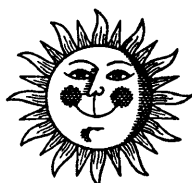
SNOWFLAK.TIF



SPRING.TIF



STARTBLX.TIF



SUMMER.TIF



TREE.TIF



TREE3.TIF



TROPHY.TIF



TULIPS.TIF



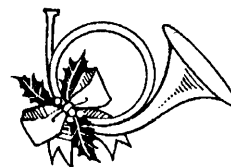
TYPWRTR.TIF



WATERSKI.TIF



WEDCAKE.TIF



XMASHORN.TIF

# 150 dpi images



ALARMCLK.TIF



AMEX.TIF



ANCHOR.TIF



ARROW4.TIF



ARROW5.TIF



ARROW6.TIF



ARROW7.TIF



ARROW8.TIF



BASSDRUM.TIF



POINTER.TIF



BOUQUET.TIF



BULLDOG.TIF



CAUTION.TIF



CHEESES.TIF



CHKMARK.TIF



COFFEE.TIF



COUPON.TIF



COUPON2.TIF



CURVROAD.TIF



DIVROAD.TIF



DLLRBIL1.TIF



DLLRBILL.TIF



DLLRFIST.TIF



DLLRSIGN.TIF



DRMAMASK.TIF



EAGLE.TIF



FIREMAN1.TIF



FNCYDRNK.TIF



HAND1.TIF



HAND2.TIF



HANDSHAK.TIF



JACKPOT.TIF

**MEMO:**

MEMO.TIF



MSTRCARD.TIF



NOTICE.TIF



REDCARPT.TIF



ROWMACH.TIF



SIGAHEAD.TIF



SLOW.TIF



SNAKTRAY.TIF



STAR.TIF



STOP.TIF



STORK.TIF



SWIMMING.TIF



THANKS.TIF

**LET'S TALK  
TURKEY!**

TLKTURKY.TIF



UMPIRE.TIF



USMAP.TIF



VISA.TIF



WEDCARD.TIF

# Additional clip art

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Power Up Software Corporation  
P.O. Box 7600  
San Mateo, CA 94403-7600

Add \$4.95 for shipping and handling, CA, MA, NY, PA, and WA residents add the appropriate sales tax.

**Note** The following images have been reduced to conserve a little paper.

# Business 1 portfolio

---

## Business Humor



1STPLACE.TIF



CHEMIST.TIF



SEWING.TIF



BARREL.TIF



JUDGE.TIF



HOG.TIF



WORRIED.TIF

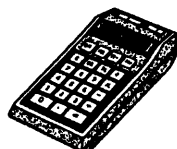


CRZYDAYS.TIF

## Office Equipment



ADDGMACH.TIF



CALCTR.TIF



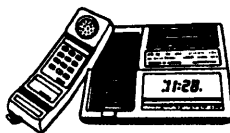
TYPEWRTR.TIF



CHAIR.TIF



PHONE1.TIF



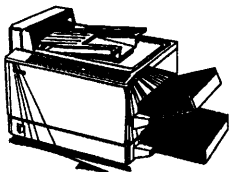
PHONE2.TIF



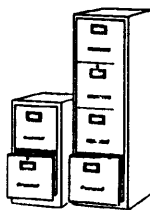
FORMS.TIF



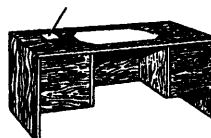
COFFMAKR.TIF



COPIER.TIF



FILECAB.TIF



DESK.TIF



WORKSTAT.TIF

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## Food and Travel



AIRPLANE.TIF



ANNVCAKE.TIF



BUFFET.TIF



FLYGORK.TIF



DNRTOAST.TIF



COFDONUT.TIF



CRUISHIP.TIF



CAR.TIF



VACSCENE.TIF

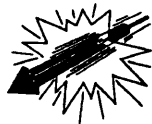


VAN.TIF



SUITCASE.TIF

## Business Symbols



ARROW1.TIF



ARROW2.TIF



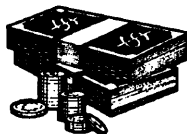
ATTACHE.TIF



CANDLE.TIF



CRYSBALL.TIF



STACKS.TIF



LITEBULB.TIF



KEYS.TIF



DOLLAR2.TIF



TROPHY2.TIF



DART1.TIF

## Business People



2BIZMEN.TIF



BUSRVIEW1.TIF



LADYPHNE.TIF



MANOFFCE.TIF



MANPHONE.TIF



MEETING.TIF



VISIONRY.TIF



TRIOMEET.TIF



RATRACE.TIF



WRHSEMEN.TIF



WOMANEX2.TIF



WOMANEXC.TIF

## Hands



FLIPCOIN.TIF



FNGCRSS.TIF



OKHAND.TIF



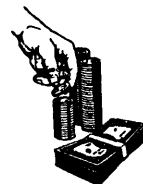
POINTING.TIF



REMNDHND.TIF



THUMBSUP.TIF



WITHCOIN.TIF



WITHPAPR.TIF

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## Industry Images



TELECOMM.TIF



COMMERCE.TIF



CONTSRCN.TIF



SHIPPING.TIF



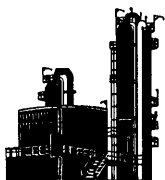
RADAR.TIF



OILMILL.TIF



AGRICLTR.TIF



REFINERY.TIF



TRUCKING.TIF

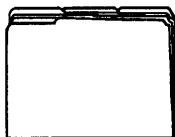


TRAIN.TIF

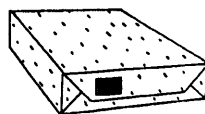
## Office Supplies



SCISSORS.TIF



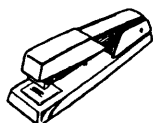
FILEFLDR.TIF



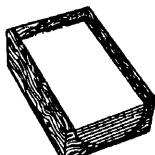
COPYPAPR.TIF



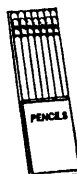
FILECART.TIF



STAPLER.TIF



INBOX.TIF



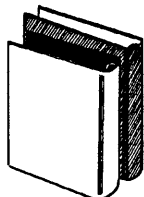
PENCILS.TIF



STPLREMV.TIF



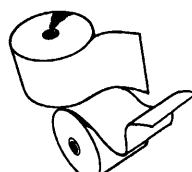
ROLODEX.TIF



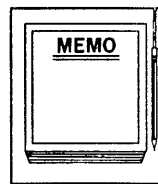
BINDER.TIF



TAPEDISP.TIF



ADMCTAPE.TIF



MEMOPAD.TIF

## Industry people



BINOCULR.TIF



MICROSCP.TIF



CONWRKR.TIF



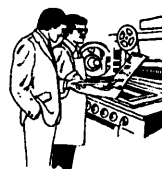
RXSYMBOL.TIF



CADUCEUS.TIF



REALTOR®  
REALTSYM.TIF

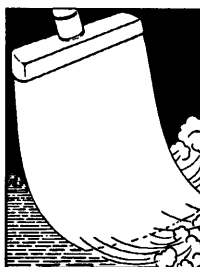


PUBLISHG.TIF

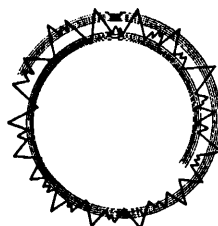


MDRESRCH.TIF

## Mortises



SWEEPER.TIF



SUNBURST.TIF

## Business 2 portfolio

### General Headings

**ANNOUNCING**

ANNOUNCG.TIF

*Extra!*

EXTRA1.TIF

*Free!*

FREE1.TIF

**GRAND  
OPENING**

GRDOPEN1.TIF

*Wow!*

WOW1.TIF

*Welcome*

WELCOME4.TIF

*Thanks*

THANKS2.TIF

*Grand Opening*

GRDOPEN2.TIF

*New*

NEW1.TIF

**welcome**

WELCOME1.TIF

**MOVING→**

MOVING.TIF

*Thank You!*

THANKYOU.TIF

**NOW!**

NOW.TIF

### Seasonal Sale Headings

*Autumn  
Sale*

AUTMSALE.TIF

*Blooming  
Bargains*

BLOOMBRG.TIF

*Winter  
CLEARANCE*

WTRCLRNC.TIF

*Get ready for  
Summer!*

READYSMR.TIF

**Hot  
Buys**

HOTBUYS.TIF

*Harvest  
of Values*

HARVEST.TIF

**Spring Arrivals**

SPRGARRV.TIF

**SUMMER  
SPECTACULAR**

SUMRSPEC.TIF

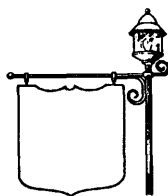
*Rainy Day  
BARGAINS*

RAINYDAY.TIF

## Real estate



AGENT.TIF



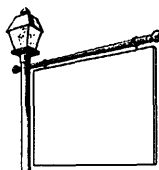
BLNKSGN1.TIF



HOMEOWNR.TIF



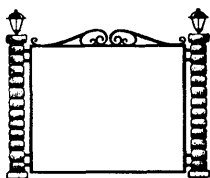
HOMESALE.TIF



BLNKSGN2.TIF



OPENHSE1.TIF



GATE.TIF



OPENHSE2.TIF



SOLDSIGN.TIF

## Sale headings



SUPERCPN.TIF



TAGSALE.TIF



WHSESALE.TIF



READYDEA.TIF



PRCHOPPD.TIF



COUPONSV.TIF



SPECIALS.TIF



FINLSALE.TIF



SALE1.TIF



CLEARNCE.TIF

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## Food Headings



STEAK.TIF



MEXICAN.TIF



WINE&BRD.TIF



SEAFOOD.TIF



ITALIAN.TIF



CHINESE.TIF



BARGRILL.TIF



BURGERS.TIF



PIZZABOX.TIF



SALADBAR.TIF



CAFESIGN.TIF

## Other Headings



DOLLDAYS.TIF



PIONDAYS.TIF



WILDWEST.TIF



FIRESALE.TIF



BDAYSale.TIF



ANNVSALE.TIF

## Christmas/Hannukah Headings



MERRYXMS.TIF



SESNGRG.TIF



HANNUKAH.TIF



HAPPYHOL.TIF



XMASGOTH.TIF

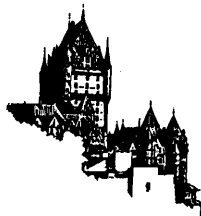


XMASSNOW.TIF

## Travel images



LDYSPAIN.TIF



CASTLE.TIF



RANGER.TIF



EIFFTOWE.TIF

## vacation specials



VSPECIAL.TIF



CRUISE.TIF



GUARD.TIF



BEACH.TIF



HULAGIRL.TIF



JAPAN.TIF



BOAT.TIF



VACNEEDS.TIF



PLANE1.TIF

## Health and money



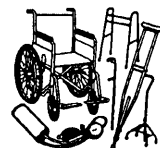
DENTIST.TIF



STHSCOPE.TIF

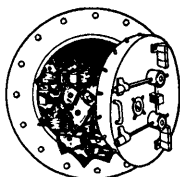


DOCTOR.TIF



WALKGAID.TIF

## Money



VAULT.TIF



CASHREG.TIF



PIGGYBNK.TIF



HANDFUL.TIF



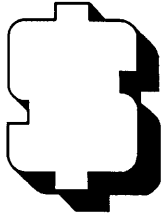
TAXDESK.TIF



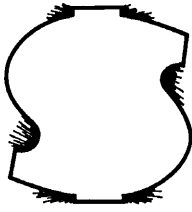
CASH.TIF



## Mortises



\$SIGN1.TIF



\$SIGN2.TIF



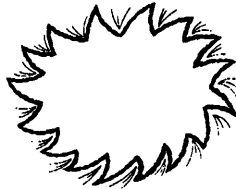
APPLE1.TIF



ARROW3.TIF



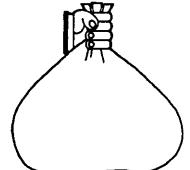
PAINT2.TIF



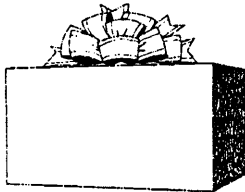
BURST1.TIF



COUPON1.TIF



BAGNHND.TIF



GIFTBOX.TIF



COUPON2.TIF



SPECBRST.TIF

# Special occasions portfolio

## Christmas



CANDLE.TIF



SNOWMAN1.TIF



GIFTS.TIF



TREE1.TIF



TREE2.TIF



STOCKING.TIF



XMASCENE.TIF



SANTA1.TIF



SANTA2.TIF



SANTA3.TIF



SANTA4.TIF



SANTA5.TIF



SANTA6.TIF



CAROLING.TIF

## Patriotic Holidays



HORSE1.TIF



WREATH.TIF



MARTKING.TIF



LABOR.TIF



LINCOLN.TIF



COLUMDAY.TIF



CANFLAG.TIF



WASHING1.TIF



WASHING2.TIF

## New Year Thanksgiving and Halloween



NWYRBABY.TIF



CHAMPGNE.TIF



CHINENYR.TIF



PARTYHAT.TIF



NYEARELF.TIF

## Halloween



GHOST.TIF



WITCH.TIF



TRICKTRE.TIF



PUMPKIN1.TIF



PUMPKIN2.TIF



SCRCROW2.TIF

## Thanksgiving



CORNACOP.TIF



PILGRIM.TIF



TRKYDINR.TIF



TURKEY1.TIF

## Other Holidays



APRIFOOL.TIF



CUPID.TIF



VALENTIN.TIF



FATHER1.TIF



FATHER2.TIF



MOTHER1.TIF



MOTHER2.TIF



LEPRECHN.TIF



CLOVER.TIF

## Special Themes



ANTIQUE.TIF



CARNIVAL.TIF



CIRCUS.TIF



OKTBERFS.TIF



BEERBUST.TIF



MASGRADE.TIF



PARADE.TIF



CINCO.TIF



BELL.TIF



HAYRIDE.TIF



ICECREAM.TIF



CASINO.TIF



WESTERN.TIF



PICNIC.TIF



VACATION.TIF

## Music and Party



CONDUCTR.TIF



ROCKGRP.TIF



BIGBAND.TIF



JAZZGRP.TIF



COCKTAIL.TIF



PARTY1.TIF

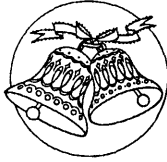


BARBRSH.P.TIF



WESTNGRP.TIF

## Family Events



WEDBELLS.TIF



ANNIVSRY.TIF



BALLNS.TIF



BDAYCAKE.TIF



GRAD1.TIF



BABYBOY.TIF



NEWBABY.TIF



WEDCAKE.TIF



BABYGIRL.TIF



GRADUATN.TIF

## Religious Events



NATIVITY.TIF



BUNNY1.TIF



BUNNY2.TIF



EASTREGG.TIF



CROSS.TIF



CHANUKAH.TIF



PRIESTHD.TIF



HORN.TIF



SHALOM.TIF



EASTRLLY.TIF

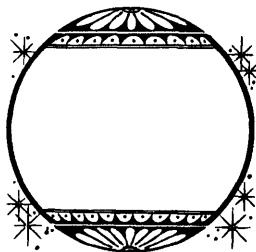


MINORAH.TIF



PROPHET.TIF

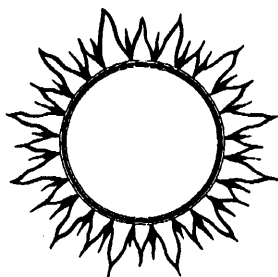
## Borders



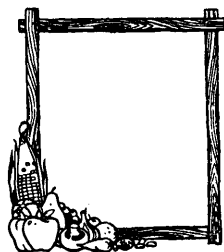
WNTRMORT.TIF



SPRGMORT.TIF



SUMRMORT.TIF



FALLMORT.TIF

# Education portfolio

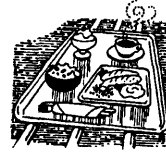
## School symbols



APPLE.TIF



GLOBE.TIF



LUNCHTRY.TIF



PENCIL.TIF



SUPPLIES.TIF



CLOCK.TIF



BIKE.TIF



PENCIL1.TIF



DONFRGET.TIF

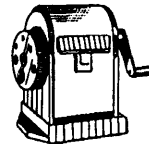
## School supplies



PAINT.TIF



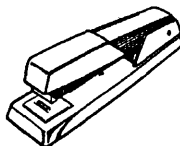
MARK.TIF



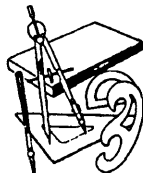
SHARPENR.TIF



BOOKSTAC.TIF



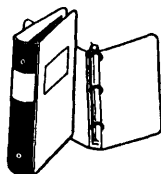
STAPLER.TIF



TOOLS.TIF



CRAYONS.TIF



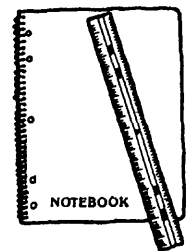
BINDERS.TIF



PUSHPINS.TIF



TAPE2.TIF



NTBKRULE.TIF

## Students



LUNCH1.TIF



READING.TIF



SCHOOL2.TIF



3STUDENT.TIF



2STUDENT.TIF



GIRLBOY.TIF

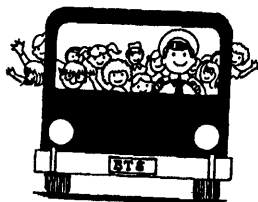


CLASS2.TIF



CLASS1.TIF

## School Personnel



BUSDRVR.TIF



TEACHER2.TIF



PRINCIPAL.TIF



NURSE.TIF



JANITOR.TIF



POLICE.TIF



PATROL.TIF



TEACHER1.TIF



FIREMAN.TIF



## School events



PROM1.TIF



PROM2.TIF



GRAD2.TIF



CARWASH.TIF



SCHLRING.TIF



GRAD3.TIF

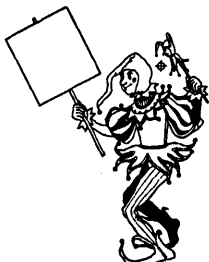


HOTDOG.TIF



HMCOMING.TIF

## Theater and music



JESTER.TIF



ACTOR.TIF



CLPBOARD.TIF



BANDPLYR.TIF



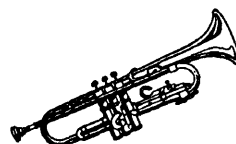
DIRECTOR.TIF



GRLPIANO.TIF



DRUMS.TIF



TRUMPET.TIF



MINIBAND.TIF



VIOLIN.TIF



CLEF.TIF

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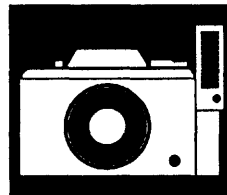
## Clubs



ARTCLUB.TIF



DANCECLB.TIF



PHOTOCLB.TIF



SCOUTS3.TIF



GIRL SCOUTS

SCOUTS4.TIF



4HCLUB.TIF



CHESSCLB.TIF



SCOUTS1.TIF



SCOUTS2.TIF

## Cartoon Animals



BIRD.TIF



LION.TIF



NUT.TIF



RAIN.TIF



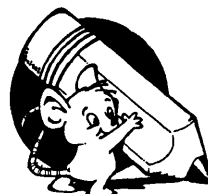
OWL.TIF



BEAVER.TIF



FISH.TIF



MOUSE.TIF

## Female Athletes



CHEERLDR.TIF



SOCCER1.TIF



GRLBASKT.TIF



SKIING.TIF



GIRLGYM.TIF



RELAYRAC.TIF



GRLTENN.S.TIF



DIVING.TIF

## Male Athletes



HURDLER.TIF



TOUCHDWN.TIF



BOYSOCCR.TIF



BOYGYM.TIF



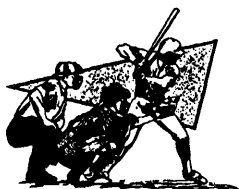
WRESTLNG.TIF



BOYSWIMG.TIF



BOYVLLY.TIF



HOMERUN.TIF



BOYBSKT.TIF

## Sports equipment



WHISTLE.TIF



SOCCER.TIF



FOOTBALL.TIF



BSKTBALL.TIF



BBALEQIP.TIF

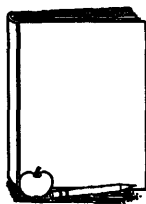


TENNIS.TIF

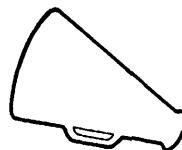


GOLF.TIF

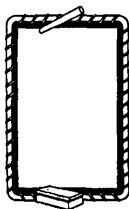
## Mortises



BINDER1.TIF



MEGPHONE.TIF



BLKBOARD.TIF



SCHHOUSE.TIF

# Additional fonts

Adding fonts to your system dramatically increases your design options. Atech's FastFonts are compatible with your system. These fonts:

- are scalable from 6 to 144 points
- display clearly and accurately on the screen
- support bold, italic, bold italic underline, monospace, small cap, superscript, and subscript attributes
- can print on any supported printer.

The following fonts are available from Atech:


"Aaron"	"Bach"	"Cabel"
"Abbot"	"Bas Relief"	"Cairo"
"Alexader"	"Basilica"	"Calculator"
"Allegretto"	"Basken"	"Calico"
"Alphabits"	"Basque"	"Campfire"
"Alpine"	"Baxter"	"Carolian"
"Amerigo"	"Bengal"	"Caslonic"
"Amy"	"BengalGothic"	"CaslonicAntiqu"
"Andre"	"Benjamin"	"Cassius"
"Antigua"	"Berkshire"	"Casual"
"Aquarian"	"Berliner"	"Cello"
"Aquarian 2"	"Bernhardt"	"Centurion"
"Archetype"	"Bernice"	"CenturionOld"
"Articulate"	"Bethel"	"Chancy"
"AtechBrush"	"BigApple"	"Chandon"
"Augustus"	"BigTop"	"Chauncy2"
"AugustusInline"	"Blimp"	"Cherub"
"Aurora"	"Blimp2"	"Chimpanzee"
"Autograph"	"Bockloo"	"Claire"
"Baccarat"	"Boone"	"Clearsight"

"Cleopatra"	"Grizzled"	"Minstrel"	"Savant"
"Clips"	"Gusto"	"Mixer"	"Scanman"
"Cobb"	"Hancock"	"Moderna"	"Senator"
"Colt"	"Harmony"	"Mozart"	"Showtime"
"Comics"	"Harpoon"	"Neville"	"Sicilian"
"ComicsTwo"	"HarrietPlain"	"Newland"	"Silicon"
"Contempo"	"Header"	"News"	"Singapore"
"CoopBlack"	"Helvetian"	"Newton"	"Slavic"
"Cut Out"	"Hemet"	"Norse"	"Squish"
"Cygnet"	"Hemlock"	"Nouveau Caps"	"Stampede"
"Cymbal"	"Hemlock2"	"Nova"	"Steeler"
"Delphi"	"Hieroglyph"	"Oakland"	"Stencil"
"Denver"	"Hoffman"	"Odra"	"Stile"
"Ding Dong"	"Improv"	"OldGerman"	"StixHairline"
"Dingbat"	"Indio"	"OliveOil"	"Stockton"
"Dingbat 3"	"Industry"	"Omnibus"	"Sultan"
"Dingbat2"	"International"	"Organdy"	"Sunnyvale"
"Dixon"	"Isabella"	"Oxford"	"Symbol"
"EastSide"	"Ivanhoe"	"Painter"	"Taipei"
"Elektron"	"Jackal"	"Palermo"	"Thinline"
"Eros"	"Jamul"	"Palomar"	"Titanic"
"Espresso"	"Karina"	"Palomino"	"Tooled"
"Esther"	"Karneval"	"Parker"	"Toons"
"Eureka"	"Keepsake"	"Parsec"	"TopHat"
"Evian"	"Kiki"	"Patagonia"	"Triumpf"
"Excellence"	"KingTut"	"Pershing"	"Twickenham"
"FatCat"	"LaCosta"	"Pinon"	"UltraSlim"
"Fazer"	"Leaf"	"Plate"	"Underwood"
"FazerShadow"	"Leeward"	"Plenty"	"Universal"
"Finale"	"Letterman"	"Prospector"	"Usher"
"Finch"	"Linden"	"Providence"	"Valencia"
"Florence"	"Lubbock"	"ProvLite"	"Vesuvius"
"Freedom"	"Lynx"	"Quincy"	"WestSide"
"Fritz"	"Madrid"	"Quotient"	"Windmill"
"Futurist"	"Marin"	"Ramalama"	"Wire"
"Gallant"	"Marina"	"Ramalama2"	"Yamada"
"Galleria"	"Marlowe"	"Rancho"	
"Gamelan"	"Martini"	"Reno"	
"Gargoyle"	"Maryland"	"Repo"	
"Gaucho"	"Mechanic"	"Robot"	
"Geos"	"Melon"	"Rotunda"	
"Gilligan"	"Memo"	"Saloon"	
"Gilly"	"Merced"	"SanDiego"	
"Gotham"	"Mettler"	"Sandstn"	
"GothamDark"	"Miami"	"SandstoneSans"	
"Graduate"	"MiamiEngraved"	"SandstoneSerif"	
"Grannick"	"Micro"	"Santee"	

- .. The symbol in the directory structure that indicates the parent directory, which is one level above the current directory. For example, in the directory structure C:\Express\Art, Express is the parent directory of Art, and C:\ (the root directory) is the parent directory of Express.
- \$\$\$ file A file with an extension of \$\$\$ is a temporary file that was written to your hard disk. When using Express Publisher you can erase these files.
- anchor point The beginning point when using the drawing tool to draw an object.
- Arrow pointer The mouse pointer used in Express Publisher to select objects.
- art *See* graphics file format.
- ASCII A standard code for representing characters as binary numbers. An ASCII text file is a basic text file that can be read by virtually any software application.
- attribute (font) An enhancement such as bold or italic added to a particular font (a typeface in one size) that changes how it looks.
- AUTOEXEC.BAT A batch file that a DOS computer runs automatically upon start-up. This file can be used to instruct DOS to handle some basic functions such as setting paths, and displaying the prompt, date, and time.
- character spacing The number of blank points between individual letters, punctuation marks, numbers, and symbols. *See also* kerning.
- click To position the pointer on something, then press and quickly release the mouse button.
- clip art Graphic images that are stored in a file format that a computer can read.
- clipboard A temporary storage place for text or graphics. Access the clipboard through the Cut, Copy, and Paste commands.
- cursor The symbol indicating the insertion point for text. In Express Publisher, this is also called the I-beam pointer.

<b>Cut command</b>	To remove a selected object or body of highlighted text from your document. The deleted item is moved to the clipboard.
<b>default</b>	An assumption that is made unless specific instructions to the contrary are given. For example, if you start Express Publisher without specifying a file to work with, it defaults to a new one page, one column, blank document.
<b>dialog box</b>	A pop-up window that requests information, contains user-adjustable settings, alerts you to problems, or presents options. Normally you must respond to the dialog box by accepting the options or cancelling the action.
<b>directory</b>	A location on disk where any number of files are grouped together.
<b>disk printer file</b>	A file that has intercepted all of the information normally sent to a printer when printing a document. This enables you to actually print your document at a different time without running Express Publisher, by sending the disk printer file to a printer with the DOS Print command.
<b>DOS</b>	(Disk Operating System) The software that handles all communication between your computer hardware and your application software.
<b>dot-matrix printer</b>	A printer that forms letters and graphic images by printing patterns of tiny dots.
<b>double click</b>	To click the mouse quickly, twice in succession. This is one way to select a file to be opened.
<b>DPI</b>	dots per inch. <i>See also</i> resolution.
<b>dragging</b>	The act of holding down the mouse button while moving the mouse. <i>Drag</i> the mouse over a body of text to select it.
<b>drawing pointer</b>	A mouse pointer that looks like a pencil; it indicates that the drawing functions are enabled.
<b>Esc key</b>	The key that can sometimes be used to cancel a command. For example, when printing, press ESCAPE to cancel the print job.
<b>export</b>	To transfer data with certain characteristics intact from one program so that it can be used in a different program.
<b>extension</b>	Optional characters (up to three) after the period in a DOS filename. The extension often indicates the file type.



<b>font</b>	A complete set of characters in one size, face and style. 12 point COBB italic is a font; COBB is a typeface. <i>See also</i> typestyle, typeface. Fonts (or typefaces) are either <i>serif</i> or <i>sans serif</i> .
	<b>serif</b> A fine line finishing off the main strokes of a letter. This letter A has serifs at the bottom; this letter A does not.
	<b>sans serif</b> A typeface without serifs.
<b>function keys</b>	Keys along the top or left-hand side of a keyboard that begin with F, such as F1. These keys have particular tasks assigned to them within a software application.
<b>graphics file format</b>	The arrangement or layout of graphics data on disk. Software applications that produce pictures usually create data using one or more of these common formats. Express Publisher supports the following graphics file formats: TIFF, PCX, ART, and MAC.
	<b>grids</b> The vertical and horizontal points on screen that help you align objects. When Snap To Grid is on, Express Publisher aligns any object that is drawn or moved to the closest grid marker.
<b>gutter width</b>	The space between two columns of text.
 <b>I-beam pointer</b>	The cursor that indicates that Express Publisher is in text mode.
<b>icon</b>	A graphic representation of an object or a concept.
<b>import</b>	To bring data, with certain characteristics intact, from the program into the application you are currently using.
<b>K</b>	An abbreviation for kilobyte, as in 135K.
<b>leading</b>	The number of points between lines (line spacing).
<b>list box</b>	A type of dialog box that presents choices in a list format. You use the scroll bar to view the list of choices, select the item(s) you want with the mouse, and click OK.
<b>megabyte (MB)</b>	One thousand kilobytes (1000K).
<b>Menu bar</b>	The horizontal strip at the top of the screen that contains the menu options.
<b>Message line</b>	The horizontal strip at the bottom of the screen that contains pertinent information on the current action.

<b>more text marker</b>	An arrow at the bottom of a text frame indicating there is more text in the story than will fit in the frame.
<b>mouse</b>	A special input device connected to the computer that rolls along the desktop and controls cursor movement.
<b>mouse driver</b>	The software that allows your mouse to communicate with your computer.
<b>outdent</b>	(Also <i>hanging indent</i> ) An indent that hangs out to the left of the margin.
<b>paragraph spacing</b>	The line spacing between paragraphs. When you set paragraph spacing for text, you are setting the amount of extra space that will be inserted after the carriage return.
<b>Paste</b>	To place something from the clipboard into your document.
<b>pathname</b>	The route that shows the way from the disk's root directory to some other location (subdirectory) on the disk. For example, if EXPRESS is a subdirectory off of the root of drive C, the pathname is C:\EXPRESS.
<b>PCX</b>	See graphics file format.
<b>pica</b>	A unit of measure. One pica is equal to twelve points. See point.
<b>point</b>	The printer's basic unit of type measurement, approximately 1/72 of an inch.
<b>printer margins</b>	The area on the outer edge of the page where the printer will not print.
<b>printer port</b>	The plug in the back of the computer where you connect the printer to the computer. LPT1, LPT2, COM1, and COM2 are the most usual ports.
<b>print spooler</b>	A temporary storage place for information being sent to the printer. The print spooler holds information while the printer is busy processing something else.
<b>prompt</b>	A symbol that signals to the user that the computer is ready to receive input.
<b>RAM</b>	The computer's temporary memory, it functions only when the computer is on (as opposed to hard disk memory). A software application is loaded into RAM upon start-up. Any changes you make to a document are stored only in RAM until you save the document on disk.

<b>reboot</b>	To restart a computer. To reboot, simultaneously press CTRL-ALT-DELETE.
<b>resolution</b>	The number of dots per inch (dpi) used to represent graphics or text.
<b>sans serif</b>	<i>See font.</i>
<b>scroll bar</b>	The shaded rectangle on the right side and bottom of the Express Publisher screen. Click the scroll bar to move to the corresponding part of the page. Or drag the thumb (the white box) to scroll to a different section of the page. You can also click the arrows at either end of the scroll bar to move in that direction.
<b>serif</b>	<i>See font.</i>
<b>Style</b>	A group of formatting commands saved under one name, which can then be applied to multiple paragraphs.
<b>template</b>	A file that contains the basic page elements of a document that you produce regularly, like a newsletter. The template is your starting point, but you use Save As to save it as a regular document and produce the newsletter.
<b>text cursor</b>	<i>See I-beam cursor.</i>
<b>thumb</b>	The black box on the scroll bar that you can drag to quickly move to a different part of the page.
<b>TIFF</b>	<i>See graphics file format.</i>
<b>typeface</b>	A named type design, such as Marin.
<b>type size</b>	The size of type in points (10 point).
<b>typestyle</b>	The font attribute applied to a particular typeface, such as bold or italic. <i>See also font.</i>
<b>wild card characters</b>	Also known as global filename characters, wild card characters such as * and ? give you a method of specifying part of a filename so that several files may match the specification. See your DOS manual for more information on wildcard characters.



## A

accelerators 8  
 adding  
   art 23, 78  
   pages 42, 56  
   pictures 44  
   text 34, 95  
 aligning objects 40  
 anchor point 17, 62  
 Arrow tool 12, 30, 63, 89  
 art  
   ART pictures 80  
   MAC pictures 80  
   PCX pictures 80  
   resolution 82  
   TIFF pictures 81  
 ASCII files 95

## B

Banner (style) 107  
 bit map 82  
 Box tool 16, 62  
 boxes  
   drawing 62  
   stretching 20  
 Bring to Front  
   command 22, 65  
 Bulleted (styles) 107  
 Busy icon 5

## C

Caption (style) 107  
 Centered (style) 107  
 centering (text) 99  
 centimeter 58  
 changing fonts 97  
 changing objects 20  
 characters spacing 105  
 Choose Font command 28, 97  
 Choose Printer command 111  
 Choose Style command 36  
 choosing options 6  
 Clear Clipboard 77, 92  
 clicking 4

clip art 78  
   insufficient memory 79  
 clipboard 30, 76  
 closing  
   menus 7  
   document 59  
 colors, reversing 84  
 columns 47  
 commands 6, 87  
   selecting with keyboard 7  
   selecting with mouse 6  
 CONFIG.SYS xi  
 Copy page command 56  
 copying  
   clip art x  
   objects 77  
   pages 56  
   text 91  
 Create New command 56  
 cursor 26  
   moving with the arrow  
     keys 27  
   moving with the mouse 27  
   movement 27  
 Cut command 30, 76, 91

## D

defaults 51  
   line type 68  
   settings 8  
   style 107  
 Delete command 57  
 deleting  
   objects 22  
 deselecting  
   objects 17, 64  
   text 29  
 dialog boxes 8  
   check boxes 8  
   control keys 10  
   edit fields 9  
   icons 10  
   list boxes 9  
   radio button groups 9  
 dimensions 75

directories xi  
   ART 51  
   changing 11  
   default 51  
   DOCS 49, 51  
   TEXT 51  
 disk space x  
 displaying  
   bitmap images 58  
   command 58  
   hidden objects 59  
 document window 3  
 documents 13, 85  
   closing 59  
   creating 33, 47  
   opening 51  
   printing 111  
   saving 36  
 double-clicking 4, 29, 90  
 dragging 4, 19, 90  
 drawing 17, 62, 74  
   tools 17  
 Duplicate command 78  
 duplicating  
   text frame 92

## E

editing text 88  
 elevator 4, 5  
 Elvis 84  
 end point 17  
 Equate tool 72  
 exiting 25, 46

## F

files. *See also* documents  
   extensions 52  
   names 3, 52  
   illegal 50  
 File Name text box 49  
 File Utility dialog boxes 11  
 fills 21  
   changing 66  
 flowing text 92

fonts 97  
  changing 29, 97  
formatting levels 85  
function keys 7

## G

getting started 15  
Go to Page command 55  
graphic images. *See* clip art  
grid 73  
  snap to 74

## H

handles 18, 63  
hard disk x  
hardware requirements x  
Headline (style) 107  
Help Index 14

## I

Import Picture  
  command 23, 78  
Import Text command 34, 95  
inch 58  
Install program x  
  modifying xi

## J

Justify Text command 99

## L

layout 115  
leading 104  
leaving Express Publisher 59  
Left (style) 107  
line  
  changing 67  
  moving 20, 69  
  spacing 104  
  white and non-printing 68  
Line Spacing command 105  
Link tool 43  
linking text frames 43, 87, 92  
loading Express Publisher 2

## M

MAC (MacPaint) pictures 80  
margins  
  printer 114  
  text frame 101  
memory  
  installation and RAM vs.  
  disk space x

## menu

  bar 3, 6  
  closing 7  
  options 3  
Message line 3  
More Text marker 31, 93  
mouse 4  
Mouse Type (style) 107  
moving  
  between pages 55  
  cursor 27  
  in the document window 5  
  lines 20, 69  
  objects 19, 68, 74  
  pictures 24

## N

naming files 50  
New command 16, 33, 47  
New Page command 42  
newsletters, creating 32  
Next command 55

## O

objects 16, 61  
  aligning 40, 69  
  changing 20  
  changing shape of 19  
  copying 77  
  covered 65  
  creating 16  
  cutting and pasting 20  
  definition of 61  
  deleting 22  
  drawing 17, 62, 74  
  duplicating 78  
  filled 76  
  hidden 76  
  locked 76  
  moving 19, 68, 74  
  order 22  
  overlapping 22, 64  
  placement on page 75  
  resizing 70, 74  
  selecting 63  
  specifications for 75  
Specifications command 76  
status 75

Open command 42, 51  
Opening a template 53  
Options menu 57  
outdent 101  
overview (page  
  production) 85

## P

page  
  adding 42, 56  
  copying 56  
  moving to another 55  
  numbers 4  
  size options 48  
  up/down 6  
paragraph spacing 104  
Paste command 30, 77, 91  
PCX picture 80  
pica 58  
pictures. *See also* clip art  
  definition of 82  
  formats 78, 80  
  importing 23, 44, 78  
  large 81  
  moving 24  
  resizing 24, 83  
  wrapping text  
    around 44, 109  
placement on page 75  
pointers 4, 5  
  I-beam 27  
preset options 47  
Previous command 55  
printers x  
  changing options 111  
  margins for 114  
  supported printers 111  
printing 111  
  documents 45  
  options for 113  
  resolution 114  
  speed of 114  
Pullout (style) 107

## Q

quick keys 28  
quitting 46, 59  
Quotation (style) 107

## R

replacing text 96  
requirements (hardware) x  
resizing  
  objects 70, 74  
  pictures 83  
resuming 51  
Reverse Colors command 84  
Right (style) 107  
Rulers 3  
  putting away 58  
  units of measure in 58

## S

Save As command 49  
Save command 50  
saving 36, 49  
Scale command 24, 72  
screen 2  
Scroll bars 4, 5  
selecting  
    commands 6  
    objects 17  
    text 28, 89  
Send to Back command 22, 65  
Set Fill tool 21  
Set Grids command 73  
Set Line tool 67  
Set Tabs command 102  
shift-clicking 90  
shortcut keys 7  
Show Clipboard command 30  
Show Page command 45, 55  
Shuffle Down command 65  
Shuffle Up command 65  
sizing  
    one dimension 70  
    two dimensions 71  
Snap to Grid command 74  
spacing  
    character 105  
    line 104  
    paragraph 104  
Specifications  
    command 75, 84  
stacking order, changing 65  
starting Express Publisher 2  
Sticky tool 63  
stories 86  
    capacity 86  
    definition of 13, 86, 92  
styles 36, 107  
    applying 108  
    default 107  
subhead 38  
system requirements x

## T

tabs 102  
templates 52  
    creating 53  
    included 53  
    opening 54  
    revising 53  
text 85  
    appending 96  
    centering 99  
    control-clicking 98

    copying 91  
    deselecting 29  
    editing 88  
    entering 26, 87  
    flowing 92  
    importing 34, 9  
    insertion point *See* cursor  
    replacing 96  
    selecting 28, 89  
    wrapping 44, 109  
Text (style) 107  
Text Frame tool 26, 88  
text frames 26, 86  
    advanced formatting 103  
    changing 38  
    creating 88  
    cutting 91  
    definition of 13, 92  
    duplicating 92  
    formatting 99  
    linking 43, 92  
    margins 101  
    unlinking 94  
Text tool 88  
    putting away 30  
Thumb 5  
TIFF picture 81  
Title bar 3  
Toolbox 3, 12  
    putting away 58  
tools 12

## U

Undo Move command 57  
units of measure 58  
Unlink tool 94

## V

viewing document 55

## W

wild card characters 11, 52  
word wrap 27  
WordPerfect 95  
wrapping text around  
    pictures 44, 109





## *Important user information*

As a new user of Express Publisher for DeskMate, you need to be aware of the following information. Please read this information closely and keep it in mind when using the product.

1. When using Express Publisher, as with any software package, it is extremely important to save your work frequently.
2. Many of the features of Express Publisher, such as full justification, line and character spacing options, and styles, require a lot of memory. If you experience sluggish performance while editing a complex document, wait to apply style and typesetting options until the final stages of composition.
3. If you are working on a large or very complex document and performance continues to be slow, or if you experience difficulties while editing or formatting, you may have memory problems. Save your work, exit Express Publisher and DeskMate, and then restart both programs. Exiting to DOS will free some memory and make it easier to work.
4. When you are running Express Publisher as a stand-alone Runtime product, the only option available from the F10 menu is Setup.
5. In order to improve performance during a heavy editing session, Express Publisher does not always redisplay the screen after an editing change. This allows you to continue working more quickly, but it may cause some text to overlap or "disappear" from the screen. Press CTRL-L to redisplay the screen properly.

# *Express Publisher for DeskMate 1.0*

This supplement documents enhancements and changes made to Express Publisher for DeskMate since the printing of the manual. You should make a note in your manual where any of this information supplements or updates specific sections.

The supplement is divided into 10 parts:

- Installation
- Beginning
- Objects
- Text
- Selecting a printer
- Trouble shooting
- Supported printers
- Additional clip art
- Additional fonts
- DeskMate accessories

If you encounter a problem while using Express Publisher, try consulting the on-line Help system.

## **Installation**

**Install pathname.** When the Install program prompts you for the drive and program directory, do not type a backslash (\) at the end of the pathname. Just type the drive, a colon, a backslash, and the directory name, for example, `c:\express`

The Install program automatically adds a backslash at the end of the pathname.

**Setting up directories, page xi.** This paragraph replaces the third paragraph under this heading.

The names of the default directories, `\EXPRESS\DOCS`, `\EXPRESS\ART`, `\EXPRESS\TEXT`, and `\EXPRESS\FONT`, cannot be changed. You can change the name of the main directory, `\EXPRESS`, when you first install Express Publisher.

1. When the Install program prompts you for a pathname, type the drive and directory in which you want to install Express Publisher. Do not type a final backslash after the directory name. For example: c:\publish
2. Press the down arrow key. The program will change the name of the main directory in the pathnames of the four default directories.

**Modifying an existing installation, page xi.** The following corrects the second bulleted item under this heading. This information also applies to the section "Changing the default directory" on page 51.

- After the first installation, you cannot change the name of the main program directory or the default directories.

**Beginning Using the mouse, pages 4-5.** The mouse cursor may disappear when you turn on the Display Grid option by in the Set Grid dialog available from the Options menu. To restore it, click the mouse.

**Numeric edit fields, page 9.** A numeric edit field is an area in a dialog box where you enter a number to specify a measurement. Some examples are the Top, Bottom Left, Right, and First Line Indent edit fields in the Set Text Frame Margins dialog box.

If you want to replace the contents of a numeric edit field with a number that contains a decimal point, the number must begin with a digit. For example, to specify half an inch, enter 0.5, not .5.

**File Utility dialog boxes, page 11.** To display all the files in a directory in the Files list box, type \* (asterisk) in the Extension edit field.

**Objects Scaling objects, page 72.** You can scale any object in Express Publisher except a line.

**Text Refreshing the screen.** To refresh the screen (restore the corrected picture) manually after editing text, press CTRL-L. You may want to do this after inserting text, deleting text, or applying font attributes commands to selected text.

**Default styles, page 107.** Note the following correction to the description of the Pullout style: it is Marin, 14 pt., bold-italic, centered.

**Wrapping text around pictures, page 110.** If the length of the text is shorter than the length of the picture frame, you may need to select the Text Wrap tool again and wrap the text a second time.

If you click twice on the text frame while wrapping text, the text may not appear at the end of the process. Select the text frame and move it slightly, and the text will reappear.

## Selecting a printer

You must select a printer before you can print an Express Publisher document. Unless you change printers, you need to follow this procedure only once.

1. Start Express Publisher.
2. Pull down the F10 menu and choose Setup.
3. Pull down the Options menu and choose Printer.

If you are a Runtime user, you will receive the following message: Please insert a disk containing the file DMPD.CFG into any drive. Enter to continue, ESC to cancel.

4. Press ESC.

The Printer Settings dialog box appears.

5. Select the printer you are using and set the options as needed. See your DeskMate manual for instructions.

## Trouble shooting

**Install problems, page 139.** The following replaces the first paragraph in this section.

Express Publisher for DeskMate requires DeskMate 3.5. The Install program does not determine whether DeskMate is present in your system or what version of DeskMate you have.

To install Express Publisher on a system that is running a version of DeskMate earlier than DeskMate 3.5,

1. Insert Disk 1 in drive A.
2. Type a: to switch to drive A.
3. Type install.

The program will ask you to enter the path name of a directory to which to copy the DeskMate 3.5 Runtime files.

4. Type the name of the directory in which you plan to install Express Publisher.

The Runtime files and the Express Publisher files must be installed in the same directory.

**Not enough available memory to run, page 140-141.** If this message appears, first check to make sure that the Auto-proof option in the DeskMate Spell Checker is turned off. Click F10 and choose Spell Checker. A check mark appears next to the Auto-proof option if it is turned on; click the option to turn it off.

**Supported printers** **Pages 151-152.** The following text replaces the first paragraph in this appendix.

The column on the left lists all of the supported printers. The printer names are the same as the ones that appear in the DeskMate Setup Printer dialog box.

The column on the right lists the name of the printer drivers.

This table is especially useful if you are using an HP LaserJet with font cartridges. Note that Tandy printers must be set to the stated emulation mode in order to print Express Publisher documents.

See "Selecting a printer" earlier in this supplement for instructions on setting up your printer.

**Additional clip art** **Page 159.** Note that Express Publisher for DeskMate does not support the HP DeskJet printer or EPS clip art.

**Additional fonts** **Page 181.** Atech's FastFonts supports the following attributes for use with Express Publisher: bold, italic, bold-italic underline. FastFonts does not support monospace, small caps, superscript, or subscript with Express Publisher.

**DeskMate accessories** The following DeskMate accessories are available from within Express Publisher:

Setup  
Calculator  
Phone List  
Alarm  
Clipboard



# Express Publisher for DeskMate

## Quick reference card

### Menus

- To select a command with the keyboard, press a function key to pull down a menu
- Type the first letter of the menu command and press ENTER to select, or use the accelerator keys.

File F <sub>2</sub>	
New...	
Open...	Ctrl+O
Open Template...	
Import Text...	
Import Picture...	
Close	
Save	Ctrl+S
Save As...	
Print...	
Exit	Esc
Run...	
About...	

Edit F <sub>3</sub>	
Undo Move	
Cut	Shift+Del
Copy	Ctrl+Ins
Paste	Shift+Ins
Duplicate	Ctrl+D
Show Clipboard...	Ctrl+K
Clear Clipboard	Ctrl+C

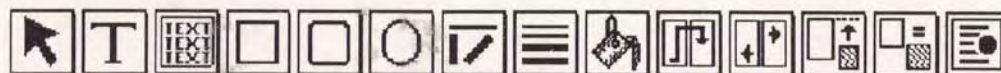
Text F <sub>4</sub>	
Choose Font...	
Choose Style...	
Justify...	
Set Tabs...	
Set Frame Margins...	
Set Character Spacing...	
Set Line Spacing...	
Set Paragraph Spacing...	

Page F <sub>5</sub>	
Show...	
Create New...	
Delete...	
Previous	Ctrl+P
Next	Ctrl+N
Go to...	Ctrl+G

Objects F <sub>6</sub>	
Bring to Front	
Send to Back	
Shuffle Up	
Shuffle Down	
Reverse Colors	
Scale...	
Specifications...	

Options F <sub>7</sub>	
Rulers	
Toolbox	
Snap to Grid	
Set Grid...	
Units...	
Display...	

### Express Publisher Tools



Arrow  
Text  
Text Frame  
Box  
Rounded Box  
Ellipse  
Line  
Set Line  
Set Fill  
Link  
Unlink  
Align  
Equate  
Text Wrap

## Press To do this

### Text editing keys

BACKSPACE	delete the character to the left of the cursor.
DELETE	delete the character to the right of the cursor.
INSERT	toggle between insert and overstrike modes.
LEFT, RIGHT	move the cursor left and right.
CTRL+LEFT/ CTRL+RIGHT	move the cursor to the beginning of the previous or next word.
UP, DOWN	move the cursor up and down.
HOME/END	move the cursor to the beginning or end of the line.
CTRL+PGUP/ CTRL+PGDN	move the cursor to the beginning or end of the text in the current frame.

### Dialog box control keys

TAB	move the cursor from option to option.
SHIFT-TAB	move the cursor in the opposite direction.
LEFT / RIGHT PGUP / PGDN	change selected option or icon. move the cursor up/down a list box.
ENTER	accept the highlighted option, or click OK.
ESC	cancel the command and close the dialog box without making any changes.

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### **Function-key shortcuts**

F1	Help
F2	File menu
F3	Edit menu
F4	Text menu
F5	Page menu
F6	Object menu
F7	Options menu
F9	Menu
F10	DeskMate accessories
CTRL+O	Open a document
CTRL+S	Save a document
ESC	Exit dialog box or Express Publisher
SHIFT+DEL	Cut
CTRL+INS	Copy
SHIFT+INS	Paste
CTRL+D	Duplicate
CTRL+K	Show Clipboard
CTRL+C	Clear Clipboard
CTRL+P	Previous Page
CTRL+N	Next Page
CTRL+G	Go to Page

**Click these tool icons to activate.**  
**Double-click, and they remain in effect until you click another tool.**

- Box
- Rounded Box
- Ellipse

- Line
- Link
- Unlink

- Align
- Equate



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