

SPRINGBOARD™



The Newsroom™



The Newsroom in Detail

The Complete Guide to Creating a Newspaper

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Apple II + , IIe, IIc disk	
IBM PC disk	
Commodore 64/128 disk	

Springboard Technical Support Hot-Line

Springboard offers you continuing support in the form of telephone advice. Should you encounter any difficulty in using this product, feel free to call our technical support department Monday through Friday during normal business hours (central time) at (612) 944-3912.

The best technical support can be obtained if you are at your computer, running the program when you call.

The Newsroom in Detail

To the Editors

The Newsroom was created for journalists of all ages. Experienced journalists will find it has the tools and flexibility to create surprisingly stylish, sophisticated publications. Novices, young and old, will find it provides a fascinating introduction to the world of journalism and newspapers. It's fun to write your own newspaper and doing so challenges organizational skills, writing abilities and creative processes.

When you are working in The Newsroom, you are busy organizing thoughts, translating them into prose, creating photos out of clip art, laying out the pages and rolling the presses. You can develop newspapers, newsletters, brochures, flyers and information packets for your business, school, class, club, team, family and neighborhood. You can write, edit, illustrate and add a personal touch to each publication. Use of The Newsroom is limited only by your imagination.

This instruction booklet is in two parts. The first part describes The Newsroom and includes detailed instructions on how to use the many features provided by the program. The second part is a complete guide to creating a newspaper. It includes valuable information on topics such as how to organize a newspaper staff, strategies for getting an interview, how to create a headline and how to use photos to tell a story. The appendices include a glossary of newspaper terms, an annotated bibliography and a chart of proofreaders' symbols. The Newsroom is easy to use and will allow you to create a fun and professional looking newspaper of your own.

What To Do With The Newsroom's Two Disks

The Newsroom comes with two disks

Disk 1 contains the Master Program and should be inserted into the first drive to load the program. **Disk 2** contains the Newsroom's Clip Art. Apple and Commodore users will find *Clip Art A on side one* of the disk and *Clip Art B on side two* of this disk. A user must flip the disk in the drive to go between side one and side two. IBM users will access both Clip Art A and Clip Art B without flipping the disk.

Clip art overview

A complete reference guide to Clip Art A and Clip Art B is provided in Appendix IV - Clip Art Overview at the back of this book. With this reference guide, you can view each piece of clip art in the exact order it is stored on the disk. You can then easily find and choose the desired clip art on the disk.

Data Disks

The Newsroom disk cannot be used to store your photos, text and newspapers. These items must be stored on a data disk.

Using a one disk drive system

To run The Newsroom on a one disk drive system, the Master Program disk must be in the drive at all times, except when you are saving or loading information. The program will instruct you when to insert the program disk, when to insert side one (A) or side two (B) of the Clip Art disk, and when to insert your data disk. IBM hard disk users may run without the Master Program disk in the drive after the initial boot (see instructions page 3).

Using a two disk drive system

To run The Newsroom on a two floppy disk drive system, the Master Program disk must be in drive one (A) at all times. The Clip Art disk and your own data disk will use drive two (B). The program will instruct you when to insert the Clip Art disk and your data disk into drive two (B). IBM hard disk users may run without the Master Program disk in drive one (A) after the

initial boot, and may use drive A for the clip art and drive B for their data (see instructions page 3).

Getting Started...Let's Load The Program

Apple II+, IIe, IIc

1. Insert the Master Program disk (side 1 of disk 1) into the disk drive.
2. Turn on the computer and the monitor.
3. You may be asked the number of drives you are using. Select the number by using the joystick, mouse or arrow keys and pressing the joystick or mouse button, Apple key (IIe, IIc) or ESC key (II+). Continue to page 5, **General Instructions**

Commodore 64/128

1. Turn on the disk drive(s), monitor and computer. Wait for the READY prompt.
2. Insert the Master Program disk (side 1 of disk 1) into the disk drive. (C-64 users continue to step 5.)
3. Type **GO 64** and press the RETURN key. (C-128 only)
4. When the computer asks "Are you sure?", type **Y** and press the RETURN key. Wait for the READY prompt. (C-128 only)
5. Type **LOAD "*", 8** and press the RETURN key. Wait for the READY prompt.
6. Type **RUN** and press the RETURN key. Continue to page 5, **General Instructions**

IBM PC

All IBM PC and compatible systems must go through The Newsroom Setup procedures before running The Newsroom. These procedures consist of two parts.

1. Making backup disks.
2. Setting up your Master Program disk.

To begin The Newsroom Setup procedures:

1. Boot your system.
2. Insert The Newsroom Master Program disk into drive A. Type **A:SETUP** and press the ENTER key.
3. Select either: make backup disks, or proceed to set up Master Program disk.
4. Follow the instructions on the screen for each procedure.

Making backup disks

Choosing the backup procedure will automatically return you to the operating system. Here you must use the COPY*. * DOS command to make copies of both The Newsroom Master Program disk and the Clip Art disk. The backup disks cannot be used to run The Newsroom directly. Use these backup disks to restore damaged files on the original Master Program and Clip Art disks. To restore files, you must again use the COPY*. * DOS command. DO NOT FORMAT THE ORIGINAL DISKS.

Setting up and running The Newsroom

Choosing the setup procedure will allow you to configure The Newsroom for your particular system. You will select your computer and its disk configuration.

If you are running with floppy disk drives only:

You will be given the option during the floppy disk setup procedure to make your Master Program disk self-booting. To do so on a two disk drive system, leave your Master Program disk in drive A and insert your DOS disk into drive B and press the ENTER key when you are instructed to do so. If you have a one disk drive system, insert the DOS disk into the drive whenever prompted by the program to insert a disk into drive B. Your disk will now contain DOS and The Newsroom will automatically come up on the screen after turning on the computer with the Master Program disk in drive A or after pressing the CTRL - ALT - DEL keys simultaneously. EXCEPTION: Tandy 1000/1200 users must run the setup procedures, but cannot create a self-booting disk with Tandy MS DOS. To run The Newsroom on the Tandy 1000/1200, first boot the system, then insert The Newsroom Master Program disk into drive A and enter **A:NEWSROOM**.

If you have a hard disk:

You may set up and run The Newsroom from a hard disk by selecting the appropriate computer and hard disk location options during the Hard Disk Configuration section of The Newsroom Setup procedure. This procedure will automatically create a directory

called NEWSROOM and a subdirectory called NRDIR1 on the appropriate area of your hard disk. The Newsroom Master Program disk will be copied to the **NEWSROOM** directory, and your data files can be saved to the **NRDIR1** subdirectory. If you do not wish to run The Newsroom or have any of its data files on the hard disk, select the **NO HARD DISK IN SYSTEM** option during the setup procedures. To run The Newsroom from the hard disk, boot the system, insert the Master Program disk into drive A and enter **A:NEWSROOM**. Once the program is loaded, you can take the Master Program disk out of the floppy drive and run off the hard disk. The floppy drive can then be used for the Clip Art disk or a floppy data disk.

The Newsroom can support separate **load** and **save** subdirectories on the hard disk. Upon booting the system, the load and save subdirectories will both be the same...NRDIR1. You can then change either of the subdirectories during the load or save operations (accessed by selecting the disk icon). Be sure you always take note of the current load or save subdirectory as it is indicated on screen while saving or loading. It is important to keep all of the files for any given page you have created in the same subdirectory. The floppy drive is also available for storing data and can be selected during the save and load operations.

If you have a RAM disk:

Some systems are modified by software to support a RAM disk, a segment of memory that corresponds to a disk drive. If you have a RAM disk with at least 200K of available space, you can increase the running speed and reduce disk swapping by running The Newsroom from the RAM disk. To configure your system for a RAM disk, first select the appropriate computer during the setup procedures, then select the **NO HARD DISK IN SYSTEM** option. You will then be asked to enter the call letter for your RAM disk. To run The Newsroom from your RAM disk, boot the system and place the Master Program disk into drive A. Enter **A:NEWSROOM** and press the ENTER key. You can

then take the Master Program disk out of the floppy drive and run off the RAM disk. You will have the option during the loading and saving procedures in The Newsroom to identify which drive to access for your data. The clip art will be accessed in drive A.

Running The Newsroom

Regardless of your hardware configuration, you can always run The Newsroom from the system. After DOS has been booted, insert The Newsroom Master Program disk into drive A, type **A:NEWSROOM** and press the ENTER key.

Exiting The Newsroom

To exit The Newsroom and return to the operating system, press the CTRL - (left) SHIFT - DEL. keys simultaneously.

General Instructions

Data disks...saving your work

A Newsroom newspaper is made up of four parts: photos, banners, panels and pages. As you create these different parts of your newspaper, you will need to save each of them individually to the same data disk. A data disk is any initialized (formatted) disk with space on it to store information. If you do not know how to initialize (format) a disk, consult your Disk Operating System manual.

Special note for Apple and Commodore 64/128 owners: You may initialize your data disks while you are in The Newsroom. As you create your photos, banners, panels and pages, you will proceed to SAVE your work. Any attempts to save work on an uninitialized disk will prompt the program to give you the option to initialize the disk at any time. Apple users who choose to initialize your data disk(s) without the aid of The Newsroom must use the Apple DOS 3.3 format.

Before beginning work at The Newsroom, be certain to have at least one data disk ready to store your work. Unless you intend to create many newspapers with The Newsroom, this one data disk can be used to store all of your data files.

Each of the four types of data files is created and saved in its own work area: photos in the Photo Lab; banners in the Banner area; panels in the Copy Desk; pages in the Layout. Panels, as they appear on the screen, may include photos, but it is important to remember that when you save a panel, only the **text and the names** of the photos for that panel are saved as the panel data file. Similarly, the page layout file contains only the **names** of the various panels, photos and banner that make up that page. To avoid unnecessary disk swapping or hunting for stray files, **always save all the files for any page on the same data disk**. It is not a good idea to have the files for one page saved on different data disks.

To save your work, select the **disk icon** from any work area. Type a name with up to eight characters and press the RETURN (ENTER) key. Try to use a name that will help you remember what it is.

Very Important: All names should contain no spaces or special characters so that all computers can decipher your names if you choose to use the WIRE SERVICE. For example: You could name your work HOTDOG but *not* HOT DOG!

Remember: You must save your work before returning to The Newsroom Menu. Your work can only be saved on your data disks.

Important for IBM PC hard disk users: You have the option of saving data files to the hard disk in a subdirectory created during the setup (NRDIR1). You may also create other data subdirectories while using the program. The Newsroom supports separate save and load subdirectories (see IBM PC Setup, p.3). The option to create new subdirectories is presented whenever you are saving a file (select disk icon; select **save** from disk icon menu). Also, whenever loading a data file, you will be given the option to change the current default data subdirectory (select disk icon; select **load** from disk icon menu; select **NEW DIR** from data file listing). For organization and

ease of use, it is strongly recommended that all files belonging to the same page be saved within the same subdirectory.

Data disks...deleting your work

You may want to delete some of your old banners, photos, panels or pages from your data disks. This process is done through the DOS appropriate to your system. When you saved your work in The Newsroom, you gave each file saved a name with up to eight characters. The program allows you to name a banner, photo, panel and page the same name. For example, you could have named each of these parts *FUN*. The Newsroom then assigns an extension to your name depending on the file type (ie. banner, photo, panel or page). These extensions are stored with the name on the disk but do not appear in listings through The Newsroom. They can only be seen by doing a catalog or directory of the data disk through the operating system. When deleting the different parts of your newspaper, you will need to know the extension that The Newsroom assigned to the particular file and delete the entire name from the disk by using your DOS command.

Data file extensions

<i>Apple and Commodore:</i>	<i>IBM PC:</i>
banners BN.FILENAME	banners FILENAME.BN
photos PH.FILENAME	photos FILENAME.PH
panels PN.FILENAME	panels FILENAME.PN
pages PG.FILENAME	pages FILENAME.PG

Sound on/off

On the Apple and IBM computers, pressing CTRL-A turns the audio on and off.

The Commodore 64 sound comes out of your television or monitor and can be adjusted with its controls.

Cursor movement

The cursor can be moved around the screen to select things. Depending upon its function at the moment, it

may appear as a small arrow, a text cursor, a hand for picking something up, a blinking box outline or a drawing shape.

If you are using a **joystick**, orient it so that the cursor moves up when you push the stick forward, the cursor moves left when you push the stick to the left, etc. Press a joystick button to make a selection, pick something up or drop something. When using any of the drawing tools, hold a button down to draw.

If you are using a **Koala Pad**, orient it so that the cursor moves up when you draw up, the cursor moves left when you draw to the left, etc. Press a button to make a selection, pick something up or drop something. When using any of the drawing tools, hold a button down to draw.

If you are using a **mouse** (Apple computers only), orient it so that the mouse cable is pointing directly away from you. If you run out of surface area to move the mouse, simply pick it up and reposition it where you have more room. Lifting the mouse does not move the cursor. Press the mouse button to select something, pick something up or drop something. When using any of the drawing tools, hold the mouse button down to draw.

If you are using the computer **keyboard**, use the following keys:

Apple II +

- use the CTRL-IJKM keys to move the cursor (hold down the CTRL key while pressing, I,J,K or M)
- use CTRL-S to toggle between moving the cursor large steps and small steps
- use the ESC key to select, pick up, drop and draw something (Note: Other Apple II + key commands may vary from the Apple IIe or IIc key commands. Those variations are documented wherever they occur.)

Apple IIe, IIc

- use the arrow keys to move the cursor
- use the CTRL-S to toggle between moving the cur-

or large and small steps

- use the open/closed Apple keys to select, pick up, drop and draw something

IBM PC

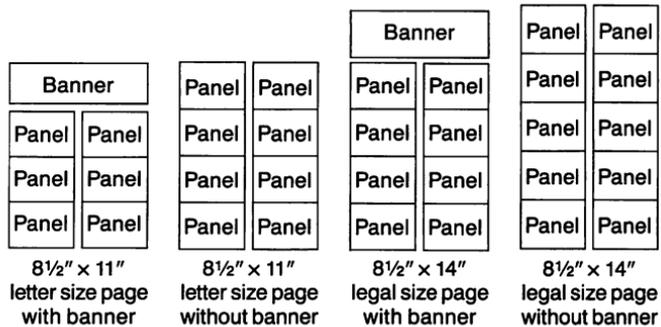
- use the arrow keys to move the cursor large steps
- use the arrow keys with the SHIFT key pressed down to move the cursor small steps
- use the ALT key to select, pick up, drop and draw something

Commodore 64/128

- use the cursor keys to move the cursor large steps
- use the cursor keys with the CONTROL key held down to move the cursor small steps
- use the Commodore key to select, pick up, drop, and draw something

What Do You Create with The Newsroom?

As Editor of The Newsroom you can direct all the activities necessary to create a newspaper. This includes banner creation, photo production, copy writing, layout, wire service and, of course, the printing of the newspaper. There are four types of newspaper pages that can be made, each with a particular combination of panels and banner:

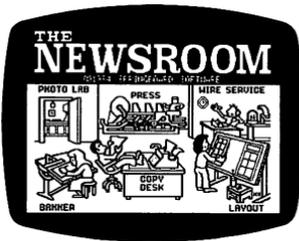


The front page of a newspaper often has an area at the top which contains the name of the newspaper in very large letters. Sometimes it contains additional information such as the name of the publisher, a slogan or a blurb about a special story inside the newspaper. This area is sometimes called the banner, logo or flag and is created in the **Banner** work area of The Newsroom.

A front page with a banner also has panels. Inside pages without a banner contain extra panels. These panels can contain photos and text and are created at the **Copy Desk**. The pages pictured above have box outlines around the panels and banners in order to help convey their size and location. There is no box outline around them or the banner when they are printed out, however.

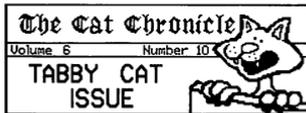
You arrange the panels as you wish in the **Layout** work area. With the **Wire Service**, you can send or receive photos, panels or entire pages with your computer's modem (optional). There is no compatibility problem at The Newsroom...Apple, IBM and Commodore computers can talk to each other. The **Printing Press** will print out your newspaper on your computer's dot matrix printer.

Picture Menu



The Newsroom Menu makes it easy to get to any part of The Newsroom. Moving the joystick, drawing on the Koala Pad or pressing the cursor control keys causes the names of the different options to flash. You can select from the **Photo Lab**, **Banner**, **Copy Desk**, **Layout**, **Wire Service** or the **Printing Press**. When the name of the desired option is flashing, select it by pressing a joystick or Koala Pad button or the appropriate selection key on your keyboard. You will be taken to that part of The Newsroom office.

The Banner Work Area



What is a banner?

The banner is the place where a newspaper identifies itself by printing the paper's name. It is often done in large letters above or just below the headlines on page one. Sometimes it is referred to as the logo or flag. It should not be confused with the masthead, which is a small box often found on the editorial page containing the publisher's name and address and subscription information.

The Newsroom gives you the power to produce exactly the kind of banner you envision.

Helpful Hint: You can create a banner in any sequence you choose but we suggest that you first select the clip art you want to use, position it in place in your banner, make any desired modifications and then enter your text around it.

Adding text

Most likely you will want to name your newspaper with some great big letters. You may also want to add smaller letters for a slogan. To do this, first select the **crayon icon** at the left side of the work area. The Graphic Tools window will appear. Move the blinking box cursor to the font (style and size of letters) that you wish to use and select it by pressing a joystick or Koala Pad button or the appropriate selection key on your keyboard. Then select the **EXIT** option and the Graphic Tools window will disappear.

Your cursor will now be a block the size of the font you selected. Move the cursor to where you want to type the letters and drop it there by pressing the selection button or key. You are now in text mode and can begin to type.

If you type an incorrect letter, use the cursor keys to move the cursor to it. Then type a new letter over the incorrect letter. In this part of The Newsroom, new text simply replaces any old text it is entered over. This differs from the word processing at the Copy Desk which includes insertion and deletion of text.

Use the RETURN (ENTER) key to start a new line. It will begin directly below the designated starting point of the text. *Special note for Apple II+ owners:* since your computer interprets the RETURN key to be the same as CTRL-M (down cursor key), it is necessary for you to use CTRL-R as a carriage return rather than the RETURN key. If you press the RETURN key, the cursor will move straight down.

To get out of the text mode, press the selection button or key again. You are now in cursor mode instead of the text mode and can move the cursor anywhere in the work area and over to the icons. By pressing the selection button or key while in the work area, you toggle between text mode and cursor mode. The cursor mode allows you to select where you want to place letters in the banner. The text mode allows you to type the letters in. *NOTE:* The text mode in the Banner work area is identical to the text mode in the Photo Lab. The text mode in the Copy Desk, however, is quite different in that it is a more complete word processor. See the section on the Copy Desk for further details.

Adding clip art

If you wish to add artwork to your banner, select the **clip art icon** at the left side of the work area. If you have not done so already, the program will instruct you to insert one of the sides of the clip art disk into a disk drive. To review all available clip art and where to find it on disk, see Appendix VI-Clip Art Overview at the back of this book.

A list of clip art pages will appear on the screen. Move the selector bar up and down the list of names until you find the page of clip art you want to load. Then select that page by pressing the selection button or key. That page of clip art will be displayed.

You may select another page of clip art by reselecting the **clip art icon**. The display area will be cleared and the new page displayed.

If you wish to see clip art from a different clip art disk, (or for Apple users, the other side of an Apple clip art disk) insert the other clip art disk in the drive, then select the **NEW DISK** option from among the list of pages. This list of old pages will disappear and be replaced with a list of the new pages.

IBM users note: The IBM version of The Newsroom requires a double headed drive. This eliminates the need to flip the Clip Art disk.

If you wish to return to the Banner work area without any clip art, select the **CANCEL** option from the list of pages.

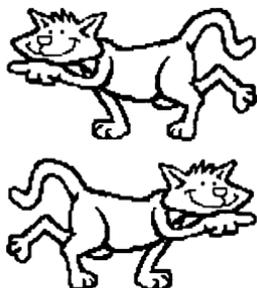
When you find a piece of clip art you want to use in the Banner work area, move the cursor onto that particular piece and select it by pressing the selection button or key. You will find yourself back in the work area dragging the piece of art around with your cursor.

Move the piece of clip art to where you want it positioned, and then press the selector button or key to drop it. The moment you drop the piece of art, you may notice a shadow of the art appear. As you move the cursor, however, you will notice that you are still carrying the clip art. This feature allows you to drop multiple images of the same clip art item on the work area very quickly and easily. When you have as many images of the item as you want on the screen, simply move the cursor to the icon area. The clip art you are carrying will automatically disappear. If you accidentally remove a piece in this manner, select the **OOPS icon** to automatically retrieve it.

Once a piece of clip art has been dropped, it can be picked up again and repositioned with the hand cursor.

Please note that some of the clip art pieces cannot completely fit into the Banner work area. Position the pieces as you like, but remember, only the portions that fit in the work area will be there when it is printed out.

You can return to the library of clip art as often as you like to get additional pieces and then position them as you wish.



Flip the clip art

Any piece of clip art can be flipped from left to right or right to left. For example, you may want to use the picture of a cat pointing to the right, but prefer to have the cat point to the left. To do so, select the **flip icon** which is present only when a piece of clip art is in the work area. It will begin to blink when you select it, indicating that it is active. Then select the piece of clip art you wish to flip. It will flip automatically. If you wish, flip the piece back to its original position with the **OOPS icon**.

Modify clip art or create your own

You can also modify the selected clip art or create your own using the different Graphic Tools provided by The Newsroom. To use these tools, select the **crayon icon**. The Graphic Tools window will appear.

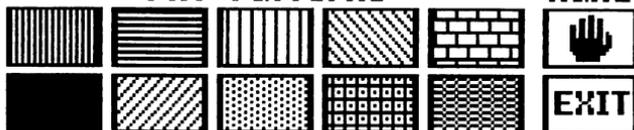
Graphic Tools



Pens



Fill Patterns



Large Fonts



Small Fonts



In addition to the fonts you have already experimented with, you can select from ten different **Drawing Pens**. To use a pen, first select it and then exit the Graphic Tools window. The cursor is now the shape of the selected pen. When a joystick button, Koala Pad button or open/closed apple key is held down, the pen will draw in the work area. (**Apple II+ keyboard only users please note:** Use the ESC key to toggle draw on/off after a pen has been selected.)

If you wish to erase something, go back to the Graphic Tools window and select the **Eraser**. Whatever pen is active will now erase instead of draw.

You may have noticed additional tools beside the Eraser. These automatically draw things like a **Line**, continuous **Lines**, **Circles** and **Boxes**. To use one of these options, first select it and exit the Graphic Tools window. Then select a starting point and move the cursor until the rubber band lines are positioned as you wish. Press the selection button or key again and the real lines will appear where you wanted them. It's easy and quick. You can return to normal drawing by selecting the **DRAW** option from the Graphic Tools window.

Any of the ten **Fill Patterns** can be used to automatically fill any enclosed area with a pattern. After selecting one of the patterns and exiting the Graphic Tools window, position the cursor inside any enclosed area and press a selector button or key. The area will fill with the chosen pattern. The patterns are all black and white but may appear colorful depending upon your type of computer and monitor.

The final option available in the Graphic Tools window is the **Hand**. It enables you to pick up and reposition a piece of clip art. The final position of any piece of clip art, however, should be determined prior to modifying the piece since the Hand can move only the piece of clip art, not any modifications made to it. Therefore, position the pieces of clip art carefully before you make any changes to them.

Magnify for more detailed work

If you need to magnify a portion of the screen to get better detail, select the **magnifying glass icon**. The cursor will become a rectangle which you can move to the area you wish to magnify and edit. Once you have selected a portion of the picture to edit, a magnified version of the area will appear. Using this magnified version, you can turn individual pixels on or off. As you edit, you can watch the results of your changes in the display rectangle at the bottom of the screen. When finished editing, you can select either the **CANCEL** option, which returns you to the work area with no change to the edited area, or the **EXIT** option, which returns you to the work area with your changes displayed.

You can OOPS a mistake

These tools are very powerful and make it easy for you to modify the clip art or even create your own. Still, you may make a mistake. If you do, simply select the **OOPS icon**. Whatever you did last will be gone. This includes fills, drawings, lines, boxes, circles... even your last OOPS!

Very important...save your banner

Be certain to save your banner to a data disk before you return to The Newsroom Menu. If you do not save it, your work will be lost. If you have not finished the banner, save it anyway. You can load it at another time and finish it then.

To save your banner, select the **disk icon**. Enter a name with up to eight characters and press the RETURN (ENTER) key. Try to give the banner a name that will help you remember what it is.

After you have saved your banner, you can go back to that banner at any time to make alterations.

Only clip art pieces or a previously saved banner can be loaded into the Banner Work area. **Photos cannot be loaded into the Banner work area.**

To load a previously saved banner, first select the **disk icon**, then choose the LOAD BANNER option. The program will instruct you to insert your data disk which contains the banner into the disk drive (drive 2 (B) if available). A list of the banners on your data disk will appear. Move the selection bar with the joystick, mouse or keyboard to the desired banner and press the selection button or key. The program will then instruct you to replace your data disk with the clip art disk(s) containing any clip art items used to create your banner. Your banner will then appear in the work area. The program must read both the data disk and the clip art disk when loading a banner. This is required to restore the banner in the work area as it was when the banner was originally created. This insures that you will have maximum editorial control of all of the graphic tools.

IBM users only. You will be given the option to CANCEL from the loading of your clip art disk after you have loaded the banner from your data disk. The banner will appear in the work area, but any clip art in the banner may not be moved or flipped until the appropriate clip art disk has been placed into the disk drive.

NOTE: The Apple version of The Newsroom includes the option to load, into the banner work area, any standard DOS 3.3 high resolution picture that was created with other graphics programs. Select the disk icon for this option.

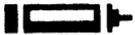
Icons in the banner work area:



The clip art icon allows you to select from the library of clip art



The flip icon allows you to flip pieces of clip art



The crayon icon produces the Graphic Tools window



The magnifying glass icon allows you to magnify a portion of the screen

OOPS

The oops icon allows you to undo what you just did



The garbage can icon clears the work area (double select this icon)



The disk icon allows you to load or save a banner (or load a hi res picture in Apple version only)

MENU

The menu icon returns you to The Newsroom Menu (double select this icon)

The Photo Lab Work Area

The Photo Lab allows you to create your own photos for inclusion in your newspaper. It is similar to the Banner work area in that it provides you with the library of clip art and the different graphic tools. Once the art work for your photo is complete, you can “crop” it so that the photo contains exactly the art work you desire and has the proper dimensions.

A photo is added to the newspaper in the Copy Desk. There it can be combined with text and/or additional photos and positioned in one of the panels. A photo can be as small as you like or as large as the Photo Lab work area.

Selecting clip art for your photo

To examine the clip art library, select the **clip art icon** at the left side of the work area. If you have not done so already, the program will instruct you to insert one of the disk sides with clip art into a disk drive. To review all available clip art and where to find it on disk, see Appendix IV-Clip Art Overview at the back of this book.

A list of clip art pages will appear on the screen. Move the selector bar up and down the names until you find the page of clip art you want to load. Then select that page by pressing the selection button or key. That page of clip art will be displayed.

You may select another page of clip art by reselecting the **clip art icon**. The display area will be cleared and the new page displayed.

If you wish to see clip art from a different clip art disk (or the other side of an Apple clip art disk), substitute the new disk for the old one in the disk drive and then select the **NEW DISK** option from among the list of pages. The list of old pages will disappear and be replaced with a list of the new pages.



IBM users note: The IBM version of The Newsroom requires a double headed drive. This eliminates the need to flip the Clip Art disk.

If you wish to return to the Photo Lab without any clip art, select the **CANCEL** option from among the list of pages.

When you find a piece of clip art you want to use in a photo, move the cursor onto that particular piece and select it by pressing the selection button or key. You will find yourself back in the Photo Lab dragging the piece of art around with your cursor.

Move the piece of clip art to where you want it positioned, and then press the selector button or key to drop it. The moment you drop the piece of art, you may notice a shadow of the art appear. As you move the cursor, however, you will notice that you are still carrying the clip art. This feature allows you to drop multiple images of the same clip art item on the work area very quickly and easily. When you have as many images of the item as you want on the screen, simply move the cursor to the icon area. The clip art you are carrying will automatically disappear. If you accidentally remove a piece in this manner, select the **OOPS icon** to automatically retrieve it.

Once a piece of clip art has been dropped, it can be picked up again and repositioned with the hand cursor.

You can return to the library of clip art as often as you like to get additional pieces and then position them as you wish.

Flip the clip art



Any piece of clip art can be flipped from left to right or right to left. For example, you may want to use the picture of a cat pointing to the right, but prefer to have the cat point to the left. To do so, select the **flip icon** which is present only when a piece of clip art is in the work area. It will begin to blink when you select it, indicating that it is active. Then select the piece of clip art you wish to flip. It will flip automatically. If you wish, flip the piece back to its original position with the **OOPS icon**.



Modify clip art or create your own

You can modify the selected clip art or create your own using the different Graphic Tools provided by The Newsroom. To use these tools, select the **crayon icon**. The Graphic Tools window will appear.

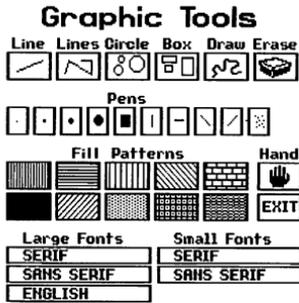
To begin, you can select from ten different **Drawing Pens**. To use a pen, first select it and then exit the Graphic Tools window. The cursor is now the shape of the selected pen. When a joystick button, Koala Pad button or open/closed apple key is held down, the pen will draw in the work area. (**Apple II+ keyboard only users please note:** Use the ESC key to toggle draw on/off after a pen has been selected.)

If you wish to erase something, go back to the Graphic Tools window and select the **Eraser**. Whatever pen is active will now erase instead of draw.

You may have noticed additional tools beside the Eraser. These automatically draw things like a **Line**, continuous **Lines**, **Circles**, and **Boxes**. To use one of these options, first select it and exit the Graphic Tools window. Then select a starting point and move the cursor until the rubber band lines are positioned as you wish. Press the selection button or key again and the real lines will appear where you wanted them. It's easy and quick. You can return to normal drawing by selecting the **DRAW** option from the Graphic Tools window.

Any of the ten **Fill Patterns** can be used to automatically fill any enclosed area with a pattern. After selecting one of the patterns and exiting the Graphic Tools window, position the cursor inside any enclosed area and press a selector button or key. The area will fill with the chosen pattern. The patterns are all black and white but may appear colorful depending upon your type of computer and monitor.

Another option available in the Graphic Tools window is the **Hand**. It enables you to pick up and reposition a piece of clip art. The final position of any piece of clip



art, however, should be determined prior to modifying the piece since the Hand can move only the piece of clip art, not any modifications made to it. Therefore, position the pieces of clip art carefully before you make any changes to them.



Magnify for more detailed work

If you need to magnify a portion of the screen to get better detail, select the **magnifying glass icon**. The cursor will become a rectangle which you can move to the area you wish to magnify and edit. Once you have selected a portion of the picture to edit, a magnified version of the area will appear. Using this magnified version, you can turn individual pixels on or off. As you edit, you can watch the results of your changes in the display rectangle at the bottom of the screen. When finished editing, you can select either the **CANCEL** option, which returns you to the work area with no change to the edited area, or the **EXIT** option, which returns you to the work area with your changes displayed.

You can OOPS a mistake

These tools are very powerful and make it easy for you to modify the clip art or even create your own. Still, you may make a mistake. If you do, simply select the **OOPS icon**. Whatever you did last will be gone. This includes fills, drawings, lines, boxes, circles... even your last OOPS!

Using text to add a cutline

The Photo Lab allows you to add text to your photos. This can be especially useful if you want to add a cutline, which is the information which describes and accompanies a photo (similar to a caption). If you wish to add a cutline to a photo, do so while in the Photo Lab because you will not be able to do so when at the Copy Desk. Be sure to include the cutline as part of the photo when you define the photo with the camera icon.



ALWAYS BE FRIENDLY
AND COURTEOUS



To do this, move the blinking box cursor in the Graphic Tools window to the font (style and size of letters) that you wish to use and select it by pressing the selection button or key. Then exit the window.

Your cursor will now be a block the size of the font you selected. Move the cursor to where you want to type the letters and drop it there by pressing the selection button or key. You are now in text mode and can begin to type.

If you type an incorrect letter, use the cursor keys to move the cursor to it. Then type a new letter over the incorrect letter. In this part of The Newsroom, text is treated as part of the photo and simply replaces any old text it is entered over. This differs from the word processing at the Copy Desk which includes insertion and deletion of text.

Use the RETURN (ENTER) key to start a new line. It will begin directly below the designated starting point of the text. *Special note for Apple II+ owners:* since your computer interprets the RETURN key to be the same as CTRL-M (down cursor key), it is necessary for you to use CTRL-R as a carriage return rather than the RETURN key. If you press the RETURN key, the cursor will move straight down.

To get out of the text mode, press the selection button or key again. You are now in cursor mode instead of the text mode and can move the cursor anywhere in the work area or over to the icons. By pressing the selection button or key while in the work area, you toggle between text mode and cursor mode. The cursor mode allows you to select where you want to place letters on the photo. The text mode allows you to type the letters in. *NOTE:* The text mode in the Photo Lab work area is identical to the text mode in the Banner. The text mode at the Copy Desk, however, is quite different in that it is a more complete word processor. See the section on the Copy Desk for further details.

Defining the photo...taking the snapshot

When the clip art looks exactly the way you want, you are ready to define your photo. The photo will then be saved for use in your newspaper.

Let's start:

You must first crop the clip art to identify the outside edges of your photo. This is called "cropping" the picture. To do this, first select the **camera icon**. The **camera icon** will begin flashing indicating it has been selected. Move the cursor to where you want the corner of your cropping box to start. Press the selector button or key, then move the cursor **diagonally** across the area you want to photograph until the rubber band lines are positioned as you want them. Be sure to include any captions or cutlines that you want to be included as part of your photo.

When the photo contents are framed properly (cropped), press the selection button or key again. The contents of the cropping box will inverse for an instant, indicating that you have taken a photo. Everything within the borders of the cropping box will become the photo. Go directly to the **disk icon** to save your photo. Selection of any other icon at this point will delete the cropping box from the screen and cancel the photo.

If you are not happy with the cropping, select the **camera icon** again, reposition the box and press the selection button or key. A new snapshot will be taken creating a new photo which replaces the former photo. Only one photo can be in the work area at a time.

This process is similar to the automatic box option in the Graphics Tools window, but you will notice that the **camera icon** is flashing when you are actually defining a photo.

Very important...save your photo

Be certain to save your photo to a data disk before you return to The Newsroom Menu. If you do not save

it, your photo will be lost. If you have not finished the photo, save it anyway. You can load it at another time and finish it then.

To save your photo, select the **disk icon**. Type a name with up to eight characters and press the RETURN (ENTER) key. Try to give the photo a name that will help you remember what it is.

To load a previously saved photo in the photo lab, first select the **disk icon**, then choose the LOAD PHOTO option. The program will instruct you to insert your data disk which contains the photo into the disk drive (drive two (B) if available). A list of the photos on your data disk will appear. Move the selection bar with the joystick, mouse or keyboard to the desired photo and press the selection button or key. The program will then instruct you to replace your data disk with the clip art disk(s) containing any clip art items used to make up your photo. Your photo will then appear in the work area. The program must read both the data disk and the clip art disk when loading a photo. This is required to restore the photo in the work area as it was when the photo was originally taken. This insures that you will have maximum editorial control of all of the graphic tools.

IBM users only. You will be given the option to CANCEL from the loading of your clip art disk after you have loaded the photo from your data disk. The photo will appear in the work area, but the clip art in the photo may not be moved or flipped until the appropriate clip art disk has been placed into the disk drive.

NOTE: The Apple version of The Newsroom includes the option to load, into the photo lab work area, any standard DOS 3.3 high resolution picture that was created with other graphics programs. Select the disk icon for this option.

Icons in the Photo Lab:



The clip art icon allows you to select from the library of clip art.



The flip icon allows you to flip pieces of clip art



The crayon icon produces the Graphic Tools window



The magnifying glass icon allows you to magnify a portion of the screen



The oops icon allows you to undo what you just did



The garbage can icon clears the work area (double select this icon).



The camera icon allows you to define a photo



The disk icon allows you to load or save a photo (or load a hi res picture in Apple version only)



The menu icon returns you to The Newsroom Menu (double select this icon).

The Copy Desk Work Area

What do you create at the Copy Desk?

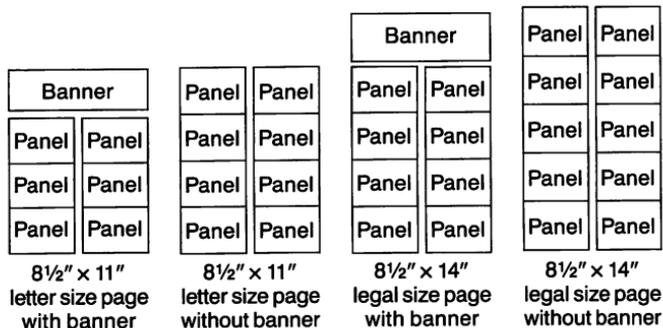
In the Copy Desk work area you write the copy for your newspaper. You will work on one panel at a time by combining text with photos developed in the Photo Lab work area.

As you begin, you will find yourself in the Copy Desk work area with the icons displayed at the left. This work area represents one panel area. The Newsroom enlarges the panel in this work area in order to maximize printer resolution creating unusually sharp print outs. It also makes it much easier for you to position your photos and edit your text. When it prints out, it will be reduced to its proper portion of the newspaper page.

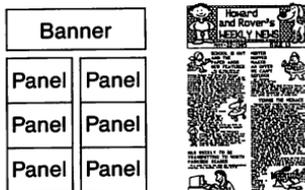
Do not let the panels restrict you to writing stories which fit within one panel. Remember to think of these panel outlines as imaginary frames. Your story can fill two panels or three or the whole page. If you fill one panel with photos and text but you have not completed your story, select the **disk icon** and save this first panel to your panel data disk. Then select the **garbage can icon** and clear the work area so that you can continue your story on a second panel.

Each newspaper page has from six to ten panels on it depending upon the type of page:

- letter size page with a banner has six panels.
- letter size page without a banner has eight panels.
- legal size page with a banner has eight panels.
- legal size page without a banner has ten panels.



Remember that the banner and panel outlines are only imaginary frames which illustrate how the banner and panels combine to form a page. Here is an example of a letter size page with a banner:



The cursor

The cursor appears in one of three forms depending upon its location. If the cursor is in the icon selection area, it is an arrow pointing to one of the icons. If the cursor is on a photo, it is a hand which can select, move and drop the photo. If the cursor is on text, it is a block the size of the font currently being used.

Adding photos

Helpful Hint: If you want to add a photo to the panel you are working on, it is a good idea to position it before adding text. This makes it easier for you to see how much space is left for text in the panel.

It is also a good idea to position the photos into the corners or along the borders of the panel. This generally allows for more text to fit in the panel.

Before a photo can be added to a panel, it must first be developed in the Photo Lab and then saved to a photo data disk. A photo may be as small as you like or as large as a panel.

To load a photo from a data disk, first select the **disk icon**. Use the joystick, mouse or cursor keys to blink the **LOAD PHOTO** option box and then press the selection button or key. The photo titles presented on the data disk will be displayed on the screen. Scroll through the titles and select with the selection button or key and choose the photo you wish to include in the panel. If you do not see the title of the photo you want, you may have stored it on another data disk. If so, remove the data disk in the drive and insert the new data disk. Then select the **NEW DISK** option from among the photo titles. The photo titles on the new data disk will then be displayed. Once you have selected a photo, you will be returned to the Copy Desk with it.

In the Copy Desk, you will notice that the cursor has become a box that is the same size as the photo you selected. Move the box to the desired position in the panel and drop it with the selector button or key. Your photo will appear within the area defined by the box.

To reposition the photo in the panel, move the cursor on top of the photo. The cursor will become a hand. Press the selection button or key to pick up the photo. You can now move the photo with the joystick, mouse or cursor control keys. Position it where you want it in the panel and then drop it by pressing the selection button or key.

A photo can be repositioned at any time, even after text has been entered. Repositioning the photo, however, can reduce or increase the amount of text that can fit in the panel. It is possible that some text will be lost off the bottom of the page due to the repositioning of a photo. If the photo is put back in its first position or in another position which allows for more text, the lost text will automatically reappear.

If you wish to remove a photo, pick it up and drag it off the left border of the panel. The OOPs icon will retrieve the photo if you want.

Adding text

You may choose from five types of text in the Copy Desk work area. Select the **font icon** and the Font Window will appear. You can select Small Serif, Small Sans Serif, Large Serif, Large Sans Serif or Large English.



Only one of the small fonts and one of the large fonts can be used in any given panel. Assume you have entered text using the fonts Large English and Small Serif. If you then selected Large Serif from the Font Window, Large English text already entered would automatically change into Large Serif. Any text subsequently entered would also be Large Serif. The small text would be unaffected.

When the cursor is on text, it is a **text** cursor. When the cursor is not on text but in the work area, it is a **hand**. When the cursor is in the icon area, it is an **arrow**. If text is entered when the cursor is a hand, that text will be added to the end of the existing text automatically.

The Copy Desk has been designed for you to use large fonts for headlines and small fonts for normal text. If you intersperse large and small fonts erratically, the results may be confusing and unsatisfactory.

If you want extra spaces between letters or words, use the space bar to add them. If you want extra spaces between lines, use the RETURN (ENTER) key to add them. If you wish to begin typing in a lower position than where the cursor is, use the RETURN (ENTER) key to move the cursor down the panel.

Do not use the RETURN (ENTER) key when you come to the end of a line of text. The Copy Desk will automatically determine for you when to begin a new line. Use the RETURN (ENTER) key only to start a new paragraph or add spaces between lines.

Special note for Apple II+ owners: since your computer interprets the RETURN key to be the same as CTRL-M (down cursor key), it is necessary for you to use CTRL-R as a carriage return rather than the RETURN key. If you press the RETURN key, the cursor will move straight down.

If you wish to break up a long word so that part of it is on one line and the other part is on another line, use a hyphen. The Copy Desk will break the word immediately after the hyphen and put the rest of it on the next line. This may often be necessary when adding text to narrow spaces between a photo and a panel border.

Use the SHIFT key to enter upper case letters. (Apple II+ owners use CTRL-C to toggle upper/lower case).

Editing text

Inserting new text within existing text

It is very easy to insert new text within existing text. Simply move the cursor to where you want the new text to appear and type. The text you type will be entered wherever you have positioned the cursor. For example, assume you have typed **Put the cursor you want it**

and realize you forgot to include the word **wherever**. You can insert the word by moving the cursor on top of the letter **y** in the word **you** and typing in the letters for the word **wherever** (don't forget to add the space). It's that simple!

Deleting text one character at a time

To delete a single character, move the cursor to the character and press the DELETE key. (**Apple II+ owners:** press CTRL-D). For example, assume you have typed **Today will not be cold** for a weather report. But then you learn the temperature is dropping fast. You can delete the word **not** by moving the cursor on top of the letter **n** and pressing the DELETE key. You will need to press the DELETE key four times: three times for the letters and one time for the extra space. This is the easiest way to delete small amounts of text.

Deleting all text from a panel

If you wish to delete all text from a panel but wish to keep any existing photos, select the **eraser icon**. If you wish to delete all text and photos, select the **garbage can icon**. These icons must be selected twice as a safety precaution.

Deleting, copying and writing blocks of text

A block of text can be deleted or copied and then written to a different position within existing text. To do so, first you must select the block of text you wish to delete or copy. Move the cursor to either the first or last character of the desired text and press the selector button or key. This character will remain inverted. Next, select the character at the opposite end of the text you wish to delete or copy. Once a second character is selected, all the text between and including the two characters will be inverted. This is the selected text which can now be either deleted or copied.

To delete the selected text, press the DELETE key. (**Apple II+ owners:** press CTRL-D).

To copy the selected text, press CTRL-C. (**Apple II+ owners:** press CTRL-Q).

Even if you delete a block of text, that text is copied for you. Thus, you can write a block of text to a different position within existing text by first copying it or deleting it.

To write a block of copied or deleted text, position the cursor where you want the text to appear and press CTRL-W. The text will be written to that position. If you press CTRL-W while the cursor is a hand, the text will be added to the end of the existing text. If you press CTRL-W before a block of text has been deleted or copied, nothing will be written.

The **OOPS icon** will undo any deletion or writing of a block of text.

Is the panel finished?

When you think a panel is finished, check it over thoroughly. Are there any large empty spaces that require a short filler story? Are the placements of the photos and headlines exactly where you want them? And, most important, is the grammar and spelling absolutely correct? It is important to check a panel over very carefully before concluding it is finished.

Very important...save your panel

Be certain to save your panel to a data disk before you return to The Newsroom Menu. If you do not save it, your panel will be lost. If you have not finished the panel, save it anyway. You can load it at another time and finish it then.

To save your panel, select the **disk icon**. Enter a name with up to eight characters and press the RETURN (ENTER) key. Try to give the panel a name that will help you remember what it is and where it belongs (page and panel location).

Remember: The panel file you save contains only the **names** of the photos used in the panel. Be sure you save the panel to the same disk that contains the photos for that panel.

After all the panels have been created and saved to disk, the next step is to arrange them on the page. This is done in the Layout work area of The Newsroom.

Icons in the Copy Desk work area:

FONT

The font icon allows you to select a font



The eraser icon erases all text from the work area (double select this icon)

OOPS

The oops icon retrieves photos removed from the work area



The garbage can icon clears the work area (double select this icon)



The disk icon allows you to load photos and load or save panels

MENU

The menu icon returns you to The Newsroom Menu (double select this icon)

Layout Work Area

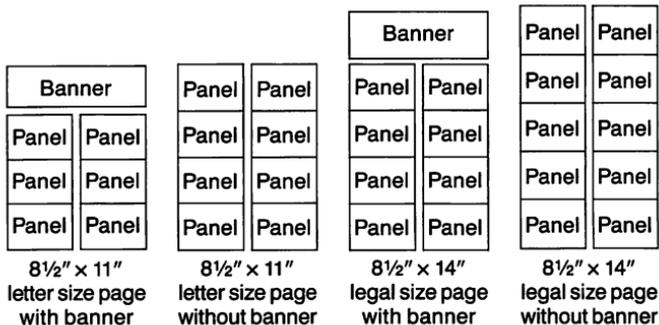
Arranging the page

When the panels and banner have been made, they can be arranged onto a page in the Layout area of The Newsroom. To get to this area, select Layout from the Menu.

The first screen will present you with four options:

- Lay out a page with a banner
- Lay out a page without a banner
- Load a page from a data disk
- Return to the Menu

If you choose to lay out a page either with or without a banner, the second screen will request which size of page you will be printing. There are four different types of layout pages, each with a different combination of panels and banner:



Lay out the page

Once the type of layout page has been selected, insert the data disk on which you have saved the various files designed for the page. Use the joystick, mouse or cursor keys to select the area you wish to assign to a panel or banner. Then press the selection button or key. The program will automatically display all of the file names appropriate for that area. For example, if you select the third panel in the left-hand column, all of the panel file titles on your data disk will be displayed inside that panel area.

	SUPERMAN
PANEL ABC FILE 123 SUPERMAN	

Move the selector bar to make the different titles scroll up or down. When the title you want is in the selector bar, press the selection button or key. That panel will be assigned to the selected area, and its title will be displayed there.

If you do not find the title you want on this data disk, you can search another data disk. To do so, insert the new data disk into the drive and select the **NEW DISK** option from among the titles. The titles on the new disk will be displayed for your inspection.

Follow this procedure to assign a panel to each panel area of the page. If no panel is assigned to an area, that area will appear blank when the page is printed out.

If you assign the wrong title to a panel or banner area, use the joystick, mouse or cursor keys to select that area and then press the selector button or key. Select a new title for that area in the same fashion as you selected the original title.

Save your layout to a data disk

You have determined the layout of your page. Now you need to save the **page layout file** to a data disk. *The page layout file contains only the names of the files that make up the page, not the files themselves.* This file will instruct The Newsroom how to organize all of the parts that make up your newspaper. It is strongly recommended that you save the page layout file to the same disk that contains all photos, panels and the banner for that page of your newspaper. This will minimize disk swapping in both The Press and The Wire Service.

To save your layout to a data disk, select the **SAVE** option at the bottom of the layout work area. You will be given the options to:

1. Save your page layout to same disk
2. Create a new page data disk

Save your page layout to same disk

This option saves the page layout file to the data disk currently in the drive and assumes that all of the various files pertaining to that page are on that disk. If you used a single data disk to store all photos, panels, and banner for the page, and you don't want to copy all of these files to another disk, you should select this option.

Create a new page data disk

This second option gives you the ability to copy data files from one or more data disks (source disks) to a single data disk (destination disk). If you used more than one data disk to store all photos, panels and banner for the page, or if you wish to copy the files that make up the page to another disk, you should select this option.

When copying files from one disk to another, you may find that some files on the source disk have the same name as files on the destination disk. This procedure will ask you if you want to replace **all**, **some** or **none** of the files that may be on the destination disk.

If you select the **REPLACE ALL EXISTING FILES** option, all files of the same name on the destination disk will be automatically replaced by the files on the source disks.

If you select the **REPLACE SOME FILES** option, you will receive a prompt for each file of the same name asking if you want the file on the destination disk replaced by the file on the source disk.

If you select the **REPLACE NO EXISTING FILES** option, then no files on the destination disk will be replaced by files of the same name on the source disks.

These saving options are provided to insure that the page layout file and all files for a page are saved on a single disk.

NOTE: IBM hard disk users: you will be given the option to change the current destination default to another data subdirectory or to the data floppy drive.

To alter a page layout

If you decide to alter the page layout, insert your page layout file disk and select the **LOAD A PAGE FROM A DATA DISK** option. The page titles on your data disk will be displayed so that you can select the one to be loaded. Once the page is loaded, the names of the different panels and banner will be shown in their location on the page. Use the joystick, mouse or cursor keys to select the area you wish to change, and select a new panel or banner in the manner described above. *If you make changes, be certain to save the new layout of the page before returning to the Menu.* If you do not save the new layout of the page before returning to the Menu, it will be lost.

Saving your page to a data disk takes a little time, but it is well worth the effort. Once done, you can use the Wire Service to call up the entire page and automatically transmit it. The same is true with the Printing Press which will automatically print your page.

The Wire Service

Use your modem to transmit the news

The Wire Service allows you to use your modem, if you have one, to send or receive pages, panels, banners or photos that have been created in The Newsroom. It is an optional feature and is not required for you to create your newspaper. If you do have a modem, however, you can use it to communicate with your fellow news people. For example, assume you are editor-in-chief of your newspaper and have three editors working with you, each with his or her own staff of reporters and copy writers. These reporters and copy writers can work at their own locations and transmit their materials to their editor with the Wire Service. That editor can then edit their materials to his or her satisfaction before sending them on to you. Once you receive the materials, you can exercise full editorial powers by rearranging the panels, rewriting the text and even altering the photos! All this can be done without ever sending disks by mail or delivery service.

Apple, IBM and Commodore can talk to each other

The Wire Service allows for transmission to and from previously incompatible computers. For example, a photo might be created on an Apple *IIe* and then sent to an IBM PC where text could be added to create a panel. The IBM PC could then send the panel to a Commodore 64 where the panel could be added to a page. The Commodore 64 could then send the page to a PCjr for final editing. In every instance, regardless of the type of machine, the photos and text will look identical. All the computers understand each other!

NOTE: Both the sender and the receiver must be using The Newsroom Wire Service to transfer Newsroom data files.

Sending and receiving news

To send or receive news, select the **Wire Service** from The Newsroom Menu. The first screen will present four options:

- Change the modem setup
- Receive data
- Send data
- Menu

The first screen will also display the current setup. Examine this information before you send or receive anything. The two computers sending and receiving data must be set up at the same baud rate. (Users of Apple and Commodore 64/128 computers must select the baud rate before each transmission. IBM users must select the baud rate through the **change the modem setup** procedure.)

If you need to change the setup, select the first option: **Change the modem setup**. Follow the screen instructions carefully. Just scroll through the lists using the cursor keys, mouse or joystick and select the desired option by pressing the selector key or button.

Special note for Apple IIc owners: You will not be asked for interface card or card slot information because your computer has the hardware built right in.

It is easy to use the Wire Service. Select the desired options and then follow the screen instructions carefully. The program will let you know when to dial or answer the phone, when the transmission is in progress and when the transmission has been completed. If something has gone wrong with the transmission, the program will abort the transmission and inform you of having done so. Many different things could cause the transmission to be aborted: a phone accidentally knocked out of its cradle, an incoming call on a two line system, etc. If the transmission is aborted, the best thing to do is to check the equipment of both the sender and receiver and then try again.

NOTE: If you experience trouble with the phone lines at 1200 baud, select 300 baud for your transmission.

There are many advantages to utilizing the Wire Service. For instance, you can incorporate the talent of more people in the production of your newspaper. Also, several different parts of the newspaper can be created simultaneously and then sent to the layout editor. And since the transmission happens so quickly, an editor can review an article and communicate suggestions to the author many times in a single day. Using the mail would require days and even weeks to accomplish the same thing. As your newspaper matures and your staff grows, you will find the Wire Service to be a valuable feature of The Newsroom.

The Printing Press

Roll the presses

Once a page has been defined in the Layout area of The Newsroom, you can begin to roll the printing presses and actually produce your newspaper! Or, if you want to see how a photo, banner or a panel looks on paper, you can print out a copy for your inspection. To do these things, select Press from The Newsroom Menu.

The first screen will present six options:

- Change setup
- Print page
- Print panel
- Print banner
- Print photo
- Menu

Use the joystick or cursor keys to blink the desired option box and then press the selection button or key. If you have selected to print a page, panel, banner or photo, insert the data disk containing the files you wish to print. Your data disk will automatically be searched for the appropriate type of files (page, panel, banner or photo) and only those titles will be displayed on the screen. Select the title you want to print by moving the selector bar to it and pressing the selection button or key.

The first screen will also display the current printer setup. Examine this information before you print anything. If the printing equipment you use with your computer system is not specified, you will need to select the first option: **Change setup**. Follow the screen instructions carefully and the program will set up the disk for your equipment. Once you have done this, you will not need to do so again unless you use the disk with different equipment.

If the printer fails to print your newspaper or does not print it properly, you probably entered some incorrect information during the setup process. The following instructions will help you set up The Newsroom Master Program disk correctly.

Printing with an Apple II+, IIe or IIc

1. Insert the Master Program side of The Newsroom program disks into the disk drive.
2. Select the PRESS from the picture menu.
3. The current setup will be displayed at the top of the screen. If the current setup does not match your equipment, select the **CHANGE SETUP** option.

NOTE: If you have an Apple IIc, you will be forwarded automatically to the printer selection screen the very first time you select the PRESS from the picture menu.

4. Select the type of printer you are using by moving the selector bar with the cursor keys or joystick and pressing the selector keys or joystick button.
5. The next screen will request whether or not your setup requires an automatic linefeed. Select default if you do not know if your printer requires linefeed.
6. Indicate which slot your printer interface card is in.

NOTE: If you have an Apple IIc, the program will automatically select the proper slot.

7. Indicate which interface card you are using. If you do not see your card listed, try selecting the Apple parallel card. Note: If you have an Apple IIc, the program will automatically select the serial port.

Printing with an IBM PC or Commodore 64/128

1. Insert the Master Program side of The Newsroom into the disk drive.
2. Select the **PRESS** from the picture menu.
3. The current setup will be displayed at the top of the screen. If the current setup does not match your equipment, select the **CHANGE SETUP** option.
4. Select the type of printer you are using by moving the selector bar with the cursor keys or selection button on the joystick or mouse.

NOTE: Steps 5 and 6 apply to Commodore 64/128 only.

5. The next screen will request whether or not your setup requires an automatic linefeed. Select default if you do not know if your printer requires linefeed.
6. Indicate which interface card you are using.

Printer checklist

1. Make sure the Master Program disk is configured properly.
2. Make sure the power cable is connected.
3. Make sure the printer cable is connected.
4. Make sure the printer power switch is on.
5. Make sure the printer has paper which is properly positioned.
6. Make sure the printer is on-line (selected).
7. Make sure the printer's removable top (if any) is firmly in place.
8. Make sure the dip switches are properly set.

The Complete Guide to Creating a Newspaper

Creating Your Newspaper

Where do you begin?

The first thing to do is to decide why you want to publish a newspaper. Do you want to cover news for a certain group, like your neighborhood, school or office? Maybe you would like to publish a paper for the French Club, your Junior Achievement group or your bowling league. Perhaps you know some aspiring writers who need somewhere to publish their work. Whatever the purpose of your newspaper, making some decisions before you begin will make writing it much easier.

Decide who you want to read your paper and then find out more about them. What are their interests? What kind of information do they need? How old are they? Where do they live? These questions will help you provide relevant reading for them. If you are publishing a 4th grade newspaper, your readers would find a story about municipal stocks and bonds quite boring. However, they might find information on park and recreation teams for elementary aged kids very interesting. You may want to send your reporters out into the field to learn about prospective readers. By discovering more about your audience you will know what stories they will enjoy and what information they will find important.

Organize a staff...find people to help you!

You can write a newspaper by yourself, but working with a newspaper staff is easier, more effective and much more fun. There are lots of jobs to be done when publishing a newspaper...from the editor who has the final word on an article to the person in charge of distribution. As you gain experience publishing your newspaper you will discover which of the following positions would make your operation run more smoothly:

Editor—The editor’s job is to maintain a high quality newspaper, coordinating everything that goes into the newspaper: news articles, features, photographs, etc. It is the editor who decides which stories are covered, who should do the reporting and writing and then gives the final OK after the article is written. If there are a number of sections to your newspaper, it may be necessary to assign an editor for each section. An editor in chief would then supervise each of these editors.

Reporters—A reporter collects information on an assigned topic and then writes a factual, interesting story about it. If you have a small newspaper, it is important to encourage your reporters to contribute their own ideas and write occasional feature stories.

Other Contributors—These are people both on and off your staff that act as columnists, cartoonists, feature writers, humorists, reviewers, etc. Assignments are usually based on the writer’s interests and talents.

Proofreader or Copy Editor—This person checks for accuracy, style and grammatical errors. It is a good idea to have someone other than the original writer work as proofreader as it is often difficult to detect your own errors. Remember, a good newspaper—one that is respected—not only has the facts correct, but also has impeccable grammar and spelling!

Business Manager—In a small newspaper, the business manager can often handle both the day-to-day financial responsibilities and oversee the advertising tasks. In a large paper, it may be better to split up these jobs. The business manager pays bills, keeps the staff supplied with materials and may deal with questions or complaints from the public. Advertising is an important funding source, so someone must find advertisers, check the quality of the advertisement and oversee the payment of ad space.

Distributors—Be certain to have someone deliver or sell your paper. Very often the staff can double in that capacity.

Find topics to write about

Once you have defined your newspaper's purpose and readership and have selected a dependable staff, life at The Newsroom gets very exciting! Finding interesting things to write about is easier than you may imagine. One of the best ways to get ideas is to have a staff planning session before you start to work on an issue. Talk about the kinds of things you would like to include.

- Plan a variety of articles that reflects your audience's interests. Write down the areas that you want to include. Look at the section on "What goes into a newspaper?" in this booklet.
- How much coverage do you want to give a certain topic? You may want a whole section on cooking if your audience includes aspiring chefs. Or, you may want to include articles about popular rock groups if your audience includes many young musicians.
- Evaluate your newspaper after each issue. Talking about what went right and wrong is important for the newspaper's success. Try to find out what the readers liked so that you can include more of it in future issues.
- Brainstorm lots of ideas for stories. Encourage your staff to offer their ideas and write them down. Once you think you have exhausted all the possibilities, decide which ones ought to be pursued.
- Give everyone an assignment, keeping in mind each person's interests and talents.

What goes into a newspaper?

There are many things you can include in your newspaper. What you put into it depends upon a number of things:

- **The purpose of your newspaper.** Be sure the staff knows why the paper is being written. A large part of this is defining the intended audience. Do you want to provide news or a place for people to publish their creative writings?
- **What is important now?**
- **What information will affect your readership?**
- **What will the readership find interesting or entertaining?**
- **Articles and features should reflect the talents and interests of your staff while still remaining relevant to the readership.**

Here is a list of ideas for your newspaper. This is not a complete list...use your imagination and add new and different things to it.

News Articles—This is what people most often expect from a newspaper. It includes stories about things that are happening now. Include scoops and stories your reporters have collected about current events. Remember, news is happening now!

Columns—These are written by members of your staff or people you have asked to do a feature for the paper on an ongoing basis. If there are several sections to the paper, include the columns in the most logical section. For example, a sports columnist's interview with an athlete would go into the sports section. A movie reviewer's column would be included in the entertainment section. Look in your local paper for other examples of regular columns.

Editorials—Quite often newspapers feature commentary on current events or issues that they view as important. It may be opinions about political decisions, food at the school cafeteria or the traffic patterns in the business district. Letters from readers are also included in this section. They provide them with the opportunity to speak out on issues important to them. Be sure the letters you publish are researched and reflect a carefully thought out viewpoint. You would not want to print something that is untrue or treats someone unfairly.

Sports—This section can include current sporting news or features about sports figures, fitness ideas for readers or sports strategy. A calendar of local sporting events is always a welcome addition.

Features—These are stories whose interest lies in some factor other than their news value. They are usually scattered throughout the paper, but not usually on the front page. The kinds of stories you could include would be an interview with a unique but not necessarily famous person, a human interest story or a funny story.

Entertainment—Include information about local events such as movies, plays, bands, dances and art shows. Let your readers know what is available for them to do in their community. This is also an excellent spot to review movies, records, books, plays and concerts. Look in your local paper for an example of an entertainment section.

Food—Recipes, menu planning, food features and reviews of restaurants are often included in this section. Sponsor a cooking contest and publish the winning recipes with the results.

Fashion—Clothes, colors, trends and prices are of interest to readers of this section. It's always a good idea to include some photos or art work.

Calendar and Listings—This can be one of the most valuable sections of a school, neighborhood or business newspaper. Let your readers know about everything that is going on in your area...from bake sales to elections, sporting events to fund raising drives. Invite clubs and other organizations to submit news about their activities.

Advertisements—One way to help pay for the production of your paper is to solicit ads from local businesses. Most papers charge advertisers according to the location and size of the ad. Ads usually do not appear on the front page, which is reserved for the most important news.

Want Ads—Give your readers a chance to advertise in your paper. They may want to buy something, sell something, find a job or hire someone.

Filler—These are special features to fill odd corners of the newspaper. Some possibilities: crossword puzzles, word scrambles, brain teasers, jokes, funny stories, weather news, trivia and creative writing.

The Interview... Investigative Reporting

Once you have determined the topic for an article, get ready for action. Before the story can be printed in the newspaper, there is lots of work (and fun) to be done. You will need to learn about your subject, check and recheck your facts, put your ideas into written form and proofread it carefully. Then, if you like, add a picture to complement your story.

When you are writing a story, it is a good idea to do some research before you start to compose your article. The most fun way to find out about a subject is to talk to people that are involved in the event or know a lot about a certain topic. Be sure you know enough about the topic so you can ask questions. You want the person you are interviewing to take you seriously. If you wait until after the interview to do your research, you may find out there were lots of questions you wish you would have asked. Follow the guidelines listed in the research section.

Whom should you interview?

Do you need to talk to one person or a lot of people? Perhaps you want to get the crowd's reaction to a college soccer game. What kinds of questions will give you that information and how many people will you need to ask? You'll probably want to stick to a few general questions to ask each person. If an important person is coming to your community, you can concentrate your efforts on that one interview. Develop a lot of questions so you can get an in-depth story about this person or what he or she knows. Talk with people that can add facts to your story, are involved with an event or could add pizzazz to your article.

Your questions should reflect what you want to know and how many people you are going to ask.

What do you ask?

Before you do the interview and while you are researching your topic, ask yourself why you want to do the interview. This will help you figure out what you want to know and give you ideas for good questions. Write down all your ideas—don't worry about organizing them yet. It is always a good idea to jot down more questions than you think you could possibly ask. If you think you have only five minutes to interview the President of the United States, you may be tempted to write down only four or five important questions. But consider what happens if his next appointment is cancelled and you find yourself talking to the President for an hour. It would be unfortunate indeed not to take advantage of such an opportunity, so write down those extra questions! After you have jotted down ideas and possible questions, organize your thoughts.

- Group your questions into major categories. Which questions go together?
- Within a group of questions, which are most general or could be used to “title” other questions and which could be used to elaborate on a point? Organize your thoughts so that you have a question with which you would like to begin and then some follow-up questions that will give you more detail.
- Prioritize your questions. You will probably not have enough time to ask all the questions you have down on your notepad, so be sure you get to ask what you really want to know. You may want to list these questions first or highlight them in your notes.

- Experiment with different ways to take notes during an interview. Some people write down their questions beforehand, leave lots of space underneath each one, and then take notes right on the question sheet. Others like to keep notes on a separate sheet of paper. You will have to try a few different techniques until you find the one best for you.
- When you first interview, you may want to write notes to yourself on your questions sheet. Remind yourself to listen carefully and give the person lots of time to talk. Hmmms and pauses encourage the interviewee to expand on comments. Don't talk too much and be sure to look at the person directly.
- Don't be afraid to ask a question that isn't on your sheet. Sometimes something will come up that is more interesting than what you have thought to ask.
- It is very important to be accurate. If the person you are interviewing is giving you information involving numbers, don't be afraid to repeat the information you have written down.

Strategies for getting an interview

If you are interviewing a lot of people on the street and your questions don't take up too much of their time, you probably won't have too many problems finding people to answer your questions. Be prepared with your questions, identify yourself and why you are talking to people and remember that your appearance will probably influence whether or not people want to talk to you.

Some people love to talk about themselves or their interests and have the time to do so. Setting up an interview with them should be easy. Call them on the phone or talk to their secretary to set up a time for an interview. Tell them who you are, why you are doing the story and a little about what you would like to know from them. This will give them something to think about before the interview.

Some people are not so eager to be interviewed or lack the time to talk to reporters. Here are some ideas for getting interviews with the reluctant or hard to reach person:

- Be persistent. Write or call often and try to make an appointment...even if you have to wait a long time for the interview.
- Settle for a written or phone interview. These aren't as in-depth, but you will still get valuable information.
- Frequent places where this person might be found. You may get to ask a few questions while walking to his or her car or set up an appointment for another time.
- Use your contacts. Do you have a friend or acquaintance that knows the person you want to interview? Ask them if you can use their name to get noticed or ask them to contact your elusive interviewee for you.

Refine your interviewing techniques

There are a number of things that you can do to make an interview go smoothly. First, always be on time. It is better to be early and have to wait than to be late and miss your interview. Your appearance is also important ...you don't want to intimidate the person nor do you want to leave the impression that you are disorganized. A useful guideline is to imagine that you have the same job as the person you are interviewing. What is something you would wear to work? If you are interviewing the major, a suit might be appropriate. Jeans might be appropriate for talking to students. When in doubt, the clean-cut look is always safe.

Feel free to use a tape recorder to help remember what went on during the interview and help you use accurate quotes. Take hand-written notes too, however, because batteries can go dead. If you use a recorder, try not to look at it to check if it's working. Looking at the machine might make your interviewee nervous.

Be sure your questions are organized so that you can read them easily. You don't want your paper shuffling to be distracting. Try to remain relaxed. You'll have a lot more fun if you tune into the interview rather than your nerves.

Research...Find Out More About the Topic

Interviewing people is only one way to find out more about your subject. Researching your topic is an important part of investigative reporting. You can find background information and re-check your facts using many resources:

Library

The reference room is a great place to begin. Become familiar with encyclopedias, government documents, almanacs and other resources. The librarian knows where to find information on almost any topic...just ask! If you are interviewing an author, browse through some of his or her publications.

Magazines and daily newspapers

If you don't subscribe to periodicals, the library has an excellent collection. If you would like to use magazines or newspapers as a source but don't know how to find articles on your topic, ask the librarian to teach you how to use the indexes.

Information groups

Depending on your topic, there may be some organizations that can give you helpful information. For example, The League of Women Voters can give you election facts and the Better Business Bureau can provide valuable consumer information.

People

Develop surveys or take polls on important issues. Your data can reflect the opinions of your specific audience.

Writing the Story... Pulling the Facts Together

After you have collected all your information, it is time to write the story. Once you are familiar with the Copy Desk, you will never want to handwrite anything again. You will be amazed at how quickly you can write your story, make revisions and get it to the Printing Press.

Organization

Think about your story before you write anything. Look over your notes, consider the questions you've asked and begin to organize the story. Write down major points you wish to make in the body of the article. Don't worry about order yet. If you aren't sure which points are significant, start by jotting down answers to the 5 W's and the H:

WHO is the story about?

WHAT has happened?

WHEN did it happen?

WHERE did it happen?

WHY did it happen?

HOW did it happen?

Now organize supporting information under each of your major points. This might take the form of quotes from interviews, statistics or background information you've collected at the library. Prioritize your information. What are the most and least important facts in the story? Many reporters organize their articles so that most significant information is in the first part of the article. If you look at your local newspaper, you will probably find that the first paragraph, called the lead, often answers the W-H questions. It is always written to attract the readers' attention so they will want to read the entire article. The rest of the story is usually an elaboration on this lead paragraph. Articles are traditionally organized this way to make it easier for the editor to cut down the size of a story. Rather than have to pick sentences and paragraphs carefully, he or she can usually omit the last part of the article.

Helpful hints

Here are some helpful hints for newspaper writing. Try to keep these things in mind while you are composing:

- Tell the story. Be sure you are giving the audience all the important facts.
- Keep to the point. Have you included anything that doesn't add to the story? One way to check for irrelevant information is to have someone else read your story.
- Avoid big words and long sentences.
- Put your article away for a day or so and then revise it.

How about a headline?

Headlines serve a number of purposes. They summarize the story, grab the reader's attention and break up the monotony of the printed page. Headlines should be action oriented and always have a stated or implied verb. Headlines are brief, like a telegram, and are often only a few words long. Sometimes writing a headline first can give you a mental block—you waste a lot of time trying to think of something. Many reporters write the "head" last because the article is complete and the pressure is off.

Photojournalism...Say It with Pictures!

Everyone likes to look at pictures. In a newspaper they attract attention, help prove points and make the paper more fun to read. The Newsroom offers the unique feature of enabling you to create your own pictures. It can help emphasize a serious situation, poke fun at a humorous event or illustrate an utterly impossible story.

What makes a good picture?

It is often said that a picture is worth a thousand words. Make your newspaper pictures tell a story by making them action oriented. Include people or characters to make them interesting. Try something out of the ordinary...anything's possible using the Photo Lab. Pictures help prove points in newspapers. For a news story, design your pictures to highlight the event. Remember, it should help tell your story.

Feature stories almost always include a photo. These are human interest stories and your picture should do what you want it to do—make your audience laugh, draw concern or make them feel happy. Pictures highlight the people or places involved.

Create exciting photos

When you work in The Newsroom, your mind is the lens of the camera. You can create any picture you want using the Photo Lab...from the mundane to the amazing.

- Become familiar with the clip art that is available. Look through Appendix IV-Clip Art Overview and focus on the characters and objects that you could use to illustrate an article.
- When you are out getting your story, look around. What is going on? What are the people doing? What is interesting? What image could help you tell the story? Jot down some picture possibilities on the site.
- When you are back at The Newsroom, browse through the clip art and select pictures that together or by themselves could illustrate your article. Experiment with different elements: background, characters, objects.
- If you can't find exactly what you want in the library of clip art, make changes to it or create your own.

Layout...Arranging the Page

When the articles are complete, the pictures created and the headlines written, it is time to figure out what goes where on which page. Laying out a newspaper can be lots of fun, especially if you do it as a group. Let everyone express their opinions and try out ideas.

What goes where?

Make your first page the most dynamic and eye-catching. If you look at a daily newspaper, all the most important stories begin on the first page. The lead story is usually on the upper right hand side. Include your banner, a zippy headline for the important story, a picture and some teasers (pictures, graphics or a listing of what else is in the paper).



SHIRLEY'S SHAPE SHOP

12 Elm St. 425-8882

Our Motto is: "We Get You In Shape"

OPEN HOUSE

Shirley's Shape Shop is pleased to announce that it will have an open house from 10:00 a.m. to 12:00 p.m. on Friday, May 3rd. It will start at 10:00 a.m. and continue until 12:00 p.m. Shirley will be on hand to take you on a tour of the new facilities. You will also get a chance to try out some of our new equipment, such as punch and vacuum. Shirley will also be giving away free samples of the new punch. Shirley will also be giving away free samples of the new punch. Shirley will also be giving away free samples of the new punch.

CAUTION: THOSE SPECIAL DRINK MIXES THAT PROMISE INSTANT WEIGHT LOSS DO MUCH MORE HARM THAN GOOD!

So on our left, have a look at a person after an extensive study of special drink mixes. It's Friday at the restaurant. Our research has determined that beverages do not actually contain a different loss. However, they can still contain fat. In the long run, only the low fat punch, which is made of natural fruit, can help you lose weight. Shirley's Shape Shop has a variety of research made. It is so hungry that the diet is not a little night snack. Shirley's Shape Shop is the best way to get the most out of your diet. Shirley's Shape Shop is the best way to get the most out of your diet. Shirley's Shape Shop is the best way to get the most out of your diet.





KIDS DAY—COMING SOON

Shirley's Shape Shop will be able to enroll all children's Shape Shop too. The only thing that will be a good time of year. The latter is a special event. If you really want to get in shape, the kids classes will be the best way to get the most out of your diet. Shirley's Shape Shop is the best way to get the most out of your diet. Shirley's Shape Shop is the best way to get the most out of your diet.





NEW AEROBICS CLASS OPENS UP

Shirley is also announcing that you can get the offering classes for free. Shirley's Shape Shop is the best way to get the most out of your diet. Shirley's Shape Shop is the best way to get the most out of your diet.

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Layout tips

The remainder of your articles, pictures and graphics will go inside the paper. Here are some tips for laying out your newspaper:

- Printed material should not cover more than about $\frac{2}{3}$ of your page. It makes the paper seem dull. Add pictures and headlines for interest and to attract attention.
- Examine the overall “look” of the page. Is it pleasant to look at? Is your attention taken where you want it to be drawn? What impression will it make on the reader?
- Include a lot of people in your layout sessions.
- Avoid headline competition by arranging them around the pages, especially if two pages will show at the same time. Most people begin looking at the upper left hand corner and then let their eyes search toward the lower left hand corner. Place pictures and titles with this in mind.
- Try to keep headlines in the upper half of the page.
- Have plenty of fillers available to place where they are needed.
- Be flexible. Try all sorts of combinations and judge them for appearance and how they draw the reader’s attention.

If your back page will show, be sure that it is attractive too. You don’t want a potential reader to be turned off by an ugly or dull back page. If you mail out your newspaper, leave room for the address on the back page.

Appendix I Glossary

ad	Abbreviation for advertisement
assignment	A story a reporter has been told to cover
banner	Name of the newspaper in large letters across the top of the front page (also called flag or logo)
beat	Reporter's regular assignment for covering the news
byline	Name of the writer appearing at the head of a news or photo story
caption	A label beneath a photo (see cutline)
city editor	The person in charge of the city desk who oversees the work of reporters in the newspaper's city of publication
column	1. The vertical division of text in the makeup of the newspaper 2. Articles that appear regularly in the newspaper that are written by the same person, reflecting a particular point of view
columnist	A person who writes a column
copy	The words in a news story
copy boy	An errand runner in a news office who carries copy
copy desk	The desk in a newspaper office where copy is edited and prepared for typesetting and printing
copyreader	A newspaper worker who corrects or edits copy written by reporters (this person may also write headlines)
correspondents	Reporters employed to furnish news of a certain type or from a certain place (also called stringers)
cover	To get all the details of a news report and write it up
cutline	The information which accompanies and describes a photo
dateline	The line at the beginning of a story which includes the name of the city or country where the event occurred and sometimes the abbreviation for the wire service or news bureau which submitted the story
deadline	The time at which all copy for an article must be in
delete	To take out copy or type (also referred to as kill)
dummy	A rough layout of a newspaper page showing placement of stories, photos, etc.

edition	The entire number of copies of a publication printed at one time
editor	The person in charge of planning and producing a particular part of the paper
editor in chief	The editor having final responsibility for the operations and policies of a newspaper
editorial	An article expressing the opinion of the newspaper or a person regarding a certain subject
feature	A story in which the interest value lies in some factor other than news (often called human interest stories)
filler	A small story with little news value used to fill in small empty spaces on a page
flag	Name of the newspaper in large letters across the top of the front page (also called banner or logo)
font	A complete set of type in one size and style
headline	Commonly called head, it consists of large type summarizing contents of an article and must include a stated or implied verb
jump	To continue a story from one page to another
kill	To take out copy or type (also referred to as delete)
lead	1. The opening paragraph of a news story 2. The most important story of the day, usually located in the upper right hand portion of the front page
masthead	The detailed information printed in every newspaper stating the title, ownership, staff and subscription rates
proofreader	One who reads proof pages and marks errors
publisher	The chief executive of a newspaper
reporter	The person on the newspaper staff whose responsibility it is to cover news assignments and write factual and interesting stories about the events
scoop	A story obtained before other news organizations receive the information
subhead	Headings used in the body of the story to break the monotony of the solid column
typo	Abbreviation for typographical error
W-H formula	Who, what, when, where, why and how

Appendix II Annotated Bibliography

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Understanding the News Media (1976). Material is flexible; each chapter stands alone. Designed to develop knowledge of news media, thier importance in society and ability to judge media. Grade level: 7-12. Source: Robert A. Wood, General Manager, Southwest Ohio Instructional TV Association Inc., Miami University, Oxford, Ohio 45056.

Appendix III Proofreaders' Symbols

Instruction	Mark In Margin	Mark In Text	Corrected Version
Delete		the new paper	the paper
Insert	<i>new</i>	the paper ^	the new paper
Let it stand	<i>stat</i> (circled)	the new paper	the new paper
Make lower case	<i>lc</i> (circled)	The Paper	the Paper
Make upper case	<i>cap</i> (circled)	the paper =	the Paper
Transpose	<i>tr</i> (circled)	the paper <i>new</i>	the new paper
Close up space		the pap ^e r	the paper
Delete & close up		the pa paper	the paper
Spell out	<i>sp</i> (circled)	10 papers	ten papers
Start paragraph	<i>A</i>	It's time. ^ Let's go.	It's time. Let's go.
Run in	<i>run in</i> (circled)	It's time. Let's go.	It's time. Let's go.
Move right]	the]paper	the paper
Move left	[[the paper	the paper
Move up		the pap ^e r	the paper
Move down		the pap ^e r	the paper
Align		the paper the paper the paper	the paper the paper the paper

Instruction	Mark in Margin	Mark in Text	Corrected Version
Straighten line	=	<u>the</u> paper	the paper
Wrong font		the paper ^o	the paper
Broken type	X	the paper	the paper
Insert space	#	the paper	the paper
Insert period	⊙	This is it ^	This is it.
Insert comma	↵	go go, go X	go, go, go
Insert hyphen	~ = ~ / ~ = ~	word for word ^ ^	word-for-word
Insert colon	⊙	paper ^	paper:
Insert semicolon	↵;	paper ^	paper;
Insert apostrophe	↵	Tom's Y	Tom's
Insert quotation marks	“ ” / ^ /	the paper Y ^	the "paper"
Insert parentheses	() /	paper ours ^ ^	paper (ours)
Insert brackets	[] /	paper Tribune ^ ^	paper [Tribune]
Insert en dash	1 N	1984 1985 ^	1984–1985
Insert em dash	1 M	Do it now. ^	Do it—now.
Insert virgule	/	either or ^	either/or

Appendix IV Clip Art Overview

In The Newsroom Clip Art library you will find over 600 pictures to select from. Each of these can be flipped over to face the opposite direction. See “Flip the Clip Art” in the Banner Work Area or the Photo Lab Work Area.

All pieces of Clip Art are in alphabetical order. Your Clip Art Disk has two sides.

Clip Art A (side 1)—has all clip art from AD 1 to MEN 1

Clip Art B (side 2)—has all clip art from MEN 2 to
WORKERS 5

On the next few pages you will be able to view all available clip art. This will make it easy for you to find the exact piece of art you want to use and will tell you which side of the Clip Art Disk it is on.

Clip Art A (side 1)

Ad 1

I was a 98 pound weakling both mentally and physically till I bought my first educational product from **SPRINGBOARD**. Now I'm a Hunk!



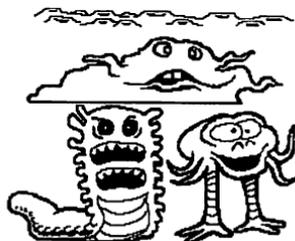
SPRINGBOARD

The guaranteed educational software
SPRINGBOARD Copyright 1984 by
 Springboard Software Inc. TM ®

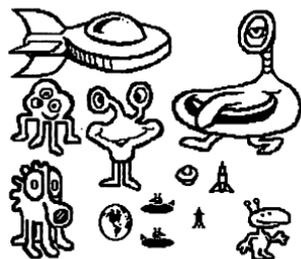
Aliens 1



Aliens 2



Aliens 3



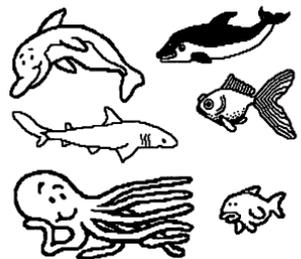
Bears 1



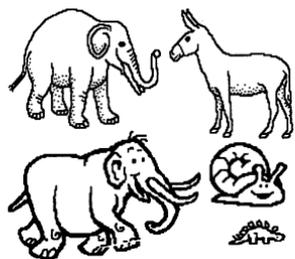
Beasts 1



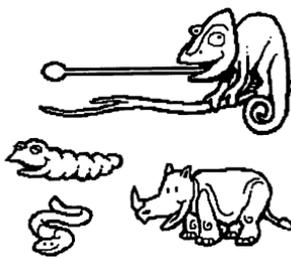
Beasts 2



Beasts 3



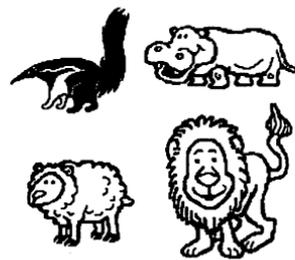
Beasts 4



Beasts 5



Beasts 6



Beasts 7

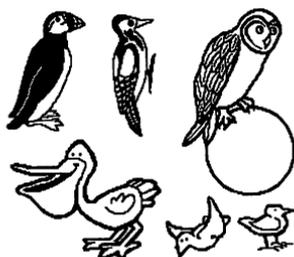


Clip Art A (side 1)

Beasts 8



Birds 1



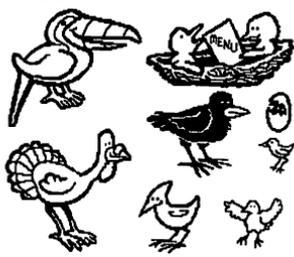
Birds 2



Birds 3



Birds 4



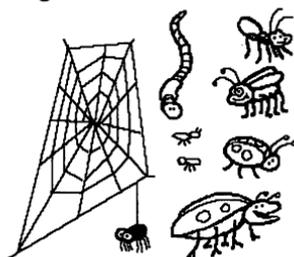
Birds 5



Bugs 1



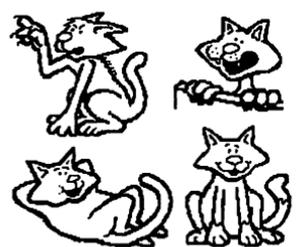
Bugs 2



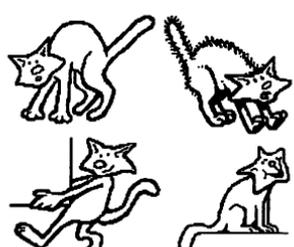
Cats 1



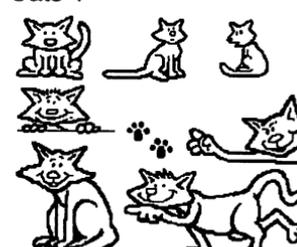
Cats 2



Cats 3



Cats 4

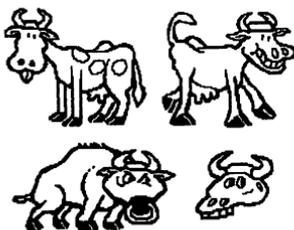


Clip Art A (side 1)

Cats 5



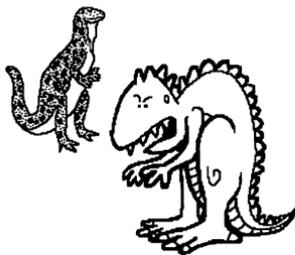
Cattle 1



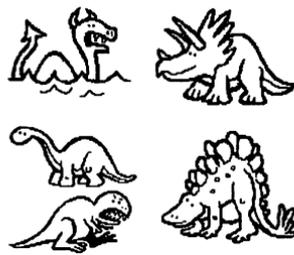
Dinos 1



Dinos 2



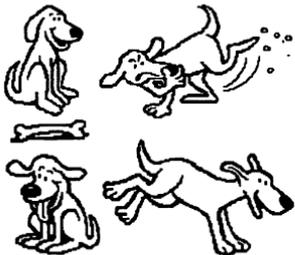
Dinos 3



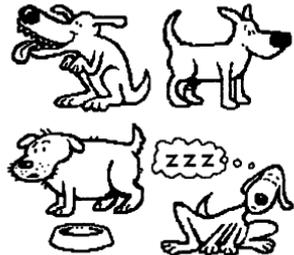
Dogs 1



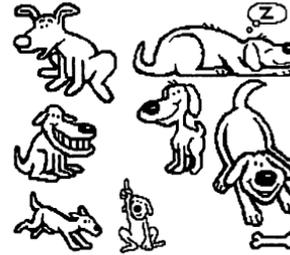
Dogs 2



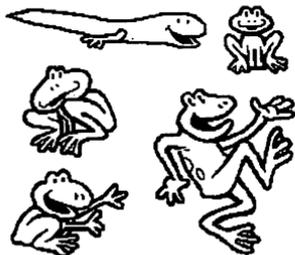
Dogs 3



Dogs 4



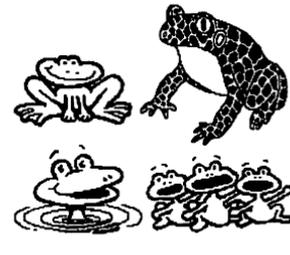
Frogs 1



Frogs 2



Frogs 3



Clip Art A (side 1)

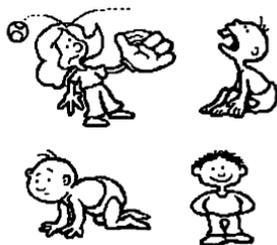
Holiday 1



Kids 1



Kids 2



Kids 3



Kids 4



Kids 5



Maps 1



Maps 2



Maps 3



Maps 4



Maps 5



Maps 6



Clip Art A (side 1)

Maps 7



Maps 8



Maps 9



Maps 10



Maps 11



Maps 12



Men 1



Clip Art B (side 2)

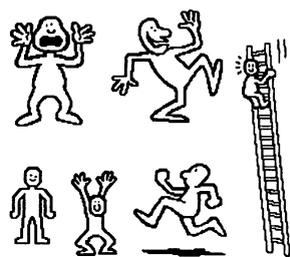
Penguin 2



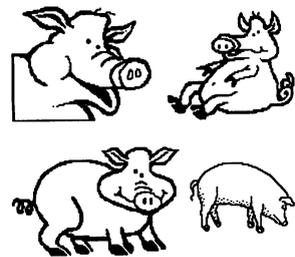
People 1



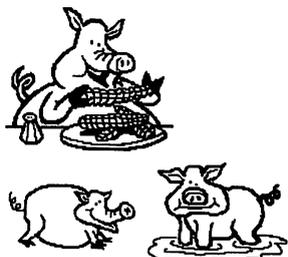
People 2



Pigs 1



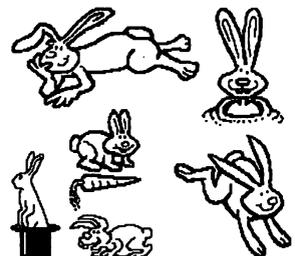
Pigs 2



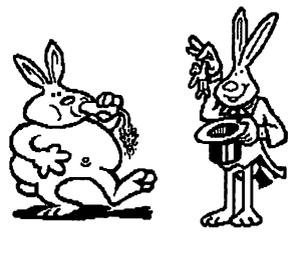
Pigs 3



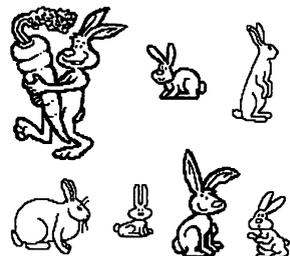
Rabbits 1



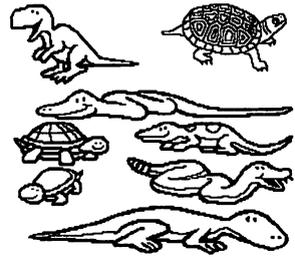
Rabbits 2



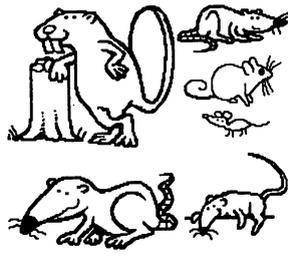
Rabbits 3



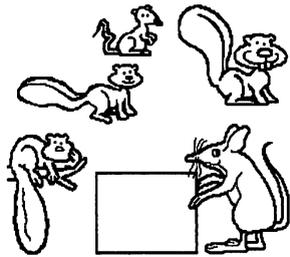
Reptile 1



Rodents 1

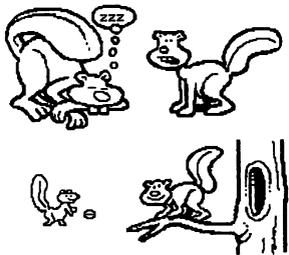


Rodents 2



Clip Art B (side 2)

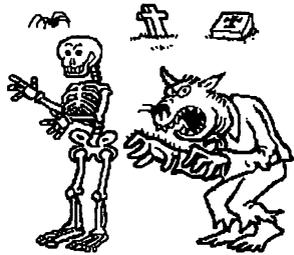
Rodents 3



Scary 1



Scary 2



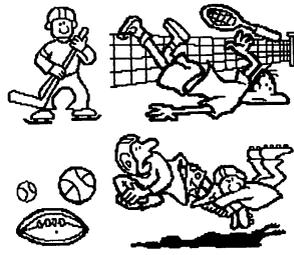
Scary 3



Scary 4



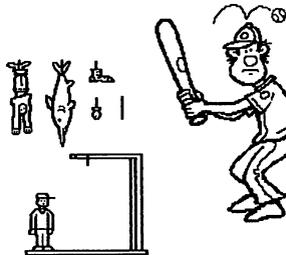
Sports 1



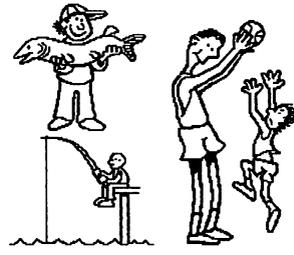
Sports 2



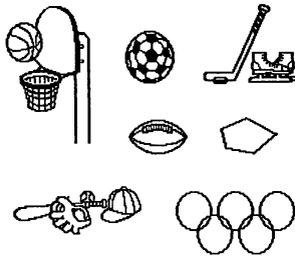
Sports 3



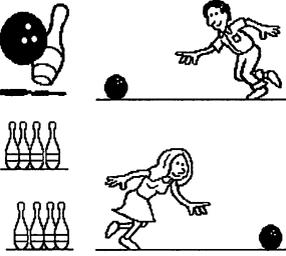
Sports 4



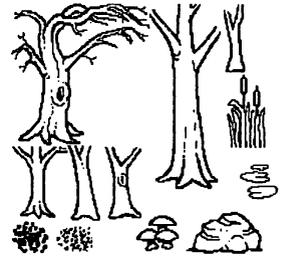
Sports 5



Sports 6

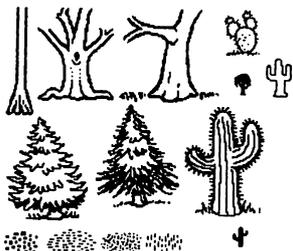


Trees 1

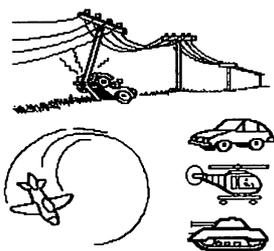


Clip Art B (side 2)

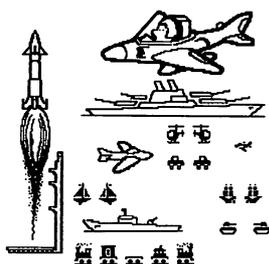
Trees 2



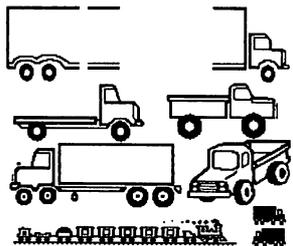
Vehicle 1



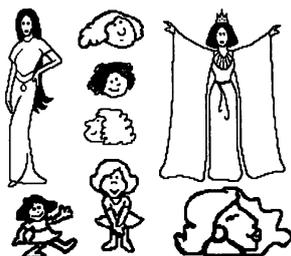
Vehicle 2



Vehicle 3



Women 1



Women 2



Women 3



Women 4



Women 5



Women 6



Women 7



Words 1

SOBB EXTRA SPORTS
FASHION STYLE
SPECIAL REPORT NEWS
ENTERTAINMENT
COMICS SCIENCE
WANT ADS EDITORIAL
RECIPES PARTY!
SPECIAL NOTICE

Clip Art B (side 2)

Words 2

WARNING!
ELECTION REPORT
VICTORY!
HALLOWEEN 'MUSIC'
FREE CHARGE!
FOR SALE ZAP!
CELEBRATION
VACATION wow!

Workers 1



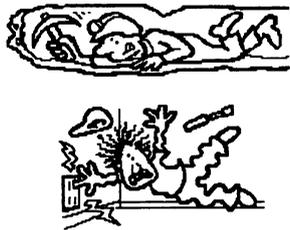
Workers 2



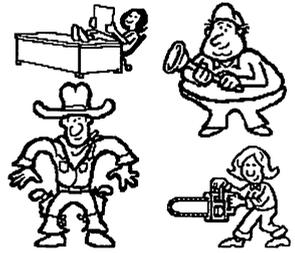
Workers 3



Workers 4



Workers 5



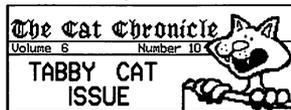
Appendix V Tips for Newspaper Design

Give Your Banner Personality

A. Make sure the name of your newspaper is clear and legible. Use large letters and leave plenty of white space around the name. The rule to remember: Keep it simple. The more information you try to put into your banner, the more unpleasing to the eye it will appear.



B. Add some fun to your banner with the use of clip art. Position your choice of picture so that it does not overpower the name of your newspaper. The picture should be an accent. Notice how a box around the entire banner gives it a “finished off” look. Experiment with your own final touches.



C. When you select the **crayon icon**, the Graphic Tools window will appear and there are dozens of dramatic techniques you will find available for your use. Add tone, draw geometric shapes, shadow your banner and create interesting borders.



D. You set the tone of your newspaper with the design of your banner. This example is light and friendly. If you are looking for something more serious you might choose to use all type and add lines and background tone for impact. Try to match the personality of your banner to the kind of stories you will be putting into your newspaper.



Create Photos that Complement Your Story

When you are selecting the piece(s) of clip art you want to include in your photo, always be conscious of good composition. It may take some practice to get your photo exactly the way you want it but remember, a picture is worth a thousand words.



A. You can select any of the over 600 pieces of clip art from The Newsroom, flip them over or actually create your own. When you choose a piece of clip art and it comes time to “crop” or “frame it up,” close in tightly with the box frame. This will give you maximum space for text when you return to the panel work area.

B. Many of the available pieces of clip art prompt you to add a caption. Personalize your photos by carefully selecting words which will complement your story.

C. Combine multiple pieces of clip art for a unique photo. Here we took the man, the fire and the moon and positioned them appropriately. Then we added a dark tone for the evening sky and completed the detail with sparkling stars. Your imagination is the limit.

Watch the Balance Between Text and Photos

Once you begin writing a story it is easy to get carried away. Take the time to make sure that you create a “visual break” for your readers by inserting enough photos to balance out your text.

Here are two examples of a good and bad balance of text and photos. Which one is more appealing to you? Remember your readers. Don't overpower them with type.



Good Balance



Bad Balance

Overall Layout Plays a Big Role in a Successful Newspaper

Here are a few examples of newspapers with different appearances. While designing your newspaper, try not to fall into a rut by using the same layout every time.

Use concise, attention-getting headlines to catch the eye of your readers. Make sure the headline represents the main idea of your story. You can stretch the headline across the entire width of the panel or try stacking the headline—word on top of word.

Use subheads to break up a long story. This makes it easier for your readers to get through the whole page.

Use well planned photos to help tell the story. As you are laying out your paper try to position your photos so that they are scattered proportionately throughout your page. Remember, a well balanced page of text and photos makes your newspaper much more enjoyable for your readers.

Following you will find some examples of newspapers which represent good layout.

Check them over carefully. You may get an idea or two to get you going on your own newspaper!

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7808 Creekridge Circle
Minneapolis, MN 55435
(612) 944-3912

894.002

Springboard Software, Inc.

7808 CreekrIDGE Circle
Minneapolis, MN 55435
612-944-3912



SPRINGBOARD



**BACK-UP DISK
CERTIFICATE**

To receive a single back-up copy of this Springboard program, fill out this certificate and send it, along with the warranty card and your payment, to:
Springboard Software, 7808 CreekrIDGE Circle,
Minneapolis, MN 55435.

VERY IMPORTANT

To be eligible for coverage under the Springboard warranty or to order a back-up disk, you **MUST** completely fill out the **WARRANTY CARD** below and return it to us.

This will allow us to register your purchase and replace your disk if you damage it.

SPRINGBOARD



PLACE
STAMP
HERE

**Springboard Software, Inc.
7808 CreekrIDGE Circle
Minneapolis, MN 55435**

BACK-UP DISK CERTIFICATE
(for copy protected programs)

This certificate grants only the original purchaser of a Springboard program the right to purchase one (1) copy of that same program for back-up use only, subject to the following conditions:

1. You must return BOTH the Springboard warranty card for the program you purchased AND this certificate.
2. This certificate and your warranty card must be filled out completely. Please make sure the exact name of the program purchased appears under "Program Title" and the type of computer you own is filled in properly.
3. You must enclose your proof-of-purchase of the Springboard product. (Please keep a copy of your proof-of-purchase for yourself.)
4. You must enclose a check or money order for \$12.00. (No purchase orders will be accepted.)

After receipt of the above items, your back-up disk will be delivered within 2-4 weeks.

Thank you for choosing Springboard programs.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Program Title _____

Computer _____

(Detach here and send along with warranty card and payment.)

Springboard Software, Inc. Warranty, Back-up and Technical Support Policies

30-day Defective Warranty

The manufacturer warrants this software product against defects in manufacturing for a period of 30 days following purchase. If, during that period, you cannot properly load the program, you may return it along with proof-of-purchase to the manufacturer for a free replacement.

Extended Warranty

By filling out and returning the warranty card, you will be eligible for an extended warranty: after 30 days, a replacement for a defective disk can be obtained by sending the original product and \$5.00 (per disk being returned) to the manufacturer, provided that the software product is then being manufactured by the manufacturer.

Back-Up Policy

WARNING: MANY SPRINGBOARD PROGRAMS ARE COPY PROTECTED. PLEASE DO NOT ATTEMPT TO DUPLICATE THEM, OR YOU MAY DAMAGE YOUR DISK. See the attached Back-up Certificate for instructions on ordering a back-up disk.

Technical Support Hot-Line

Springboard offers you continuing support in the form of telephone advice. Should you encounter any difficulty in using this product, feel free to call our technical support department, Monday through Friday during normal business hours (central time) at (612) 944-3912. Please be at your computer, with the program running, when you call.

(Detach here and mail)

**Springboard Software, Inc.
WARRANTY CARD**

Name _____ Your age _____ Sex M F
Phone () _____

Street Address _____

City _____ State _____ ZIP _____

Product purchased: _____ Date purchased: _____
Month Year

- | | | |
|--|---|---|
| 01 <input type="checkbox"/> Early Games | 06 <input type="checkbox"/> The Newsroom | 16 <input type="checkbox"/> Rainbow Painter |
| 02 <input type="checkbox"/> Easy as ABC | 07 <input type="checkbox"/> Clip Art Collection 1 | 17 <input type="checkbox"/> Art a la Mac 1 |
| 03 <input type="checkbox"/> Stickers | 08 <input type="checkbox"/> Clip Art Collection 2 | 18 <input type="checkbox"/> Art a la Mac 2 |
| 04 <input type="checkbox"/> Piece of Cake Math | 14 <input type="checkbox"/> Mask Parade | 20 <input type="checkbox"/> Certificate Maker |
| 05 <input type="checkbox"/> Fraction Factory | 15 <input type="checkbox"/> Puzzle Master | 25 <input type="checkbox"/> Graphics Expander 1 |
| | | 99 <input type="checkbox"/> Other _____ |

- | | | |
|---|---|--|
| Where purchased: | 03 <input type="checkbox"/> Toy store | 06 <input type="checkbox"/> Discount store |
| 01 <input type="checkbox"/> Computer chain store | 04 <input type="checkbox"/> Software-only store | 07 <input type="checkbox"/> Mail order |
| 02 <input type="checkbox"/> Independent comp. store | 05 <input type="checkbox"/> Department store | 08 <input type="checkbox"/> Other _____ |

Reason purchased: 01 Home use 02 In-school use 03 Business/organization use
Satisfied with purchase: Yes No Why? _____

- | | | |
|--|---------------------------------------|--|
| Type of hardware: | 04 <input type="checkbox"/> Macintosh | <input type="checkbox"/> Floppy disk drive |
| 01 <input type="checkbox"/> Apple II+, IIe, IIc or comp. | 09 <input type="checkbox"/> Atari | <input type="checkbox"/> Hard disk drive |
| 02 <input type="checkbox"/> IBM PC or compatible | 99 <input type="checkbox"/> Other | <input type="checkbox"/> Printer |
| 03 <input type="checkbox"/> Commodore 64/128 | | <input type="checkbox"/> Modem |