



*Outrageous
Pages*

MANUAL



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PART ONE

INTRODUCTION

GETTING PROFESSIONAL

Now you can put aside your marking pens, retire your rulers, and forever banish the frustration of producing last-minute flyers. As a new owner of Outrageous Pages, you're about to enjoy the fun of creating professional-quality invitations, greeting cards, certificates, and even treasure hunt maps!

What's more, the program is easy to use. It comes with a store of images, a multitude of fonts, and all of the ready-made templates you might need. When you're inclined to unleash your creativity, Outrageous Pages lets you create and save your own unique designs.

What can you do with Outrageous Pages?

***Produce Graphic Art.** Outrageous Pages allows you to produce graphic art to rival what professionals create. Drawing a picture is only the beginning. Whether you use your own designs or the ones that come with the program, you can enlarge them, shrink them, stretch them, rotate them, and manipulate them to create dozens of variations.

Let's say you use Outrageous Pages to draw a face. How would it look if the face were turned another way? With Outrageous Pages, you don't have to re-draw it. You can rotate it right there on the screen. If you want to draw a whole crowd of people, just shrink the face and multiply it as many times as you wish. Then go back and introduce variety to your "crowd". If the faces are too small to work on, Outrageous Pages enables you to magnify the image and add intricate details that would be nearly impossible to do with a pencil.

***Produce Print Quality Text.** Outrageous Pages features a Text Processor that will produce text in any shape, size, or type style. Mix these elements on a single page and combine them with your images.

Suppose you wanted to produce your own newspaper using Outrageous Pages. You can align your text into standard

newspaper columns, make large, boldfaced headlines, and even put pictures and fineprint in your ads.

Your friends will save your personally designed greeting cards long after the holiday has passed. Members of your professional organization will be honored with the certificates you create for them. Children at your son or daughter's birthday party will be delighted to wear their individually designed name tags. And, because you do your own publicity posters, your garage sales will be the best attended in the city.

We could go on and on about what you can make using Outrageous Pages, but you're probably anxious to get started. Be as inventive as you like!

HOW DOES OUTRAGEOUS PAGES WORK?

In Outrageous Pages, you work with a document called a "Page". You create a Page, work on it, name it and save it to call up later for further work. You can view a portion of a Page on the screen and scroll up or down to view the rest. You can draw and create shapes and images using several different tools. You can also load pre-saved images (called **cutouts**) and patterns that you can copy onto your page. Then, manipulate these images using many different tools. You can also load in ASCII text files, or key text directly onto the page using the keyboard. After you key in a line of text and press Return, it is saved as an image and can be manipulated like any other image. You can also load in different fonts to be used with the Text Processor. When you have finished working on a page design, it can be saved and printed on a dot matrix printer.

HOW TO USE THIS MANUAL

If you are new to graphics programs, we suggest that you begin with the "Guided Tour". This will give you an overview of some of the basic tools, effects, and features that Outrageous Pages has to offer, as well as a chance to use some of them.

After going through the "Guided Tour", you will be ready to begin making your own outrageous pages! Use "Reference" for specific tools and features that interest you. In this section you will find a

greater variety of tools than in the "Guided Tour", and you should feel free to experiment with these features.

"Tutorials" gives you specific examples of ways to apply Outrageous Pages. They will take you through step-by-step procedures which illustrate how to produce more complex projects. You should practice using the functions and tools in the Reference section before attempting the tutorials. If you come across an instruction you can't remember how to carry out, simply refer to that section of the manual.

Unlike many manuals, Outrageous Pages has Appendices you won't want to miss! They show you the art, fonts, and templates that are provided with the Outrageous Pages program.

GUIDED TOUR

This Guided Tour will show you how to create a simple flyer with **Outrageous Pages**. If you follow every step in this tour, you'll learn to use many of the program's important features. When you're through designing your flyer, you'll learn how to save your work on a disk, and print it out on your printer.

GETTING STARTED

Software

Your **Outrageous Pages** package consists of three disks: the Program/Printer disk, the Font/Cutout disk, and the Template disk. The Program/Printer disk contains the **Outrageous Pages** program, Cutout Converter, the Page Copy utility program, and the printer driver files. Use the Program/Printer disk when you are asked to insert the Printer Driver disk. On side B of the Program/Printer disk there are additional templates for your use.

The Font/Cutout disk contains 50 **Outrageous Pages** fonts on side A, plus patterns and cutouts on side B.

The third disk contains pre-defined templates that you can copy and use as Page disks.

In addition, you need separate disks to store fonts, cutouts, or patterns that you create.

Outrageous Pages will **not** run without, what the system calls, a Page disk. If this is the first time you are using **Outrageous Pages**, have a blank disk ready to insert into the drive when it is requested. After you have followed the program's prompted procedure, your blank disk will become your "Page" disk.

Backing Up Your Software

It is a sound and prudent practice to back up this program. Using your own copy-disk program, take time now to make copies (both sides) of all three of your **Outrageous Pages** disks. This way, if

anything should ever happen to your original disks, you will still be able to run the program with your copies. Be sure to label your copies exactly as the originals are labeled.

Whenever you use Outrageous Pages from now on, you can start the program either with the copy you just made, or the original. If you start Outrageous Pages with the copy, you will need to insert one of the original KEY disks for verification (see "Loading Outrageous Pages, below).

Hardware

You need a Commodore 64 or Commodore 128 (in 64 emulation mode) computer to run Outrageous Pages. You will also need at least one disk drive and a monitor or television. It is possible to use Outrageous Pages with a joystick, a two-button mouse, a three-button mouse, or the keyboard. Outrageous Pages will print on your dot matrix printer.

Loading Outrageous Pages

To load Outrageous Pages, make sure the computer, disk drive, and monitor are turned on. If you are using a joystick, it should be inserted in port 2. If you are using a CBM 1351 mouse, it should be inserted in port 1.

Insert the disk labeled Outrageous Pages Program/Printer Disk into the disk drive and close the door.

Enter

```
LOAD"OP",8,1
```

and press .

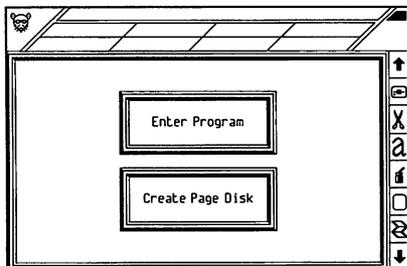
The screen will display the message "INSERT KEY DISK AND PRESS RETURN."

Note: If you are using the original Program/Printer disk, this prompt will not appear. The original Program/Printer disk is a KEY disk; the TEMPLATES #1 disk is also designated as a KEY disk.

If you are using a **copy** of your original Program/Printer disk, remove the copy and insert one of your KEY disks (KEY disk labels have a picture of a key for easy recognition). Press .

Once the KEY disk has been verified, a message will prompt you to "INSERT PRODUCT WORKING COPY AND PRESS RETURN." Place the program copy (or leave the original Program/Printer disk) in the drive and press **RETURN** .

The Outrageous Pages program will now load into memory.



As the program loads, the Outrageous Pages title screen will appear. After a minute or so, two boxes appear. One box is selected to enter the program and the other is selected to create a page disk.

If you are using an input device **other** than a joystick, you need to tell Outrageous Pages what input device you are using **before** selecting "Enter Program" or "Create Page Disk".

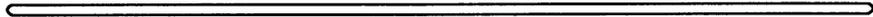
Outrageous Pages Input Devices

You can run Outrageous Pages using a joystick, the keyboard, a two-button CBM 1351 mouse, or a three-button AMX mouse. Following is a table showing you the various commands and functions for use with different input devices. Use the appropriate Control command to tell Outrageous Pages what input device you are using.

Note: You must press the **CONTROL** key (CTRL on your keyboard) and the appropriate number key at the same time to set the device.

You can change input devices at any time once the program is loaded by entering the appropriate Control command.

To use the table, look at the column heading representing your input device. Then look down to the row representing the command you want to perform. For example, to issue the Cancel command using a joystick, press **F3** .



	Joystick	2 button mouse	3 button mouse	Keyboard
To set device:	CONTROL 1	CONTROL 2	CONTROL 3	CONTROL 4
Execute	Fire button	Left button	Left button	F1
Move	F3	F3	Center button	F3
Cancel	F5	Right button	Right button	F5
Left				Q Key
Right				W Key
Up				A Key
Down				S Key

The AMX mouse or the joystick plug into port number 2, and the CBM mouse plugs into port number 1.

Terminology

The "Execute" command is used to select commands. It also tells Outrageous Pages to execute the command you selected.

The "Move" command tells Outrageous Pages where to execute a command. It also allows you to use the joystick or mouse to move the screen.

The "Cancel" command tells the program that an action is complete and you do not want to continue using that command. It can also cancel a command or selection before it is carried out. Cancel is also used to close pulldown menus after you have selected your option.

In this manual, pressing the Fire button on the joystick or the left button on the mouse once is called a "click". When this manual tells you to click a feature, it means to position the cursor on the desired command window or option and press the "Execute" button.

Creating a Page Disk

To create a page disk, position the cursor (arrow) in the box labeled "Create Page Disk" and press Execute.

A message appears at the top of the screen (the **message area**) that reads "Create Page Disk EXECUTE or CANCEL". Press

Execute and Outrageous Pages will prompt you to "Insert a Blank Disk in Drive 8".

Warning: Creating a Page Disk will format your disk. Be sure you are not erasing valuable data.

- Take out the Program/Printer disk and replace it with a **blank** disk.
- Press Execute.

Outrageous Pages will initialize your Page Disk with three blank pages. While the drive does its work, the message area reads, "Initializing Page Disk". When the initialization process is complete, the two boxes asking you to "Enter Program" or "Create Page Disk" reappear.

If you are unable to create your Page Disk with this process, try formatting your disk using the **Page Copy** program on pages 71-72.

Entering Outrageous Pages

Click on the "Enter Program" box. Outrageous Pages will ask you to select a device number for the drive to be used. From now on, the program will use this drive to load and save your page. For computers with only one drive, place the cursor on 8 and press Execute. If you are using two drives, select either 8 or 9.

When the message area prompts "Insert Page Disk", make sure that the disk in the drive is your formatted Page disk.

- Press Execute

A directory window will appear, listing the pages in the disk. If you have just created a new page disk, the three pages are named "BLANK PAGE - NO DATE". You name your new pages when you save your work. Now the message "Please select a page" appears at the top of the screen.

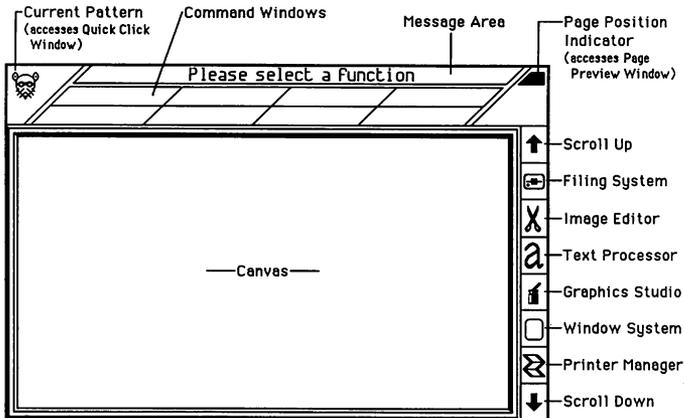
Selecting a Page

- Place the cursor on the name of the page you want to load.
- Press Execute, to select the page. Your selection is highlighted in reverse video and you are prompted to confirm your choice.

- Press Execute again to load the selected page into memory. To select a different page, press Cancel and reselect.
- A "Loading.." message appears in the message area while the page is loading. This will take a few seconds. The page is finished loading when the disk drive's activity light goes out and the "Please select a function" message appears.

QUICK TOUR

In order to complete the Quick Tour, you need to have loaded the Outrageous Pages Program/Printer disk, have a Page disk inserted into your disk drive, and have loaded one of the "BLANK PAGE - NO DATE" pages. You will be using several of Outrageous Pages' features to create a simple flyer. You will then save it to disk, and finally, print it out on your printer.



Main Screen

If you have completed the directions provided in the Guided Tour, you are now looking at the main Outrageous Pages screen. The large area that you see within the large black border, the frame, is called the canvas. Most of your work in Outrageous Pages will be done on the canvas. At the very top of the screen is a message area, where Outrageous Pages tells you what to do next or what

function you are using. The message now reads "Please select a function".

Immediately below the message area are eight empty windows. These windows normally list the commands available to you within the selected function. To the left of the message area is a picture of a mouse. This is the currently selected pattern. A pattern can be any image, letter, or character. Clicking on the picture of the mouse brings up the Quick Click Window. The Quick Click Window lets you set many of Outrageous Pages' design options.

On the right side of the message area is the Page Position Indicator. Clicking on this trapezoid accesses the Page Preview Window which lets you see a reduced view of your canvas. Pressing Execute will return you to the normal view of the canvas.

Clicking on the up or down arrows at the right edge of the screen will scroll the page up or down. Between the two arrows are six function icons. Clicking on one of these icons will select a particular tool, like Image Editor or Graphics Studio.

Filing System

Click on the disk drive icon (above the scissors) to enter the Filing System. This is where you control most disk operations, such as loading and saving pages, fonts, cutouts, and pattern files.

Loading a Cutout

You will now load a cutout of a jet fighter from Side B of the Outrageous Pages "Font/Cutout" disk. A cutout is simply an image that has been saved for future use. "Loading in" a cutout means to get a copy of an image from a cutout file and copy it onto your page. Pull down the Cutout menu by clicking on the Cutout command window. Place the cursor on the pulldown menu option Load and when it is highlighted, press Execute. When the message "Insert Cutout Disk" appears, take your Page disk out of the drive and insert side B of the Outrageous Pages "Font/Cutout" disk, and press Execute.

After a few seconds you will see a list of the cutouts on the disk. Press Move to see more of the list. Put the cursor on "Jet fighter" and press Execute. This will select and highlight your choice. You

will be prompted to confirm your choice by the message "Load-Execute or Cancel". Press Execute to load the cutout.

You are now in Page Preview mode, with a Position Box visible. Move the box, using the joystick or mouse, to the middle of the screen and click Execute. You now have a picture of a jet fighter on your Page! Click Cancel to exit out of "Load Cutout" mode. You are back to the Filing System menu and only a portion of your jet fighter appears in the canvas. Now remove the "Cutout" disk and insert your Page disk.

Page Position Indicator/Page Preview Window

The trapezoid in the upper right corner of the screen, immediately above the up arrow is the Page Position Indicator. The trapezoid represents your Page. The black portion indicates the section of your page that is currently in memory. Click on the trapezoid. This accesses the Page Preview Window which lets you see the page area that is currently held in memory (approximately one third of the page). The rectangle indicates the part of the page you are currently viewing in the canvas frame.

Move your joystick or mouse so that the crosshairs intersect above and to the left of the jet fighter and press Move. Watch the rectangle and notice how it shifts around. Press Execute and the screen returns to the normal view. Notice that the entire jet fighter can now be viewed in the canvas. Try switching back and forth between the normal and preview modes by clicking on the trapezoid and then pressing Execute. The information below the Page Preview Window tells you the current name of your Page, input device, printer, and selected font.

Graphics Studio

Click on the Graphics Studio icon or press  G. Notice that the icon is highlighted when the selection is made. The Graphics Studio is the function which lets you draw images and pictures. Look under the message area and notice that you have several commands available: Pattern, Spray, Fill, Symbol, Line, Pen, Box and Ellipse. We will be looking at all of these commands in more detail in the Reference section.

Box

You can now draw a box around the jet fighter. Click on **Box**. Outrageous Pages asks you to "Define an area". To do this, move the cursor into the canvas area. Notice that the cursor becomes a crosshair (two intersecting lines). Move the crosshairs to define the upper-left corner of your box, above and to the left of the airplane and press Execute. Move the crosshair down and to the right to just below the airplane and press Execute again. A box appears around the jet fighter. If you don't like the box you just created, **move the cursor to the bottom of the screen and press Cancel**. Your last action will be "undone". This Undo command lets you "Undo" the last act you performed. The message line should read "Position Box." Move the joystick or mouse around the canvas and you will notice that the box you defined is still "active." Position the box so that it surrounds the jet fighter, and press Execute. To exit the **Box** option, press Cancel.

Note: You will notice that **Box** remains highlighted, even after you have pressed Cancel. It will remain highlighted until you make another selection or press Cancel again.

Pattern

Now click on **Pattern**. Notice that the pulldown menu offers you several options: **Select**, **Pick-up**, **Invert**, and **Define**. Move the cursor to Select and notice how Select becomes highlighted. Press Execute. A pattern display appears in the middle of the screen. Here you select a pattern by moving the cursor over the desired pattern and pressing Execute. Click on a pattern. Notice now that your selected pattern appears on the upper left corner of the screen and the display disappears.

Fill

You can now fill the box with the pattern you just selected. Click on **Fill** and move the cursor to the box containing the jet fighter. Press Execute and the box will be filled with the pattern you selected. Be sure to click inside the box or the whole canvas will be filled with the pattern. To Undo a fill, move the cursor to the bottom of the screen and press Cancel.

Scrolling

Now that you have enclosed your jet fighter in a patterned box, the canvas area must be getting quite full. However, the canvas displays only a portion of the page section in memory. Click on the Page Position Indicator (the trapezoid in the top right corner).

You can see that there is a larger area to work in, simply move the Position Box to the desired area!

It is important to remember that even the page section displayed through Page Preview represents only a fraction of the actual page. In order to access additional page sections, you must "Scroll" the page.

To Scroll down, position the cursor arrow on the Scroll Down arrow (in the lower right corner of the screen) and press Execute.

The prompt "Insert Page Disk" will appear in the message area and you should confirm that your Page disk is in the correct drive and press Execute.

The message "Scrolling..." appears while Outrageous Pages accesses the disk for the additional page section. The top portion of your page will be "scrolled off" the canvas and saved to disk. When the process is complete, the message "Please select a function" appears.

Note: Outrageous Pages only loads in small sections of the page at a time so that your page will have continuity (i.e. all the sections of your page will connect together as a cohesive whole).

Text Processor

Click on the **A** icon on the right side of the screen to enter the Text Processor function. Notice that the message has changed from Image Editor to Text Processor. The Text Processor lets you add text to your Page, either through the keyboard or by loading in ASCII text files.

Format

Click on the Format command window. There are five options that alter the format of your text. Select **Center**. A black box will appear to the right of the option to indicate the selected format. Press Cancel to leave the **Format** window.

Keyboard

You will now enter some text directly from the keyboard. Click on **Keyboard**. This lets you use the keyboard to add text directly to

your page. Move the cursor (which is now a vertical line) below the box and press Execute. The vertical line appears at the left margin. Type the words "Air Show Tonight!!! " Press **RETURN** so that the text is added to the page. Notice that the text jumps to the center of the page. Then press the **STOP** key to stop entering text. Move the cursor further down the page and press Execute. Then type "6:00 P.M." and press return. Press **STOP** to stop entering text, then to exit **Keyboard**, press Cancel or **F5**.

Image Editor

Click on the Scissor icon on the right side of the screen or press **C** I to enter the Image Editor . Notice that the message has changed from Graphics Studio to Image Editor. This is where you can copy, flip, rotate, and stretch parts of your page, as well as do fine tuning.

Zoom

The Zoom function is used for detail work. Click on **Zoom** and select the **Left** option. A gridded area appears on the left side of the screen. Move the cursor into the right side of the screen. Press the Move button and move the joystick or mouse around. Notice that the cursor has become a small box and that anything contained within the box appears magnified in the grid. The **Zoom** grid lets you work at a detailed level on the page. Each box contains one pixel. Move the cursor into the grid. Clicking on any box in the grid will change that pixel. If the pixel was on, it will be turned off and vice versa. Move to a part of the page and change something that you don't like. Press Cancel when you are done. If you need to **Zoom** in on an area covered by the **Zoom** grid, press Cancel, then click **Zoom** and select the **Right** option.

Saving and Naming Your New Page

Click on the Filing System icon (above the scissors) to get back into the Filing System. This is where you will name and save your "Air Show" flyer.

You will now save the flyer that you have just created. Please remember that if you take your Page disk out and turn off the Commodore 64 without saving the page, most of your Air Show flyer will be lost forever! Click on PAGE and then on the **Save** option. Click again when Outrageous Pages asks you to enter a Page disk. Notice that you now see "BLANK PAGE - NO DATE" in a

box in the middle of the screen. Notice the message "EXECUTE to continue/CANCEL to alter" at the top of the screen. This means that if you press the Execute button, your flyer will be saved under the name "BLANK PAGE - NO DATE". Since that is not a very descriptive name, save the page under another name.

To change the name, press Cancel. Notice that the box is now blank. Type in the words "Air Show Flyer" and press Return . The message "Saving. . ." will appear at the top of the screen to tell you that the computer is storing your work on disk. You must wait until it finishes its work. The page is now saved and is called "Air Show Flyer". Check to make sure the page was saved by using the Page Directory option.

Page - Directory

Click on **Page**. Notice the three options: **Load**, **Save**, and **Directory**. Click on **Directory**. Outrageous Pages asks you to insert a Page disk. Since you already have a Page disk in your drive, press Execute. Notice that the directory window tells you that you have three pages called Air Show Flyer, BLANK PAGE-NO DATE, and BLANK PAGE-NO DATE. Press Cancel to exit.

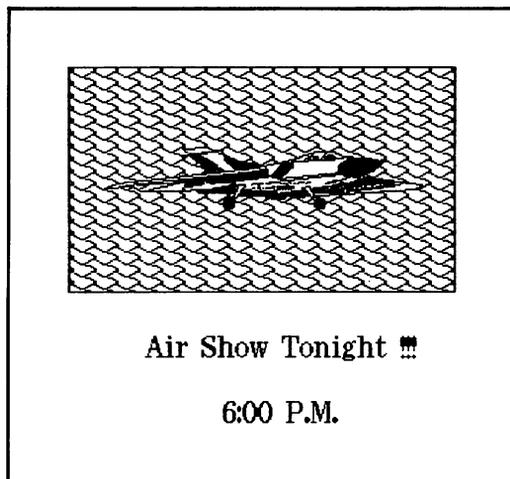
Printing Your Flyer

The first step in printing your flyer is to load the correct printer driver for your printer. Remain in the Filing System and click on the Printer command window. Take your Page disk out of the drive and insert the Program/Printer disk and press Execute. The screen now displays a list of available printer drivers. Select the driver for your printer and press Execute to load it. See "Printer Manager" in the Reference section and "Printing Your Pages" for additional help. If there is no driver listed for your printer, select a printer that is similar to your own.

Now, click on the Printer Manager icon (showing a folded printout) and click on the **Output** command. This lets you choose one of three settings which tells Outrageous Pages what port your printer is attached to. Select Serial, Parallel, or RS232 depending on how your printer is connected to the Commodore. You may need to refer to the "Printer Manager" section of the Reference section for more details. Make sure that your printer is properly connected to the Commodore, turned on, and on-line. Line up the paper correctly. Click on the **Page** command window. Now remove the Program/Printer disk and insert the Page disk containing "Air Show Flyer". Press Execute.

Your page will be saved to disk, then loaded into memory for printing. This will take a few minutes. Be sure there is no write-protect tab on the Page disk or you will receive a "file exists" error. When the message "Printer Ready? Execute or Cancel" appears, press Execute to start printing.

Your printout should look something like this. Read the reference section to learn how to change fonts and font size, copy and stretch images, load in text documents and a whole lot more!



Quitting

When you are finished and you have saved your work, remove your Page disk and turn off the Commodore 64, disk drive, and monitor or TV.

REFERENCE

TERMINOLOGY

Click

"Click on an option" means to position the cursor on the option's name, icon or window, and press Execute.

Crosshairs

When you are in the canvas, you see two crossed lines. The point where these lines cross takes the place of a conventional cursor. The crosshairs respond to mouse, joystick or keyboard movements. The target position is the intersection of the crosshairs. You can use the crosshairs to draw lines, define areas, and set margins.

Cursor

The cursor indicates where you are on the screen or menu, and reacts to mouse, joystick or keyboard movements. It looks like an arrow when placed over the message and icon selection sections of the screen and often appears as crosshairs when within the canvas. Use the cursor to select from the icons on the right side of the screen or from the command windows at the top of the screen.

Cutout

A cutout is a part of a page that you save for future use, including text and graphic images. Similar to "clip art," a term used in many other graphics software packages, a cutout can be a piece of art or just about any image that you want to reuse.

A wide selection of cutouts are provided on side B of the Font/Cutout disk.

Defining an Area

This is an action that you will use quite often while in the Graphics Studio and Image Processor. It means to define a rectangular area which Outrageous Pages uses as a reference point for some action. To define an area:

- Move the crosshairs so that the intersection is at the UPPER LEFT section of the area you want to define.
- Press Execute.
- Next, move the crosshairs again so that they intersect at the LOWER RIGHT corner of the area you want to define.

-
- Press Execute.

The resulting rectangle is the defined area.

Font

A font refers to a set of characters. It is a complete set of numbers, letters, punctuation marks, and symbols. Font files contain the typestyle choices available to create text.

There are 50 fonts provided for you on Side A of the Font/Cutout disk.

Moving the Screen

To move the screen you move the mouse or joystick while pressing the Move button, allowing you to move from one part of the page to another. You can move only within the portion of your page that is currently in memory. To load another section of your page into memory, point to the Scroll Up or Scroll Down arrow and press Execute.

Pattern

A pattern is simply a design that you can use to create visual effects. The selected pattern appears in the top left corner of the screen. The pattern is used for the Spray, Fill, and Symbol commands. There are 32 patterns available in the pattern display.

You can load in additional pattern sets from side B of the Font/Cutout disk. (See **Load Pattern** section).

Position Box

The Position Box represents the area of the page that will be affected by the current function. Position Boxes are used in the Graphics Studio, Image Editor, and the Page Preview Window.

Window

A work area smaller than the canvas, which you define in the Window System.

"Window" is also used to describe a box that contains a command; for example, the "Copy command window."

KEYBOARD SHORTCUTS

No matter which input device you use, there may be times when you prefer to use the keyboard to select Outrageous Pages functions.

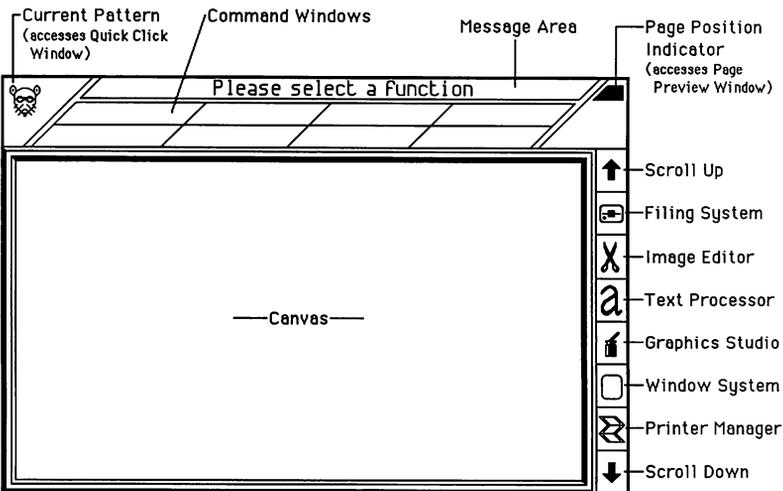
The keyboard function selection commands are:

C	F	Filing System
C	I	Image Editor
C	T	Text Processor
C	G	Graphics Studio
C	W	Windows System
C	P	Printer Manager

Note: You must press the **C** key and the appropriate letter key at the same time to activate the function.

After selecting a function, you can use the keyboard to activate a command by pressing **C** and the appropriate number key simultaneously.

Use numbers 1, 2, 3, or 4 for the top row of window commands, from left to right. For example, to select the first command in the top row, press **C** 1. Use numbers 5, 6, 7, or 8 for the bottom row of window commands, from left to right. For example, to select the second command in the bottom row, press **C** 6.



THE OUTRAGEOUS PAGES SCREEN

The Canvas

The entire area contained on the Outrageous Pages screen surrounded by the frame is the "canvas". The canvas area that you see on screen represents a portion of the page section you have just loaded into memory.

Message Area

This is where any Outrageous Pages messages appear to provide instructions or information. If there are no instructions required, the message window tells you what function you are in. If you are not in any function, the message "Please select a function" appears. The Message Window might ask you to insert a Page disk, define an area, or press Execute or Cancel.

Commands

All of the commands available within each function appear in the parallelograms across the top portion of the screen. These are the command windows. Any options available for a command will appear in a pulldown menu when the command is selected.

Scrolling

There are two arrows on either end of the icon display at the right side of the screen.

The Scroll Up arrow lets you scroll up the page, while the Scroll Down arrow lets you scroll down the page. When you select Scroll Up or Scroll Down, Outrageous Pages accesses the disk drive and saves the portion of the page that is scrolled off the screen. It then reads in the next portion of the page from the disk. When editing a Page, make sure that you want to save your changes before scrolling since the work you save will replace what is already on the disk.

Caution: If you have made an unwanted change to a new or old file, correct the error before scrolling up or down or saving the page. If you cannot correct the error, reload the Page (using the Filing System Page Command) and scroll to the desired section of the page.

FUNCTION SELECTION

A series of icons at the right of the screen represent the Outrageous Pages functions. Each icon identifies a different group of operations. To select a function, click on the appropriate icon. The selected icon will be highlighted, and its available options will appear in the command windows at the top of the screen.

Filing System



This function lets you control disk operations, such as loading and saving pages, fonts, cutouts, and patterns. It also lets you select your printer driver.

Image Editor



This function lets you copy and manipulate images on your page.

Text Processor



This function lets you add text to your page.

Graphics Studio



This function lets you create and add graphics to your page.

Window System



This function lets you set up "windows" so that you can work on an area smaller than the canvas.

Printer Manager



This function lets you control printer-related functions.

Page Position Indicator

This trapezoid is located in the top right corner of the screen. The black section tells you the approximate position on the page currently in memory. The remainder of the page is stored on disk. Clicking anywhere on the Page Position Indicator activates the Page Preview Window.

Page Preview Window

This window lets you view the portion of the page held in memory and lets you move the current canvas view. It also displays the name of the current page, page length, font name, printer driver name and the input device you are using. A rectangular Position Box shows you the current canvas area. To move the current canvas view, move the crosshairs to the upper left hand corner of the area you want to work on and press Move. Pressing Execute makes the area under the Position Box the new canvas.

Pressing **Execute** makes the area under the **Position Box** the new canvas. Pressing **Cancel** exits with the canvas in its original position, no matter where you moved the **Position Box**.

Undo

Moving the mouse to the bottom of the screen (so that the crosshairs are not visible) and pressing **Cancel** un-does the last operation. Only the last operation can be undone, and **Undo** will not undo itself.

Undo does **not** work with the following functions:

Defining fonts and patterns

Defining windows or areas

Accessing disk or printers

Keyboard text entry

When the **Zoom** window is open

Pulldown Menus

Many commands have multiple options. An example is the **Typeface** command in the **Text Processor**. Clicking on the **Typeface** command window causes a menu to appear. This is how to operate a menu:

- Click on the desired command window
- Move the cursor over the desired option, then press **Execute**.
- To close the menu, press **Cancel**. Some menus will close automatically once you have selected your option.

If an option has a small black and white box next to it, then that option is selected and becomes active. For several options, pressing **Execute** toggles the option on and off. You can check which options are on by activating the menu and then pressing **Cancel**.

The Quick Click Window

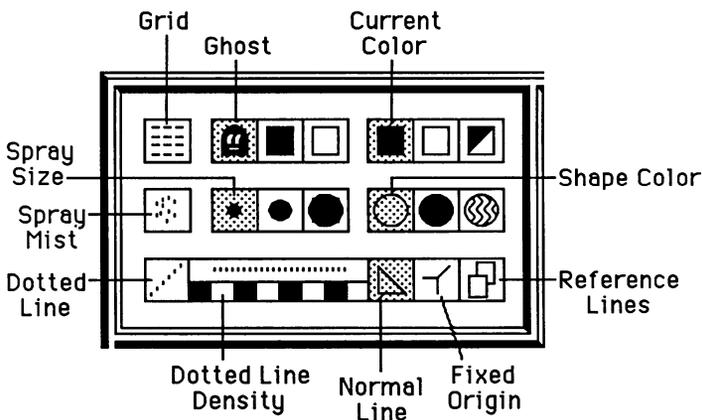
The **Quick Click Window** is accessed by clicking on the pattern in the upper left corner of the screen. When you first enter the program, "Max the Mouse" is displayed as the currently selected pattern. The **Quick Click Window** options let you quickly modify the functions of the **Outrageous Pages Graphics Studio**, **Image Editor**, and **Text Processor**.

From this window you may change many of the settings quickly. To use the **Quick Click Window**, click on the **Selected Pattern** (top left corner of

the screen). The Quick Click Window then appears on the top left hand corner of the canvas. Currently selected options are highlighted with grey. To change any of the options, click on the desired icon. To exit from the Quick Click Window, press Cancel.

The Quick Click Window is available to you at all times **except**:

- During text entry
- When Outrageous Pages is reading or writing to or from a disk
- While printing
- When another major window is active (Page Preview Window, Zoom, Font Display and Define, Grid, Adjust Text, or Define Printer Area)
- When a menu is pulled down



QUICK CLICK REFERENCE

Grid

This feature lets you turn the grid on or off. The Grid adjust how fast your input device moves. The default movement setting is a step of 8 x 8 pixel. You can CHANGE this grid pixel increment in the Text Processor Grid command. See the section "Text Processor, Grid" for more details.

Ghosting

This feature provides you with the option of using only the black or only the white portion of an image. To turn the Ghosting feature on, highlight the Ghost icon. To select either black or white data, click on the appropriate black square. Ghosting works in the Graphics Studio and the Image Editor, but not with the Zoom feature. When Ghosting is off, patterns are displayed normally.

Ghosting is useful for copying images and loading clip art. By selecting Ghost Black, a piece of art can be placed near another graphic design without leaving a white square around the piece of art. Experiment with this feature to achieve effective results

Color

This feature lets you set ink color for all text and most graphics. Black, the default setting, is used when you are working on white areas. White can be selected when you are working on black areas. Inverse (white-on-black and black-on-white) is useful for working with mixed black and white areas.

Spray Mist

There is a mist option which lets the spray work like an airbrush: it becomes denser the longer you spray on a given area. Eventually, it will form the selected pattern. The mist option works with any spray diameter.

Spray Diameter

This feature lets you set the diameter of the spray "path" on the canvas. You can choose between narrow, medium, and wide nozzle settings. The default setting is wide.

Shapes

This feature determines how boxes and ellipses are displayed on the canvas. Outline is the default setting and displays a hollow outline in the current color. Solid displays a solid shape in the current color. Pattern displays a solid shape filled in with the current pattern.

Line Options

The Quick Click Window provides you with five options that let you alter the way a line in the Graphics Studio is displayed.

Dotted Line

To use a dotted line, click on the icon so that it appears grey.
To use a solid line, click on the icon again so that it appears white.

There are eight boxes you can turn on or off to determine the pattern of the dotted line. Immediately above, there is a display line where you can view what the dotted line looks like.

"Normal line mode" is the default setting. It selects the last point of a line you have just drawn as the first point of the next line. Notice that the Normal Line icon is currently grey. This indicates that it is the selected line mode.

"Fixed origin mode" causes the reference point to remain fixed, with all lines radiating from that one reference point. This lets you draw interesting "starburst" effects.

"Reference" line mode allows you to use lines for reference purposes only and then discard them. With this feature, lines work in pairs. When you click "Line", the first line you see on the canvas is a "reference" line. It extends to a reference point. Click it and it will remain temporarily on the screen as a guide while you position a second line. Click again and the second line will remain on the canvas and the reference line will disappear. With practice, you will be able to create interesting 3-D effects. It is also useful for designing your page layout.

THE FILING SYSTEM

The Filing System gives you an easy way to load and save Outrageous Pages files and pages, as well as a way to issue DOS commands directly from within Outrageous Pages.

When you click on the Filing System icon, the following labels will appear in the command windows at the top of the Outrageous Pages screen: **Page, Cutout, Font, Pattern, Printer, and Disk.**

Each one of these labels represents a different kind of Outrageous Pages file, except for **Disk**. It is recommended that you have a separate disk for each file type to avoid confusion when you are asked to insert, for example, a font disk. When you are prompted to insert a particular type of disk, insert it into the disk drive and press Execute. The Filing System commands will be covered in the order in which they appear on the screen, from left to right. The options will be covered as they appear from top to bottom for those functions that have pulldown menus.

PAGE

You create page files on your own Page disks (see the section "Getting Started, Creating Page Disks"). Each Page disk contains three pages. New files are unnamed until the first time they are saved onto the disk.

Pull down the Page menu by clicking on the Page command window.

Page - Load

"Loading" means to retrieve a saved page from a Page disk and copy it into the computer's active memory. Remember, Outrageous Pages requires you to load a page before you can begin the program. Outrageous Pages can only work on one page at a time.

If you load a new page, your current page will be lost. If you need to switch pages during a program session, **save** the page you are currently working on first, unless you no longer need it.

To load a page:

- Place the cursor on the **Page** command window and press Execute.
- Select the menu option **Load** and press Execute.
- At this point, the screen becomes inverted as a warning. The message "Continue? All work will be lost" appears.
- If you have not saved the current page, press Cancel and the Load routine will be aborted. (Save your old page and begin the Load process again.)
- To continue with the loading process, press Execute. This clears the previous page from memory.
- The screen will clear out, erasing all current work. A box asking you to select a device number appears.
- Place the cursor on the number of the device driver of the disk drive containing the page you need. Press Execute.
- Outrageous Pages asks you to insert the Page disk in the drive. If the correct disk is already in the drive, press Execute. If not, insert the correct disk and press Execute.
- The Page directory will appear. To load the page, place the cursor on the desired page and press Execute.
- The message "Load: Execute or Cancel!" appears. To load the file, press Execute. To cancel the operation, press Cancel.

Page - Save

The **Save** option saves to disk the entire current page. **Be sure to save the page before turning off your computer!** Otherwise, the work you have done since your last save or scroll will be lost!

To save a page:

- Place the cursor on the **Page** command window and press Execute.
- Place the cursor on the pulldown menu option **Save** and press Execute.
- Outrageous Pages asks you to insert the Page disk in the drive. If the correct disk is already in the drive, press Execute. If not, insert the correct disk and press Execute.
- A window appears containing the name of the page on which you are currently working. If it is a new page, the window will say "BLANK PAGE - NO DATE". The message "Execute to continue/ Cancel to alter" appears.
- To change the name of the page, press Cancel. The name window becomes blank. Type in the new page name and press . (The Execute button will not work at this point.) Outrageous Pages will save the page with the new name and the screen will ask you to select another function.

Caution: Changing the name of a Page **does not** create a new Page file, it merely writes over the old name and the old page.

- If the page is already named, press Execute to save the page to disk with the same name.
- To rename an already named page, press Cancel to delete the old name, type in a new name, and press .

Page - Directory

This selection displays the name of the pages on the disk in the disk drive.

To use directory:

- Place the cursor on the pulldown menu option **Directory** and press Execute.
- Outrageous Pages asks you to insert the Page disk in the drive. If the correct disk is already in the drive, press Execute. If not, insert the correct disk and press Execute.
- When you are finished viewing the Directory, press Cancel.

CUTOUT

Cutout files contain portions of a page you may wish to save separately for future use. Cutouts can contain text as well as graphic information.

Examples of cutouts can include logos, letterheads, illustrations, technical drawings, and so on. Cutouts that come with Outrageous Pages are contained on side B of the Font/Cutout disk. Cutouts you create yourself should be saved on your own cutout disk. Positioning and saving cutouts takes place in the Page Preview Window.

Pull down the Cutout menu by clicking on the **Cutout** command window.

Cutout - Load

This lets you add a cutout to your current page.

To load a cutout:

- Place the cursor on the pulldown menu option **Load** and press **Execute**.
- The message area will ask you to insert the Cutout disk. Insert side B of the Font/Cutout disk, or your own cutout disk, and press **Execute**.
- The screen will display a list of cutout files contained on the disk. To see more files, press **Move**.
- Point the cursor at the desired file and press **Execute**. Press **Execute** again to load the cutout file. Pressing **Cancel** aborts the load.
- Outrageous Pages is now in the Page Preview Window, with a Position Box visible. Position the box where you want the cutout to appear. Press **Execute**. The cutout you have selected and loaded will appear under the Position Box. By moving the Position Box and pressing **Execute**, you can add as many copies of the cutout to your page as you wish.
- To cancel the Load Cutout process, press **Cancel**.

Cutout - Save

This option lets you select a page section and save it as a Cutout file, for future use.

To save a cutout:

- Place the cursor on the pulldown menu option **Save** and press **Execute**.
- The message area will ask you to insert the cutout disk. Insert a formatted diskette and press **Execute**. (Label this disk "Custom Cutouts" for easy recognition.)

-
- Outrageous Pages is now in the Page Preview Window and asks you to define an area to be saved as a cutout. Use the crosshairs to define the area and press Execute. For more details, see **Terminology**, "Defining an area".
 - A name box appears. Type in a file name for the new cutout file and press **RETURN**. Your new cutout will be saved to disk, and can be reused later.

FONT

A font is a complete set of characters, letters, punctuation marks and symbols.

Font files contain the typestyle choices available when creating text. The more fonts you have available, the more options you have for making interesting documents. Outrageous Pages provides 50 fonts plus the ability to create your own with the Font designer. Fonts that come with Outrageous Pages are contained on Side A of the Font/Cutout disk and are displayed in the Appendix. Store the fonts that you create on your own font library disk.

Pull down the Font menu by placing the cursor on the **Font** command window and pressing Execute.

Load - Font

To load a font:

- Place the cursor on the pulldown menu **Load** option and press Execute.
- The message area will ask you to insert a font disk. Insert side A of the Font/Cutout disk, or your own font disk, and press Execute.
- The screen will display a list of font files contained on the disk. To see more files, press Move. (When you have viewed the entire list of fonts, press Move to return to the beginning of the list.)
- Point the cursor at the desired file and press Execute. Press Execute again to load the font file. Pressing Cancel aborts the load.
- A display of the font you just loaded appears on the screen.
- Press Cancel to clear the display.

Save - Font

To save a font:

-
- Place the cursor on the pulldown menu **Save** and press Execute.
 - The message area will ask you to insert a font disk. Insert a formatted disk and press Execute.
 - A name box appears. Type in a file name for the new font file and press **RETURN**. Your new font has been saved to disk, and can be reused later. (Be sure to label your custom font disk appropriately for easy recognition.)

PATTERN

You can use patterns to create designs and fill in areas. You can also use them in conjunction with the Graphics Studio Symbol command. You can create your own patterns with the Pattern Designer and then save them to disk in pattern files for later use. Save your patterns on your own pattern library disk.

The default pattern set is Fills 1. If you load another pattern set during your work session and then want to access the default pattern set, load Fills 1 from side B of your Font/Cutout disk.

Pull down the **Pattern** menu by clicking on the **Pattern** command window. It will look like this:

Load - Pattern

To load a pattern:

- Place the cursor on the pulldown menu **Load** option and press Execute.
- The message window will ask you to insert a Pattern disk. Insert side B of the Font/Cutout disk or your own Pattern disk, and press Execute.
- The screen will display a list of pattern files contained on the disk.
- Place the cursor on the desired file and press Execute. Press Execute again to load the pattern file. Pressing Cancel aborts the load.
- The Pattern Display appears on the screen. The pattern you just loaded appears on the top left corner of the Display.
- Press Cancel to clear the display.

Save - Pattern

This selection saves a pattern that you have just created with the Pattern Designer. The pattern is saved in its own pattern file.

To save a pattern:

- Place the cursor on the pulldown menu **Save** option and press Execute.
- The message area will ask you to insert a Pattern disk. Insert your own Pattern disk, and press Execute.
- A name box appears. Type in a file name for the new pattern file and press **RETURN**. Outrageous Pages will save your new pattern to disk, and you can reuse it later.

PRINTER

This option lets you load any of the printer drivers supplied with Outrageous Pages. If your printer is not listed, try one of the supplied drivers to see if it will work with your printer. There are few differences between most of the drivers, and many printers are identical to others, though they have different names. Refer to the section "Printing Your Pages" for assistance with selecting a printer driver. The current printer driver is displayed below the Page Preview Window.

To Select a printer driver:

- Place the cursor on the **Printer** command window and press Execute.
- The message window will ask you to insert the Printer Driver disk. Insert the Outrageous Pages Program/Printer disk and press Execute.
- The screen will display a list of available printer drivers.

CBM 1525	CBM MPS-801
CBM MPS-803	ESON FX
EPSON LQ	EPSON LX
EPSON MX II	EPSON MX III
EPSON RX	OKIMATE 10
P'SONIC KX1091	STAR NX10
STAR NX10C	STAR SG10
STAR SG10C	

- Place the cursor on the desired printer driver and press Execute. Press Execute again to load the printer driver. Pressing Cancel aborts the load.

DISK

This window provides you with access to basic disk management operations.

Pull down the Disk menu by placing the cursor on the **Disk** command window and pressing Execute.

Command

Command allows you to type in DOS commands while you are in Outrageous Pages. Any of the DOS commands can be executed using this function. Refer to your Commodore 64 manual and disk drive manuals for accurate DOS commands.

To access a DOS command line:

- Place the cursor on the menu **Command** option and press Execute.
- A window will appear with the word "Text: "
- Type your DOS command.

The prefixes on Outrageous Pages files are:

Cutouts files	C."filename"
Patterns	P."filename"
Fonts	F."filename".
Dumps	D."filename"

For example, if you wanted to delete a font file called "Myfont"

- Type
S:F.MyFont*
and press Return.

Note: The asterisk (*) should always be included.

Drive

Drive lets you designate another drive for loading and saving all files. This is useful if you have two drives and want fonts, cutouts, text, and so on to be read from and written to the second drive. This can help you avoid some disk swapping.

To use the extra drive option:

- Place the cursor on the **Drive** menu option and press Execute.

-
- A box will appear with two device drive selections. If you have an extra drive, place the cursor on driver designator number 9 and click it. From now on, Outrageous Pages will check device 9 when looking for the Font disk, Cutout disk, Pattern disk, or Text Data disk.

Directory

The third option is Directory. It will list the files on any Outrageous Pages disk.

To use Directory:

- Place the cursor on the **Directory** menu option and press Execute.
- Insert the desired disk into the drive and press Execute.
- All files on that disk will be listed on the screen. To see more files, press Move. To exit the Directory, press Cancel.

Note: If you are using two disk drives and you have designated device 9 as the "data" drive, Outrageous Pages will look to the device 9 to do a Page Directory, even if your page disk is in drive 8. Therefore, if you want a directory of your current Page disk, you may prefer using the **Page-Load** command in the Filing System. (Simply press Cancel to exit the directory rather than selecting a file to load.)

THE IMAGE EDITOR

The Image Editor gives you powerful control over the images you use when creating pages. You can copy, flip, rotate, and stretch selected page areas. You can also magnify an area and edit individual pixels, for fine tuning. When you click the Image Editor icon, (or press **[C] I**), the following labels will appear in the command windows at the top of the Outrageous Pages screen: Copy, Flip, Rotate, Stretch, and Zoom .

COPY

Copy makes an exact copy of everything inside the defined area. This feature is useful for creating effects with multiple images.

To make a copy of an image or text:

- Place the cursor on the **Copy** command window and press Execute.

-
- Define an area around the image you want to copy. Move the crosshair to the upper left corner of the area you want to copy and press Execute. Move the crosshair to the lower right corner of the area you want to copy and press execute.
 - Move the Position Box with the mouse to where you want to place a copy of the image you just defined. Press Execute. For more copies, move the Position Box elsewhere and press Execute again.
 - To exit the current copy operation, press Cancel.
 - To exit the **Copy** command, press Cancel again.

Notes about Copying

1. If you position your copy incorrectly, you should use the Undo command (move cursor to the bottom of the screen and press Cancel). This will erase the misplaced copy, but will retain the copy position box. You can then reposition the box and press Execute.
2. If you have already placed your copy (and Undo is no longer effective) yet you want to move the image just slightly to the left/right or up/down, you can use the Copy command as a Move command.

When defining the area to copy, include extra white space in the direction opposite to which you are moving the image. For example, if you wanted to move the image 1/2 an inch to the right, include 1/2 an inch of white space to the left in the defined area. This way, when you position the new copy, the extra white space will cover the original copy.

Note: This technique should be used only once per copy; do not attempt multiple "moves" over the same image as the process will result in distorted images.

3. The Copy command serves as a versatile Erase tool (see Erasing Techniques). Define an area of white space and then place copies of the "white space" over images that you want to erase.

FLIP

Flip reverses the defined area either top-to-bottom or left-to right. An image can be reversed in place, or you can put reversed copies of the image elsewhere on the page.

To flip an image:

-
- Click **Left-to-right** or **Top-to-bottom** (These options control the direction in which the image will be flipped.)
 - Define an area around the image that you want to flip. For further information on defining an area, see **Terminology**, "Defining an Area".
 - Move the Position Box to where you want to place a copy of the flipped image. Press Execute. For more copies, move the Position Box elsewhere and press Execute again.
 - To exit the current flip operation, press Cancel.
 - To exit the Flip command, press Cancel again.

Same flips the image in place. If you want to do this, without reproducing the flipped image elsewhere, place the cursor on **Same** and press Execute. A black square will appear to the right of the **Same** option. When the black square is present, the flipped image will automatically replace the original and the operation is complete.

ROTATE

Rotate lets you turn an image within a defined area clockwise at intervals of 90, 180, or 270 degrees.

To rotate an image:

- Click on the **Rotate** command window.
- Click on the **90, 180, or 270 deg's** menu option.
- Define an area around the image you want to rotate.
- Move the Position Box with the joystick or mouse to where you want to place a copy of the rotated image you just defined. Press Execute. For more copies, move the Position Box elsewhere and press Execute again. To replace the existing image, position the box over the original and press Execute.

Note: If you selected 90 or 270 degrees, the maximum width of the defined area is 152 pixels. This is approximately half the canvas. This is due to the fact that the height and width of the canvas are different. If you attempt to rotate a horizontal image that will not fit vertically on the screen, you will receive a message that says "Area too large."

STRETCH

Stretch is used to make images in the defined area larger or smaller. Using the **X 1/2** and **X 2** makes the defined area 1/2 or 2 times its current size. These options are recommended to avoid possible distortion. The variable option allows you to define how large or small you want the image to become.

SAME

This option can be ticked on or off and it lets you stretch an image without moving it. When the black square appears to the right of the **Same** option, the option is **ON**. Click on the Same option to toggle it on or off. The stretched image replaces the original.

To stretch an image:

- Click on the **Stretch** command window.
- Click on the **Variable**, **X 1/2**, or **X 2** menu option. You can also click on the **Same** option if you want the stretched image to appear in the same position as the original (if your stretched image is smaller than the original, the upper left corner remains fixed).
- Define an area around the image you want to stretch. For further information on defining an area, see **Terminology**, "Defining an Area".
- If you chose the **Variable** option, you are asked to define a second area. The image in the first defined area will then "fit into" the second defined area.
- If you selected the **X 1/2** or **X 2** option without the **Same** option, move the Position Box with the joystick or mouse to where you want to place a copy of the stretched image you just defined. Press Execute. For more copies, move the Position Box elsewhere and press Execute again. (Be sure to move the position box, or you will distort the previous image.) To exit the current stretch operation, press Cancel. To exit the **Stretch** command, press Cancel again.

Note: When using the X 1/2 option with the **Same** option ticked on, Outrageous Pages will cover the original with the current color. Check the Quick Click Window color option before performing this function. You will probably want to set the current color to white.

ZOOM

The Zoom feature acts as a magnifying glass. You can edit individual pixels for fine tuning and minor touch ups.

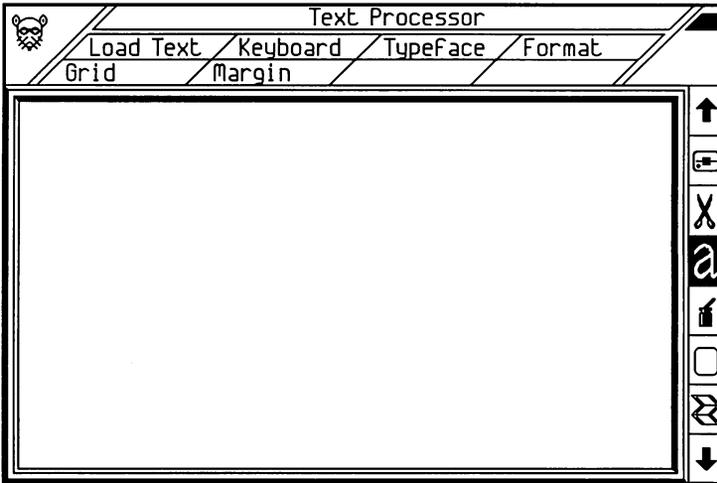
The two pulldown menu options, **Left** and **Right**, determine if the Zoom grid appears on the right or left side of the canvas.

To use the Zoom feature:

- Click on the **Zoom** command window.
- Click on **Left** if you want the magnified image on the left side of the canvas. Choose **Right** if you want the magnified image on the right side.
- Two boxes appear: a large Zoom grid box and a small Position Box. Each square on the large grid box equals one pixel. The Position Box moves freely when you position the cursor inside the box, press Move and move the joystick or mouse. The Position Box can also jump from position to position when you place the cursor on a desired area and then press Move.
- The image in the large Zoom grid box is the same as the image in the small Position Box, except that it is magnified many times. You edit the image in the grid box by clicking on each square (pixel). Click on an empty square to fill it in. Click on a filled square to delete it. By moving the joystick or mouse with the Execute button depressed, you can quickly fill in or delete many pixels. All the changes you make in the large Zoom grid box show up on the image inside the Position Box on the canvas.
- To move within the Zoom grid box, press Move and move the joystick or mouse.
- Press Cancel to exit **Zoom**.

THE TEXT PROCESSOR

The Text Processor allows you to load text into your pages or type text directly on your page from the keyboard. The text output uses proportional spacing, and the program lets you use standard formatting functions such as justification and word wrap. The ASCII text file that you load in appears on the page in the currently selected font. Text can be made to flow around an image already positioned on the page. Text can be loaded within preset margins or it can be loaded directly, with no changes. The text can also be arranged in several different formats, with one format change allowed per line. Font sizes and proportional spacing settings can be adjusted. You can also design your own font. When you click on the Text Processor icon or press  T, the following labels appear in the windows at the top of the screen:



LOAD TEXT OVERVIEW

When creating newsletters or letterhead letters with *Outrageous Pages*, you may want to use a finished document that you have created with your word processor. *Outrageous Pages* can load documents created with PaperClip I, II, or III (provided they are saved in sequential format), Bank Street Writer, and any word processor that uses the ASCII format.

Before loading text onto your page, be sure to select the font, the text format, and the margin settings. (Autoflow margins are recommended when loading text.)

To load your text document onto your page, enter the Text Processor and click on the **Load Text** command window. The **Load Text** pulldown menu options appear in the pulldown menu:

- Open
- Continue
- Close

- PRG File
- SEQ File

SELECTING FILE FORMAT

Before *Outrageous Pages* can "read" your text document, you need to indicate whether you are using a PRG or SEQ file. If you are going to load

in a PaperClip document that was saved sequentially, click on SEQ. If you are using a Bank Street Writer document, click on PRG.

Open

Select the Open option from the pulldown menu. The message line will prompt you to "Insert Data Disk." Insert the disk containing your text document into the drive and press Execute.

A list of files on your data disk appear. Point the cursor at the text document that you want to load and press Execute. Press Execute again to confirm, or press Cancel to reselect.

When the document has been loaded into memory, the message "Position Cursor-Press EXECUTE" displays on the message line and the vertical Text cursor appears in the canvas.

Position the cursor where you want the text to begin and press Execute.

The text will flow onto the page, wrapping around when it reaches the right margin (or an obstructive graphic, if you have designated Autoflow margins). When there is not enough room to load in the entire document, the message "Stop Marker-Press Cancel" will appear in the message line. This means that you will need to scroll down. Press Cancel; then click on the Scroll Down arrow. Insert your Page disk into the drive and press Execute.

Continue

When the page is through scrolling, enter the Text Processor again, and click on the Load Text command window. Select the **Continue** option.

The message line will prompt you to "Insert Data Disk." Insert the data disk and press Execute. The Text cursor appears. Position the cursor where you want the text to continue and press Execute.

This operation may need to be performed several times in the course of loading even a short document.

Close

If you want to close a text document before it has been completely loaded onto the page, select the **Close** option from the **Load Text** pulldown menu.

A text document file will close automatically once all of the text in the file has been loaded onto the page.

KEYBOARD

The **Keyboard** command lets you enter text directly from the keyboard. When you click on the **Keyboard** command window, the crosshairs are replaced by a vertical Text cursor. The height of the cursor indicates the font size. The Keyboard generates lower case letters. Press the Shift key to generate upper case letters. You delete characters by pressing the  key. Remember that once a line of text is typed in, it becomes a part of your page. Outrageous Pages is not a word processor, therefore, you cannot cursor up to a previous line and edit with the  key.

To type text directly from the keyboard:

- Click the **Keyboard** command window.
- The message area reads: "Position cursor - Press Execute"
- Place the cursor on the line where you want to enter text. Press Execute.
- The cursor will jump to the left margin. Begin typing and use the space bar to move the cursor as necessary.
- Make sure to press  after typing in the last line of text. This tells Outrageous Pages that you want to retain the text on your page. If you do not want the text, press  without pressing , and the last line of text will disappear.
- When you are finished, press the  key to exit.

You are allowed one format per line. The last format selected before a carriage return will be implemented. You can change format options as you type without having to leave the Keyboard command.

Following are keyboard equivalents for the **Format** options: Press  (the key marked CTRL on your keyboard) and the appropriate letter key simultaneously to invoke the format.

	C	CENTER
	J	JUSTIFY
	R	RIGHT JUSTIFY
	L	LITERAL
	W	WORDWRAP

TYPEFACE

The **Typeface** command provides you with several options. It lets you switch between the Outrageous Pages font or a font that you have selected or designed. It lets you display a character set of the font currently in use. You can change the font size and proportional spacing settings. It also lets you design your own fonts.

Pull down the Typeface menu by clicking on the **Typeface** command window.

Font

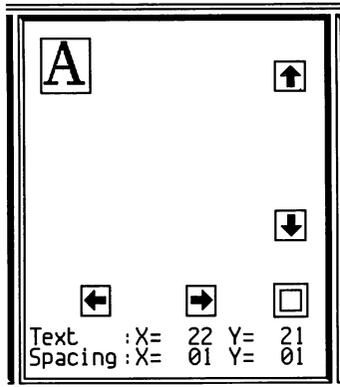
Outrageous Pages has its own font, the system font, which is available at all times. It is useful for newsletters that require small-size type. You may also load in one other font, the current font, at a time. The **Font** option lets you switch between the system font and the current font. If the **Font** option is ticked, all typing is done in the current font. To use the Outrageous Pages system font, untick the **Font** option.

Display

Select this option to display the full character set of the current font. Press Cancel to exit from the display.

Size

When you click on **Size**, the Font Size window appears. It lets you adjust the size of the current font and adjust the spacing between letters. These adjustments also affect the size of the Symbol in the Graphics Studio. To make the font wider, press the right arrow. To make the font narrower, press the left arrow. To make the font taller, press the down arrow. To make it shorter, press the up arrow. To adjust proportional spacing, point the cursor at the arrows and press the Move button.



THE TYPEFACE SIZE WINDOW

Up and Down Arrows

Clicking on these arrows either reduces or increases the font size from top-to-bottom. The change in size is reflected in the character box with the A in the left corner. It is also reflected by the Y-coordinate number in the Text legend at the bottom of the screen. The original size of the letter is the default font size. The space between the bottom of the letter and the bottom edge of the box is the amount of space there will be between lines of text. To adjust proportional spacing, point the cursor at the arrows in the Typeface Size Window and press the Move button. The change is reflected in the character box and by the Y-coordinate number in the Spacing legend at the bottom of the screen.

Left and Right Arrows

Clicking on these arrows either reduces or increases the font size from left to right. The change in size is reflected in the character box next to the A in the left corner. It is also reflected by the X-coordinate number in the Text legend at the bottom of the screen. To adjust proportional spacing, point the cursor at the right/left arrows and press the Move button. This will affect the amount of space that appears between the letters. The change is reflected in the character box and by the X-coordinate number in the Spacing legend at the bottom of the screen.

The default, and minimum font size in Outrageous Pages is 16 x 16 pixels. The maximum font size is 64 x 64 pixels. The default proportional spacing is 1 x 1 pixels. The minimum proportional spacing is 0 x 0 pixels and the maximum is 32 x 32 pixels.

Reset Box

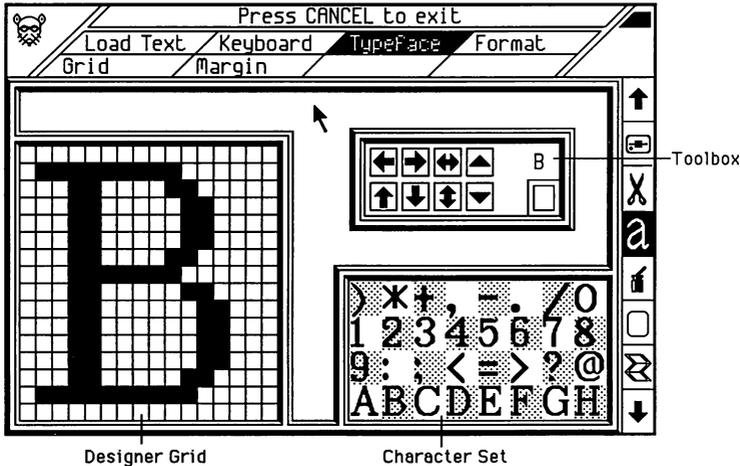
The blank box in the bottom right hand corner is the Reset box. Click it to set the font size back to the default. To reset proportional spacing back to the default, press the Move button only.

To alter the font size and proportional spacing:

- Click on the **Typeface** command window and then click on the **Size** option.
- Place the cursor on the appropriate arrows and press Execute until you have adjusted the font size to your satisfaction.
- To alter the proportional spacing, place the cursor on the appropriate arrows and press the Move button until you have adjusted the spacing to your satisfaction.
- Press Cancel to exit. The adjustments will go into effect immediately.

Define

The **Define** option lets you enter the Font Designer, where you can design a whole new font, or just touch up a few characters. You can also design specialized symbols and add them to a font set. When you click this option, three windows appear on the canvas. They are the Toolbox, the Designer Grid, and Font Character Set.



The large grid on the left is used to change existing characters or create new ones. It is similar to the Image Editor Zoom grid. The box on the upper right side of the canvas is the Toolbox. You use it to move characters around in the grid window. The box on the bottom right contains the complete character set of the current font. When working on a character, make sure that it is aligned with the leftmost filled-in pixels touching the left side of the Designer Grid, and its topmost filled-in pixels touching the top. This will ensure proper proportional spacing when the characters are typed. If you are not sure how a character should be adjusted, look at some of the supplied fonts.

To exit the Font Designer, press Cancel. To save your new font character(s), use the Filing System's Save Font option. See "Filing System: Save, Font" for more details.

Note: If you do not want to use an existing font as a guide when designing your own font, select the "Empty" font when you are loading a font in the Filing System. See "Filing System: Font, Load" for further details.

THE DESIGNER GRID

The Designer Grid is made up of many small squares, each representing one pixel. You fill in squares to make a character. You edit the character in the grid box by clicking on each square. Click on an empty square to fill it in. Click on a filled square to delete it. By moving the mouse with the Execute button depressed, you can quickly fill in or blank out many pixels. All the changes you make to a character in the large Designer Grid appear in the Character Set window.

The Toolbox

This box contains commands that will allow you to position the character in the Designer Grid.

Left and Right Arrows

Clicking these arrows moves the character in the Designer Grid left or right one pixel. Characters wrap around as you move them off the grid.

Up and Down Arrows

Clicking these arrows moves the character in the Designer Grid up or down one pixel. Characters wrap around as you move them off the grid.

Double Arrow Icons

Clicking these icons flips the character in the Designer Grid window from left to right or top to bottom.

Up Triangle and Down Triangle

Clicking these triangles lets you scroll up or down one column of the Character Set visible in the lower right portion of the screen.

Clear Icon

Clicking on this icon clears out the current character. Outrageous Pages asks you to "Clear Grid: Execute or Cancel". Pressing Execute clears out the grid, while pressing Cancel aborts the operation. Immediately above the Clear icon is a picture of the character you are working on.

Note: The Toolbox displays the default character. If you have significantly altered the character, your changes will not be affected in the reference character.

The Font Character Set

This display contains all the letters, numbers, and symbols that make up the current font; however, not all characters are visible at any given time. Use the up and down triangles to view additional characters in the set. Each character is set on its own square. To select a character to work on, place the cursor on the desired character and press Execute. It will appear enlarged in the Designer Grid. To copy a character to another position, click on the target position. Move the cursor to the character you want to

copy and press Move. A copy of the character appears in the target position.

To work on a character:

- Scroll your way up and down through the character set by clicking on the up or down triangle in the Toolbox.
- Click on the character you want to use. It will appear in the Designer Grid.
- Move the character around in the Designer Grid by clicking the four direction arrows in the tool box. Flip the character in the Designer Grid by clicking the double arrows.
- Notice that the changes you make to the character in the Designer Grid are duplicated in the character set window. The same change will also show up when you type in or print out text using that font character.
- When you are finished creating or changing a character, use the arrow keys in the Toolbox to make sure the character is properly aligned.
- Press Cancel to exit.

Note: To save the modified font, use the Font-Save option in the Filing System.

FORMAT

The Format command lets you specify how the text that you load into Outrageous Pages will look. **You must pick a format first** and then load a file or enter text. You cannot format text easily after it has been entered. Five formatting options are available. Pull down the Format menu by clicking on the **Format** command window.

Center
Justify
Right Justify
Wordwrap
Literal

Only one format option can be selected at a time. A black box will appear next to the selected format.

Note: The format you select will affect the text within the specified margins. Set your margins and format **before** entering text.

Center

This selection centers the text between the left and right margins. It is useful for headlines, title pages, or emphasizing a phrase. You can type in a series of centered lines to make up a letterhead, which you can then save as a cutout for future use.

You will notice that even though center is selected, the text cursor will jump to the left margin when activated. Don't worry; once you press **RETURN**, the text will automatically center.

Justify

This option makes all lines of equal length between the margins. It does this by intelligently spacing the words in order to standardize the length of each line. This avoids having a ragged right margin. Leading spaces are not justified, so that tables and paragraph indents can be produced without changing the margins. This is the most common setting.

Right Justify

Right Justify lines up text evenly at the right margin. It is used for creating lists and directories. Trailing spaces are not stripped to allow right indents.

Word Wrap

Word Wrap prevents words from being hyphenated (split over two lines). When text reaches the right margin, and the whole word does not fit in the remaining space, then the word is placed on the next line. No justification is done in this format (left edge is even, but right edge might be ragged).

Literal

Clicking this option leaves each character where it was entered.

To change formats:

- Select the format from the **Format** command pulldown menu.
- To change formats without exiting the Keyboard mode, use the formatting keyboard shortcuts:

CONTROL	C	CENTER
CONTROL	J	JUSTIFY
CONTROL	R	RIGHT JUSTIFY
CONTROL	L	LITERAL
CONTROL	W	WORDWRAP

GRID

This function lets you adjust how fast your input device moves. This movement is controlled by an invisible "grid". The default movement setting is a step of 8 x 8 pixel. This means you move 8 pixels across and 8 pixels down. You can make this number larger or smaller. As you increase the number, movement of the joystick, mouse, or keyboard will cause a greater jump of the cursor.

If you feel your input device needs more precise responses, decrease the grid size to 1 x 1.

Up and Down Arrows

Clicking on these arrows either shrinks or expands the grid from top to bottom. The change in size is reflected in the grid box on the upper left corner. It is also reflected by the Y-coordinate number in the Grid legend at the bottom of the screen. Notice that each click on the down arrow doubles the current setting (that is, 1, 2, 4, 8, 16, 32, 64).

Left and Right Arrows

Clicking on these arrows either shrinks or expands the grid from left to right. The change in size is reflected in the grid box on the upper left corner. It is also reflected by the X-coordinate number in the Grid legend at the bottom of the screen. Notice that each click on the right arrow doubles the current value.

Grid Box

This box, located in the upper left corner, shows you the current grid. It is set to the default of 8 x 8 pixels. Any change you make to the grid size using the arrows gets reflected here. The minimum grid size is 1 x 1 pixels. The maximum grid size is 64 x 64 pixels. You can turn the grid on by highlighting the Grid icon in the Quick Click window. Press Cancel to exit the Grid.

MARGIN

Margins in Outrageous Pages are the same as in word processing programs: left and right boundaries which determine where the text starts and stops. Margins offer you control of your page layout and make your text look much neater and more professional.

If you do not set your own margins, the default margins will be used.

Click on the **Margin** command window. The following options are available on the pull down menu:

- Left
- Right
- Stop Mark

Reset
Autoflow

Left, Right

The **Left** option is used to position the left margin. The margin appears as a series of vertical dashes. Putting margins too close to each other can result in a "Margin too small " error. This can happen if the character you are typing in is too large to fit between the margins.

To set a left margin:

- Click on the **Left** option.
- Move the crosshairs to where you want the left margin to be.
- Press Execute.
- Press Cancel to exit.

The **Right** option is used to set the right margin:

To set a right margin:

- Click on the **Right** option.
- Position the crosshairs where you want the right margin to be.
- Press Execute and the vertical dashed line appears.
- Press Cancel to exit.

Notes about Margins:

The dashed lines are for your screen use only; they will not appear in your printout.

If the Right margin is placed to the left of a previously set Left margin, Outrageous Pages will switch their identities (i.e. the Right Margin becomes the Left margin).

Setting a new Left or Right margin automatically replaces previously set margins.

Reset will clear all margin settings.

Autoflow will temporarily clear margins; they will return when Autoflow is turned off.

Stop Mark

This option lets you add a "Stop Mark" which tells the text not to go below a particular horizontal point. The Stop Mark appears as a horizontal line. It is similar to a bottom margin.

To add a Stop Mark:

- Click on the **Stop Mark** option on the menu.

-
- The menu will disappear, presenting you with the canvas and crosshairs.
 - Move the horizontal crosshair to where you want the Stop Mark to be. Press Execute. Press Execute. If you want to change the position of the Stop Mark, reposition the crosshair and press Execute.
 - Press Cancel to exit the command.

Reset

Reset lets you cancel previous Margin and Stop Mark settings. Simply click on the **Reset** option and all margins are removed.

Autoflow

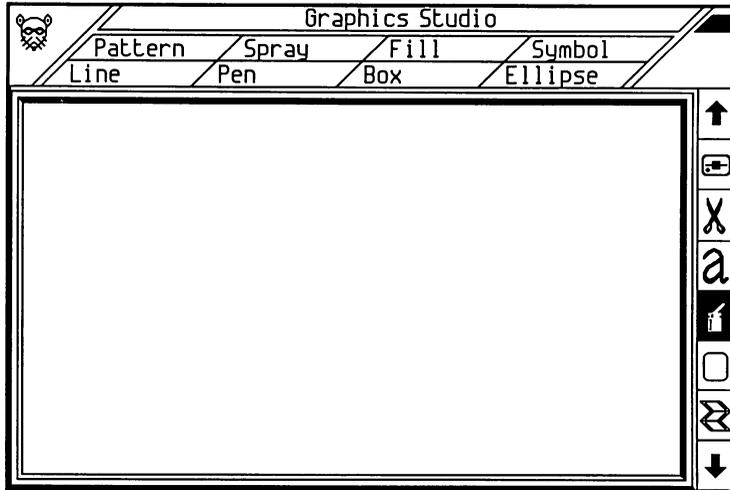
This option lets text that you are loading or typing in "flow" around or within existing graphic images automatically. For example, you could draw a box, position the Text cursor inside the box and have a sentence begin on one side of it and end on the other. When you set Autoflow, left and right margins will be temporarily reset but any existing Stop Mark will be preserved.

Remember that when Autoflow is selected, graphic lines and images serve as margins. Be sure to allow enough space between "margins" to type in your characters.

Note: Outrageous Pages can only recognize graphics if they are at text level. Be sure to position the Text cursor so that the top of the vertical Text cursor is even with or lower than the graphic image to its left. Otherwise, Outrageous Pages will not "see" the image, and the Text cursor will jump past it towards the left margin.

THE GRAPHICS STUDIO

The Graphics Studio provides tools which let you add artistic effects to your page. You can select from existing Outrageous Pages patterns, or create your own. You can then use these patterns to spray designs onto the page, or to fill in boxes, ellipses, and shapes that you draw. You can draw "freehand" or use lines. When you click the Graphics Studio icon, the following labels appear in the windows at the top of the screen:



PATTERN

The currently selected pattern is always shown at the top left corner of the screen. You use patterns with the Spray, Fill, and Symbol commands. When you select a pattern and then use the **Spray** command, for example, the spray appears in the selected pattern. Any defined area of the canvas can be filled with an existing pattern, or you may create a pattern of your own. Outrageous Pages provides 6 separate pattern sets for your use. Any character that is part of the current font can also be used as a pattern.

Click on the **Pattern** command window. The following options become available:

- Select**
- Pick-Up**
- Invert**
- Define**

SELECT

This option lets you select a pattern from the Pattern Display. This selected pattern will then appear in the top left corner of the Outrageous Pages screen. It becomes the current pattern.

To select a pattern:

-
- Place the cursor on the **Pattern** command window and press **Execute**.
 - Click on the **Select** option.
 - The Pattern Display appears on the canvas. To display more Outrageous Pages patterns, as well as the letters, numbers, and symbols of the currently selected font, press **Move**.
 - To select a pattern from the Pattern Display, place the cursor on the desired pattern or character and press **Execute**.
 - Your choice will be immediately displayed in the left corner at the top of the screen.
 - Press **Cancel** to exit.

PICK-UP

This option lets you define any part of your canvas as the current pattern.

To Pick-Up a pattern:

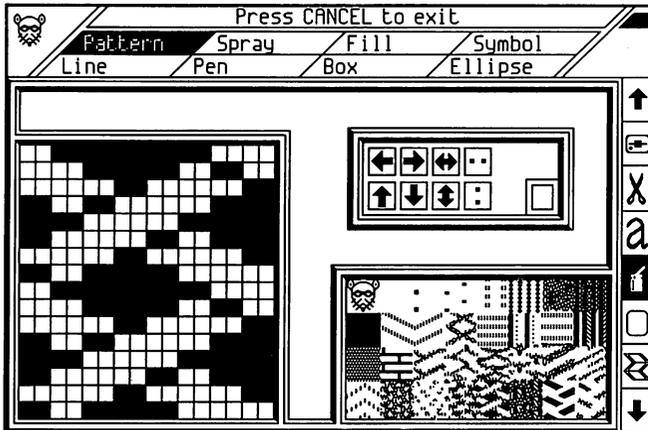
- Click the **Pick-Up** option on the **Pattern** pulldown menu.
- A small Position Box will appear on the canvas.
- To move the Position Box, place the cursor on the area you wish to pick up and press **Move**. The Position Box will jump to the location. Another way is to place the cursor inside the box and then move the joystick or mouse while pressing **Move** to position the box over the area you want to pick up. When the box is positioned over the desired area, press **Execute**.
- This new pattern becomes the currently selected pattern, and is added to the Pattern Display.
- To save this pattern to disk for future use, see "Filing System; Pattern, Save."

INVERT

The **Invert** option will invert the current pattern, so that black areas become white and vice versa. To use **Invert**, click on the **Invert** menu option. The currently selected pattern will invert. Click on **Invert** again and the pattern returns to its original state.

DEFINE

Define lets you enter the Pattern designer, where you can either touch up a pattern, or create a new pattern. When you click this option, three windows appear on the canvas. They are the Toolbox , the Design Grid, and the Pattern Display.



The Design Grid on the left is used to change existing patterns or create new ones. It is similar to the Image Editor Zoom grid. The Toolbox is on the upper right side of the canvas and is used it to move the pattern around in the grid window. On the bottom right is the Pattern Display, containing all of the patterns. To exit the Pattern Designer, press Cancel. To save your new pattern(s), use the Filing System's Save Pattern option. See "Filing System; Pattern, Save" for more details.

THE DESIGN GRID

The Design Grid is made up of many small squares, each representing one pixel. Filled in squares are arranged to make a pattern. You edit the pattern in the grid box by clicking on each square. Click on an empty square to fill in. Click on a filled square to empty it. By moving the joystick or mouse with the Execute button depressed, you can quickly fill in or blank out many pixels. All the changes you make to a pattern in the Design Grid appear in the Pattern Display.

The Toolbox

This box contains commands that will allow you to position the pattern in the Design Grid. You can also use the Toolbox to scroll through the

Pattern Display. The blank square in the bottom right corner of the Toolbox is used to clear the grid. The Toolbox controls are:

Left and Right Arrows

Clicking these arrows moves the pattern in the Design Grid left or right one pixel. Patterns wrap around as you move them off the grid.

Up and Down Arrows

Clicking these arrows moves the pattern in the Design Grid up or down one pixel. Patterns wrap around as you move them off the grid.

Double Arrow Icons

Clicking these icons flips the pattern in the design grid window from left to right, or top to bottom.

Horizontal Double Dot and Vertical Double Dot Icons

Clicking these icons lets you draw symmetrical patterns. The Vertical Double Dot icon automatically fills two squares at a time, and the Horizontal Double Dot icon fills two squares at a time. You can click both icons for interesting effects.

Clear Icon

Clicking on this icon clears out the current pattern. Outrageous Pages asks you to "Clear Grid: Execute or Cancel". Pressing Execute clears out the grid, while pressing Cancel aborts the operation.

THE PATTERN DISPLAY WINDOW

This window contains all of the patterns currently available to you. Each pattern is set on its own square. To select a pattern to work on, place the cursor on the desired pattern and press Execute. It will appear enlarged in the Design Grid. To copy a pattern to another position, click on the target position. Move the cursor to the pattern you want to copy and press Move. A copy of the pattern appears in the target position.

Spray

This command lets you spray the selected pattern onto the page.

To spray a pattern:

- Click on the **Spray** command window.
- Go to the canvas and position the crosshairs to where you want to spray.

-
- Press **Execute**. A squirt of the selected pattern appears on the canvas. Keep pressing **Execute** while moving the joystick or mouse to spray anywhere you wish.
 - To stop spraying, release the **Execute** button. Move the joystick or mouse and press **Execute** to begin spraying elsewhere.
 - To change spray thickness, or enable misting or Ghosting, click on the **Quick Click Window** and then click on the appropriate option(s). See **Quick Click Window** for further details.
 - Press **Cancel** to exit the **Spray** command.

Fill

This command fills a shape with the currently selected pattern. You can "Fill" a box, ellipse, or any enclosed space that you draw using **Pen** or **Line** mode. You need to make sure that the shape is completely enclosed, or else the pattern will "leak" out and fill the rest of the canvas. If you fill an area unintentionally, move the cursor to the bottom of your screen and press **Cancel** to Undo the command.

To fill an area :

- Click on the **Fill** command window.
- Place the crosshairs inside the area to be filled and press **Execute**. The area will first turn black. Afterwards, it will fill up with the selected pattern.
- You can interrupt the filling process anytime by pressing **Cancel**.

Note: If your pattern fills areas that you did not want, use the **Undo** command. Then, use **Zoom** to check for "open pixels" that are allowing the pattern to leak out of its desired area.

Symbol

The **Symbol** command lets you place a swatch of the current pattern on the canvas, in the current color and font size. By moving the mouse and pressing **Execute**, you can place multiple copies of the pattern anywhere on the canvas. Since you can select text characters as patterns, the **Symbol** command lets you place text characters anywhere without having to type them from the keyboard.

To use the **Symbol** function:

- Click the **Symbol** command window.

-
- A swatch of the current pattern will appear on the canvas. Place it where you want it to appear by moving the joystick or mouse.
 - Each time you press Execute, a swatch of the pattern will be fixed on the canvas. To adjust the size of the swatch, use the Typeface **Size** option of the Text Processor. For more details, see "Text Processor, Size".
 - Press Cancel to quit the **Symbol** command.

Line

The **Line** command lets you draw straight lines in the current color. You can choose to draw dotted lines. You can draw lines that radiate from one point, giving a "starburst" effect. You can also set an option which lets you draw lines in pairs, (Reference lines) resulting in a 3-D effect. Line modes are set in the Quick Click Window. See the section "Quick Click Window" for more details.

To draw a line in normal line mode:

- Click on the **Line** command window.
- Move to the canvas and position the crosshairs to where you want the line to begin. Press Move. This will designate the beginning point of your line.
- Position the crosshairs where you want the line to end. Press Execute. The line will be fixed on the page.
- Press Cancel to exit.

To draw radiating straight lines in fixed origin mode:

- Click on the appropriate option in the Quick Click Window.
- Click on the **Line** command window.
- Move to the canvas and position the crosshairs where you want the line to begin. Press Move.
- Move the mouse to where you want the line to end. Press Execute. The line is fixed on the page. Move the joystick or mouse to designate where the second line will end. Press Execute. All lines will have the same point of origin.
- Press Cancel to exit.

To use Reference lines:

- Click on the appropriate option in the **Quick Click Window**.
- Click on the **Line** command window.
- Move to the canvas and position the crosshairs to where you want the reference line to begin. Press **Move**. Move the cursor to where you want the reference line to end. Press **Execute**. The first line is now fixed.
- Move the mouse to where you want the second line to begin. Press **Move**. Then move to where you want the second line to END, and press **Execute**. The second line of the pair is fixed on the canvas. The first line is erased.
- Press **Cancel** to exit.

Pen

The **Pen** command lets you draw freehand in the current color.

- Click on the **Pen** command window.
- Move to the canvas and position the crosshairs where you want your drawing to begin.
- Press **Execute** while moving the joystick or mouse to draw.
- Release the mouse button to interrupt the drawing. Move the crosshairs elsewhere and press **Execute** to continue drawing.
- Press **Cancel** to exit.

BOX

This command lets you draw boxes of any size that will fit on the canvas. You can leave them empty or fill them with a pattern. They are drawn in the current color unless the **Quick Click Window** option is set to solid or pattern. See the section "**Quick Click Window Reference**" for further information on color and shape options.

To draw a box:

- Click on the **Box** command window.
- Define an area to create the box you need. For details on defining an area, see the section "**Terminology, Defining an Area**".

-
- When you have defined the area, a box is placed on the canvas. A Position Box is also created which lets you make multiple copies of the box.
 - To make multiple copies of the box, move the Position Box to where you want a copy of the box to appear; then press Execute.
 - To exit the current box operation, press Cancel.
 - To exit the **Box** command, press Cancel again.

Ellipse

This command lets you draw ellipses of any size that will fit on the canvas. As with Boxes, you can leave them empty, or fill them with a pattern. They are drawn in the current color unless the **Ellipse** option in the Quick Click Window option has been set to solid or pattern. See the section "Quick Click Window Reference" for further information on color and shape options.

To draw an ellipse:

- Click on the **Ellipse** command window.
- Define an area to create the ellipse you need.
- When you have defined the area, an ellipse is drawn within the defined area. A Position Box is also created which lets you make multiple copies of the ellipse.
- To make multiple copies of the ellipse, position the box where you want a copy of the ellipse and then press Execute.
- To exit the current ellipse operation, press Cancel.
- To exit the **Ellipse** command, press Cancel again.

ERASING TECHNIQUES

There is no single Erase command in Outrageous Pages. But, **there are four different ways to erase images on your Page**. You will find that some erasing techniques work more efficiently for detailed work, while others are better suited for erasing large areas of your Page. Experiment with the various erasing techniques to find the ones that work best for you.

Erasing Pixel by Pixel (ZOOM)

You will want to have pixel by pixel control to alter your finely detailed work. Use the **Zoom** command in the Image Editor to erase at this level of detail.

This is the best erasing technique when you are modifying a cutout or just need to get something perfect.

Erasing with SPRAY

Utilize the **Spray** command to erase parts of your page. Enter the Graphics Studio, click on the **Pattern** command window and choose the **Select** option from the pulldown menu. When the patterns display, click on the all-white pattern. This will become your current pattern.

When the all-white pattern is selected, the **Spray** command functions as a "Wipe." Alter the Spray thickness by changing the Spray options in the Quick Click Window.

Erasing with COPY

The Copy command can be used to erase rectangular areas on your page. Enter the Image Editor and click on the **Copy** command window. When instructed to "Define an area," define an area free of any images. Then move the block over images that you want to erase and press Execute. Outrageous Pages will place a "copy" of the blank area over your image.

Although this technique may seem somewhat awkward at first, experimenting with different block sizes can turn it into an efficient block-erase technique.

Erasing with the Window System

The Window System offers three options for erasing large areas of your Page: **Clear**, **Clear All**, and **Window Define**.

Clear – The **Clear** option will erase the entire canvas area. Anything that appears in the frame on your screen will be deleted. To use the **Clear** command, enter the Window System and click on **Clear**. The canvas will immediately clear. (To **Undo** the **Clear** command, move the cursor to the bottom of the screen and press Cancel.)

Clear All – The **Clear All** command will clear the entire section of your page that is currently in memory. To clarify, access the Page Preview Window. The entire page area that you see in a reduced version will be erased.

To use the **Clear All** command, enter the Window System and click on the **Clear All** command window. The entire canvas will invert and you will be asked to confirm that you want to continue. Press Cancel to abort the **Clear All** command. Press Execute to clear.

Window Define – This command allows you to define the specific area that you want to clear. Click on **Window**, then select **Define**. A black square should appear after the option.

Define an area as you would in a **Copy** command. Then click on **Clear**. The entire area that you defined will be erased. (If you want to **Undo** the **Clear**, move the cursor to the bottom of the screen and press Cancel.)

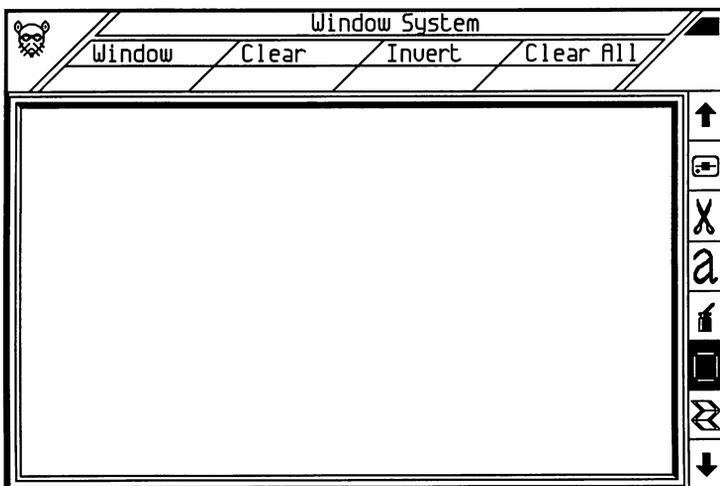
Click on **Window** again and select **Define**. The black box will now disappear and you may exit the Window System.

THE WINDOW SYSTEM

Windows let you define smaller areas than the canvas to work on. Defining a window is useful when you are working with a lot of graphics and want to make sure that nothing "leaks" out of the area that you are working on. Only Graphics Studio functions may be used in the window. Outrageous Pages does not let you go into other modes while a window is open.

If a shape is defined and only part of it fits in the window, then only that part is drawn. If a line is drawn through a window, only the line section within the window is displayed. The same goes for **Spray**. Filling in takes place only inside the window. If you try to fill in something outside the window, nothing will happen. Symbols will only be displayed if they fit into the window.

When you click the Window System icon, the following labels appear in the windows at the top of the screen:



WINDOW

The **Window** command lets you define windows. You can also choose to have a visible border around the window.

Click on the **Window** command window to view the pulldown menu options.

DEFINE

Define allows you to determine the size of the window.

To define a window:

- Click on the **Define** option. A black square appears to the right of the option.
- The crosshairs appear on the canvas and the message line at the top of the screen reads "Define an area."
- Position the cursor in the top left corner of the area you wish to work with. Press **Execute**. Then position the cursor in the lower right corner of the area and press **Execute**.

Once a window is defined, you can perform Graphic Studio functions, or other Window System commands.

To get rid of a window:

- Click on the **Window** command and click on the **Define** option again.
- The window disappears. All the work you have done in the window will remain behind. All other modes are available to you.

Note: If you do not "Undefine" a window, you will receive the message "Window Open" whenever you attempt to access any of the icon functions other than Graphic Studio.

BORDER

The second menu option is **Border**. Clicking this option lets the border remain on the canvas. To use this option, select it before clicking on the **Define** option.

CLEAR

This command clears out the current window. If no window is defined, then the whole canvas area will be cleared. This is a good way to clear out

a canvas all at once. To use the **Clear** function, click on the **Clear** command window.

Warning:

Make sure that you really want to clear the canvas before using **Clear**. If you clear a screen unintentionally, use the **Undo** command to recover your work.

INVERT

This function inverts the current window. All the black pixels turn white, and vice versa. If no window is defined, then the whole canvas area will be inverted. To use the **Invert** function, click on the **Invert** command window. Clicking on **Invert** a second time returns the image to its original state.

CLEAR ALL

This command clears out the entire section of the page in memory, both what you see on the canvas **and** what you see in the Page Preview Window. Undo doesn't work with **Clear All**, so you are asked to confirm your action. Make sure you really want to clear out the entire section of the page!

To clear the entire page section in memory:

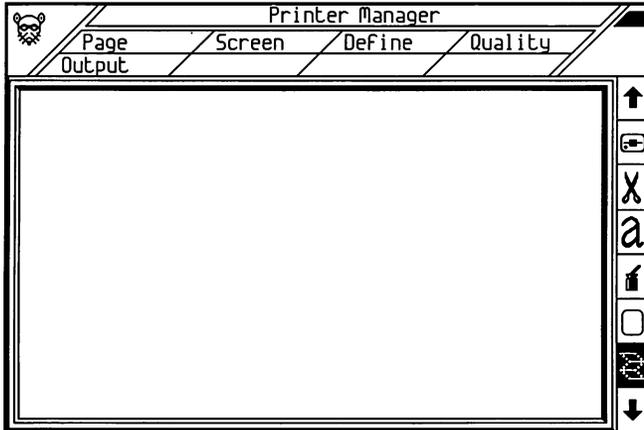
- Click on the **Clear All** command window.
- The message "Continue? All work will be lost." appears. Pressing Cancel aborts the operation. Press Execute to clear out the data in memory.

THE PRINTER MANAGER

The Printer Manager lets you print out your outrageous pages. You can print out an entire page, a canvas, or an area that you define. But, before you can print anything, you need to load the correct printer driver to your system. (See "Filing System, Printer" for information on loading a printer driver.) In the Page Preview Window, you can see which printer driver is currently loaded. You must also specify which output port you want to use. If you have a Commodore printer, or any printer where the logical device number can be changed, set the device number to 4.

For additional notes about printers, interface cards, and Printer Manager options, see the section, **Printing Your Pages**.

When you click the Printer Manager icon, the following labels appear in the windows at the top of the screen:



PAGE

The **Page** command prints out the entire page.

To print a page:

- Load in the correct printer driver while in the Filing System. See "Filing System, Printer" for information on loading a printer driver.
- Select the correct output port by clicking on the **Parallel**, **Serial**, or **RS232** options from the **Output** menu.
- Click on **Linefeed** (located on the **Output** menu) if required.
- Make sure your printer is connected to your Commodore, turned on, and on-line.
- Click on the **Page** command window.
- The message "Insert page Disk" appears. Pressing Cancel will abort the operation.

Note: Before printing an entire page, Outrageous Pages will save the portion of the page in active memory to disk. If you want to print the page on which you have been working, this is not a

problem. If you want to print a different page, you need to first save the current page and then load in the page you want to print. See "Filing System, Page Load and Save" for more details on loading and saving pages.

- Press Execute to continue.
- When the page is loaded into memory (this will take a few minutes), the message "Printer Ready? Execute or Cancel" appears.
- Press Execute to start printing.
- Press Cancel to change printing options.
- To stop printing, press the  key (hold it down for several seconds) and turn your printer off.

SCREEN

The **Screen** command prints out the current canvas.

To print out the current canvas:

- Load in the correct printer driver while in the Filing System.
- Select the correct output port by clicking on the **Parallel**, **Serial** or **RS232** options from the **Output** menu.
- Make sure your printer is connected to your Commodore, turned on, and on-line.
- Position the canvas using Move or the Page Preview Window.
- Click on the **Screen** command window.
- Outrageous Pages will ask you if the printer is ready. If it is, press Execute and everything visible on the canvas will print. Pressing Cancel will abort the operation.
- To stop printing, press the  key and turn your printer off.

DEFINE

The **Define** command prints a portion of the page defined by the user. When you click on the **Define** command window you are put in the Page Preview Window. You can then define an area for printing.

To print out an area that you define:

- Load in the correct printer driver while in the Filing System.
- Select the correct output port by clicking on the **Parallel**, **Serial** or **RS232** options from the Output menu.
- Make sure your printer is connected to your Commodore, turned on, and on-line.
- Click on the **Define** command window.
- Outrageous Pages will access the Page Preview Window.
- Define an area to be printed.
- Press **Execute**.
- Outrageous Pages will ask you if the printer is ready. If it is, press **Execute** and everything in the area you defined will print. If you press **Cancel** before printing, you can reselect your defined area.
- To stop printing, press the  key and turn your printer off.

QUALITY

The **Quality** command lets you set printing quality. You can choose between **Standard** and Near Letter **Quality (NLQ)**

Pull down the **Quality** menu by clicking on the **Quality** command window.

Standard

The first menu option is **Standard**. This setting speeds up printing time while still providing high quality output. All of the Outrageous Pages printer drivers will operate with this Standard setting.

NLQ

The second menu option is "Near Letter **Quality**". This quality will produce darker output. To select this option, click on **NLQ**.

Note: Use this option only if you are using an Epson printer driver.

OUTPUT

This command lets you choose what port the print data will be sent to.

Pull down the **Output** menu by clicking on the **Output** command window.

Serial

The first menu option is **Serial**. This is the setting to use if your printer is connected to the serial port, either directly, or through an interface card. Selecting the Serial option, even if it is already ticked, lets you set the secondary address which is initially set to 0. The secondary address should only be changed if you are using an interface card which needs a particular secondary address to work properly. For example, Xetec interface cards require a secondary address of 5. (See "Printing Your Pages" for additional information.)

Note: Be careful when entering a secondary address. With some interface cards, entering an invalid secondary address causes the card to lock. If this happens, you may have to power down your machine to reset the interface card.

Parallel

The **Parallel** should be selected if your printer is connected via a Centronics lead to the parallel port.

RS232

The third menu option is **RS232**. This is the setting to use if your printer is connected to an RS232 port. When you select this option, you will be asked for the control word. The control word is made up of two control characters which specify the baud rate, word length, parity, and so on. Your control word is entered as two numbers. The first number is the Control Register, the second is the Command Register. The following diagram shows how to determine the appropriate numbers.

The Control Register

128		64		32		8		4		2		1	
No. of Stop Bits	Word Length excluding Parity	Unused	Baud Rate Control										
0= 1 SB	00=8 bits		0001=50	0110=300									
1= 2 SB	01=7 bits		0010=75	0111=600									
	10=6 bits		0011=110	1000=1200									
	11=5 bits		0100=134.5	1001=1800									
			0101=150	1010=2400									

The Command Register

128		64		32		16		8		4		2		1	
Parity Type		Parity bit		Duplex		Unused		Unused		Unused		Unused		Hand shake Type	
00= Odd	01= Even	10= Mark Bit	11= Space Bit	0= None	1= Parity	0=Full	1=Half							0=3-Line	1=X-Line

For example, if you entered "6" for the Control Register and "0" for the Command Register, this would translate to one stop bit, eight bits per word, 300 baud, no parity, full duplex, and three-line handshake. If you entered "38" for the Control Register and "96" for the Command Register, this would translate to a seven bit word and even parity.

Linefeed

The **Linefeed** option is used if your printer requires the computer to send it linefeed characters. If the printer automatically linefeeds, do not click on **Linefeed**. If your page is printing on one line only, click on the Linefeed option. When the **Linefeed** option is selected, a black square will appear to the right of the option.

ERROR MESSAGES

When a user error is encountered, Outrageous Pages displays the error in the message area. Use this section to understand the error message and correct the problem.

DOS errors are displayed in a window in the center of the canvas. These errors are generally self-explanatory (e.g., file not found), but in the event of confusion, refer to your Disk Drive User Manual.

Filing System Errors

Action	Error	Reason
Page Load	File not Found	Not a Page disk. Directory not ound. Page disk is in wrong drive.
Page Save	Disc Change!	Not the same disk from which the page was loaded.
Drive	Device not present	An attempt was made to set a device that does not exist or is not turned on.

Image Editor Errors

Action	Error	Reason
Rotate 90 or 270	Area too large	The area you defined will not rotate because it will exceed the height of the canvas when rotated.
Stretch x2	Area too large	The area you have defined will not stretch because it would exceed the canvas size in at least one plane.

Text Processor Errors

Action	Error	Reason
Keyboard	Margin too small	The character you attempted to type will not fit between the margins.
Keyboard	Stop Marker	There is not enough space to enter any more characters. You need to scroll down.

Window System Error

Error	Reason
Window Open	Only Graphic Studio and Window System are available when a window is active. Toggle off the define option in the Window command.

Scroll Page Errors

Action	Error	Reason
Scrolling	File not found	Not a Page disk. Directory not found. Page disk is in the wrong drive.
	Disc Change!	Not the same disk from which the page was loaded.
	File Exists	Write-protect tab is on.

PRINTING YOUR PAGES

To print out your pages, you will need a dot matrix printer. If your printer does not connect directly to your Commodore, you will also need an interface card with graphics capability.

Below are some suggestions for selecting the correct printer driver, and setting your Printer Manager options and interface card switches.

Printer Model	Printer Menu Option	Linefeed Option
Epson RX-80	RX 80	ON
Epson MX-80 III	MX 80 III	ON
Epson FX-86e	FX 80	ON
NEC Pinwriter P6	EPSON LQ	ON
Panasonic KX-P10911	P'SONIC KX 1091	ON
Star Micronics NP-10	STAR NP-10	ON
Commodore 1525	CBM 1525	OFF
Star NX-10c	STAR NX-10C	OFF
Okimate 10	OKIMATE 10	OFF
Okimate 20	OKIMATE 10	OFF
CBM MPS-801	CBM MPS-801	OFF
Gemini II	STAR SG-10C	OFF

Notice that the option you select from the Printer menu may not always match your printer model exactly. If the name of your printer does not appear, select a printer that is similar to the one you own (for example, select Okimate 10 even if you have an Okimate 20). Your printer manufacturer or dealer can provide you with information regarding printer compatibility.

If none of the options are working satisfactorily with your printer, try selecting CBM MPS801 from the Printer menu. Then set your interface card so that it is in Emulate mode (refer to your interface manual for the proper switch settings).

Notes About Printer Manager Options:

If the PPI interface is used, select the CBM MPS801 driver regardless of your specific printer model, and select Serial (from the Output menu) and Secondary Address 0.

If you are using the Xetec Supergraphics or Supergraphics Jr. interface card, switches 3 and 4 should be turned ON and the Secondary Address should be set to 5.

The **NLQ Quality** option should only be selected if you are using an Epson printer with an Epson menu option selected.

Printing on the CBM MPS-801

If you are using a printer with a 7-bit head (e.g. CBM MPS-801), then the page will print out longer than a single 8 1/2 x 11" sheet of paper.

To compensate for the variation in this printer, utilize only six of the seven page sections for each page. This will allow your page to fit on a single sheet of paper.

To prevent this from becoming inconvenient, you can create a template page that indicates when your specialized page needs to end.

*Using an NEC Pinwriter P6 (with Epson LQ selected) will require the same "page cutting" procedure.

Creating a Template for CBM MPS-801 Printers

Create a Page disk (refer to the section **Creating a Page Disk**), and then load one of the Blank Pages.

Scroll down the page until the message "Bottom of page" appears. Then click on the Scroll Up arrow once to scroll up the page once. Insert a line across the bottom of the canvas (be sure it expands the entire width of the page).

Save the page as CBM MPS-801 Template (refer to the section **Filing System, Page-Save**).

Make copies of the template using the Page Copy program.

MAKING COPIES OF YOUR PAGES

The template pages that you received with your Outrageous Pages program must be copied before you can customize them to your specific needs.

If you want to copy all three templates onto another disk, use any Commodore copy program. These disks are not copy protected.

If you want to copy a single page, you will need to use the Page Copy utility program included on your Outrageous Pages Program/Printer disk. To use the Page Copy program, be sure your Outrageous Pages Program/Printer disk is in the drive.

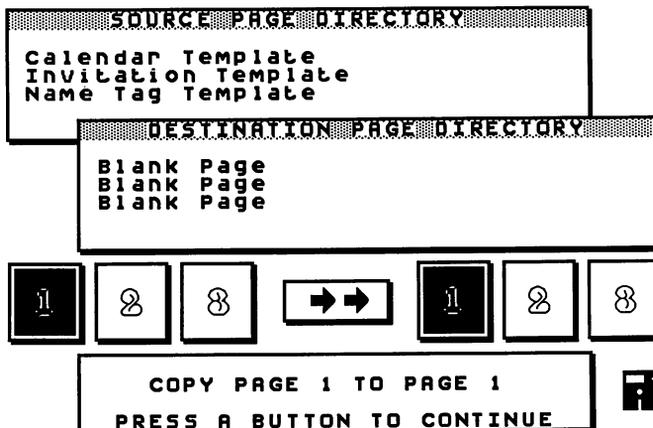
Note: CBM 1351 mouse should be in port #2 for this program.

Reset your computer and enter

LOAD"PAGECOPY",8

When READY appears, enter RUN and press .

When the program is through loading, the input device selection screen will appear. Press the number that corresponds with your input device and press . The Page Copy screen will appear.



Creating a Page Disk

If you want to make a copy of a single page, but have not formatted a Page Disk to receive the copy, you can format a Page Disk within the Page Copy program.

To do so, move the cursor to the DISK icon in the lower right corner of the screen. Press Execute. The message "CREATE A PAGE DISK" will appear. Press Execute to continue.

You will be prompted to insert the disk to be formatted.

WARNING: This operation completely erases any data on the disk. Be sure to enter a blank disk or one you no longer need. When you have the blank disk in the drive, press Execute.

The message "FORMATTING" will appear while the Page Copy program formats your disk. The message "CREATING PAGES" will appear as the program creates the Page Disk.

When the message area clears, and the drive activity light goes out, the Page Disk creation process is complete. To verify the Page Disk, insert the disk in the drive, move the cursor into the Destination Page Directory box and press Execute. Three page names should appear as "Blank Page"

Viewing the Source Page Directory

To view the directory of the Source disk, insert the original Template disk into the drive. Move the cursor anywhere in the "Source Page Directory" box and press Execute. The names of the pages on that disk will display.

Viewing the Destination Page Directory

To view the directory of the Destination disk, insert the disk for the copy into the drive. Move the cursor anywhere in the "Destination Page Directory" box and press Execute. The names of the pages on that disk will display.

Note: If your Destination disk has not been formatted as a Page Disk, the message "NOT A PAGE DISK" will appear. Press Cancel to exit, then use the DISK icon to create a new Page Disk (see Create a Page Disk).

If you have formatted your Destination disk as a Page Disk, but have not previously saved any pages to it, the directory will display "Blank Page."

Page Number Selection

To select the page to be copied, move the cursor over the appropriately numbered box on the left side of the screen and press Execute. The box will become black. (The box you select should correspond to the order of the pages in your Source Disk Directory. For example if you want to copy the second page listed, select box #2.)

Now select which page number you want the copy to become. Move the cursor over the appropriately numbered box and press Execute. The box will become black. (If you are copying onto a freshly formatted Page Disk, you would probably select box #1. If you are copying over a page you no longer want, select the number that corresponds to the order of that page in the Destination Disk Directory.)

For example, if you want to copy PAGE ONE (currently in the #1 position on the Source Disk, to the #3 position on your Destination Disk, select box 1 from the left side of the screen and box 3 on the right side of the screen.

When you have the correct boxes selected, click on the double arrow icon in the center of the screen.

The message box will ask you to confirm your decision. To change your decision, press Cancel. To confirm the decision, press Execute.

Disk Swapping

Once the copying process begins, you will be prompted to insert your Source Disk and Destination Disk as needed. This procedure requires four Loading/ Saving sequences.

THE CUTOUT CONVERTOR

What it Does

The Cutout Convertor is a separate utility program which gives you the flexibility to convert graphics from other software packages so that Outrageous Pages can use them. While the **Save Cutout** option in Outrageous Pages lets you save graphics created within the program (allowing you to build up your own graphics library), the Cutout Convertor lets you use graphics from other sources. For example, Printshop Graphics and Newsroom Photos can be converted into Outrageous Pages cutout files.

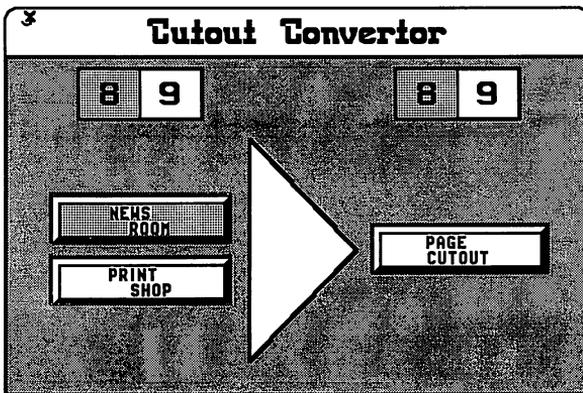
Note: Because the Cutout Convertor is a separate program and requires that you exit from Outrageous Pages whenever you use it, you may want to create a library disk of converted graphics **before** you begin creating a page.

Have a blank formatted disk ready to store the converted cutouts on.

To load the Cutout Convertor:

- Insert the Program/Printer disk into the disk drive.
- At the Commodore ready prompt, type Load"Convertor",8,1 and press .

When the Convertor program is through loading, an input device selection screen appears. Press the number key that corresponds to the input device you are using and then press .



THE CUTOUT CONVERTOR SCREEN

Source Drive

This option lets you set the source drive from which you want to load your original data. You can assign the source drive to the device number 8 or 9 (if you have a single drive, you must select 8). If your source drive is 8, make sure the disk containing the files you want to convert is in drive number 8. If you click on a number representing a drive that is not present, the message "Drive not present. Press Cancel" appears. Press Cancel and try again with another number.

Destination Drive

This option lets you set the destination drive for the converted data. You can assign the destination drive to device number 8 or 9 (if you have a single drive, you must select 8). To set a destination drive, click one of the numbers. If you click on a number representing a drive that is not present, the message "Drive not present. Press Cancel" appears. Be sure your disk drive is connected properly and that the power is on.

Note: If you only have one drive, the source and destination drive device numbers will both be 8.

Load Formats

This option lets you specify the original format of the file you want to convert. There are two Load formats available: Newsroom, and Print Shop.

Click on the appropriate format for the graphic file you want to convert.

LOAD FORMAT DESCRIPTIONS

Newsroom

This option lets you convert Newsroom Photos to Outrageous Pages Cutouts. Photos can contain Newsroom Clip Art and Newsroom Text. If you created a Panel that you really like, you can take a Photo of it, convert it, and load it into Outrageous Pages.

Printshop

This option lets you convert Printshop graphics to Outrageous Pages cutouts.

Viewing Disk Directory

To view a directory of the disk, click on the appropriate drive device number. Access the directory only before performing a conversion. The directory display is not available once conversions have been performed. It is a good practice to note all of the files that you want to convert

Converting Graphic Files

To convert graphic files:

- Click on the appropriate Load Drive device number. This is probably device 8.
- Click on the appropriate Save Drive device number. If you have a single drive, this would also be device 8. If you have two drives, designate device 9.
- Insert the disk containing the file you want to convert into the drive. If you have another drive available, insert the destination disk for the converted file into the second drive.
- Click on the appropriate format for the file you want to convert.
- Click in the large arrow to start the conversion process.
- The Cutout Converter asks you to type in the name of the file to be converted. Type it in and press . (Cancel is not available. To abort the conversion, press v without entering a file name.)

Note: Newsroom photos have prefixes as part of their names. Don't enter the prefixes as part of the name. The program automatically adds the correct prefix. For example, to load the Photo "Ph.Myphoto", type in "Myphoto" and press .

- The screen clears, the file loads in and the file contents are displayed.

-
- Press Execute to continue.
 - The Cutout Converter asks you to type in the name of the new file. Be sure your destination disk is in the correct drive and that the write-protect tab is off. Type the file name and press **RETURN** . If you press **RETURN** without typing in a name for the converted file, the conversion is aborted.
 - The converted file is saved to disk. When the save is completed, the Page cutout button turns white again.

Converting Printshop Graphics:

To save Printshop clip art as a cutout, click on the PRINTSHOP button. Then insert the disk containing the Printshop clip art and click on the large arrow. The message "ENTER GRAPHIC FILENAME" appears. Enter the name of the clip art and press **RETURN** .

If the picture appears as a blur of pixels, press Move. The picture should now be clear. When the picture is clear, press Execute. (To Cancel the picture, press Cancel.) The message ENTER CUTOUT FILENAME appears. Be sure the Destination disk is in the correct drive and that there is no write-protect tab on your destination disk. Now enter the name for the cutout and then, press **RETURN** . (To continue without saving the cutout, press v without entering a file name.)

Note: If you receive the message "Device not present," yet your disk drive is correctly connected and powered, click on 8. Then **firmly** press **F1F5** and **RETURN** . Then repeat the conversion sequence.

Application Tutorials

Now that you've completed the Guided Tour and spent time using the program's main features, you might want to produce a couple of the documents *Outrageous Pages* lets you create.

In this section are step-by-step instructions for making a calendar, an invitation, and a 3-column newsletter. It's a good idea to look through the Reference section at least once before you begin.

CREATING A CALENDAR

This section describes how to create a calendar using the ready-made template that comes with *Outrageous Pages*.

Load the Calendar Template

- Make a copy of the Templates #1 disk using the Page Copy utility program (see "Making Copies of Your Pages.")
- Boot *Outrageous Pages*. When prompted to "Insert Page Disk," insert your copy and press **Execute**.
- Select **Calendar Template** from the Directory display and press **Execute**.

Add a Banner

- Click on the **Filing System** icon. Then click on the **Font** command window and select the **Load** option from the pulldown menu.
- Insert the **Font Disk** and press **Execute**. Select the font you want to use for the name of the month and the day numbers. When the font displays, press **Cancel** to exit.
- Now click on the **Text Processor** icon. Click the **Typeface** command window and select the **Size** option. Increase the font size to the proportion you want for the name of the month (approximately 60x60). Press **Cancel** when you have the right size.

-
- Click on the **Format** window and select **Center**. Press Cancel to exit.

Now click on the **Keyboard** window and position the cursor in the title banner where you want the name of the month to appear. Press Execute and type in the name of the month. Press  and  to exit. If the message "Stop Marker" appears, press Cancel to exit.

- Add cutout art to your banner area or fill in the background with a pattern you like.
- Click on the Page Preview window to see the name of the month centered on the page. Move the position box to the lower left corner of the Page portion and click Execute.

Add Dates

- Click on the Text Processor icon. Click on the Typeface window and select the Size option.
- Reduce the font size (approximately 20x20).
- Click on Format and select Literal.
- Now select the keyboard. Use the spacebar to move the cursor to each date box and type in each date. Be sure to start the month on the correct day of the week! If you make mistakes, use the delete key.
- When you are finished with a row of date boxes, hit Return and then  to exit. If the message area displays, "Stop Marker," you need to scroll the page. With your Page Disk in the drive, click on the Scroll Down arrow and press Execute.
- Continue to enter the dates, pressing the space bar to position your cursor accurately before you type in a date. You will need to Scroll Down several times.

Add Special Day Graphics

- To decorate a particular day on your calendar, click on the Text Processor icon. Click Format and select the Center option. Click Margin and select the Autoflow option. Then click on Typeface and select the Font option to turn

it off. Click on Keyboard and position the cursor in the day's box. Press Execute.

- Type in the event and a time, if you like.
- Then, either use ZOOM mode (Image Editor) to draw miniature graphics or load in a cutout that will fit in the box. Use the Fillcommand (Graphics Studio) to add a background pattern.

Add Other Special Touches

- When you added the dates at the end of the month, you will have scrolled to the lower end of your page. Notice the wide banner below the calendar boxes. Use this area for artwork, monthly goals, or important reminders.

Save the Calendar

- Click on the Filing System icon. Click on Page and select the Save option.
- When the file name "Calendar" appears on the screen, press Cancel to clear the file name. Now type in a descriptive name, such as June Calendar.

Print the Calendar

- Before you print the calendar, make sure that the appropriate Printer File is loaded. To do this, click on the Page Preview window and check the information in the lower half of the screen. If you find you have to load the Printer File, click on the Filing System icon, click on Printer, and then select your printer file from the Printer Directory list.
- Click on the Printer Manager icon. Select the appropriate Output option and Quality option (see Printer section).
- Make sure your Page disk is in the disk drive. Click on Page. You'll see a prompt asking you to confirm your decision. Press Execute to Continue. The program will load your calendar.
- When Outrageous Pages is ready to print, you will see the prompt, "Printer Ready? EXECUTE or CANCEL."

Before you answer the prompt, make sure that your printer is properly connected, that its power is on, and that the printer head is about one-half inch from the top of the sheet of the paper.

- Now press Execute. The printing time will vary according to the type of printer you have and the Quality option you selected.

If you have any problems, you can find help in the sections "Printing Your Pages" and "Error Messages."

CREATING A PARTY INVITATION

1. Make a copy of the Invitation Template page located on Templates #1 disk using the Page Copy program.
2. Load the Outrageous Pages program; when you are prompted to "Insert Data Disk," insert the disk containing the copy of the Invitation Template and press Execute.
3. When the directory displays, click on "Invitation Template." Click again to load the page.

Due to the nature of the folding required for invitations or greeting cards, part of the page will appear up-side-down.

4. Enter the Text Processor and click on the **Format** command window. Select the **Literal** option. Then press Cancel.
5. Click on the **Keyboard** command window and position the Text cursor slightly below the RSVP line. Press Execute.
6. Press the space bar four times and enter the phone number. Press .
7. Press  and Cancel to exit Keyboard mode.
8. Enter the Image Editor. Click on the **Rotate** command window and select the **180 degs.** option.

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9. Define the area that encloses the phone number. (Be careful not to include any part of the line.)
 10. After you have defined the area, place the Position Box over the phone number and press Execute. Then press Cancel. Press Cancel again to exit Rotate mode.

The phone number will now appear up-side-down on the screen, but will read correctly once the invitation is printed and folded.

11. Perform similar steps (5-10) to enter and rotate the "Host" and "Where" information. You may find that the **Center** format performs more efficiently than the **Literal** format; feel free to experiment to determine which techniques work best for your applications.
12. To proceed further, click on the Scroll Down arrow. Be sure the appropriate page disk is in the drive and press Execute.
13. You can now enter the "When" information in a method similar to that described above (steps 5-10).
14. Scroll down the page by clicking on the Scroll Down arrow and pressing Execute. When the scroll process is complete, repeat this procedure three more times.
15. If you want to customize the text that will appear on the front of the invitation, access the Page Preview Window and place the Position Box over "It's a Party!" Press Execute.
16. Erase the existing text and write your own. Refer to "Erasing Techniques" and "Text Processor" in the reference section for more information.
17. Scroll down two more times and the graphics should be accessible. Customize the template graphics using the **Zoom** command, or erase the artwork and create or load in your own. Refer to Image Editor-Zoom, Filing System-Load Cutout, and Graphics Studio in the reference section for more instruction.
18. Be sure to save your invitation to disk before exiting Outrageous Pages or loading another page. When the name box appears on the screen, press Cancel and enter a

descriptive name. Press and the page will be saved to disk with the new name.

CREATING A 3-COLUMN NEWSLETTER

1. Make a copy of Templates #2 disk (side B of the Templates disk) using the Page Copy utility program.
2. Load Outrageous Pages. When prompted, "Insert Page Disk," insert your copy, and press Execute.
3. Select **3-Column Newsletter** from the Directory and press Execute.
4. When the page is finished loading, select the Filing System icon. Click on the **Font** command window and select the **Load** option.
5. When prompted, insert the Font disk, and press Execute. Select the desired font for your newsletter title or banner.
6. When the font has loaded, press Cancel to remove the display from the screen, and click on the Text Processor icon.
7. Click on the **Typeface** command window and select the **Size** option.
8. Increase the font size to approximately 60x60 (this can vary according to the length of the title or your own preference). Press Cancel when you have the appropriate size selected.
9. Click on the **Format** command window and select **Center**. Then press Cancel.
10. Click on the **Keyboard** command window. Center the cursor on the screen and press Execute. The cursor will jump to the left margin (don't worry, it will center the text when you are through entering text).
11. Type in the title of your newsletter and press .
12. Press to exit typing mode.

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13. Click on the trapezoid in the upper right corner to access the Page Preview Window. Notice that the title of your newsletter is centered across the page.
 14. With the Page Preview Window active, move the position box to the lower left corner and press Execute.
 15. Click on the **Typeface** command window and select the **Size** option. Reduce the size of your text (25 x 25).
 16. Click on the **Format** command window, and select **Right Justify**. Then press Cancel.
 17. Click on **Keyboard**, then position your cursor between the two pairs of double lines and press Execute. Here you will enter the newsletter volume number, editor, or date. For this example, enter Volume No. 1 and press .
 18. Your text should line up against the right margin and the message "Stop Marker" should appear on the message line. Press Cancel.
 19. Click on **Format** again, and select **Wordwrap**. Press Cancel.
 20. Click on **Keyboard** and position the cursor between the two pairs of double lines.
 21. Type in the date of your newsletter and press . Press and then click on the Page Preview Window. You can see a reduced version of your newsletter title with sub-heading. Press Cancel to exit the Page Preview Window.
 22. You will now need to scroll down your page. This will save the top portion of your page to disk. Make sure your Page disk is in the disk drive, then click on the Scroll Down arrow and press Execute.
 23. Click on the Text Processor icon. Then click on the **Margin** command window and make sure that the **Autoflow** option has been selected. A small black square will appear next to the option that has been chosen.
 24. Click on the **Format** command window and select **Center**. Press Cancel.

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25. Click on the **Keyboard** command window, then position your cursor within the boundaries of the first column and press Execute. Enter your article headline and press .
 26. Hit , then press Cancel.
 27. Click on **Format** and select the **Justify** option.
 28. Click on **Typeface**, and turn the **Font** option **Off**.
 29. Click **Keyboard** and position your cursor underneath the headline. Press Execute. Then type in your article. If you make a mistake, press . (Remember, once you have moved to the next line or pressed , you can no longer edit the text.)

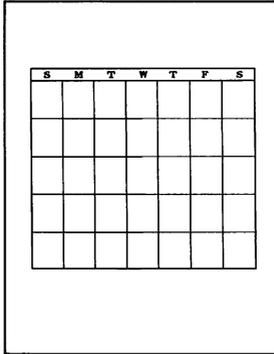
Note: If you are going to use text from a word processing document, click on the **Load Text** command window and select the **Open** option. Follow the instructions on the screen.

30. As you enter your article, you will reach the end of the page portion. The message "Stop Marker" will appear in the message line. Hit Cancel and enter your Page disk in the drive and Scroll Down. (Remember, whenever you Scroll Down or Scroll Up, the portion of your page is saved to disk; any changes that were made will replace the original Page.)
31. Once you have scrolled down, you will have space available to enter more text. Position the cursor appropriately, and press Execute.

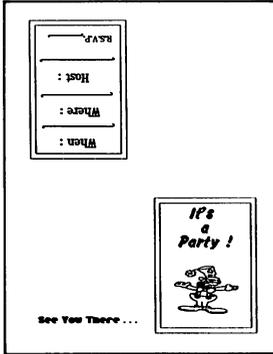
Note: If you are using **Load Text**, you will need to select the **Continue** option (make sure the Data Disk is in the disk drive).

32. Continue the text entering process until you have finished your article, or have reached the end of the page. If you are at the end of the page, Save the Page and then Load it, or scroll to the top to enter text into the second column.
33. Insert art and change fonts as often as you like.
34. Be sure to Save your page when you end a work session.

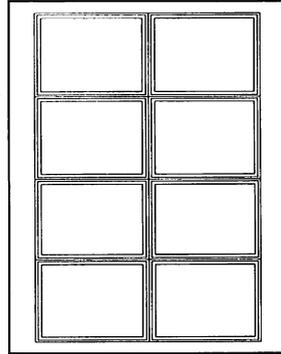
APPENDIX



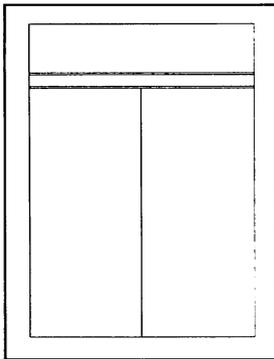
Calendar Template



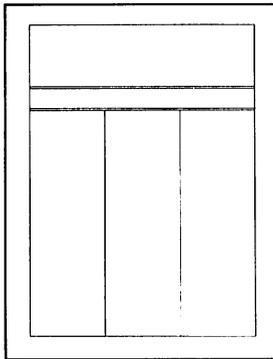
Invitation Template



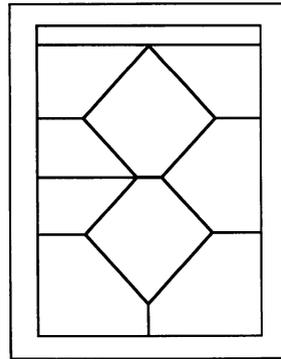
Name Tags Template



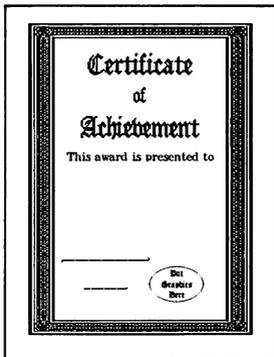
2-Column Newsletter Template



3-Column Newsletter Template



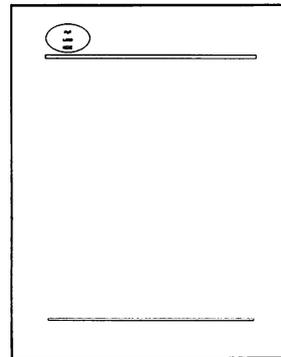
Diamond Newsletter Template



Full Certificate Template

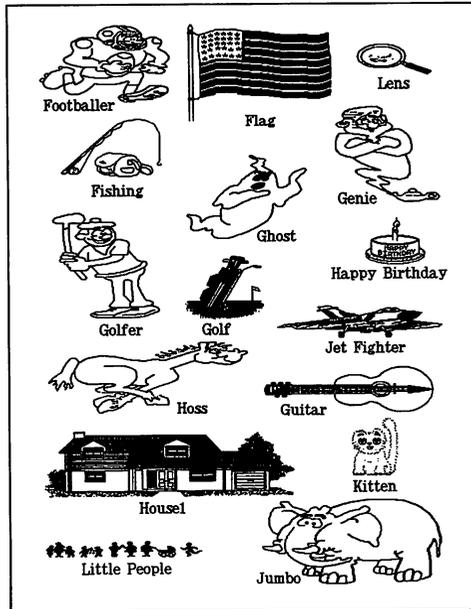
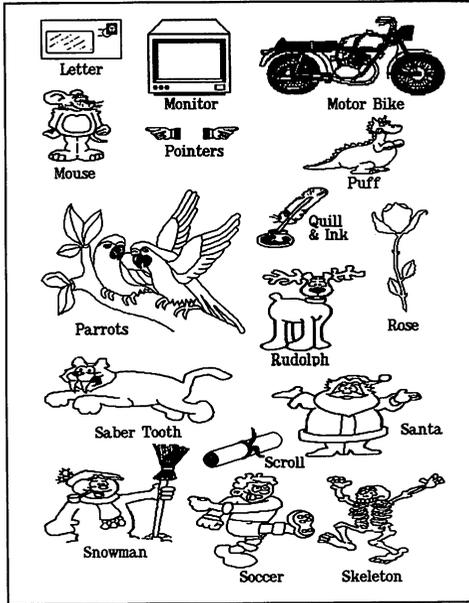


Half-Page Certificate Template

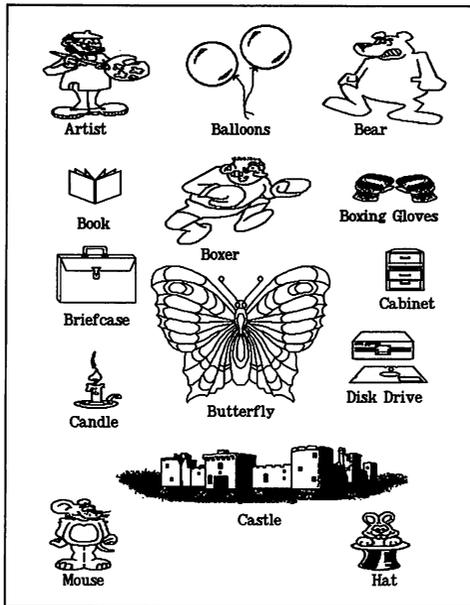
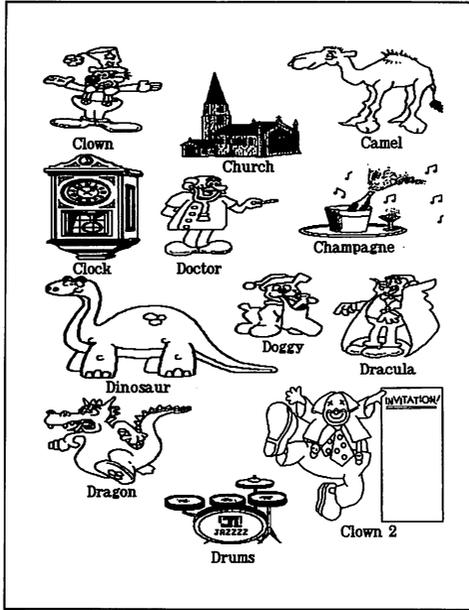


Letterhead Template

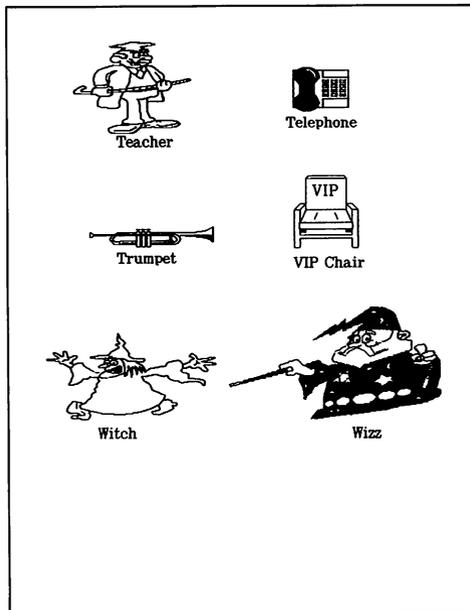
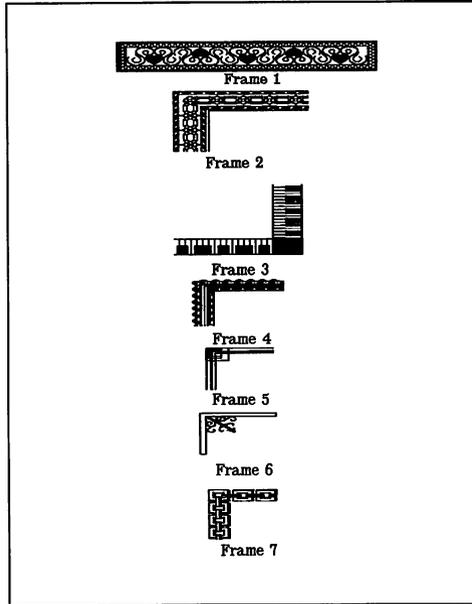
APPENDIX



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80 Column

CREDITS

Software Design and Development:
Andrew D. Fairhurst and William R. Worsley

Producer: Patricia Daley
Product Manager: Steve Peterson
Publications Manager: Nicholas Lavroff
Documentation: Frank Ripp and Gale Mitchell
Editor: Robert Berg
Package Design: Jack Morgan Associates
Art Director: Judy Campbell

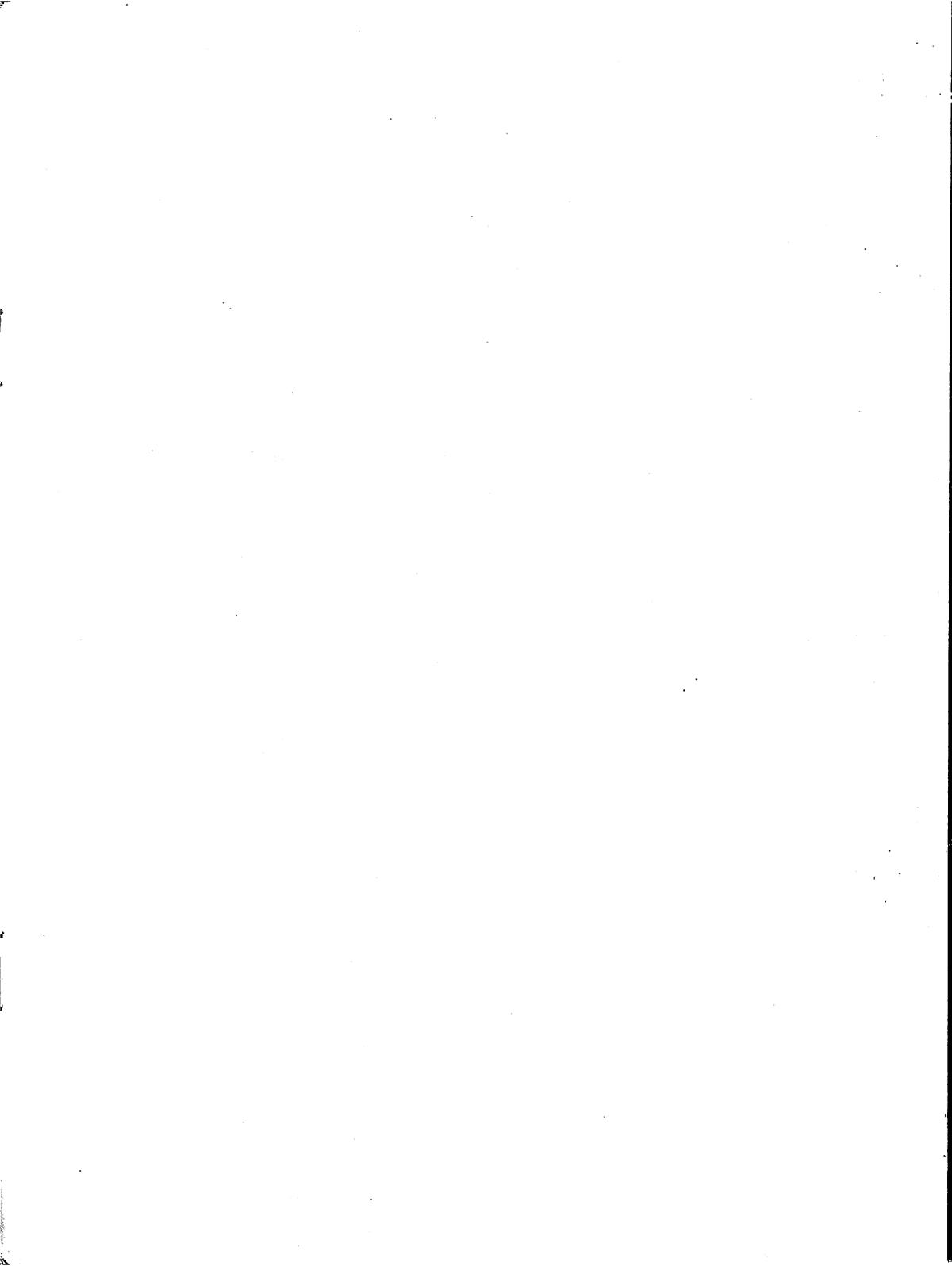
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