



PaperClip[®]
PUBLISHER[™]

MANUAL

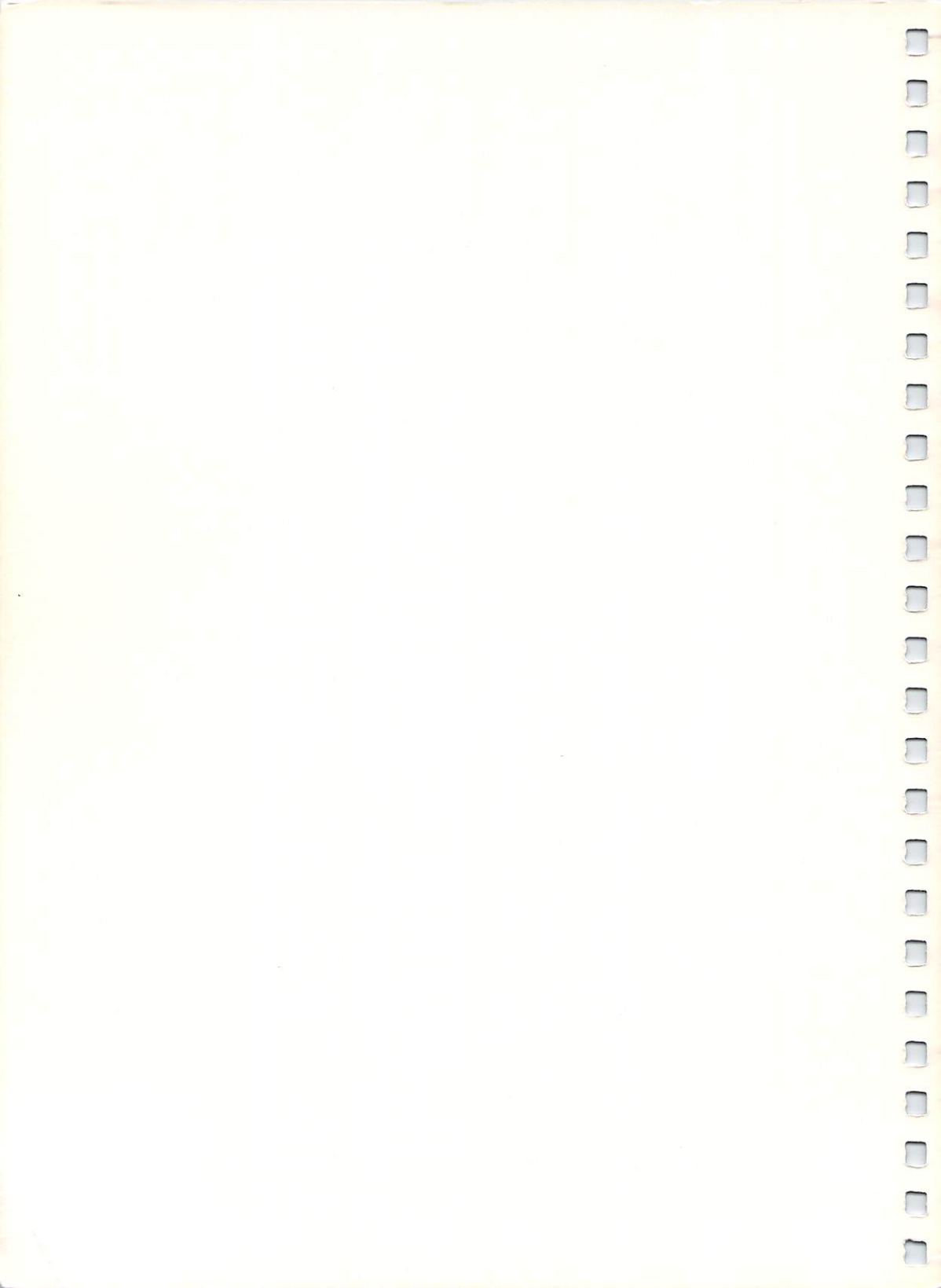


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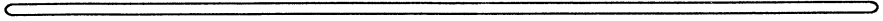
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INTRODUCTION

If you'd like to create eye-catching layouts, but don't enjoy playing with scissors and glue, PaperClip® Publisher™ has the solution. This powerful page layout program for the Commodore 64 lets you combine text from your favorite word processor and graphics from your favorite drawing program to create almost any layout you can think up.

To place an article into your layout, simply draw a box and pour in the text. Or, draw several boxes and link them together, so the article is in several columns, or even on several pages. If you want the text to stand out, choose one of five fonts in any of four sizes. Then, give it some style — you can make it bold, italic, outlined, shadowed, reversed, or even upside-down!

Graphics are always a great way to get a reader's attention. PaperClip publisher lets you use clip art from Doodle™, Newsroom™, Print Shop™, PrintMaster™ and Outrageous Pages™. You can also create simple graphics in PaperClip Publisher's Graphics Editor. And once you've selected a graphic, simply pour it into your layout, then enlarge or reduce it to fit your specific needs.

PaperClip Publisher is a powerful layout tool but, more important, it is also easy to use. Your tools are displayed right on your screen — you simply point and click with your joystick or mouse. Other powerful commands are available in pull-down menus, so you don't have to go searching through your manual to find a command. Whether you are creating a single-page advertisement or a multiple-page newsletter, PaperClip Publisher will help you get the job done quickly and professionally.

ABOUT THIS MANUAL

This manual is organized so you can use just as much of it as you want. In this chapter, you'll learn how to create a work disk and load the program. Then, if you are new to page layout on the computer, we recommend that you work through Part Two, "Guided Tour," where you will be introduced to page layout and PaperClip Publisher's fundamentals.

If you'd like more information about PaperClip Publisher, you can turn to Part Three, "A Closer Look," for an in-depth look at some display and formatting options that give you more layout flexibility.

Part Four, "Tutorial," takes you through the steps of creating a simple newsletter. Working through this chapter will help you understand how the different elements of the program work together. But, in case you want only a particular aspect of the program explained, the chapter is broken into five smaller sections that you can work through independently. For example, you could work through the section titled "Accents and Final Touches" to learn how to create custom borders for your boxes.

Part Five, "Tips and Techniques" lists some hints on how to use the program more efficiently. Part Six, "Reference," is designed as a quick reference in case you have questions about a particular tool or menu option while you are working with the program. You can also refer to the more detailed discussions about various features by using the Index at the back of the manual.

GETTING STARTED

SOFTWARE

The disk included in your PaperClip Publisher package contains the PaperClip Publisher application, utilities (for selecting a printer, setting up work disks, and converting fonts and word processor and graphics files), and several fonts in various sizes. The back side of the disk contains a variety of clip art files for use with PaperClip Publisher, a few sample layouts, and the text files used in the Tutorial in this manual.

HARDWARE

To use PaperClip Publisher you'll need a Commodore 64 (or Commodore 128 in C64 mode), a monitor, a mouse or joystick, one or two disk drives, and some initialized blank disks for saving your work.

Note: Although the program supports both mouse and joystick, we refer to the mouse throughout the manual. When we write

"mouse button," read this to mean the left button on your mouse, or the fire button if you are using a joystick.

ORGANIZING YOUR DISKS

Making a Copy of PaperClip Publisher: PaperClip Publisher is not "copy-protected:" however it is protected by copyright laws. This means that if you have a disk copy program, you can and should make a copy of the program disk for your own use. Use this copy whenever you run the program. That way, if you accidentally damage the copy, you can still make another from the original. Use any disk copy program that you own, and refer to its documentation for instructions on how to copy disks. From now on, when we refer to the "program disk," take this to mean your working copy of the program.

Selecting Your Printer: PaperClip Publisher uses customized printer files (drivers) to provide the best possible output from your printer. For this reason, you need to tell PaperClip Publisher which printer you will be using. The default printer is Epson FX. If you will be using a different printer (for example, an Epson MX-80 III, a Commodore, or an Okimate), you must run the program PRINTER SELECT. You should do this before making your work disk, because the printer file is copied to the work disk at the end of the Create Work Disk procedure.

- To run the program, insert your program disk in the drive (check that it is not write protected), type `LOAD"PRINTER SELECT",8` at the Ready prompt, and press Return. Then, at the Ready prompt, type `RUN` and press Return.

A screen introducing the Printer Select utility appears; it prompts you to place the program disk in the drive and press the spacebar. This displays the current printer settings, with a prompt asking whether you want to change them. If you do, type `Y` at the prompt. You'll be prompted to insert the program disk and press the spacebar; now a list of printers appears, with one of the printer names highlighted. Using the Up and Down cursor arrows on your keyboard, move the highlight over the printer you want to use and press Return to select it. (If your printer is not directly supported by PaperClip Publisher, select the driver for a printer

that your printer is compatible with. For example, if you have a Panasonic KX-P1091, select the Epson FX driver.)

If the printer you select has an option for setting whether line feeds are printed after carriage returns, the screen prompts you to indicate whether or not the program should print line feeds. Type **Y** or **N** at the prompt as appropriate.

Note: If your output prints all on one line you need to change the selection so that PaperClip Publisher prints line feeds. If your output inserts extra space between lines, change your selection so that PaperClip Publisher does not print line feeds.

Whenever you change the printer you are using, be sure to run PRINTER SELECT again to select the new printer. **Note:** The program cannot tell whether your disk is write protected. Be sure that it is not write protected before you select your printer driver so that the driver can be written to the disk.

Creating a Work Disk: In order to avoid swapping disks as you work with PaperClip Publisher, you'll need to create work disks that contain the fonts you want to use and some components of the program itself. A utility for creating these work disks is included on your program disk. This process will take a few minutes, but once you have created one work disk, you can create others by copying it, if you have a copy utility that is faster.

- Turn on your disk drive and monitor. Insert your PaperClip Publisher program disk in the disk drive. Turn on your computer. (C-128 users should start the computer in C-64 mode). When the Ready prompt appears, type LOAD"CREATE WORK DISK",8 and press Return. The work disk utility will load. When you receive the Ready prompt again, type RUN and press Return.

In a moment, a screen introducing the Create Work Disk utility appears. As the introduction states, the utility will prompt you through the process of creating a work disk. You simply respond to the prompts.

The first prompt asks you to select a destination drive. If you have one disk drive, this drive is number 8. Type 8 on the keyboard to select this drive as the destination drive. If you have

two disk drives, the second drive is number 9. Type 9 on the keyboard to select the second drive as the destination drive. You can then place the disk to become your work disk in the second drive and you will not have to swap disks during the Create Work Disk operation. (Note: For all utilities included on your program disk, you must first set the second drive to device 9 or the drive will not be recognized by the utility.)

The next prompt asks if you need to format the disk. We recommend that you create your work disk on a blank disk, to leave as much space as possible for your documents, so you'll want to go ahead and format a new disk. To do this, type **Y**. You are now prompted to insert the disk to be formatted and press the spacebar.

Once the disk has been formatted, the next prompt asks if you want to copy PaperClip Publisher's overlays onto the work disk. Overlays are small program files that PaperClip Publisher needs to perform certain tasks. Putting these files on your work disk will save you from having to swap disks later, while you're at work on a document, so we recommend that you copy them now. If you are using a single disk drive, reinsert your program disk into the drive. Type **Y** at the prompt.

Next, you are asked if you want to copy *all* font files to your work disk. This first time, we recommend that you copy all the fonts to your work disk, so that you can see and use the full range. Later, if you decide you don't need certain fonts, you can create another work disk without them. If you have a two-drive system, answering yes to this option copies all of the fonts automatically, without your having to swap disks or prompt the program to copy each font. If you have a single-drive system, answering yes copies all of the fonts, and you are prompted to swap the disks for each copy. If you answer no to the prompt, the font names are displayed separately, and you are asked if you want to copy each. We recommend that you type **Y** to copy all fonts.

From this point on, simply respond to each of the prompts. When you make your first work disk, we recommend that you answer yes (type **Y**) in response to all prompts that give you a choice of whether or not to copy a file. This will mean less disk swapping while you use the program later and it will allow you to use all the fonts PaperClip Publisher offers.

When there are no more fonts to copy from the program disk, you are asked if you want to copy your selected printer file. (If you type **Y**, you will not need the program disk when you print your documents. Otherwise, when you print a document, you will be prompted to insert the program disk and type **R** to retry the printing operation.) Then you are asked if you have another font disk you want to copy from. This option is included in case you have other font disks that contain fonts converted from another program. The reference section of this manual explains how to use the Font Converter to convert fonts from GEOS FontPack™ and Outrageous Pages to PaperClip Publisher format.

Finally, you are asked if you would like to create another work disk. If you type **Y** to create a new work disk, the utility program starts again at the beginning. If you type **N**, you are returned to BASIC.

STARTING PAPERCLIP PUBLISHER

Before starting PaperClip Publisher, check that your disk drive, monitor, and printer are properly connected to the computer and that all of the units are on. (**Note:** if you are using two disk drives, check that your printer interface card is connected to the serial port on drive 8; the PaperClip Publisher program supports only a single drive configuration.)

To start PaperClip Publisher, put your program disk in drive 8, type `LOAD"PCPUB",8,1` and press Return. After the logo and copyright notices are displayed, the main screen appears and a requester asks you to remove the program disk from the disk drive and insert the work disk (which you created in "Organizing Your Disks," above). Insert your work disk in the drive. Then, using the mouse, move the cross-hair to OK and click the mouse button. A second requester asks you whether you want to create a new document or open an existing one. Click on Create. Now, type a name for your document (up to fourteen characters) and click on OK. In a moment, you will see the main screen with the document name displayed in the upper left corner.

Now you are ready to create your layout.

QUITTING THE PROGRAM

So that you won't have to search for an escape route later, we'll tell you how to exit the program right now. If you move the cross-hair up to the top left corner of the screen and hold down the mouse button, the menu bar shows a row of menus, with the Project menu already open. The last option on this menu is Exit. Still holding down the mouse button, move the cross-hair to point to Exit, and release the mouse button. A requester box appears, asking whether you want to close your current document first. Since your document is still blank, there is no need to save it; click NO. A second requester appears to tell you that Exit will return you to BASIC. If you wanted to exit the program, you would point to OK and click the mouse button. But for now, point to Cancel and click the mouse button to remain in PaperClip Publisher.

GUIDED TOUR

This chapter is a hands-on overview of PaperClip Publisher. First you'll learn about the different elements of the screen, and how to use each of them. Then you'll be introduced to the basic concepts of page layout with PaperClip Publisher. Because this is a hands-on exercise, make certain you have a work disk ready for saving your files. If you haven't already created a work disk, follow the instructions under "Organizing Your Disks" in the previous chapter. Then follow the directions for starting the program, which are also in the previous chapter.

THE SCREEN

Figure 1 below shows the PaperClip Publisher screen, which is divided into four areas, each with a special purpose.

The title bar at the top of the screen lists the name of the document and the page number. This is also the Menu Bar, as we'll see in a minute.

The large white area in the center of the screen is the page, on which you arrange your text and graphics. When you first start the program, the size of your page is set to standard width and length (usually 8 1/2 x 11 inches). The width represented on the screen will also depend on the printer you are using, because PaperClip Publisher customizes its output for your printer, as explained in "Selecting a Printer" in Part One. (If you are using a Commodore printer or the Okimate 20, the page on the screen will appear to be very narrow; however, the printout will print according to the size indicated by the ruler. You might find it useful to work in Magnify mode to position your boxes accurately.)

The gray area around the page is the Artboard, where you can place text or graphics you want moved to another page or temporarily out of the way while you work on another area of the layout.

The small pictures (called icons) on the right side of the screen are the tools for laying out text and graphics. Let's take a quick look at the tools.

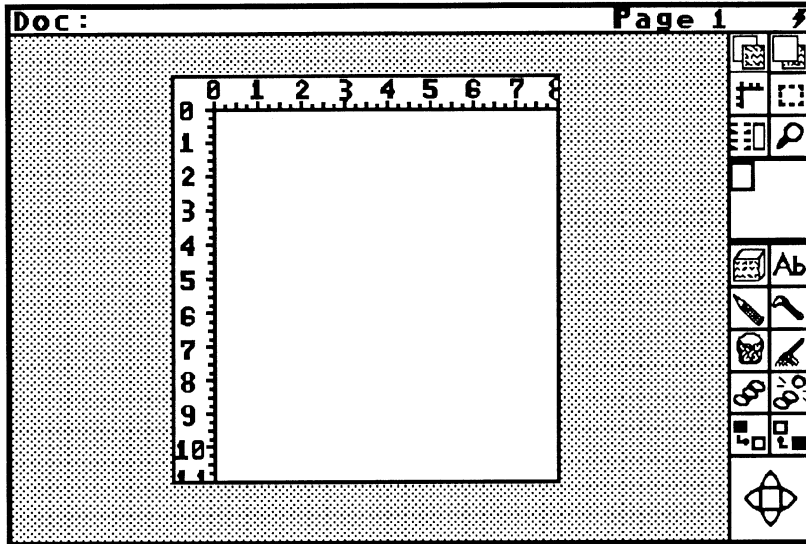


Figure 1 The PaperClip Publisher Screen

THE TOOLS

The tools control functions that you will use frequently in laying out a page, so they are arranged in easy reach and can be activated simply by clicking on them. An illustration of them appears below, in Figure 2. The first seven icons control some aspect of the display. Let's try it.

- Move the cross-hair to point to the second tool in the first column and click the mouse button.

Notice that the tool becomes highlighted (turns gray) to indicate that it is active. This is the Hide Rulers tool; use it to hide or display the rulers on the sides of the page.

- Click the Hide Rulers tool again.

The rulers have reappeared on the screen. We'll use several of these tools later in this Guided Tour, but for now, just remember that most tools are activated simply by clicking on them.

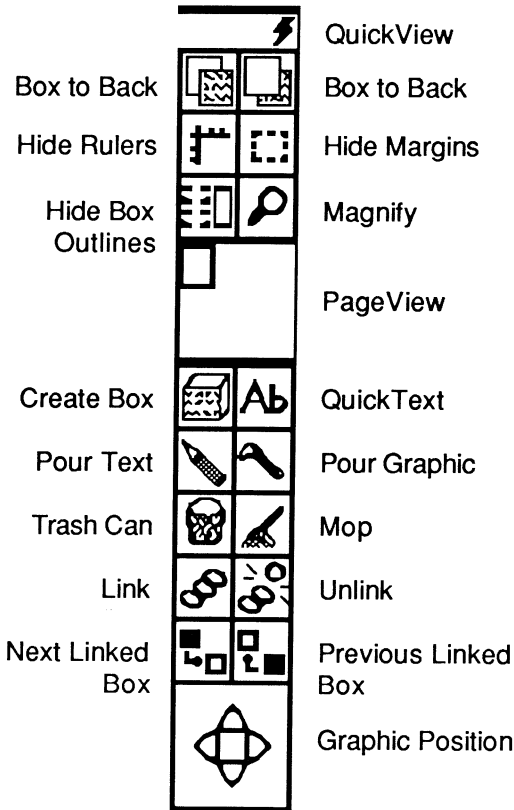


Figure 2 The Tools

THE MENU BAR

In addition to the tools, several powerful functions are available to you through the Menu Bar. Although you can't see it on the screen right now, the Menu Bar is available at any time while laying out a document.

-
- Move the cross-hair up to the title bar and hold down the mouse button. The Menu Bar shows the names of the available menus. If you place the cross-hair on a menu name, that menu name becomes highlighted and the menu drops open to reveal its options. Move the pointer across the Menu Bar to open the menus one by one. Now, point to the Proj (short for Project) menu to open it, and move the cross-hair downward to pull the highlight over Info, as illustrated in Figure 3 below. Release the mouse button. The Information box is displayed, showing the artist and copyright information for PaperClip Publisher. Point to OK in the information box and click the mouse button to close the box.

This method of issuing commands may take a little while to get used to, but you will find it a powerful system. It allows you to see your options in an instant, and select one, without complicated keyboard commands. This menu system is very much like the one used on the Commodore Amiga, and it is particularly well suited to page layout, since most of your work will be done with the mouse.

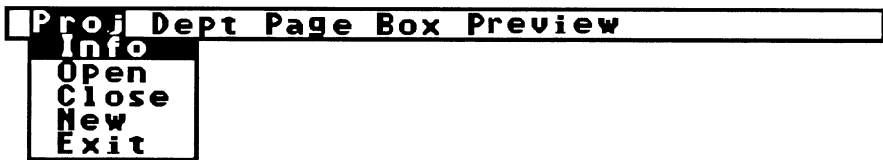


Figure 3 The Menu Bar, with the Proj menu displayed and Info highlighted

FORMATTING THE PAGE

The first thing you want to do any time you work with PaperClip Publisher is to set your page format. The option for setting formats is in the Menu Bar, and you select it the same way you selected Info earlier.

- Move the cross-hair up to the top of the screen, press the mouse button to display the Menu Bar, point to the Page

menu to open it, pull the highlight down to Format All, and release the mouse button. A requester box appears.

The Page Format requester, illustrated in Figure 4 below, is divided into several sections, each with a special purpose. The box marked PAPER SIZE in the upper left corner of the requester lets you set the page size to Standard (8 x 11), Legal (8 x 14), or a wide range of custom settings. Note that Std. (short for Standard) and Legal width is 8 inches instead of 8 1/2, because many printers print with a page width of no more than 8 inches.

Page Format	
PAPER SIZE	
<input checked="" type="button" value="Std."/> <input type="button" value="Legal"/>	All Pages
8.00 x 11.00	
Vert. Margin: 0.00	
Horz. Margin: 0.00	
Columns: 0	Width: 0.00
<input type="button" value="CANCEL"/> <input type="button" value="OK"/>	

Figure 4 The Page Format Requester

- Click on the button labeled Legal. The button becomes highlighted to indicate that it is selected. Click on OK at the lower right corner of the Page Format requester.

Clicking OK tells PaperClip Publisher that you want to use the settings indicated in the requester. (Clicking Cancel returns you to the layout with whatever settings you had before you made changes). Now your pages are set to legal size. Notice that the page has become longer and that the rulers show a length of 14 inches.

Because we wanted the settings we selected to take effect on all pages of our document, we used the option Format All. The option Format in the Page menu lets you set the format for an individual page. To see how this works, let's display page 2 and then change the size of only that page. The Display option lets you change pages to view other parts of your document.

-
- Select Display from the Page menu. Point to the up arrow in the Page Display requester, illustrated in Figure 5 and click once to change the page number to 2. Click on OK to return to the layout.

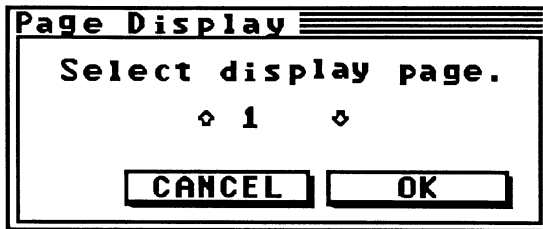


Figure 5 Page Display Requester

Now you are viewing page two of your document. You can tell which page you are on because the right side of the title bar always shows the page number. Notice that this page is also legal size. We'll change this page to standard size but leave the rest of the pages in legal size.

- Select Format from the Page menu. Click on Std. in the PAPER SIZE option. Then click on OK.

Now, because we used the Format option instead of the Format All option, page two is standard size (8 x 11), with the rest of the pages still legal size. To confirm this, we'll return to page one.

- Select Display from the Page menu. Click on the down arrow in the Page Display requester to set the page number to 1. Click on OK to return to the layout.

You are back on page one. As you can see, the page is still legal size. We used the page size to demonstrate the difference between the Format and Format All options because it makes such an obvious difference in format. But as you work with PaperClip Publisher, you may sometimes find that you want more columns on one page than on others, or that you need the margins wider on one page, but not on others. In these cases, the Format option lets you create a page with a unique format.

Let's return to formatting our document, and learn a little more about the Format All requester.

-
- ☛ Select Format All from the Page menu again. Click on Std. to set the pages to standard size. This is the size we will use for now.

The Up and Down arrows in the PAPER SIZE box (see Figure 5) allow you to set your page to a non-standard size, while the Std. and Legal buttons let you choose these common settings quickly. The arrows let you set the page to any size between 3 x 3 inches (on the Epson FX) and 8 x 14 inches. Each click of the arrow changes the setting by 1/4 inch. (Note: The minimum page size setting is determined by the aspect ratio of your printer, since PaperClip Publisher tailors its output to your printer. To find the minimum size for your printer, simply click the down arrows beside the Width and Height settings in the PAPER SIZE box.)

In the area just below the PAPER SIZE box, you see arrows for setting the page margins. We'll use these boxes now to set a one-inch margin around the page..

- ☛ Point to the Up arrow beside Vert. Margin and click the mouse button four times to change the setting to 1.00. This sets your top and bottom margins to one inch. Now do the same for Horz. Margin, to set the left and right margins to one inch.

The box below the margin setting box is used to set columns on the page. We won't use this setting right now, but remember that it's here, in the Page Format requester. You'll learn more about it in the "Tutorial" section, or you can read the explanation of the Page Format requester in the "Reference" section of this manual.

- ☛ Point to OK in the lower right corner of the requester and click the mouse button.

Once again, you return to the layout page with PaperClip Publisher using the settings you chose in the requester. Notice that a dashed line now appears inside the edge of the page. This line indicates the one-inch margin you set in the Page Format requester.

WORKING WITH BOXES

In PaperClip Publisher you use boxes to tell the program where to lay out your text and graphics, so it's important to understand how boxes work. In this section you'll learn to create, size, and move boxes; later you'll learn how to fill them with text and graphics.

THE CREATE BOX TOOL

You use the Create Box tool to draw boxes on your page. PaperClip Publisher lets you create up to 60 boxes in your document. (This is an important number to remember, since it will usually determine the maximum length of your document. You can have up to 50 pages in a document, but you usually use more than one box on a page, so your average document will most likely be no longer than 20 pages. If you need to create longer documents, create them as separate documents using the same layout.) Let's create a couple of boxes on our page.

- Click on the tool that looks like a cube (below the large tool near the middle of the list; see Figure 2). This is the Create Box tool. The tool becomes highlighted to indicate that it is active.

Now draw a box on the page: move the cross-hair near the top left corner of the white page, hold down the mouse button, drag the mouse down and to the right, and release the button. As you drag the mouse, the outline of a box appears. When you release the button, a box the size of the outline is created.

Notice that the outline of the box flashes. The flashing indicates that this is the *current* box. Of course, at the moment it's the only box on the page.

- Draw a second box anywhere on the page.

When you've drawn the second box, you'll see that this new box becomes the current box and the outline of the first box no longer flashes. You can make any box current by clicking on it. Let's make the first box current again.

-
- First, make sure that the Create Box icon is not highlighted. When the Create Box tool is on, you can only draw new boxes; you can't manipulate existing ones. If it is highlighted, click on it to deselect it. Now, click on the first box (this is called selecting the box).

The first box flashes to show it is again the current box. The idea of a box being "current" is important, because most of the tools and menu options work on the current box.

SIZING BOXES

When you change the size of a box in PaperClip Publisher, the box automatically reformats the enclosed text. By placing the cross-hair on the lower right corner of a box outline, holding down the mouse button, and dragging the corner of the box, you can either shrink or expand the box. Try it. Note that the cross-hair will turn red when you press the mouse button if it is placed correctly for resizing

- Place the cross-hair on the lower right corner of a box, hold down the mouse button, and resize the box so that it is very narrow. Resize the box again, this time making it wide and short.

Remember, you can resize a box any time you like, even after you have placed text or graphics inside; PaperClip publisher will automatically reformat the text or graphics to fit.

MOVING BOXES

Boxes can also be moved easily, around the page or off it, if you need them out of the way. Try moving your first box to the bottom of the page.

- Point to the center of the box, hold down the mouse button, drag the box down to the bottom of the page, and release the mouse button.

Now the box is down at the bottom.

THE TRASH CAN TOOL

Now that you have a couple of boxes on your page, you might wonder how to get rid of a box if you no longer want it. Solution: The Trash Can tool (see Figure 2), which erases the current box and its contents.

- Click on the Trash Can tool (two tools down from the Create Box tool). A requester appears, reminding you that this command will erase the current box and its contents. Click OK to erase the box.

Your box has been erased. Notice that you were warned in advance that the Trash Can tool would erase it. This is to prevent you from erasing a box accidentally, because once a box is gone, you can't bring it back. Later in this Guided Tour, you'll use the Mop tool to erase the contents of a box while leaving the box in place.

QUICKTEXT

The QuickText tool (to the right of the Create Box tool) allows you to enter a short line of text in a box without using the full Text Editor (which you'll see next in this Guided Tour). The QuickText tool is especially useful for creating headlines. Right now, let's use it to place a line of text in your remaining box.

- Point to the QuickText icon and click the mouse. The QuickText requester appears, as illustrated in Figure 6, below, asking you to enter a line of text. You can type up to 250 characters in this miniature text editor. (Don't press Return in the QuickText requester; pressing Return in this requester works the same as clicking on OK.) For now, simply type *Computer Art Exhibit*. If you make a mistake, type **Del** to correct it. When everything looks good, click on OK.

The text you typed is saved on your work disk, with a font file loaded into memory to display your text in the correct font. In a moment, your current box is redrawn with a line of text inside. The words are probably much too small to read, but you can see how the line is laid out on the page, with the ruler telling you

exactly where on the page it appears. In the next chapter, "A Closer Look," we'll show you how to use the Magnify tool, which will let you see your text in readable form so you can check the type styles.

Notice that the QuickText tool is no longer highlighted. This tool turns itself off after you use it, because you can't use it to insert a line of text in a box that is not empty. To insert more than one line or 250 characters of text, you'll need to use the Text Editor. **Note:** The QuickText tool and the Text Editor use the same text buffer; using QuickText clears any text already in the buffer.

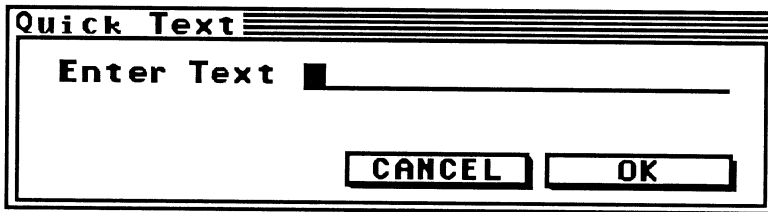


Figure 6 The QuickText Requester

THE TEXT EDITOR

The built-in Text Editor allows you to create, edit, load, and save pieces of text before you format them on a page. In this section, you'll create a short text file and do some minor editing.

OPENING THE TEXT EDITOR

The Text Editor option is in the Menu Bar, so you select it the same way you selected Info earlier.

- Move the cross-hair up to the top of the screen, press the mouse button to display the Menu Bar, point to the Dept menu to open it, pull the highlight down to Text, and release the mouse button.

The Text Editor is like a separate small program inside PaperClip Publisher, and it must be loaded in from the work disk when you select it. (If you did not copy the overlays when you created your work disk, a requester asks you to insert the program disk so that

the Text Editor can be loaded. After the Text Editor is loaded, be sure that the work disk is placed back in the drive, or your work files may be saved to the program disk instead.) When the Text Editor is opened, the title bar changes to tell you that you are in the Text Editor. Also, a blinking cursor appears in the upper left corner of the screen.

TYPING A TEXT FILE

Using the Text Editor is very much like using a word processor, with one important difference: in the Text Editor you don't format your text. Because the boxes in PaperClip Publisher format text more efficiently than a word processor, the Text Editor can skip that job. Simply type the text you want (or load it from a word processor), and pour it into a box in your layout.

- For example, type the following line *without* using the Return key (if you make a mistake, press the Del key to back up and erase):

The art collective of Jordy, Shayes, and Sedore (better known as The Publishers) will exhibit their latest works of computer graphic art at The Big Ram from September 21st to October 7th.

Notice that the word *computer* was split between the third and fourth lines in the editor. This is not an error. When you pour the text into your layout, this word will appear normally. While you work in the Text Editor, don't worry about where a line breaks. You enter Returns only when you want to separate paragraphs.

- Now continue to type the text, just as you typed the first line. Again, since this is all one paragraph, you don't need to use Returns. (Don't worry about typing mistakes, since this text is only intended for demonstration.)

Stewart Bonn, the highly respected art critic for Quarterly Performance, recently declared, "I don't know how they do it." In this latest exhibition, each work is accompanied by explanatory text to familiarize the viewer with techniques of computer art. Of particular note is the complete diagram of the steps performed by Sedore to fit an amazing amount of visual information into the miniature frames he prefers.

Reservations for the opening can be made through The Big Ram doorman.

EDITING TEXT

As its name implies, the Text Editor can also be used to *edit* text. Lets move around in the file and do some simple editing.

- Hold down the Up cursor arrow (Shift-Down Arrow) on your keyboard. This moves you up through the document. The cursor keys move you through the document just as they would move you around in BASIC. Use the cursor keys to position the cursor on the first letter of *highly* in the sixth line, and type *rarely*.

Notice that as you typed, the original word was "overwritten." This is the standard mode for the Text Editor. If you need to insert text between words, you first change the Text Editor to Insert mode.

- Move the cursor to the first letter of *In* in the eighth line. Now, hold down the **Commodore** key and press **I**. The border around the Text Editor turns red to indicate that you are in Insert mode. Type the following sentence:

Few people do.

Because you are in insert mode, the new sentence is inserted at the cursor position.

EXITING THE EDITOR

To exit the editor, you press the mouse button. You are asked to confirm that you want to exit the editor. Type **Y** to exit; this returns you to your current layout page. It takes a moment to return to the page, because PaperClip Publisher saves your text in a buffer to be poured into the layout, as we'll see in a moment.

- Click your mouse button now to return to the layout.

THE POUR TEXT TOOL

Once you've created your text file (or loaded it into the editor), you can use the Pour Text tool (the pencil below the Create Box tool) to pour the contents of the text buffer into a box. Like most tools and menu options, Pour Text works on whichever box is current.

- Move your box with text up to the top of the page, then turn on the Create Box tool and draw a second box in the bottom half of the page. Make the box as wide as your margins and about three inches high. Now, click the Pour Text icon. In a moment the text is poured into your box.

Notice that, unlike the QuickText tool, which requires you to draw the box first, the Text Editor allows you to create a text file and draw the box later. The content of the text buffer remains in place until you replace it with new text (by typing new text in QuickText or the Text Editor), or until you exit PaperClip Publisher. This means that, until you input new text in the text buffer, you can pour the same text as many times as you want.

- Quickly draw a large box in the upper half of your page. Then, click on the Pour Text tool.

The same text from the text buffer is poured into your new box. You'll find this feature very useful for creating items that you want to appear on every page, such as headers and footers. For example, you might want to place the title and date of your newsletter at the top of each page. Since you can pour the same text as many times as you like, you only have to type it once.

Note: You can pour text only into an empty box.

THE MOP TOOL

Since we now have two boxes with the same text, one of which we don't need, we'll jump ahead to erase the contents of the upper box. The Mop tool (next to the Trash Can tool; see Figure 2) erases the contents of a box, but leaves the box intact.

-
- Click on the Mop tool. A requester box appears to warn you that this command will erase the contents of the box. Click OK to erase the contents of the current box.

The contents of the box are gone. Notice that you were reminded by the requester that this would happen. This is to prevent you from erasing something accidentally, because once the contents of a box have been erased, you can't bring them back.

THE GRAPHICS EDITOR

In addition to the Text Editor, PaperClip Publisher includes a Graphics Editor that can touch up most clip art before pouring it into a layout. Right now, we will simply show you how to open the Graphics Editor, draw a graphic, and pour it into the layout.

- Select Graphics from the Dept menu. (Remember, just point to the Title Bar, hold down the mouse button, point to the Dept menu, point to Graphics, and release the button.)

After a short pause, the Graphics Editor appears on your screen as a large blank drawing area with a small toolbox in the lower left corner. (Like the Text Editor, the Graphics Editor is an overlay — a small program inside of PaperClip Publisher that must be loaded in from the disk when you select it. If you did not copy the overlays when you created your work disk, a requester prompts you to insert the program disk so the Graphics Editor can be loaded. Be sure to place your work disk back in the drive after the Graphics Editor has loaded, or your work files may be saved to the program disk.) Figure 7 below shows the toolbox, with each of the tools labeled for easy reference.

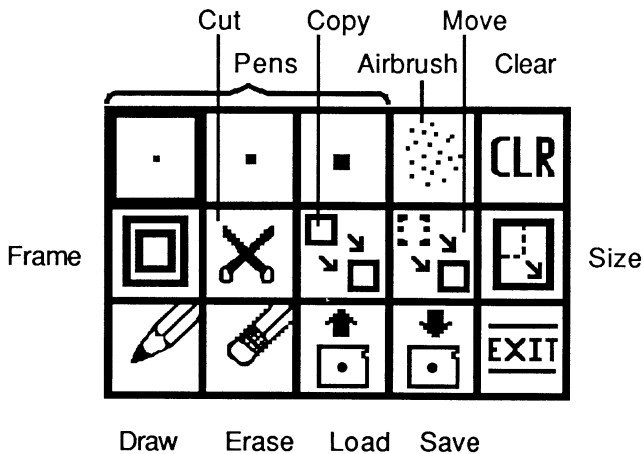


Figure 7 The Graphics Toolbox

DRAWING A GRAPHIC

- Click on the third tool in the first row (a large dot) to select the large brush. Now click once on the Draw tool, the first tool in the third row (it looks like a pencil point), to tell PaperClip Publisher that you want to draw.

The toolbox disappears, and you are now ready to draw a graphic on the page.

- Move the cross-hair to the center of the page. Now, hold down the mouse button and move the cross-hair to the right a short way.

Holding down the mouse button places ink on the page, and you can move the mouse with the button down to draw continuous lines. But what if you make a mistake?

- Open the toolbox by moving the cross-hair to the edge of the lower left corner of the screen and pressing the mouse button. The toolbox reappears for a new selection. (You can also make the the toolbox appear by pressing **F7** on the

keyboard.) Now, click on the second icon in the third row (the pencil eraser).

You are back at the page, but now your tool is an eraser. It works just like the point end of the pencil — hold down the mouse button to erase.

- ☛ Use the eraser to remove the line you drew. Now, instead of opening the toolbox to select the Draw tool, press the spacebar on the keyboard. Draw any figure you like. Draw your figure very large, and don't worry about quality at this point. We just want you to see how to place the graphic into your layout.

When you are in the Graphics Editor, pressing the spacebar switches your tool between the Drawing tool and the Eraser. This is just one of the keyboard commands available in the Graphics Editor. You can learn about the other keyboard commands by reading about the Graphics Editor in the "Reference" section of this manual.

SELECTING A GRAPHIC

When you used the Text Editor, all of the text in the editor when you returned to the layout was saved in a buffer, to be poured into a box. The Graphics Editor works somewhat differently, in that you can have many graphics in one graphics file and select only one to use in the layout. To select a graphic, you "frame" it with the Frame tool.

- ☛ Open the toolbox and click on the Frame tool (the first tool in the second row). Move the cross-hair to the upper left corner of your graphic, hold down the mouse button, drag down to the lower right corner to make a frame around the graphic, and release the mouse button. (You must start in the upper left corner for the Frame tool to work.)

Notice that the Frame tool works very much like the Create Box tool you used to make boxes for your layout. Now, to place this graphic in the graphic buffer, you need to cut it from the Graphics Editor.

- ☛ Open the toolbox and click on the Cut Frame tool (the pair of scissors beside the Frame tool). There will be a short pause

as the toolbox disappears and PaperClip Publisher cuts the graphic into the graphic buffer. When the toolbox reappears click the Exit tool in the lower right corner of the toolbox.

In a second you are back at the layout, with the graphic you cut ready to be pasted into the layout from the graphic buffer. It may take a moment for PaperClip Publisher to redraw all of the boxes and fill in the text. In the next chapter, "A Closer Look," we'll show you how to speed up this process by choosing not to display the contents of some boxes.

THE POUR GRAPHIC TOOL

The Pour Graphic tool (the paint brush icon to the right of the Pour Text tool) works exactly like the Pour Text tool. It pours the contents of the graphic buffer into the current box.

- ☛ Make sure that the large box in the top half of your page is current and empty, then click on the Pour Graphic tool. (Note that text and graphics can be poured only into *empty* boxes.)

In a few moments, your graphic appears in the upper left corner of the box. Size the box to be the same size as the graphic, then center it on the page between the heading and your text box.

Note: You can pour only one set of graphics into a box

CLOSING A FILE

When you have finished with your page layout, you should close the document before opening a new one. We'll save this document to use again in the next chapter. When you first started it, you were asked to give your document a name, so to close the document, simply select Close from the Proj menu.

- ☛ With your work disk in the drive, select Close from the Proj menu. A requester appears to remind you that Close will save your document to disk. Click on OK. After your document is saved, a second requester asks you whether you want to create a new document or open an existing

document. You may remember this requester; it appeared when you first loaded PaperClip Publisher. Click Create, to create a new document. Name your new document anything you like, and begin creating your own layout.

In this chapter you learned to use several of PaperClip Publisher's tools and menu options. By now, you probably know enough to start exploring PaperClip Publisher on your own, using the "Reference" section to answer your questions. But if you want a full explanation of the features not covered in this chapter, continue on to the next chapter, "A Closer Look, " where you will learn to use different display options and the Artboard, as well as how to link boxes into a chain and resize their contents. Then, in Part Four, "Tutorial, " you will learn how to set box options (such as borders, backgrounds, text alignments, and fonts), how to load text and graphics from other programs – and much, much more.

A CLOSER LOOK

The "Guided Tour" introduced most of the basic functions of PaperClip Publisher to give you a starting point from which you could explore the program on your own. This chapter follows up on some of the ideas introduced in the guided tour to take a closer look at some features. It also introduces tools not used in the guided tour. For example, this chapter shows you how to use the Magnify tool to look at your page in a readable size, it also shows you how to link boxes together so that your text can flow freely from one to another.

- To begin these exercises, open the document you created in Part Two, "Guided Tour." (Select Open from the Proj menu. Click the the name of your document in the Open File requester. Click on OK.)

If you didn't complete the guided tour, you can still follow the steps outlined in this chapter, though the results may not specifically match what is described here.

CONTROLLING THE DISPLAY

At the end of the guided tour, your page contained three boxes. One box contained a heading, the second box contained a paragraph of text, and the third box contained a simple graphic. Now that you have a page with different things on it, it's a good time to examine some of the tools that control display.

THE LAYOUT GUIDES

You already know that the Hide Rulers tool removes the rulers from around the page. This is useful if you need to use more of the Artboard for temporary placement of boxes. (We'll show you how to use the Artboard later in this chapter.) The Hide Margins tool works the same way to remove the margins from the page.

- Click on the Hide Margins tool (to the right of the Hide Rulers tool) to hide the margin lines. Click Hide Margins again to bring the margins back.

Hiding the margins is useful if you have a lot of boxes on your page and want to remove some lines on the page to see their placement more clearly, or if you want to get a better idea of how the page will look when printed.

Hide Box Outlines is another tool for removing extra lines from the screen. It removes the lines around your boxes.

- ☛ Click on Hide Box Outlines (below the Hide Rulers tool) to remove the box outlines. Click the tool again to restore the outlines.

As you work on your layout, you'll often want to hide the box outlines to tell which lines are "outlines" and which lines are "borders." The outlines around your boxes are not printed when you print your pages; they are simply used to indicate the box dimensions. "Borders" are printed when you print the page, so it is important to be able to tell the difference between a border and an outline. (You can add borders to a box using either the Current Box requester or Default Box requester, which will be introduced in the next chapter.)

MAGNIFY AND PAGEVIEW

Throughout the guided tour, you worked with the display mode set to show the entire page at all times. If you want to get a closer look at some text or a graphic, to see exactly what is contained in the box, you can use the Magnify and Page View tools to magnify the area of the page you want to see. The Magnify tool is the icon that looks like a magnifying glass, and the PageView tool is directly below it. First, you use PageView to select the area of the page you want to see.

- ☛ Point to the small rectangle within the PageView tool and hold down the mouse button. Notice that a corresponding rectangle appears on the page. Now, still holding down the mouse button, drag the small rectangle in the Page View tool, until the rectangle on the page is over the box containing your text. Release the mouse button.

You've just selected the area around your text as the area to be displayed in Magnify mode.

- ☛ Click the Magnify tool to magnify the selected area.

The selected area expands to fill the available screen area, and the text is drawn on the screen in a legible size. Notice that the rulers are also magnified so you can use them to align items precisely on your page. Notice also that the position of the small rectangle in the PageView tool roughly corresponds to the position of the area you see on the page. If you wish, you can move the PageView tool to see another part of your layout without leaving magnify mode. The Magnify and PageView tools can help you verify both the alignment of your layout and the format of text and graphics.

- ☛ Click Magnify again to return to full page view.

You will notice a delay as data is retrieved from the disk and written to your screen. If the page is very full, this delay can be quite lengthy. Luckily, if you don't need to see everything on the page, you can shorten the time it takes to draw the screen by using QuickView and the options in the Preview menu.

QUICKVIEW AND PREVIEW

When you lay out your page, you do most of the work by moving boxes around on the screen. So, once you are sure that the contents of each box are correct, you don't need to display the contents while working on the layout. Each time you move a box with the contents displayed, PaperClip Publisher has to redraw all the boxes, *plus* their contents. Depending on the number of boxes on your page, and the amount of text or graphics in each, this process can take a fairly long time. The QuickView icon and the options in the Preview menu can make it much faster by hiding the contents of each box.

- ☛ Point to the Preview menu and hold down the mouse button to display the available options.

The Preview menu offers you the following options: All, which displays the contents of all boxes; Current, which will show the contents of only the current box; and None, which displays no contents at all. Up to now PaperClip Publisher has been displaying the contents of all boxes. Notice that a check mark appears beside All to indicate that this is the option in use. All is the default option, so every time you start PaperClip Publisher, it will display the contents of all boxes, until you specify otherwise. Now, let's try changing it to display the contents of only the current box.

-
- ☛ Select Current from the Preview menu. In a moment, the screen is redrawn, and only the contents of the current box appear. Click on the heading box to make it current. The contents of the heading box are displayed, but the other boxes remain empty. Now click on the text box at the bottom of your page to make it the current box. Watch as the heading disappears from the other box, and the current box fills with text.

Notice that the more information a box contains, the longer it takes to redraw it. Occasionally, you might have the Preview setting on All or Current and then, after moving a box, realize that you don't need to see its contents. You can stop the display in the middle of redrawing the screen by clicking on the QuickView icon (the lightning bolt in the very top right corner of the screen); this switches the option selected in the Preview menu to None. Let's try it.

- ☛ Drag the box filled with text up a little bit from the bottom of the page. Then, as PaperClip Publisher is redrawing the box, move the cursor (which now looks like a watch) up to the QuickView icon and click the mouse button. The boxes will all be redrawn with no contents. Now display the Preview menu. The Preview setting has been changed to None.

USING THE ARTBOARD

The Artboard is more than just a gray area on your screen to show you how large your page is. If you need room on the page, or want to move an item to another page, you can place its box on the Artboard until you are ready to use it.

- ☛ Point to your heading box and drag it over the Artboard; make sure that the entire box is off the page before you release the mouse button.

The box is redrawn on the Artboard. By placing boxes on the Artboard, you can fit a lot of material on the screen at one time. More important, being able to move boxes quickly and easily makes page layout a simple task.

The gray Artboard actually extends underneath the page, so you can also use that portion of the screen for articles you don't need

on the page yet. There is a simple rule that applies when moving a box: if the cursor is on the page when you release the mouse button, then any portion of the box that was over the page will be on the page, but if the cursor is on the Artboard when you release the mouse button, then any portion of the box that was over the page will be placed under the page. Let's try it.

- ☛ Point to the left side of the text box, hold down the mouse button, and move the box so that the left half is on the page, but the right half is on the Artboard.

Notice that the left half of the box appears on the page, but the right half is invisible.

- ☛ Now, move the box back onto the page, point to the right side of the box and hold down the mouse button, move the box so that the right half is on the Artboard and the left half is on the page, and release the mouse button.

Notice that the left half of the box outline still appears. If this were not the current box, nothing would show on the page. Click on your graphics box to make it the current box. Now the text box doesn't appear on the page at all, and part of it is underneath the page. To move this box again, you have to click on the portion showing on the Artboard. Before moving the box back onto the page, let's change the page display.

- ☛ Select Display from the Page menu. Click on the up arrow in the requester to change the page number to 2 and click OK.

Now you are on page two, but notice that the Artboard didn't change. This allows you to move boxes from one page to another.

- ☛ Move your text box onto the page.

Remember, the Artboard is a useful area for moving boxes out of the way while you work on your layout, or for moving boxes onto a different page.

LINKED BOXES

In PaperClip Publisher, boxes can be linked together to form a chain so that text will flow freely between the boxes.

- ☛ Draw another fairly large box on your page. Now, point to the text box and click the mouse button to make it the current box. Click on the Link tool, which looks like a short chain. Finally, click on your new empty box.

There isn't any visible change yet, because your text box is large enough to hold all of the text contained in it, but the boxes are now linked together. Let's flow some text into the second box.

- ☛ Resize your text box so that it is much too small to hold all of the text in it.

When you've finished resizing, PaperClip Publisher redraws the boxes, and some of the text flows into the second box. This feature allows you to pour a single text file into several columns on your page, or even on several pages. Let's move the original text box back to page one to see how this works.

- ☛ Move the original text box onto the Artboard. Select Display from the Page menu and change the page number to page 1. Move the original text box onto page one.

Now you have a block of text that starts on one page and continues on another. You might wonder how you would keep track of where each box continued if you had many boxes in your layout. PaperClip Publisher gives you two powerful tools to move from box to box in a chain. We'll use them now to move back and forth between our linked boxes.

- ☛ Click on the Next Linked Box tool (the last tool in the first column).

In a moment you are on page two, and the box on that page is the current box.

- ☛ Click on the Previous Linked Box tool (to the right of Next Linked Box).

In another moment, you are back on page one and the box on this page is current. In our example, the boxes are only separated by one page, but they could be separated by many pages, and you would still be able to move up and down along the chain of boxes without any difficulty. So your articles can now begin on page one, and continue on page twelve without any extra effort, and without your having to create separate text files. Also, in our example we only linked two boxes, but you could just as easily link many. Finally, we linked the boxes when they were on the same page, but you can link boxes on different pages the same way: simply click the box containing text, click the Link tool, and click an empty box on any page.

ENLARGING BOX CONTENTS

You've probably noticed that the graphic you poured into your layout is very small. You can change the size of your graphic in one of two ways. You can use the Size command in the Graphics Editor (explained in the "Reference" section of this manual) or you can use the Current Box requester to enlarge the contents of your box. We'll use the second method to enlarge the graphic on our page.

- ☛ Click on the box containing your graphic to make it the current box. Now select Current from the Box menu.

The Current Box requester appears. As you can see, this requester contains many options. You'll learn about several of these options in the next chapter, but for now, we'll only use one to enlarge our graphic.

- ☛ In the lower half of the Current Box requester, there are several labeled number settings. Look for the settings labeled X Mag and Y Mag. These are the options for setting the magnification of your box contents. Click on the number beside X Mag until it is set to 3. Then click on the number beside Y Mag until it is also set to 3. Finally, click OK to accept these new settings and return to your layout page.

When you return to the page, the contents of your graphics box will be redrawn, and you will see that the graphic is much larger than before. In fact, it is nine times larger (three times as high

and three times as wide), because we set the magnification to three on each side. If your box is small, you may not even be able to see all of the graphic in the box. Resize the box larger so that all of it is visible.

X Mag sets the horizontal magnification of the box contents, and Y Mag sets the vertical magnification. If you want to preserve the proportions in the graphic, you should set these options to the same number. Try setting the box magnification to other settings. If you're really adventurous, enlarge the contents of a text box to make the text font truly large. You'll notice that you can also set the magnification to a *smaller* setting to make something really tiny. The reduced size settings are indicated by fractions. So, for example, you could make a graphic $1/3$ its original size. Of course, it's best not to shrink items unless you have to, since some detail may be lost to make it fit in a smaller area.

TUTORIALS

This chapter is a series of five hands-on exercises that introduce you to some of the more advanced features of PaperClip Publisher. Each exercise focuses on a particular step in producing a newsletter. If you work through all of the exercises, your final product will look something like the newsletter below.

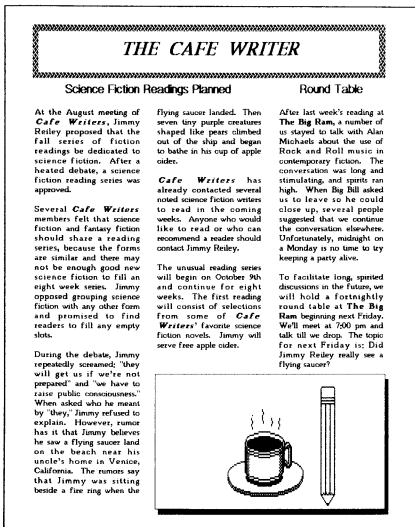


Figure 8 The Tutorial Newsletter

If you want practice with only one particular area covered in one of the first three exercises, feel free to complete just that section. The first three exercises, "Preparing the Layout," "Working with Text Files," and "Working with Clip Art," can be worked independently. In the fourth exercise, "Accents and Final Touches," you learn how to jazz up your newsletter with borders and type styles. Finally, in the last exercise, "Printing Your Newsletter," you do just that – print the newsletter.

If you are using a printer with a narrow maximum page width (7 1/2 inches) some of the numbers quoted in the tutorials will not match your situation. For example, you will have less space between columns due to the narrower page. However, you should be able to complete the tutorial without any difficulty.

I. PREPARING THE LAYOUT

In this exercise, you'll use columns and boxes to prepare a layout for the text of your newsletter. In the process, you'll use the Default Box requester — one of PaperClip Publisher's most useful functions for giving your page an eye-catching style.

- Load PaperClip Publisher. When the requester appears, choose to Create a new document; name it "Tutorial." (If PaperClip Publisher is already loaded, select New from the Proj menu to create a new document.)

In a moment, the name of your new document appears at the top of the screen. At this point, the document is blank and no formats have been set. When you begin a new document, the first thing you should do is to set a standard page format for the entire document.

- Select Format All from the Page menu.

The Page Format requester appears, and the box in the upper right area of the requester indicates that new settings will apply to All Pages. We'll use the requester to set the page size, the margins, and any columns.

- Under PAPER SIZE, the Std. button should be highlighted already. If it isn't highlighted, click on it to select standard-sized pages. Click on the Up arrow beside Vert. Margin to set the margin to one inch; do the same to set Horz. Margin to 3/4 of an inch. Use the arrows beside Columns to set the number of columns to 3, and use the arrows beside Width to set the width of each column to 2 inches. Finally, click on OK to use these settings and return to the layout page.

When you return to the layout page, the margins and columns are drawn on the page with dashed lines.

PaperClip Publisher lets you set up to 15 columns per page, but the width of all the columns, added together, can equal no more than the maximum width you set for the page (page width minus margins). For example, if you start with a standard page width of eight inches and then set horizontal margins of one inch, the area

of the page available for columns is only six inches wide. In this case, the total of your column widths cannot be greater than six inches. You'll know if your column and width settings are not logically possible, because when this happens, the column lines will not be displayed on the page. If your columns use less than the total space available, PaperClip Publisher will use the excess to evenly space your columns on the page. (We had 6 1/2 inches available and used only 6 inches for columns so the columns are spaced 1/4 inch apart.)

As you saw in the Guided Tour, PaperClip Publisher lays out your page with boxes, using them to size and arrange the different elements you need. But boxes can also be used as design elements, to add interest to your page.

- Select Default from the Box menu. The Default Box requester appears.

The Default box requester controls almost every attribute applied to a box. When you draw a box, you indicate its size as you're drawing it. But you use the Default Box requester (or the Current Box requester) to indicate everything else about it, from the style of the background and border to the font of the text contained in the box. The Current Box requester contains the same options as the Default Box requester you see here. The difference between the two requesters is this: You select settings in the Default Box requester before drawing the box. These settings are applied to the box as you draw it, and the same settings are applied to every box you draw until you change the settings again in the Default Box requester. **Note:** changing the Default Box values does not affect the attributes of any boxes created before the change.

Once you have drawn a box, you can use the Current Box requester to give this box different attributes from others. In "Accents and Final Touches," which comes later in this tutorial, you will use the Current Box requester to give individual boxes larger fonts and special borders.

Figure 9 shows the Default Box requester with some of its available options labeled. Refer to this figure as you follow the directions below for setting the options in the requester.

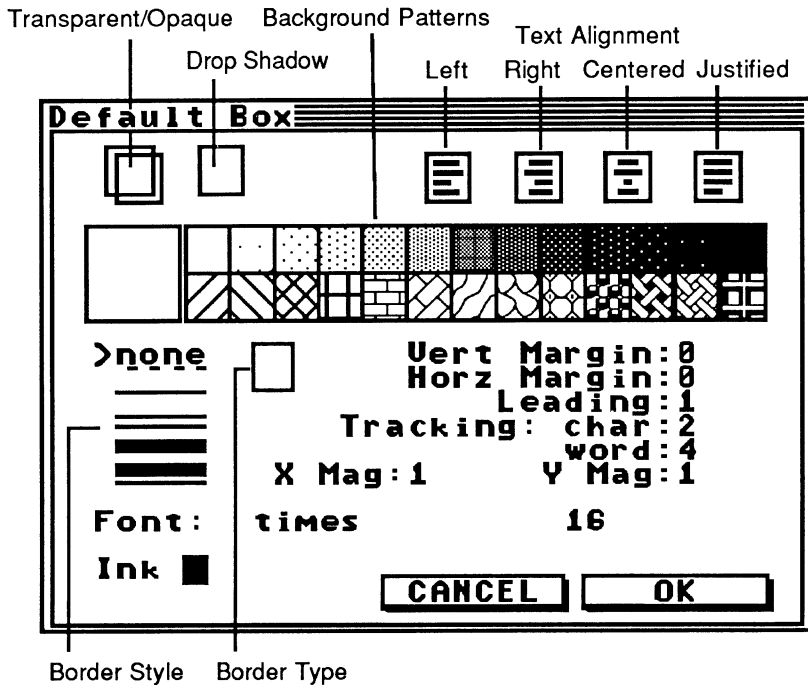


Figure 9 Default Box Requester

- Click on the Transparent/Opaque icon (the icon that looks like two overlapping boxes).

Notice that when you click on this option, the icon changes so that you can no longer see the covered lines of the box on the bottom. The top box has become opaque. Now the boxes in your layout will also be opaque. If you click the icon again, it will return to the Transparent icon, and the boxes you draw will be transparent.

Whether you want a box to be opaque or transparent depends on how you're going to use it. While you are laying out the page, it is easier to position boxes if they are opaque. But in some special situations, you might want transparent boxes. For example, you might want to label parts of a graphic. To do this, you could place your labels in transparent boxes and position the labels without having to worry about whether or not the box holding the label

would cover part of your graphic. If a box is transparent, the items it covers will still be printed.

As we mentioned in the Guided Tour, you don't ever need to format text when you're within the Text Editor, because PaperClip Publisher uses boxes to format the text. Boxes can perform several formatting functions; one of them is aligning the text. Right now, we'll set our text alignment to Justify.

- ☛ Click on the Justify icon, the last one in the row of four Text Alignment icons at the top of the requester.

The Justify icon becomes highlighted (turns gray) to indicate it is selected. Now any text you pour into your boxes will be aligned along both edges of the box outline.

Another formatting function of boxes is to set the box margin, the space between the text and the edge of the box. Just as your page format can have a margin, your boxes can have margins that restrict the placement of the text when you pour it into the box.

- ☛ Click on the number beside Vert Margin, type 5, and press Return. Click on the number beside Horz Margin, type 5, and press Return.

When you click on a number beside an option in the Default Box requester, the number is removed and replaced by an edit field, where you can enter the new number. Once you have entered the new number and pressed Return, the edit field disappears and the new number is inserted. Note that the numbers for margins, Leading, and Tracking are all measured in pixel spacing. You can learn more about the Leading and Tracking settings in the "Reference" section.

When you poured text into boxes in the Guided Tour, the text appeared in whichever font was the default font. The Default Box requester allows you to specify which font will be used for the text in your boxes. You can later use the Current Box requester to set the font of any individual box. For now, we'll set our default box font to Times 12, because this font and size are very readable. If you didn't copy the Times 12 font when you created your work disk, use another font, but stick with the 12-point setting so that the text will fit into the boxes in approximately the same way. (If you would like to see the different fonts available, "PaperClip

Publisher Fonts" in the "Reference" section lists their names, with sample text in each font.) Now let's set the font to Times 12.

- ☛ Click on the font name that appears to the right of Font. Continue to click until the font is set to Times 12. Then click a blank area of the page to turn off the font function.

Notice that the font name is highlighted to show that the function was selected. Each time you click the name, the font setting changes to the next font in your list. You can cycle through the available fonts this way to see all of them, and eventually return to the original font.

This is the last setting we are going to change in the Default Box requester. But notice that there are other settings we could have used. In particular, we could have set a background and border for the box. To learn more about the other options, see the "Reference" section of this manual.

- ☛ Click OK, to accept the settings in the requester and return to the layout.

At this point your Default Box settings are in place, and any box you draw uses those settings. Now let's begin drawing the boxes for the layout.

- ☛ Click on the Create Box tool and draw a box that is as wide as your margins and extends from the top margin down to the 2-inch mark on the ruler. (Use the flashing lines on the ruler to help you draw to the correct size. They indicate the position of the cross-hair.)

Notice that your new box has a dashed line drawn inside the box outline to indicate the box margin you specified. You can see it more clearly if you hide the box outlines.

- ☛ Click on the Hide Box Outlines tool (the third tool in the first column).

Now only the dashed lines of your margins are visible. You can hide these lines by clicking on the Hide Margins tool.

- ☛ Click on the Hide Margins tool (the second tool in the second column).

Now your layout shows no lines at all. Whenever you need to see how the page will look when printed, turn on the Hide Box Outlines and Hide Margins tools, to hide any lines that won't print.

- Click on the Hide Box Outlines and Hide Margins tools to turn them off.

Your box outlines, margins, and column lines are once again visible. Now, let's continue drawing boxes for the layout.

- Draw a box that stretches across the first two columns and extends from the 2-inch mark down to the 2 1/2-inch mark. Draw another box in the third column, again extending from the 2-inch mark to the 2 1/2-inch mark. Finally, draw three more boxes to fit your column settings, extending from the 2 1/2-inch ruler mark down to the bottom margin.

When you've finished the step above, you should have six boxes on your page: one for the banner, two for the headlines, and 3 column boxes for your text.

You might have noticed that it's a little bit difficult to get the boxes exactly the right size. Also, because the page display is fairly small, you may not notice that the boxes aren't exactly the size you want. You don't need to worry about this for the moment, but before you print a document, you should use Magnify to get a close look at the alignment of boxes on your page. You'll do this later in the tutorial.

At this point, the basic layout for your newsletter is complete, and you should save your work before moving on or exiting the program.

- To save your work *without* exiting PaperClip Publisher, use the Close option in the Proj menu as follows:

Select Close from the Proj menu. A requester appears to tell you that Close will save your document to disk. Make sure that your work disk is in the disk drive, then click OK. Your document is saved to disk and a requester appears for you to open or create another document. This is the same requester that appears when you first start the program. Click on Open. The Open Project requester appears. Find the document you just closed ("Tutorial") and click on it,

then click OK. In a moment your document is loaded and, if you like, you're ready to proceed to the next section.

- ☛ To save your work *and* exit PaperClip Publisher, use the Exit option in the Proj menu as follows:

Select Exit from the Proj menu. A requester appears to ask if you want to close the file before you exit. Click Yes. A second requester appears to remind you that Exit will return you to BASIC. Click OK in the requester (or, if you change your mind, click CANCEL). The document is saved to disk and you are returned to BASIC. (If you click NO in the first requester, you exit the program without saving changes to your document, and your work in this exercise is lost.)

II. WORKING WITH TEXT FILES

Once you've set up a general page format, as we did in the previous exercise, you're ready to begin pouring text and graphics into the boxes. Generally, you create your text files and graphics with word processing and drawing programs and convert them to the PaperClip Publisher format. (See the "Utilities" section of Part Six, "Reference" for information about converting files.) You then load the files into the appropriate editor and pour them into boxes. In this exercise, you'll load a prepared text file, add some styles to it using Find, and pour it into the layout. Then you'll connect the boxes so that the text runs from one box to the next.

- ☛ To begin this exercise, load PaperClip Publisher and open the "Tutorial" file you created in the previous exercise, "Preparing the Layout." (If you didn't complete the previous exercise but you want to learn how to work with Text files, simply draw three tall thin boxes on a new document. Make the boxes approximately two inches wide and seven inches long to form three columns across your page.)

You saw the Text Editor in the Guided Tour, but at that point you simply typed in the text you wanted in your layout. More often, you will want to create your text in a word processor and then load the file into the Text Editor for pouring into your layout. Right now we'll open the Text Editor.

- ☛ Select Text from the Dept menu.

The Text Editor is opened and its name appears in the title bar at the top of the screen. At the moment, it is empty. To load a file into the editor, you issue a load command from the keyboard.

- ☛ Hold down the **Commodore** key and press **L** on the keyboard.

The Open Text File requester appears. This requester functions the same way as the Open Document requester that appears when you first start the program. However, the Open Text File requester displays only text files.

- ☛ Insert the PaperClip Publisher program disk into the drive so that the flip side is up, then click New Disk. The list of text files on the program disk appears. Click on the filename "sciencefiction" and click OK. After the file loads, replace your work disk in the drive.

The text file is loaded and appears in the Text Editor. Any time you need to load a text file from a different disk, simply insert that disk and click New Disk in the requester — but remember to replace the disk you are working on before you proceed. Notice that, just like text files you create yourself, the file "sciencefiction" is unformatted. At this point, let's use the Find function to find every occurrence of *Cafe Writers* in the file, and to insert the style commands to make the type bold and italic.

- ☛ Hold down the **Commodore** key and press **F**.

The Find edit field appears at the top of the screen. You can type a string of up to 14 characters in this field, and the Text Editor will search for the first occurrence of the string. The search is case specific. In other words, if you request it to search for *cafe* it will not stop when it sees *Cafe*.

- ☛ Type *Cafe* in the edit field and press Return. If you make a mistake, press **Del** to backspace and erase the mistake.

The Text Editor automatically finds the first occurrence of the string and places the cursor on the first letter. Now that we've found the first occurrence of *Cafe Writers*, we'll insert the style commands to make the type italic and bold. First, we need to switch the editor into Insert mode.

- ☛ Hold down the **Commodore** key and press **I** to enter Insert mode. Now, while holding down **CTRL** press **i**, then press

CTRL-b the same way. Move the cursor to the comma after the word *Writers*. Again, press **CTRL-i** and **CTRL-b**.

Now the letters *i* and *b* appear in highlighted text (white on black) before and after *Cafe Writers*, to indicate that the italic and bold style commands have been inserted. The first set of style commands turns the styles on and the second set of commands (at the end of the phrase) turns the styles off. You can also turn off all style commands at any time by inserting the Normal text command, **CTRL-n**. When you pour this text file into your layout, the words "Cafe Writers" will appear in bold and italic type.

Now let's find the next occurrence of *Cafe* .

☛ Hold down the **Commodore** key and press **N**.

The next occurrence of *Cafe* is found. The string you typed into the Find field is stored there until you change it. **Commodore-N** finds the next occurrence of the string without bringing up the Find edit field. You can continue to find occurrences of *Cafe* this way until you reach the end of the document. Right now, make this occurrence bold and italic, as you did above, and continue to find and change all occurrences of the *Cafe Writers*.

Whenever you make changes to a text file in the Text Editor, it's a good idea to save the text file. That way, if you need to use it again, you will always have the latest version on file. Let's save our text file now.

☛ Hold down the **Commodore** key and press **S**. The Save edit field appears for you to enter the file name you want to give your file. Make sure that your work disk is in the drive, then type TUTORTEXT, and press Return.

In a moment the text file is saved to disk. Next, we'll exit the Text Editor and pour the text into our layout.

☛ Press the mouse button to exit the Text Editor and respond to the prompt by pressing **Y**. Click on the first of the three column boxes to make it the current box. Then Click on the Pour Text tool.

It takes a short while, but soon you see the text flow into your box. When the text buffer has finished pouring, you might notice that not all the text fit into the box. You can confirm this by dragging

the Page View rectangle over the bottom area of the box and clicking on the Magnify tool. When you're done, click the Magnify tool again to turn it off. (The Page View and Magnify tools are explained in Part Three, "A Closer Look.") The text actually requires the space of almost two columns to fit on the page. PaperClip Publisher has a powerful method for dealing with text that needs multiple boxes: you simply link the boxes together so that the text flows freely between them. To do this, you use the Link tool we introduced in Part Three, "A Closer Look." Here's how:

- Check that the first column box is still the current box. Click on the Link tool (the three linked rings below the Trash Can tool) and then click on the second column box.

It will take a moment, as PaperClip Publisher rewrites the contents of your boxes and flows the text. While the text is being rewritten, the cross-hair changes to a blue watch. The Link tool links two boxes together so that text can flow back and forth between them. This allows you to format long articles in columns without having to split the article up into pieces first. And when you resize any box in a link, the text reflows within the boxes automatically, to fit the new format. Best of all, you can link boxes on different pages so that your article continues onto a different page. As you use PaperClip Publisher, you will find that the Link tool is a great time saver.

Now let's pour another text file into the layout.

- Open the Text Editor. Press **Commodore-L** to get the Open Text File requester. Insert the program disk so the flip side is up. Click New Disk. Click on the filename "roundtable" and click OK. Place your Work Disk back in the drive, and exit the Text Editor.

Once again, you have a text file in the text buffer ready to be poured.

- Click on the third column box and click the Pour Text tool.

At this point you are ready to move on to the next exercise and load a graphic into your layout. If you want to take a break now, you can exit PaperClip Publisher and come back to the Tutorial later. In any case, you should save your work before you move on or exit the program.

III. WORKING WITH CLIP ART

In this exercise you'll load a clip art file into the Graphics Editor, and then pour the graphic into your layout. You'll also learn to use the Graphic Position tool to center or crop your graphic.

- ☛ To begin this exercise, load PaperClip Publisher and open the "Tutorial" file you created in the previous exercise, "Working with Text Files." (If you didn't complete the previous exercise but you want to learn how to work with Clip Art, simply draw a box on your page. Make the box approximately 2 inches by 2 inches.)

You saw the Graphics Editor in the Guided Tour, but then you drew a simple figure to pour into your layout. More often, you will want to create your graphic in a graphics program, and then load the file into the Graphics Editor for pouring into your layout. In this exercise, you'll load a graphic that was created using Outrageous Pages and then converted to PaperClip Publisher Format using the File Converter. (The File Converter is a separate utility included on your program disk. You'll find a full explanation of how it works in the "Reference" section of this manual.) Our first step is to open the Graphics Editor.

- ☛ Select Graphics from the Dept menu to enter the Graphics Editor.

When the Graphics Editor appears, you see a blank page with the Graphics Toolbox in the lower left corner. Now let's load a clip art file.

- ☛ Click on the Load File tool in the Graphics Toolbox (the third tool in the bottom row, see Figure 6). The Open Graphic File requester appears. Insert your working copy of the program disk into the drive so that the back side is up and click New Disk. Click on the down arrow in the requester until you see the file "coffee house." Click on the file name and then click OK to load this clip art file. Now, replace your work disk in the drive.

The requester box disappears and you are back in the Graphics Editor with a frame attached to your cross-hair. The clip art is held in a frame until you paste it down in the Editor by pressing

the mouse button. This feature let's you load several pieces of clip art and position each so that they don't overlap.

- ☛ Move the cross-hair to the center of the screen and press the mouse button.

In a moment your graphic is drawn on the screen, and the toolbox appears so you can choose a tool. Since we just loaded the clip art, and it was loaded with a frame, we don't need to frame it again. We'll simply cut it to place it in the graphics buffer.

- ☛ Click on the Cut tool (the scissors).

Remember, unlike the Text Editor, the Graphics Editor doesn't automatically place the selected graphic into the graphic buffer; you use the Cut tool to place it there. Once the graphic has been framed and cut, you are ready to return to the layout and pour your graphic into a box.

- ☛ Click on the Exit tool to close the Graphics Editor and return to your layout.

At the moment, your layout doesn't have any room for a graphic. But it would be nice if we could place it in the lower right portion of the page below the second and third columns of text. To do this, we'll size the boxes smaller and create a new box for the graphic.

- ☛ Size the second and third column boxes so that their lower edges line up with the 7 1/2-inch mark on the vertical ruler. (To size a box, check that the Create Box tool is turned off, then point to the lower right corner of the box you want to size and hold down the mouse button. The cross-hair will turn red to indicate that sizing is activated.) Now, draw a box in the space you just created. Then, click on the Pour Graphic tool.

After a moment, your graphic appears in the upper left corner of the new box. The graphic is very small when you first load it, but you can make it larger by changing the settings for this box. To do this, you use the Current Box requester, which functions exactly like the Default Box requester (see Figure 9), except that the settings you choose affect only the current box.

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- ☛ Select current from the Box menu. Click the number beside X-Mag once to change it to 2. Change the number beside Y-Mag to 2 also. Click OK to accept the changes.

Now your graphic is drawn into the box at four times its original size, though it is still positioned to one side of the box. Your graphic will always appear in the upper left corner of a box when you first pour it, but afterward you can move the graphic to any position in the box that you like. To do this, you use the Graphic Position tool.

- ☛ Click on the center of the Graphic Position tool (the large tool at the bottom of the toolbox).

When the Graphic Position tool is selected, the center of the tool becomes highlighted and a frame appears around the graphic in the current box. The points of the tool will now move the framed graphic in the box.

- ☛ Click the right hand point of the Graphic Position tool to move the frame to the right, until it is centered between the left and right sides of the box. Then click the center of the tool again to select the position and turn the Graphic Position tool off.

In this exercise, you used the Graphics Editor to load a clip art file and poured it into your layout. Now your layout contains both text and graphics, but it is still fairly simple. In the next exercise, you'll add some life to the page. Before you move on, though, you should save your work.

IV. ACCENTS AND FINAL TOUCHES

In this exercise you'll add distinctive borders and type styles to your newsletter.

- ☛ To begin this exercise, load PaperClip Publisher and open the "Tutorial" file you created in the previous exercise "Working with Clip Art." (If you didn't complete the previous exercises, you won't be able to follow the specific steps outlined in this exercise, but you might want to read through the steps and try them on any size box, to see how the tools and options work.)

We'll start this exercise by adding the banner to the top of the newsletter and the headline above the articles.

- ☛ Click on the box at the top of your layout to make it current. (Remember to make sure that the Create Box tool is off.) Click on the QuickText tool. Set the type style to bold and italic by holding down the **CTRL** key and typing **b** and **i**. Now type *THE CAFE WRITER*. Hold down **CTRL** and type **b** and **i** again to turn off the type styles. Finally, press Return or click OK.

The banner of your newsletter appears in the top box, but it is much too small for a newspaper banner. You'll need to set the type to a larger font.

- ☛ Select Current from the Box menu. At the top of the Current Box requester, click the Center text icon of the Text Alignment options to center the banner. Down near the bottom of the requester, click on the font setting option until you see the font Helvetica 24, or some other 24-point font. Move the cross-hair to a blank area of the requester and click the mouse button to accept the new font. Finally, click OK to accept the new settings and return to the layout.

Now the banner appears in large type centered at the top of your box.

Let's use the same steps to place headlines in the boxes above the articles.

- ☛ Click on the box above the first two columns. Click on the QuickText tool. Set the type style to bold by holding down **CTRL** and typing **b**. Now type *Science Fiction Readings Planned*. Press **CTRL-b** to turn off the bold style. Click OK. Now use the Current Box requester to center the text and change the font to Helvetica 16.

Now your first headline is in place.

- ☛ Follow the steps above to place the headline *Round Table* in the box above your third column.

Before we center the banner and headlines between the top and bottom of their boxes, we'll skip ahead and create a custom border around the newsletter banner.

- ☛ Draw a box that is the same size as the banner box at the top of your newsletter. Draw this box directly over the banner box. Select Current from the Box menu. In the Background icon, click on the eleventh pattern in the bottom row. (The pattern looks like the close-up of a basket weave.) Click OK.

Your new box now uses the pattern you selected, and it stands out clearly from the others. Of course, if you were to place text in this box, it would be difficult to read. We want to use it only as a special border, so we'll place it behind the banner box. At the moment, the new box is on top of the banner box, because boxes are stacked in the order they are drawn; the newest box is always the top box in the stack, unless you use either the Box To Front tool or the Box To Back tool to change the order.

- ☛ Click on the Box to Back tool (first tool in the second column).

Your new box is placed behind the banner, and if it was the same size as the banner box, you may not be able to see it.

- ☛ Turn the Create Box tool off. Then Click on the Banner box to make it current, and size the box so that it is about 1/4-inch smaller than the patterned box on the bottom and right sides. Now center the patterned box between the side margins and align the top edge with the top margin. Finally center the banner box over the pattern to create the border.

Now you have one box placed on top of another box so that you can see only the edges of the box on the bottom. Note that we could have drawn the top box to any size, or positioned it anywhere we liked, to cover whatever portion of the bottom box we wanted to hide. Whenever you work on a layout, think about layering your boxes to create interesting effects. It may seem a bit complicated at first, but layering boxes is also one of the most powerful tools for giving your layouts a special flair.

A simpler way to make an item stand out on your page is to use a standard border with the drop-shadow effect that's available in the Current Box Requester. Let's try it on the graphic.

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- ☛ (Be sure the Create Box tool is turned off.) Click on the box containing the graphic to make it current. Select Current from the Box menu. Click on the single line border in the Border Style icon (on the left side of the requester); the arrow moves to point to the single line. Click on the Drop Shadow icon (beside the transparent/opaque icon). Click OK.

Your box is now redrawn with a single line border and a drop shadow effect that makes the graphic appear to float slightly above the page. Drop-shadows are a popular eye-catching effect, so PaperClip Publisher makes it easy to do.

Finally, it would be nice to see the banner and headlines centered between the top and bottom of the box. To do this, use the margin options in the Current Box requester to position the text. Let's center our text using the margin options.

- ☛ Click on the banner box. Select Current from the Box menu. Click on the number beside the Vert. Margin option. Type 14 and press Return. Click on OK.

If your box was the correct size, the banner now appears very close to the center of the box. If you had typed a margin setting that didn't leave enough room in the box for the text, the text would not appear. Just as impossible column settings cause the columns not to appear, impossible box margin settings cause the text not to appear in the box. If you set box margins and your text doesn't appear, you need to reduce the margin setting, enlarge the box, or reduce the font size. With a little practice, you'll quickly be able to estimate the margin setting you need to center the text between the top and bottom edges of a box. And you have a chance to practice right now.

- ☛ Use Vert. Margin option in the Current Box requester to center each of the headlines between the top and bottom of their boxes.

At this point your page is completely laid out and you're ready to go to press. Before you do, use the Magnify and Page View tools to make sure all of your boxes are the right size and in the right position. Then, be sure to close the file and reopen it so that it is saved to disk. The next exercise will walk you through the basic steps of printing your newsletter.

V. PRINTING THE NEWSLETTER

Printing your documents is a very simple and straightforward process. In this exercise, you print the newsletter you created during this tutorial, but you could follow these same basic steps to print any PaperClip Publisher document.

- ☛ Check to make sure that your printer is properly connected to your computer and that the printer is on. (**Note:** If you are using an interface card, it should be set to transparent mode.) Also check that the printer head is directly below the perforated edge of the paper. With the first page of your document displayed, select Press from the Dept menu.

The Print Preferences requester appears. This requester, illustrated in Figure 10 below, allows you to select the range of pages and the number of copies you want to print. If you want to print only the current page, there is also a button that automatically sets the range to the current page.

- ☛ Check to make sure that the Current Page button is highlighted (white text on black background). If it isn't highlighted, click on it. Click OK to begin printing.

If you didn't copy your printer driver to your work disk when you used the Create Work Disk utility, or if you are using a different printer from the driver you selected, PaperClip Publisher will prompt you to insert your program disk. Insert your program disk and type **R** to retry the printing operation. After a moment, you are prompted to insert your work disk. Insert the work disk and type **R** to retry. In order to avoid this in the future, be sure you have run the Printer Select utility before creating your work disk, and always choose to copy your selected driver when you create a work disk. (Selecting a printer and creating a work disk are explained in detail in the Introduction.)

Once you've begun printing, you can still change your mind and stop before the document is complete. Just press the Run/Stop key any time after the prompt on your screen appears, telling you that this key will abort printing.

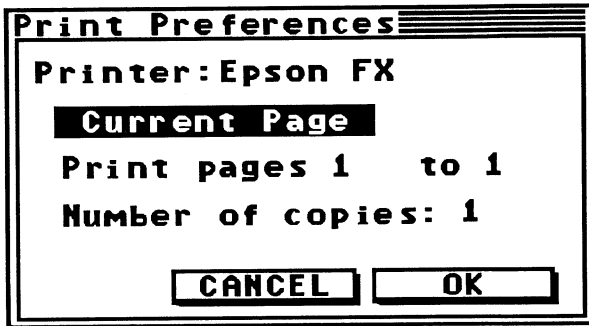


Figure 10 Print Preferences Requester

Congratulations! You've just completed a series of exercises that have you well on your way to becoming an expert at PaperClip Publisher layouts. But don't stop here. There are so many powerful features to this program that you should seek out and try them all. To learn about features not covered in the chapters you've read up to now, check the "Reference" section of this manual.

TIPS AND TECHNIQUES

This section lists some hints on how to use PaperClip Publisher more efficiently or effectively. Because PaperClip Publisher contains so many powerful features, it isn't possible to illustrate every way you could combine them to create interesting effects. As you read this section, try to think of other ways you can use the features to your advantage.

1. Use a color other than white for the background color of your boxes when you first lay them out. This will make it easier to see the layout.
2. As you link boxes, make all of the boxes in the chain the same background style, so you can immediately see which boxes are in the same chain. Then you won't need to display the contents of the boxes while you work on the layout.
3. Place boxes on top of boxes to create interesting borders and accents.
4. Remember that you can use Editor to reenter the appropriate editor for a box and then save the contents as a file to use in a different layout if you like.
5. To create a page with a photograph in it, leave a blank area where the photo is to be placed and print the page. Then, place the photo on the page and use a photocopier to make a copy of the combined pieces.
6. For multi-color printouts, print what you want to show in one color and then switch ribbons to a new color to print another portion. Repeat with as many colors as desired.
7. Try using the upside-down style to create cards. To do this, you divide the page into four quarters and create the text for the top left quarter in upside-down type. You'll need to type the text backwards for the upside-down style. Create the text in the bottom right area of the page in normal type. Then, when you fold the sheet into quarters, the top left quarter will be on the outside of the card in right-side up type, and the bottom right quarter will be on the inside right panel.

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8. If you are placing text onto a very dark background or illustration, you can simulate the separation of text from the rest of the background by typing the text in outline style and selecting white ink for the text box. The white of the outlined letters makes the text appear to be in the same shade as the background or illustration, but separated by the thin white outline.

REFERENCE

This part of the manual provides concise explanations of each of PaperClip Publisher's features. The material is divided into smaller sections so that the information you need will be easy to find. The major sections and their general contents are:

Menus: a listing of each menu option, working across the menu bar and down each menu.

Tools: A list of the tools as they appear in the toolbox.

Text Editor: A complete explanation of the editor functions, including keyboard shortcuts.

Graphics Editor: A complete explanation of the editor functions, including keyboard shortcuts.

Printers: A listing of the supported printers and important information about specific printer settings.

Utilities: An explanation of each of the utility programs included on your PaperClip Publisher disk.

Error Messages: A listing of important error messages and what to do if one appears while you are using the program.

Clip Art and Sample Layouts: Illustrations of the Clip Art provided on the back of the PaperClip Publisher disk.

PaperClip Publisher Fonts: A listing of the characters in each of the fonts available in PaperClip Publisher.

MENUS

PROJECT

The project menu contains the options for opening and closing files, and for exiting the program.

Info: Displays the credits and copyright information for PaperClip Publisher.

Open: Used to open another document. If you do not close the current document before selecting Open, a requester appears to remind you.

Select Open. The Open Project requester appears, as illustrated below, in Figure 11. It lists the files contained on the disk in the drive. If there are more documents on the disk than can be displayed in the

file window, you can scroll the window by clicking the up or down arrows. Click on the name of the file you want to open, then click OK. Only documents created by PaperClip Publisher can be opened in the program.

If you want to open a document on a different disk, insert that disk in the disk drive and click New Disk. The directory of the new disk is displayed in the requester.

To close the requester without opening a file, click Cancel.

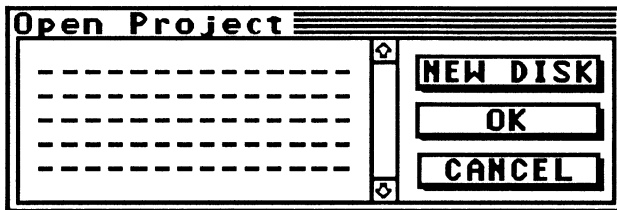


Figure 11 Open Project Requester

Close: Saves the current document to work disk and closes the document. A requester then automatically prompts you to open an existing document or create a new document.

New: Used to create a new document. If the current document is not closed, a requester appears to remind you.

Exit: Exits PaperClip Publisher. A requester appears for you to confirm your selection. If the current document is not closed before exiting, a requester appears to remind you. You must close the document before exiting, or any changes made since the document was last saved will be lost.

DEPARTMENT

This menu contains options for editing text and graphics and for printing PaperClip Publisher documents.

Text: Opens the text editor.

When the text editor is opened by selecting it from the Dept menu, the editor is initially empty. You can then type or load a text file. To exit the editor, press the mouse button. When you exit the editor, the text is saved in a buffer to be poured into a box in your PaperClip Publisher document. The text remains in the text buffer until you replace it with other text or exit the program. You can also save the text as a text file before exiting the text editor. For more details about text editor features, see Text Editor later in this Reference section.

Graphics: Opens the graphic editor.

When the graphic editor is opened by selecting it from the Dept menu, the editor is initially empty. You can then load graphics and touch them up with the editor tools. You then frame and cut the graphic you wish to paste into your layout. To exit the editor, click on EXIT in the graphic toolbox. When you exit the editor, the graphic you framed and cut is saved in a buffer to be poured into a box in your PaperClip Publisher document. You can also save the graphic as a file before exiting the graphic editor. For details about features of the graphic editor, see Graphic Editor later in this Reference section.

Editor: Opens the appropriate editor for the current box and loads in the contents of the box to be edited.

Press: Displays the Print Preferences requester for setting printing options and printing a PaperClip Publisher document. When you select Press, the options shown are the ones used most recently. After setting the options, click OK to print or click Cancel to return to the document without printing.

Current Page: clicking this button will automatically set the Print Pages range to the current page. The button will become highlighted (turn black with white text) to show that it is the active selection.

Print Pages: Lets you set the range of pages you want to print. To change the settings, click on a number, type the new page number you want to set, and press Return.

Number of copies: Lets you set the number of copies to be printed. The maximum number of copies is 50. Click on the number, type the number of copies you want to print, and press Return.

PAGE

This menu contains the options for setting the page displayed and for setting page formats.

Display: Opens the Page Display requester. To change the page setting, click on the up or down arrow. If you point to an arrow and hold down the mouse button, the page number will continue to change until you reach 1 or 50 (the maximum and minimum page). You can also change the number by clicking on the number, typing the desired page number, and pressing Return. Click OK to display the page selected, or click Cancel to return to the current page.

Format: Opens the Page Format requester for setting the format of the current page. Once you have set the format options to the desired values, click OK to apply them or click Cancel to return to the current page with no changes.

Paper Size: Used to set the size of the page you use for your layout. The maximum and minimum settings depend on the printer you are using. Clicking on Standard or Legal automatically sets the page size to standard (8 x 11) or legal (8 x 14) page size respectively. You can select other page sizes by clicking the up or down arrows beside the page width and length numbers. Each click changes the setting by 1/4 inch.

Vert. Margin: Used to set the margins at the top and bottom of the page. Click the up or down arrow to change the value, which is measured in inches. Each click changes the setting by 1/4 inch.

Horz. Margin: Used to set the margins on the sides of the page. Click the up or down arrow to change the value, which is measured in inches. Each click changes the setting by 1/4 inch.

Columns: Used to set the number of columns on the page. You can set up to 15 columns on a single page. Note that you must set the column width, or the columns will not exist. Also, if the combined column and width settings are not logically possible, no column lines are displayed. See Width, below.

Width: Used to set the width of columns on the page. The maximum width setting available is equal to the maximum page width for your printer. However, the width of all the columns, added together, can equal no more than the width you set for the page (page width minus margins). For example, if you start with a standard page width of eight inches and then

horizontal margins of one inch, the area of the page available for columns is only six inches wide. In this case, the total of your column widths cannot be greater than six inches. If your column and width settings are not logically possible, no column lines are displayed on the page.

Format All: Opens the Page Format requester for setting the format of all the pages. Once you have set the format options to the desired values, click OK to apply them or click Cancel to return to the current page with no changes. The individual options function as described above under Format.

BOX

This menu contains options for selecting box attributes such as border, background, and text fonts.

Current: Displays the Current Box requester. This requester is used to set attributes of the current box. The options in this requester are the same as those in the Default Box requester. See Figure 9 for a labeled illustration of the Default Box requester.

Transparent/Opaque: toggle to select whether the box is transparent or opaque. When a box is transparent, the contents of boxes below it can be seen through the box, and any visible areas also appear when the page is printed.

Drop Shadow: toggle to add or delete a drop shadow around the box.

Text Alignment Icons: Text can be aligned left, right, or center, or can be fully justified. The active icon is highlighted (gray). Click on an icon to make it current.

Background Pattern: clicking one of the 26 patterns selects it as the background pattern. The large rectangle at the left of the patterns displays the current background setting.

Border Style: Clicking one of the six line styles selects it as the current border. The small arrow to the left of the border styles points to the currently selected style

Border Type: Boxes can have borders on all sides, the top and bottom, or the left and right sides. Clicking this icon cycles it to the next of the three possible border types, and the icon changes to indicate the current border type.

Font: Clicking on Font or any part of the font name or size, cycles to the next of the available fonts. Once you have cycled to the font you want, click on a blank portion of the requester to select the displayed font.

Ink Color: Clicking on the box beside Ink toggles between black or white ink (note; this is not the same as REVERSE). This feature allows you to place white type on a dark background.

VertMargin: Sets the top and bottom (vertical) margins for the text (in pixels).

Horz Margin: Sets the left and right (horizontal) margins for the text (in pixels).

Leading: Sets the amount of extra space to leave between lines of text (in pixels).

Character Tracking: Sets the maximum number of pixels between characters (for flush justification only)

Word Tracking: Sets the maximum number of pixels between words before character tracking starts (flush justification only).

X-mag: factor to expand or reduce the x axis (horizontal) of box contents. Each click on the option cycles it to the next available setting. The maximum setting to expand the x axis is 8. Settings to reduce the x axis are shown as fractions, for example 1/8. To uniformly enlarge or shrink the contents of a box, the X-mag and Y-mag options should be set to the same number.

Y-mag: factor to expand or reduce the y axis (vertical) of box contents. Each click on the option cycles to the next available setting. See X-mag above.

Default: Displays the Default Box requester. This requester is used to set attributes to be used when a new box is created. The options in this requester are the same as the options in the Current Box requester, and are explained above. See Figure 9 for a labeled illustration of the Default Box requester.

PREVIEW

The options in this menu sets the amount of detail PaperClip Publisher displays on the screen. The less detail you have PaperClip Publisher display, the faster the screen can be updated to reflect changes.

All: Display the contents of all boxes.

Current: Display only the contents of the current box, display box outlines, and patterns for all other boxes.

None: Display only box outlines and background patterns.

TOOLS

The icons on the right of the screen represent the tools. You activate a tool by clicking on its icon, and the icon becomes highlighted to indicate that the tool is active. You will notice that some tools are active only for the time it takes their function to be completed (such as the Box to Front tool, which only blinks when clicked), and others remain active until you click them again (such as the Create Box tool). See Figure 2 for a labeled illustration of the tools.

QUICKVIEW

The lightning bolt on the top right corner of the screen is a toggle for QuickView. This feature sets the Preview function to display boxes without their contents, thus reducing the screen's refresh time. This tool has the same effect as selecting None from the Preview menu, but it has an added advantage in that it can be activated at any time, even while the screen is being refreshed.

BOX TO FRONT

Places the current box in front of all other boxes on the page. The portion of boxes visible underneath the current box depends on the attributes of the current box (that is, whether it is transparent or opaque).

BOX TO BACK

Places the current box behind all other boxes on the page. Whether the box is visible depends on the attributes of the boxes on top of the current box.

HIDE RULERS

Turns the rulers along the top and side of the page off and on.

HIDE MARGINS

Turns margins and column lines off and on. Note that the margins are not printed, so it is helpful to hide them before you print so you can accurately judge how you output will look.

HIDE BOX OUTLINES

Turns box outlines off or on. Note that Outlines do not appear on your output and should not be confused with borders, which are selected using Border Style in the Default (or Current) Box requester.

MAGNIFY

Magnifies the page to display a close-up view of only the area indicated by the PageView tool. Clicking Magnify again restores normal page display.

PAGEVIEW

This tool shows what area of the page will be displayed when you enter Magnify mode, or it shows the relative position of the area of the page displayed while in Magnify mode.

When you are not in Magnify mode, pointing to the smaller rectangle within in the PageView tool and holding down the mouse button displays a rectangle on the page. Drag the PageView rectangle around until the rectangle on the page encloses the area of the screen you want magnified. Release the mouse button. Now when you enter Magnify mode, the area that you indicated with the rectangle will appear on the magnified page.

When you are in Magnify mode, the position of the small rectangle in the PageView tool indicates the position of the magnified area in relation to the page. In other words, if the small rectangle in the PageView tool is in the middle of the tool, then the magnified area is in the middle of the page. You can click on the small rectangle and drag it to adjust the area displayed on the page. Notice also that the size of the inside rectangle changes if you reduce or increase the size of the page; the inside rectangle thus shows roughly how much of the page is displayed in magnify mode.

CREATE BOX

Used to create boxes on the page. You can create up to 60 boxes in a document. Click on the Create Box tool. Move the pointer onto the page. Hold down the mouse button. Drag the mouse down and to the right and release the mouse button. Repeat the above steps for multiple boxes. Click the Create Box tool again to turn it off.

Your boxes can be sized and moved after you create them. Note that you must turn off the Create Box tool before you can move or size existing boxes; otherwise your attempts to move or size boxes will only create new ones. For information about sizing and moving boxes, see "Working With Boxes" in the Guided Tour.

QUICKTEXT

Used to quickly pour a line of text into an empty box. Clicking the QuickText tool opens a line editor for inputting and editing simple lines of up to 250 characters. Type the line of text, using any of the styling codes available in the Text Editor, and press Return or click OK to exit the editor and pour the line of text into the current box. This tool is especially useful for creating headlines.

POUR TEXT

Pours the contents of the text buffer into the current box. You can pour the same text more than once by simply selecting another box and clicking the Pour Text tool again.

POUR GRAPHIC

Pours the contents of the graphics buffer into the current box. You can pour the same graphic more than once by selecting another box and clicking the Pour Graphic tool again.

TRASH CAN

Erases the current box and its contents from the page. When you click this tool, a requester appears for you to confirm the operation.

MOP

Erases the contents of the current box and all boxes linked to it but leaves the box intact. When you click this tool, a requester appears for you to confirm the operation.

LINK

Used to link text boxes together. Select the box to link from – thus making it current. Click on the Link tool. Click on the box to link to. At this point, text that does not fit in the first box will flow over to the second box. You can link a series of boxes and text will automatically reflow when text boxes are changed or resized. It is important to remember that the linked boxes do not have to be on the same page.

Note: You cannot link boxes if both boxes already contain text. Also, you cannot link boxes if the first box is empty, because the text will not flow backwards from a filled box to an empty one. Finally, you cannot link a text box with a box containing a graphic.

UNLINK

Breaks a linked box chain at the top of the current box. The chain is then treated as two separate boxes or chains and text will not flow between them. The text will remain distributed throughout the boxes just as it was before you used the Unlink. Note that you cannot relink boxes of text, because you must link from a filled box to an empty box.

NEXT LINKED BOX

When the current box is part of a linked chain, Next Linked Box makes the next box in the chain the current box. Note that if the next box is on a different page, the page display automatically changes.

PREVIOUS LINKED BOX

When the current box is part of a linked chain, Previous Linked Box makes the previous box in the chain the current box. Note that if the previous box is on a different page, the page display automatically changes.

GRAPHIC POSITION

Used to position a graphic within its box. Clicking the center of the Graphic Position tool will activate graphic movement within the box. Then, clicking on any of the points around the gadget will move the graphic one pixel in that direction. Clicking on the center of the tool again turns it off.

TEXT EDITOR

The built in text editor allows you to create, edit, load, and save pieces of text before you format them on a page. The text editor is specialized for desk-top publishing, and so is different from most word processing packages. Since PaperClip Publisher displays and formats text far better than a word processor could, the text editor doesn't need these capabilities, so there are no margins or tabs as you would find in a word processor.

Opening the Text Editor

To open the text editor, select Text from the Dept menu. You can also open the text editor using the Editor option in the Dept menu on a box containing text.

Typing and Editing a File

You will probably find that even if you use a word processor to create your text files, you will want to edit and rewrite those files before (or even after) you lay them out on the page. The text editor is very straight forward and easy to learn. The most important thing to remember is that you shouldn't try to format text in the editor, because that is done on the page when you pour the text into a box. For example, even if words break at the end of the line, they will appear correctly when poured into a box on the page.

Note: All shifted symbols (for example, +, -, #, @, *, and =) will produce graphic characters. However, depending on the font used, they may print out differently from how they appear on the screen.

When you type in the Text Editor, the Del key will moves the cursor back one space and erases the character in that position. The cursor key will move you around in a test file, either one character or line for each key press, or continuously in the direction indicated if you hold down a cursor key. The following special key combinations are also available in the editor.

Home key takes you to the top of the screen.

Home key *twice* takes you to the top of the file.

Commodore p key advances a page/screen.

Commodore d key deletes the current line of text.

Text Styles

You can specify text styles by typing style codes before and after the text you want to style. **CTRL-n** turns off all styles.

- CTRL-n:** Turns mode to plain text
- CTRL-b:** Toggles BOLD mode
- CTRL-i:** Toggles ITALIC mode
- CTRL-u:** Toggles UNDERLINE mode
- CTRL-s:** Toggles SHADOWED mode
- CTRL-o:** Toggles OUTLINE mode
- CTRL-a:** Toggles BACK SLANT mode
- CTRL-l:** Toggles LIGHT mode
- CTRL-d:** Toggles UP-SIDE-DOWN mode
- CTRL-m:** Toggles MIRRORED mode
- CTRL-x:** Toggles SUBSCRIPT mode
- CTRL-y:** Toggles SUPERSCRIPIT mode
- CTRL-r:** Toggles REVERSED mode

Note: The Underline style underlines below the extenders (the portions of a letter that drop below a line, as in the letters p, q, y, etc. If the leading is set to a small number, the line may go through the text below. Increase the leading setting in the Default Box requester if you plan to use underlined text.

The Find Function

The Text Editor includes a Find function that will search for a specific string of text up to 14 characters long. The search is case specific; in other words, if you ask for a search for "I", the search will not stop for the "i" in "in."

Press **Commodore-F**. An edit line appears. Type the string you want to find and press Return. The first occurrence of the string will be highlighted. Press **Commodore-N** to find the next occurrence of the same string.

Insert vs Overwrite

The Text Editor opens in overwrite mode – if you type in the space occupied by a character, that character is replaced with the new character. To switch to insert mode press **Commodore-I**. The area around the Text Editor turns read, and if you type on an existing character, the character moves to the right to make room for new characters. Pressing **Commodore-I** again returns you to overwrite mode.

Loading a Text File

To import a text file into the editor, hit the 'L' key while holding the **Commodore** key down at the same time. A requester appears listing the text files contained on the disk in the drive. This requester functions the same as the Open Project requester; see the description under Open in the Project menu. To load a file, click on the name of the file you want and click Open.

Saving a File

To save a text file so that it can be read by other word processors, hold down the **Commodore** key and press **S**. A requester prompts you for the filename. If a file with the filename you entered already exists, a requester appears for you to indicate whether or not you want to replace the existing file with the new file.

Exiting the Editor

To exit the Text Editor, press the mouse button. The text will be stored in the text buffer and remain there until you replace it with new text or exit PaperClip Publisher.

GRAPHICS EDITOR

The Graphics Editor is suitable for touching up most clip art before pouring it into a layout. When the graphic editor is opened by selecting it from the Dept menu, the editor is initially empty.

To open the Graphics Editor, select Graphics from the Dept Menu. When the graphic editor is opened by selecting it from the Dept menu, it is initially empty and the graphic toolbox appears in the lower left hand corner of the screen.

The Graphics Toolbox

The graphics toolbox is displayed when the editor is first opened. When the graphics toolbox is not displayed, you can open it by pressing **F7** on the keyboard or by moving the mouse pointer to the very bottom left-hand corner of the screen and clicking the mouse button.

The following tools are available from the graphics toolbox:

Pens: three pens of different thickness are available.

Air Brush: a spray can paintbrush.

Clear: clears a frame; clears the entire screen if no frame exists.

Frame Box: used to select a graphic (Clip Art) by drawing a box around it. If you press the space bar while a Frame is already on the screen, a box is plotted on the screen where the frame was.

Cut Frame: cuts the framed picture and places it in the graphics buffer, ready for pouring into a box. (Be sure your work disk is in the drive when you select Cut Frame.)

Copy: copies the framed area and allows you to reposition the copy on the page. When you click copy, a copy of the framed area is attached to the cross-hair. Move the frame to the desired position and press the mouse button.

Move: lifts the framed area off the page and attaches it to the cross-hair. Reposition the frame and press the mouse button to place the graphic back down on the page.

Size: lets you size the framed area. When you click on Size, a box frame is attached to both your cross-hair and the upper left corner of the framed area. Move the cross-hair to frame a area the size you want your graphic to be (it can be either larger or smaller) and click the mouse button. In a moment, the graphic is redrawn in the new frame.

Draw (pencil tip): selects draw mode for drawing with the current pen.

Erase (pencil eraser): selects the eraser tool for erasing with the current pen.

Load From Disk: brings up the Open Graphic File requester. this requester functions the same as the Open Project requester; see the description under Open in the Project menu. To load a file, click on the name of the file you want and click Open. The graphic is loaded in a frame attached to the cross-hair. Move the frame to where you want to place the graphic and click the mouse button to place the graphic in the editor.

Save to Disk: brings up a requester that prompts you for a filename to save the graphic. Enter a filename and click OK to save the framed graphic to disk; if there is no frame, the entire screen is saved.

Exit: exits the graphic editor.

Magnify Mode

To enter Magnify mode, just press the **F1** key. Press **F1** again to return to normal display. In Magnify mode, pressing the mouse button paints pixels that are blank and erases pixels that are currently painted.

Special Commands

The following special commands are also available in the Graphic Editor:

CTRL-m to mirror contents of a frame

CTRL-d to turn contents of a frame upside-down

CTRL-r to reverse the color of the contents of a frame

Space Bar toggles between pen and eraser (except in Magnify mode). With the Frame tool selected and a frame drawn on the screen, pressing the space bar draws a box where the frame was.

Saving to the Graphics Buffer: To use a graphic in your layout, frame the graphic using the Frame tool and then Cut it using Cut Frame. When you exit the editor, the graphic you framed and cut is saved in a buffer to be poured into a box in your PaperClip Publisher document.

Be sure that your work disk is in the drive when you click Cut Frame. If your program disk is in the drive, the message "Write Protect On" appears. If you receive this message, click Cancel in the requester, insert your work disk in the drive, and cut the graphic again.

PRINTERS

PaperClip Publisher supports a variety of printers, and the program output is tailored to optimize the printing resolution. It is important that you run the utility program PRINTER SELECT to select the correct printer driver before using PaperClip Publisher for the first time. If your printer is not directly supported by PaperClip Publisher, select the driver for a printer that your printer is compatible with. For example, if you have a Panasonic KX-P1091, select the Epson FX driver.

The following is a list of printers supported by PaperClip Publisher:

- Commodore 1525
- Commodore 1526
- Epson FX¹
- Epson LX
- Epson MX
- MPS 801
- MPS 802
- MPS 1000²
- Okimate 20
- Seikosha. SP-1000
- Star Micronics NP-10
- Star Micronics NX-10

¹ If you are using an FX-80 printer, dip switch 3 on the first set of switches should be in the ON position.

² If you are using the MPS 1000, the first dip switch in the printer must be set to ON to put the printer in IBM mode. This mode was used to achieve a better graphics output. Also, this printer does not work with an MSD drive.

The the maximum and minimum page size available in PaperClip Publisher will depend on the printer you are using. Also, some printers provide only a 7 1/2 inch printing area, and on those printers the width settings for Standard and Legal size pages will show a 7 1/2 inch width. Commodore printers and the Okimate 20 in particular display a narrower page on the screen to present the correct aspect ratio; however, the printout will print according to the size indicated by the ruler. You might find it useful to work in Magnify mode to position your boxes accurately.

UTILITIES

Your PaperClip Publisher disk contains several useful utility programs for use with the main program. These utilities let you create work disks, convert fonts and files for use with PaperClip Publisher, and copy documents and files.

Note: If you have difficulty loading any of the utility programs, disconnect your printer before loading.

PRINTER SELECT

The Printer Select utility is used to select the printer driver for your particular printer. You should run this utility before using PaperClip Publisher for the first time, because PaperClip Publisher uses the printer information to tailor it's output. See "Getting Started" in Part One: Introduction for more information on using this utility.

CREATE WORK DISK

This utility is used to create work disks for use with PaperClip Publisher. The utility copies program segments, font files, and your printer driver onto the work disk to minimize the amount of disk swapping necessary while using PaperClip Publisher. See "Getting Started" in Part One: Introduction for more information on using this utility.

FONT CONVERTER

The Font Converter utility lets you to convert GEOS and Outrageous Pages fonts for use with PaperClip Publisher.

To convert fonts you will need the font disk of the program you want to convert from, the PaperClip Publisher program disk, and a formatted disk to transfer the converted fonts to (usually your work disk).

-
- ✦ Insert the PaperClip Publisher program disk in the drive. At the Ready prompt, type LOAD"FONT CONVERTER",8 and press Return. Once the disk drive has stopped spinning and the Ready prompt appears, type RUN and press Return.

Note: If you want to convert GEOS fonts that contain the " character in the file name, type RUN8 (instead of RUN) and press Return. This disables the Escape key (~), but allows you to convert all fonts that contain " in the file name.

A screen prompt asks you to select your destination drive for the copied fonts.

- ✦ If you are using two drives, type 9 to select the second drive as your destination drive. Otherwise, type 8.

The font converter screen appears and prompts you to select whether you want to convert GEOS or Outrageous Pages fonts.

- ✦ Type the number for your selection.

Either the GEOS Font Converter screen or the Outrageous Pages Font Converter screen appears, depending on your selection. You are prompted to insert the font disk and press space bar.

- ✦ Insert the font disk containing the fonts you want to convert and press the space bar.

The fonts on the disk are listed on your screen one at a time and you are asked whether you want to convert the font. Type Y to convert the font or N to continue to the next font without converting.

- ✦ If you type Y, the font is read and converted. If you are using a single drive, you are prompted to insert a disk to write the converted font to (usually your work disk). Insert the disk and press space bar. After the font is written to your disk, you are prompted to insert the font disk in the drive and press space bar. The next font is listed on the screen for you to convert or skip.

(If you want to stop copying fonts before you reach the end of the fonts on a disk, you can do so by pressing ~ (not the cursor key) to exit to BASIC.)

When there are no more fonts on the font disk to convert, you are asked if you have another font disk you want to convert. Type Y or N at the prompt. If you type Y, you are returned to the Font Converter screen, where you can select to convert either GEOS or Outrageous Pages fonts.

When you have finished converting fonts, press ~ (not the cursor key) to exit the utility.

FILE CONVERTER

The File Converter utility allows you to convert text and graphics files from other program for use with PaperClip Publisher. You can convert word processing files from PaperClip I, II, or III, Bank Street Writer, Word Writer I or III, and PaperBack Writer. You can convert graphic files from Print Shop, Newsroom, PrintMaster, Outrageous Pages, and Doodle. You can also use the file converter to display or copy your PaperClip Publisher text and graphic files.

If you are converting PaperClip files, it may help you to know that the file converter will convert the text styles, but will not convert formatting. You should remove the formatting from the text files before you convert them.

If you are converting graphics files, it may help you to know that graphics programs usually use a prefix or extension on the file name to make it easy to identify the graphics files. Here are prefixes and extensions used by graphics programs that PaperClip Publisher supports:

- Newsroom graphic files start with **ph**.
- Outrageous Pages graphic files start with **c**.
- PrintMaster graphic files end with **.gra**
- PaperClip Publisher graphic files start with **g**.

To convert files you will need the disk containing the files you want to convert from, the PaperClip Publisher program disk, and a formatted disk to transfer the converted files to (usually your work disk).

- Insert the PaperClip Publisher program disk in the drive. At the Ready prompt, type `LOAD"FILE CONVERTER",8` and press Return. Once the disk drive has stopped spinning and the Ready prompt appears, type `RUN` and press Return.

The file converter screen appears. From this screen you can select any one of several conversion programs. You can also change the drive to which the converted files are written, if your second drive has been hardware configured as drive 9.

- Insert the disk that contains the files to be converted, copied, or displayed. (Press the **F1** key on your keyboard to change the destination drive if you have a second drive and want to use both drives in the conversion process.) Then type the letter corresponding to the type of file you want to work with.

The utility program reads your disk and presents a list of the files of the type you selected. A small arrow on the left side of the list points to the currently selected file.

- Use the cursor keys to move the arrow until it points to the file you want to copy. Then press Return to either convert or copy the file.

(Press **D** if you want to display a PaperClip Publisher text or graphics file.)

If you are using a single drive, the screen prompts you when you need to swap disks. After the file is converted, copied, or displayed, you are returned to the file list to convert, copy, or display another file. When you have finished using the File Converter utility, press **F7** to exit to BASIC.

Copy Document

The Copy Document utility allows you to copy PaperClip Publisher documents. You can copy documents to the same disk, or to a different disk. This utility is especially important, since each PaperClip Publisher document is made up of many text and graphics files.

- ✦ Insert the PaperClip Publisher program disk in the drive. At the Ready prompt, type `LOAD"COPY DOCUMENT",8` and press Return. Once the disk drive has stopped spinning and the Ready prompt appears, type `RUN` and press Return.

The introduction screen appears.

- ✦ Insert the disk that contains the files to be copied. (Press the **F1** key on your keyboard to change the destination drive if you have a second drive and want to use both drives in the conversion process.) Then press the spacebar.

The utility program reads your disk and presents a list of the PaperClip Publisher documents contained on it. A small arrow on the left side of the list points to the currently selected file.

- ✦ Use the cursor keys to move the arrow until it points to the file you want to copy. Then press Return.

A new screen displays the name of the document you selected and presents an edit field for you to type the name you want to save the new (copy) document as.

- ✦ Type a name for the new document. If you make a mistake, press `DEL` to back up and erase. Then press Return. (Note: You must type a name for the new document. If you are copying to a different disk, you can use the same name as the original document, otherwise you will need to use a different name for the new document.)

If you are using a single drive, the screen prompts you when you need to swap disks. After the document is copied, you are returned to the introduction screen. When you have finished copying documents, turn off your computer to exit the copy utility.

ERROR MESSAGES

Drive Not Ready

If you receive this error message while using PaperClip Publisher, check to be sure that the drive is correctly connected and the power is on. remove the disk from the disk drive, and turn the power off and then on again. Make sure you are using the correct disk and reinsert it in the drive. Finally, select Retry.

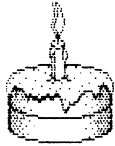
CLIP ART FILES AND SAMPLE LAYOUTS

The following three pages contain illustrations of clip art files and sample layouts included on the back side of your PaperClip Publisher program disk. Each of the illustrations is labeled with the filename that appears in the Open File requester when you select Load from the Graphics Toolbox or the Proj menu. (Note: The formats may look somewhat different on printers with a narrow maximum page width and aspect ratio, such as the Commodore 1526.)

PAPERCLIP PUBLISHER FONTS

Following the clip art and sample layouts is a listing of the PaperClip Publisher fonts included on your program disk. Note that the Courier and Sideways fonts contain only uppercase letters. If you use lowercase letters in these fonts, the letters will not appear on the screen or print out.

APPENDIX



Birthday Cake



Lightbulb



Coffee



Key



Musical Note



Scroll



Crown



Heart



Graduation Cap



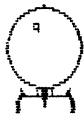
For Sale Sign



Raincloud



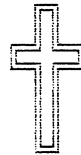
Umbrella



Crystal Ball



Clock

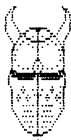


Cross



Cocktail

APPENDIX



Helmet



Mail



Poison



Megaphone



Medal



Guitar



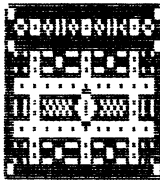
Trophy



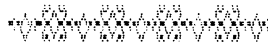
Star



Earth



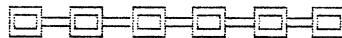
Chest



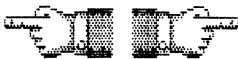
Ornate Divider



Horse

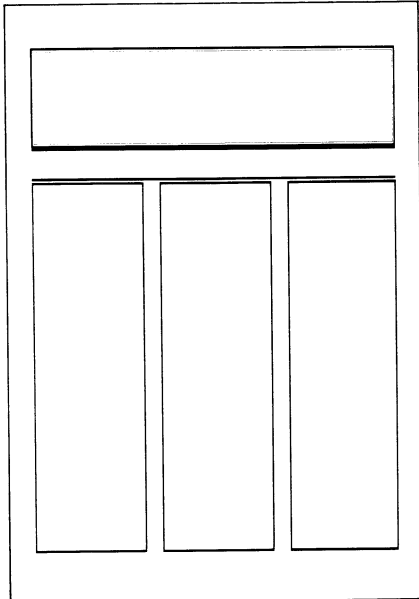


Square Chain

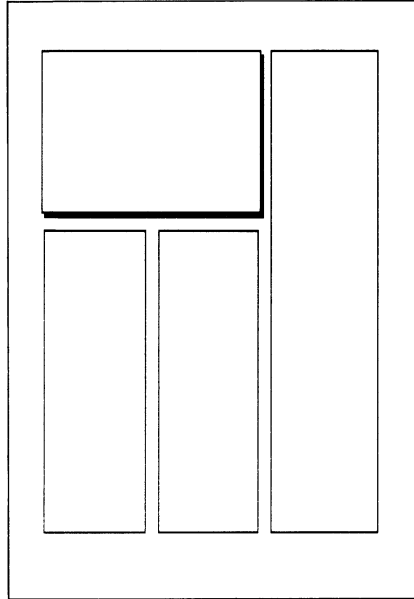


Pointers

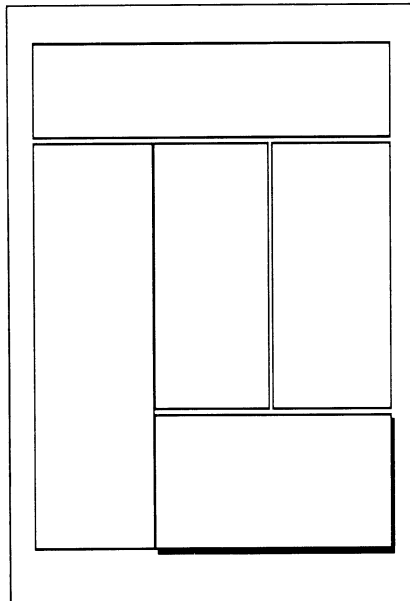
APPENDIX



Sample Layout #1



Sample Layout #2



Sample Layout #3

APPENDIX

Courier .8 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890+-\@*:*;,./!"#\$%&'()[]<>?

Courier .12 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890+-\@*:*;,./!"#\$%&'()[]<>?

Courier .16 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890+-\@*:*;,./!"#\$%&'
() [] < > ?

Courier .24 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
STUVWXYZ
1234567890
+-\@*:*;,./!"#\$%&'
() [] < > ?

APPENDIX

Helvetica .8 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 +-\@*:,./!'"#%&'()[]<>?

Helvetica .12 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 +-\@*:,./!'"#%&'()[]<>?

Helvetica .16 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 +-\@*:,./!'"#%&'()[]<>?

Helvetica .24 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
UVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 +-\@*:,./!'"#%&'
()[]<>?

APPENDIX

Times .8 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 +-\@*;,=,./'#\$%&'()[]<>?

Times .12 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 +-\@*;,=,./'#\$%&'()[]<>?

Times .16 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 +-\@*;,=,./'#\$%&'()[]<>?

Times .24 font

ABCDEFGHIJKLMNOPQRSTUVWXYZ
TUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 +-\@*;,=,./'#\$%&'
O[]<>?

APPENDIX

Sideways .8 font

NYXWVUTSRQPONMLKJIHGFEDCBA
NYXWVUTSRQPONMLKJIHGFEDCBA
~AVTUVL~&#%\$#@/|+0987654321

Sideways .12 font

NYXWVUTSRQPONMLKJIHGFEDCBA
NYXWVUTSRQPONMLKJIHGFEDCBA
~AVTUVL~&#%\$#@/|+0987654321

Sideways .16 font

NYXWVUTSRQPONMLKJIHGFEDCBA
NYXWVUTSRQPONMLKJIHGFEDCBA
~AVTUVL~&#%\$#@/|+0987654321

Sideways .24 font

ROPONMLKJIHGFEDCBA
NYXWVUTSR
0987654321
~AVTUVL~&#%\$#@/|+0987654321

APPENDIX

Symbol .8 font

ΑΒΧΔΕΦΓΗΙΘΚΛΜΝΟΠΘΡΣΤΥΖΩΞΨΖ
αβχδεφγηηφκλμνοπθρστυωξψζ
1234567890+-.:≅*;,=,#!/∇#Ξ%&ε()[]<>?

Symbol .12 font

ΑΒΧΔΕΦΓΗΙΘΚΛΜΝΟΠΘΡΣΤΥΖΩΞΨΖ
αβχδεφγηηφκλμνοπθρστυωξψζ
1234567890+-.:≅*;,=,#!/∇#Ξ%&ε()[]<>?

Symbol .16 font

ΑΒΧΔΕΦΓΗΙΘΚΛΜΝΟΠΘΡΣΤΥΖΩΞΨΖ
βχδεφγηηφκλμνοπθρστυωξψζ
1234567890+-.:≅*;,=,#!/∇#Ξ%&ε()[]<>?

Symbol .24 font

ΑΒΧΔΕΦΓΗΙΘΚΛΜΝΟΠΘΡ
ΣΤΥΖΩΞΨΖ
αβχδεφγηηφκλμνοπθρστυω
ξψζ 1234567890+-.:≅*;,=,
#!/∇#Ξ%&ε()[]<>?

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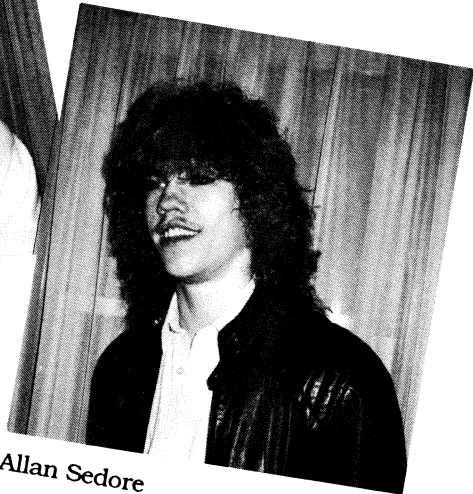
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Mike Sedore



Allan Sedore

Mike and Allan Sedore had their first encounter with a computer four years ago in a department store. Like many other people before them, they typed in their names, then got the computer to print them out endlessly while they watched in fascination. A year later, they got their own computer and became instant addicts. When high school graduation rolled around, they realized it was time to turn their hobby into a career. They started off with a few magazine publications of some small games. Then came **PaperClip Publisher**.

Mike and Allan were born July 2, 1967, in Sarnia General Hospital, thus becoming Canada's Centennial twins (even though they were born a day late). Other than programming, their interests are much the same as anybody else's. They love girls, beer, and wild parties and would be happy listening to music (especially funk and rock) 24 hours a day. They are also avid M.U.L.E. players.

CREDITS

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Art Director: Joyce Perlman

Artist Acknowledgement:

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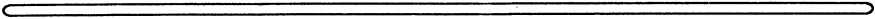
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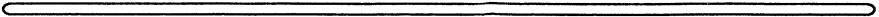
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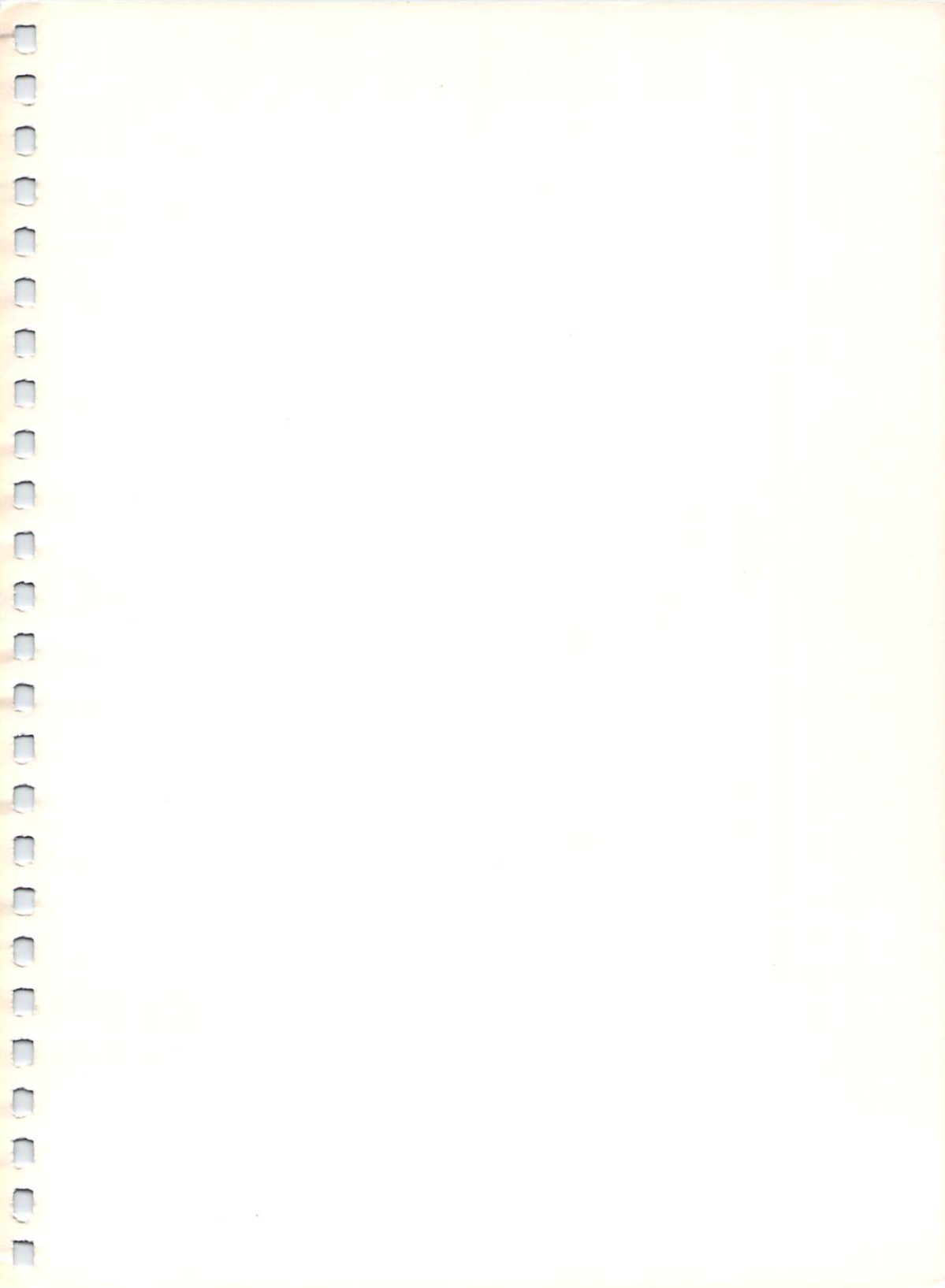
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