

This guide is intended to give you a quick reference to what you can do in The Newsroom.

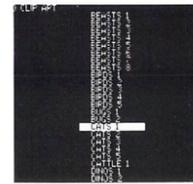
You have access to six areas of activity highlighted here. In each area we have presented the main points of how to go about creating your newspaper. To get more details of newspaper creation and learn more about the creative power available, please read the manual that comes with The Newsroom.

Creating an entire newspaper does take a lot of thought and planning, but if you follow these steps, you can quickly overview the procedures and print out a banner, photo, panel or whatever you wish to get some immediate feedback. Try it and you'll soon find how easy it is to create newspapers as simple or sophisticated as you choose.

1 MAKE A BANNER



Select Banner Area from Picture Menu and you will be brought to Banner Work Area. (Selection key indicated on back.) Select Picture Icon for a list of available clip art pages.



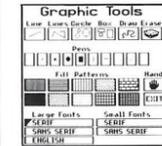
Move cursor bar onto the page name you want and select it.



Move the hand cursor onto the piece you want. Pick it up by pressing SELECT key.



A second image can be dropped or move the image off work area into Icon area. Select Crayon to display Graphic Tools Menu.



Position cursor in work area. Lock in place by pressing SELECT key. Type banner name. When done, press SELECT key again.

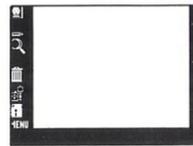
To save your banner, select Disk Icon, then choose SAVE BANNER option.



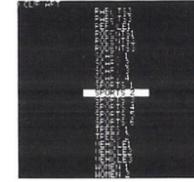
Insert a data disk into your drive and assign a name to your banner. Press RETURN key and banner will be saved to disk.

If you would like to get some immediate feedback and print out the banner you have just created, select PRESS in the Picture Menu and follow the instructions to PRINT A BANNER. Return to Picture Menu by selecting Menu Icon.

2 MAKE A PHOTO



Select Photo Lab Area from Picture Menu and you will be brought to Photo Lab Work Area. (Notice it's bigger than Banner Work Area.) Select Picture Icon for a list of available clip art pages.



Move cursor bar onto the page name you want and select it. (Our example is from Clip Art B of The Newsroom Clip Art Disk)



Move this piece to the center of Photo Lab Work Area and drop it in place by pressing SELECT key.



A second image can be dropped or move the image off work area into Icon area. You will now "crop" the part of the art that you want as a PHOTO. Then you'll save it to disk. Select the Camera Icon.

Move cursor into the work area. It takes the shape of a crosshair (+).



Position crosshair at top left of clip art and press SELECT key.

Move the crosshair diagonally across art. Notice a "cropping" box taking shape.



When box encloses art, press SELECT again. The boxed area is inverted for a moment (like a negative of a photograph) indicating a snapshot has been taken.

To save your photo, select Disk Icon, then the SAVE PHOTO option.



Insert data disk into your drive and assign a name to your photo. Press RETURN key and photo will be saved to disk. Return to Picture Menu by selecting Menu Icon.

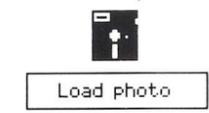
3 CREATE A PANEL



Select Copy Desk from Picture Menu and you will be brought to Copy Desk Work Area. Notice it's the same size as Photo Lab Work Area, but the first icon at the top left is FONT. (Meaning TYPE STYLE)

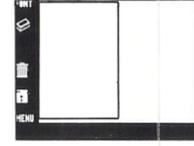
In this area, you'll combine the photo you've saved with the text you'll write. The result is called a PANEL.

To get the photo you just created, insert your data disk into the proper drive. Select Disk Icon, then LOAD PHOTO option.



A list of all photos you've saved will be displayed. Move cursor bar onto the one you want and press SELECT key.

Return to Copy Desk Work Area with a box the same size as the outline of your photo. Position box where you want the photo and press SELECT key. The box will be replaced by your photo.

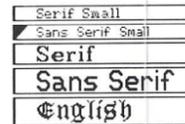


To enter a headline, select Font Icon and a list of five fonts will be displayed. Select large SANS SERIF.

You'll be returned to Copy Desk Work Area with a text cursor the size of the font. Your starting point is automatically selected. Simply begin typing.



That is your headline.



Now select Font Icon again and choose SANS SERIF SMALL.



Cursor will go to the next line and you can begin entering your body text.



When panel is full of text, save it by selecting Disk Icon, then the SAVE PANEL Option.



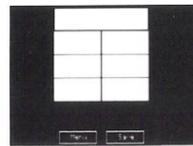
Insert data disk into your drive and assign a name to your panel. Press RETURN key and your panel will be saved to disk.

Continue to create all six panels the same way. We suggest that you create all photos first, then bring them in one by one as you are creating the appropriate panel.

If you would like to get some immediate feedback and print out the panel you have just created, select PRESS in the Picture Menu and follow the instructions to PRINT A PANEL.

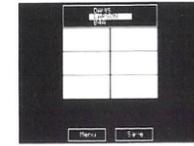
Return to Picture Menu by selecting Menu Icon.

4 LAYOUT YOUR PAPER



Select Layout Area from Picture Menu. Next, select LAYOUT PAGE WITH BANNER option. Then, select the option LETTER SIZE 8 1/2" x 11".

Insert data disk holding all BANNERS, PHOTOS, & PANELS that you have created.

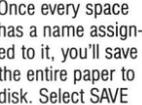


The program will automatically read the names of all Banners that you have stored on that data disk.

Scroll through the list until you find the name you want to assign to this Banner. Then press SELECT key.

Repeat the process for all six Panel areas. One by one, assign names of Panels that you have created to these specific areas.

Once every space has a name assigned to it, you'll save the entire paper to disk. Select SAVE



at the bottom of the screen.

You will be asked to name & save this paper. We suggest you save it on the same data disk. It will eliminate a lot of disk swapping.

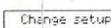
Return to Picture Menu by selecting Menu Icon.

5 GO TO THE PRESS AND PRINT IT OUT!



Select Press Area from Picture Menu and you will be brought to the Press Work Area.

First make sure the program is set up for the exact printer you have. If not, select



CHANGE SET UP for a list of printers The Newsroom works on. Select yours.

Next, the program will prompt you to determine exactly what you want to print. Select PRINT PAGE Option. At this point, you will be asked to insert your data disk. Next thing you know, the presses will be rolling.

6 IF YOU HAVE A MODEM, SEND YOUR NEWS



Select Wire Service from Picture Menu and you will be brought to the Wire Service Work Area. As in the Press, be sure you have set up the Wire Service for your particular modem.

The program will prompt you with specific questions. Once answered, you will be able to send portions of, or whole pages to your friends who also have The Newsroom and a modem.

Clip Art Collection Volume 1
Over 600 pieces of clip art in dozens of categories that offer a wide variety of subjects to choose from.

Clip Art Collection Volume 2
Over 800 pieces of clip art for businesses large and small.

Look what else you can do! We now have two Clip Art Collection Volumes which offer a wide variety of additional clip art to use in The Newsroom.



LAYOUT OPTIONS:

The Newsroom offers four types of page layout, each with a particular combination of panels and banner:

Banner		Panel	Panel
Panel	Panel	Panel	Panel
Panel	Panel	Panel	Panel
Panel	Panel	Panel	Panel

8 1/2" x 11" letter size page with banner

Banner		Panel	Panel
Panel	Panel	Panel	Panel
Panel	Panel	Panel	Panel
Panel	Panel	Panel	Panel
Panel	Panel	Panel	Panel

8 1/2" x 14" legal size page with banner

TYPE FONTS TO CHOOSE FROM:

Serif Small
Sans Serif Small
Serif
Sans Serif
English

The Newsroom has five type styles, or fonts, from which you may choose. Fonts can be used in the Banner, Photo Lab and Copy Desk Work Areas.

CURSOR MOVEMENT AND SELECTION GUIDE:

The Newsroom cursor takes on different shapes depending on the function it is performing. The most common ones are: An **arrow** when pointing to an icon.

A **hand** when ready to pick up a piece of clip art.

A **box** when text is being entered.

The following table shows the keys used to control the cursor for Apple, IBM and Commodore computers. (If you have a mouse or joystick, you can still use these keyboard keys.)

FUNCTION	APPLE	IBM	COMMODORE
To SELECT an item from a menu or list, or the point to enter text or graphics, or to pick up or drop a piece of clip art use:	open/closed APPLE key (Ile/c) or ESC (II+)	Alt Key	COMMODORE key
"SELECT" can be done with the selection button if you have a joystick or mouse.			
To move cursor (without a separate cursor movement device) use:	the arrow keys (Ile/c) or the [CTRL-ijklm] keys (II+)	the arrow keys on the numeric keypad	the two CRSR keys
To move cursor small steps use:	[CTRL-S] Toggle	[SHIFT-ARROW]	[CTRL-CRSR]
To move cursor from middle of screen to icon area and back use:	[CTRL-L]	[CTRL-L]	[CTRL-L]
To turn cursor sound on or off use:	[CTRL-A]	[CTRL-A]	[CTRL-A]

QUICK REFERENCE TIPS FOR ICONS:

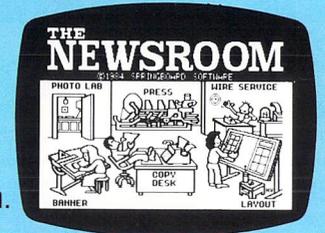
The power of THE NEWSROOM is so easy to access because of the ICONS, or small pictures on the left side of each Work Area. Icons are found in the Banner, Photo Lab and Copy Desk Work Areas.

To make it easy for you to reference which ICON does what, use this guide:

ICON	BANNER	PHOTO LAB	COPY DESK
 picture	Select from the library of clip art.	Select from the library of clip art.	
 flip	Flip pieces of clip art.	Flip pieces of clip art.	
 crayon	Produces the Graphic Tools Menu.	Produces the Graphic Tools Menu.	
 magnifying glass	Zoom in on a portion of the screen for detail editing.	Zoom in on a portion of the screen for detail editing.	
 OOPS oops	Undo what you just did.	Undo what you just did.	Undo what you just did.
 FONT font			Select a font.
 eraser			Erases all text from Work Area. (Double Select)
 garbage can	Clears the Work Area. (Double Select)	Clears the Work Area. (Double Select)	Clears the Work Area of text & photos. (Double Select)
 camera		Define and crop a photo.	
 disk	Load or save a banner.	Load or save a photo.	Load photos or load or save panels.
 MENU menu	Return to The Newsroom Picture Menu.	Return to The Newsroom Picture Menu.	Return to The Newsroom Picture Menu.

Double Select is an added safety precaution for you. To insure that you don't wipe out anything by accident, those icons must be selected twice.

OVERVIEW TIPS:



This is the Picture Menu in The Newsroom.

From here you can go to any of the six areas of activity. Each area is packed with creative opportunity that will let you create a paper as simple or sophisticated as you choose.

A paper from THE NEWSROOM is made up of

A **Banner**

Banner	
Panel	Panel
Panel	Panel
Panel	Panel

and **Panels** (which have Photos in them).

TIP: As a general overview:

First, you will create a Banner.

Second, you need to plan out what your entire paper will be about and then you will create all of the photos you want at one time, saving them to disk one by one.

Third, as you go to the Copy Desk to begin writing your stories you will pull in the appropriate photos one by one and then enter your text around them. These will be the panels that will make up your final paper.

This is the sequence of thought presented on the other side of this guide. Once you get the overall concept down, you should have an easier time at creating your entire newspaper.