



## **Bulletin Maker Help**

Table of Contents:

[Bulletin Maker Overview](#)

[Creating a Bulletin](#)

[Commands](#)

[Keyboard](#)

[How To...](#)

[Hints & Tips](#)

Note to beginners:

We recommend that you use the Help on Help command on the Help menu to learn how to use this help file.

In the mean time, point to one of the underlined topics with the mouse and click the left mouse button or use the Tab key to highlight an underlined topic and press enter.



## Bulletin Maker Overview

Bulletin Maker provides the easiest way yet to produce a church bulletin. You control the layout and content of the bulletin while Bulletin Maker takes care of the hard part.

The common 8 ½" x 11" and 8 ½" x 14" size bulletins can be created using Bulletin Maker. You can specify whether you want the bulletin text to start on the front or inside page depending on whether you use bulletin paper with preprinted covers.

While typing in the bulletin text, you work in a Text Editor which can show the text in a larger, easier to read, size than will be printed on the paper.

Your bulletin information may be saved so that you can retrieve it later to review, make changes, and print. Since the layout of your church's bulletin will probably not change too much from week to week, you can retrieve a previous bulletin, make changes for the new week, and save it as a new bulletin.

Most general features from word processor and desk top publishing programs have been included in Bulletin Maker so you will only need this one program for all of your bulletin production needs.

Bulletin Maker also includes some features not found in other programs like the Left / Right justify command which aligns a line of text with both the left and right margins by splitting it in the middle (great for Hymns). Also, your bulletin is printed "side ways" with the bulletin text printed at the proper place for folding (pages 1 & 4 on sheet 1 and pages 2 & 3 on sheet 2).

This help file is designed to be used both as a way to learn Bulletin Maker and as a reference to Bulletin Maker commands and features. When first learning Bulletin Maker, you may want to start with the [Creating a Bulletin](#) section then read the [Hints & Tips](#) section.

Bulletin Maker was developed by Todd R. Shingleton for T.R.Software. Our most current address and phone number can be displayed by selecting the About Bulletin Maker choice on the Help menu. Feel free to contact us at any time with questions or comments about the Bulletin Maker program and your progress with it.

## Creating a Bulletin

In time, you'll probably develop a pattern of using Bulletin Maker that works best for you. To begin with though, you may wish to follow the steps listed below.

1. Select the File New command.
2. Click on the Typewriter or select the Edit Text command.
3. Type the bulletin text into the Text Editor window and click the done button.
4. Select the Edit Select All command.
5. Click on Fonts & Styles or select the Text Fonts & Styles command and choose a font and style that will be used for most of the bulletin text.
6. Selectively change the font, style, indents, and alignment of bulletin text. See Selecting Paragraph(s), Text Indents, and Text Alignment.
7. Select the File Print command to print the bulletin.
8. Make changes and reprint the bulletin as needed.
9. Select the File Save command to save the bulletin.

## Commands

Bulletin Maker commands are available on the drop down menus listed below. Note that mouse users may also select some commands by clicking on a picture such as the typewriter.

File Menu

Edit Menu

Text Menu

Help Menu

## **File Menu**

Bulletin Maker's File menu has commands to open, print, and save bulletins.

Options:

New

Open

Save

Save As

Default Font

Page Layout

Print

Printer Setup

Exit

## **File New Command**

The File New Command starts a new bulletin file. All existing bulletin text is discarded and a blank paragraph is created with the Default Font.

Before discarding existing bulletin text, Bulletin Maker will ask if you would like to save your changes, if you answer yes, Bulletin Maker will automatically do the File Save command.

## **File Open Command**

The File Open Command allows you to retrieve a bulletin that was saved with the File Save or File Save As Commands.

If you already have bulletin text in Bulletin Maker when you select this command, it will ask if you would like to save your changes, if you answer yes, Bulletin Maker will automatically do the File Save command.

## **File Save Command**

The File Save Command allows you to save a bulletin so it can be retrieved later with the [File Open Command](#).



## **File Save As Command**

The File Save As Command allows you to save a new bulletin or to save an existing bulletin under a new name.

Bulletins saved with this command can be retrieved later with the File Open Command.

## **File Default Font Command**

The File Default Font Command sets the Default Font for Bulletin Maker.

## **File Page Layout Command**

The File Page Layout Command allows you to change page margins and specify the Text Start page.

## **File Print Command**

The File Print Command allows you to print the bulletin on your Default Printer.

## **File Printer Setup Command**

The File Printer Setup Command allows you to change the setup of your Default Printer.

With this command, you can select the bulletin size. Bulletin Maker can use either 8 ½" x 11" or 8 ½" x 14" size paper.

## **File Exit Command**

The File Exit Command allows you to stop working in Bulletin Maker.

If you have bulletin text in Bulletin Maker when you select this command, it will ask if you would like to save your changes, if you answer yes, Bulletin Maker will automatically do the File Save command.

## **Edit Menu**

Bulletin Maker's Edit menu has commands to let you edit, copy, and move text.

Options:

Text

Edit Done

Edit Cancel

Copy

Cut

Paste

Insert

Delete

Select All



## **Edit Text Command**

The Edit Text Command can be selected from the Edit menu or by clicking the typewriter picture.

This command starts the Text Editor and allows you to add or change text in the currently selected paragraph(s).



## **Edit Done Command**

The Edit Done Command is active only when you are using the Text Editor.

This command adds the text from the Text Editor to the bulletin and displays the bulletin in the Bulletin Maker window.

## **Edit Cancel Command**

The Edit Cancel Command is active only when you are using the Text Editor.

This command discards any changes that you made in the Text Editor and displays the bulletin in the Bulletin Maker window.

## **Edit Copy Command**

The Edit Copy Command copies bulletin text from the currently selected paragraphs(s) to the Clipboard. You can later paste this text back into the bulletin using the Edit Paste Command.

If you are currently working in the Text Editor, this command copies selected text from the Text Editor to the Clipboard. This text can later be pasted either back into the Text Editor or into the bulletin.

## **Edit Cut Command**

The Edit Cut Command cuts the currently selected paragraph(s) out of the bulletin and places them in the Clipboard. You can later paste this text back into the bulletin using the Edit Paste Command.

If you are currently working in the Text Editor, this command cuts selected text from the Text Editor to the Clipboard. This text can later be pasted either back into the Text Editor or into the bulletin.

## **Edit Paste Command**

The Edit Paste Command pastes text from the Clipboard into the bulletin or the Text Editor. You can only use this command if there is text on the Clipboard that was placed there by either the Edit Copy or Edit Cut Commands.

## **Edit Insert Command**

The Edit Insert Command allows you to insert a new paragraph into the bulletin. The new paragraph is inserted immediately above the currently selected paragraph(s) and will use the same font, alignment, and indents as the first selected paragraph.

## **Edit Delete Command**

The Edit Delete Command allows you to delete the currently selected paragraph(s).

## **Edit Select All Command**

The Edit Select All Command may be used to select all paragraphs in the bulletin. This feature provides a way to change the fonts, alignment, and indents for all paragraphs in the bulletin.



## **Text Menu**

Bulletin Maker's Text menu has commands to change fonts, align text, set paragraph indents, and force page endings.

Options:

Fonts & Styles

Left Justified

Right Justified

Justified

Centered

Left / Right

Indents

Page End



## **Text Fonts & Styles Command**

The Text Fonts & Styles Command allows you to change the font and style for the currently selected paragraph(s).

When you use this command, a new window appears that allows you to select from a list of fonts that your printer uses. You may also set the size of the font in points and set styles such as **Bold**, *Italic*, and ***Bold Italic***.

## Text Alignment Commands

The Text Alignment Commands allow you to specify the alignment of text for the currently selected paragraph(s).

These commands may be selected from the Text menu or by clicking on one of the alignment pictures shown below.



Left Justified. Text is aligned with the left margin only.



Right Justified. Text is aligned with the right margin only.



Justified. Text is spread out to align with both the left and right margins.



Centered. Text is centered between the left and right margins.

## **Text Left / Right Command**

The Text Left / Right Command allows you to split the text of a single line paragraph so that it is aligned with both the left and right margins.

You tell Bulletin Maker where to split the text by inserting a tab in the line using the Text Editor.

## **Text Indents Command**

The Text Indents Command allows you to indent the text in the currently selected paragraph(s) a specified number of inches from the left and right margins.

When you select this command, a window is displayed for you to enter the amount of indent from the left margin, the left margin for the first line in the paragraph, and the right margin. To create a hanging indent, specify a positive amount for the left indent and a negative amount for the first line indent.

You must enter the indent amounts in inches. For example, to indent text  $\frac{1}{2}$ " from the left margin, enter .5 for the left indent.

## **Text Page End Command**

The Text Page End Command allows you to force the bulletin to start a new page after printing the currently selected paragraph(s). If you have previously set a forced page end at this paragraph, this command will remove it.

When Bulletin Maker determines that there is more text than will print on a page, it will automatically insert a page end into the bulletin. This page end shows on the screen as a solid line.

When you force an end of page using this command, the page end shows on the screen as a dotted line.

## **Help Menu**

Bulletin Maker's Help menu provides commands to get help about Bulletin Maker and to find out how to contact the T.R.Software.

Options:

Contents

Help on Help

About Bulletin Maker

## **Help Contents Command**

The Help Contents Command opens a help window and displays the Bulletin Maker help table of contents.



## **Help on Help Command**

The Help on Help Command opens a help window and provides instructions on how to use help.

## **Help About Bulletin Maker Command**

The Help About Bulletin Maker Command displays a window which shows how to contact T.R.Software.

Please feel free to contact us with questions and comments regarding Bulletin Maker and your progress with it.

## Keyboard

Bulletin Maker functions and commands may be accessed by using a mouse or the keyboard. Even if you use a mouse, you will probably end up using a combination of key strokes and mouse actions.

Keys active in the Bulletin Maker window:

Alt	Provides access to the Bulletin Maker menus.
Home	Takes you to the top of the bulletin.
End	Takes you to the end of the bulletin.
Page Up	Displays the previous screen page of the bulletin.
Page Down	Displays the next screen page of the bulletin.
Up Arrow	Selects the previous paragraph.
Down Arrow	Selects the next paragraph.
Ctrl+Ins	Copies the currently <u>selected paragraphs(s)</u> text onto the Clipboard.
Shift+Del	Cuts the currently selected paragraph(s) text onto the Clipboard.
Shift+Ins	Pastes text from the Clipboard into the bulletin.

Note that holding down the shift key while using the up and down arrow keys will allow you to select multiple paragraphs.

See Also

[Editor Keys](#)

## Text Editor Keys

The following keyboard commands can be used in the Text Editor.

Ctrl+Ins	Copy the selected text onto the Clipboard.
Shift+Del	Cut the selected text onto the Clipboard.
Del	Delete the selected text.
Shift+Ins	Paste the Clipboard text into the Text Editor.
Alt+Backspace	Undo the last editing action on the current line.
Down Arrow	Move down one line.
Up Arrow	Move up one line.
Left Arrow	Move one character to the left.
Right Arrow	Move one character to the right.
Home	Move to the beginning of the line.
End	Move to the end of the line.
Shift+Down Arrow	Move down one line and select the text in the previous line.
Shift+Left Arrow	Select one character to the left.
Shift+Right Arrow	Select one character to the right.
Shift+Up Arrow	Move up one line and select the text in both lines.
Tab	Move to the next tab stop to the right.
Page Up	Move to the previous screen page.
Page Down	Move the next screen page.
Ctrl+Home	Move to beginning of the text.
Ctrl+End	Move to the end of the text.

## **How To...**

[Contact T.R.Software](#)

[Create Your First Bulletin](#)

[Change your bulletin from week to week](#)

[Copy bulletin text](#)

[Move bulletin text](#)

[Use Left / Right Justify](#)

[Use Indents](#)

[Force an End of Page](#)

## **Contact T.R.Software**

T.R.Software offers free technical support to Bulletin Maker Users.  
Our current address and phone number can be found using the [Help About](#) command.

## **Creating Your First Bulletin**

Possibly the most involved use of Bulletin Maker is when you create your first bulletin. Follow the step by step instructions in the section [Creating a Bulletin](#). If you have problems following these instructions, contact T.R.Software for assistance.

## Changing Your Bulletin From Week to Week

Bulletin Maker makes it easy to change your bulletin from week to week by letting you change just the information that is different each week. This means that you do not have to retype your bulletin each week and will save time.

1. Use the File Open command to open the bulletin from the prior week.
2. Use the File Save As command to save the bulletin using a new name.
3. Use the Text Editor to change just that information which is different for the new week.
4. Use the File Print command to print the new bulletin.
5. If necessary, make additional changes and print again until the new bulletin looks just the way you want it.
6. Use the File Save command to save your changes.



## **Copying Bulletin Text**

Bulletin Maker makes it easy to copy bulletin text from one place in the bulletin to another. To use this feature, select the paragraph(s) containing the text that you wish to copy and select the Edit Copy command.

The Edit Copy command places the text into the Windows Clipboard.

To place the copied text into the bulletin, select the paragraph before which the text will be inserted and select the Edit Paste command.

## **Moving Bulletin Text**

Bulletin Maker makes it easy to move bulletin text from one place in the bulletin to another. To use this feature, select the paragraph(s) containing the text that you wish to copy and select the Edit Cut command.

The Edit Cut command removes the text from the bulletin and places it into the Windows Clipboard.

To place the cut text into the bulletin, select the paragraph before which the text will be inserted and select the Edit Paste command.

## Using Left / Right Justify

Bulletin Maker contains a feature on the Text Menu called Left / Right.

This feature is used to split a line of text and align the first half of the line with the left margin and the other half of the line with the right margin. This type of alignment works well for Hymns where the description of the Hymn is aligned with the left margin and the page number is aligned with the right.

The secret to using Left / Right is to place a Tab character in the text at the place you want the line split.

Example:

Using the Text Editor, type in the following line but press the Tab key instead of typing in {Tab}.

Hymn of Praise{Tab}No. 109

When you are back in the main Bulletin Maker screen, select this paragraph and use the Text Left / Right command, the line will be aligned with both the left and right margins.

## Using Indents

Bulletin Maker lets you specify indents for selected paragraph(s). These indents provide a way to temporarily change the margins for certain paragraphs. Also, you may use this feature to create a hanging indent. A hanging indent is when the first line of a paragraph hangs out over the rest of the paragraph.

Example of indented paragraph:

This text has been indented 1" from the left margin and 2" from the right margin. The first line indent is set to zero so that it has the same indent as the rest of the paragraph.

Example of a Hanging indent:

This text has been indented 1.5" from the left margin and 2" from the right margin. The first line indent has been set to -1.5" so that it hangs out over the rest of the paragraph.

## **Force an End of Page**

Sometimes it may be necessary to force text to begin on a different page than Bulletin Maker places it.

To force an End of Page, select the paragraph that will be the last paragraph on the page and use the Text Page End command. Bulletin maker shows a dotted line at the end of the paragraph to show that the End of Page was forced.

To remove a forced end of page marker, select the paragraph where the dotted line is displayed and use the Text Page End command again, this time, Bulletin Maker removes the forced End of Page marker.

## Hints & Tips

Bulletin Maker's main strengths lie in its ability to both improve the readability of your bulletins while saving you valuable time for other activities.

You can help improve the readability of your bulletin by following the simple guidelines listed below:

Select a font and size that is large enough to be easy to read but still leaves room for the bulletin's message. Times New Roman with a point size of 11 strikes a nice balance between readability and room for content.

Try not to mix different fonts and styles too frequently in the bulletin. It is better to use only one font style and size for most of the bulletin text and use either a larger size or bold style for section headings. Keep the bulletin simple and focus on getting your message across in the most understandable way.

Include as much blank space in the bulletin as possible.

To help save you time, follow the instructions in the section [Changing Your Bulletin From Week to Week](#). Learn to retype only the information that changes from week to week instead of retyping the entire bulletin.



## **Text Editor**

The Text Editor is accessed by clicking on the typewriter picture or selecting the Edit Text command.

Use the Text Editor to edit text in the currently selected paragraph(s).

Text is displayed in the Text Editor using the Default Font. You may set the Default Font using the File Default Font command. If you set the Default Font to a larger size, the text will be easier to read.

Since the text is displayed in a different font and margin setting than is used for the bulletin, the text will not be formatted the same as what will print on paper. Just use the Text Editor to enter the text and make formatting changes in the Bulletin Maker window.

You can create multiple paragraphs in the Text Editor by pressing the Enter (or Return) key at the end of each paragraph. Do not press the Enter key after each line or Bulletin Maker will treat each line as a separate paragraph.

When you are done entering text, click the Done button or select the Edit Done Command. If you wish to discard the changes you've made in the Text Editor, click the Cancel button or select the Edit Cancel Command.

You may select text in the Text Editor by using the Text Editor Keys. Selected text may be copied to the Clipboard by selecting the Edit Copy or Edit Cut commands. Text placed in the Clipboard may be pasted to another place in the Text Editor by using the Edit Paste command.

## **Font**

Fonts are sometimes called type faces. They define how text will appear on the screen and the printer. Fonts will either be fixed spaced, such as Courier, or proportionally spaced, such as the font used in this help file. In a fixed spaced font, each character takes up the same amount of space. With a proportionally spaced font, character widths will vary. For example, a W will take up more space than an l or a k.

You specify the size of the text in a measurement called points which is approximately 1/72 of an inch when printed.



## **Indents**

Indents provide a way for you to change the margins for only one or a few paragraphs. You specify an amount, in inches, for the left edge of the text, the left edge for the first line in the paragraph, and the right edge of the text.

## **Drop Down Menus**

Drop Down Menus are listed at the top of the window and will "drop down" when you click them with a mouse or press the Alt key followed by the underlined letter. When the menu is "dropped down", it will display a number of commands that you can select by clicking them with a mouse or pressing the underlined letter.

## **Alignment**

Alignment refers to how text is "aligned" with either the left or right margins. Text may be aligned with the left margin, right margin, centered, and justified so that it aligns with both margins.

## **Selecting Paragraph(s)**

Most of the Bulletin Maker commands operate on selected paragraphs. You select a single paragraph by pointing to it with the mouse and clicking or using the up and down arrow keys.

A dotted line is displayed around the selected paragraph.

You may also select more than one paragraph by holding the left mouse button down on a paragraph and moving the mouse toward you. If you are using the keyboard, you may select more than one paragraph by holding down the shift key while using the up and down arrow keys.

## Style

Text Styles define whether the text will be regular, like this help text, **bold**, *italic*, or ***bold italic***.

## **Default Font**

The Default Font is the font used by Bulletin Maker when you are in the Text Editor. Also, all text that you enter into a new bulletin will automatically be formatted in the Default Font.

## **Default Printer**

Your Default Printer is the printer that your bulletin will print on when you select the File Print command. You may change the Default Printer by selecting the File Printer Setup command.

## **Points**

The height of the text characters in a font are measured in points which are approximately  $1/72$  of an inch when printed.