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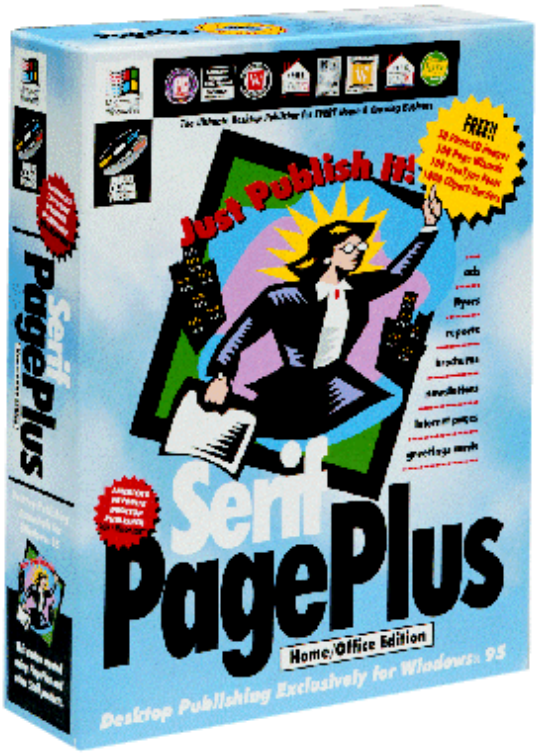

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Click here to view online companion

Next >

This online companion is designed for Serif PagePlus Home/Office Edition and references some features not available in Serif PagePlus Intro 95 (This Product). To learn about upgrading to PagePlus Home/Office Edition, watch the upgrade demo.

Serif PagePlus

Home/Office Edition

Online Companion

- Using this Online Companion
- Table of Contents
- Preface
- Just Publish It!
- What's it called?
- Working with objects
- Creating a publication
- Designer's gallery
- Reference
- Index

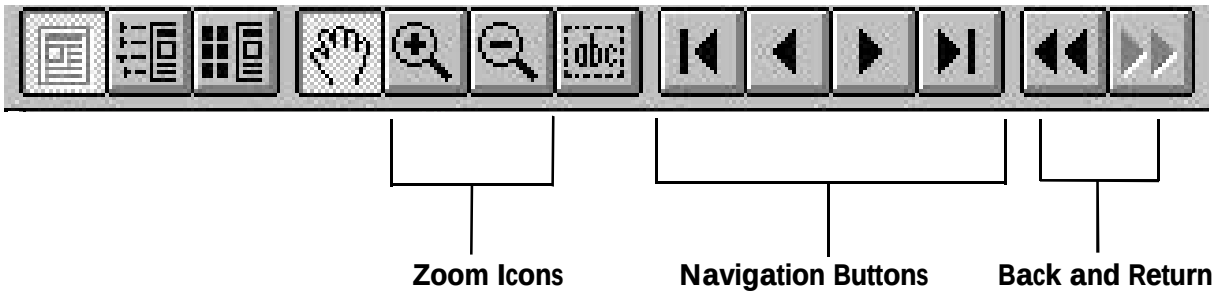
Using PagePlus Home/Office Online Companion

Welcome to the PagePlus Home/Office **Online Companion** electronic documentation.

The online documentation uses **Adobe Acrobat™ Reader** to navigate the various chapters of the companion and allows you to easily move from one section of the manual to another.

In the main **Online Companion** screen, simply clicking on the name of the chapter that you wish to view will load the relevant chapter into Acrobat™ Reader**.** In the **Table of Contents** document, clicking on the entries will also move you to the selected entry. In the **Index**, clicking on the entry that you wish to view, or the page number of that entry, will jump you to the correct place in the Companion.

To move between pages within a chapter use the **Navigation Buttons**. To return to the screen that you were viewing previously in Acrobat ™ Reader, click the **Back** button on the Tool Bar.



To **change views,** use the **View** menu in Acrobat ™ Reader, or the **Zoom Icons** (to the left of the **Navigation Buttons**). The default view is 100%, which makes the text easily readable, the **Fit Page** view will allow you to see the entire page on screen at one time. To scroll a page at a time through the Companion, use the Page Up and Page Down keys on your keyboard.

If you wish to print a particular chapter, or the entire Companion select **File/Print** in Acrobat ™ Reader.

For further information on using Adobe Acrobat ™ Reader, please refer to the Acrobat ™ Reader Online Help system, which can be accessed from the Help menu in Acrobat ™ Reader.

To return to the Online Companion screen, please click the Back button on the Acrobat ™ Reader Tool Bar.

PagePlus Companion

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Serif PagePlus Home/Office Edition was designed to provide the best product/value *and* lowest price in Windows 95 desktop publishing. Many thanks to our million PagePlus users for supporting us… Especially our international user panel, dedicated beta testers, local pizza delivery, and everyone else who took the time to make comments and suggestions to help us. We couldn't do it without you. Just Publish It!

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Table of contents

Just Publish It! 1
Welcome 3
About this book 3
About PagePlus 4
About Serif 6
Installation 7
What you need to run PagePlus 7
What you need to know 8
What's in the Box? 8
First Time Install 9
Manual Install 9
Let's Get Started 10
Serif Registration Wizard 10
PagePlus Startup Wizard 11
Using a Page Wizard 13
Instant Publication... It's Easy! 13
Home or Office? 13
Instant Newsletter 13
Now Customize 16
First, Some Background 16
Edit your newsletter text 18
Change the pictures 19
Type a new headline 21
Change a LogoPlus object 22
Finish Up 22
Save your newsletter 22
Print your newsletter 23

What's Next? 23
What's it called? 25
The PagePlus Window 27
Keep it Simple... 28
The Tool Bar 30
The Button Bar 31
The Status Bar 33
The Color Bar 33
The roll-up palettes 34
Standard elements 35
The WritePlus Window 37
Editing & Creating Text 38
Using styles 39
Proofing Tools 39
The LogoPlus Window 39
Editing & Creating Text 41
Tabs Bar 41
Preview Window 42
The Front Panel 42
What's Next? 43
Working with objects 45
Introduction 47
Objects are similar... 47
Object Basics 47
Changing your mind 49
Object manipulation 49
Object formatting 51
Styles 53
Frames and flowing text 54
A few words about frames 54
Creating a frame, and putting text in it 55
Selecting frames and frame text 56

Manipulating a frame 56
Editing text in frames 57
How a story flows through a sequence of frames 58
Free text blocks 60
A few words about text 60
Creating text 60
Selecting text blocks 61
Manipulating text 61
Editing text 61
Graphic shapes 61
Pictures 62
Importing a picture 62
Selecting and Manipulating a picture 62
LogoPlus objects 63
A few words about LogoPlus 63
Creating a LogoPlus effect 63
Selecting and Manipulating a LogoPlus object 64
OLE objects 64
A few words about OLE 64
Creating an OLE object 64
Selecting and Manipulating an OLE object 65
Groups 65
What's Next? 66
Creating a publication 67
Introduction 69
One step at a time 69
Planning/Design 70
Cheat! 71
Design Constraints 72
Designing your publication styles 72
Preparing Content 73
Text 73

Graphics 74
Pictures 75
Page Make-Up 77
Basic setup 77
The layout grid 78
Placing Content 79
Fine Tuning 81
Save your work 82
Printing 82
What's Next 83
Designer's gallery 85
Designer's Gallery 87
Page Wizards 87
What's in a Wizard? 87
The One-Minute Typographer 88
Typefaces 88
Typestyle 90
Outline and underline 90
Text Point Size 91
Alignment 91
Auto hyphenation 92
Spacing 92
Special effects 95
Dropped capital effects 95
Reversed text (or other color variations) 96
Half-fill text 96
Shadowed objects 97
Pouring text into a shape 97
Using Text as graphics 98
Using Graphics tools 99
LogoPlus Objects 101
What's Next 101

Reference 103
ClipArt Reference 105
Art Categories 105
Border Categories 105
Font Reference 150

Just Publish It!

Welcome

Welcome to PagePlus Home/Office Edition from Serif. It's the complete desktop publishing package for your home, school, church or growing business.

The latest in the best-selling, award-winning PagePlus line, the Home/Office Edition is an all new 32-bit application designed exclusively for Windows 95. It contains everything you need to get started NOW!

About this book

Read this book to learn how to install, start and use PagePlus.

- Just Publish It! Tells you how to install and start PagePlus, and introduces you to Page Wizards using a mini-tutorial.
- What's it Called? A tour of the important elements of the PagePlus window, together with WritePlus and LogoPlus the integrated word-processing and text effects modules.
- Working with Objects. Discusses the important objects on a PagePlus page and how you create and work with them.
- Creating a Publication. An overview of the planning, design and creation of a publication.
- Designer's Gallery. Typography primer together with a pot-pourri of design ideas.

- Reference. Visual catalog of the extensive clipart and font libraries supplied with PagePlus Home/Office Edition.

About PagePlus

From corporate-style marketing materials to fun-stuff like party invites PagePlus does it all. Ads, brochures, business stationery (cards, letterheads, compliments slips, invoices), flyers, forms, newsletters, notices, handouts, event programs, posters, price lists, reports, announcements, invitations, greetings cards, and much more. With your PC, printer and PagePlus you can save time and money. No experience required!

DTP revolutionized the graphics arts industry, and the Fortune 500 have long been aware of the importance of good looking documents and marketing publications. PagePlus has revolutionized the DTP market and now high impact design is available to everyone.

- **Wizards**
  Page Wizards are instant documents. Just choose the type of publication you want to produce and answer a few simple questions. PagePlus does the rest!

- **Total Ease of Use**
  Tool Hints, Quick Help, Wizards and context-sensitive cursors make PagePlus as friendly as a puppy! And a collection of interactive demos to zap that learning curve.

- **Word-Processing Tools**
  PagePlus features WritePlus for integrated word processing with word count, search and replace and spell checking.

- **Integrated Text Effects**
  LogoPlus is built in making it easy for you to create attention-grabbing headlines and powerful logos with text along a curve or fitted to a shape.

- **Powerful Features**
  Movable rulers and guides. Precision placement, rotation and text wrap. Flip, crop and watermark graphics. Text formatting with bullets, lists, slanting, kerning, hyphenation, drop caps, smart quotes, and named styles. And more!

- **Electronic Publishing**
  Used with Adobe Acrobat software, Home/Office Edition documents can be turned into electronic documents or high-impact, magazine style Internet Home Pages.

- **Designer Clipart**
  Add flair to your pages using a designer library of over 1000 clipart images.

- **High Quality Fonts**
  Express yourself with over 100 fonts - from formal to wild and wacky - for any document.

- **PhotoCD images**
  There are also 50 stunning full-color photographs to add impact. And, of course, you can also use your own images.

- **Versatile Printing**
  Impressive results on your dot-matrix, ink-jet or laser printer in black and white or full color with Paper Direct® pre-printed color papers shown in the Background Wizard.

About Serif

PagePlus is the world's #1 best-selling, award-winning desktop publisher. And our new Home/Office Edition is also the easiest! Serif is dedicated to giving you the chance to own and use great software and our mission consists of four interrelated parts:

- Our Power Mission to develop and distribute highly functional, technologically advanced software.
- Our Ease-of-Use Mission to ensure that new users can harness the power effectively, while more experienced users can work quickly and efficiently.
- Our Value Mission to provide our customers with products at the lowest possible price for the highest possible value.
- Our Service Mission to provide the best in service and support.

Registration, Upgrades and Support

Please register your software by taking a moment to call us. You must register PagePlus Home/Office Edition within the first 90 days of using it.

In keeping with our low price policy, our upgrades to registered users are great value. And our users are always the first to know thanks to our regular newsletter, and upgrade mailings.

All Serif products include free product support, including Electronic forums, for registered users. If you need technical support or general advice please contact us: we aim to provide fast, friendly service and knowledgeable help on PagePlus. *Call us and let us know how we're doing!*

Satisfaction Guaranteed!

Thank you for purchasing PagePlus Home/Office. We're sure that you'll love PagePlus. If you're not 100% satisfied, you can return PagePlus for a refund within 60 days of purchase. Simply take it back to your store (don't forget to take your original, dated store receipt). Or, (if you purchased direct from Serif), call our Customer Services department (please be ready to quote your invoice details).

Installation

What you need to run PagePlus

Serif PagePlus Home/Office Edition works with Windows 95, and you'll need a PC setup which runs Windows 95 adequately. If you need help installing Windows 95, or setting up your printer, see Windows 95 documentation and help.

- You need, at least, a 386DX IBM-compatible personal computer and 4 Mb of RAM (minimum requirement for running Windows 95). The performance of Windows 95 is improved by a faster PC and more memory.
- You need a mouse, adequate hard disk space (at least 15 Mb free to install essential files) and a CD-ROM drive. Normally you would run PagePlus from the CD, but you can, if you wish, make a full hard disk installation (this will require around 85 Mb free).
- You need a Windows 95 compatible printer connected and ready to print.

What you need to know

Serif PagePlus Home/Office is the easiest desktop publisher around. You don't need any printing or design experience, as the PagePlus Page Wizards will do virtually all the work for you! However, you will find it much easier if, before installing and using PagePlus, you have a working knowledge of Windows 95.

You may find it helpful to spend a little time using Windows 95 before you proceed. You should be familiar with the Windows 95 accessories WordPad and Paint, and understand Windows terminology such as "icons" and "clicking".

What's in the Box?

PagePlus Home/Office contains the following items:

- **PagePlus Home/Office Companion (this book)**
  This book takes you through installing and using PagePlus and concludes with a Reference section.

- **PagePlus Home/Office CD-ROM**
  This CD-ROM contains everything - the program, wizards, help, fonts, clipart, photos, demos - needed to use PagePlus.

First Time Install

To install Serif PagePlus Home/Office simply insert the CD-ROM into your CD-ROM drive. The Windows 95 AutoRun feature automatically starts the Setup process. Just answer the on-screen questions to install the program.

If the Auto Run does not start the install (this is not the first time you have installed PagePlus), use the Manual Install instructions shown below.

Install Options

You will be given the choice between an Optimized install (CD optimized by putting only the most appropriate files on your hard drive for best performance), a Minimized install (puts the minimum amount on your hard drive), and a Hard Disk install (puts all files on your hard drive so that you don't need the CD to use PagePlus).

We recommend using the Optimized Install as this gives good performance without using large amounts of hard disk space.

Manual Install

To re-install the software or to change the installation at a later date, select **Settings/Control Panel** from the Windows **Start** menu and then click on the **Add/Remove Programs** icon. Make sure the Serif PagePlus Home/Office Edition CD-ROM is inserted into your CD-ROM drive, click the **Install...** button and then simply follow the on-screen instructions.

Let's Get Started...

Once PagePlus Home/Office has been installed, you'll be ready to start. Setup adds a **Serif PagePlus Home/Office** icon to the **Programs** group of the Windows **Start** menu.

☞ **Use the Windows Start button to start PagePlus Home/Office Edition, (or if PagePlus is already running do a File/New) to display the Startup Wizard (the main working screen).**

PagePlus Home/Office starts, and the Startup Wizard will be displayed.

Serif Registration Wizard

The first time you start PagePlus, (and each time you start it, if you don't register) the Registration Wizard is displayed. This includes information about registration and technical support.

To finish with the Registration Wizard, just click on the **Finish** button at the end of the wizard. You can register whenever you feel like it. When you have a moment, please call Serif toll-free with your installation number, and we'll give you a personalized registration number to enter. If you purchased PagePlus directly from Serif, then your registration number is printed on your invoice, and you should enter it now.

PagePlus Startup Wizard

Now you can see the normal starting screen. The Startup Wizard presents five choices:

- Use a Page Wizard, to create an instant document.
- Start from Scratch, to get a blank page to work on.
- Open a Publication, to edit your own files.
- Watch a Demo, to see a helpful interactive tutorial.
- Setup, to configure PagePlus to your own preferences.

☞ **Choose Watch a Demo now.**

Select the **Introduction** demo and then click on the **Watch Demo...** button. PagePlus will now load the demo (it takes a few moments). You can move forwards and backwards through the screens using the buttons. This is just one of the interactive demos provided with PagePlus, and you can look at them at any time by using the Startup Wizard.

When you have finished watching demos, click on the **<Back** button to return to the Startup Wizard. If you clicked on **Finish>** you will need to do a **File/New** to return to the Startup Wizard.

☞ **Choose Start from Scratch now.**

Select the page size and orientation for your work and the click on **Finish**. This will give you the typical PagePlus working layout. You'll see that PagePlus looks just like your other Windows programs, and you now have a blank page to work with. Do a **File/New** to return to the Startup Wizard.

☞ **Choose Use a Page Wizard now.**

We've carefully researched the types of publication that people want to produce and PagePlus is fully loaded with instant ways to create those documents.

Using a Page Wizard...

Instant Publication... It's Easy!

Creating a finished publication that you can be proud of is easy with PagePlus Home/Office Edition. Most of the work is done by the automated Page Wizards, and this brief tutorial shows you how they work so that you can start publishing right now!

Home or Office?

The division between Home and Office publications is quite blurred. You could create a family newsletter and then re-use the layout as the basis for a newsletter for your customers or clients. But in general, PagePlus Page Wizards are divided into Home and Office use categories.

Office publications include corporate stationery (business cards, letterheads, fax cover sheets), newsletters, forms, sales materials and labels. The Home publications category covers certificates, greeting cards, postcards, resumes, music covers, posters, invites and menus and other fun stuff. Of course, there's nothing to stop you customizing a Home certificate to be an employee award so remember to experiment!

Instant Newsletter

It's time to use a Page Wizard to create a finished newsletter. Here's how.

☞ **Step through the Page Wizard to select your required newsletter design.**

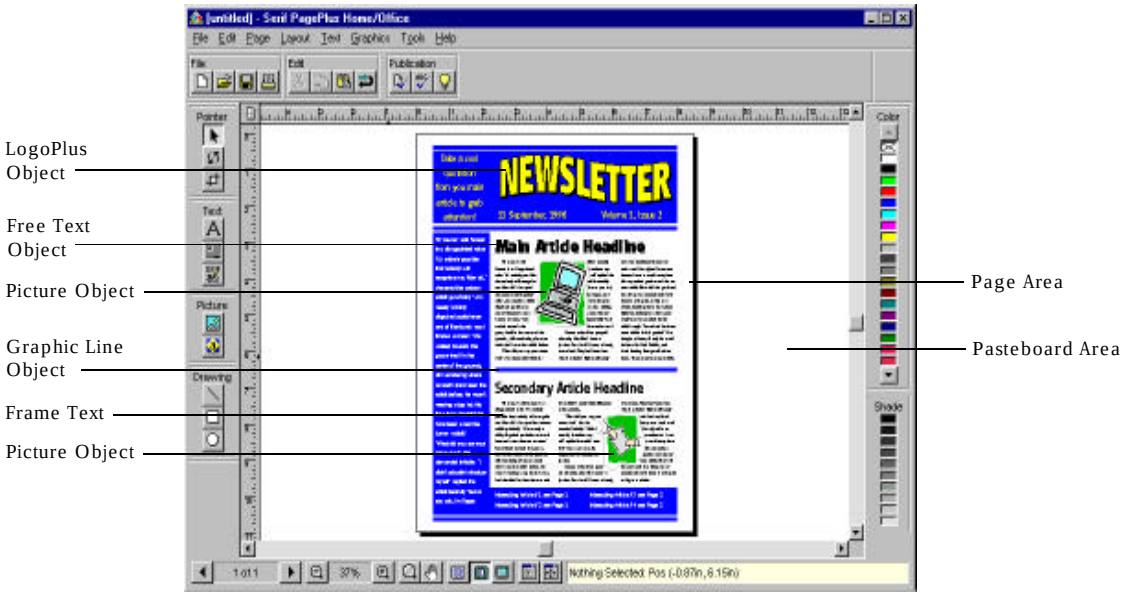
1. When the Wizard asks *What type of Wizard would you like to use?* select **Office use** then click **Next>** to move onto the next section of the Wizard.
2. Select the **Newsletters** Wizard category then click **Next>** to move on.
3. Now choose **Basic Newsletter** from the list of available newsletter designs and click **Next>**.

It's easy to see a quick preview of the available designs by clicking once on each design name.

☞ **Now use the Wizard to add your own information to the design.**

1. Type the title of your newsletter, try out **My Newsletter**, then click on a text effect for the title. Then click **Next>**.
2. Now enter your volume date and issue number. When you're happy, click **Next>**.
3. Click **Finish** to instruct the wizard to create your publication.

At any time you can move backwards through the Wizard to review any selection you've made, simply by clicking on the ***<Back*** *button.*



Now Customize...

You've seen how a Page Wizard creates a near instant publication. Before you go back and try the others, it's worth spending a moment customizing the newsletter. You probably want to add your own text to replace the sample stories that the Page Wizard uses. And now would be a great time to browse through the clipart that comes with Home/Office Edition. You may even want to change the colors… here's how!

First, Some Background...

Objects

There are four key elements added to your page by the Page Wizard:

- Frames. These are rectangle placeholders for holding large amounts of text, such as the stories in a newsletter.
- Free text. These are small amounts of text typed directly onto the page for headlines, captions and so on.
- LogoPlus objects. These are fancy headline effects or logos created in LogoPlus.
- Pictures. These are clipart or other images included as part of the page design.

Each element is easily changed using the Pointer Tool. Choose the Pointer Tool and select the object by clicking on it, then double-click to edit/replace it. Right click to get a shortcut menu. If you have objects which overlap, you may need to click several times to select the object you want.

Tools

The Pointer Tool is the top tool in the Tool Bar. There are tools for creating, selecting, editing and manipulating text, frames, graphics and pictures.

- Pointer Tools
  There are three pointer (or selection) related tools. The Pointer Tool lets you select, move, resize, copy or edit an object. The Rotate and Crop tools let you select an object then rotate or crop it.
- Text Tools
  There are three text related tools for editing text, creating frames, and starting WritePlus.
- Picture Tools
  There are two picture related tools for importing pictures and starting LogoPlus.
- Drawing Tools
  There are three drawing related tools for creating lines, boxes and ovals.

The QuickHelp window provides a hint about what's happening at any given point. And a ToolHint will pop-up if you hold the mouse over a button.

Edit your newsletter text

Adding or changing the text in your publication is easy. We'll use WritePlus, the built-in word-processor to edit the two stories of sample text created by the Page Wizard.

Edit the main article body text using WritePlus.

1. Select the Pointer Tool from the Tool Bar and click once over the frame containing the sample text for the main article.

Eight black "handles" will appear around the frame to show that it's selected.

2. Double-click with the Pointer Tool on the selected frame.

The story text in the frame will be loaded into WritePlus, ready for you to edit the text.

3. Edit the sample text.

Using WritePlus is just like using Windows WordPad, really simple. If you're feeling confident, experiment with the controls on the Button Bar.

4. When you're happy with how the text looks, click the green **OK** button in the bottom right-hand corner of the WritePlus window.

The edited text will flow into the frame in your PagePlus document replacing the original text.

If you have written the article text in your word-processor, then you will need to import this text instead of using WritePlus to edit the sample text. Select the frame containing the text to be replaced and do a* File/Import Text... *and follow the instructions on the Import Text Wizard. When prompted to Replace or Append the story text, click the* Replace *button.

If the text you are importing is longer than will fit into the frames for the story, you will be asked if you want to AutoFlow. Select No.

Edit the secondary article body text in the same way as described above for the main article.

Change the pictures

Replace the upper sample picture with one of your own choice.

1. Select the Pointer Tool from the Tool Bar and click over the upper picture to select it.

Because the picture, frame and text objects overlap, you may need to click several times to select the picture object.

Eight black "handles" will appear around the picture to show that it's selected.

2. Double-click on the selected picture.

Here's another Wizard…it's the Import Picture Wizard and it makes it easy to get pictures into your publications.

Use the Import Picture Wizard to select a picture.

1. Select **Art & Borders** then click **Next>**.

You're already a Wizard expert so this should be no trouble at all.

2. Now click **Finish** to end the Wizard and choose your picture.

The Art & Borders dialog will appear. It's time to choose a picture.

3. Select **Art** as the picture type then use the Category pull-down to choose an art category. Choose **Natural World** as the category and select **dolphin.wmf**.

The preview window shows you the picture before you finally import it.

4. Now click **OK** and the newly selected picture will replace the original in your publication.

☞ **Change the other picture in the same way as described above for the upper one.**

Type a new headline

We'll use WritePlus again to edit the headline text created by the Page Wizard.

☞ **Edit the Main Article Headline using WritePlus.**

1. Select the Pointer Tool and click on the Main Article Headline text to select it.

The headline is a Free Text block and eight black "handles" will appear around the object to show that it's selected.

2. Now double-click on the selected free text with the Pointer Tool.

WritePlus will appear, ready to edit the text.

3. Edit the text to appear how you want, try replacing "Main Article Headline" with "Headlines Are Us!"

4. When you're happy with how the text reads, click the green **OK** button in the bottom right-hand corner of the WritePlus window.

The edited text will update in your PagePlus document.

☞ **Edit the secondary article headline in the same way as described above for the main article headline.**

Change a LogoPlus object

The "NEWSLETTER" banner at the top of the newsletter is a LogoPlus object and we'll use LogoPlus to edit it.

☞ **Change the sample LogoPlus object.**

1. Select the Pointer Tool and click on the LogoPlus object to select it.

Eight black "handles" will appear around the LogoPlus object to show that it's selected.

2. Double-click on it.

LogoPlus starts up, and loads the selected object ready for you to make changes. If you want to experiment with the effects buttons right now, take a quick look at the LogoPlus section of the What's it called? chapter. When you're through with experimenting, click the green **OK** *button to accept the changes.*

Finish Up...

Congratulations! You've finished customizing your newsletter. Just double-check for any mistakes, and make any last minute adjustments.

Save your newsletter

Use **File/Save** to save a copy of your edited newsletter design. PagePlus saves and opens files just like all your Windows applications.

Print your newsletter

☞ **Print the page**

1. Select **File/Print...**
2. Click on the **OK** button.

If your page does not print properly, check your Windows documentation to make sure that your printer is installed correctly.

What's Next?

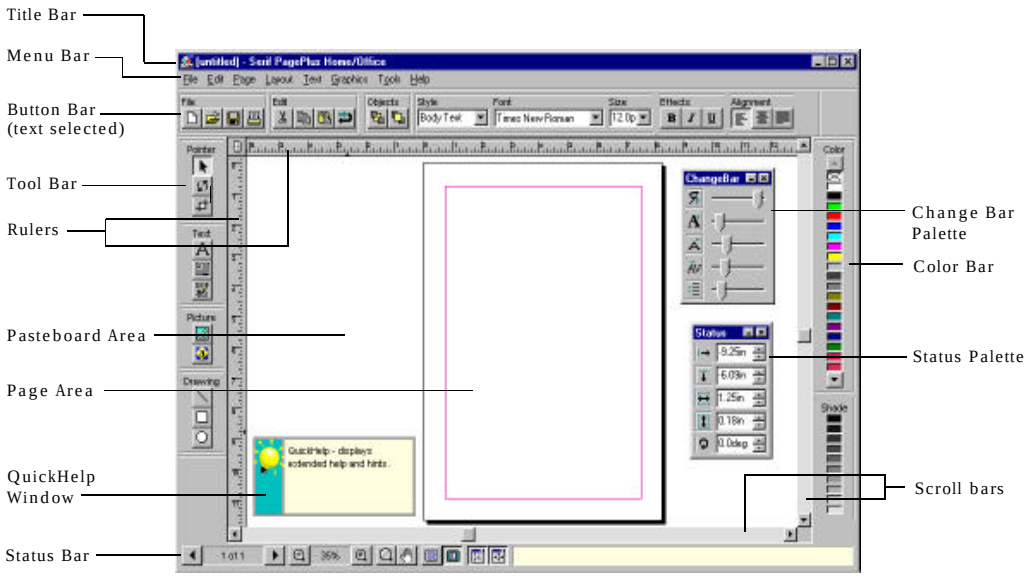
We've covered installing and starting PagePlus, and you've seen how the Page Wizards work. Next we'll take a look at the tools, buttons and other elements of the PagePlus window…

What's it called?

The PagePlus Window

This section lets you take a close look at the PagePlus Home/Office Edition window and the tools you'll be using. The key elements are:

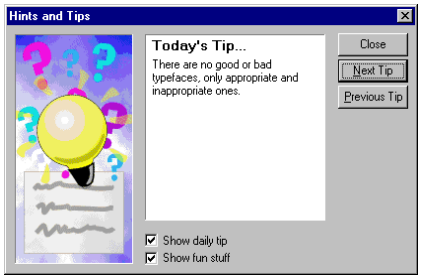
- The vertical Tool Bar for creating, editing and manipulating text, graphics and pictures. Two separate windows WritePlus and LogoPlus are started from icons in the Tool Bar. These are the integrated word processing and text effects modules.
- The horizontal Button Bar for adjusting the properties and formatting of objects.
- The horizontal Status Bar for various useful shortcuts for page navigation and selecting zooms/views.
- The vertical Color Bar for quickly applying colors and shades to objects.
- The two floating Change Bar and Status palettes.
- The standard elements of scroll bars, menus, title bar, the page area, and rulers.



Keep it Simple...

We've added a number of features to keep PagePlus as simple as possible...

Hints and Tips



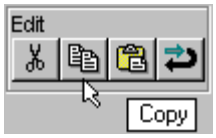
Hints and Tips pop up to help you learn more about the basic features of PagePlus, various shortcuts and advanced options.

QuickHelp

Watch the QuickHelp window for valuable feedback and prompts.

Tool Hints

Hold the mouse over a button to get a pop-up Tool Hint.



Helpful Cursors

Watch for the shape of the mouse cursor changing, it can tell you a lot about what operation is now available.

The Tool Bar

The Tool Bar contains tools for creating, selecting, editing and manipulating text, frames, graphics and pictures.

Pointer Tools

There are three selection related tools. The Pointer Tool lets you select, move, resize, copy or edit an object. The Rotate and Crop tools let you select an object then rotate or crop (trim) it.

To select a single object, move the mouse cursor over the object and click. When objects overlap you may need to click repeatedly until the right object is selected. The selected object is shown by eight small black rectangles, or handles. You must select an object before you can make changes to it!

Double-clicking with the Pointer tool on an object will allow some form of editing or replacement. Right-click on the object will pop-up a menu.

To select a group of objects, drag over them, completely enclosing them within the dotted box known as the “marquee select”. When a group is selected, each object in the group is displayed with its handles in gray instead of black. You can add or remove objects to and from a group by holding the **SHIFT** key down and clicking over an object.

Text Tools

There are three text related tools for editing text, creating frames, and starting WritePlus.

The Text tool is used to edit text in a frame or on the page (free text) by clicking on it, then typing. It is also used to create free text on the page for headlines and captions by clicking (or click and drag) over a blank area of the page, then typing.

The Frame tool is used to create text frames. Select the tool and drag to create a text frame and follow the instructions on the Frame Wizard.

The **WritePlus** button opens the PagePlus word processor and allows you to edit the currently selected free text or story.

Picture Tools

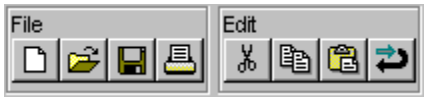
There are two picture related tools for importing pictures and starting LogoPlus.

Click on the **Import Picture** button to import pictures and let the Import Picture Wizard guide you through your choices. To start LogoPlus, select the **LogoPlus** tool, then click and drag to define the area that you want your logo to fill.

Drawing Tools

There are three drawing related tools for creating lines, boxes and ovals. Holding the **SHIFT** key down while using the Box and Oval tools will result in squares and circles. When using the Line tool, holding the **SHIFT** key means that lines are constrained to increments of 45 degrees.

The Button Bar



The Button Bar contains standard buttons for many operations including file, print and clipboard. The first set of buttons are always available. The next buttons are context-sensitive and give access to different sets of properties depending on what type of object is currently selected.

No object selected

When no object is selected the Button Bar contains the basic buttons plus publication-based buttons which give shortcuts to the Spelling Checker and Layout Checker Wizards and a button for adding PageHints to a publication.

Text object selected

With a text object selected, the Button Bar gives easy access to various text properties including text style, font, size and alignment. Two general object buttons are also available for moving the selected object in front of, or to the back of, overlapping objects.

Frame object selected

Select a frame and the Button Bar gives access to the number of columns in the frame and shows the number of the frame in a sequence and the story name that the frame contains.

Graphic object selected

With a graphic object selected the Button Bar gives shortcut buttons for changing the wrap settings and for moving the selected object in front of, or to the back of, overlapping objects.

Picture or LogoPlus object selected

When a picture or LogoPlus object is selected the Button Bar has wrap and layering shortcuts plus buttons for flipping the picture horizontally or vertically.

Group of objects selected

When a group of objects is selected the Button Bar has a button for locking the objects into a permanent group.

The Status Bar

The Status Bar provides shortcuts for pages, zoom/view, and switching the Change Bar and Status palettes on/off. It also has a Hint Line (becomes Quick Help window if you click on it) for feedback.

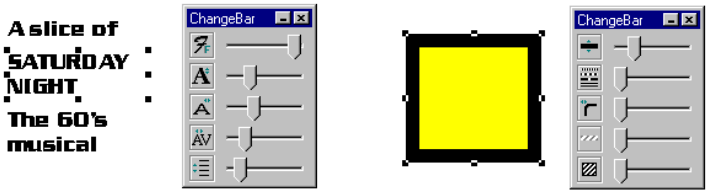
The Color Bar

The Color Bar displays a palette of colors, and shades of the selected color, which can be applied to the currently selected object by clicking on it.

The roll-up palettes

Change Bar palette

The roll-up Change Bar palette allows you to make interactive changes to an object instead of using menus, and it works just like a graphic equalizer by dragging sliders.



The formatting commands available (just like the Button Bar) depend on what kind of object is selected.

Status palette

The roll-up Status palette is for setting the position, size and rotation angle of the selected object more precisely. You can enter numbers directly into the palette (in which case the object jumps to that position), or you can “nudge” the object around the page.

Standard elements

Title bar

The Title bar shows the name of the publication being edited.

Menu bar

The menu bar contains the main PagePlus menus, many of which are also available when you right-click on an object.

- **File:** for opening, saving and printing publications
- **Edit:** for cutting, copying and pasting
- **Page:** for view and page options
- **Layout:** for align, layer, wrap and other layout tools
- **Text:** for changing text and working with text styles
- **Graphics:** for changing graphics and pictures
- **Tools**: for setting preferences and other functions
- **Help:** for ready access to help on PagePlus

Scroll bars

The Scroll bars are used to navigate around the current page and the pasteboard. Or use the **Panning** button on the Status Bar.

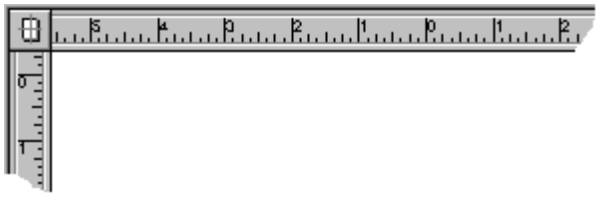
The Page

Most of the PagePlus display is taken up by the page or "artwork" area and the surrounding "pasteboard" area. The page area is where you put guides, and the text, graphics and pictures that you want to print. The pasteboard area is shared by all pages, and you can "store" text, graphics or pictures there until you need them.

The page and pasteboard may be viewed at any zoom level between 10% and 400% using **Page/Views** and the Zoom buttons on the Status Bar.

Use **Page/Pages...** (or the Pages area on the Status Bar) and **Page/Page Setup...** to control the pages in your document.

Rulers



Rulers are used for measuring and creating guides, and can be moved anywhere on your screen by dragging on the ruler intersection. When an object on the page or pasteboard is selected, a highlight appears in each ruler, corresponding to the dimensions of the selected object.

Click or drag on the rulers to create ruler guides. To move a guide, drag it. Drag a guide off the page and onto the pasteboard to delete it or use the **Delete ruler guides** option in **Page/Page Setup** to delete every guide on a page.

Use **Page/Page Setup...** and **Page/Frame Setup...** to set column and margin guides.

Objects snap to guides when you create, move or resize them. Use **Layout/Snapping** to set the snapping status to on or off.

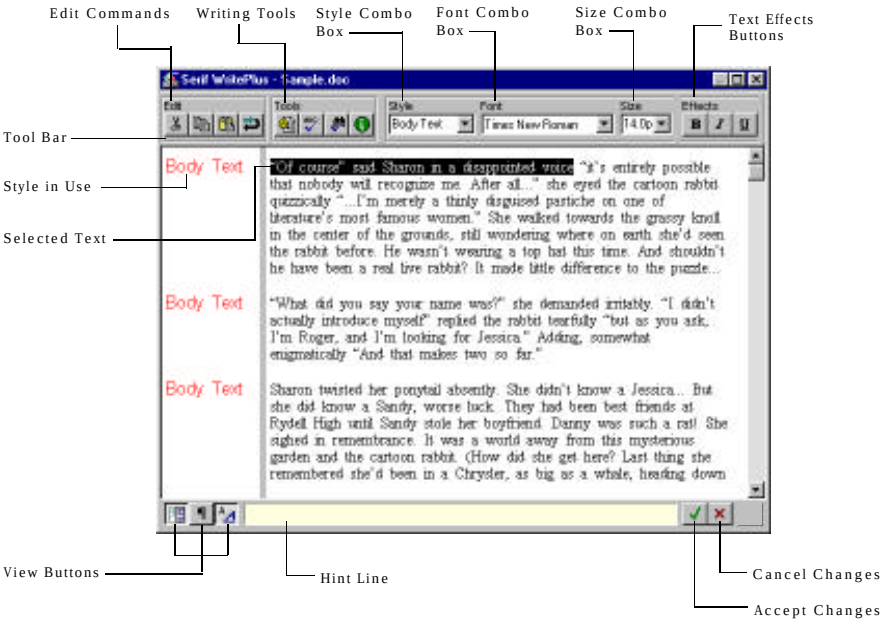
The WritePlus Window

With PagePlus you can import text files from your word-processor, or you can use WritePlus which provides integrated word-processing functions. It is used for creating, editing and proofing text within your publication. WritePlus includes Spell Checking, Find and Replace, Word Count and Auto Correct.

To get a quick overview of WritePlus, watch the WritePlus demo right now. Do a* File/New *to access the Startup Wizard, choose* Watch a Demo*, then select the* WritePlus *demo.

At the bottom right of the WritePlus window is a yellow Hint Line which provides helpful information. And, just like PagePlus, holding the mouse over a button will pop-up a Tool Hint.

Start WritePlus by clicking on the **WritePlus** button in the Tool Bar, or by double-clicking on text or a frame. To close WritePlus, use the buttons at the bottom right-hand corner of the window.



The Button Bar at the top of the window, and the Status Bar at the bottom, contain tools for working with WritePlus.

The WritePlus window can be resized and moved like any normal window to suit your method of working. For intensive text editing, it's usual to use WritePlus full screen.

Editing & Creating Text

WritePlus is designed for fast text editing and creation so it uses standard Windows cursoring controls for moving through the text. If you're familiar with using Windows accessories like WordPad you'll immediately be familiar with WritePlus.

Using styles

WritePlus allows you to apply a named text style to a paragraph, multiple paragraphs or an entire story. The Style list box at the top left of the WritePlus window is used to change the style of text in a paragraph.

Proofing Tools

WritePlus provides proofing tools which can be invaluable during the writing process. Find and Replace, Spell Checker, Information/Word Count, and Auto Correct are all available.

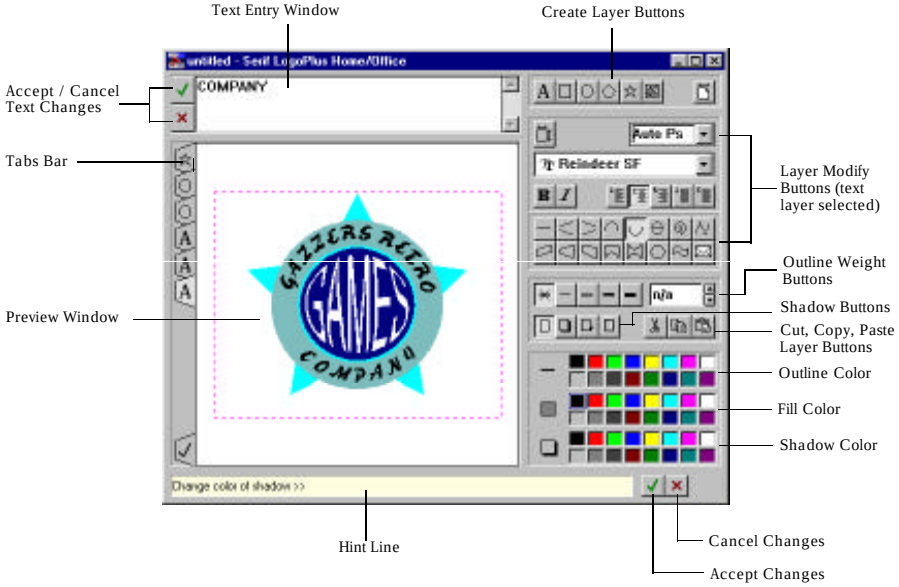
The LogoPlus Window

With LogoPlus you can create shapes, complex logos, powerful headlines and other impressive text effects to add impact to your publications.

To get a quick overview of LogoPlus, watch the LogoPlus demo right now. Do a* File/New *to access the Startup Wizard, choose* Watch a Demo*, then select the* LogoPlus *demo.

At the bottom right of the LogoPlus window is a yellow Hint Line which provides helpful information. And, just like PagePlus, holding the mouse over a button will pop-up a Tool Hint.

Start LogoPlus by clicking on the LogoPlus button in the Tool Bar, and dragging out the area which you want your logo to fill. Or start LogoPlus by double-clicking on an existing LogoPlus object. To close LogoPlus, use the buttons at the bottom right-hand corner of the LogoPlus window.



The Front Panel at the side of the window contains tools for working with LogoPlus.

The LogoPlus window can be resized and moved like any normal window to suit your method of working. For creating complex graphics, it's usual to use LogoPlus full screen.

Editing & Creating Text

The text entry window is where you enter and edit your text for each text layer. When LogoPlus starts, it automatically creates a single text layer, ready for you to type in to. When you've entered or edited your text, click on the Preview Window to update the display.

The text effect that you want is controlled by clicking on the buttons in the front panel. These let you choose path effects (where the text follows an angled or curved path) or envelope effects (where the text is fitted into a shape).

Tabs Bar

LogoPlus works with layers (using a tab for each layer) each containing text, a picture, or a graphic (circle, star, box, polygon). A new tab/layer is added for each new object you create using the buttons at the top of the front panel.

The Tabs Bar is used for selecting the current layer, as only the current layer can be modified. To change a layer, select by clicking on the tab for that layer, make your modifications using the controls on the front panel and then click in the preview window to update the display.

When you select a layer, the preview window shows all other layers in a reduced intensity, so that you can more clearly see the layer on which you are working. When you click in the preview window, the updated display will show the exact appearance of your object.

Change the order of layers by dragging a tab up, to move a layer in front of other layers or, drag a tab down, to move a layer behind other layers.

Preview Window

The preview shows you what your logo looks like. The inner dotted rectangle shows the actual area which will be displayed when the object is put back into PagePlus. Anything outside the dotted box will get “clipped”. Clicking on the preview window will refresh the display, bringing it up to date with all layers displayed normally.

The mouse cursor changes into a magnifying glass when it is over this window, to show that zoom is available. To magnify the view of a particular area, drag the zoom cursor over the area. To see everything hold the **SHIFT** key down and click. Double-click to select a custom zoom percentage.

The Front Panel

The right hand side of the LogoPlus working screen is known as the Front Panel and contains the controls for creating, modifying, sizing and moving layers.

The top row of buttons are for creating new layers.

Below the creation buttons come the layer modify buttons. The appearance of this part of the Front Panel changes depending on the type of currently selected layer. For example for a text layer it allows you to change the font, size, and text effect, while for a star layer it allows you to change the star properties such as the number of points.

The top left button allows you to toggle the display to move/size the current layer. When you're done, click on the same button to return to the normal layer modify buttons.

Double-clicking on some of the layer modify buttons will allow the effect of the button to be edited.

The next area contains the controls for outline widths, shadowing and clipboard functions. The clipboard functions allow you to cut, copy and paste layers.

The bottom group of buttons are for controlling the outline, fill and shadow colors. Double-click on a color button to access more colors.

What's Next?

We've looked at the tools and buttons available in PagePlus, and reviewed the features of WritePlus and LogoPlus. Next we'll take a look at creating and manipulating the key elements of a PagePlus page…

Working with objects

Introduction

This chapter discusses the operations involved in working with the different elements (or "objects") that make up a page created in PagePlus. The objects that you use on a page are:

- Frames and frame text for stories and large amounts of text which flow from column to column or page to page.
- Free Text for headlines, captions, flashes and special text effects.
- Graphics for lines and boxes to add emphasis, decoration and to divide columns and sections.
- Pictures for emphasis, charts and illustrations.
- LogoPlus objects.
- OLE ("live") objects created by other applications.

These different object types have a lot in common. First we'll cover the operations that work in a similar manner on all objects. Then, we'll cover the specifics of each object type.

Objects are similar...

Object Basics

Creating

To create objects directly in PagePlus, select the appropriate tool then click or drag over the page or pasteboard area.

The last object that you create becomes the currently selected object, and is "live" for any changes you want to make to it. To change another item, you must first select it.

Selecting

To select an object, click on it with the Pointer tool.

If objects overlap, click repeatedly to select each overlapping object in turn. If you have text in a frame, the frame is selected first, then the text.

To select a group (multiple objects), drag the Pointer tool to form a dotted box ("marquee select") around the objects. (Don't start the drag over another object or it will get moved instead.) Or press **SHIFT** and click with the Pointer tool, to add and remove objects from the current group selection.

To de-select all objects, click away from all items (e.g. on a blank part of the pasteboard area).

Display

When an object is selected, eight small black rectangles (handles) are displayed around the object. When an object is part of a selected group, the handles are gray. In addition, the rulers show a white indent which indicates the width and depth of the selection.

The Clipboard

Select the object or group of objects to which the operation is to be applied and then use the appropriate **Edit** menu options: **Cut**, **Copy**, **Paste**, and **Clear** (delete) or equivalent shortcut buttons on the Button Bar.

Changing your mind

If you make a mistake, or change your mind, you can undo any operation. Use **Edit/Undo** or the equivalent shortcut button on the Button Bar. If you're in the middle of an operation (such as moving) you can abandon it by hitting the **ESC** key.

Object manipulation

Move and resize

To move the selected object or group, drag over the object (group) with the Pointer tool. Press the **SHIFT** key to constrain the movement to horizontal or vertical only. Holding the **CONTROL** key when the drag is started, creates and move a copy of the selected object or group.

You can use the Status palette to nudge position or enter specific position values.

To resize the selected object, drag over the object handles with the Pointer tool. Pressing the **SHIFT** key constrains/unconstrains the aspect ratio when sizing, depending on the type of object selected. Use the Status Palette to nudge size and position, or enter specific size and position values.

Rotate and crop

To rotate the selected object, drag over the object handles with the Rotate tool. Press the **SHIFT** key to get 45 degree steps. Use the Status palette to nudge rotation angle or enter specific rotation angles.

To crop (trim) the selected object, drag over the object handles with the Crop tool. Once an object is cropped, you can drag over the object (as if you were trying to move it) to scroll the cropped area.

Line 'em up

When you move or resize objects, they can be lined up with columns, margins, rulers and ruler guides. Make sure snapping is on using **Layout/Snapping** to make alignment easier.

Objects can also be lined up with each other by grouping the objects and then selecting **Layout/Align Items...**

Change layers

As you create (overlapping) objects, you'll notice that the most recently created object obscures the earlier ones, and is considered to be "in front" of the others. You can change the order of the objects by using **Layout/Layer** or the shortcut buttons on the Button Bar to adjust the selected object.

To get a quick overview, watch the Layers demo right now. Do a* File/New *to access the Startup Wizard, choose* Watch a Demo*, then select the* Layers *demo.

Wrap text around 'em

Text in frames on your page will automatically wrap around other objects (other frames, pictures, LogoPlus items, boxes and so on).

For the selected object, use **Layout/Wrap Settings...** to switch the wrap on/off, and to make it regular (rectangular) or irregular (the shape of the object). You can even specify that text wraps *inside* this object!

The text wrap shape of a selected object is shown by a dotted wrap outline (which becomes a gray solid outline if the object is not selected). The dotted outline can be adjusted by dragging it with the Pointer tool. Click on the outline to add nodes, or drag to move nodes or sides.

Watch the mouse cursor when performing the above operations. You'll notice that the cursor changes as it moves close to a handle to indicate the possible operation. If the cursor doesn't change, you'll know that the operation is not allowed.

Object formatting

When you have an object or group selected, you can change how it looks in several ways.

Double-click

Edit or replace the selection by double-clicking on it. The result depends on the object selected:

- Text and frames start WritePlus to allow you to edit the text itself. (Double-clicking with the Text tool also works.)
- Pictures start the Import Picture Wizard allowing the selected picture to be replaced with an alternative.
- LogoPlus objects start LogoPlus to allow you to change the logo.
- OLE objects start the application that created them to allow you to edit the object within PagePlus ("in place editing").
- Lines, box and oval objects pop-up a formatting dialog.
- Groups pop-up the Align Items dialog.

Right-click

Use the standard Windows right-click (over the selection) to get a pop-up "right-button menu" with options appropriate to the current selection.

Menu commands

Select an option from the appropriate menu (especially **Text** and **Graphics**) to make formatting changes. Many of the menu commands have alternative shortcut buttons on the Button Bar.

Button Bar

Use the buttons and options on the Button Bar, which provides different commands for each selected object.

Change Bar palette

The Change Bar is a floating roll-up palette for making interactive, visual changes to the selected item by dragging on the property sliders. Just like a graphic equalizer, the Change Bar has several sliders. The sliders show different formatting commands for each type of selected object.

Status palette

The Status window is a floating, roll-up palette for making object position and size changes. Type in values, or use the spin buttons to "nudge" the selected object.

Styles

The ("local") formatting commands described above operate directly on the selected object. PagePlus also supports "styles" which allow a number of formatting commands to applied in one operation (e.g. "Body Text" style applies specific font, size and color commands). This is "global" formatting, which is quicker, ensures a higher level of publication consistency, and allows many objects to be automatically updated by changing the style definition (instead of the objects themselves).

PagePlus supports styles for text via **Text/Text Style Palette...** and styles for graphics (lines, ovals, boxes and frame/picture backgrounds) via **Graphics/Graphics Style Palette...** These dialogs create and modify styles.

If you use a named style on a text or graphic object, you can then apply further local formatting commands directly to the object. The presence of local formatting is shown by **+** in front of the style name (i.e. Body Text becomes +Body Text). You can use **Text/Update Text Style** or **Graphics/Update Graphic Style** to update the style to include these local changes. This will then automatically update all objects which use the same style!

Frames and flowing text

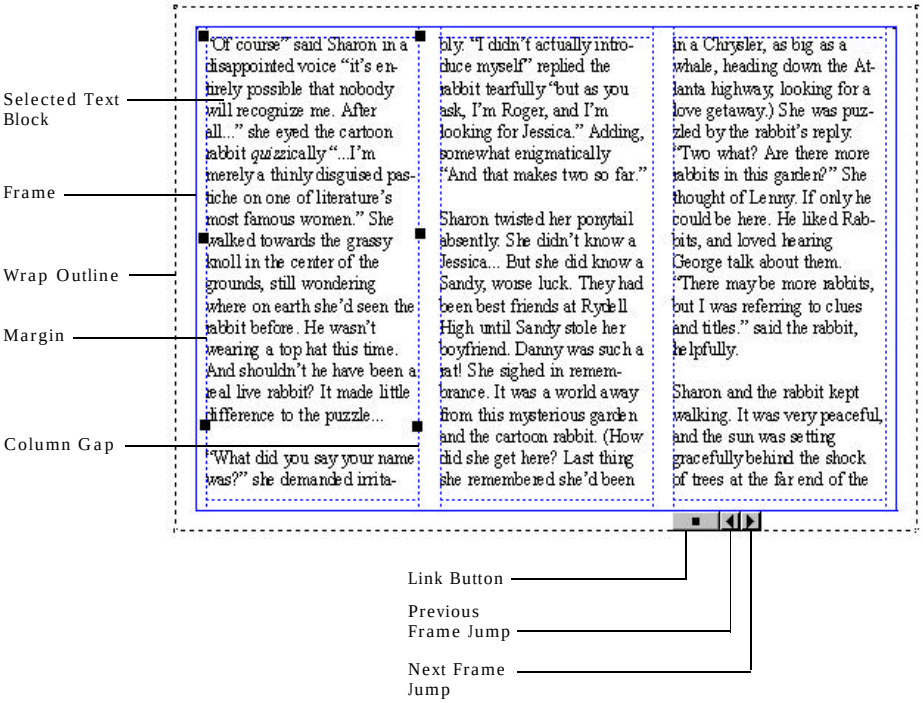
A few words about frames

PagePlus uses "frames" to control how text flows through your document, and the text in the frames is "frame text". Frames can be "linked" together, and the sequence of linked frames (and the contained text) is a "story". You can control the text flow by changing the position/size of each frame, its columns/margins, and its link sequence.

To get a quick overview, watch the Frames demo right now. Do a* File/New *to access the Startup Wizard. Choose* Watch a Demo*, then select the* Frames *demo and click on the Watch demo... button.

A frame also looks like a PagePlus graphic (box) object and you can apply formatting commands from the **Graphics/Line...** and **Graphics/Fill...** menus to set a border and background to the frame.

The text inside a frame is treated as a collection of individual paragraphs (“blocks” of text) which can be selected as separate objects for editing and formatting.



Creating a frame, and putting text in it

A frame is created by dragging out a rectangle using the Frame tool. The Frame Wizard will prompt for the source of text for the frame. You can use WritePlus to create new text, import an existing text file, or use the Text tool to type text.

> 🕮 ***If you choose to import text and the text you are importing is longer than will fit into the frames for the story, you will be asked if you want to AutoFlow. If you select* Yes*, PagePlus will automatically create text frames and pages so as all the text is flowed into your publication. If you select* No*, the text will be stored until you add more frames or reduce the size of the text in the existing frames.***

Selecting frames and frame text

Frames are selected by clicking with the Pointer tool (as previously discussed for all objects). If the frame contains text, this text behaves as additional overlapping objects. This means that you click again to select text blocks inside the frame.

If the frame is selected, then you make changes to the frame itself. If a text block is selected, you can change how it looks by applying Text formatting commands.

Manipulating a frame

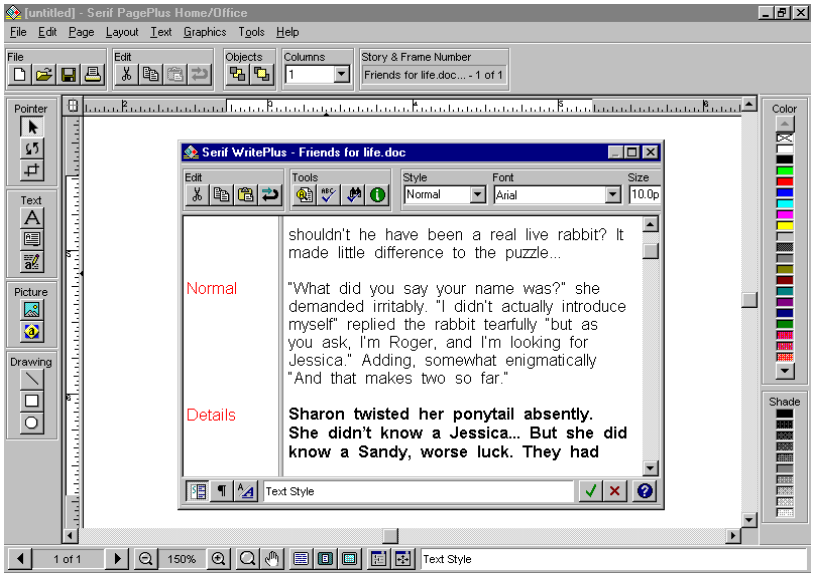
When you have a frame selected you can move and resize it, as with other objects. If you move it, the frame text moves with it. If you resize it, the frame text reflows to the new frame size.

When the frame is selected the frame layout controls (columns and margins) become “live” and you can drag them to adjust them. Or use **Page/Frame Setup...** to change them.

When the frame is selected the frame buttons (Link, Jump) also become “live”. Click on the **Previous/Next** buttons to jump to the previous/next frame in the sequence. Click on the **Link** button to link this frame to another empty frame.

Editing text in frames

You can edit the text in a frame by double-clicking on the text to start WritePlus, as a separate window, which loads the entire story (not just the text in that one frame). WritePlus provides word-processing features to make creating, editing and proofing large amounts of text easier. It’s an easy, button based tool for creating and editing larger amounts of text.



Or, you can edit directly on the page by selecting individual text blocks using the Text tool. To place an insertion point in text, click with the Text tool over the text, then type additional text. To select a range of text, drag with the Text tool over the text, then replace it by typing text, or change it by using the desired text formatting commands.

How a story flows through a sequence of frames

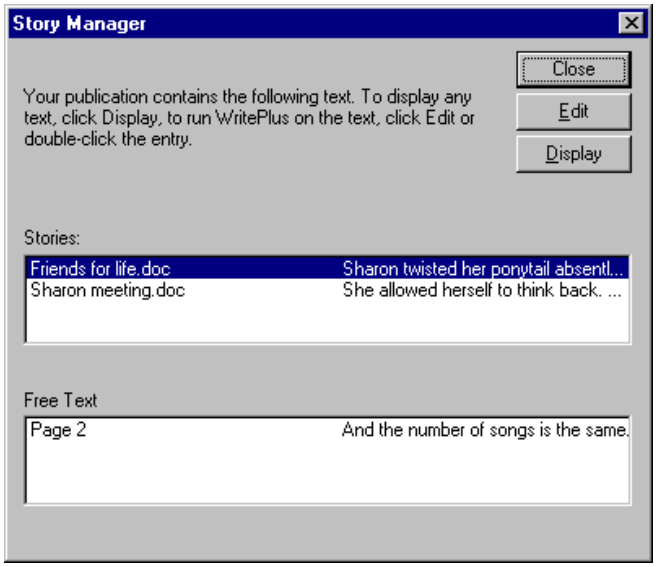
You can have just one frame on its own, or you can have many frames in a linked sequence. The text associated with a given frame sequence flows from the first frame on to the next and keeps flowing into frames in the link sequence.

Unlike a word-processor, PagePlus does not normally add or remove frames according to the amount of text. The text simply flows until the text runs out (and some frames are left empty), or the frames run out (and some text is left over).

If there is still more text to go after filling the last frame, PagePlus stores it. Then if you later add more frames or reduce the size of text in a frame, the rest of the story text automatically flows in.

If the text runs out before the last frame, you have some empty frames. These frames will automatically be filled if you add more text to the story, or if you increase the size of the story text.

PagePlus allows you to flow several stories in the same publication. Use **Tools/Story Manager...** to choose which of the PagePlus story files you want to edit.



Linking frames

If you want to create a simple document with just one story running from page to page, use **File/Import Text..** with no frame selected. This will "autoflow" the text into your document and automatically create frames (and pages) and link them for you.

When a frame is selected, the Button Bar displays sequence and story information for the frame which shows the frame sequence (e.g. "Frame 3 of 5") and the name of the file imported into the frame sequence.

If you want to link frames yourself, or change the link sequence, you use the link button which is “live” when the frame is selected. Click on it, then click on the empty frame that you want to link to. (Watch the cursor change to show what you can do.)

Free text blocks

A few words about text...

In addition to frames, PagePlus allows you to create separate text objects (using the Text tool) known as “free text”. This is often easier for headlines, captions, decorative elements and other small amounts of text because you only have one object (the text) to deal with instead of two (the frame and the text inside).

Free text is selected and manipulated like other objects and can be rotated, cropped and manipulated using the Change Bar palette.

A powerful alternative to free text for creating fancy text is LogoPlus.

Creating text

Click or drag with the Text tool over the page or pasteboard to create a new text block. Then type in your text. The width of the drag sets the length of the text line (which controls how many words will fit before the text goes to the next line).

Selecting text blocks

To select a free text object, click on it with the Pointer tool, and the usual handles are displayed.

Manipulating text

When the text block is selected you can do several operations. You can "resize" a text block by dragging on the handles. This changes the length of the text line (not the size of the text itself), which changes the number of words which fit on the line. You can apply formatting commands from the **Text** menu. Or, one of the most powerful PagePlus options, is changing the look of the text block by using the Change Bar. You can also use the Rotate and Crop tools to make adjustments.

Editing text

Select the text block. To place an insertion point in text, click with the Text tool over the text, then type additional text. To select a range of text drag with the Text tool over the text, then replace it by typing text, or change it by using the desired text formatting commands.

Graphic shapes

PagePlus provides support for simple graphics drawn directly with PagePlus graphic tools. To create a graphic, select the Line, Box or Oval tool and drag over the page or pasteboard. Change how they look with the **Graphics/Line...** and **Graphics/Fill...** options.

A powerful alternative to these tools for creating shapes is LogoPlus which gives you triangles, squares, polygons, stars, shadows and more.

Pictures

PagePlus deals with all pictures as rectangular picture objects containing a bitmap/paint image or a vector/draw image. A picture also looks like a PagePlus graphic (box) object and you can apply formatting commands from the **Graphics/Line...** and **Graphics/Fill...** menus to set a border and background to the picture.

If the picture is "solid" the graphic background will not be visible unless the picture is given a "border" using the border control in **Graphics/Fill...**

Importing a picture

To import a picture, click on the Picture tool and then follow the instructions in the Import Picture Wizard to choose the picture you want to import. Then click and drag over the page or pasteboard to show the position and size of the picture area.

Selecting and Manipulating a picture

Use the Pointer tool in the standard way to select, move and size the picture. Double-clicking on a picture will allow you to select a replacement for the current one. Rotate using the Rotate tool.

One of the most powerful features is using the Crop tool to trim away unwanted parts of the picture. Another crowd-pleaser is using the **Shade** option in **Graphics/Picture...** to reduce the intensity of the picture (as a "watermark" effect). Use **Graphics/Picture...** or the Button Bar shortcuts to flip (mirror) the picture.

Objects created in LogoPlus (and OLE objects) behave like a picture in virtually all the ways described above.

LogoPlus objects

A few words about LogoPlus

LogoPlus is a powerful special effects module built in to PagePlus. It is especially useful as it provides a great addition to the other PagePlus tools for creating text and shapes. Use LogoPlus for fancy headlines and mastheads where its baseline and envelope options are impressive. Use LogoPlus to create additional shapes like polygons and stars. Use LogoPlus to create logos and art by combining pictures, shapes and text in it.

Creating a LogoPlus effect

Select the LogoPlus tool. Drag the tool over the page or pasteboard to create a new LogoPlus object of the size you dragged. LogoPlus will start as a separate window which you use to create your artistic masterpiece!

Selecting and Manipulating a LogoPlus object

A LogoPlus object behaves exactly as a picture object as described above in “Selecting and Manipulating a Picture” with one exception. Double-clicking on a LogoPlus object starts LogoPlus so that you can edit it (rather than starting the Import Picture Wizard).

OLE objects

A few words about OLE

OLE (Object Linking and Embedding) is a major feature of Windows which includes “drag and drop” between applications and “in-place editing”. Essentially, OLE provides a “live” link between applications, such as Microsoft Excel or CorelDRAW! So you can put a spreadsheet or illustration in a PagePlus document without leaving PagePlus.

Creating an OLE object

An OLE object is created by using the **Edit/Insert Object...** menu and choosing the application you want to use. This starts the specified program where you create/edit the item. Alternatively, if the other application is already running you can use cut/paste or drag and drop a selection from it into PagePlus.

Selecting and Manipulating an OLE object

An OLE object behaves exactly as a picture object as described above in "Selecting and Manipulating a Picture" with one exception. Double-clicking on an OLE object starts the original application that created the object so that you can edit it (rather than starting the Import Picture Wizard). For some objects, such as sound or video clips, the original application doesn't edit it, but instead plays it.

Groups

As discussed in Object Basics, PagePlus allows many objects to be selected together as a "group" and then manipulated as if they are a single element.

Groups can be moved and copied in the standard way and you can line up objects in a group selection using the **Layout/Align Items...**

Formatting commands can be applied and will affect the appropriate objects. This means that **Text** menu commands will apply to any text objects in the group, while **Graphics** menu commands will apply to drawn graphics (and frame, picture, OLE and LogoPlus backgrounds).

A group selection is temporary, and will cease to be a group when you click elsewhere. You can make the group permanent by using **Layout/Group Objects** or clicking on the **Group** shortcut button on the Button Bar.

A permanent group locks all the objects and their relative positions into a single group object. The group object can be selected and manipulated like other objects. To “undo” the group and to return to the individual component objects, select **Layout/Group Objects** or clicking on the **Group** shortcut button on the Button Bar.

What’s Next?

That’s a thorough look at the objects you’ll work with in PagePlus. Next we’ll examine the process of planning, designing and creating a publication...

Creating a publication

Introduction

Using the Page Wizards in PagePlus, you can quickly and easily produce a wide range of documents with the minimum of effort and experience. It's so easy, that (especially if you only use PagePlus occasionally) you may not want to do anything else.

However, you may decide that you want to start designing your own documents. In that case, this chapter will help you. It covers, in outline, the planning, design and creation of a publication and should be considered a helpful primer (rather than required reading).

One step at a time...

The principal steps in the process of creating a publication are detailed below. These are really just a guideline, and you'll find that the steps are not clear cut in practice and tend to overlap. The real message is to adopt a consistent approach to producing your publications, and as you gain experience you'll develop your own style.

- Planning/Design
- Preparing Content
- Page Make-Up
- Fine Tuning
- Printing

Planning/Design

Developing design skills is an ongoing process rather than an event and you'll find that experience is the best teacher. Starting with simpler projects, and progressing to more complex work as you gain in confidence is, as always, recommended.

PagePlus is a simple and flexible example of a desktop publisher. You'll find it easy to create a design on-screen, and quickly adjust it by dragging elements around the page. Because PagePlus uses a "pasteboard" (a scratch area around the page) you can leave objects there, until you're ready to put them in position.

The most important aspect of design, of course, is its suitability to the job in hand. Answering the following questions will help you.

- Who is the publication for? Customers, potential clients, students, friends, yourself... You need to tailor your design and content to appeal to your audience.
- What is your main message? It's always better if you focus on the "big picture" rather than the detail as most designs revolve around a single dominant element (a photo, illustration or headline) that's consistent with this message.
- Where will it be seen? Again, this affects the style you should adopt. While you don't want to be the "same" as other designs, you don't want your design to look completely out of place.

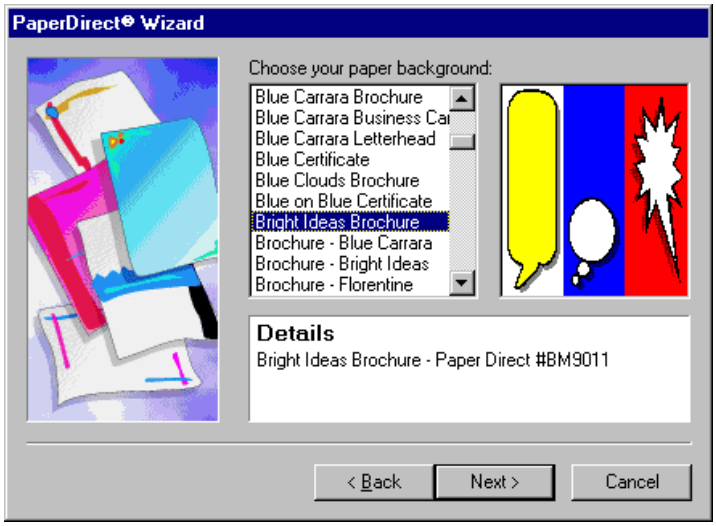
Cheat!

Design is one of those areas where it's much easier to cheat! And it's one of those areas where the recycling of other people's ideas is common. Obviously, you **cannot copy** other people's stuff (copyright and all that), but you can use it as inspiration. Existing design work is full of stylistic devices that will appeal to you and could be "borrowed".

The great thing about existing artwork (especially, if you're lazy like me) is that it acts as a reminder of what to put in, without figuring it out for yourself. This means that when you want to produce a fancy business card, you take a look at other cards and you'll see exactly what should get included. (For example, you'd see that it's now very fashionable to put your e-mail address. I'd forget that for sure!)

If you're very dedicated you'll start a scrapbook of different publications (ads, flyers, cards, and so on) for content ideas, and whatever catches your eye as looking good for design ideas.

The other great "cheat" is using fancy PaperDirect® papers, instead of the boring white stuff (using the PaperDirect® Background Wizard). These make all documents look better!



Design Constraints

Consider the physical and design issues, cost and time scale. Will your publication use color? Will you be producing desktop originals? Photocopying? Special papers? What pictures, fonts or text files will you be using? At the minimum, decide roughly what text and graphics are going to go into your publication, the preferred size and number of pages, and how many copies you expect to produce.

Designing your publication styles

You should establish the main text and graphic formatting to be used in your publication early in the creative process. PagePlus lets you save these instructions as named “styles” for later use. This is highly recommended as it helps give consistency to your publication, and makes it easier to apply and change formatting.

For each text style the principal properties are font, size, line spacing (leading), color and alignment. Once you've decided upon your basic styles, use **Text/Text Style Palette...** to create your named styles.

If you look at a document created by a Page Wizard, you'll find that a set of styles has been created. Take a look at these.

Preparing Content

Page make-up software lets you integrate text and images imported from a wide variety of sources. In particular, you should note that it can be done using separate applications (such as your word-processor for text, or paint program for bitmap images) or within PagePlus (using WritePlus for text, or LogoPlus for graphic effects).

Text

There are four main ways to prepare the text content of your publication:

- Create text using your existing word-processor (such as Microsoft Word or Windows WordPad) and then save it as a separate file. This can be imported into PagePlus using **File/Import Text..**

- Type it directly on the page. Using the PagePlus Text tool to type the text in directly is the ideal way to create headlines, captions, pull-quotes, and other small amounts of text used as part of your design.
- Create a story using WritePlus, the word-processor included with PagePlus. This way you can create and edit large amounts of text without keeping track of separate files. (WritePlus can also be used to edit text files that you import into PagePlus.) Click on the **WritePlus** button in the Tool Bar.
- Highly artistic text can be created using LogoPlus, a general purpose graphic utility in PagePlus. LogoPlus gives you all kinds of distortion, stretching and twisting effects for text.

Graphics

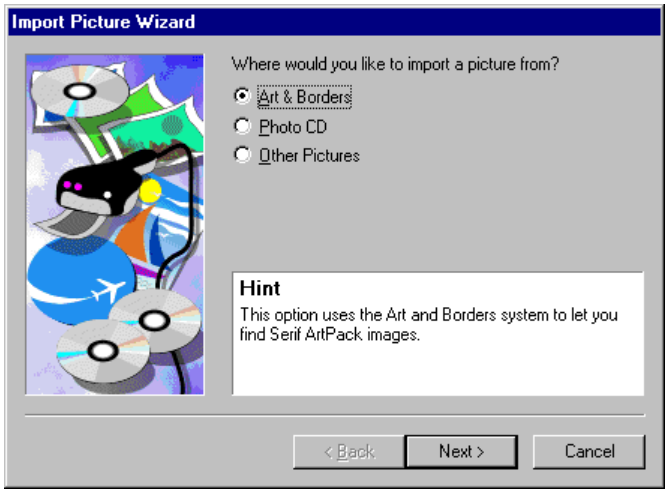
The following four graphics types are typically used for emphasis and as decorative page elements:

- Lines or rules using the Line tool with different line types and colors. Typical uses include vertical lines between columns, horizontal lines above or below headlines.
- Boxes or ovals using the Box or Oval tools with different line styles, fills, colors and corners. Typical uses include shaded or black panels behind headlines or pull-quotes.
- Sometimes a single text character is typed onto the page as a design element. Usually from a “picture” font like Wingdings, often in a large size.
- LogoPlus can be used to create additional shapes including triangles, squares, polygons and stars with different fills and shadows.

Pictures

There are four main picture types. All these pictures can be manipulated by PagePlus in similar ways so that they can be resized, rotated, and shaded (low intensity for use as backgrounds).

- Paint-type files, or “bitmaps”, are pictures built from a matrix of dots, or pixels, rather like a sheet of graph paper. They are created by Windows Paint, Adobe PhotoShop and similar programs, often from scanned photographs, and then saved as a separate file. This can be imported into PagePlus using **File/Import Picture...** The PhotoCD images included with PagePlus are examples.



- Draw-type files, or “vector” images, are resolution independent and contain drawing commands (“draw a line from A to B”) instead of pixels. They are created by Serif DrawPlus Home/Office Edition, CorelDRAW! and similar graphics products and then saved as a separate file. This can be imported into PagePlus using **File/Import Picture...** The Art & Borders (WMF) images included with PagePlus are examples.
- LogoPlus objects, created by clicking on the LogoPlus button, can contain artistic text and a variety of shapes to construct complex logos and art.

- Items from other Windows applications (such as an Excel Spreadsheet, or a CorelDRAW! illustration) can be transferred directly (without saving to a file first) to PagePlus via the Windows Clipboard/OLE using cut and paste.

Page Make-Up

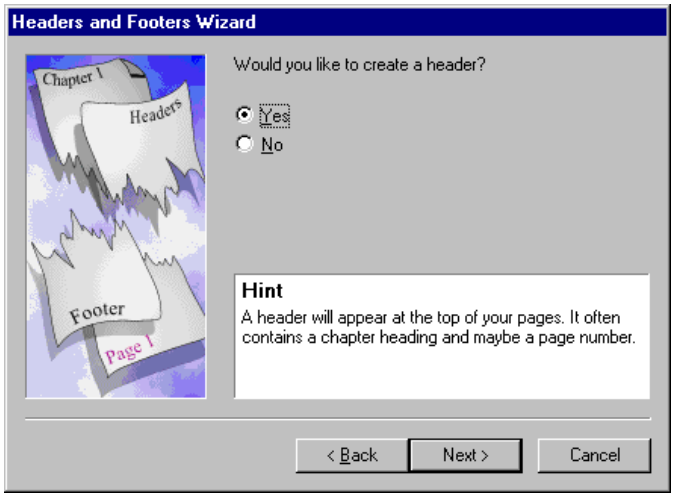
Once you've decided on your design, and you know what text and graphics you'll be using, you're ready to start the actual page make-up stage.

Basic setup

Start with a new, blank page using **File/New...** choosing **Start from Scratch** then choosing a page size. You can change this page size later, and modify the margins if necessary, using **Page/Page Setup...** All subsequent page layout work will build on this page setup.

Background

You may want to set up the page background using **Page/Headers & Footers Wizard...** to add repeating text at the top and bottom of the page, and **Page/PaperDirect® Wizard...** to show PaperDirect® papers.



The layout grid

Once a basic publication setup is defined you are ready to create a layout or *layout grid* consisting of columns, guides and text frames. The grid is very important as it defines how your page will look and ensures page to page consistency.

- Columns. The main component of the grid is the number of columns and column gap (gutter) and so is often referred to as a “three column grid” or “five column grid”. Set these values using **Page/Page Setup...**

- Guides. Next, add ruler guides (by clicking or dragging from the rulers) for any other basic parts of the page layout such as where a headline, picture, or coupon should go. The resulting framework of columns, margins, and horizontal and vertical guides helps to ensure that objects will be aligned. These lines are "magnetic" and with "snapping" switched on, frames and other objects will conform to the underlying grid.
- Frames. Finally, you should decide where you want to place the main blocks of text (or stories) on the page and create frames to mark these areas. Create the frames using the Frame tool. Set the margins, number of columns and column gutter for each frame by answering the questions in the Frame Wizard (or using **Page/Frame Setup...**). Fill the frames with text (by choosing to import a text file or using WritePlus) or leave them empty until later.

Adding Pages

If you know how many pages are in your publication, you may want to create them now using **Page/Pages...** to create blank copies of your basic layout. Alternatively, you can add new pages as you complete each page.

Placing Content

Now you have your grid, the suggested approach to page make-up with PagePlus is the following:

Fill all Frames

Create, import, or edit the text for all the frames in your publication.

Use **File/Import Text..** or double-click on the Frame Link button to bring in text you've created in your word processor using the Import Text Wizard.

Alternatively, double-click with the Text or Pointer tool on the frame to use WritePlus to create your text.

These stories flow into the linked sequences of frames until either all the text is used up (less text than frames), or all the frames are full (more text than frames).

At this point, you may want to adjust the graphic properties of the frame. You can treat a frame like a rectangle and apply line styles, fills and colors.

Add headlines

Now add major text elements like headlines, captions and mastheads using the text tool to create free text blocks. Apply text formatting commands (using the **Text** menu or the Change Bar palette) to get the text looking the way you want it. Adjust the font, size, width, and color. Rotate the text for greater impact.

Alternatively, use LogoPlus to create even more unusual text styles. Drag out the area for the logo, and then type the text inside LogoPlus. Apply formatting commands in LogoPlus including baseline choices and envelope effects.

Import and place pictures

Add your image files, and any LogoPlus objects, using the picture and LogoPlus buttons. Place and size each picture or LogoPlus object. You can also crop, rotate and flip. Apply line style, fill, or background color as for frames and graphics.

If you're working with a file created by a Page Wizard, then it's easy to change any pictures or LogoPlus created by the Wizard. Double-click on pictures to replace them. Double-click on LogoPlus objects to edit them.

Check that all the text on your page wraps around your picture elements as desired. Pictures automatically force text to wrap, but you may want to adjust the wrap shape. You can also adjust the text wrap outline to control how text overlaps using **Layout/Wrap Settings...** or by adjusting the object's wrap outline using the Pointer tool.

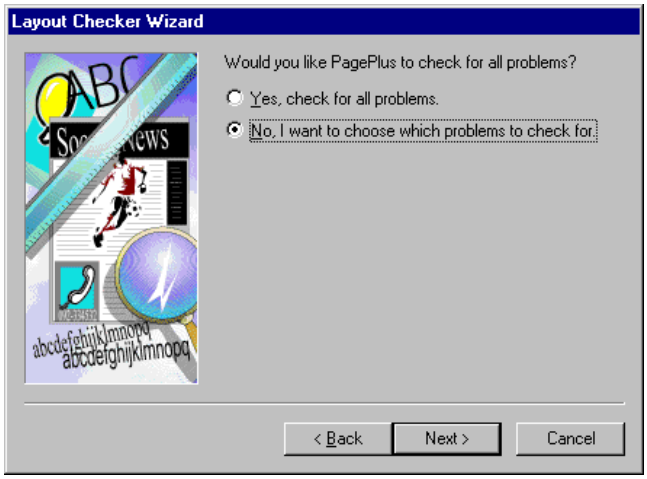
Add page embellishments.

Finally, add your clipart backgrounds or borders, lines and boxes, and special decorative text characters.

Fine Tuning

Make any final adjustments to size, position, or formatting of your page objects. Click on the **CleanUp** button on the Status Bar to view a preview of your work without the distractions of frames, guides, rulers, and other screen items.

Use **Layout/Layout Checker Wizard...** to help you find and correct common layout problems. You'll want to print it out too, as it's often easier to spot mistakes on paper than on screen. Now is the time to check, and double-check your work. If you can, get someone else to proof it for you too. If you're printing a lot of copies, mistakes can be embarrassing and costly!



Save your work

Finally, save your file as a publication using **File/Save as...** (although good practice says that you should also do this regularly while you're working).

Printing

This final stage is a breeze. Use the Windows Control Panel or **File/Printer Setup...** to make sure your printer is correctly connected. Check that you have blank paper, or the appropriate PaperDirect® sheets, loaded then choose **File/Print...** to print your page.

There are options for printing and collating multiple copies or printing just specific pages. **File/Print/Options...** has advanced options including scaling (to size pages to a specific paper size), tiling (for printing multiple page posters & banners) and thumbnails (printing mini-previews of multiple pages on a single sheet).

What's Next

That's the basics of page design and creation covered. Next we'll discuss some typography terminology and explore some quick design ideas...

Designer’s gallery

Designer's Gallery

This chapter provides useful design ideas to help you create new publications and modify Page Wizard documents.

Page Wizards

PagePlus Home/Office Edition includes a wide range of Page Wizards for instant publications. Each Page Wizard is an automated design assistant which, building on a professional design and some information from you, creates your document. It's so easy, you don't need to have any design or DTP experience. However, it's still useful to know what's in a Wizard publication.

What's in a Wizard?

The end result of running a Page Wizard is simply a PagePlus publication. OK, it takes a lot less time than doing it yourself, but the end result is essentially the same. A Page Wizard includes:

- Page layout grid with page size, columns, guides and frames in place.
- Document content with lines, boxes, text, pictures and LogoPlus objects. Some of these elements will be the result of your answers to Page Wizard questions, but others will be placeholders.

📖 ***Double-click on text, frames, pictures and LogoPlus objects to replace, change or edit them.***

- Text and graphic styles, and a designer color palette, appropriate for the document. It's best to use these styles and colors to ensure consistency with items already created.
- Page Hints containing instructions and tips for further customization of your publication.

The One-Minute Typographer

This section provides a quick discussion of some of the key elements of typography - the design of the characters that make up body text, headlines, headings and captions. Typefaces, text sizes, word spacing, letter spacing, tracking, kerning, leading, and alignment are just some of the typographical elements that can influence the final appearance of your text.

Typefaces

A typeface is a particular family of fonts with the same basic design of letters, numbers and other characters. There are thousands of typefaces available, some designed to focus on readability, others to be decorative, others to be fun and funky. Your choice of typeface can have a major effect upon the tone and feel of your publication so think carefully about your audience and intended message when you're choosing type.

Some typefaces are authoritative and demand attention:

Overdue Invoice.

Others look loud and fun:

HAPPY PEOPLE!

Some appear reliable and classical:

CLASSIC AUTOS

Others look nostalgic or romantic:

Wedding Bells

Typefaces usually fit into three distinct categories referred to as serif, sans-serif and decorative.

Serif typefaces are characterized by small extra strokes at the end of character stems, called "serifs". The serifs guide the reader's eye from letter to letter and help to directly project words and sentences rather than individual characters or letters. Serif typefaces are ideal for producing highly readable body text. e.g. Times (the equivalent in Windows is called Times New Roman) for a classic body text look.

Sans-serif typefaces do not have finishing strokes at the end of the letter forms. The name comes from the French *sans,* meaning “without”. Sans-serif typefaces have a simplicity and elegance that makes them perfect for headlines and other display type but difficult to read for long blocks of text. E.g. Helvetica (called Arial in Windows) is a classic and commonly used sans-serif typeface that's ideal for headlines, ads, and business stationery.

Decorative and script typefaces are great for logos, invitations, posters, menus and anywhere where style is more important than instant readability. Use decorative type when your message needs to be recognized rather than read.

Typestyle

Different typestyles can be used to add contrast or emphasis within a typeface. Bold and italic variations are available within many typefaces although some decorative typefaces may have only a single variation.

regular ■ **bold** ■ *italic* ■ ***bold italic***

Bold variations of typefaces have thick strokes and add emphasis to type so they are more appropriate for logo and headings than for body text. Italic or oblique type is usually used to add emphasis, to indicate a conversational tone, or to give a feeling of irony or humor.

Outline and underline

Outline, underline and strike through are usually used at a large point size, for a special effect. They're not recommended for body text as they can seriously hinder legibility. Outline works best with bold typefaces or typefaces with thick strokes:

Outward **Bound**

Underlined type is often seen as annoying and dated but is great if you need to achieve a distinct, typewritten feel.

Text Point Size

Point size is the publishing term for text height, and is traditionally specified in points. There are 72 points to an inch. Just as with typefaces, different text sizes match the mood and needs of different publications, and different areas of a publication. Text sizes of 72 or more are typically used for major headlines of two or three words. Typical “body” text is between 9 and 12 point.

8pt 10pt 12pt 14pt 18pt 36pt 72pt

Alignment

Alignment is the shape of a text block relative to the margins. Body text is usually formatted as left aligned or justified. Readability studies show that left aligned text is easiest to read because it has a lighter look and even spacing that makes it easier to recognize word groups.

Justified text is usually considered slightly more difficult to read than left aligned because of larger gaps between words and increased hyphenation. Even so, many use justified type because the word density is higher and so less space is needed to communicate the same amount of information.

Centered text is often used for display type, ads, business stationery, formal invitations and announcements. It's particularly useful for short headlines. Right aligned text is less frequently used because it forces the reader's eye to search for the beginning of each line. It should be used with discretion but is great for a distinctive sidebar.

Auto hyphenation

Hyphenation is always an area of trade-off. Without hyphenation, left-aligned text can have very uneven line lengths and justified text can have very uneven word spacing. With hyphenation, too many broken words can slow down reading.

Serif PagePlus uses auto hyphenation to prevent blocks of text from having an overly ragged or spaced appearance. It works by splitting the last word of a line between that line and the next. By default, "auto hyphenation" is enabled. This is usually fine for body text and sub-headings but should usually be disabled for headlines as hyphens seriously distract from their visual impact.

Spacing

Serif PagePlus offers control over the spacing between words and letters, lines and paragraphs, all important contributors to the overall appearance of text.

- Kerning, or space between pairs of letters.

- Letter spacing, to “loosen” or “tighten” a line or paragraph of text.
- Word spacing, to set the space to be used between words.
- Leading, or space between lines of type.
- Paragraph spacing.

Kerning

Kerning (automatic in PagePlus) refers to the process of adjusting the space between pairs of letters in order to give a better overall balance and improve readability. Certain pairs of letters, because of their shapes, appear to be separated by too much space. The effect becomes particularly noticeable at large point sizes, especially in large, attention-grabbing headlines.

Wo, Ya, Tu

Kerning alters this space to give an aesthetically improved look. In the context of real words, the readability is also improved.

Wo, Ya, Tu

Word spacing

The amount of space between words affects word density and readability. Tighter word spacing can reduce the number of hyphenated words but you should be careful when adjusting. If you have too little word spacing, the text becomes difficult to read and the publication can look dark and uninviting.

Leading

In DTP, the vertical space between lines of text is known as “leading” (pronounced “ledding”). In PagePlus you can specify leading as an absolute value, measured in points, or as a percentage of the text size.

The best setting for leading varies according to the format of each line of text. For multiple line headlines you could use values like 70% to 100%; for body text it's typical to use values between 100% and 130%.

Headlines often look much better (especially if set in capitals) with tight leading because the lines become integrated into a single visual unit rather than a series of unrelated lines. While for body text, extra leading can give a relaxed, open and light feel to a publication, especially if you are using a sans-serif typeface.

Paragraph Spacing

Extra space between paragraphs can increase readability because it makes each paragraph look more like a separate unit. This breaks up a long stream of body text into readable, bite-sized units. It can also break up the dark feel of large amounts of body text. Try to use enough paragraph spacing to add interest without going too far and breaking up the text with distracting bands of white space.

Special effects

PagePlus includes a very wide range of tools and object properties which can be used to create many unique, personal effects. Eye-catching headlines, unique text effects and stunning logos (using LogoPlus) can be quickly and easily created within PagePlus.

Dropped capital effects

Don't Panic! "It's cool. You know he really enjoyed all the letters was sent last time. Anyway, it's done now, so it's too late. He can't even fire me because I'm just a figment of his Sharon thought the lion's logic was irrefutable. This lion definitely had a brain... Perhaps it was his heart that was missing? Or maybe his courage The lion seemed to sense what she was thinking. "That's very unkind. B Dorothy and Elton would object to you saying that." He was just about to ask Sharon "have you ever danced with the devil in the pale moonlight?" when they were interrupted by an Elvis Alert...

Having a specially formatted first letter in a paragraph is a common and attractive effect. It's easy to create variations on this effect using the simple options found in **Text/Dropped Caps...**

Reversed text (or other color variations)

To create this effect, create and format the text as required, then create a line of appropriate size and color, layer it behind the text, and set the text color to White (or whatever other color/shading you want to use).

Half-fill text

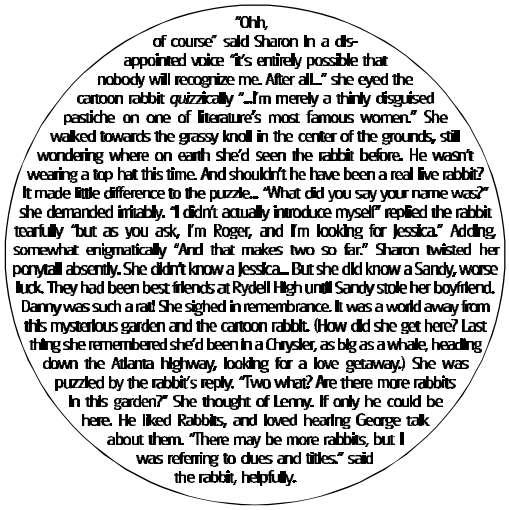
It is possible to obtain "half-fill" or partially reversed text by first layering an exact copy of a white text block over a black text block, then cropping the text block on the front layer.

Shadowed objects

In PagePlus you can add a shadow of any size, color, tint and rotation to any object. Make a copy of the object, change the color or shade and place the copy one layer behind the original. Finally offset the copy from the original (usually slightly to the bottom right) to create the shadow. An easy alternative is to use the simple shadow options available in LogoPlus.

As you can see, a striking text effect can be achieved by putting a black drop shadow behind outline text.

Pouring text into a shape



You can have text wrap around another object, but how do you pour the text into a shaped area. Easy - select the object you wish to pour the text into then choose the **Wrap inside** option from **Layout/Wrap Settings...** Move the frame containing the text so that it overlaps the object into which the text is to be fitted. Make sure the **Text will wrap** option is on for the text.

Take care though - complex text effects like this need close attention to achieve pleasing text composition. Usually you should use justified text in a small size, and in many situations you should actually edit the wording of the text to perfect the effect.

Using Text as graphics

Often you can use text as a graphic element on your page. Commonly, this is by typing a single character (usually free text) in a “picture” font like Wingdings. PagePlus also allows you to crop, rotate or shadow this text to get unusual design effects.

Using Graphics tools

Graphics are typically used for emphasis and as decorative page embellishments. PagePlus provides box, line and oval tools for creating these graphics, and you can easily apply different line styles, fills, colors, and so on.

Common uses include vertical lines drawn in the column gutter, to separate columns and horizontal lines to separate sections within a column or to highlight a headline.

IT'S OFFICIAL: IT'S GONNA BE BURNING HOT!

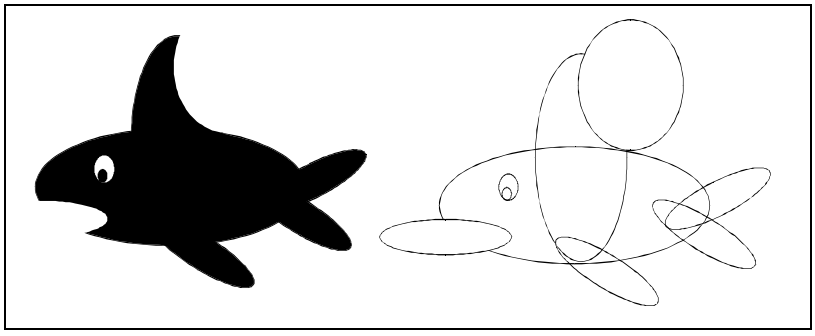
Get your stocks of SuperSoaker's ready right now!

Boxes as black panels behind white text (also known as reverses) for emphasis and tint panels (also known as screens) behind text or pictures to draw attention to them.

Inside...

3 Bungee Stars
4 Cosmic Banditos
6 Alien Tourists
7 Rants & Raves
9 Big Game Hunt

By using the drawing tools built into PagePlus, some quite sophisticated pictures and graphic effects can be created. Combinations of boxes, ovals and lines can be layered as in the example. Try using white or background colored objects to cut-out a solid object. Think creative!

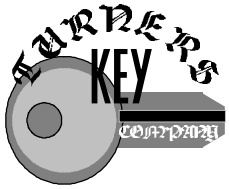


If you've created a picture or logo for multiple use, the objects can easily be grouped and converted to a picture using **Graphics/Convert to Picture.**

LogoPlus Objects

LogoPlus allows you to create a wide range of fancy text, graphic and combination effects . It's ideal for graphic attention grabbing headlines, logos and special effects..

To give you a taste here's a couple of samples of the type of effects you can produce...



What's Next

After that quick look at type and design, all that's left is to provide you with a reference to the clipart and fonts supplied with Serif PagePlus Home/Office Edition...

Reference

ClipArt Reference

PagePlus Home/Office contains over 1,000 clipart images and they're all grouped in categories for convenience.

The ClipArt reference shows all the categories in alphabetical order with the images in each category displayed alphabetically.

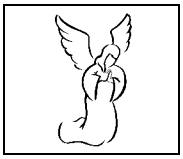
Art Categories

Church
Education
Entertainment
Food and Drink
History
Holiday
Home
Icons
Miscellaneous
Natural World
Office and Technology
People
Science
Sport
Toolkit 1
Toolkit 2
Transport
Travel

Border Categories

Backgrounds
Decorative
Themed

Church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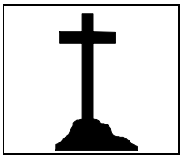
BANISH

BLESSING

BRD&WINE

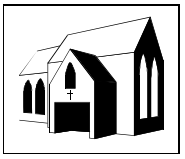

CALVARY1

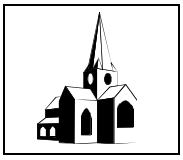
CALVARY2

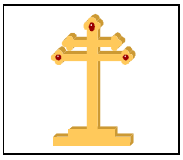
CHALICE

CHORIST

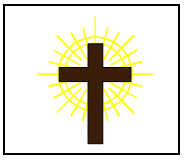
CHRIST


CHURCH2


CHURCH3

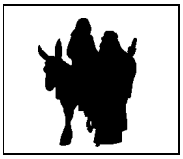

CROSS1

CROSS2


CROSS3

JESUS1

JESUS2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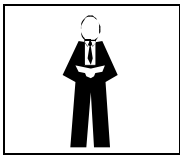
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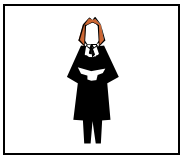
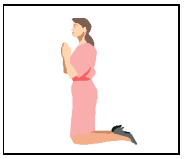

LAYPRCH2


PRAY

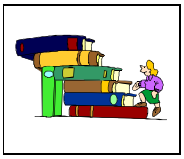
PRAYING

ROSERY

SERMON

Education

BOOKS1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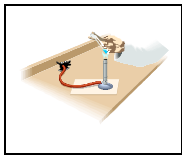
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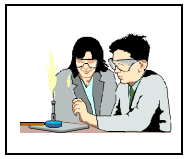
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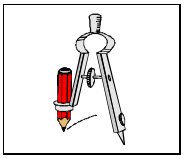
CLASS2

CLASS3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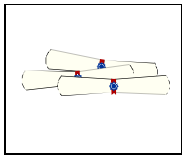
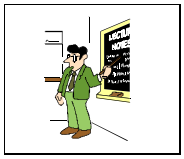
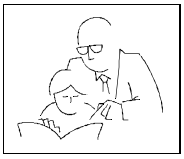

DIPLOMAS

EXAM


LECTURER

PROF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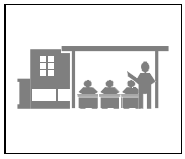
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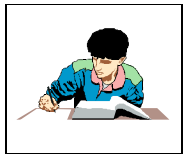
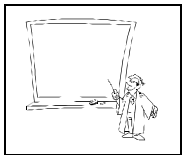
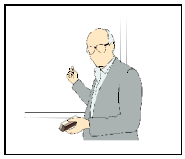

STUDY1

STUDY2


TEACHER

TEACHER1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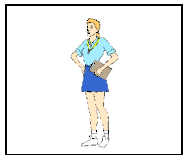
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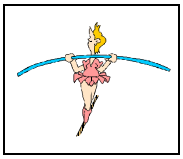
Entertainment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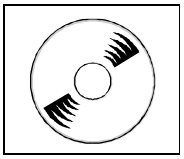
BELLS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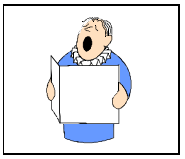
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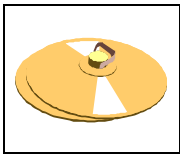
CLAPPER

CONDUCTR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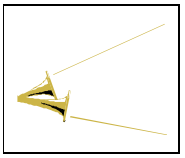
DRAMA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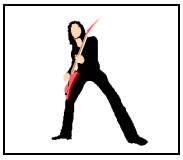
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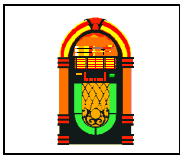
JACKPOT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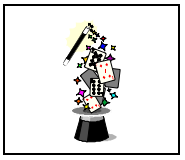
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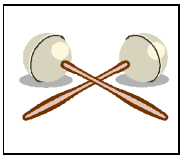
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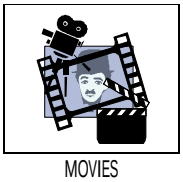
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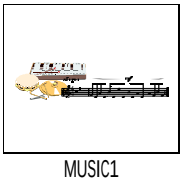
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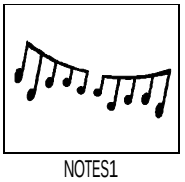
MUSIC2


NOTES1

NOTES2

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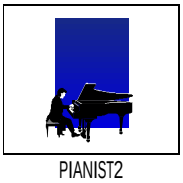
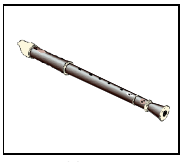
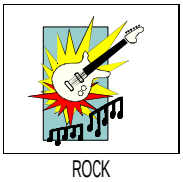

PIANIST2

POKER

RAPPER


RECORDER

RECORDS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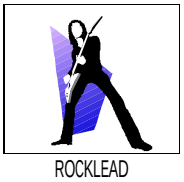
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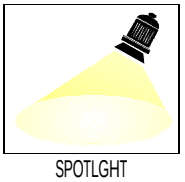
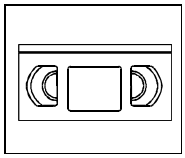

SPOTLGHT

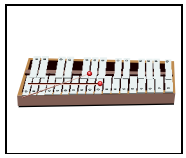
TRIANGLE

Entertainment



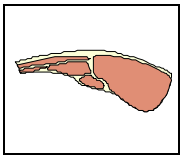
VIDEO

VIOLINST



XYLOPHNE

Food and Drink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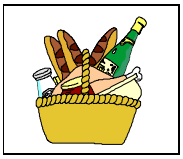
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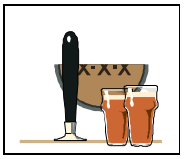
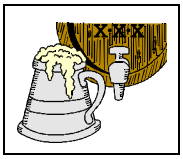
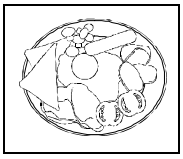

BEER


BEER2

BOOZE1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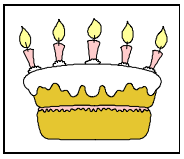
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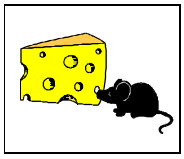
CHAMPGN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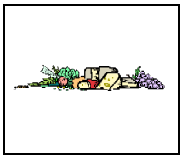
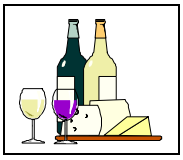
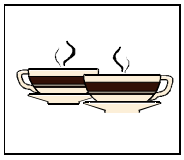

CHEESE2

CHEF1

CHEFPREP


CHS&WINE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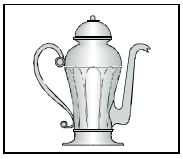
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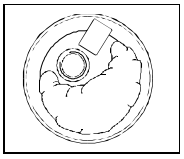
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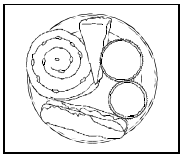
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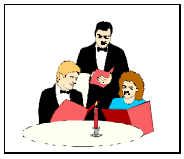
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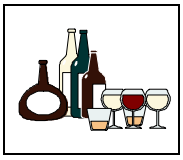
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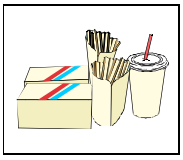
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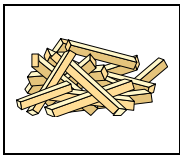
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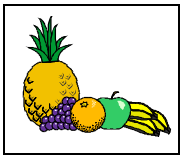
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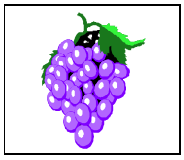
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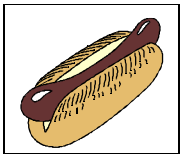
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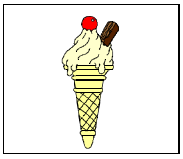
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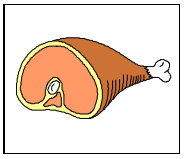
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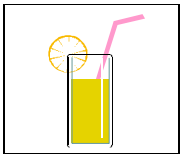
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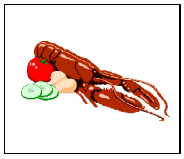
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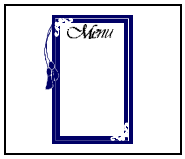
Food and Drink



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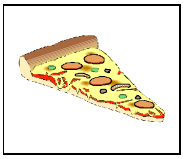
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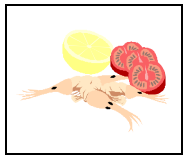
PLATE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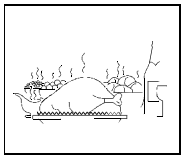
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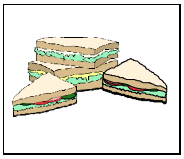
SALAD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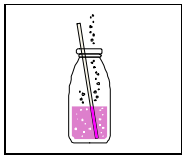
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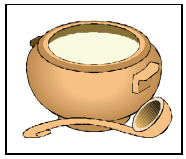
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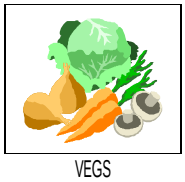
SUNDAE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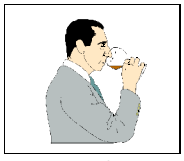
WEDCAKE

WINE

WINE2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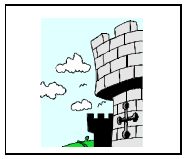
WOK&BOWL

History

ALAMO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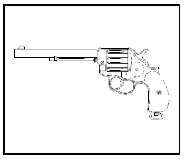
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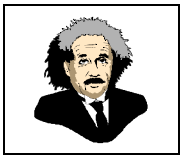
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EXECTNR

GREEK

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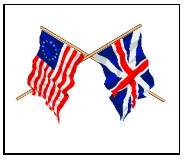
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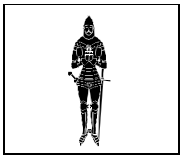
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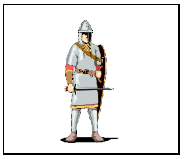
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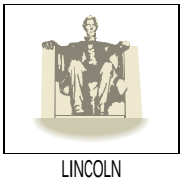
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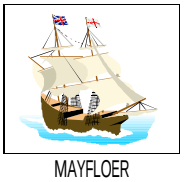
MARY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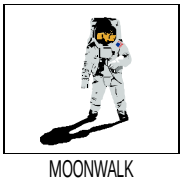
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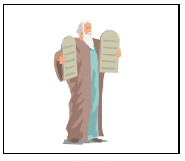
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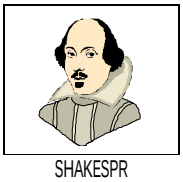
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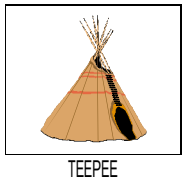
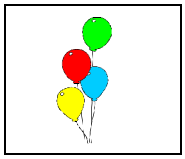

TEEPEE

Holiday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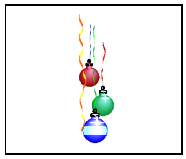
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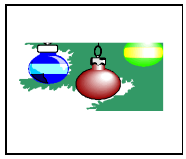
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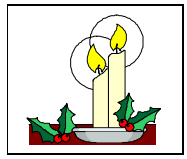
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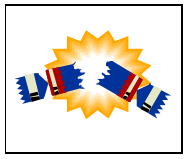
CHEERS!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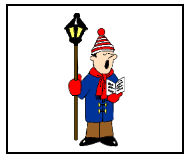
CRACKERS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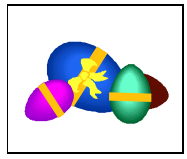
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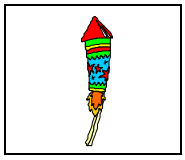
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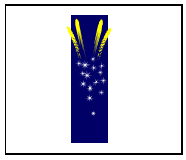
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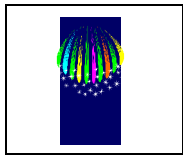

FIREWRK2

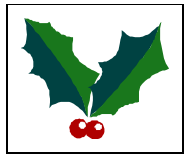
FOURTH

GREETING

HALLOWN

HALLOWN2

HALLWEEN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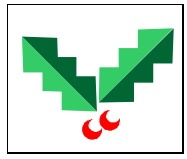
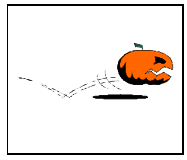

HOLLY2

INVITATN

NATIVITY

NEWYEAR

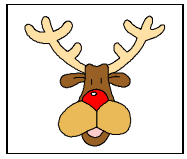
PARTY


PMPKIN

PRESENTS

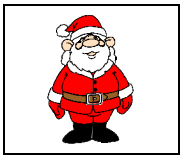
PRESNTS3

PUMPKIN


RUDOLF

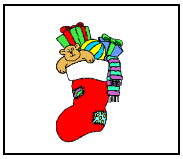
SANTA1

Holiday


SANTA2

SANTA3

SANTA_HI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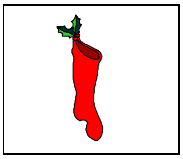
STOCKNG2

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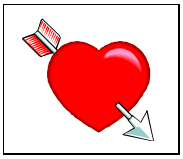
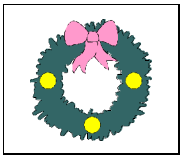

VALENTIN

VALENTN2

WEDDING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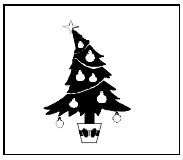
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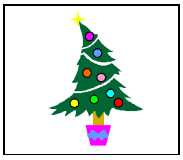
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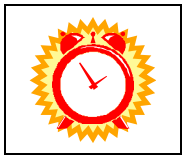
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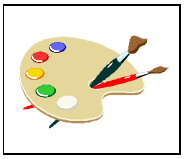
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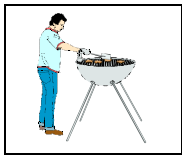
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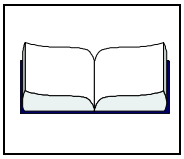
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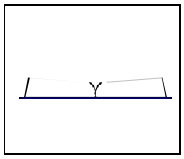
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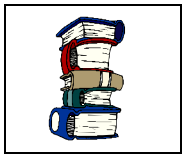
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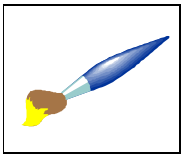
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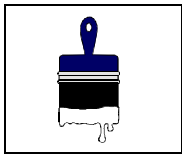
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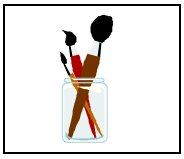
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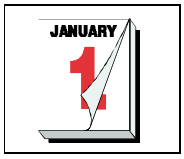

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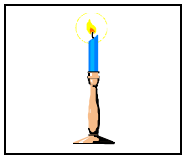
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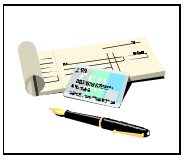
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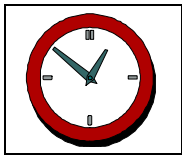
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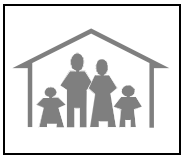
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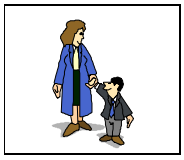
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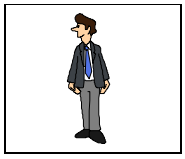
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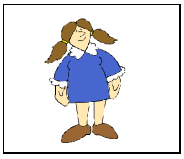
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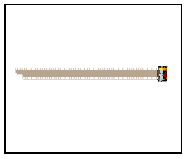
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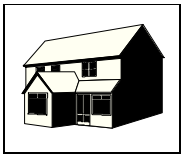
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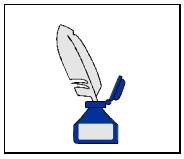
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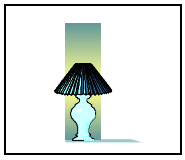
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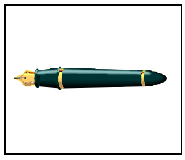
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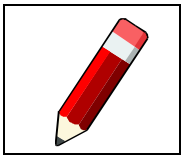
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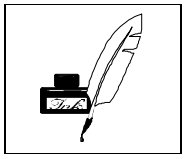
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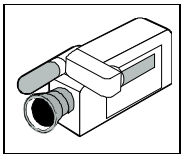
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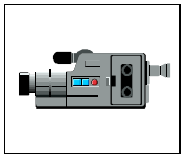
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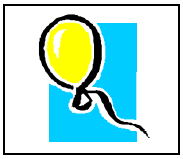
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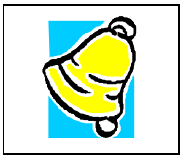
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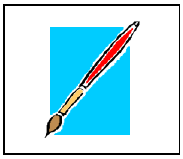
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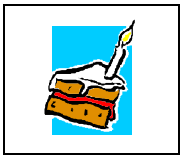
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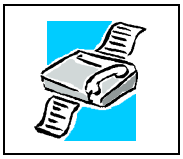
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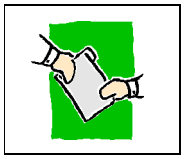
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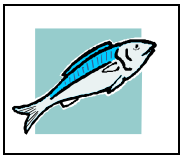
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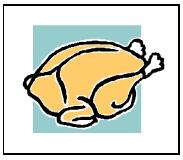
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ICO_HAT

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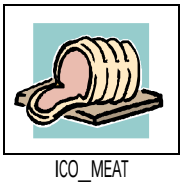
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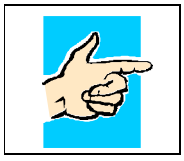
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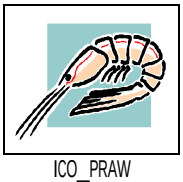
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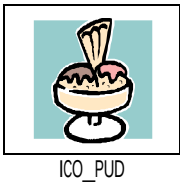
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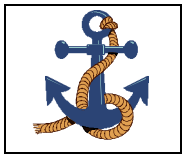
ICO_SHAM

ICO_SOUP

ICO_XMAS

Miscellaneous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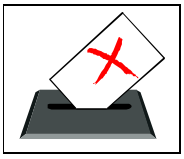
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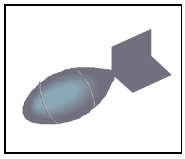
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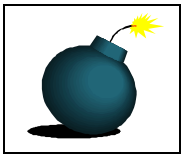
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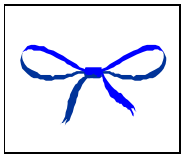
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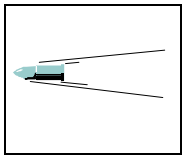
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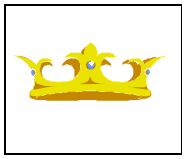
COINS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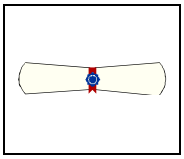
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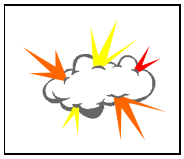
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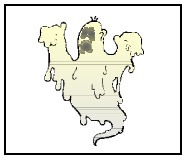
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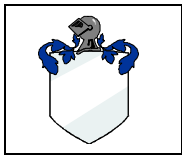
HAUNTED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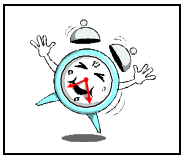
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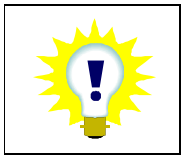
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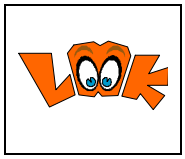

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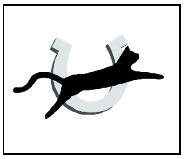
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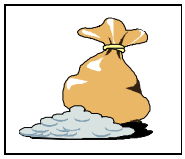
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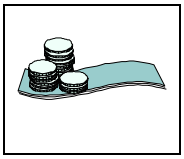
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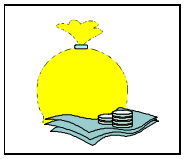
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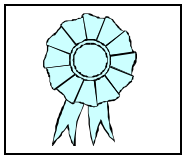
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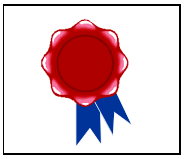
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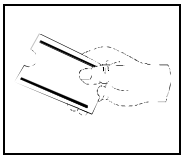
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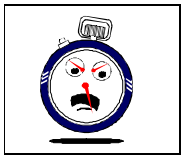
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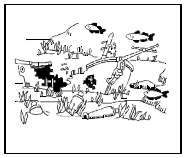
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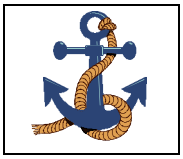
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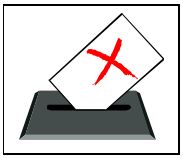
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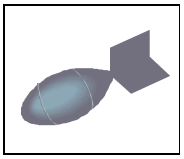
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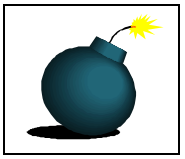
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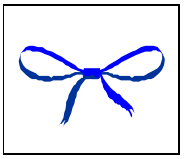
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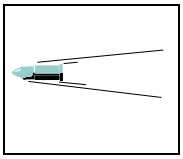
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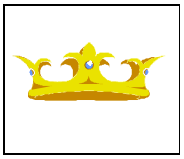
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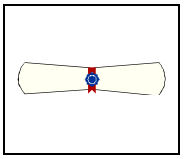
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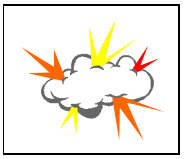
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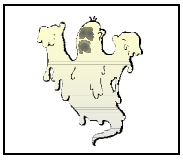
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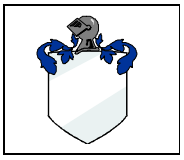
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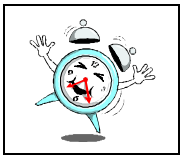
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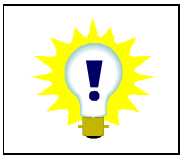
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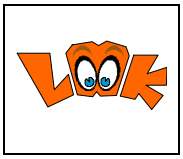

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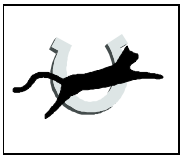
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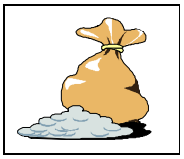
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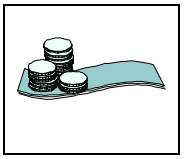
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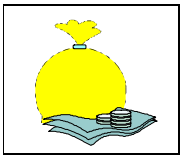
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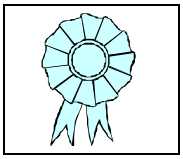
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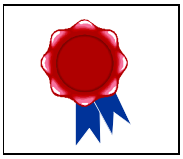
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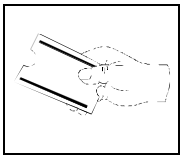
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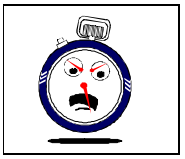
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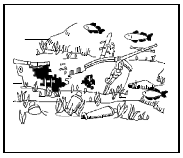
WRECK

Natural World

NIGHTOWL

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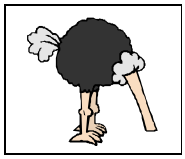
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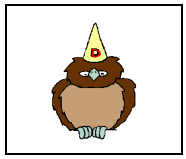
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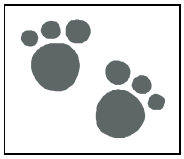
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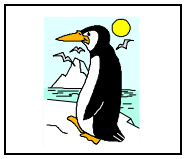
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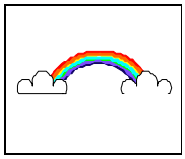
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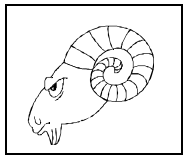
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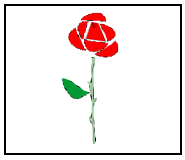
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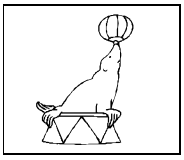
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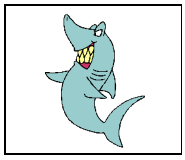
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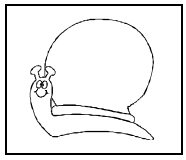
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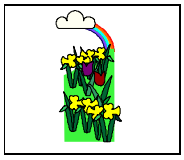
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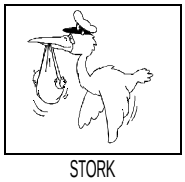
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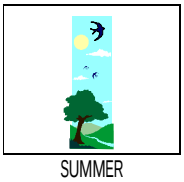
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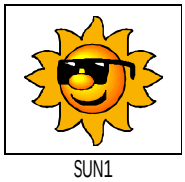
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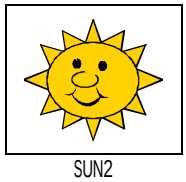
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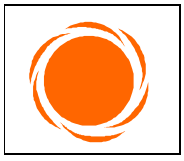
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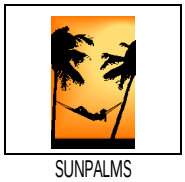
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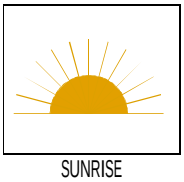
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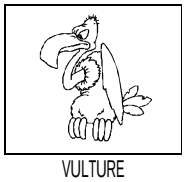
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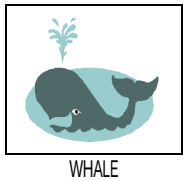
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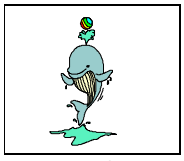
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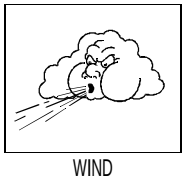
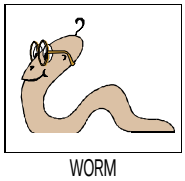

WIND

WINTER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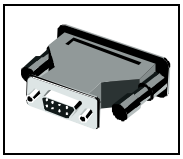
Office and Technology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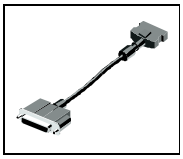
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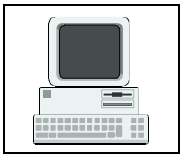
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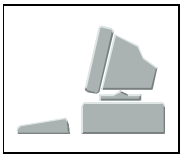
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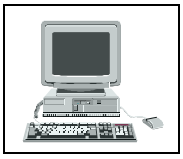
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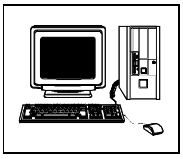
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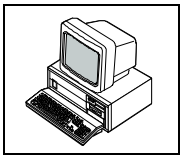
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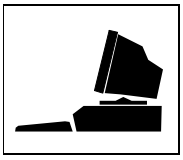
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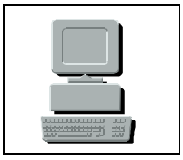
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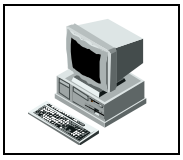
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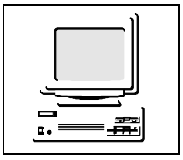
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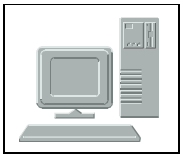
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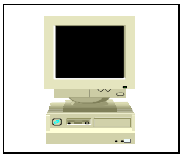
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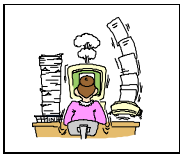
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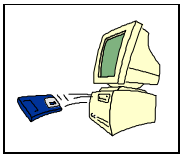
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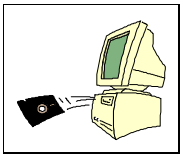
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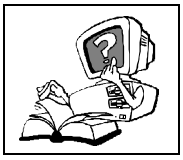
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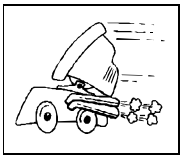
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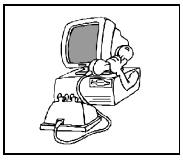
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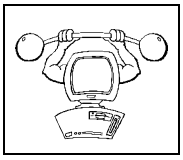
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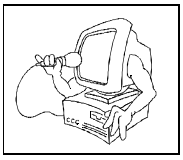
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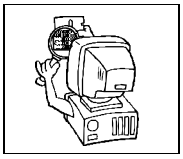
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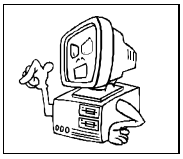
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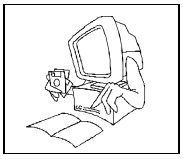
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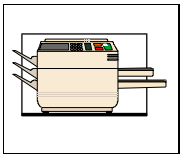
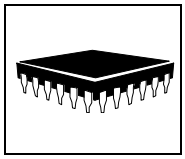

COPIER

Office and Technology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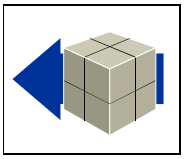
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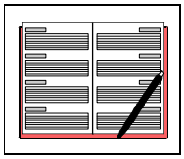
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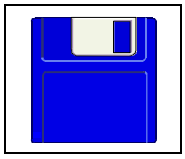
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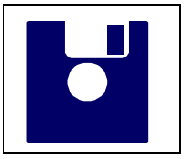
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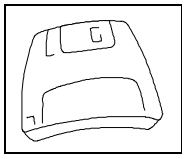
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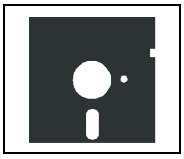
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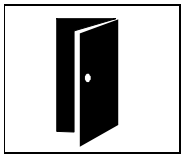
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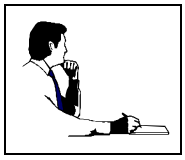
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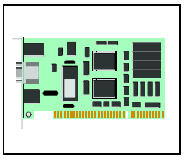
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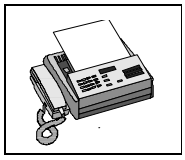
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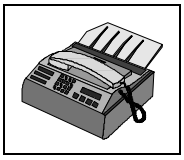
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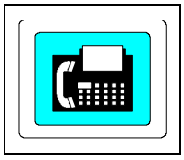
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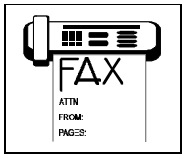

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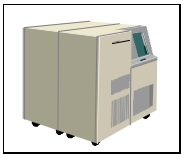
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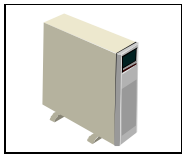
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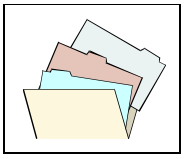
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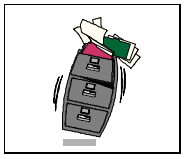
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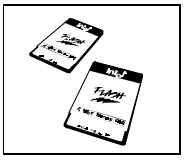
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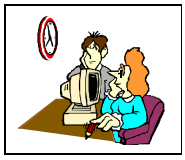
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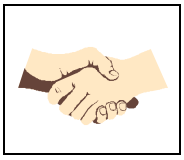
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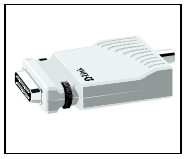
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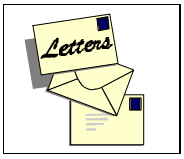
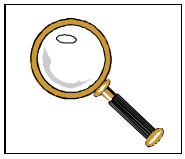


LETTERS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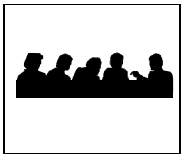
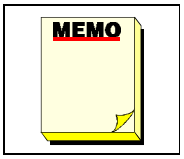

MEETING1

MEETING2

Office and Technology

MEETING3

MELCARD



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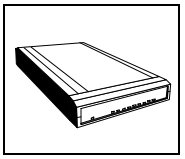
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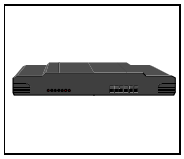
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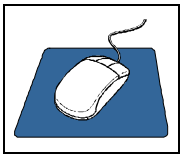
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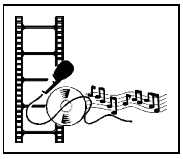
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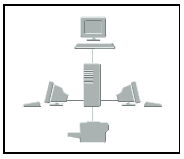
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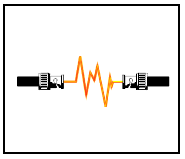
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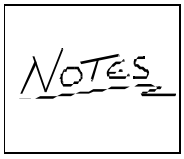

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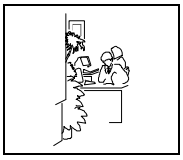
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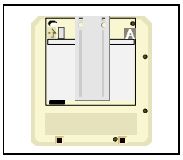
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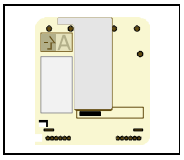
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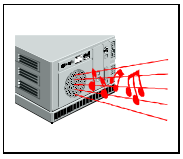
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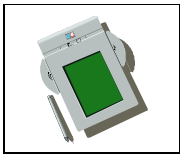
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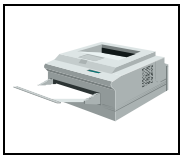
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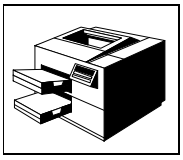
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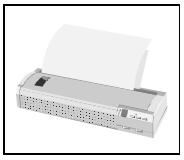
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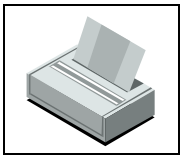
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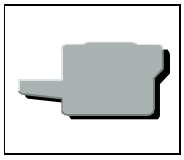
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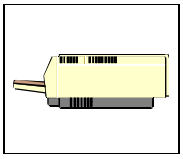
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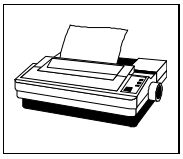
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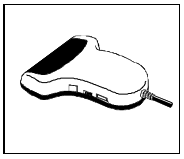
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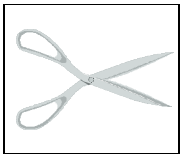
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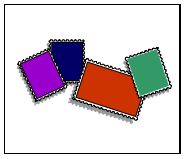
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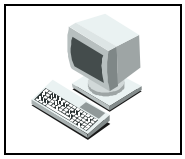
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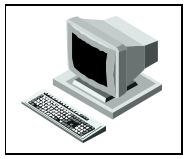
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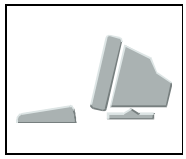
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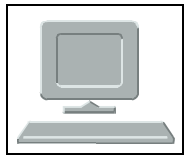
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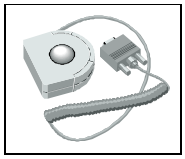
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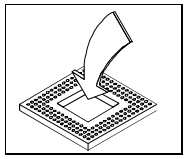
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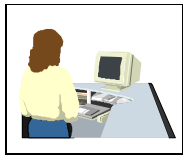
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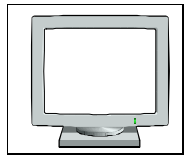
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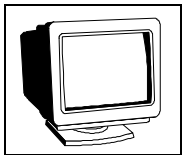
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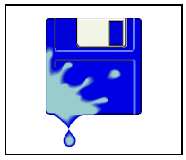
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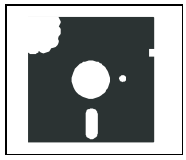
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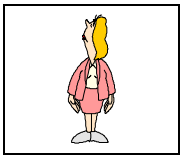
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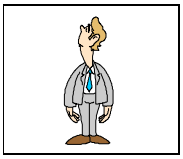
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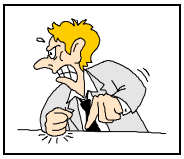
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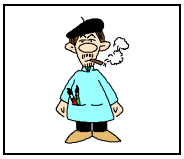
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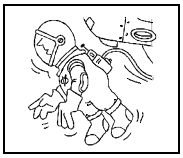
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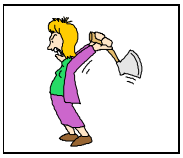
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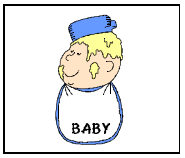

CHOIRBOY

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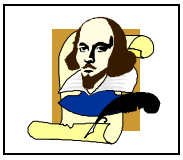
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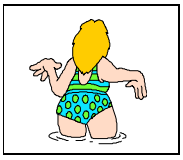
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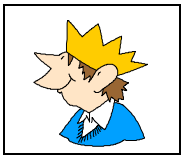
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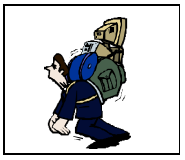
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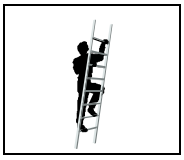
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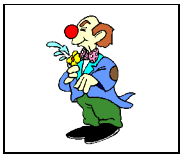
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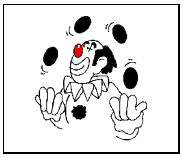
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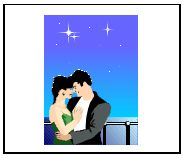
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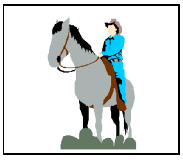
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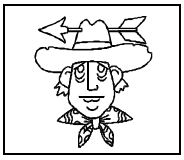
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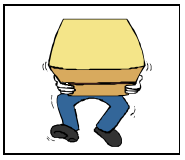
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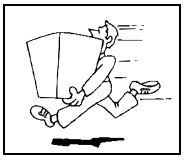
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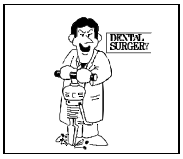

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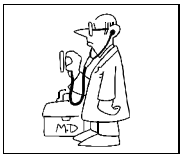

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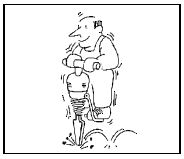
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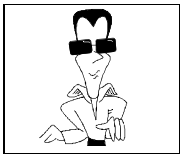
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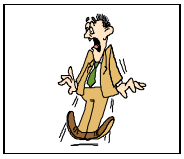
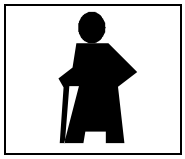

EEK!

People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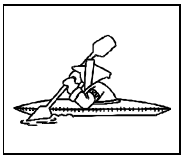
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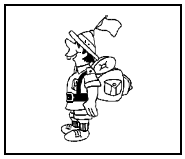
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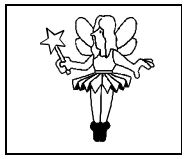
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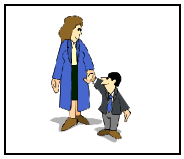
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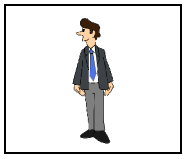
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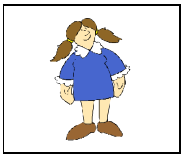
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FIRED

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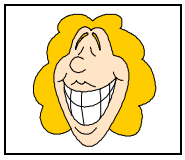
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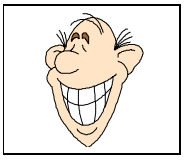
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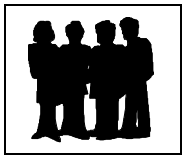
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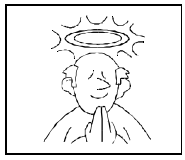
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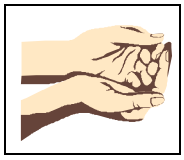
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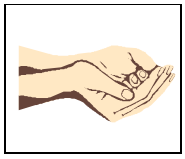
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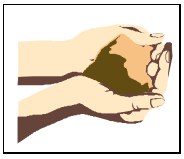
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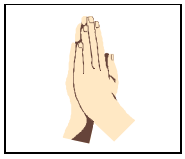
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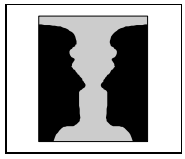
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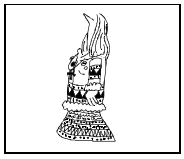
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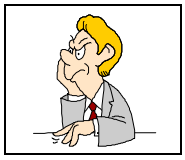
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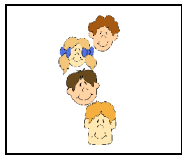
JANITOR

JUGGLER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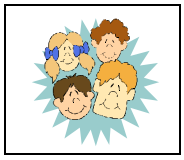
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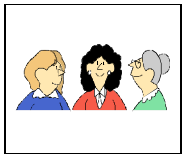
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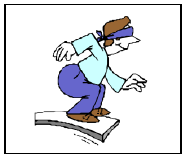
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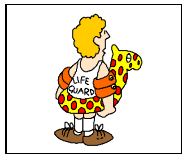
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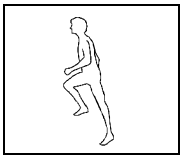
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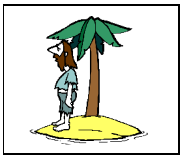
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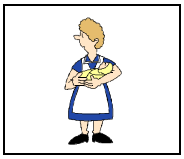
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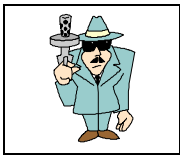
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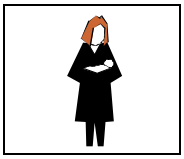
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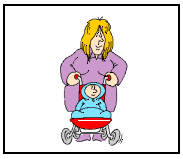
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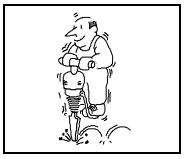
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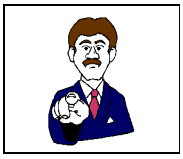
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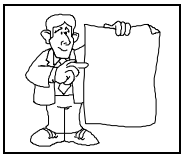
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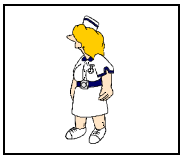
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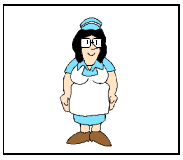
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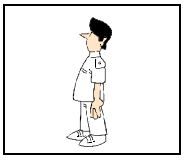
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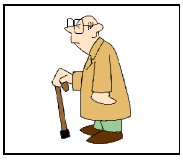
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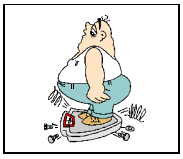
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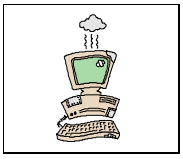
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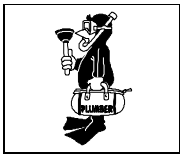
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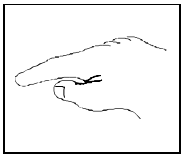
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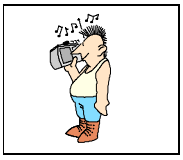
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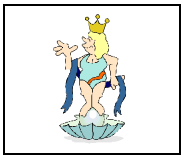
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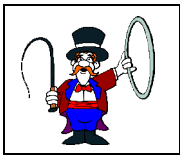
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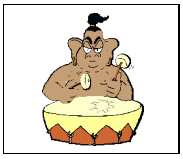
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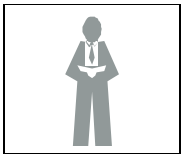
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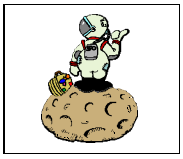
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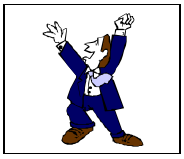
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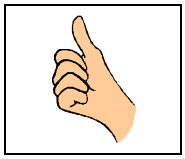
People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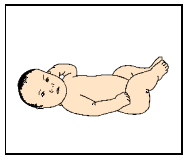
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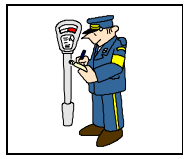
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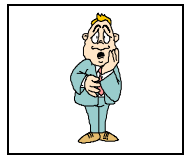
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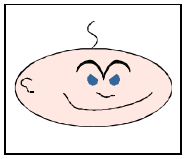
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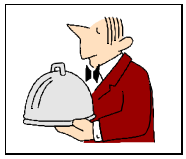
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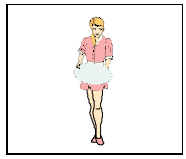
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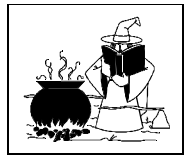
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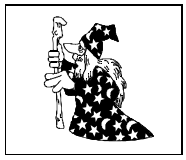
WITCH2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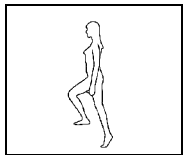
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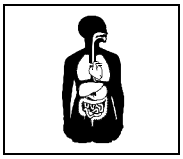
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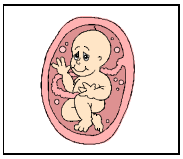
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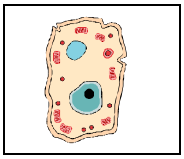
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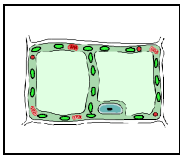
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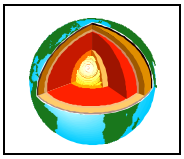
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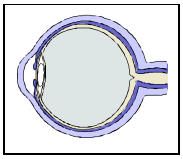
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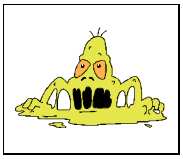
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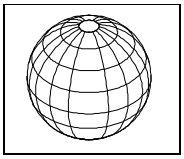
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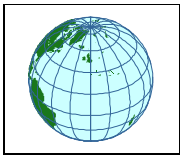
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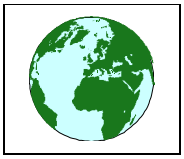
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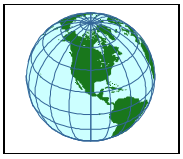
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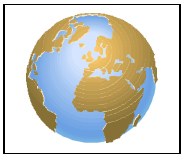
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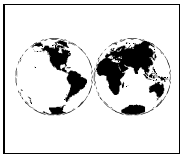
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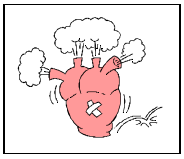
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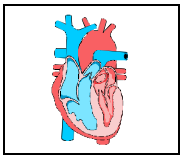
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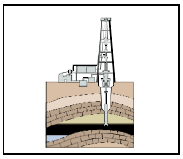
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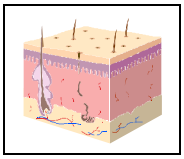
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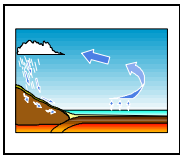
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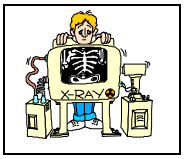

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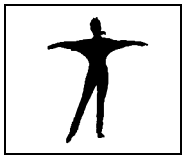
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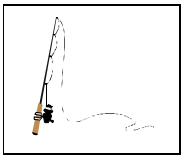
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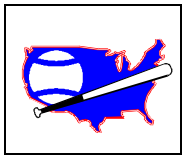
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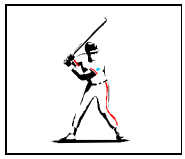
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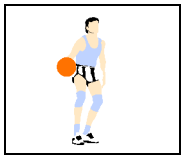
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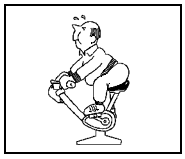
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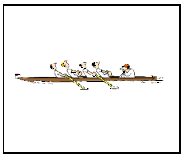
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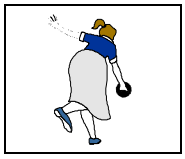
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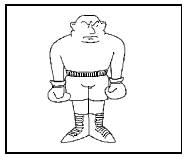
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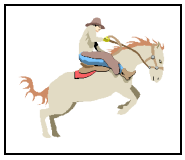
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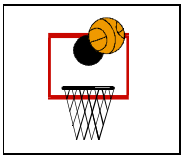
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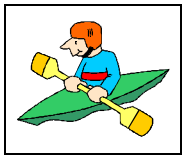
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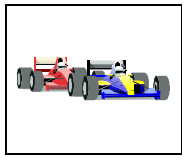
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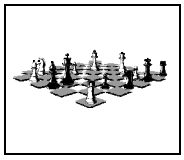
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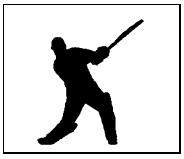
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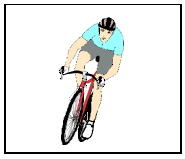
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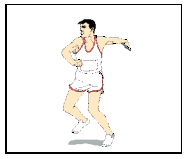
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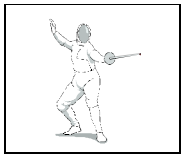
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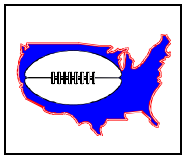
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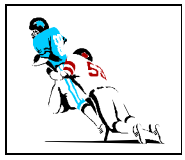
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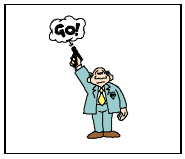

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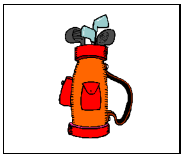
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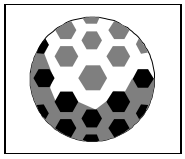
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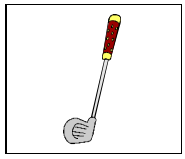
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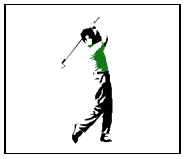
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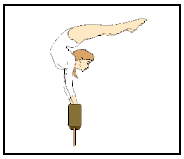
Sport

GOLFER2

GOLFER3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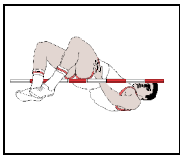
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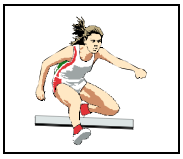
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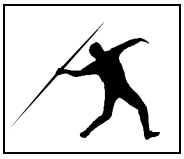
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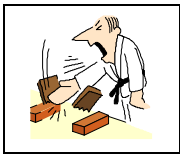
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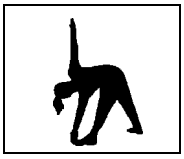
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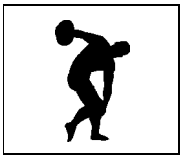
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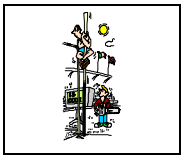
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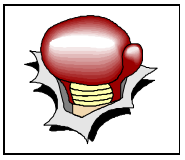
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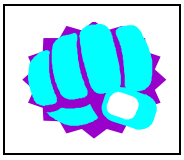
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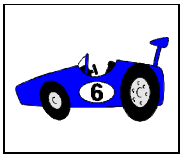

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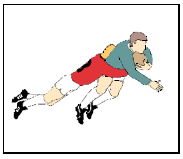
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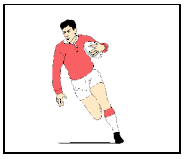
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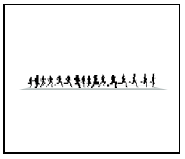
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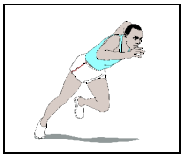
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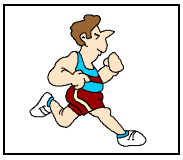
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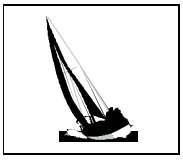
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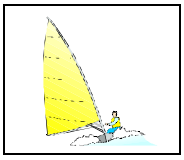
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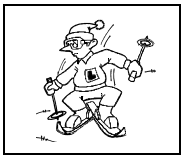
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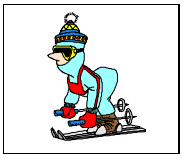
SKIER2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SKIER4

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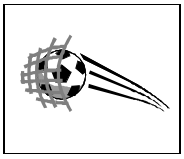
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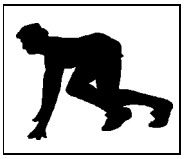
SOCCER3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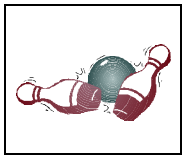
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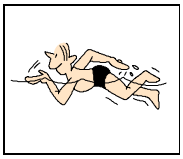
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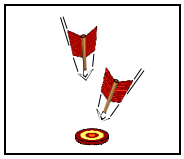
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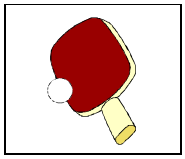
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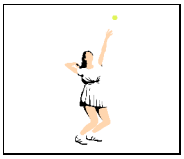
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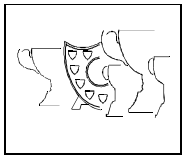
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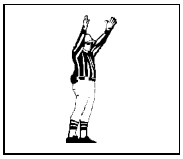
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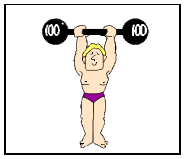
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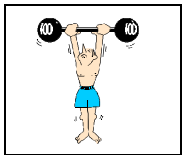
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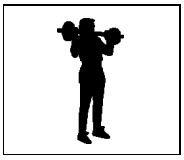
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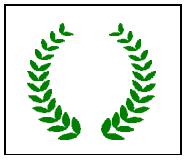
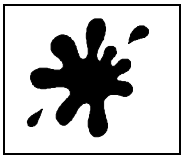

WINNER

YOGA

Toolkit 1

BBBLBUST

BEND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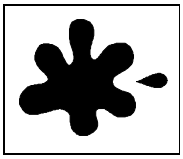
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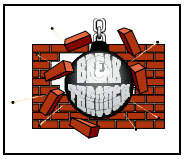
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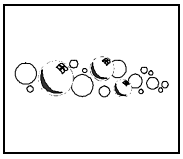
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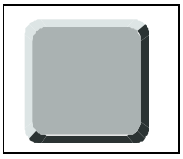
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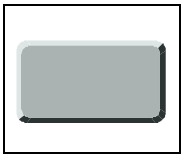
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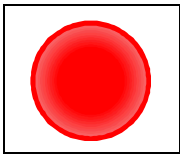
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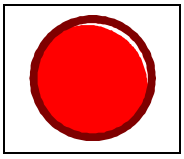
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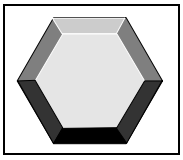
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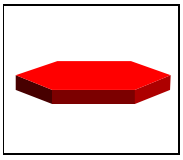
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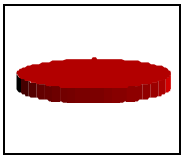
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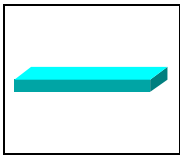
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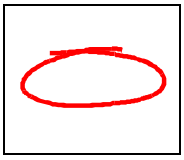
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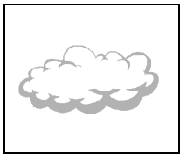
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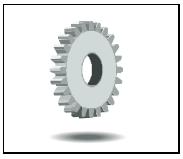
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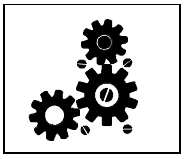
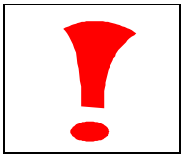
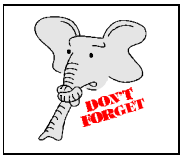

COG2

EAGLE_GR


EXMARK

FAST



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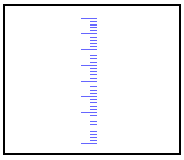
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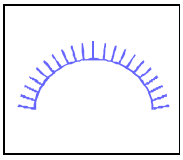
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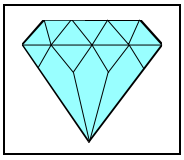
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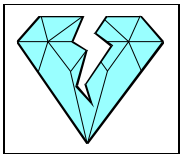
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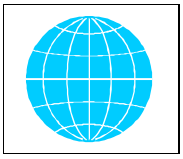
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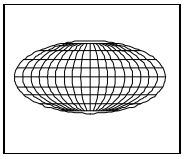
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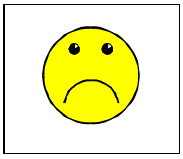
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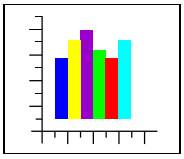
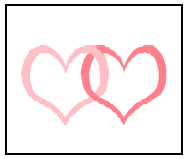

GRAPH

Toolkit

GRILLE

HALF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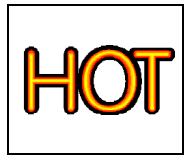
HELLO



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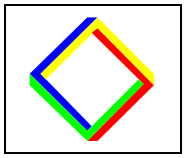
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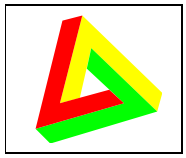
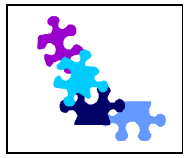

IMPOS2

INVITE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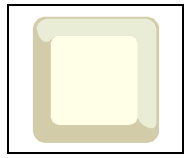
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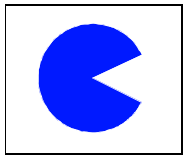
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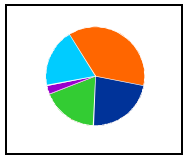
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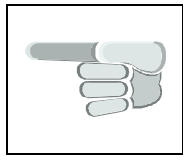
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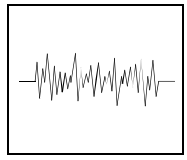
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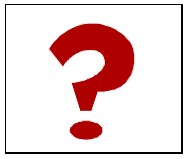
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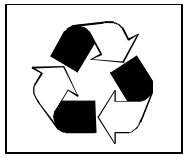
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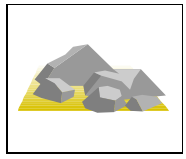
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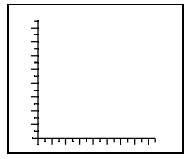
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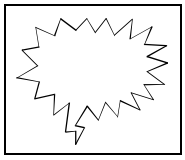
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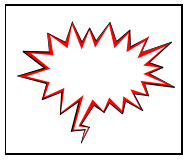
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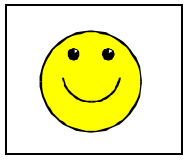
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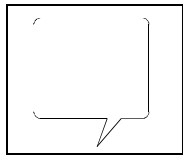
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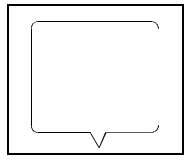
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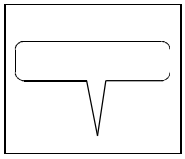
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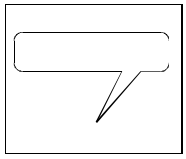
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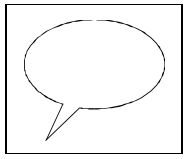
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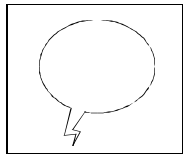
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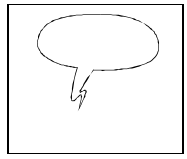
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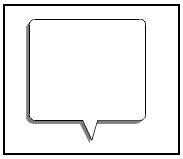
Toolkit 1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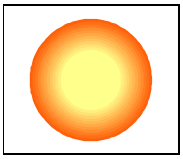
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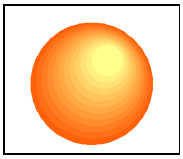
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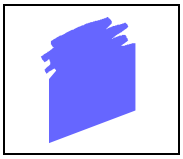
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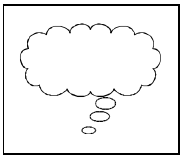
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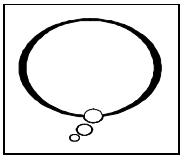
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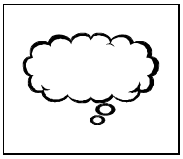
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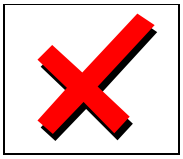
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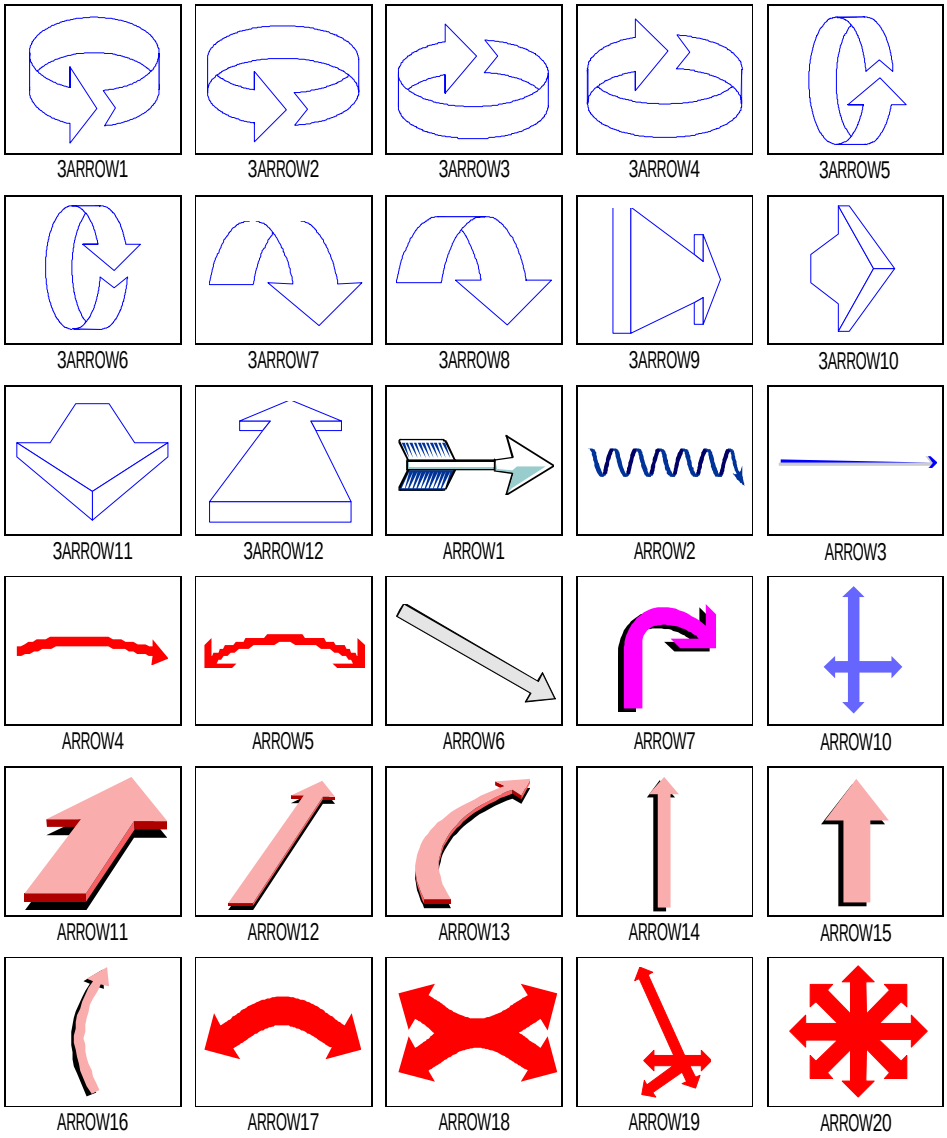
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3ARROW12
ARROW1
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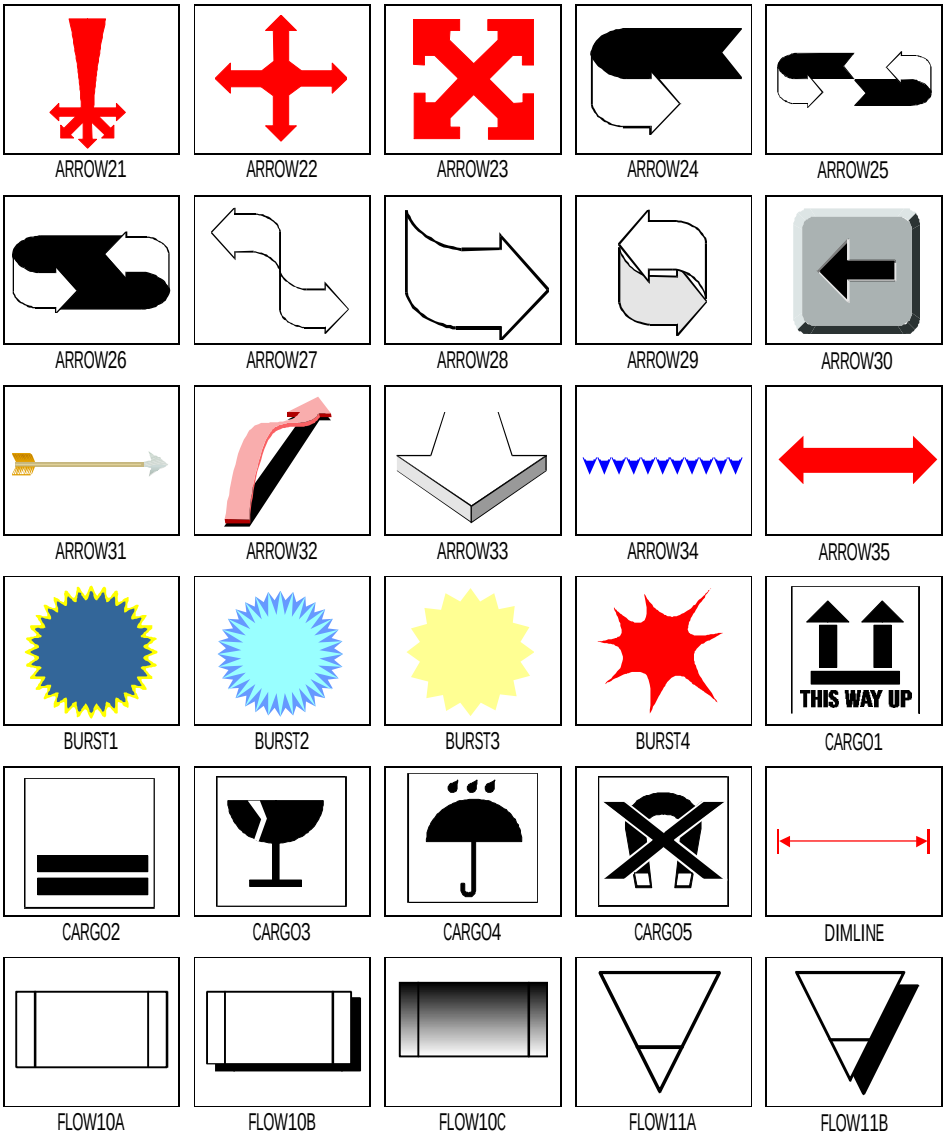
Toolkit 2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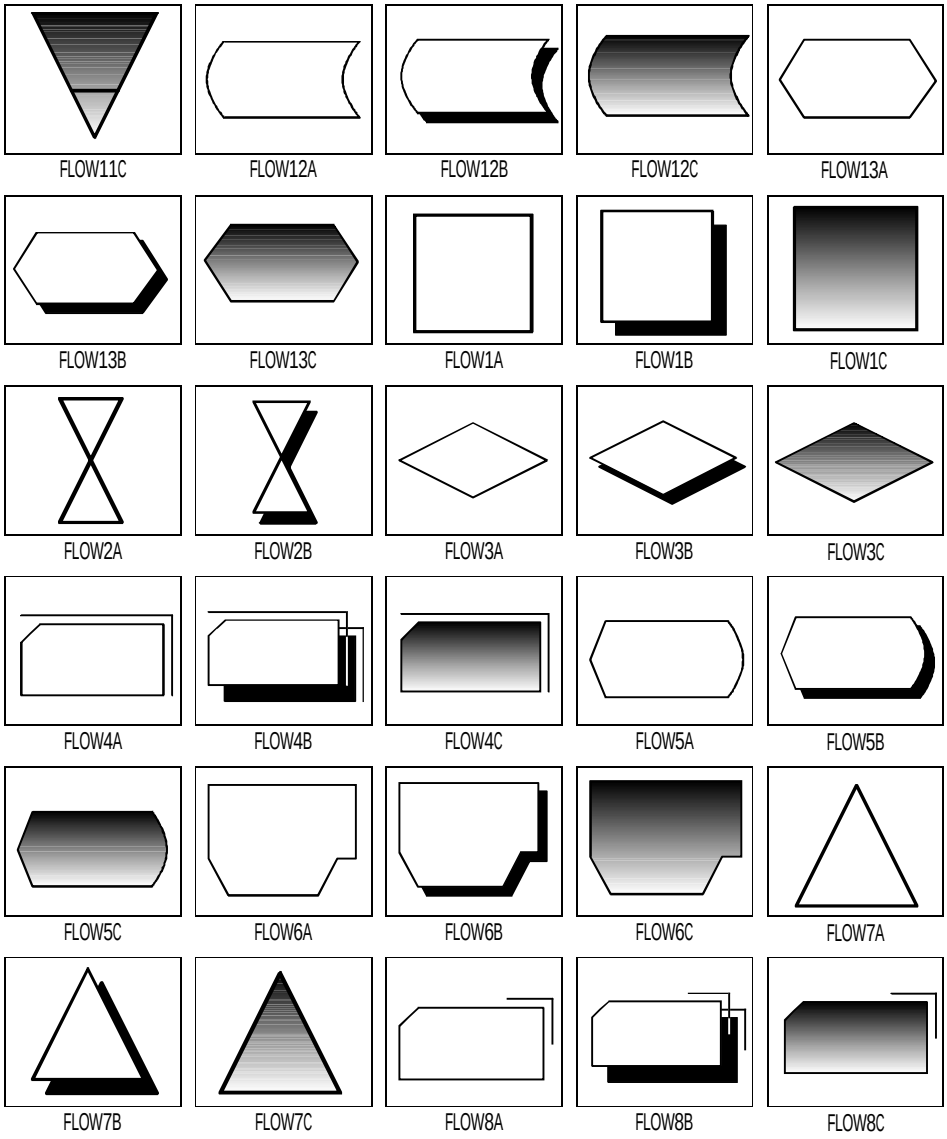
ARROW34
ARROW35
BURST1
BURST2
BURST3
BURST4
CARGO1
THIS WAY UP
CARGO2
CARGO3
CARGO4
CARGO5
DIMLINE
FLOW10A
FLOW10B
FLOW10C
FLOW11A
FLOW11B

Toolkit 2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FLOW2B
FLOW3A
FLOW3B
FLOW3C
FLOW4A
FLOW4B
FLOW4C
FLOW5A
FLOW5B
FLOW5C
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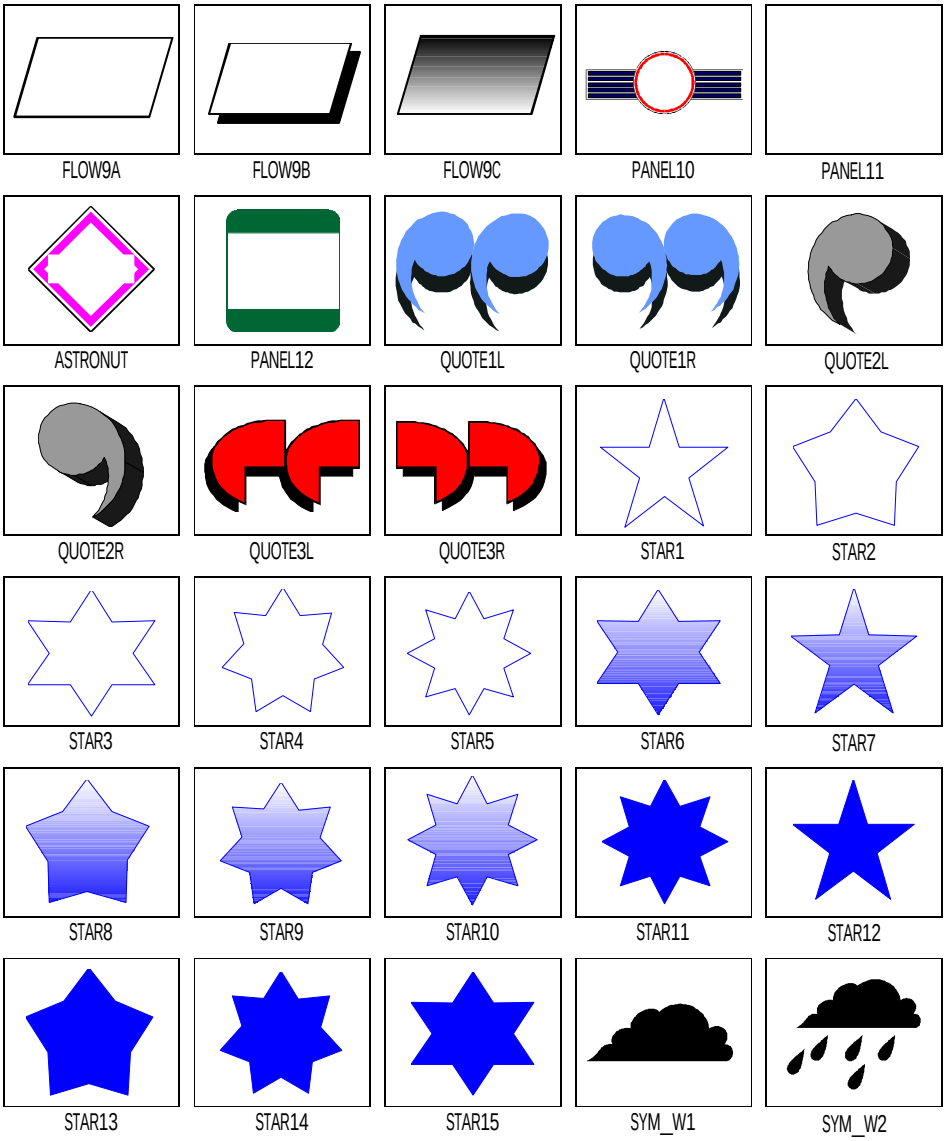
FLOW8A
FLOW8B
FLOW8C

Toolkit 2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QUOTE3L
QUOTE3R
STAR1
STAR2
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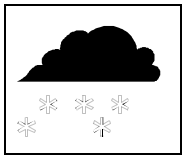
SYM_W1
SYM_W2

Toolkit 2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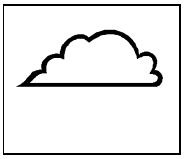
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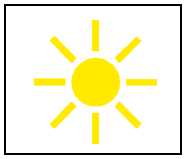
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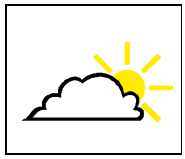
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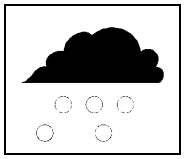
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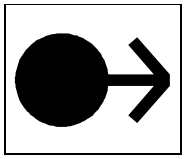
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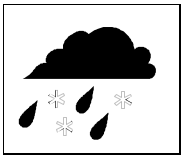
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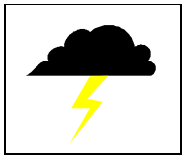
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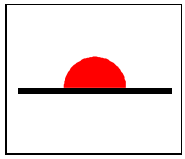
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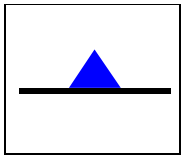
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SYM_W13

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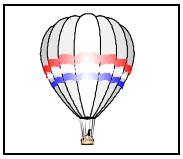
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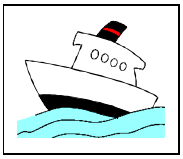
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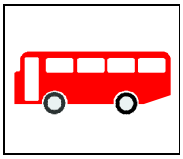
BOMBER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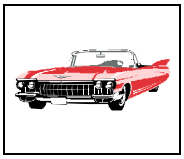
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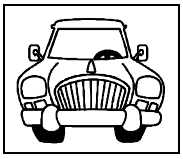
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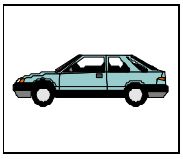
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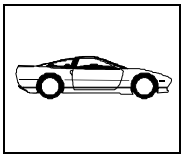
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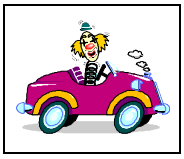
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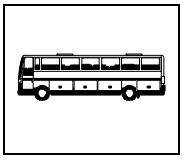
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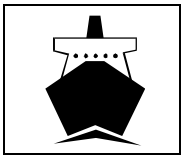
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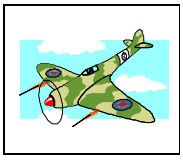
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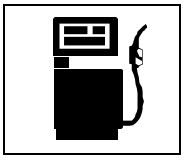
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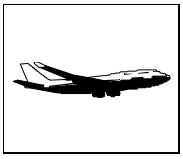
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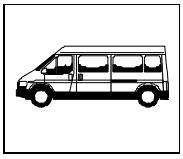
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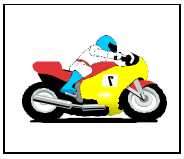
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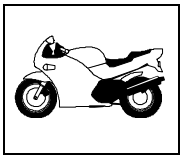
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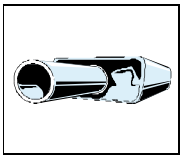
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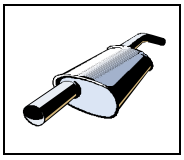
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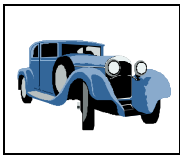
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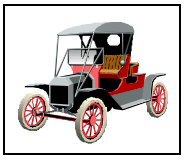
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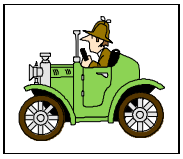
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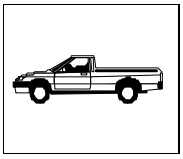
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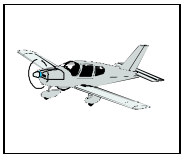
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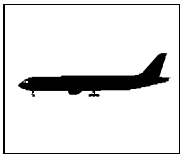
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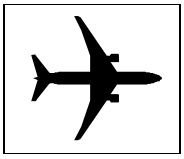
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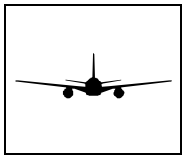
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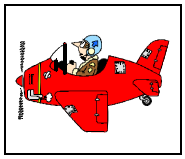
PLANE4


PLANE5

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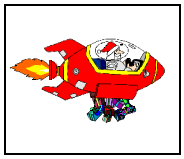
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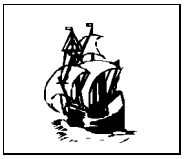
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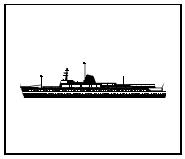
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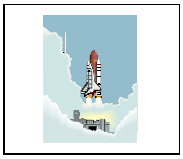
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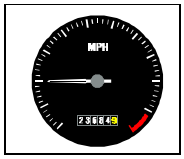

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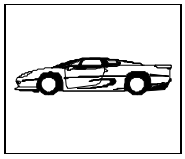
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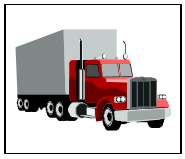
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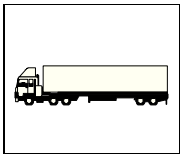
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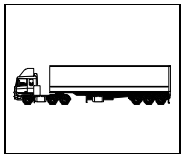
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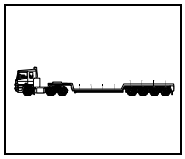
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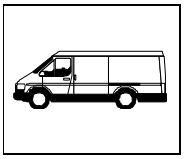
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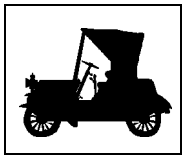
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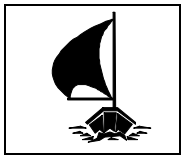
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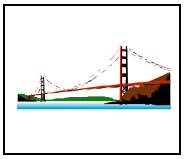
Travel

ARIZONA

BRANDBRG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CARIB

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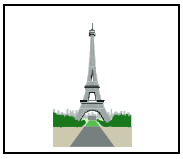
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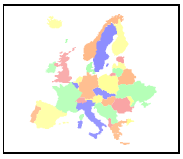
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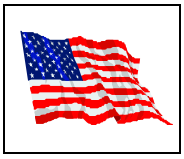
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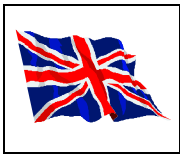
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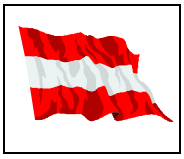
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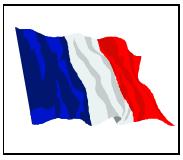
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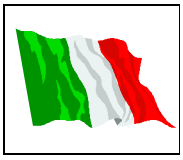
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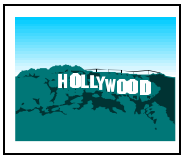

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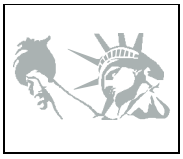
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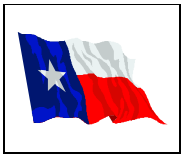
LIBTYBEL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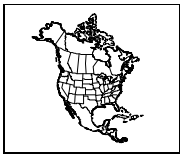
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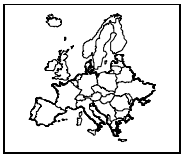
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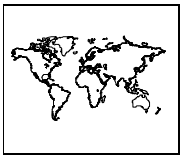
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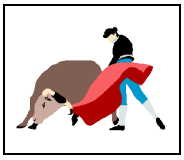
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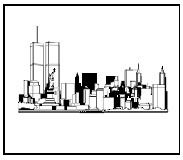
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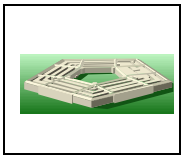
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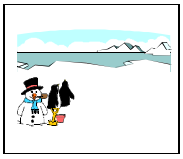
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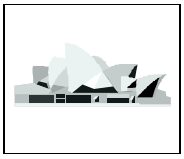
RUSHMORE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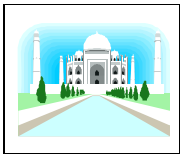
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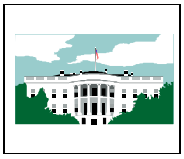
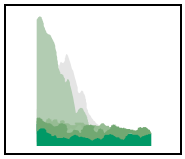

WHITHOUS

Backgrounds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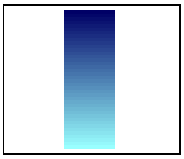
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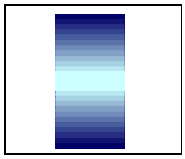
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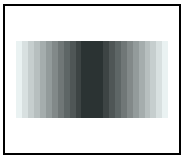
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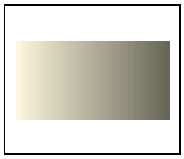
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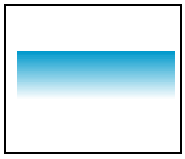
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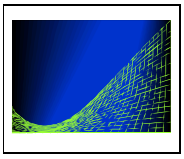
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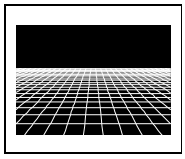
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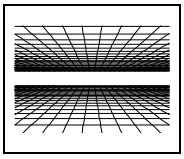
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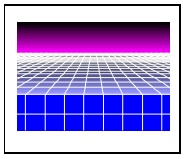
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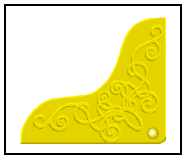
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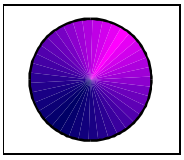
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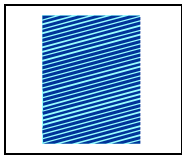
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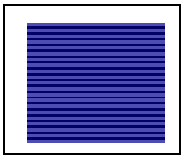
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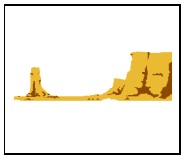
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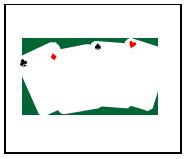
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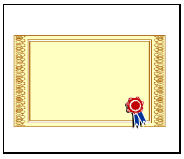
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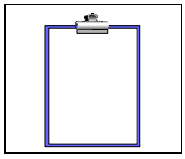
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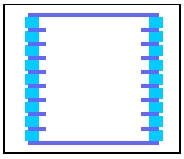
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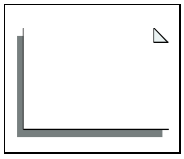
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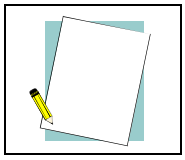
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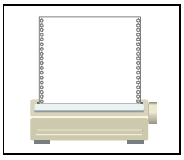
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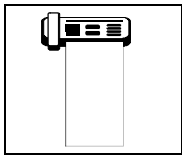
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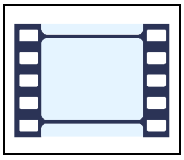
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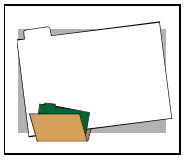
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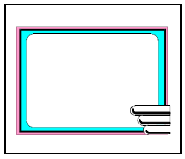
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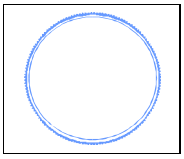
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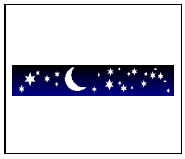
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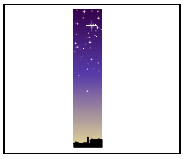
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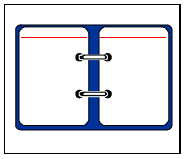
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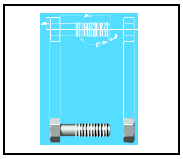
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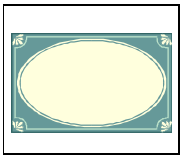
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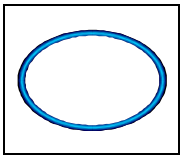
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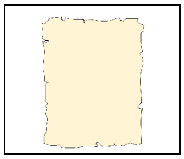
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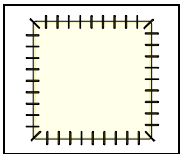
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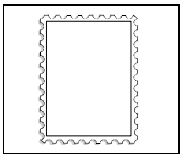
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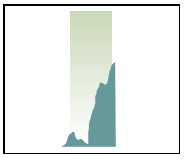
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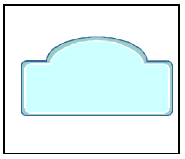
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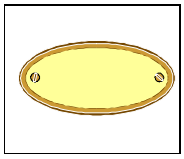
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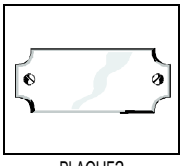
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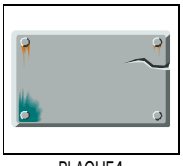
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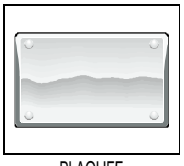
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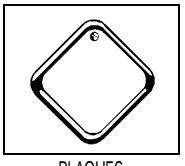
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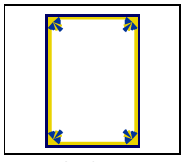
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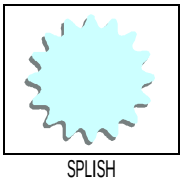
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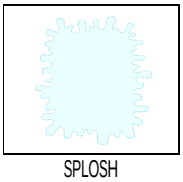
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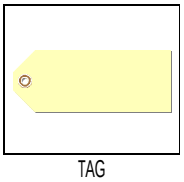
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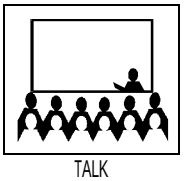
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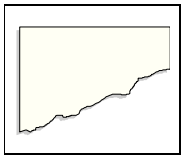
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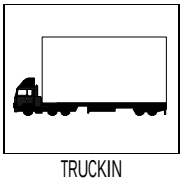
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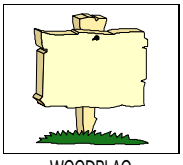
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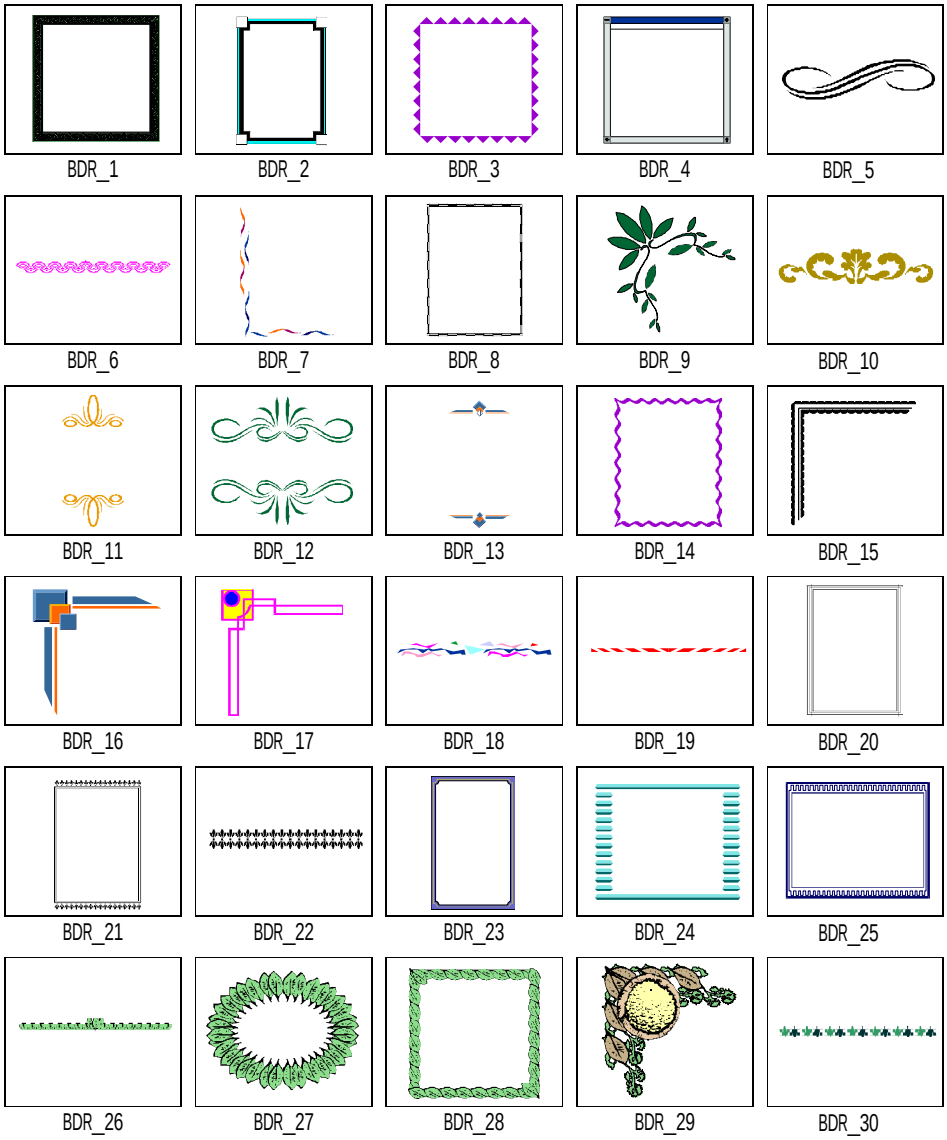
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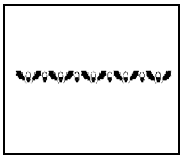
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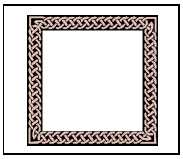
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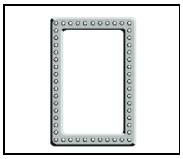
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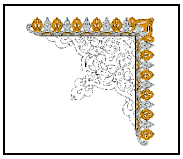
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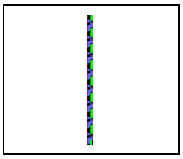
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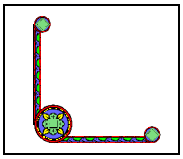
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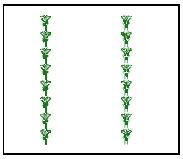
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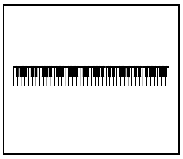
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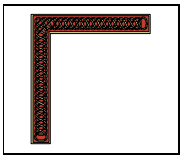
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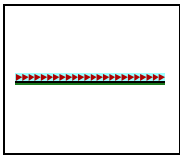
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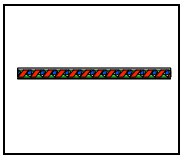
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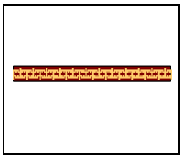
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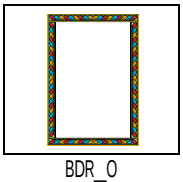
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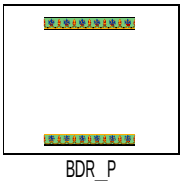
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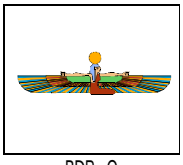
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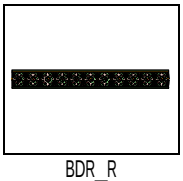
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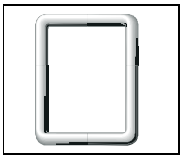
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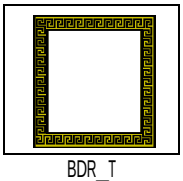
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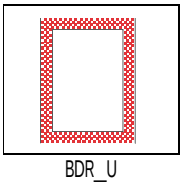
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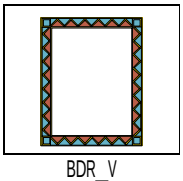
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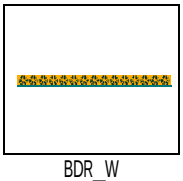
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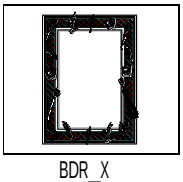
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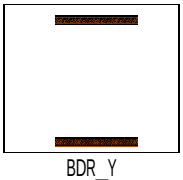
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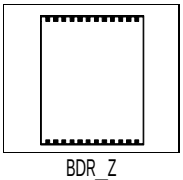
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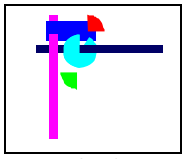
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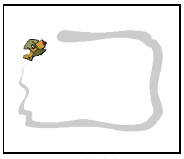
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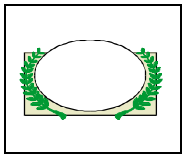
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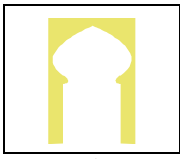
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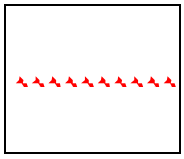
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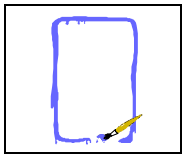
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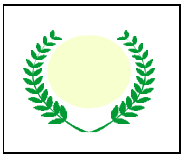
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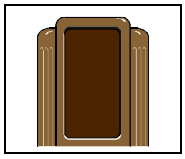
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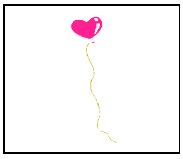
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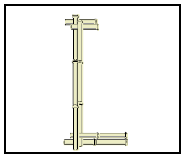
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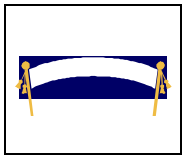
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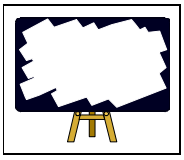
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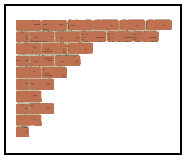
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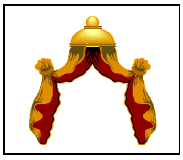
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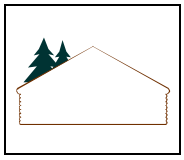
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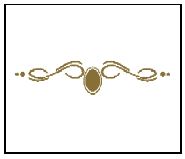
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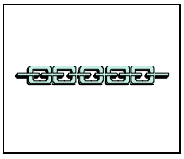
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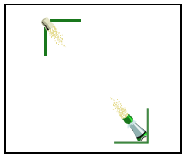
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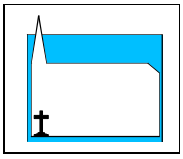
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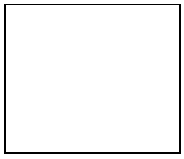
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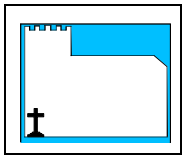
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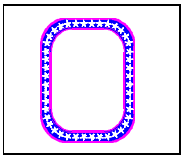
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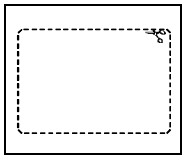
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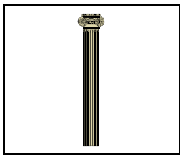
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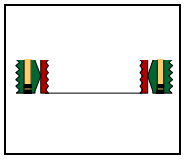
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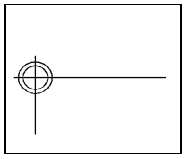
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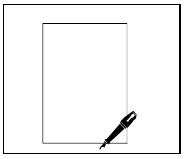
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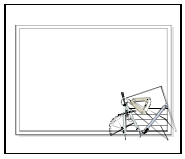
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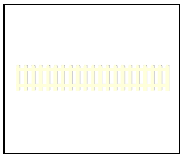
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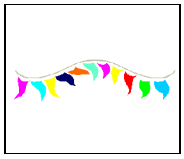
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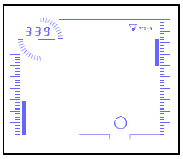
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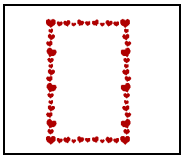
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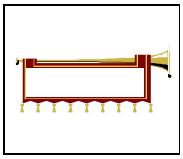
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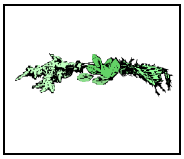
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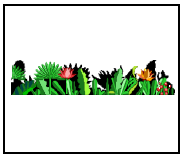
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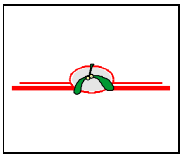
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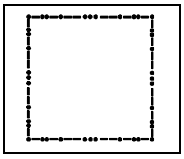
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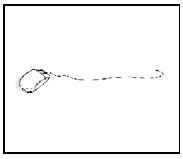
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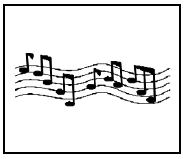
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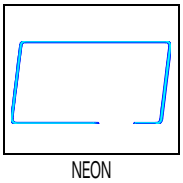
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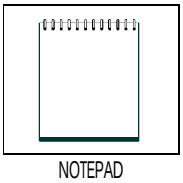
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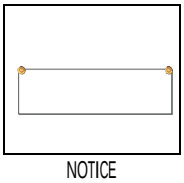
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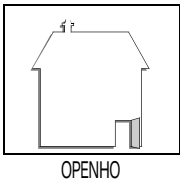
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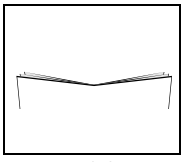
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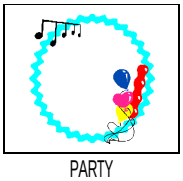
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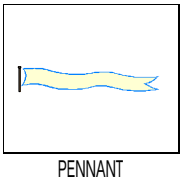
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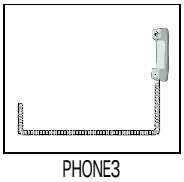
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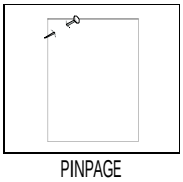
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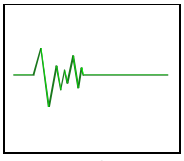
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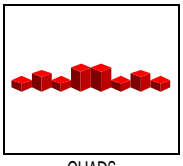
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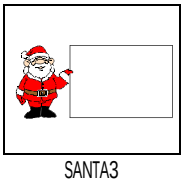
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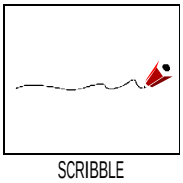
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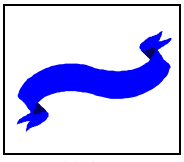
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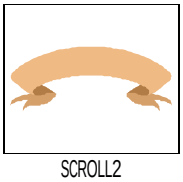
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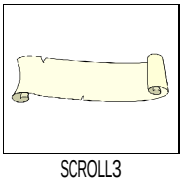
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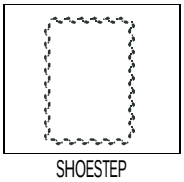
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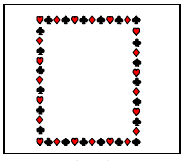
SHOOT!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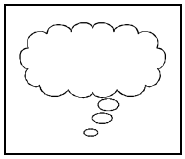
Themed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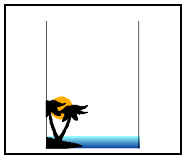
THISTLE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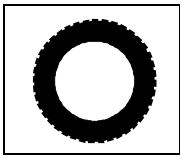
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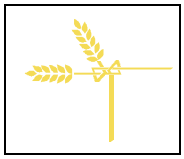
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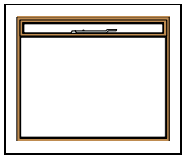
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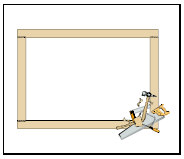
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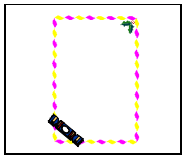
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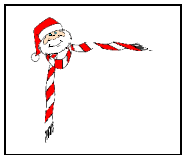
XMSCRNR1

XMSCRNR2


XMSCRNR3

Font Reference

Included as part of Serif PagePlus Home/Office is a professional collection of over 100 TrueType fonts. Each typeface is a foundry-quality, carefully hinted TrueType font, for maximum performance and razor-sharp quality.

Specifically designed to work with all your Windows applications, these fonts are fully scalable for true WYSIWYG (what you see is what you get) display in your word processor, spreadsheet, or any other Windows application.

The fonts supplied form a complete designer library of handsome classics and decorative headlines for any mood or feel. Now you can pick the perfect typeface to create a good impression in all your documents.

The following pages form a full WYSIWYG reference of all the fonts included with Serif PagePlus Home/Office.

Abbey Old Style SF

Regular
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Bold
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Italic
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Bold Italic
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Adamsky SF

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BALLOONIST SF

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Bernstein SF

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BIGMOMA SF

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Boutique SF

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Cairo

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Bold Italic

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Bold

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Italic

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Bold Italic

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Italic

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Bold Italic ***abcdefghijklmnopqrstuvwxyz***

Diamond Heavy SF

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Disendat SF

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Italic
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Bold Italic
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Elementary Heavy SF

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Gelfling SF

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Goudita Sans Heavy SF

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Goudita Sans Light SF

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Greyhound SF

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Bold Italic
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Helium Heavy SF

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Hobbit SF

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Invite SF

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Italic
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Kitchener SF

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Bold
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Kitchener Heavy SF

Bold
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Kitchener Light SF

Regular

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MACKINTOSH SF

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MediaSF

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Italic

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Bold Italic

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MESQUITO SF

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Bold

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Mr Big SF

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Napa SF

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Bold Italic
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Napa Heavy SF

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Newsline SF

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Palermo SF

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Quadrata SF

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Bold
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Italic
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Bold Italic
abcdefghijklmnopqrstuvwxyz

Reindeer SF

Regular
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Seabird Heavy SF

Bold
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ABCDEFGHIJKLMNOPQRSTUVWXYZ
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Bold Italic
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Seabird Light SF

Regular
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890(&.,:!“”-_*$%/@#)

Italic
abcdefghijklmnopqrstuvwxyz

SHOOTER SF

Regular
ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890(&.,:!“”-_*$%/#)

Skyscraper SF

Regular
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890(&.,:!“”-_*$%/#)

Sprint SF

Regular
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVW
1234567890(&.,:!-_$%/#)*

Stamford Heavy SF

Bold
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890(&.,:!“”-_*$%/@#)

Bold Italic
abcdefghijklmnopqrstuvwxyz

STONE TEMPLE SF

Regular
ABCDEFGHIJKLMNOPQRSTUVWXYZ
ABCDEFGHIJKLMNOPQRSTUVW
1234567890(&.,:!-_*$%/#)

Tennessee SF

Regular
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890(&.,:!“”-_*$%/@#)

Bold
abcdefghijklmnopqrstuvwxyz

Italic
abcdefghijklmnopqrstuvwxyz

Bold Italic
abcdefghijklmnopqrstuvwxyz

Ultra Serif SF

Regular **abcdefghijklmnopqrstuvwxyz**
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890[&.,:!-_*$%/#]
Italic ***abcdefghijklmnopqrstuvwxyz***

Weathered SF

Regular abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890(&.,:!-_*$%/#)

WOODCHUCK SF

Regular **ABCDEFGHIJKLMNOPQRSTUVWXYZ**
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890(&.,:!-_*$%/#)

Xpress SF

Regular abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890(&.,:!“”-_*$%/@#)
Bold **abcdefghijklmnopqrstuvwxyz**
Italic *abcdefghijklmnopqrstuvwxyz*
Bold Italic ***abcdefghijklmnopqrstuvwxyz***

A

Alignment
  snapping, 36, 50
Art & Borders, 20, 76
AutoFlow, 19, 56, 59

B

Button Bar, 31

C

Change Bar, 34
Circles, 31
CleanUp, 81
Clipboard, 49
Color Bar, 33
Cropping Objects, 50

D

Demos
  frames, 54
  introduction, 12
  LogoPlus, 39
  WritePlus, 37
Double-Click, 17, 37, 51, 57, 80
Dropped capital effects, 95

F

Find and Replace, 37
Frames, 54, 79
  creating, 55
  editing frame text, 57
  filling with text, 55, 79
  flowing text through a frame sequence, 58
  graphic properties, 54, 80
  linking, 59
  moving through a sequence, 59
  selecting, 56

G

Graphics, 61, 74
  boxes and ovals, 75
  converting to a picture, 100
  creating page embellishments, 99
  creating shapes with LogoPlus, 62, 75
  drawing circles, 31
  drawing squares, 31
  drawing straight lines, 31
  lines and rules, 75
Groups, 48, 65
  converting to a picture, 100
  permanent, 65

H

Headers & Footers Wizard, 78
Headlines
  adding, 80
  creating with LogoPlus, 80
Helpful Cursors, 51
Hints and Tips, 28
Hyphenation, 92

I

Import Picture Wizard, 20
Import Text Wizard, 59, 73, 80
Importing
  from other Windows applications, 77
Importing Text
  AutoFlow, 56
Installation, 7, 9
  re-installing, 9
  requirements, 7

L

Layers, 50

Layout Checker Wizard, 32, 81
Layout Grid, 79
LogoPlus, 39, 63, 76
  creating effects, 63
  editing a logo, 22
  Front Panel, 42
  Preview Window, 42
  selecting and manipulating, 64
  starting, 31, 40
  Tabs Bar, 41
  text effects, 41

M

Margins, 77
Menu bar, 35

O

Objects
  aligning, 50
  creating, 47
  display, 48
  formatting, 51
  layering, 50
  LogoPlus objects, 63
  moving and resizing, 49
  object types, 47
  OLE, 64
  rotating and cropping, 50
  selecting, 48
  selecting a group, 48
OLE, 64
  creating OLE objects, 64
  selecting and manipulating, 65

P

Page Wizards, 87
  changing pictures, 81
  customizing, 16
  publications, 87
  starting, 13
  using, 13
PageHints, 32
Pages, 35
  adding new pages, 79
  changing margins, 77
  changing page size, 77
  columns, 78
  margins, 79
PaperDirect®, 82
PaperDirect® Background Wizard, 71, 78
Pictures, 62, 75
  importing, 62, 80
  importing draw-type files, 76
  importing paint-type files, 76
  importing PhotoCD pictures, 76
  replacing, 19
  selecting, 62
  text wrap around, 81
Printing, 23, 82
  advanced options, 83
  posters and banners, 83
Publications
  planning, 70

Q

QuickHelp, 18, 29

R

Registration, 6, 10
Right-Click, 35, 52
Rotating Objects, 50
Ruler Guides, 79
Rulers, 36
  ruler guides, 36

S

Saving, 22, 82
Scaling, 83

Scroll bars, 35
Serif, 6
Shadows, 97
Snapping, 36, 50
Spelling Checker Wizard, 32
Squares, 31
Starting PagePlus, 10
Startup Wizard, 11
Status Bar, 33
Status palette, 34, 49
Story Manager, 59
Styles, 53
  designing, 72
  graphic, 53
  text, 53
  updating, 54

T

Text
  alignment, 91
  artistic text using LogoPlus, 74
  AutoFlow, 56
  blocks, 55
  creating using WritePlus, 74
  dropped capital effects, 95
  editing frame text, 57
  free text blocks, 60
  half-fill text, 96
  importing, 59, 73, 80
  kerning, 93
  leading (line spacing), 94
  outline and underline, 90
  paragraph spacing, 95
  point size, 91
  preparing text content, 73
  reversed text, 96
  spacing, 92
  typefaces, 88
  typing directly onto the page, 74
  word spacing, 94
Text Wrap, 33, 51, 81
  pouring text inside a shape, 97
  wrap settings, 51
Thumbnails, 83
Title bar, 34
Tool Bar, 17, 30
  Drawing Tools, 17, 31
  Picture Tools, 17, 31
  Pointer Tools, 17, 30
  Text Tools, 17, 30
Tool Hints, 29
Typefaces, 88
  decorative, 90
  sans-serif style, 90
  serif style, 89
Typestyle, 90
  bold, 90
  special effects, 90

U

Undo, 49

W

Watermark Effects, 63
WritePlus, 37
  Auto Correct, 37
  editing text, 18
  Find and Replace, 37
  Spell Checking, 37
  starting text editing, 31, 37, 57