About

Gives copyright and author information on the program.

Add Ellipse Objects

Puts the program into Add Ellipses mode.

Add Headline Objects

Puts the program into Add Headlines <u>mode</u>.

Add Line Objects

Puts the program into Add Lines <u>mode</u>.

Add Picture Objects

Puts the program into Add Pictures mode.

Add Rectangle Objects

Puts the program into Add Rectangles mode.

Add Rounded Rectangle Objects

Puts the program into Add Rounded Rectangles <u>mode</u>.

Add Text Objects

Puts the program into Add Text <u>mode</u>.

Append New Page

Inserts a new page after the current page.

Arrange Icons

Arranges the icons of any minimized windows at the bottom of the screen.

Banner Font dialog box

Select the font that you want to use for the banner.   Note that it is not necessary to select a font size -- the program will determine the font size automatically.

Banner Text dialog box

Enter the text that you want to appear on the banner.

Border dialog box

The Border dialog box is where you decide what kind of border a <u>text object</u> will have.

Color

Click on the color that you want the border to be.

Size

Type in the size (in pixels) of the border.   If you type in 0, no border will appear.

OK

Press this button to accept the changes made to the border.

Cancel

Press this button to cancel the changes made to the border.

Help

Press this button to get help on this dialog box.

Bottom button bar (text object formatting)

The controls on this bar are used for formatting <u>text objects</u>.   The controls will be active when a <u>text object</u> is the <u>current object</u>.   From left to right, the controls are: Change font, change font size, bold, italic, underline, left justify, right justify, center justify, justify both, left justified tab stop, right justified tab stop, decimal justified tab stop, and center justified tab stop.

Bring To Front

Puts the <u>current object</u> on top of all of the other <u>objects</u> (other than <u>text objects</u>) on the <u>current panel</u>.

Cascade

Arranges the windows in a cascading (overlapped and slightly offset) format.

Center Horizontally

Centers the <u>current object</u> horizontally on the <u>object</u>'s <u>panel</u>.

Center Vertically

Centers the <u>current object</u> vertically on the <u>object</u>'s <u>panel</u>.

Close

Closes the <u>current document</u>.   If the <u>current document</u> has not been saved, you will be prompted to save it.

Connect

Creates a link between the <u>current document</u> and a database.   The <u>Open Database dialog box</u> will come up, and you can pick a database to link to the <u>current document</u>.

Contents

Takes you to the help's <u>Table of Contents</u>.

Copy

Copies the <u>current object</u> to the clipboard so that it can be pasted into a document.

Current Database

Each document can be linked to a database.   This allows you to use the fields of the database in <u>headline objects</u>. The current database is the one that is linked to the <u>current document</u>.   Swift Desktop Publisher includes a sample database, SAMPLE.DB, that allows you to store name and address information.

Current Document

The current document is the document that is currently showing.   If more than one document is showing, the current document is the one with the highlighted title bar.

Current Object

The current object is the <u>object</u> that is highlighted with handles around it.   Since multiple objects can be selected at once, sometimes more than one object can be the current object.

Current Page

Each document is made up of an unlimited number of pages.   Only one page will show at a time.   This page is called the current page.

Current Panel

The current panel is the panel that the current object is on.

Cut

Deletes the <u>current object</u>, but saves it in the clipboard so that it can be pasted back into a document.

Database Menu

The Database Menu contains items which relate to the current database.

Connect

Disconnect

Edit

First

Prior

Next

Last

Delete

Deletes the <u>current object</u>.

Delete Current Page

Deletes the <u>current page</u> and all <u>objects</u> on it.

Disconnect

Removes the link between the <u>current document</u> and the <u>current database</u>.

Document Type dialog box

The Document Type dialog box allows you to choose a new document's type.   There are 11 different document types, each of which is represented by a button.   The button shows how each document type will be folded (if applicable).

Document Type Buttons

Press the button corresponding to the document type that you want to create.

Cancel

Press this button if you do not want to create a new document.

Help

Press this button for help with this dialog box.

Down One Level

Exchanges the <u>current object</u> with the <u>object</u> directly below it (unless the <u>current object</u> is a <u>text object</u>).

Edit

Allows you to edit the information in the <u>current database</u> by bringing up the <u>Edit Database dialog box</u>.

Edit Database dialog box

The Edit Database dialog box is where you can change the data in the <u>current database</u>.

Data

This is a grid where you can edit the data in the <u>current database</u>.   Use the mouse or the cursor keys to move through the various fields and records, editing the data as you wish.

Navigator

This is the set of buttons in the upper right of the dialog box.   They allow you to move through the records in the database.   From left to right, their functions are as follows:

Go to the first record

Go to the prior record

Go to the next record

Go to the last record

Insert a new record

Delete the current record

Post (save) the current record

Cancel any changes made to the current record

Refresh the data (useful when more than one person is using the database simultaneously)

Close

Press this button to close the dialog box.

Help

Press this button to get help on this dialog box.

Edit Description dialog box

Enter new description

Type in a new description for the existing template.

OK

Press this button to accept the new description.

Cancel

Press this button to cancel the new description.

Help

Press this button to get help on this dialog box.

Edit Menu

The Edit Menu has choices for manipulating <u>objects</u> with the program's clipboard (the Windows® clipboard is used for cutting and pasting text with <u>text objects</u>).

<u>Cut</u>

<u>Copy</u>

<u>Paste</u>

<u>Delete</u>

<u>Select All</u>

Edit Objects

Puts the program into Edit mode.

Edit Purpose dialog box

Enter new purpose name

Type in a new name for the existing purpose.

OK

Press this button to accept the new purpose name.

Cancel

Press this button to cancel the new purpose name.

Help

Press this button to get help on this dialog box.

Ellipse Object

An ellipse object contains an ellipse and a border that can be resized.

Event Database

Takes you to the <u>Event Database dialog box</u>.   Each event has a particular day, description, and warning period associated with it.   If you start up the program within the warning period's number of days before the event, you will be told about the upcoming event by its description.

Event Database dialog box

The Event Database dialog box is where you maintain a list of events that the program can warn you about.   Each event occurs on a specified date, and you can tell the program to give you a warning message in advance of the event.

Calendar

The calendar is where you enter dates for each event.   The date in the upper left corner is the currently selected date.   Pressing the left and right red arrow buttons will move the date one month back or one month ahead, respectively.   Pressing the Today button will set the date to today's date.   Clicking with the left mouse button on the calendar will set the date to the day clicked on.   Changing the Month, Day, or Year controls will change the date to whatever date is currently showing in the controls.

Help

Press this button to get help on this dialog box.

Status

Shows what the user is currently doing.   The status can be:

Viewing events

The events for the current day are shown.

Add Event

Create a new event on the current day.

Edit Event

Change the description, date, or warning period of the event highlighted in the Events list.

Delete Event

Delete the event highlighted in the Events list.

Move Events

Move all events in the Events list to a new date.

Events

Lists all of the events that occur on the current date.

Close

Closes the dialog box.

Adding a new event, Editing an existing event

Description

Describe the event that you need to create a document for.

Days before event to send message

The program will warn you a certain number of days before the event, when you start up the program.

OK

Press this button to add the event (if adding a new event) or to change the event information (if editing an existing event).

Cancel

Press this button to not add the event (if adding a new event) or to not change the event information (if editing an existing event).

Moving a group of events to a new date

OK

Press this button to move the events to the new date.

Cancel

Press this button to not move the events to a new date.

Event Messages dialog box

The Event Messages dialog box shows which events you need to make a card for.

Events

The list of events which have generated a warning message.

Delete

Press this button to delete the event highlighted in the Events list.   You would normally do this after creating the card that the event calls for, if you won't be using the event next year.

Move to next year

Press this button to move the event highlighted in the Events box ahead by one year.   You would normally do this after creating the card that the event calls for, if you want to use the event next year.

Close

Press this button to close the dialog box.

Help

Press this button to get help on this dialog box.

Events Menu

The Events Menu takes you to the part of the program that keeps track of special days so that you won't forget to send a document.   Once an event is entered into the event database, every time you start up the program you will be warned if you need to create and send a document.

Event Database

Messages

Exit

Exits the program.   You will be prompted to save any open, unsaved documents.

File Menu

The File Menu has choices for creating, opening, saving, and printing documents, and exiting the program.

New

Open

Close

Save

Save As

Save As Template

Print Preview

Print

Print Setup

Send

Exit

First

Shows the first record in the <u>current database</u>.

Font dialog box

The Font dialog box is where you choose a font to use with <u>text objects</u>.

Font

Choose the name of the font that you want to use.   Try to use TrueType™ fonts whenever possible (the ones with the TT symbol) because they will make your printed document look more like the one on the screen than other fonts.

Font Style

Changes the basic "look" of a font.

Size

Set the size (in points) that you want the font to be.   A point is 1/72 inch.

Strikeout

Draws a line through the middle of the letters in the font.

Underline

Underlines letters in the font.

Color

Changes the color of the font.   Some colors may not show up well on black and white printers.

Sample

Shows what the resulting font will look like.

OK

Press this button if you are satisfied with your choice of font.

Cancel

Press this button if you want to return to using the previous font.

Help

Press this button to get help on this dialog box.

Go To Page

Prompts you to select a page in the current document to go to, using the Go To Page dialog box.

Go To Page dialog box

Page number to go to:

Enter the page number that you want to go to.

OK

Press this button to go to the entered page.

Cancel

Press this button to close the dialog box without going to a new page.

Help

Press this button to get help on this dialog box.

Grid

The grid is an optional part of each document's display.   The grid is used to make the justification of <u>objects</u> easier by providing a backdrop to move the <u>objects</u> around on.   The grid size can be changed to provide different levels of resolution, and the grid can be set up so that <u>objects</u> will align on it.

Grid Size

Brings up a submenu that allows the user to set the grid size.   The grid size ranges from 1/32" to 1" (2 mm to 25 mm if you are using the Metric system).   The current grid size is shown in this menu item, and is checked in the submenu.

Headline Object

A headline object is a block of text that can use different fonts, shadowing, and justification to give the effect that you want.

Headline Object Properties dialog box

The Headline Object dialog box is where you change the contents and appearance of <u>headline objects</u>.

Text

Type in the text of the <u>headline object</u>.   If you want to end a line before it wordwraps, press the Enter key where you want the line to end.   To enter text that can be <u>personalized</u>, surround a descriptive word or two with square brackets (example: [First Name]).   To enter a field from the <u>current database</u>, surround a field name with < and >, or use the <u>Insert Database Field dialog box</u>.

Insert Database Field

If   the <u>current document</u> is linked to a database, you can press this button to automatically insert a database field into the text.

Font

Press this button to change the current font.   It will bring up the <u>Font dialog box</u>.

Shadow

Press this button to change the current shadow.   It will bring up the <u>Shadow dialog box</u>.

Border

Press this button to change the current border.   It will bring up the <u>Border dialog box</u>.

Clear Background

Check this box if you do not want a background color behind the text.

Delete Blank Lines

Check this box if you do not want to show any lines of text that are blank.

Center Horizontally

Check this box if you want the text of the <u>headline object</u> to always center itself horizontally.

Center Vertically

Check this box if you want the text of the <u>headline object</u> to always center itself vertically.

Background Color

Click on the color that you want behind the text.

Justification

Choose which justification you want the text to have.

Direction

Choose which direction you want the text to display in.

Default

Check this box to keep the current attributes as the default.

OK

Press this button to accept the changes made to the <u>headline object</u>.

Cancel

Press this button to cancel the changes made to the <u>headline object</u>.

Help

Press this button to get help on this dialog box.

Help

You can get help at any time by pressing the F1 key.   You can also press the help button (the one with the red question mark) while in the <u>main window</u>, or press the help button (the one marked "Help") while in a dialog box. Pressing F1 while a menu item is highlighted will give you help on that menu item.   Pressing F1 while not in a menu or pressing the button with the red question mark will show you the help's <u>Table of Contents</u>.   Pressing F1 while in a dialog box or pressing a help button will give you help on the current dialog box.

Help Menu

The Help Menu accesses the program's on-line help.

Contents

Topic Search

How To Use Help

About

How To Use Help

Shows you help on the Windows® help system.

Image Operations dialog box

The Image Operations dialog box has four parts which can be accessed separately by clicking on the tabs at the top of the dialog box.   The four parts are:

Information

Displays information about the current image.

Colors

Allows you to change the color format of the image.   Checking Gray Scale will remove all color information from the image.   Checking Dithering will use dithering (combining two existing colors in a pattern to form what looks like a new color) in video modes with only 16 or 256 colors.

Effects

Allows you to try different visual effects to change the image.   Checking Red, Green, and/or Blue will apply the effect to only the checked color(s).   If you choose the Brightness effect, you will also need to choose a value on the slider from -100 to 100.

Transform

Allows you to flip and rotate the image.   For certain flip/rotation choices, you will need to make other choices:

Choose the angle to rotate the image.

Checking Clip Corner will keep the image the same size, clipping any part of the image that is rotated outside of its original bounds.

Pressing the Background Color button will open a dialog box allowing you to choose the color that fills in the background when the image is rotated.

The buttons at the bottom of the dialog box are:

Preview

Shows what the image will look like with the changes that you have made.

OK

Saves the changes that you have made and exits the dialog box.

Cancel

Cancels the changes that you have made and exits the dialog box.

Help

Press this button for help on this dialog box.

Insert Database Field dialog box

Pick the database field that you want to insert into the Text Object dialog box.

OK

Press this button to pick the selected field.

Cancel

Press this button to exit the dialog box without picking a field.

Help

Press this button to get help on this dialog box.

Insert New Page

Inserts a new page before the <u>current page</u>.

Introduction

The Swift Desktop Publisher program allows you to create an unlimited amount of documents for many purposes. You can use the clip art included with the program or your own clip art or fonts to make your own specialized documents.   You can create generic document templates that can be personalized for different purposes or people. You can create an event database that will prompt you to create documents at the correct time of the year.   You can link your document to an existing Paradox® or dBase® database.   And you can do all this quickly and easily.

Useful terms

The following are some terms that are used repeatedly in the help:

Current Document

Object

Text Object

Headline Object

Picture Object

Line Object

Rectangle Object

Rounded Rectangle Object

Ellipse Object

Object Handles

Current Object

Panel

Current Panel

Current Page

Current Database

Mode

Last

Shows the last record in the current database.

Line Object

A line object contains a line of a selected color, style, and size.

Line Object Properties dialog box

This dialog box is where you change the appearance of <u>line objects</u>.

Color

Click on the color that you want the line drawn in.

Style

Click on the style that you want the line drawn with.   Note that styles other than Solid cannot be used if the line width is greater than 1

Center Horizontally

Check this box if you want the <u>line object</u> to always center itself horizontally.

Center Vertically

Check this box if you want the <u>line object</u> to always center itself vertically.

Width

Type in the width (in pixels) of the line.   If you type in 0, the line will always have a width of 1, regardless of the current zoom level.

Default

Check this box to keep the current attributes as the default.

OK

Press this button to accept the changes made to the <u>line object</u>.

Cancel

Press this button to cancel the changes made to the <u>line object</u>.

Help

Press this button to get help on this dialog box.

Link Text Objects

This will allow you to link two <u>text objects</u> so that text from the first <u>object</u> will flow into the second one.   The program will be put into Link From <u>mode</u>.   Left click on the first <u>text object</u> to link, or right click to return to Edit <u>mode</u>.   After left clicking, left click on the second <u>text object</u> to link, or right click to return to Edit <u>mode</u>.   If you click on the same <u>text object</u> twice, this will cancel any link that the <u>object</u> currently has.

Main Window

The main window is where you edit the <u>current document</u>.

You can create a new <u>object</u> by first clicking on one of the mode buttons on the top button bar corresponding to the type of <u>object</u> that you want to create.   Then, hold down the left mouse button and drag the mouse to draw a shape that shows the outline of the <u>object</u> that you want.   When you are happy with the outline, release the left mouse button.   For <u>objects</u> other than <u>text objects</u>, you will then see a dialog box that will let you change the properties of the new <u>object</u>.

You can select an <u>object</u> by clicking on it with the left mouse button.   If more than one <u>object</u> is under the mouse cursor when you click, the top <u>object</u> will be selected.   You can select an additional <u>object</u> by holding down one of the shift keys when you click.   For a <u>text object</u>, you may have to move the mouse cursor to the outside edge of the <u>object</u> (where the mouse cursor will change to an arrow) before you can select it.   You can also select a group of <u>objects</u> in Edit mode by holding down the left mouse button outside of any <u>objects</u>, dragging the mouse to form a rectangle that encloses at least a part of any <u>objects</u> that you want to select, and releasing the left mouse button.

Once an <u>object</u> is selected, you can move it around on the <u>current document</u> by dragging it with the left mouse button.   The mouse cursor will change to a hand to show when it is in the correct position to move the <u>object</u>.   For <u>text objects</u>, the mouse cursor will only change to a hand when you move it to the outside edge of the <u>object</u>.

You can resize an <u>object</u> by dragging one of the <u>object's</u> handles.   The mouse cursor will change to a two-headed arrow (or four-headed arrow for <u>line objects</u>) to show when it is in the correct position to resize the <u>object</u>.   The arrowheads will show in which directions the <u>object</u> can be resized.

<u>Headline objects</u> can only be resized to make them wider or thinner, not shorter or taller.   The height of a <u>headline object</u> is based on the width of the <u>object</u> and how the text wraps within that width.

<u>Line objects</u> can be forced to be straight while being created or resized by holding down a Shift key or a Ctrl key while dragging the mouse.   Holding down a Shift key will force the line to be vertical, and holding down a Ctrl key will force the line to be horizontal.

You can access a pop-up menu of commands to perform on an <u>object</u> by right-clicking on the <u>object</u>.

Menu Bar

The menu bar lets you choose commands to help you create your document.   The individual menus and commands are discussed in the <u>Menus</u> section of the help.

Menus

File Menu

Edit Menu

View Menu

Page Menu

Object Menu

Personalize

Events Menu

Database Menu

Window Menu

Help Menu

Messages

Shows you the current events which you have been warned about on the Event Messages dialog box.   You can deal with each message by deleting it or moving it forward one year (hopefully, you've created the document for the event that it warned you about!).

Middle button bar (panel views and database)

Each button on the left side of the bar allows you to see the underlined current document in a different way.   The picture on each button corresponds to a panel or panels of the current document that you can view and edit.   When you click on a button the program will switch to the button's view of the current document.   To the right of the panel buttons, three buttons allow you to view the different pages of the current document   The buttons on the right side control access to the current database.   You can see help for each button just like you did for the top button bar.

Minimize All

Minimizes all windows.

Mode

The program can be in one of several modes, which determines what a mouse click on the main window will do. You can tell which mode you are in by looking at the mouse cursor (except when the mouse is over a selected <u>text object</u>, in which case the mouse cursor will be an I-beam).   The modes (and their mouse cursors) are as follows:

Edit (an arrow)
Add Text (a page of text with a cross)
Add Headlines (a letter "A" with a cross)
Add Pictures (a page of various shapes with a cross)
Add Lines (a line with a cross)
Add Rectangles (a rectangle with a cross)
Add Rounded Rectangles (a rounded rectangle with a cross)
Add Ellipses (an ellipse with a cross)
Move (a grabbing hand)
Link From (a large page of text linking to a small page)
Link To (a small page of text linking to a large page)

New

Creates a new document.   You will be asked if you want to use a template (an existing document) to base your document on, or create a completely new document.   If you decide to use a template,   the <u>Open Template dialog box</u> will allow you to choose a purpose and description for the document so that you will have something to start with.   If you do not want to use a template, the <u>Document Type dialog box</u> will come up so that you can select a document type for the new document.   You can personalize the resulting document and change it as you wish.   All documents use letter-sized paper, or A4-sized paper if you are using the Metric system.

New Picture dialog box

The New Picture dialog box is where you decide which picture to put in a <u>picture object</u>.

File Name

Type in the name of the picture file that you want to load in the edit box .   Only existing files are valid. Underneath is a list box which lists the picture files in the current directory.   Clicking the left mouse button on a file name will put the file name in the File Name edit box.

List Files of Type

You can ignore this, as there is only one type of file (Pictures), although you can read in files with the extensions BMP, JPG, PCX, PNG, TGA, TIF, and WMF.

Directories

Lists the current directory, followed by a list box where you can change directories.   Double-click with the left mouse button on a directory name to make that directory the current one.

Drives

Bring down this list to choose a different drive to look for files on.

Preview

Check this box if you want to see each picture as it is selected in the File Name list box.

OK

Press this button if you are satisfied with the file name that you have selected.

Cancel

Press this button to stop trying to open a picture file.

Help

Press this button for help on this dialog box.

New Purpose dialog box

Enter new purpose name

Type in a name for the new purpose.

OK

Press this button to accept the new purpose.

Cancel

Press this button to cancel the new purpose.

Help

Press this button to get help on this dialog box.

Next

Shows the next record in the current database.

Next Object

Sets the <u>current object</u> to be the next <u>object</u>.   The next <u>object</u> is defined as the <u>object</u> in the <u>current panel</u> that is on top of the <u>current object</u>.   If there is more than one <u>panel</u> on the screen and the <u>current object</u> is at the top, the <u>current object</u> will be set to the bottom <u>object</u> in another <u>panel</u>.

Next Page

Shows the next page of the current document.

Object

Every document is made up of objects.   Objects can be <u>text objects</u>, <u>headline objects</u>, <u>picture objects</u>, <u>line objects</u>, <u>rectangle objects</u>, <u>rounded rectangle objects</u>, or <u>ellipse objects</u>.   Objects are placed on the document to make it look like you want.   Objects can be placed on top of other objects, making other effects possible.

Object Handles

Objects can resized using the "handles" that appear around the edges of an object when it has been selected.   The handles look like black squares.   As the mouse cursor is moved over the handles, it changes to reflect the kind of resizing that the handle is capable of.

Object Menu

The Object Menu changes the <u>current object</u>, adds new <u>objects</u> to the <u>current document</u>, or links together two <u>text objects</u>.

<u>Bring To Front</u>

<u>Send To Back</u>

<u>Up One Level</u>

<u>Down One Level</u>

<u>Center Horizontally</u>

<u>Center Vertically</u>

<u>Properties</u>

<u>Edit Objects</u>

<u>Add Text Objects</u>

<u>Add Headline Objects</u>

<u>Add Picture Objects</u>

<u>Add Line Objects</u>

<u>Add Rectangle Objects</u>

<u>Add Rounded Rectangle Objects</u>

<u>Add Ellipse Objects</u>

<u>Link Text Objects</u>

Open

Opens an existing document.   You will be prompted to choose the document to open from the Open Document dialog box.

Open Database dialog box

The Open Database dialog box is where you decide which database to link to the <u>current document</u>.

File Name

Type in the name of the file that you want to link to in the edit box .   Only existing files are valid.   Underneath is a list box which lists the files in the current directory.   Clicking the left mouse button on a file name will put the file name in the File Name edit box.

List Files of Type

You can choose either Paradox® or dBase® files.

Directories

Lists the current directory, followed by a list box where you can change directories.   Double-click with the left mouse button on a directory name to make that directory the current one.

Drives

Bring down this list to choose a different drive to look for files on.

OK

Press this button if you are satisfied with the file name that you have selected.

Cancel

Press this button to stop trying to open a file.

Help

Press this button for help on this dialog box.

Network

Press this button (if it exists) to connect to network directories on other computers.

Open Document dialog box

The Open Document dialog box is where you decide which existing document to load into the program.

File Name

Type in the name of the file that you want to load in the edit box .   Only existing files are valid.   Underneath is a list box which lists the files in the current directory.   Clicking the left mouse button on a file name will put the file name in the File Name edit box.

List Files of Type

You can ignore this, as there is only one type of file.

Directories

Lists the current directory, followed by a list box where you can change directories.   Double-click with the left mouse button on a directory name to make that directory the current one.

Drives

Bring down this list to choose a different drive to look for files on.

OK

Press this button if you are satisfied with the file name that you have selected.

Cancel

Press this button to stop trying to open a file.

Help

Press this button for help on this dialog box.

Network

Press this button (if it exists) to connect to network directories on other computers.

Open Template dialog box

The Open Template dialog box is where you choose which template you will base a new document on.

Purpose

Lists the possible purposes to pick a template from.

Document Description

Lists the descriptions of templates from the currently highlighted purpose.

Delete Purpose

Deletes all of the templates in the currently highlighted purpose.

Edit Purpose

Changes the name of the currently highlighted purpose using the Edit Purpose dialog box.

Delete Document

Deletes the template with the currently highlighted description.

Edit Description

Changes the description of the currently highlighted template using the Edit Description dialog box.

Template file name

Shows the name of the template's file, in case you want to edit the template directly. Template files are in the TEMPLATE directory.

Document Type

Shows the document type of the currently highlighted template.

Document Text

Shows the text of all of the text objects in the currently highlighted template.

OK

Press this button to accept the currently selected template.

Cancel

Press this button to not create a new document.

Help

Press this button to get help on this dialog box.

Page Menu

The Page Menu allows you to add and delete pages, and to go directly to a particular page.

Insert New Page

Append New Page

Delete Current Page

Go To Page

Panel

Each document (except for banners) has one or more panels, each of which contains <u>objects</u>.   A panel corresponds to a single page of the document after it has been folded.   You can view more than one panel at once.   The border between different panels is shown with a gray line.   The printable area of a panel (based on the selected printer) is the area of the panel inside any light blue lines.   In the case of posters, there is a single panel which contains all four pages that make up the poster.

Paste

Copies the <u>object</u> in the clipboard into the <u>current document</u>.   The <u>object</u> will appear as a selected <u>object</u> in the upper-left corner of the <u>current document</u> that you can move around on the screen.

Personalize

The Personalize menu item will personalize the <u>current document</u> by asking you to enter specific information in places where general information was entered in the document.   When a document is created for a general purpose, you may want to use the document in many different cases.   To do this, you create a <u>headline object</u> in a way that tells the computer to prompt for specific information.   For example, instead of creating a <u>headline object</u> that says "In Business For 20 Years" you would create one that says "In Business For [years] Years".   When you choose the Personalize menu item, the program looks for all <u>headline objects</u> that contain words in square brackets, and prompts you to enter information corresponding to the words inside the square brackets using the <u>Personalize dialog box</u>.   In this example, the computer would prompt you to enter a value for "[years]".   If you typed in "10", the <u>headline object's</u> text would change to read "In Business For 10 Years".   Many of the template documents use this feature to speed up document creation.

Personalize dialog box

The Personalize dialog box is where you enter the personalized text for a document.

Original text

Shows the text before it has been personalized.

Enter personalized text for [???]

Type in the personalized text to replace [???] with.

OK

Press this button to accept the personalized text.

Cancel

Press this button to stop personalizing the document.

Help

Press this button for help on this dialog box.

Picture Object

A picture object contains a picture that can be resized and modified.   Note that your system should support more than 256 colors if you want good results using pictures with 256-color palettes.

Picture Object Properties dialog box

The Picture Object Properties dialog box is where you change the contents and appearance of picture objects.

Center Horizontally

Check this box if you want the picture object to always center itself horizontally.

Center Vertically

Check this box if you want the picture object to always center itself vertically.

New Picture

Press this button if you want to load in a new picture using the New Picture dialog box.

Modify Picture

Press this button to make changes to the current picture using the Image Operations dialog box.

Restore to original size

Check this box if you want the picture object to be resized to its original size.

Default

Check this box to keep the current attributes as the default.

OK

Press this button to accept the changes made to the picture object.

Cancel

Press this button to cancel the changes made to the picture object.

Help

Press this button to get help on this dialog box.

Previous Object

Sets the <u>current object</u> to be the previous <u>object</u>.   The previous <u>object</u> is defined as the <u>object</u> in the <u>current panel</u> that is underneath the <u>current object</u>.   If there is more than one <u>panel</u> on the screen and the <u>current object</u> is at the bottom, the <u>current object</u> will be set to the top <u>object</u> in another <u>panel</u>.

Previous Page

Shows the previous page of the <u>current document</u>.

Print

Prints the <u>current document</u> using the <u>Print dialog box</u>.   As the document is printing, you may receive instructions to flip the printed page over.   This step is necessary to make the document look correct after it is printed and folded.   You will probably need to practice with certain document types to make them look correct.   Note that <u>text objects</u> cannot be printed on <u>panels</u> that print upside down.   If a <u>text object</u> is not going to print, a black rectangle will appear around the <u>object</u> while you are editing it, and the <u>object</u> will not show up on the <u>print preview</u>.

Print Preview

Shows what the current document will look like when it prints using the Print Preview dialog box.   You can use the Previous Page and Next Page buttons to see all of the pages in the current document.   For poster documents, text objects are too small to show up, so they will be visible as rectangles with a cross-hatch pattern.

Print Preview dialog box

This dialog box comes up when you want to see what a document will look like when it prints.   You will see both the front and back of the document as it will appear when printed.

Close

Press this button to close the dialog box.

Help

Press this button for help on this dialog box.

Print Setup

Changes the printer that you are using or sets up the current printer using the <u>Print Setup dialog box</u>.

Print Setup dialog box

The Print Setup dialog box lets you change the attributes of the currently selected printer.   This dialog box is different for every printer.   The standard controls are:

OK

Press this button when you are satisfied with the current printer setup.

Cancel

Press this button to restore the previous printer setup.

Print dialog box

This dialog box comes up just before you print a document.

Printer

Shows which printer is currently selected.

Print Range

Since you will always be printing an entire document, you can ignore this.

Print Quality

If your printer has different print quality modes, you can change the print quality by selecting one of the modes.

Copies

You should always leave this set to 1.

Collate Copies

Since you will always be printing one copy, you can ignore this.

OK

Press this button when you are ready to print.

Cancel

Press this button if you decide not to print.

Setup

Press this button to bring up the <u>Print Setup dialog box</u>.

Help

Press this button for help on this dialog box.

Prior

Shows the prior record in the <u>current database</u>.

Program Window

The Program Window consists of a menu bar, three button bars, a ruler bar, a main window, and a status line with two parts.   The menu bar allows you to select menu items (detailed in the following sections).   The button bars let you execute commands by pressing a button.   The main window is the background on which other windows will appear.   The status line shows the currently selected panel of the <u>current document</u> and help text for each of the menu items and buttons.

<u>Menu Bar</u>

<u>Top button bar (commands)</u>

<u>Middle button bar (panel views and database)</u>

<u>Bottom button bar (text object formatting)</u>

<u>Ruler Bar</u>

<u>Main Window</u>

<u>Grid</u>

<u>Status line</u>

Properties

Allows you to change the properties of the current object (unless the current object is a text object).   Different types of objects use different dialog boxes to change their properties:

Headline objects: Headline Object Properties dialog box
Picture objects: Picture Object Properties dialog box
Line objects: Line Object Properties dialog box
Rectangle objects: Rectangle Object Properties dialog box
Rounded rectangle objects: Rounded Rectangle Object Properties dialog box
Ellipse objects: Ellipse Object Properties dialog box

Rectangle Object

A rectangle object contains a rectangle and a border that can be resized.

Rounded Rectangle Object

A rounded rectangle object contains a rectangle with rounded corners and a border that can be resized.

Ruler Bar

The ruler bar is used to show and change the indents and tab stops in the current <u>text object</u>.   The top half shows the indents and tab stops, and the bottom half shows a ruler to help set the indents and tab stops.

At the left side of the ruler bar are two triangles.   The bottom triangle can be dragged to set the left indent.   The top triangle can be dragged to set the indent for the first line of a paragraph.

At the right side of the ruler bar is a large triangle.   It can be dragged to set the right indent.

In the middle of the ruler bar are the active tabs.   There are four different types of tabs: left justified, right justified, decimal justified, and center justified.   These tabs can be dragged to change their position.   While being dragged, a tab's current position is shown at the far left of   the ruler bar.   If a tab is dragged off of the ruler bar, it will be removed.   To place a new tab, press the button on the bottom button bar corresponding to the type of tab that you want to create, and then left click on the ruler bar at the position of the new tab.

Save

Saves the <u>current document</u>.   If this is the first time you have saved the <u>current document</u>, you will be prompted to give it a name in the <u>Save Document dialog box.</u>

Save As

Saves the <u>current document</u> under a different name, using the <u>Save Document dialog box</u>.   You would use this to save a modified document but still keep the original document.

Save As Template

Saves the <u>current document</u> as a template that can be used to create other documents.   The advantage of saving a document as a template as opposed to just saving it is that templates are grouped by purpose and description, so that users can tell what the document is without opening it.   When you save a document this way you first save it as a normal document file (press the Cancel button in the <u>Save Document dialog box</u> if you want to save the document as a template only), and then you assign the document to a purpose and give it a description with the <u>Save Document As Template dialog box</u>.

Save Document As Template dialog box

The Save Document As Template dialog box is where you add your own documents to the group of built-in templates.

Purpose

Lists the existing purposes.

Document Description

Lists the descriptions of the templates in the currently highlighted purpose.

New Purpose

Press this button to add a new purpose to the group of purposes using the <u>New Purpose dialog box</u>.

New Description

Type in a description of the document that you want to add to the templates.

OK

Press this button to add the document to the templates.

Cancel

Press this button to not add the document to the templates.

Help

Press this button to get help on this dialog box.

Save Document dialog box

The Save Document dialog box is where you decide which file name to give to a document.

File Name

Type in a name for the document that you want to save in the edit box .   If you type in the name of an existing file, you will be asked if you want to overwrite the file before leaving this dialog box.   Underneath is a list box which lists the files in the current directory.   Clicking the left mouse button on a file name will put the file name in the File Name edit box.

Save File as Type

You can ignore this, as there is only one type of file.

Directories

Lists the current directory, followed by a list box where you can change directories.   Double-click with the left mouse button on a directory name to make that directory the current one.

Drives

Bring down this list to choose a different drive to save files on.

OK

Press this button if you are satisfied with the file name that you have selected.

Cancel

Press this button to stop trying to save a file.

Help

Press this button for help on this dialog box.

Network

Press this button (if it exists) to connect to network directories on other computers.

Select All

Selects all of the <u>objects</u> in the <u>current document</u> that are on the screen.

Send

Sends the current document as electronic mail.   This feature is only available in the Windows 95® version of the program.

Send To Back

Puts the <u>current object</u> under all of the other <u>objects</u> on the <u>current panel</u> (unless the <u>current object</u> is a <u>text object</u>).

Shadow dialog box

The Shadow dialog box is where you change the shadow properties of a <u>text object</u>.

Position

Set the position of the shadow in relation to the text.   Choose "None" for no shadow.

Color

Choose the color of the shadow.

Offset

Choose the offset (in pixels) of the shadow.   Larger fonts generally need a larger offset.

OK

Press this button to accept any changes that you have made to the shadow.

Cancel

Press this button to cancel any changes that you have made to the shadow.

Help

Press this button to get help on this dialog box.

Rectangle, Rounded Rectangle, and Ellipse Object Properties dialog box

These dialog boxes are where you change the contents and appearance of <u>rectangle objects</u>, <u>rounded rectangle objects</u>, and <u>ellipse objects</u>.

Color

Click on the color that you want the shape drawn in.

Clear

Check this box if you want a border only and not a filled shape.

Height = Width

Check this box if you want the height of the shape to be equal to its width.

Center Horizontally

Check this box if you want the shape to always center itself horizontally.

Center Vertically

Check this box if you want the shape to always center itself vertically.

Border Color

Click on the color that you want the border drawn in.

Border Size

Type in the size (in pixels) of the border.   If you type in 0, no border will appear.

Default

Check this box to keep the current attributes as the default.

OK

Press this button to accept the changes made to the <u>rectangle object</u>, <u>rounded rectangle object</u>,   or <u>ellipse object</u>.

Cancel

Press this button to cancel the changes made to the <u>rectangle object</u>, <u>rounded rectangle object</u>, or <u>ellipse object</u>.

Help

Press this button to get help on this dialog box.

Show Grid

If checked, shows the <u>grid</u> on the screen.

Snap To Grid

If checked, will move objects to the nearest <u>grid</u> point whenever they are moved or placed.

Status line

The status line shows two pieces of information: The name of the <u>current panel</u> (in the left part) and help information (in the right part).

Contents

Text Object

A text object is a block of text that can be formatted like the text in a word processing document.   The text can use any combination of fonts, tabs, and paragraph formatting.   More than one text object can be linked together, allowing a single block of text to be spread over multiple columns or pages.   Unlike other <u>objects</u>, text objects are always on top of all other non-text <u>objects</u>.

Tile

Arranges the windows in a tiled   (non-overlapped) format.

Top button bar (commands)

The top button bar has buttons that correspond to menu commands.   When you click on a button, it performs the same command that the related menu item would have done.

The group of buttons to the left of the help button (the one with the red question mark) correspond to the first eight program modes.   Pressing one of these will put the program into the mode that the button represents.   Normally, the program switches back to Edit mode after you add a new object, but if you hold down a shift key at the same time that you press one of the buttons (other than the Edit mode button), that button will be "locked".   While the button is locked, it will not be released until you press one of the other buttons or link two text objects.

Currently disabled buttons are colored all in gray, and cannot be pressed.

If you need to know what a particular button does, move the mouse over it.   After a slight wait, a yellow box will pop up over the button that describes it.   This information will also appear on the status line.

Topic Search

Allows you to look up entries in the help alphabetically by name.

Up One Level

Exchanges the <u>current object</u> with the <u>object</u> directly above it (unless the above object is a <u>text object</u>).

View Menu

The View Menu changes the view of the <u>current document</u> by zooming in to it or zooming out from it, changing the <u>current object</u>, changing the <u>current page</u>, or changing the <u>grid</u>.

<u>Zoom Out</u>

<u>Zoom In</u>

<u>Previous Object</u>

<u>Next Object</u>

<u>Previous Page</u>

<u>Next Page</u>

<u>Show Grid</u>

<u>Snap To Grid</u>

<u>Grid Size</u>

Window Menu

The Window Menu arranges the program's windows on the screen.

Cascade

Tile

Arrange Icons

Minimize All

Zoom In

Zooms the view in to the <u>current document</u>.   The farthest view is 25%, and zooming in will change the view through the range 33%, 50%, 67%, 75%, 100%, 150%, 200%, and finally 250%.

Zoom Out

Zooms the view out from the <u>current document</u>.   The closest view is 250%, and zooming out will change the view through the range 200%, 150%, 100%, 75%, 67%, 50%, 33%, and finally 25%.