Personal Publisher

For IBM PC/XT/AT and Compatibles
Apple //e, //c and //GS
Commodore 64/128

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1. Getting Started

1.1 System Requirements

Personal Publisher will operate on either the Apple //c, the Apple //e (needs enhanced ROM) or Apple //GS. It also works on Apple compatible computers such as the Franklin and Laser Computers. The program will operate with one or two disk drives.

When loading or saving, the program will look for any ProDOS formatted disk, except the master, to save data onto or load from. (The volume name of the master disk is called /PP. The program will look for a disk without "/PP" as a volume name to store onto or retrieve from automatically.)

So if you have a two drive system, the data will go onto the data disk, regardless of which drive it is in. In a single drive system, the program will prompt you to insert the data disk in the drive when loading or saving files. You can use 3.5" or 5.25" disk drives or a hard disk with Personal Publisher. You can install it on your hard disk as you normally would install any program.

A printer is needed to generate your documents. Most common Dot Matrix printers and interfaces are supported. (Daisy Wheel printers do not work with Personal Publisher.) A special section on "Setting up your Printer" will enable you to start printing in no time. All commands can be accessed using the keyboard. However, the mouse is fully supported and can make some functions a little quicker.

Back Up Copies
Before you begin using Personal Publisher, make a back up copy of each disk and put them away in case the originals become damaged. Back ups can be made using Apple's utility program. They are for archive purposes only and cannot legally be given to anyone else.

Data Disks
You MUST always keep a few ProDOS formatted data disks handy to store information on. Blank disks out of the box need to be formatted before they will store data. This is done using the routine Apple included in their utility disk.

1.2 Loading

Assuming the computer, monitor, disk drive and printer are hooked up, you are ready. Start with the computer power off. Remove the master disk from its

protective sleeve (if it is a 5.25" disk) and carefully place it, label up, into the disk drive and close the door. The oval slot that exposes the disk itself goes in first. (That exposed section should never be touched with your fingers because it contains data, and it's delicate.) Turn on the power switch on the computer. If it's already on, press Open Apple, Control and Reset keys. The drive will run, and within 16 seconds you'll see the Opening Screen of Expert Software and then the Main Menu.

Hard Disks
To run Personal Publisher from a hard disk, first, copy all the files from the system disk to a new directory on your hard disk. Next, change the path name to the new directory you have just created and run PPEWS.SYSTEM. You can select a data directory by using the program's PATH command.
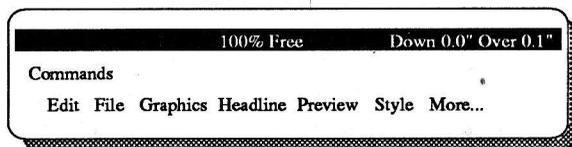
RAM Drives
Personal Publisher automatically loads into a RAM drive as long as there is enough memory available. Once all the files have been loaded, the program will automatically run.

IIGS Users
Personal Publisher takes advantage of several of the IIGS's features. The program runs much faster on the GS and takes full advantage of the extra memory. You can also use the mouse for many of the keyboard functions. If you are using a IIGS with a color monitor, you may notice that the text is hard to read. To solve this problem, enter the control panel (press CONTROL, OPEN APPLE and ESC at the same time) and change the set up. Set the monitor to monochrome and press RETURN. Quit from the control panel, and return to Personal Publisher. You should now be able to read all of the text clearly.

2. Creating Text

Entering text into Personal Publisher is a simple process, but there are a number of editing and style options available that can embellish your documents. Entering text is usually the second step in creating a document, after you have chosen a layout. You can choose a layout from the Samples disk that comes with Personal Publisher. Please turn the disk to access the files. To illustrate the text editing and style feature of Personal Publisher it may help to load a file that already contains a block of text. Press the Closed Apple key to access the Commands. Select File by pressing "F". Turn over your disk. On the other side of your disk are templates and samples included. Type in the file name "sample" (with no quotes) and press RETURN.

```
                        100% Free        Down 0.0" Over 0.1"
Commands
    Edit  File  Graphics  Headline  Preview  Style  More...
```

2.1 Entering Text

The documents consist of several windows. A window is a specific area for entering text or graphics into. First select a window by pressing the Open Apple key and a window number. You can enter text in any of the windows simply by typing. Personal Publisher works just like a word processor. Type in your text at the cursor. When the cursor reaches the end of a line or the column it will automatically go to the next line. If a word is too long to fit at the end of the line, it will "wrap" around to the next line. If you make a mistake you can backspace over a letter or word using the delete key (top, right corner of the keyboard).

Insert Mode

The program is always in insert mode. That means if you type text in the middle of a sentence, all text after it will be pushed forward so the new text can be inserted.

2.2 Moving Around

There are many options for moving around the screen so you can position the cursor wherever you want to enter text.

Cursor Keys

The cursor keys at the bottom right corner of the keyboard, with the arrows on them, are used to move the cursor around the screen. Just press the key with the arrow in the direction you want to move.

Move Cursor

You can choose a number of other ways to move the cursor around using the "Move Cursor" menu. The cursor is moved within the current window, that is the box which you have selected to work in. You can change to a different window by selecting it by number from the "Move Cursor" menu. Hold down the Open Apple key and select any of the options:

Window

This option is displayed at the right side of the menu and allows you to move

from one window to another. For example, if you have 5 windows it will read 0-4. Press the number of the window you want to edit or enter text into.

Word
To move the cursor one word at a time press Open Apple and either the left or right arrow cursor key.

Start, End of Line
You can jump the cursor to the beginning of a line by pressing the Open Apple and "S" keys. Jump the cursor to the end of a line by pressing the Open Apple and "E" keys.

Up, Down Paragraph
If you want to move the cursor up or down a paragraph, press the Open Apple and the up or down arrow cursor key.

Up, Down Screen
You can move up an entire screen by pressing the Open Apple and "U" keys. Move down an entire screen by pressing the Open Apple and "D" keys.

Top, Bottom of Window
Move the cursor to the top of the current window by pressing the Open Apple and "T" keys. Move the cursor to the bottom of the current window by pressing the Open Apple and "B" keys.

2.3 Text Editing
Another feature of Personal Publisher is the ability to cut, copy and paste text in blocks. To use the Editing option, first select a window with text in it by pressing the Open Apple key and pressing the window number. Then press the Closed Apple key and the "E" key. The options to Cut or Paste appear.

Cut
Select the Cut option by pressing the "C" key. You'll be prompted to move the cursor to the first character that you'd like to cut. Do this by using the cursor keys or the other keys in combination with the Open Apple key. Select a window by pressing the Open Apple and the corresponding key. Then move the cursor to the first word in the paragraph. Press RETURN and move to the last character to cut, for example to the last words in the paragraph. Press RETURN at the last character and the whole range is darkened.

Copy or Delete
A message at the bottom of the screen give you the choice of either copying or

deleting the range of text. The text is actually saved into a buffer. If you select "Copy" by pressing the "C" key, the text is copied into the clipboard and the original text remains where it is on screen. If you select "Delete" by pressing the "D" key, the text is still copied into the clipboard but the original text disappears from the screen.

Paste

Since the text is stored in a clipboard, it can be pasted into the page elsewhere. The option to cut or paste appears again at the bottom of the screen. Select "Paste" by pressing the "P" key. Move the cursor to the place where you want to put the text you have in the clipboard and press RETURN. After a moment that text will appear at the cursor point. If you select cut again and copy text into the clipboard, the previous text stored there will be erased. The clipboard only holds one block of text at once. Once text is stored in the clipboard it can be pasted as many times as you want.

2.4 Style

Another feature of Personal Publisher is the ability to change the style of the text. This includes special style effects like bold, underline, outline and italics and includes the ability to center or justify text. Press the Closed Apple and "S" key to select Style. A menu will offer Range, Type, Line and Page.
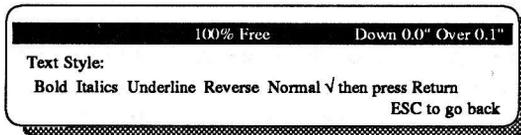
Range

This option selects a range of text that you might want to set in a boldface, underline or some other style. This is like defining a range to Cut. Press "R," move the cursor to the first character in the range and press RETURN. Then move to the last character and press RETURN. Text is highlighted and two options appear: Type and Line. If you select Type by pressing "T," you can style text with these options: Bold, Italics, Underline, Reverse, Normal. Press the first letter of each, which puts a check mark next to it. (It works like a toggle switch so pressing the letter again turns off the selection.) You can also select any combination so if you want text that is bold, underlined, reversed and in italics just put a check next to all of them. Or change back to Normal by pressing N.

Line

Another feature is the ability to left or right justify lines of text or center it. After defining a range of text, select "Line" by pressing "L." These options appear: Flush Left, Centered, Right Justified. They too are selected by pressing the first letter of the option which places a check mark next to them. "Flush Left" is the normal way text appears, where the left margin is even and the right is generally uneven. "Centered" will put the text in the middle of the line

leaving spaces on both ends. "Right Justified" means the program will even out the left and right margins by spacing out the text on each line. You can also set the type and line style without setting a range first. From the Style menu select Type and choose a style. Then when you continue to type in text, it will appear in the style you selected. Similarly, if you select Line from the Style menu and choose right justify, all text you subsequently type will be justified.

```
                    100% Free          Down 0.0" Over 0.1"
Text Style:
Bold Italics Underline Reverse Normal √ then press Return
                                           ESC to go back
```

2.5 Changing Fonts

When Personal Publisher loads it uses the System font. A font is the design of the text. There are many fonts available in printing as you can see by looking at any magazine. Fonts have names like "Helvetica" or "Times." Personal Publisher comes with many fonts so you can change them in your document. From the main menu, select the File option. On the File menu is an option called "Get Font" which you can select by pressing the "G" key. The menu will give you a choice of the following fonts:

System	ASCII
Toronto	New York
Gothic	Roman

Select one and after a few moments, all the text in the current document or newsletter will change to that font.

2.6 Headlines

The standard text mode uses type that is twelve points high which is the average size of most type you read. However most newsletters have a headline or two which is a lot larger. To enter the headline editor, press the Closed Apple key and the "H" simultaneously. The program requires this to read in the headline fonts. Once the headline section has loaded, the first thing you'll want to do is type in the text.

Enter Text

Press "E" and you'll see a cursor appear in the box at the top of the screen. Type in the headline and as you type, you'll see that each letter is being drawn on the

screen. Now that you have the text entered, you can adjust the size and spacing of your headline. You can even change the font, shape and width of the text.

Load Font
On the screen you can see the six headline fonts that are available. You can choose from Fancy, Gothic, Italic, Plain, Roman and Small. A check mark next to the font name shows you which font is currently loaded. The first time the headline section is used, Roman is automatically loaded. If you want to use a different font you'll first have to load it in. To load a font press "F" and then the first letter of the font you want. The font you selected will load and you'll see your headline change to that font.

Width
Above the commands at the bottom of the screen there is a ruler that marks the size of your text. The sizes are measured in inches. The "down" lets you know how tall the headline is and the "over" marks the width. You can use these measurements to make sure that your headline will fit into the column on your page. To change the width of your headline, press "W." A prompt will appear asking you to press a number between 1 and 9. By selecting a number, you can change the width of the headline. 1 is the tightest (the letters move closer together), 9 is the widest. You can experiment with this until you get the headline to the exact width you want.

Height
Now that you have the width of your headline set, you can change the height too. Press "H" and again you'll be asked to enter a number from 1 to 9. If you're creating a headline for the top of your newsletter, you probably want it to be as big as possible. By pressing number 9 you can get the tallest headline. If you want to create a smaller headline, for example, column headings are usually about 2 to 4 times the size of the regular text, then you choose a number between 1 and 4. As with the width, you can experiment until the text is exactly the way you want it.

Brush
A unique feature of Personal Publisher's headline section is the Brush option. Using this, you can change the way the font is drawn. Press "B", and using the arrow keys, or the mouse, select a different brush. As you press the arrow keys, you will see a different brush stroke highlighted in the box at the bottom left of the screen. There are 25 different brushes to choose from and depending on the font you have selected, you can create different effects.

Once you have your headline exactly the way you want it, press ESC and you'll move back to your page. Now, using the arrow keys or the mouse, you can

position it on your document. Press RETURN (or click the mouse button) to drop the headline onto the page.

Vertical, Horizontal Flip
You can also flip the headline horizontal or vertical to create special effects. If you want to flip the headline vertically, soft of left to right. Just press the "V" key. The horizontal flip will flip the headline around horizontally, soft of top to bottom. Select the "H" key to do it.

Editing a Headline
If you 're finished with the headline, just press ESC and you'll be back to the text entry mode. However, if you decide that you want to make a few more adjustments to the headline then you can pick it up and edit it.

If you've already moved back to the text entry mode, hold down the closed apple and press "G" for graphics. A hand with a pointing finger will appear on the screen. Once you have the "hand" on the screen position it over the headline and press RETURN.

If you want to adjust your headline, press "H" to edit it and you'll be back in the headline section.

3. Importing Graphics

The other half of creating a great looking document is the ability to merge in graphics. Personal Publisher includes some clip art plus you can import additional pictures from Print Shop. To import a picture select "F" and then choose "I" for Import Print Shop. Then enter the name of the file and press Return.

3.1 ProDOS and DOS 3.3
Personal Publisher was written in ProDOS, which is Apple's newer DOS system that replaced DOS 3.3. ProDOS has more features such as the ability to support file directories and sub-directories. Many of the Print Shop graphics disks are DOS 3.3 disks which means they cannot be read directly by a ProDOS program like Personal Publisher. Therefore if you try to load a picture from a Print Shop art disk, you'll probably get an error message indicating the program doesn't recognize the disk you are trying to load from.

Fortunately, Apple has provided a solution to the incompatibility between DOS

3.3 and ProDOS. Apple provides a conversion program on the utilities disk that comes with your computer that will create ProDOS files from 3.3 files. It's an easy procedure. For example, on the Apple // utility disk, select "Advanced Operations" from the main menu, "Change a disk's Format" from the sub-menu and "DOS 3.3 to ProDOS." Provide the disk with the art you want converted and a blank disk and the program will make the conversion to the blank disk. Then any of the pictures on the converted disk can be used by Personal Publisher.

Print Shop

One problem you may encounter in importing graphics is copy protection. All Print Shop art is copy protected. With Print Shop you will have to load the graphics you want into Print Shop's graphics editor, then save it off to a new disk. You can then convert the files to ProDOS and import them to Personal Publisher.

3.2 Moving Pictures Around

When you have finished importing a picture, you can move it around using the cursor keys or mouse. The bottom of the screen has options to change the picture.

Copy

Pressing "C" will make a copy of the graphic on the page. Then you can move the copy anywhere on the page.

Delete

You can delete the graphic by touching it with the cursor, pressing RETURN and pressing the "D" key.

Vertical Flip

This feature will flip the graphic around vertically, sort of left to right. Just select the graphic and press the "V" key.

Horizontal Flip

This feature will flip the graphic around horizontally, sort of top to bottom. Just select the graphic and press the "H" key.

Height

You can also change the height of the graphics you created. There are four heights. Choose the graphic by touching it with the cursor and pressing RETURN. Or pointing to it with the mouse and clicking the button. Then press either the 1, 2, 3 or 4 keys and the graphic will get taller.

4. Storing and Printing

Once you've created a document there are two important things to do: Print a copy and store it for later use. There are a number of options and features connected with both features, which will be covered in this chapter.

4.1 Storing Pages

Documents are created and stored by page. During the process of creating a page, you should be periodically saving it. That way, if there was a power failure or other interruption, the work you've done up until the last save would still exist.

Save

From the main Command menu select the Save option. Press the Closed Apple "F" to access the File area. Then, from the File menu, press "S" to save the current page. If this is the first time you are saving the page, you'll be prompted to enter a file name. This name can be up to 15 characters long and contain letters and numbers. But it should start with a letter.

Type in a name and press RETURN. You data disk should be in the drive and the document or newsletter will be saved to it. Later, as your work progresses, select the Save option again to update the file on disk. Instead of being prompted for a name, the program will ask if you wish to save over the existing file, that is replace the file on disk with the latest version of the document. Press the "Y" key to do so, any other key is taken as a No.

Rename A Document

Earlier it was suggested that if you use the same format but change the contents of the newsletter periodically, then you should create a "template" or standard page layout.

Normally when you use a template you load the file, say "Temp" and fill in this month's news. After a while you will want to save your work to date but you don't want to save it as "Temp" because this will replace your "clean" template with the current month's newsletter.

Instead of using the Save option, select the Name option. This will ask you to type in a new file name and save the current month's newsletter with that name. When you save the newsletter it will be saved with the new name. Your "Temp" template file will remain unchanged.

Directory

You can also look at the files that are stored on disk by selecting the Directory option. First select File from the main Command menu. On the File menu select Directory by pressing the "D" key. All the names of the files on the data disk will be displayed on screen. Sometimes you can identify what type of file is on a disk by the file extension. These are some typical extensions, which you can add when you create files:

Sample.TXT	(Ascii file)
Roman.FNT	(Font file)
Tiger.PRN	(Print Shop file)
Gothic. Head	(Headline font)

Loading

You can do this by selecting the File option from the main Command menu and then selecting Load. You'll be prompted for a file name, which can be up to 15 characters long. It can contain letters and numbers but must start with a letter. If you don't know the file name, enter "D" for directory..

Clearing A Page

When you are done working on a page and you have saved it, you might want to clear it out and start a new page. This is done by selecting the File option. From that menu select Clear by pressing "C." The program will ask you to confirm that you want to clear the page by pressing the "Y" key.

4.2 Printing

The best part of creating a newsletter is the moment when the first copy comes off the press, or, in this case, the printer.

Preview

Personal Publisher pages can be printed during the process of designing and creating a page. You can see what the page will look like before you print it using the Preview feature. Select Preview by pressing the Closed Apple and "P." A reduced facsimile of the page will be drawn on screen so you can see how it will look when printed.

Printer Set Up

Personal Publisher works with just about every Dot Matrix printer. (Note: Daisy Wheel printers do not work.) There are lots of different printers but many of them are compatible with each other. There are also many printer cards that attach between the Apple and the printer.

Both the printers and the cards have a number of different switch and software settings. Between the printers, cards and various settings, getting Personal Publisher and your Apple talking to your printer and cards is sometimes the trickiest part of the process. We've tried to take most of the work out of getting the printer and card set up by providing various printer drivers that you can select.

Press the Closed Apple and "M" keys from the main menu to select the "More" option. Print, Set up and Quit are options. If you select Set Up, a list of printers is displayed. Choose the one you are using. Use the cursor keys to make a selection and press RETURN.

If you are using an Apple //e, additional information is required. The program will ask which slot the printer card is in. The card is usually installed in slot #1. The program will also display a list of printer cards. Pick the one you are using and press RETURN. These last two queries are not made on the Apple //c because the program knows which slot and card you are using.

The last question will ask you if you want to add a line feed. In most cases you should select yes, however, if your print out skips lines, you may have a printer that automatically adds the line feed. In this case select no.

This information is saved onto the master so you don't need to enter it each time you use the program. But if you change printers, it's easy to change the set up information anytime. After the Set Up process, if you want to test whether your printer and card is working, just type "Hello" somewhere on the page and try printing it. If that prints, everything will. If it doesn't print you might need to refer to your printer and card manual to see if there is any special settings that need to be made. In general, the standard switch settings should work for Personal Publisher.

Printing A Page
When you are ready to print your newsletter page, press the Closed Apple and "M" keys. Then select Print from the menu by pressing the "P" key. Personal Publisher offers two qualities of print outs, single and double-strike. If you're just printing a draft copy to check it for typos, or just to see what it looks like on paper, you should select single strike. Single strike prints out at about twice the speed of the double-strike option. If your ready to print out the final version, select the double-strike option. Be sure the printer is turned on and the paper is aligned. Then press RETURN and the page will be printed on paper. If you need to stop printing before the page is done, press the Escape key. It will stop printing although it might take a few seconds to clear out whatever is already in the printer buffer.

Trouble Shooting

If the printer is not working, there are a number of possible solutions. Here's some symptoms and recommendations.

If nothing is happening:
1. Make sure the printer is turned on.
2. Check that it is "on line" or selected. This is usually a button or switch on top of the printer.
3. Be sure the removable top of the printer is securely in place if that is required for the printer to be on line.
4. Check the Set Up to be sure you've indicated the correct slot and card. If your card or printer are not on the list, check the hardware manual to see which one on the list your hardware emulates. Refer to the list in the appendix.
5. Check the cables to be sure they are firmly plugged into the computer and printer.
6. Check the DIP switches on the printer and card. If they have been changed from the factory positions, try resetting them. Each time you reset a switch, turn off the printer to clear the old setting from the printer memory.
7. Restart the system. Turn off everything. Then turn on the printer first, followed by the computer.

If everything is printing on the same line or leaving too many spaces between lines: Check the printer and card DIP switch that controls "Line Feed" or "Carriage Return." If software doesn't provide a line feed -- advancing paper when a line is printed -- then the line feed switch can be turned on. If software provides a line feed then the printer switch is turned off. Personal Publisher provides a line feed so the switch should be off.

If the printer is skipping lines, acting up: If the printer is beginning to skip lines or not print very well, then it might be heating up. Pages with a lot of graphics can cause the print head to heat up. If you are working the printer hard, give it a break and let it cool down.

If the print quality is deteriorating: Generally when you print out a newsletter you will probably use it as "camera ready" copy that will be laid out on boards and sent to a printer or photocopier for reproduction. Therefore it's important to get a clean, crisp printout so the copies will be readable too. The quality of the printout depends a lot on the ribbon you are using. The ribbon moves past the print head where it is struck against the paper to leave an ink impression.

An old ribbon doesn't have enough ink left on it so the quality of the printout is probably going to be faint. It's time to change the ribbon if your printouts look washed out. On the other hand, a new ribbon might have a little too much ink

on it to give you a crisp print out. If the letters or graphics are filling in with ink, you might want to use the ribbon for word processing or something else for awhile before printing the newsletter.

Quit

Finished? Just press the Closed Apple and "M" (for More) keys. And press "Q" to Quit using Personal Publisher. You'll be returned to the Apple start up screen.

Printer Compatibility

Select **"APPLE DMP..."** for these Printers
Apple Imagewriter I, II   Apple DMP
Apple Scribe   Any other Apple printers
Select **"C. ITOH (Prowriter)..."** for these printers:
C. Itoh 1570F, 7500   NEC 8025
Select **"EPSON FX ..."** for these Printers:
BlueChip 120/10   Cal-Abco Legend 800
Citizen MSP-10/15/20/25   Epson FX, RX, or MX
IBM Proprinter Panasonic KX-P1090/1091/1092
Olympia ESW-3000
Centronics GLP1-2, H80/81, H136, 210/220/240 PC, 351/359 PC
Select **"Gemini 10X, 15X ..."** for these printers:
Star Micronics Gemini 10 X or 15X
Star Micronics Radix 10   Star Micronics Delta 10
Select **"OKIDATA Microline ..."** for these Printers
OkiData ML 82A, 83A, ML 84/92/93, 182

If the printer is not listed, select the Epson option first. Or check the printer manual to see if it emulates one of the printers by adjusting a dip switch.

1. Getting Started

1.1 System Requirements

Commodore 64 or 128 computer, disk drive, 80 column display, joystick or mouse, GEOS system disk, and a printer.

Personal Publisher requires GEOS to operate (1.2 or 1.3). The latest updated files of GEOS (1.3 at time of printing) have more features. If you have an older version (1.2) updates are available from the publisher, Berkeley Softworks by calling (415) 644-0890 or writing them at 2150 Shattuck Avenue, Berkeley, CA 94704. Updates can be downloaded from Quantum Link as well. See your GEOS manual for details.

The program will operate on either the Commodore 64 or the Commodore 128 in the 64 mode. The program display is 80 column. The program works with one or two disk drives. A printer is needed to generate newsletters or documents. Most common Dot Matrix printers and interfaces are supported. (Daisy Wheel printers do not work with Personal Publisher.) Either a joystick or a mouse can be used. The device should be plugged into Port 1 on the right side of the computer.

1.2 Loading

Assuming the computer, monitor, disk drive and printer are hooked up, you are ready. Start with the computer power on. You should have a blue screen and the word READY with a flashing prompt. Insert the GEOS disk label side up into the disk drive and close the door. The oval slot that exposes the disk itself goes in first. (That exposed section should never be touched with your fingers because it contains data, and it's delicate.)

Type **LOAD "GEOS",8,1** and press RETURN. A message appears that says "Booting GEOS" and the GEOS desktop appears on screen with the various GEOS icons. There is also a pointer on screen that is moved with the joystick or mouse. To select an option, move the pointer over the icon and press the mouse or joystick button twice. This is referred to as "double clicking" and should be done without too much pause between clicks.

A menu is also displayed across the top. This can be pulled down by moving the pointer over the selection you want and pressing the mouse button or fire button once. When the menu is displayed, you can move the pointer over the

option you want and click on it to select it. Refer to the GEOS manual for more detailed instructions.

Input Device
If you use GEOS, you've probably set up your input device, often a joystick. In version 1.3 of GEOS you can designate a Commodore 1351 mouse, Inkwell or Koala Pad too. Click on the GEOS menu on the desktop and choose "Select Input" option. (Note: pressing the Commodore and "I" keys will select this too.) Designate the device you plan to use and click OK. The input device driver must be on your disk.

Single Drive
Remove the GEOS disk from the drive, insert the Personal Publisher in the drive and close the door. Click on the disk icon to display the Personal Publisher icons. To select one, move the pointer over any icon and double click it with the mouse or joystick button. To load Personal Publisher, move the pointer over the "Publisher" icon on the master disk and double click.

Two Drives
If you have two disk drives, keep GEOS in the first drive and insert Personal Publisher into the second one. Then you won't have to swap disks as you use both programs. Load GEOS using your first drive. When the desktop is displayed, move the pointer over the menu selection "File" and click. Select "Add Drive" to configure a second drive. Then follow the instructions on screen.

With GEOS 1.3, 1571 drives can be set to device #8 and 9 and will appear on the desktop. If you have questions refer to the GEOS manual. If you have two drives on line, view the contents of each disk by clicking on the icons at the top right side of the screen. To load Personal Publisher, move the pointer over the "Publisher" icon on the master disk and double click.

1.3 Personal Publisher Desktop
Once loaded the Personal Publisher work area appears on screen. It too has menus at the top of the screen. Menus can be opened by clicking on them with the pointer. And the options displayed below a menu are selected by clicking on them as well.

Work Disks
When you use GEOS, it is necessary that you set up various work disks with the applications you need, such as fonts, etc. You should also set up Personal Publisher Work Disks. These disks must have:

Required:

1. Publisher icon (From Personal Publisher disk)
2. Personal icon (From Personal Publisher disk)
3. Font icons (From GEOS disk)

Optional:

1. Template icons (From Personal Publisher disk)
2. Input driver (From GEOS disk)
3. Printer driver (From GEOS disk)
4. Desktop icon (From GEOS disk)

You can make as many work disks as you need. To make a work disk, you must be at the GEOS desktop with the various icons displayed. If you have Personal Publisher loaded, select Quit from the menu to return to the desktop.

Format

Click on the "Disk" menu and select Format. As prompted insert a blank disk and enter the name "PP DATA." When the disk is formatted you can move the various icons you need to the disk from the GEOS system and Personal Publisher disks as follows:

1. Insert the Personal Publisher master disk and click on the disk icon.
2. Pull down the "Disk" menu and select "Copy."
3. When prompted for a "destination disk," insert the disk you formatted into the drive and click OK.
4. You'll be prompted to respond "Yes" to whether you want to replace the contents of the "PP DATA" disk with the Publisher master. Click "Yes" and the contents of the master will be copied to the data disk. You'll be prompted to swap disks a number of times.
5. Remove the write protect (silver label over the notch) from the GEOS master or from a GEOS work disk. Insert the disk into the drive and click the disk icon.
6. You need to move some GEOS icons to the edge of the desktop so they can be copied to the Personal Publisher work disk. First, click on the "Desktop" icon once, pause and click again. A "ghost" of the icon should appear. This can be moved to the bottom edge of the screen. Using the same method, move the Printer Driver that works with your printer and the Input Driver of your choice to the border.
7. Insert the PP DATA disk, click on the disk icon and move the Desktop icon onto it . Swap disks as prompted. Move the printer and input drivers onto the PP DATA disk too.
8. Insert the GEOS system disk, click on the disk icon again and move the icons that are on the border back onto the GEOS disk.

This work disk will have the Publisher icon, the templates, the desktop, printer and device drivers, and fonts. Once you've created this you can make up more work disks by copying it. Note: As mentioned earlier, not all of these files are necessary to use Personal Publisher. Setting up a work disk is the same as setting up a GEOS work disk, which is described in detail in the GEOS manual (if more help is needed).

2. Choosing a Layout and Creating Text

2.1 Choosing a Template

We have included many layout options with Personal Publisher for your convenience. Most of them include picture boxes in which you can select the pictures you would like to have in your document. Load the templates by double-clicking on the icon. When you save your newsletter or document, save it with a different name so that the template is always available to you.

2.2 Entering Text

Entering text into Personal Publisher is a simple process, but there are a number of editing and style options available that can embellish your documents. Entering text is usually the second step in creating a document, after you have chosen a general layout. You can enter text in any of the boxes except for the picture windows. Select a window by moving the pointer to the window and
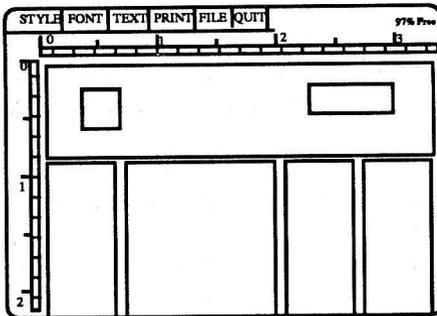
clicking. If you continue to move the pointer down the page it will display more of the existing text and a blank window. Personal Publisher works like a word processor. Type in text at the cursor. When the cursor reaches the end of a line in the column it will go to the next line. If a word is too long to fit at the end of a line, it "wraps" around to the next line.

Text Edit

If you make a mistake, you can backspace over a letter or word using the delete key (top, right corner of the keyboard). To edit text anywhere on a page simply move the pointer to the word and click. The cursor will flash at the edit point and you can add text or delete. The program uses a style called BSW font but it can be changed to other fonts, which is explained in this chapter.

Insert

The program is always in insert mode. That means if you type text in the middle of a sentence, all text after it will be pushed forward so the new text can be inserted.

Moving Around

Use your mouse or joystick to move the pointer around the screen. When you get to the place you want to be, click on the button to bring the cursor to where the pointer is.

Cut, Copy, Paste

Another feature of Personal Publisher is the ability to cut, copy and paste text in blocks. The program creates a "scrap" where it stores text that can be pasted elsewhere on a page. To use the Text option, you need to define the range of text first. Move the pointer to the left of the first character in the block of text to define and click to bring the cursor there. Hold down the button and move the pointer to the last character in the range. The text you have selected inverse.

Cut

First try cutting some text and pasting it elsewhere. Move the pointer to the beginning of the text in the first column. Click to the left of the word or sentence and hold the button down. Move the pointer to where the end of the word or sentence is. The block will be highlighted (inversed). Select the Cut option from the Text menu by clicking on it. The text will disappear from the window but it is actually stored as a text scrap.

Paste

The text scrap can be pasted elsewhere on the page. Click on the Text menu option again and select Paste. It will darken, indicating that there is text available for pasting. If you didn't cut some text, paste wouldn't be activated. Move the pointer to the place where you want to put the text and click. After a moment the text will appear at that point. If you select cut again and copy text into a scrap, the previous text stored there will be erased. The text scrap only holds one block of text at once.

Copy

If you want to leave a range of text intact but put a copy of it elsewhere on the page, use the Copy option. First, define the range by clicking at the first character to copy, hold down the button, and move to the last character. Select Copy from the Text menu. It will darken, indicating that you have selected some text. Then move the pointer to the place in the text where you want to copy it and click.

Style

Another feature of Personal Publisher is the ability to change the style of the text. The style options available are bold, underline, italics, reverse and center. To change the style of text, select "Style" from the menu and click on the one you want. It will be highlighted. You can select combinations such as bold, italic and reverse and all will be highlighted in the menu. Click on a highlighted option to deselect it. Choosing "Plain" turns off all the other styles. Remember there is also a shortcut for selecting styles. Hold down the Commodore key (bottom left) and press the first letter of the style to turn it on. Press those keys again to turn it off. So if you press the Commodore and "I" keys, Italic is turned on. You can select the styles before or after you type in text. If you set the style to bold, all subsequent text that you type will appear bold until you change the style. Later, if you want to highlight certain words or sentences in bold you can change the existing style of the text. You have to define the range of text and then select the style options.

Put the pointer at the beginning of the text to change and click so it flashes there. Hold down the mouse or joystick button and move the pointer to the end of the text. It is highlighted. Then choose the style from the menu as you normally would and the range of text will change to reflect it.

Centering

There is also an option in the Style menu for centering text which works similarly to the other style options. Select the Center option (or press the "c=" and "C" keys) and press RETURN. The subsequent text you type will be centered within the column. Or you can define a range of text and then select Center. NOTE: You must select Center BEFORE you enter text on the line you wish to be centered.

2.3 Changing Fonts

When Personal Publisher loads it uses the system font called BSW. A font is the design of the text. There are many fonts available as you can see by looking at any magazine. Fonts have names like "California" or "Roma." GEOS comes with different fonts so you can change them in a document. You may have seen

the font icons on the disk. These have to be on your Personal Publisher work disk. Click on the Font menu option and the various fonts will be displayed.

These fonts come with the GEOS System disk and can be moved to the document work disk. Setting up work disks was explained in the Getting Started chapter. There is always an asterisk next to the font currently selected so whatever you type will be in that font. Move the pointer down the menu to pick another font. When you click on one, another menu opens that provides various font sizes, which are measured in points. Some fonts have more sizes available. For example:

BSW (system font)	9 point
University	6, 10, 12, 14, 18, 24 point
California	10, 12, 14, 18 point
Roma	9, 12, 18, 24 point
Cory	12, 24 point
Dwinelle	18 point

If you select California 14 point, that font will appear when you type, after you press RETURN. If you click on the Font menu again, you'll see an asterisk next to the font selected. You can use various fonts in a document or newsletter. **However, to select a font for a specific line you MUST change to the font on the end of the line BEFORE. Once you set a font for a certain line and start typing, it cannot be changed back.**
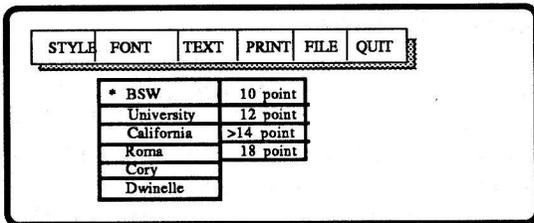
When creating a page, it's a good idea to pick a bigger font size and write the headline. You might pick University 18 or 24 point. Then, when you begin typing the main text, you should select a standard font and size like BSW, 9 point. You should really avoid mixing a lot of fonts on a page, for two reasons. One reason is that **fonts are memory hungry** and they will use up all the available memory before you finish the page. But the second reason is because a mixture of fonts usually looks unprofessional. The page gets hard to read and confusing.

Preview
You can see a preview of the page at anytime during the process of laying out a page or entering text. Click on "File" and select "Preview." A reduced facsimile of the whole page appears on screen.

2.4 Saving
You should never wait until you've finished a document page to save it. The file should be saved at least once every hour in case the power is interrupted and the page you are working on is lost. Save a page by clicking on "File" and selecting "Save." The first time you save, enter a file name (up to 16 characters) and press RETURN.

Each time you save your progress, the file name will appear. Simply press RETURN to save with the same name (it replaces the older version of the page). If you want to create another file for the current page, change the file name by backspacing over it and typing a new name. Then press RETURN. The older version of the page stays on disk and a new file is created with the current version. When you have finished a page and saved it, you can clear out the screen by clicking on "File" and selecting "New." You'll be prompted to confirm that you want to "Clear This Page?" by clicking OK. This means erase the page from the screen -- not the disk. In a few moments, you'll have a clean page to start the next newsletter page. Those are all the features available for entering text into your newsletter or document.

2.5 Printing
You don't have to wait until you finish a document page to print it. At some point you should print a copy to see how it's going to look. Click on the "Print" menu and confirm that you want to proceed by clicking the OK button. Be sure your printer is hooked up properly and has paper loaded. If you printer doesn't respond, be sure the cables are hooked up correctly, that the "select" light is on, and that you have the right printer driver icon on the work disk. If you have questions, refer to the chapter about printing as well as the information provided in the GEOS manual. If your printer works with the GEOS system, it should work with Personal Publisher.

3. Graphics

Personal Publisher comes with a number of clip art pictures in the templates. If you want to select a different picture within the window, then click on the window. A menu on top of the screen with little arrows will appear. If you

click on plus or minus, the next or previous picture in the clip art album are displayed in the window. Each picture is numbered. If you hold down the button on the plus or minus sign, you can quickly go to a specific picture. The other arrows available help you move the picture within the window. You can not enter any text into the designated picture window or move or delete the windows.

4. Printing

The best part of creating a newsletter is the moment when the first copy comes off the press, or, in this case, the printer. Printing Personal Publisher pages is just like printing documents created by GEOS programs like geoWrite and geoPaint. If your printer is configured and working for GEOS, you won't need to make any adjustments for Personal Publisher.

4.1 Printer Drivers

Like GEOS programs, you'll need to have a printer driver on the work disk. GEOS comes with many drivers. You should keep only the driver that your printer needs on the disk. There are many combinations of printers and printer interfaces available for the Commodore. If your printer is not named, it probably works like some other printer listed. There is a Printer Compatibility section in the Appendix that provides more detail. Refer to the GEOS manual for a list of printers and interfaces. It also provides information on switch settings.

Once your drivers are set up, you can print a newsletter page when it is loaded in Personal Publisher. To load Personal Publisher, insert the work disk in the drive and click on the disk icon. Then double click on the Personal Publisher icon. Or you can double click on the page you want to print. Both the program and file will load.

Preview
Personal Publisher pages can be printed during the process of designing and creating a page. You can see what the page will look like before you print it using the Preview feature. Click on the "File" menu and select "Preview." A reduced facsimile of the whole page will be displayed on screen so you can see what the page will look like when it's printed.

Printing A Page
When you are ready to print your newsletter page, click on the "Print" menu and confirm it by clicking the OK button. Be sure the printer is turned on and the paper is aligned.

4.2 Trouble Shooting

If the printer is not working, there are a number of possible solutions. These are some symptoms and recommendations.

If nothing is happening:
1. The printer drivers provided with the GEOS system should work with all GEOS compatible documents. If your newsletter page is not printing, try printing a sample from another program such as geoWrite to determine if the hardware is correctly configured. Refer to the GEOS manual to configure your printer to work with GEOS compatible programs. There is information about how to set up your specific printer and interface. If the printer doesn't work with any GEOS program and you can't find the information in the GEOS manual, the publisher of GEOS, Berkeley Softworks, has a customer service department that may be able to help you. Their number is (415) 644-0890 and they are available between 9 am and 5 pm Pacific time.
2. Make sure the printer is turned on.
3. Check that it is "on line" or selected. This is usually a button or switch on top of the printer.
4. Be sure the removable top of the printer is securely in place if that is required for the printer to be on line.
5. Check to be sure you've picked the correct driver. If your interface or printer is not on the list in the GEOS manual, check the printer and interface manuals to see which one on the list the hardware emulates.
6. Check the cables to be sure they are firmly plugged into the computer and printer.
7. Check the DIP switches on the printer and interface. If they have been changed from the factory positions, try resetting them. Each time you reset a switch, turn off the printer to clear the old setting from the printer memory.
8. Restart the system. Turn off everything. Then turn on the printer first, followed by the computer.

If everything is printing on the same line or leaving too many spaces between lines: Check the printer and interface DIP switch that controls "Line Feed" or "Carriage Return." If the printout skips lines while printing, then the line feed switch might be turned on. Personal Publisher provides a line feed so the switch should be off.

If the printer is skipping lines, acting up: If the printer is beginning to skip lines or not print very well, then it might be heating up. Pages with a lot of graphics can cause the print head to heat up. If you are working the printer hard, give it a break and let it cool down.

If the print quality is deteriorating it's time to change the ribbon if your printouts look washed out. Generally when you print out a document you will probably use it as "camera ready" copy that will be laid out on boards and sent to a printer or photocopier for reproduction. Therefore it's important to get a clean, crisp printout so the copies will be readable too. The quality of the printout depends a lot on the ribbon you are using. The ribbon moves past the print head where it is struck against the paper to leave an ink impression.

An old ribbon doesn't have enough ink left on it so the quality of the printout is probably going to be faint. On the other hand, a new ribbon might have a little too much ink on it to give you a crisp print out. If the letters or graphics are filling in with ink, you might want to use the ribbon for word processing or something else for awhile before printing the document.

Some printers like an Okidata, cut off the right edge of the document because the Okidata uses a different pixel size. You should check this when you first set up the page by doing a test printout. If the edge is trimmed, you can make the right columns a little narrower to accommodate the difference.

Finished? Just click on "Quit" and confirm you want to stop using Personal Publisher. You'll be returned to the desktop. **Remember to save your page before you quit.**

5. File Management

Between GEOS and Personal Publisher, there are a lot of different file types and options. Therefore this chapter is devoted to giving you information on saving, copying, and moving files. Basically, it is keeping track of what you have.

The Desktop
The first thing you see when you are using Personal Publisher is the GEOS

desktop. There are a number of file and disk management functions that can be performed here, as follows.

Files on Disk
If you insert a disk into the drive and click on the disk icon, all the file names will be displayed. The icons indicate the type of file each is. For example, Personal Publisher is a newspaper, a document page has "Extra" written on the icon, and a printer driver is a small printer.

Work Disks
In the chapter about getting started, it explained that you should set up work disks, with any files you need when creating a document. Putting together work disks is simply a matter of copying files to the various disks, as described above. Typically a Personal Publisher work disk should have the program, a printer driver, an input device driver, the desktop (optional), the fonts you'll use in your document, and any newsletter pages you might be working on.

Loading
To load a newsletter or a template select the File menu and Load. A list of files is displayed. Highlight one and click on "Open."

Saving
To save a document, click on the "File" menu and select "Save." Enter a file name, up to 16 characters long. Then press RETURN and the page is saved onto the work disk. Later, as your work progresses, select the Save option again to update the file on disk. Instead of being prompted for a name, the program will display the existing file name. Press RETURN to replace the file on disk with the latest version of the newsletter. If you want to create another file for the page, backspace over the file name and enter another one. The original file remains the same.
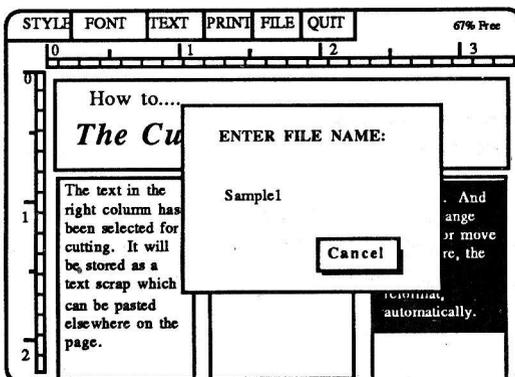
Clearing A Page

When you are done working on a page and you have saved it, you might want to clear it out and start a new page. This is done by selecting the "File" menu and "New." You have to confirm this by clicking OK. Be sure to save your current page before clearing it.

A Few Cautions

A disk should be closed before removing it from the drive, unless you are instructed to do so by a dialogue box. Don't use the same name on two disks or files. Always create work disks. Close the disk drive door after you insert a disk.

Most of the File Management routines are part of the GEOS system. If you have problems and don't find the answer here, check your GEOS manual. Berkeley Softworks, the publisher of the GEOS system software, often updates the system and makes upgrades available to customers.

If you have any problems related to the GEOS system or need information about GEOS system updates, you can talk to their customer service department at (415) 644-0890 between 9 am and 5 pm Pacific Standard Time.

Appendix

Printer Compatibility

These are some common printer settings and drivers used:
- **Apple ImageWriter, II or Scribe**
Use RS-232 interface, use ImageWriter, II or Scribe driver.
- **Blue Chip M120/10**
Set card to transparent or Epson, use Blue Chip driver.
- **C.Itoh 8510, NEC 8023, 8023A**
Set interface to transparent or Prowriter, use C.Itoh driver.
- **Commodore 1525, MPS-801**
Use Commodore MPS-801 driver.
- **Commodore MPS-803, MPS-1000**
Use Commodore MPS-1000 driver.
- **Commodore 1526, MPS-802**
Use Commodore 1526 driver.
- **Epson MX-80/100**
Set interface to transparent or Epson, use MX-80 driver.
- **Epson FX-80/100, RX-80/100**
Set interface to transparent or Epson, use FX-80 driver.
- **Epson JX-80**
Set interface to transparent or Epson, use JX-80 driver.

- Ergo Hush 80CD
Use Commodore MPS-1000 driver.
- Hewlett Packard Laserjet
Use RS-232 interface, HP Laserjet driver.
- Mannesmann Talley Spirit
Set interface to transparent or Epson, use Blue Chip driver.
-Okidata Okimate 10, Okidata 120
Use Okimate 10, Okimate 120 drivers.
- Okidata Microline 92, 93
Set interface to transparent or Oki, use ML92/93 driver.
- Panasonic KX-P1091
Set interface to transparent or Epson, use FX-80 driver.
- Seikosha SP-1000VC
Use Commodore driver.
- Star Gemini 10X
Set interface to transparent or Epson, use Gemini 10X driver.
- Star Gemini II
Use Commodore driver.
- Star Micronics NX-10
Set interface to transparent or Epson, use Star NX-10 driver.
- Star Micronics NX-10C
No interface card, use Star NX-10C driver.
- Star SG-10/15
Set interface to transparent or Epson, use SG-10/15 driver.
- Star NB-15
Set interface to transparent or Epson, use Star NB-15driver.
- Star NL-10 with Commodore interface
Set interface to transparent or Epson, use Star NL-109 driver.
-Toshiba PA7253
Set interface to transparent or Prowriter; C.Itoh 8510 driver.

According to the GEOS manual some of the printer cards that work with GEOS are Cardco Card+G, GWhiz, Super G; Micrographix MW350; Telesys TurboprintGT; Xetec Graphic Printer Interface; Super Graphix and Super Graphix Jr.

You should defeat any auto line-feed settings on the printer and interface card. Note that the printer is addressed as device #4 on the serial bus. Set the printer or card to device #4. These drivers were created by Berkeley Softworks so you'll find additional information in the GEOS 1.3 manual.

1. Getting Started

1.1. System Requirements

Personal Publisher is an easy to use, introductory desktop publishing system. It is built to run on the IBM PC/XT/AT and compatibles and supports MS-DOS 2.1 and higher. The program requires 512K of memory and one disk drive. It supports both CGA and Hercules graphics monitors although there is no EGA or VGA support. Personal Publisher is keyboard driven, requiring no external devices such as a mouse. Text can be imported into Personal Publisher directly from a word processor that is capable of producing standard ASCII files. Graphics are imported by using a backslash command, followed by the file name of the picture. Some pictures, samples of flyers, certificates and newsletters are included on disk.

Personal Publisher uses a predefined 8.5 by 11 inch page, which is the size of a standard piece of paper. If you are designing a document, such as a brochure or newsletter, which will be printed on 17 by 11 sheets, remember to design your pages in the proper order for the brochure or newsletter. Pages created with the Personal Publisher may be printed on dot matrix printers that support 120 by 72 resolution mode. Personal Publisher is not laser printer compatible.

1.2 Loading

Two Drives

First make a working copy of the program so you can put the original disk away. Personal Publisher is not copy protected so you can easily do this as follows:

1. Load the Disk Operating System (DOS) from drive A.
2. Insert a blank disk into drive B.
3. At the A> prompt, type **FORMAT B:** and press the ENTER key.
4. Remove the DOS disk from drive A and insert the Personal Publisher disk.
5. At the A> prompt, type **COPY *.* B:** and press Enter.
6. When the copy is complete, remove Personal Publisher from drive A and store it away for savekeeping.
7. Your working disk is the disk in drive B. Put it into drive A.

The disk residing in drive A is now your working copy of Personal Publisher and should be labeled accordingly. If, by accident, something happens to this

copy, you can copy Personal Publisher onto another disk using the original disk. To run Personal Publisher, simply type **EXPERT** at the A> prompt and press ENTER.

Hard Disk

First you'll want to copy Personal Publisher onto your hard disk. Personal Publisher is not copy-protected so it can· be easily put onto your hard disk, the way you would normally copy programs.

1. At the C> prompt, type **CD**
2. At the C> prompt, type **MD\\PP**
3. At the C> prompt, type **COPY A:*.* C:\\PP**

All the files will be copied onto your hard disk into a subdirectory called PP (for Personal Publisher). To run Personal Publisher from the hard disk, type EXPERT from the C> prompt. (Note: You must be in the Personal Publisher sub-directory to run the program. If you're unfamiliar with sub-directories, simply type CD\\PP at the C> prompt before you enter EXPERT. The opening screen and the Main Menu will appear:

2. The Main Menu
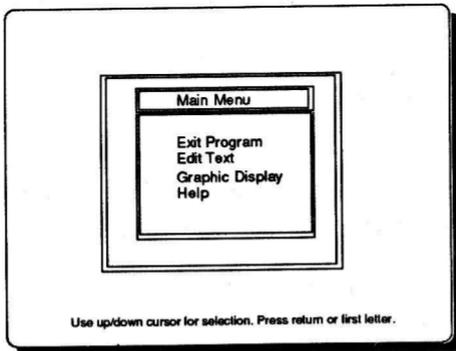
The Main Menu has four choices: Exit Program, Edit Text, Graphic Display, and Help. To make your choice of the menu, press the first letter of the first word of the of the selection. You will then advance to the next menu or to the appropriate display. If more than one selection begin with the same letter, the first selection will be highlighted. To activate it, press the ENTER key. To advance to the next selection, press the same letter key, until the desired selection is highlighted. Then press the ENTER key. Start with the Text Editor first by selecting Edit Text.

3. Edit Text

The text editor can be thought of as a simple word processor. Because the text editor is line-oriented, there is no word-wrap function, and you will not automatically be advanced to the next line as you reach the end of the screen. You can be in either insert or overwrite mode. The default setting is insert mode, which means that as you type, all letters to the right of your cursor position will "bumped" to make room for what you are typing. If there is not enough room on the line, the words at the end of the line will be truncated. In overwrite mode, the letters you type will replace the existing text, by simply writing over what you see on the screen. Therefore, you must watch for your own end of line, and advance to the next line using your ENTER key. When preparing long documents such as newsletters, you may find this tedious. In this instance, we suggest you use your word processor for easier text preparation. Almost all word processors have the option to save a file in ASCII format or do it automatically. This file can then be loaded by Personal Publisher.

The Editor Options Menu offers you the selections of: Go to Editor, Exit to Main Menu, File Operations, Block Functions, Text Operators and Print Text. You need to choose the Go to Editor selection when you want to type or edit text. Pressing the ESC key will also return you to the text editing page or to the last menu. Pressing the F2 key will display the Menu. A description of the menu options appears below, with the corresponding command displayed in parentheses. If you are using the commands, just type them as they appear, do not use the parentheses.

Once you become more familiar with the text editor, you may prefer to use the F1 key to perform certain functions. Instead of using the menus, you can also enter the commands at the E> prompt displayed on the bottom of the screen. Note that the F1 key will only work in the text edit mode.

The Personal Publisher text editor is what is also known as "WORDSTAR" command compatible. To activate these commands, first press and hold the CTRL key while pressing the letters that follow. The appropriate key commands are indicated with each description of the menu choice, for those of you who would prefer to use the CTRL key commands versus either menus or pneumonic commands. To use the CTRL keys, press the CTRL key, but continue holding it in conjunction with the letter keys. If two letters follow the CTRL key, you first press one, release that one, and press the secondary key, while holding down the CTRL key. These commands are in addition to the menu choices or the commands already described.

3.1 File Operations Menu

1. Load (load)
This command will prompt you for a file name to load the text you have on your disk. You can provide a DOS path, followed by an eight letter file name. If you wish, you can add a period and a three letter extension. If you do not understand what a DOS path is, refer to DOS users guide. You can also load the file by pressing the F1 key and entering the command load at the E> prompt. (See explanation above.) If you forgot the exact spelling of your file or you want to find out what's on your disk, you can select the directory command.

2. Directory (dir)
This command displays the contents of the directory. You will be asked to indicate the drive with the prompt, DRIVE MASK. Type the drive you desire, such as A: or B:, or you can enter /w, /d, a: for drive A or just press Enter. To change the subdirectory select the path command or enter **path** at the E> prompt.

(/w)
Provides a wide view of the directory, i.e., the directory is displayed in columns across the screen.

(/d)
Displays sub-directory only.

3. Save (save)
This command will prompt you for a file name to save the text you have entered. You can provide a DOS path, followed by an eight letter file name. If you wish, you can add a period and three letter extension. If you do not understand what a DOS path is, refer to DOS users guide.

4. Delete File (delete_file)
This command deletes the file from the disk. You can specify the file name with eight characters and the path.

5. Pictures (pics)
This command loads the pictures into the text editing page, displaying them, until you are prompted to continue or stop. To print the pictures, press the P key. These pictures are loaded into the text section #9. To go back to text section 1 press F2 for the menu, choose the Text Operators Menu, then select Section Change. Personal Publisher will prompt you for the number. Enter 1 and you will return to the first section. (See also Chapter on Text Operators).

6. Load Directory (load_dir)

This command loads the directory into the text editing page to allow you to print the directory. If the directory exceeds the boundaries of the visible screen, you will be prompted to continue or stop. Loads into text section t9.

7. Save Buffer (save_buf) [CTRL K + W]

A BUFFER is a block of lines saved using the block functions. (See Chapter Block Functions Menu.) The Save Buffer command simply saves the BUFFER ONLY to disk, instead of the entire document. You can then read this buffer into another document with the MERGE command. One use for this command might be to move a corporate logo from one document to another. You can also save it once, with a file name like "LOGO" and then MERGE it into many documents. The keys for this command are CTRL "K" and then "W."

8. Merge File (merge) [CTRL K + R]

This command merges a document from disk into the document being edited, at the current cursor position. The possible uses for this command are listed below in SAVE_BUF. An alternate key command is CTRL "K" and then "R." This command DOES NOT erase the text currently in the buffer.

3.2 Text Operators Menu

1. Section Change (text, t t = 1...9)

The text editor is composed of 9 sections, each of which can be up to 16K long, depending on your memory. This feature can be useful if you are composing various pages of a newsletter and need to run text from one article on a page to another page. By working on various sections, you can layout one page at a time, allowing you to control the continuation of columns. Each text section has section specific buffers so you can even keep different buffers in each section, representing the text you want to continue in another column.

2. Clear Section (clear_mem)

The CLEAR SECTION command clears the contents of one section at a time. This will clear only one section, not the entire file memory.

3. Delete Row [CTRL Y]

This command deletes the row in which the cursor is currently positioned.

4. Restore Row (restore)

The Restore Row command restores the last line removed while using the Delete Row command.

5. Insert Blank [CTRL I]
This command inserts a blank line above the line in which the cursor is currently positioned.

6. Delete Text to End of Line [CTRL Z]
Deletes all text from the cursor position to the end of the current line.

7. Move to Next Word [CTRL T]
Moves the cursor to the beginning of the next word.

8. Delete Next Word [CTRL R]
Deletes the next word if it is on the current line.

9. Printer Buffer [CTRL K + P]
Prints the currently selected text buffer as text to the printer.

10. Home [CTRL PgUp]
Moves the cursor to top of memory, i.e., home.

11. End [CTRL PgDn]
Moves the cursor to bottom of memory.

12. Page Up
Moves the cursor up twenty lines in the current document.

13. Page Down
Moves the cursor down twenty lines in the current document.

14. Insert
Pressing this key toggles the INSERT/OVERWRITE mode.

15. [F9]
Steps through the allowed screen colors.

16. Find Item (find) [CTRL Q + F]
The FIND command allows you to enter text for which to search. If you know, for instance, that the word "DESKTOP" occurs in your document somewhere, but you are not quite sure where, the command FIND can locate it for you. Enter the FIND command and you will be asked for the text for which you want to search. Now, enter the word "DESKTOP", and the editor will locate it for you. The key command sequence is CTRL "Q" and "F."

17. Replace Item (replace) [CTRL Q + A]

The REPLACE command operates exactly as the above command. However, you can specify text you want to replace the text that is found. You could change the word "DESTOP" to "DESKTOP" with the REPLACE command. The key sequence is CTRL "Q" and "A."

18. Repeat [CTRL L]

This command repeats the previous command. Since it works across text sections, it is possible to begin a find and replace operation in t1, change to t2, press CTRL and "L" and continue the same operation without going through the find and replace function all over again.

3.3 Block Functions Menu

1. Buffer Start (mark1) [CTRL K + B]

The MARK1 command sets the first line of a text buffer. A text buffer that you mark with the MARK commands can be deleted, copied, and moved around the document. This is useful if there is a large section of text you want to move, delete, or repeat (copy) at another position in the document. You can use the key sequence CTRL "K" and then "B" in the same manner as you did in the command above to perform this operation from the editor.

2. Buffer End (mark2) [CTRL K + K]

The MARK2 command sets the end of the text BUFFER for the operations described above and in the three following commands. The key sequence used as an alternate for this command is CTRL "K" and then "K" again.

3. Move (move) [CTRL K + V]

The MOVE command will delete the marked text buffer from its current position and move it to the position on which the cursor is located. You can operate this command with the key sequence CTRL "K" and then "V".

4. Copy (copy) [CTRL K + C]

The COPY command operates in the same manner as the MOVE command above. COPY, however, does not remove the buffer from its current position. It simply adds it again at the new position. You can operate using the keys CTRL "K" and then "C".

5. Copy From (x copy n)

The COPY FROM command is identical to the COPY command, except that you specify from which text section you are copying the buffer. The "n" in command mode refers to the number of the section from which the buffer is

being copied. You can have up to nine text sections, working in each section independently of the other. Because the sections are co-resident in memory, you can move between them without saving or loading individual files.

6. Delete (zap_buf) [CTRL K + Z]

The command DELETE simply deletes the marked text buffer from its current location. You can activate this command with CTRL "K" and then "Z" as you did with the commands above.

3.4 Command Combinations

As a final note, several commands can be entered on the same command line. For example: E> FIND DESKTOP MARK1. This command line will cause the editor to search for "DESKTOP". It will move the cursor to that location and then the line DESKTOP is on will be marked as the beginning of the current block. In addition, the commands which require parameters can be entered on the command line as demonstrated in the example above. The parameter "DESKTOP" would normally be prompted for. In the example, however, it was entered on the command line. (Remember to press F1 to access the command line.) Another example of the command combination would be: E> SAVE SDP.TXT. This would activate the SAVE command. Instead of prompting for the file name, the file "SDP.TXT" will be used.

4. Graphics

4.1 The Graphics Menu Options

The first selection you should use before making your document graphics oriented is the Graphics Display choice from the Main Menu. When you choose this selection, another menu appears asking if you want to preview the page or setup the page. Since this is your first time in the program, we will begin by explaining the Set Up menu options.

1. Mast Head Size

The mast head is a separate area block for your document. This area block appears at the top of the page, and will most often be used for headlines and newsletter captions, such as "LEAGUE NEWS", Issue No.5. If you highlight this selection, another menu appears listing the numbers 0 through 5. By choosing the number, you control the height of the of the mast head. Choosing 0 indicates that you do not want a separate headline area at all. Choosing 1 indicates a small headline area, with 5 being the largest headline area. To fill this area, use the backslash H (\h) embedded code in the text file, as described below. Note: The headline needs to be entered in the last line of the page.

2. Number of Columns

If you highlight this selection, another menu appears listing the numbers 1 through 3. The column default, i.e., the initial setting is 1 column, which indicates a full page. You can change this setting to 2 or 3 columns by highlighting the appropriate number. Text once imported into the graphic page, will flow from one column to the next. Now that you have set up the parameters of your page, you can either go back to the Main Menu to choose the text editor and prepare your text or you can go back to the Graphic Display Menu and choose Preview.

3. Preview

(The only available path to graphics printing)

If Preview is your highlighted selection, the screen will switch to graphic mode and display your document exactly as it will print. Since it is impossible to display the document in the same size as it will print on a single screen, the document will be displayed in sections. At the end of the first section, a menu appears asking if you want to Screen Up, Screen Down, or Print. If you want to see the prior screen, choose Screen Up. To continue to display the next section of your page, choose Screen Down. To print the page, choose Print. If you choose Print, you will automatically preview the page before printing it, so that you can abort the printing selection and make any adjustments in the test editor which you may desire. Pressing the "V" for View Screen removes the menu so that you can view the entire screen without interruption. Do not be discouraged if you find yourself previewing and editing many times before you actually print the page. Publishing is like paste-up art, so there is a lot of trial and error involved to get just the look you want before actually printing it. Sometimes, halfway through a document it is useful to preview and print before continuing to complete the editing and make-up process.
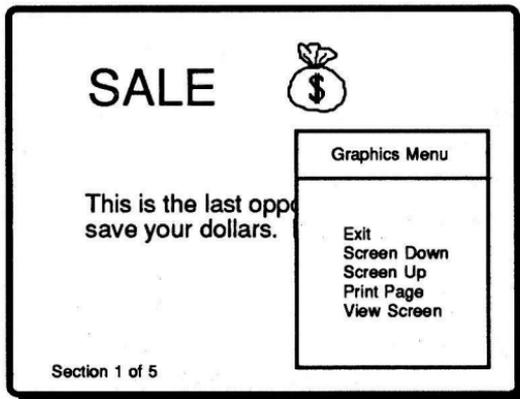
4.2 Incorporating Fonts and Graphics Into Your Text

The graphics nature of Personal Publisher is controlled by commands preceeded by a backslash. The proper syntax for a graphics command is \x, where x represents a number or letter character symbolizing a command. Note: The commands will not be accepted if they are entered in caps. For example: \x33 \photdog

1. Font   \n

There are six font types in varying sizes. To work with a font type, you type the \ and the number indicating the font type and size before the text you want effected. The letters in your text will stay as one font type until another \ and number is encountered. You can mix font types on the same lines, keeping in mind that if you mix a large and small font on the same line and if there is text above and below the line, the spacing may look strange since the bottom of the lines must line up. All text after the font specifier will be in the chosen font, until changed. Font type 1 is the default selection and will be used unless another is specified.

n = 1...3, specifies font type 1 sizes 1 thru 3
n = 4...6, specifies font type 2, sizes 1 thru 3
n = 7...0, specifies font type 3, 4, 5, 6.

2. Start Paragraph Mode   \{

Start paragraph mode. Use the paragraph markers to mark the beginning and end of text, and to force a carriage return and line feed.

3. End Paragraph Mode   \}

End paragraph mode.

4. Justification   \jn

n = 0, no justify
n = 1, left justify only
n = 2, right justify only
n = 3, left and right justify
\j3 is the default mode, so that left and right justification are automatically on unless you specify otherwise.

5. Headline   \h

Text or pictures following this embedded code are used to fill in the mast head section. The \h must be in the **last line** in the text file. If a mast head section is defined, but no text or picture specified, the space will still be reserved and will print as a blank space at the top of the page. Any text or image calls which

follow the \h command will be processed until the mast head space is filled. Then the remaining text or images are truncated, as the graphics processor stops processing as soon as it completes the mast head.

6. Inserting Pictures   \pname
Specifies a picture from the art library, followed by the picture file name. Pictures are stored in a format compatible with PC-Paintbrush. For example, if you want to load the hotdog picture, you would need to enter the following: \photdog

7. Scaling Factor for Pictures   \xHV
To bring in a graphic image from those included on your disk, use the command, \pname, the name being picture file you want to use. The graphics can be scaled in up to four sizes horizontally and up to four sizes vertically. If no scaling is specified, the picture will be used in its current size and proportions. If this specifier is used, you can choose different size factors for the horizontal versus the vertical perspective. The first number you enter after the letter x sets the size for the horizontal aspect of the picture. The second number sets the size for the vertical aspect. Because you can separate them, it is possible to take a picture and either elongate or widen it without changing the other attribute. The higher numerical values increase the size of the particular aspect of the picture.
H = 1...4
V = 1...4

8. Pictures Up Right   \u0
Up right image. This is the default value and only needs to be reset once the Upside Down Image has been selected.

9. Picture Upside Down   \u1
This selection means that every image or picture encountered after this command will be printed upside down. This command is used for greeting cards and invitations which utilize the four-fold method. Once the upside down image mode is selected, you must reset using the \u0 to obtain an upright image. Any printing following this command will also be upside down.

10. Picture Reversed   \r1
This selection reverses white to black and black to white in the picture or image. Once selected, you must reset using the \r0.

11. Reset Picture   \r0
Regular video image. Resets blacks and whites.

When the text is formatted into the graphics page, for previewing or printing, it automatically wraps itself to the next line. To force a carriage return and line feed, use the paragraph markers to mark the beginning and end of text. The commands are used by embedding them in your text either in your word processor or in the text editor included with the Personal Publisher. If you use your own word processor, remember to save the files in ASCII mode.

Sometimes, what appears like random garbage may appear on the screen in print preview mode. Check the sizing on any picture files, check to see that there is a space following the picture file name, check to be sure that the heading is on a line by itself followed by a carriage return. If these are all correct, then save your file. Use the command, clear_mem, to clear the screen text editing page. Then reload the file and attempt to preview and print the file once again.

4.3 More About Text Preparation

To force a carriage return and line feed at the end of a particular line or lines of text, you should utilize paragraph mode. The \{ embedded symbol indicates that a new paragraph is starting and that the text immediately following should be pushed to the left margin. The \} embedded symbol indicates that a paragraph is ending. The program will then force a carriage return and line feed. If you wish to separate paragraphs with a blank line simply leave a blank line following the end of paragraph marker, \}, and begin the new paragraph on the desired line. For example,

\{
This is an example of the appropriate syntax for a beginning paragraph marker.\}

\{
Now that we have ended the paragraph, here is another one. A blank line separates the two paragraphs. \}

Notice that you **must put a blank space** following the embedded command. It is also possible to string various embedded commands together. For example, \u1\x33\photdog would indicate that you desire to position the image file hotdog, scaled up three times both vertically and horizontally, upside down on the page.

Any text which does not fit within a single page will not appear on the graphic page. It will, however, still be in your text file. You can then use the block commands to move part of your text to another text section, and thereby

continue the article on another page. This is why Personal Publisher has nine different text sections. Each text section can be up to 16K long. The various text sections, t1 through t9, are all memory resident. In this way, you can actually be working in preparing an eight-page newsletter simultaneously without having to save and load separate files. The block commands let you control which lines of text you wish to use as an article continuation. The co-residence of the text sections lets you control on which page you wish to continue the article, and insert the text block there.

Another use for the co-resident test section is that you can load separate articles and move them around as you desire. In addition, you can be working on page 1 and load or print the directory or the picture directory by loading the directories into section 9. The program automatically loads either directories or pictures into section 9, so whatever work you have done in sections 1 through 8 is still there and can be accessed by changing sections. The currently active section is displayed on the status line. DO NOT use section 9 for text preparation, as the directory and picture loading overwrite the file and you could mistakenly lose a file had you not saved it.

The preview section in conjunction with the co-resident text sections gives you the maximum flexibility in designing the newsletter. By previewing your sections, you can see how various articles will be positioned and more easily determine what changes to make. If you are using your own word processor, rather than the text editor, to prepare text, remember that you must save your text files as standard ASCII files. Most word processors have this capability. These files, as long as they are ASCII files, can be manipulated within the co-resident nine text sections available in the text editor.

5. Applications Suggestions

5.1 Newsletters
Recommended Setup:
Mast head: 5   *Columns: 2 or 3*
Recommended Fonts:
Mast head: 3, 5, 6, 7, 8, 9, 0   *Headlines: 7, 8, 9, 0*
Copy:
Font: 1, 4   *Bullets: 6, 8, 0*
One-Paragraph
Recommended Format:
Mast head: Justification varies depending on font and/or graphic used.
Copy: j3 (default setting) left and right justify.

When preparing a newsletter, use the text editor or a word processor to type in your articles first. Remember to make your text files less than 16K long as files longer than 16 K will be truncated when you attempt to load them into the text editor. Usually, an 8 1/2 by 11 page will be less than 16K when formatted graphically so you should have no problem fitting the text to the page.

Remember to use the paragraph markers \{ and \} in preparing the text for the newsletter. These paragraph markers keep your text aligned properly and eliminate large gaps between words and letters. It is a good rule of thumb to use them with headlines as well, since spaces after a paragraph marker are preserved, allowing you to call for blank space between headlines and copy.

Fonts other than the recommended fonts for copy can be used to add emphasis to a particular part of the article. The leading, or spacing between lines, has been proportioned to allow for the inclusion of larger fonts on the line without making the copy look awkward. We would, however, discourage the use of fonts 3 and 6 since their size is slightly taller than the leading formula, creating more blank space between the remaining characters than is desirable.

Graphics can be incorporated into the text to add emphasis to a particular article or to provide a lead-in to an article. You will need to adjust the size of the graphic to more appropriately fill in the column, as graphics are automatically left-margin justified. Any graphics used will push down the remaining text. You need to preview a file after adding graphics to see that the text breaks at a convenient location. If it does not, try another article in its place or edit the existing article.

The text in the columns should be aligned across the bottom of the page, unless of course, you choose to end the column with a graphic. If you are having problems finding the right text to end the article so that the bottom of the columns are in alignment, try inserting a graphic or border between articles to fill in the space. This is sometimes easier than finding just the right amount of text in an article, and can certainly be less time-consuming.

Using preview mode, you can determine the last line of text on the graphic page. On the next line immediately after it, fill in the mast head using the \h command. **It is important that it is the last line, do not leave a blank line for visual spacing.** If Personal Publisher does not encounter a mast head command on the last line of the page, it will not fill in the mast head and you be left with a blank space at the top of your first page.

Because the last line on the graphics page may not be the last line in your text file, you may find that you need to move some text to another page. Use the block commands to mark any text which does not fit on the graphics page, then use the text operator menu with its section change selection to move to another text section. Again, using the block operators, use the "copy from" command to move this text to the desired section. When you begin formatting this section, you can decide what the positioning of the article continuation will be on the page.

Usually, only the first page will contain a mast head of 5. If you want to put a header block at the top of each page, subsequent pages might have a mast head setting of 0 or of 2 identifying the publication and the page number. You can also vary the columns from page to page, although it is most common in a newsletter to have consistent column settings.

With the exception of family type newsletters, you may be planning to use the Personal Publisher to do the layout and printing of a master copy and then have if printed or copied. If this is the case and you have a specific logo or logo type which you use in your newsletters, you can leave the mast head space blank. The printed first page will then have open space in which you can paste up your particular mast head.

5.2 Greeting Cards and Invitations
Recommended Setup:
Mast head: 0   *Columns: 2*
Recommended Fonts:
Mast head: None   *Front Cover: 6, 8, 9, 0*
Copy : 1, 2, 3, 4, 5, 7, 8, 9
Recommended Format:
Front Cover: u1, Upside down images and fonts
Copy: Varies depending on combination of text and art images used.

The preparation of greeting cards and invitations involves some amount of visual imagery on your part. This is because a greeting card is typically printed on a single page, and then folded into four parts. Therefore, the front cover of a greeting card is prepared with upside down graphics and text. The card below separates the page into its four quadrants and indicates which quadrant will be upside down.

You must remember to reverse the upside down command by utilizing a \u0 before beginning any text or graphics which will appear on the bottom half of the page. The bottom half of the page represents the inside left and inside right

parts of a greeting card or invitation after it's been folded. Because it is sometimes difficult to know whether what you're typing will position itself correctly in the appropriate quadrant, the following list provides a line guideline for each quadrant.

This line guide is a general guideline only and assumes that you will have a rather sizable graphic with text on the front cover, with text only on the inside left, and text and graphics on the inside right. Depending on the text and graphics used, the lines may be off by a few numbers. When using the text editor, the line where the cursor is positioned is displayed at the bottom of the screen and these line numbers should be used as corresponding references to the line numbers indicated for each quadrant.

```
┌─────────────────────┬─────────────────────┐
│                     │                     │
│  Quadrant1          │  Quadrant 3         │
│  Upside Down        │  Back of Card       │
│  Images and Text    │  Usually Blank      │
│                     │                     │
│  Lines 1 - 19       │  Lines 73 +    Fold │
│                     ├──────────────       │
│                     │            /        │
│                     │          /          │
├─────────────────────┼────────/            │
│                     │                     │
│  Quadrant 2         │  Quadrant 4         │
│  Inside Text        │  Inside Right       │
│  Images & Text or   │  Images & Text      │
│  Blank              │                     │
│                     │  Lines 61 -72       │
│  Lines 20-60        │                     │
│                     │                     │
└─────────────────────┴─────────────────────┘
```

Load the file "bdaycard" to better examine the effects of using different graphics and text. Try using the cake, the champagne glass, etc., to generate other cards or invitations. Vary the message, reposition the text. You can then generate your own set of guidelines for positioning depending on certain formats.

5.3 Flyers/Certificates
Recommended Setup:

Mast head: 0 or 5   *Columns: 1*

Recommended Fonts:

Mast head: 6, 7, 8, 9, 0   *Copy: 3, 5, 6, 7, 8, 9, 0*

Recommended Format:

Will vary completely based on the layout and look desired.
Recommended Border:
Text Characters to Use: =, *, -, ^, #. !, <, >, :
Fonts for text characters: 8, 9, 0

Flyers and certificates are truly designed "on the fly." Usually, not very much text is being used, so you can preview and change spacing and formatting multiple times without frustration. The process is so quick that you can really experiment with the various looks provided by varying fonts and graphic images.

Unlike greeting cards and invitations, you do not have to worry about positioning and spacing relative to a paper fold so that you have total freedom of expression. Perhaps the graphic images provided with Personal Publisher do not have exactly the picture you're looking for.

Again, if you are eventually going to use a printer or high-speed copier to make multiple copies, leave empty spaces where you would like the pictures to appear and paste them into position. Another alternative is to create your own images using a compatible graphics creation program.

The README file on the disk contains additional information about Personal Publisher. You can print the file by typing the following at the dos prompt: D_PRINT README. Also look at the samples called NEWSLETR, FLYER, AWARD and BDAYCARD.

6. Compatible Graphics

Personal Publisher accepts PC-Paintbrush files in a format with the .PCC extension. The .PCC extension indicates a Paintbrush cut-out file, which for purposes of use with Personal Publisher, should be images no more than 1000 bytes is size.

Other paint or drawing programs allow you to create and save files in PC-Paintbrush compatible format. If the images are no more than 1000 bytes in size, you should be able to create your own images using one of these programs.

7. Commonly Asked Customer Support Questions

Borders
Personal Publisher doesn't have the capability to draw borders. You can draw horizontal lines by using the = key. The sample flyer on your disk shows an example.

How to look at the samples on the disk
If you would like to see the sample flyer, birthday card or award, you can load them from the Text menu. First go to Text operations, select File, and then Load the file by typing Flyer, Bdaycard or Award at the prompt. You can then print the samples in text and graphics mode.

Inserting Pictures
Don't insert your pictures at the E> prompt. Insert them right on the text by typing \p and then the name of the picture. For example: If you would like to insert the hotdog picture, you type \photdog and for a car you enter \pcar.

To find out which pictures are on disk and their file names, you can select the Directory function on the File Operations menu. At the prompt enter /w. All files with a .pcc extension are picture files that you can use.

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