

TIMEWORKS
PLATINUM™
S E R I E S

User's Manual

Publish It! 3

Supplement

For Apple* //e (enhanced), //c, //c Plus and //GS computers

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What's New?!

This Supplement and your PUBLISH IT! 2 manual provide the information you'll need to run PUBLISH IT! 3. References to chapters or pages will be found in your PUBLISH IT! 2 manual.

Color has been introduced into PUBLISH IT! 3. With the added printers that PUBLISH IT! can now support, you can print your documents with text, objects and imported pictures in color. Also, your imported pictures can be in Super High Resolution format and other newly supported formats.

Designing your pages is easier now. The Design Guides can be customized and the Snap to Guides option now work when moving frames and objects, not just when creating them. In addition, grouped objects can now be cut, copied and pasted and layered with move to front or move to back. This means once you have designed one page, you can lasso all the objects on that page and copy them to all of the pages of your document, or even to other documents.

PUBLISH IT! 3 can work with Encapsulated PostScript™ files. Now your documents can have high-quality art and special text effects. You can also send a PostScript file to a disk. This allows you to work with service bureaus for high-quality printed output.

Documents created with the original PUBLISH IT! and PUBLISH IT! 2 can be loaded into PUBLISH IT! 3, but you cannot load a PUBLISH IT! 3 document into either of the two previous versions.

While PUBLISH IT! 3 was not designed to work from a network server, the program is network aware. This means that while each computer must have its own copy of PUBLISH IT! 3, a group on a network can exchange documents easily.

For more on these features and everything else that's new in PUBLISH IT! 3, read on.

Additional Equipment Supported

In addition to the printers listed on Page 1-4 of your manual, PUBLISH IT! 3 now supports Epson LQ and Apple Scribe printers. Color printing in printers already listed (Apple ImageWriter, Epson and Okidata) is now supported.

The Configuration Menu Options

The first time you load PUBLISH IT! 3, you will see the Configuration menu displayed on the screen. Two new options have been added. If you have extended memory, you can now choose how much memory PUBLISH IT! 3 will use and whether you want all your fonts loaded into extended memory.

For details on the rest of the Configuration menu options, see Chapter 3 of your manual, the section on Installing PUBLISH IT!.

■ Setting Maximum Memory Usage

Once you have selected the Input Device and the Memory Manager Configuration, you can now decide how much memory you want to allocate to PUBLISH IT! 3. (This option will not be available if you do not have or choose to use extended memory.) The default option is to Use All Available Memory. However, you can choose smaller amounts. If you have an Apple //e with a Ram disk, an Apple IIgs with (ill-behaved) classic desk accessories or if you use Softswitch™, memory conflicts may occur and you should limit the amount PUBLISH IT! 3 can use.

■ Loading All Fonts on Start-up

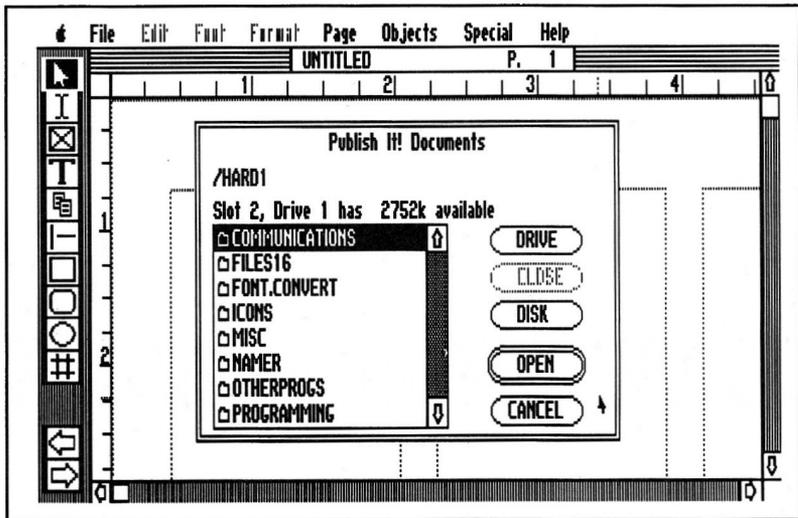
If you choose this last option of the Configuration menu, all of the installed fonts will be loaded into extended memory (if available).

Floppy drive users will find this reduces disk swapping and speeds up document printing. This feature works just as the Load All Overlays option. If your document grows in size and memory is needed, the cached fonts will be removed. You will need approximately 400K of memory to load all the fonts and all the overlays.

If you decide not to load all your fonts, but you do have extended memory, the fonts will be loaded as necessary when printing. So, the first time you print, the necessary fonts will be loaded from disk and then will be kept in memory, until the memory is needed for your document or you exit PUBLISH IT! 3.

The File Selector

For more on the File Selector, see Chapter 3 of your manual. Improvements have been made to the File Selector Dialog Box, including a new Disk button.



To go back to the previous sub-directory, click on the ProDOS pathname above the File list or on the Close button. Pressing

  will also take you to the previous sub-directory.

Click on Drive (or press the **TAB** key) to display files from another on-line disk drive. If the file you want is on a different disk not currently in the active drive, simply replace the current disk with the new disk (in the selected drive) and click on the Disk button.

Clicking on the Disk button also provides a quick way to return to the root directory of an active disk.

Saving Your Default Settings

The Save Settings option of the APPLE menu has been expanded. (This paragraph replaces the text in Chapter 5, "Saving your Settings.")

This option saves your default settings for any option that was active at the time you chose Save Settings, including settings for column guides (with custom grid and Snap to Guides on or off); the page size, viewing display size and whether pictures are displayed or not; the rulers and their unit of measure; line, pen and fill choices and the default color; the font widths for the selected printer and other printing options; your default font selection, including color; and your default data directory. *It does not save your document.*

Saving Files

For more on the Save File option, see Page 5-6 of your manual.

The process of saving files has changed in PUBLISH IT! 3. When you choose Save File (or press **⌘ S**), PUBLISH IT! 3 saves your edited file before deleting the previous version. If there is not enough disk space for this, you will be asked if you want to remove the old file first. If you choose No, your file will NOT be saved, so you can insert another disk. If you choose Yes, your old file will be deleted and then your edited file will be saved. If you choose Yes, and you see an error message (for example, DISK FULL), your file will not be saved and you should save it to another disk. **REMEMBER:** If you choose Yes, there is a remote possibility that your work may be lost in the event of a power or disk failure.

Page Layout

In this section, you'll find:

New Features

Go to Page
Viewing Pages
Custom Design Guides
Object Specifications

Replacement Feature

Snap To Guides
Grouping Objects

See Chapter 5, the Page Layout Section, for more about these functions.

■ Go to Page

You can now move directly to any page in your document with the Go to Page option of the PAGE menu. Just select Go to Page (or press **⌘ G**) and enter the page you want to move to in the dialog box. This dialog box also shows the total number of pages in your document.

■ Viewing Pages

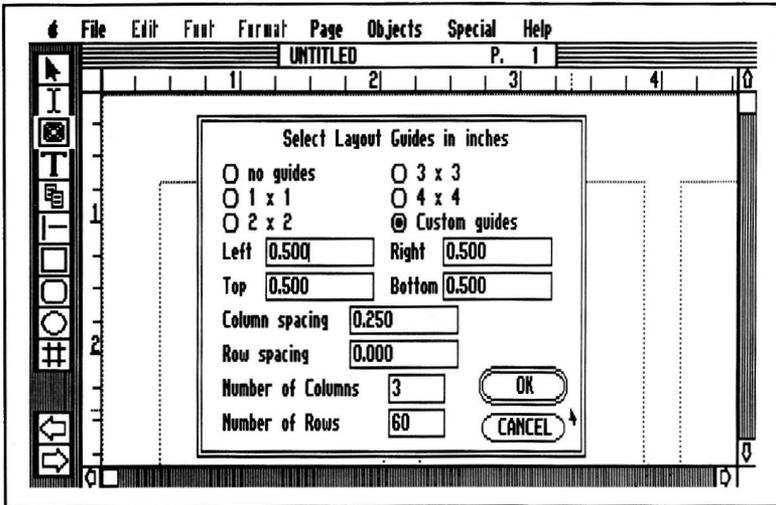
When you change page views, with an object selected, the upper left corner of the object will appear in the center of the new view. If you have an insertion point placed in a text frame, the new view will center it. If you do not have an insertion point and nothing is selected, the position stays approximately the same. So, you can quickly move around a page by selecting Size to Fit view, selecting an object with the Pointer or clicking the I-Beam in the area you want to work in, then selecting Show Full Size.

■ Design Guides

Creating Custom Design Guides

The page guides configurations have been expanded in the Select Guides option. The page can be divided into rectangular regions composed of one, four (2 x 2), nine (3 x 3), sixteen (4 x 4) equal parts, no guides (if you do not want guides to appear on the display) or the new user-defined grids.

Create the grid by setting the page margins, the spacing between rows and columns and the number of rows and columns. Your custom grids can be up to 99 x 99 and do not have to be balanced—you can set a 3 x 10 grid.



Custom grids can make it easier to set up newsletters. For example, your page can have margins of 1 inch all around. Set the guides to two columns, 1 row, with .5 inch between the columns. Or change to three columns, .33 inch apart. With Snap to Guides, your text columns will be exactly the size you need and placing them will be a snap.

The guides you choose will remain in effect until changed or until you quit PUBLISH IT! 3. To save a guide setting as a default, set your guides and then choose Save Settings from the Apple menu.

Improvements to the Snap to Guides Feature

In PUBLISH IT! 3, if the Snap to Guides are on when you create *or move* a text column, graphic or graphic frame, it will align with the nearest Page Guide you have set.

You can easily create page layouts using custom grids and the Snap to Guides options. It's also very easy to move objects to a new page guide setting. Just Select Guides and change the margins or grid. Lasso the entire page, move the objects slightly and the objects will snap to their new position.

■ Grouping Objects

You may now cut, copy, paste, and move to front and send to back grouped objects. Other functions already available for grouped objects are delete, change fill and line patterns, change line weights.

If you paste a group of objects on the same page you cut or copied them from, they will appear $\frac{1}{4}$ inch down and to the right of the original. However, if you move to a different page after cutting or copying but before pasting, the objects will be placed in the same position as the original page. You can easily copy your page layouts to all the pages of your documents this way. Once you have one page set up the way you want, you can lasso all the objects on the page, copy them once and paste them on each page of your document. Remember, text and linking information are *not* copied.

Any objects cut or copied to the clipboard will remain until you cut or copy something else or quit PUBLISH IT! 3. This means you can cut or copy an object and paste it as many times as you want or open a different document and paste it.

■ New Options in the Definition of Objects

New options in the Show Specifications option of the OBJECTS menu include:

- | | |
|------------------------|--|
| Don't Print | An object with this attribute will display on the screen but will not print out. This can be useful for comments or reminders you only need to see while viewing the document on screen. |
| Locked | Freezes the object into place. A locked object can't be deleted, moved or resized until it is unlocked. |
| Don't Runaround | Forces text to flow under an object, rather than around. See the section on Automatic Text Runaround, below. |
| PostScript | All text in a frame with this attribute will be interpreted as an Encapsulated PostScript file. This option is only available for text columns. For more details, see the section below on PostScript. |
| Color | This option will only appear for imported pictures, to turn the color on or off for printing. For more details, see the sections on Importing Artwork and on Color. |

Entering Your Text

For more on these functions, see these sub-sections in Chapter 5 of your manual, the section “Entering Your Text.”

New Features

Section Reference

Tab Leaders.....Editing Your Text, Setting Tabs

Added Features

Section Reference

Creating Text Columns.....Creating Text Columns

Automatic Runaround.....Editing Your Text

Text FormattingText Formatting

Font ConsiderationsFonts, Faces and Special Effects

Changing Attributes.....Fonts, Faces and Special Effects

■ Creating Text Columns

New to PUBLISH IT! 3 are two features to help you create your text columns more easily.

Hold down the  key to constrain the text column to a square when creating or resizing.

With the user-definable design guides and Snap to Guides, your text columns can be exactly the size and position you want. See the section above on Design Guides for details.

■ Setting Tabs

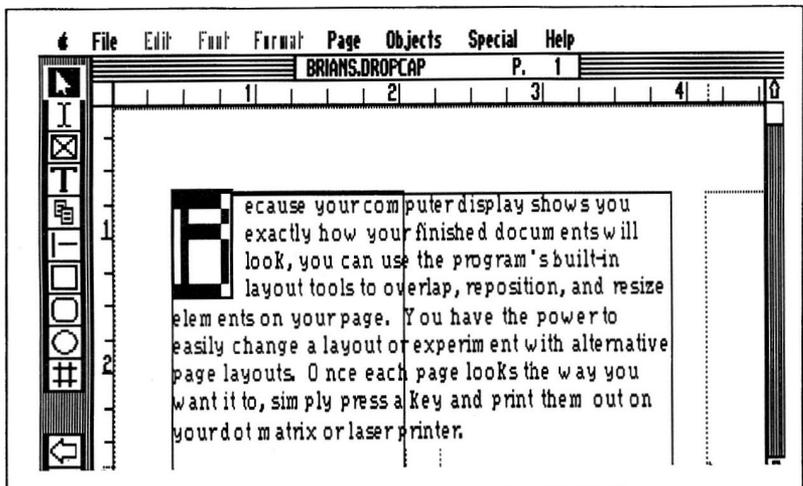
New to PUBLISH IT! 3, you can now have tab leaders, or characters that run the length of the tab, like the manual reference table above.

To add tab leaders, select Tab Leaders from the FONT menu. As with other text attributes, you can set this option before you type or set tab leader for a selected block of text. You can change the leader character in the Tabs Dialog Box in the PAGE menu. Next to each tab position is the leader character for that tab. Just click on the box and enter the new character.

■ Automatic Text Runaround

In addition to making text flow around objects, you can now turn off automatic text runaround for individual objects. Click on the object you want text to flow under. Select Show Specifications from the OBJECTS menu and click on the Don't Runaround option in the dialog box.

You can use this to create drop caps and, with transparent text frames, to position text over text for special effects, like shadows or 3-dimensional text.



To create drop caps like this:

1. Draw a text column and enter or import the text.
2. Create a smaller text column for the initial letter and type it in. You'll want this capital letter in a much larger size, perhaps 72 point and possibly in a different font.
3. Click on the Pointer and then select the smaller text column. Select Show Specifications from the OBJECTS menu. When the Specifications options appear, click on Transparent and Don't Runaround.
4. Click on the  and draw a rectangle over the drop cap character. Make it as close to the same size as the letter itself, not its frame.
5. Click on the Pointer and then on the rectangle. Choose Show Specifications again but this time click on Don't Print.
6. With the rectangle still selected, choose Move to Back from the OBJECTS menu.
7. With the Pointer, click on the text column holding the paragraph and also Move this to Back.

■ Text Formatting

As detailed in the section on Text Formatting in Chapter 5, most of your formatting options will be entered in the PAGE menu and affect the entire page. To specify a different Justification, Spacing or Margin format style for a paragraph or group of paragraphs, select these options from the FORMAT menu instead. PUBLISH IT! 3 will automatically turn off the Use Page Standard box when you modify these settings. To return to the standard settings, click on the Use Page Standard box. These options require that the

 be clicked in a text column before you can select them.

■ Fonts, Faces and Special Effects

You can now install fonts from other sources, including standard Apple IIgs fonts. Because of resolution differences, the display and print quality of Apple IIgs fonts may not approach PUBLISH IT! 3 fonts.

You can find other fonts from sources such as Beagle Brothers' Timeout Super Fonts or public domain GS fonts. Besides fonts, there are font editors, programs to modify fonts you already have. These include Fontastic, Font Factory GS and GS Font Editor*.

De-installing fonts

You can now de-install all fonts except the default fonts of Desplaines 12 and Deerfield 12.

Changing Font Attributes

If you have combined style attributes, such as bold and underline, you can turn off one of the selected styles without affecting the rest. Select the text with the I-Beam, pull down the FONT menu, select the style and then select it again. The check mark will disappear and that style will no longer be active. You can also press the Quick Key combination twice instead of using the menu.

Creating Your Graphics

For more on these functions, see these sub-sections in Chapter 5 of your manual, the section "Creating Your Graphics."

* Trademarks of their respective companies.

New Features Section Reference

Drawing ellipses and squares.....Graphic Objects
Additional file formats.....Importing Artwork
Cropping with the mouseImporting Artwork
Flipping picturesImporting Artwork

Replacement Feature Section Reference

Import ProDOS® PictureImporting Artwork
Import DOS 3.3® Picture.....Importing Artwork

■ Graphic Objects

PUBLISH IT! 3 now creates ellipses. Select  to create ellipses and circles. Hold down the  key while drawing or resizing to constrain rectangles to squares and ellipses to circles.

You can create interesting visual effects by experimenting with color, using pen patterns for borders and trying different fill patterns and shading (gray scales). PUBLISH IT! 3 is displayed only in black and white, so you won't see the colors on screen or in the Print Preview mode. For more information, see the section on Color later in this Supplement.

■ Importing Artwork

PUBLISH IT! 3 can now directly import super high resolution graphics, including Deluxe Paint II*, 8/16 Paint* and Paintworks Gold*.

To import artwork:

* Trademarks of their respective companies.

- Create a graphic frame with the  and choose Import ProDOS Picture... or Import DOS 3.3 Picture... from the FILE menu. A ProDOS picture can include single, double and super high resolution files and Print Shop GS files. DOS 3.3 pictures include files from Print Shop and Springboard Newsroom and single high resolution.
- When importing single and double high resolution pictures files, PUBLISH IT! 3 will ask whether the image is a color or black and white picture. Print Shop DOS 3.3 pictures are always black and white but Print Shop GS graphics are always color. If you later decide to print a color picture in black and white, select the frame with the Pointer and change the Color option in Show Specifications (of the OBJECT menu) to Off.
- Super high resolution graphics are always imported in color (even if they're actually black and white), so you won't see the confirming prompt. If you have a //e or //c, you can import a super high resolution picture, provided you have at least 256K. You will not see the entire picture on the screen at one time. Switch between sections of the picture by using the arrow keys or pressing  and dragging the mouse. You may find that the colors are not displayed correctly on screen, but the color palettes are respected and the graphic will print correctly.

You can import a black and white super high resolution graphic and then reduce the size. When printed to a LaserWriter printer, the picture will have the appearance of a gray-scaled photo, with depth and shadows.

NOTE: Some super high resolution graphics have up to 378 lines, but PUBLISH IT! 3 lets you use the first 256 lines.

- PUBLISH IT! 3 only recognizes Print Shop Graphics Library compatible files on DOS 3.3 formatted disks. Do not convert your files to ProDOS. Since DOS 3.3 doesn't have sub-

directories, there is no Close button on this File Selector. You can view up to 85 Print Shop files on one disk. If you have more than 85 files on a disk, copy the extra files to another disk to view them.

- Your Newsroom file names must begin with "PH." to be recognized by PUBLISH IT! 3. PUBLISH IT! 3 cannot read Newsroom's copy-protected disks. You must load the graphic into Newsroom, crop it and then save it onto your own DOS 3.3 formatted disks.

■ Cropping Imported Pictures

When you import a picture, a Newsroom graphic or a Print Shop graphic, you will see the Cropping Box along with the picture to indicate the size of the graphic frame in your document. You can drag the cropping box with the mouse or the arrow keys, to position it around the desired portion of the graphic. You can also resize the Cropping Box using  and the arrow keys (the lower right corner of the box remains stationary). PUBLISH IT! 3 allows you to resize the Cropping Box with the mouse. Just click and drag on any of the handles of the box. Switch between sections of a super high resolution picture by using the arrow keys or pressing  and dragging the mouse.

■ Flipping Pictures

While the cropping box is visible, you can flip the entire graphic. This works for all imported artwork *except* a super high resolution picture. Press  to flip the graphic horizontally and  to flip it vertically. You can still reverse a graphic (black to white) by pressing the .

Color

The addition of color is new to PUBLISH IT! 3. Color can now be added to text, objects that you draw and imported pictures. Although you won't see colors on screen, since PUBLISH IT! 3 is a black and white program, you can now print your documents in color on color-compatible printers.

For more on these functions, see these sections in Chapter 5.

<u>New Feature</u>	<u>Section Reference</u>
Color text	Entering Your Text, Fonts, Faces & Special Effects
Color graphic objects	Creating Your Graphics
Color Graphics	Creating Your Graphics, Importing Artwork
Color printing.....	Printing Your Documents

■ Color Text

Select the Color option from the FONT menu to print text in color on an ImageWriter II with a color ribbon or any Okidata or Epson printer capable of color printing. Highlight a block of text, select Color from the FONT menu and then choose from black, yellow, red, orange, blue, green or purple. When you're ready to print, remember to select the Color option of the Print Dialog Box.

PUBLISH IT! 3 displays color text with an overline (a line on top of the text). To check the color of an overlined section, position the cursor in the text or highlight a portion and reselect the Color option.

With access to a color printer, you can create white text on a color background (like the headings in the manual). Or try light color text on a dark color background.

To do this:

1. Click on  and highlight the text. Pull down the FONT menu and select Outline (for white text) or Color.
2. Click on ; then click and drag to create a rectangle over the text. Don't worry about the text vanishing.
3. From the OBJECTS menu, select Set Fill Pattern... Click on the color you want and then on OK.
4. With the handles still showing that this object is selected, pull down the OBJECTS menu again and select Move to Back.
5. Click on  and then on the text column. When the handles appear, choose Show Specifications... from the OBJECTS menu. In the Show Specifications Dialog Box, click on Transparent and then on OK.

■ Color Graphic Objects

PUBLISH IT! 3 provides an assortment of patterns for borders, lines and fill patterns of objects you draw. Set Pen Pattern... and Set Fill Pattern... (in the OBJECTS menu) provide a choice of six colors and a choice of PostScript gray scales in 10% increments.

Just as you can select a different pattern for the Pen Pattern and Fill Pattern of each object, you can select different colors for the Pen

and Fill Patterns. Because PUBLISH IT! 3 displays in monochrome mode, you won't see the colors on screen or in the Print Preview mode.

See Chapter 5, the section called Creating Your Graphics, for details on drawing and modifying graphics.

■ Importing Color Graphics

Single and double high resolution picture files can be imported into PUBLISH IT! 3 in color or black and white. Super high resolution graphics are always imported in color. With a color monitor, you will see the color while the cropping box is visible, but once imported into PUBLISH IT! 3, all pictures are displayed in black and white. If you decide to print a color picture in black and white, select the frame with the Pointer and change the Color option in Show Specifications (of the OBJECT menu) to Off.

See the section above on Importing Artwork for complete details.

■ Printing with Color

When you have your document ready to view in color, make sure your color-compatible printer has a color ribbon installed. Then choose Print from the FILE menu.

A new Print Dialog Box option is **Print Color**. Click on this option if you're using a color printer with a color ribbon installed to produce a printed document with text, graphics and imported pictures in color. Double strike works with color for crisp color print-outs.

Printing with Gray Scales

PostScript gray scales are found in the Pen Pattern and Fill Pattern dialog boxes. These gray scales will only appear correctly when printed on a LaserWriter or other PostScript printer. On a non-PostScript printer, the patterns will print as they appear in the dialog boxes.

Gray scales can be effectively used to highlight a sidebar—text that accompanies the main article set off in its own frame. To create one, place a transparent text column over a 10% gray object of the same size as the text column.

PostScript

New to PUBLISH IT! 3 is the ability to work with Encapsulated PostScript files. PUBLISH IT! 3 follows Adobe's Encapsulated PostScript conventions as outlined in The PostScript Language Reference Manual, by Adobe Systems, Inc.

■ Working with Encapsulated PostScript Files

Encapsulated PostScript (EPS) is a special format for graphics and text created using the PostScript page description language. An EPS file is a text file containing structured PostScript code and comments. Printed on a PostScript compatible printer, such as a LaserWriter, EPS files can produce the highest quality artwork and special effects, such as rotated text. EPS files are available from a wide variety of sources, including Macintosh and IBM graphic programs.

In PUBLISH IT! 3, an EPS file can be typed or imported into a text frame. The file, actually the PostScript commands and comments, will appear as text. To make this text print out correctly on a Postscript printer, select the text frame with the Pointer, choose Show Specifications and click on the PostScript option.

One of the PostScript commands is **BoundingBox**, which defines the size and scale of your artwork. In PUBLISH IT! 3, when the PostScript option of Show Specifications is on, the text frame defines the area into which that BoundingBox will be scaled. Since the commands necessary to define the art may need more space than the completed design when printed, after all the text is entered, make the text frame the correct size for the design. Or, type your text in a word processor and import it into the frame.

You do not need to have your computer connected to a PostScript printer to use this feature. Once your document is completed, you can print your document to a disk file (see Printing to a Disk, later in this Supplement).

■ Creating a PostScript Graphic in PUBLISH IT! 3

WARNING: Careless use of this feature can cause a PostScript printer to reset, print garbage characters or lock up. Do not use this feature unless you are familiar with PostScript.

Users who are experienced and knowledgeable in the PostScript language can use PUBLISH IT!'s text editing tools to write a PostScript program to create a graphic. Or, type your PostScript program in a word processor and import it into PUBLISH IT! 3.

There are two lines which *must* be in the PostScript program to print correctly. These should be at the top of the file:

```
%!PS-Adobe-2.0 EPSF-1.2
%%BoundingBox: ll_x ll_y ur_x ur_y
```

The characters following BoundingBox stand for the x and y (horizontal and vertical) coordinates of the lower left and upper right corners. These values are whole integers ranging between -32000 and 32000.

If you import an EPS file that was created on the Macintosh or IBM PC, with programs like Adobe Illustrator® or Aldus Freehand®, the BoundingBox comment will automatically be included.

NOTE: If your EPS file is printing out backwards and upside down, chances are the BoundingBox comment is missing. Also, PUBLISH IT! expects fonts used in an EPS file to be resident in the PostScript printer; otherwise, Courier will be substituted.

Once the program is completed, use the pointer to select the text frame and then choose PostScript in the Show Specifications Dialog Box from the OBJECTS menu. This will cause PUBLISH IT! to treat the text as a PostScript program rather than as text to be printed.

When printing to a PostScript printer, PUBLISH IT! will send the commands in the text frame to the printer to be executed, rather than just printing the PostScript command as text. If you select a frame, turn on Postscript and send it to an Imagewriter or other non-PostScript printer, nothing will be printed in the area of the text frame.

If you want to try PostScript, import SAMPLE.EPS from the Samples disk. This is a short demonstration program to illustrate this feature.

How to Print

For more on printing, see Chapter 5 of your manual, the section "Printing Your Documents."

■ Printing to an ImageWriter with Appletalk

Besides printing to a LaserWriter, as instructed in your PUBLISH IT! 2 manual, you can also select an ImageWriter printer. Just follow these steps:

1. Pull down the Apple menu and choose the Select Printer... option.
2. Click on the Apple ImageWriter and also on the Dot Matrix Font Widths.
3. Pull down the Apple menu again and choose the Select Interface... option.

For IIs users: Select the Apple IIs Serial port option located in Slot 7.

For //e users: Select the Super Serial Card option. The Slot assignment should be the physical slot in which your Appletalk card is located.

■ LASERPREP

PUBLISH IT! 3 is now compatible with some print spoolers on networks, but make sure the spooler uses the Macintosh LaserWriter driver version 5.2 or problems will result.

Included with PUBLISH IT! 3 is Version 68 of LASERPREP, compatible with the LaserWriter 5.2 driver included with the System 6 software on the Macintosh. Macintoshes and Apples printing on the same network won't need to keep reinitializing the PostScript laser printer.

■ Printing to a Disk

Two new additions to the Print Dialog Box let you send PostScript output to a disk file. You must select the LaserWriter or LaserWriter Plus printer to use these options.

Print to Disk—Select this option when you want to send your document PostScript output to disk instead of to the printer. The print file created can then be taken to another computer or to a service bureau for PostScript printing. The file will be saved using the last data path you used, under the name PostScript n , where n is a number from 0 to 9. When you have saved the file PostScript9, you must rename them or start a fresh disk before sending more files to disk. If you attempt to print another file to disk, the last file PostScript9, will be overwritten.

Send LASERPREP—This option is for disk files created with the option above, and for printing from other computer types, for instance, a laser printer connected to an IBM. You'll need to use this, in certain cases, when you take the file to a service bureau. Please read the following section on service bureaus for details.

■ Working with Service Bureaus

If you don't have access to a PostScript printer, but want the best possible printout, you can save your document to a disk file with the Print to Disk option. Now your document is portable. If you don't know someone with a PostScript printer, check for a service

bureau in your area. A service bureau is a typesetter or print shop who will take your file and print it with their equipment (for a fee). Check your telephone book under "Printers."

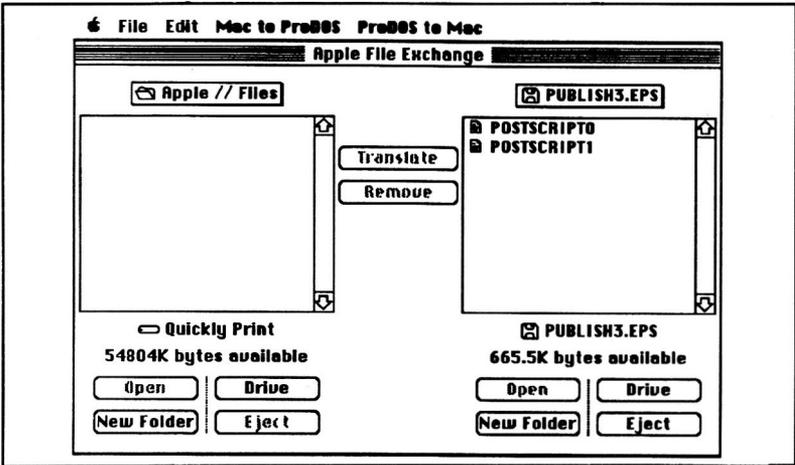
Many service bureaus are unfamiliar with Apple // computers, so how can you get your file to their printers? There are basically three ways:

1. You can send your PostScript file via a modem.

Some service bureaus accept PostScript files sent by phone. If you want to try this, contact your service bureau for technical details. If your service bureau has doubts that they can handle a file created on an Apple //, tell them it is almost identical to a file a Macintosh user creates by printing with "Command-F" (or "Command-K" if Send LASERPREP was checked).

2. You can take your equipment to the service bureau and connect directly to their printers. While cumbersome, this avoids file conversion problems.
3. If you can save the PostScript file to a 3.5" disk and you (or the service bureau) have a Macintosh, you can convert your file to Macintosh format with the Apple File Exchange utility (included with all Macintoshes).

The Apple File Exchange utility is easy to use. Save your Print to Disk file to a 3½ inch disk. Now start the Apple File Exchange program on the Macintosh and, once it has started, insert your disk. Do not insert your ProDOS disk into the Macintosh before starting the Apple File Exchange program—the Mac will try to format it.



The menus at the top will display **Mac to ProDOS** and **ProDOS to Mac**. Click on the name of your file and then click on the Translate button. Your file will be translated to the Macintosh format and you can quit the File Exchange. This Macintosh format file can now be sent directly to the service bureau's printer.

In order to print your document, the people at the service bureau will probably use a program called "Font Downloader." This program (distributed with font packages provided by Adobe Systems Inc.) is simple to use. In the FILE menu of that program is an option Download POSTSCRIPT® File... They'll select it and then select your PostScript file from the familiar File Selector and your file will go to the printer.

Whenever dealing with a service bureau, always call first to see if they can print your document and ask for any specific instructions necessary to print. Set up an appointment, so the people there will be prepared to work with you and your file.

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