GEOPUBLISH™
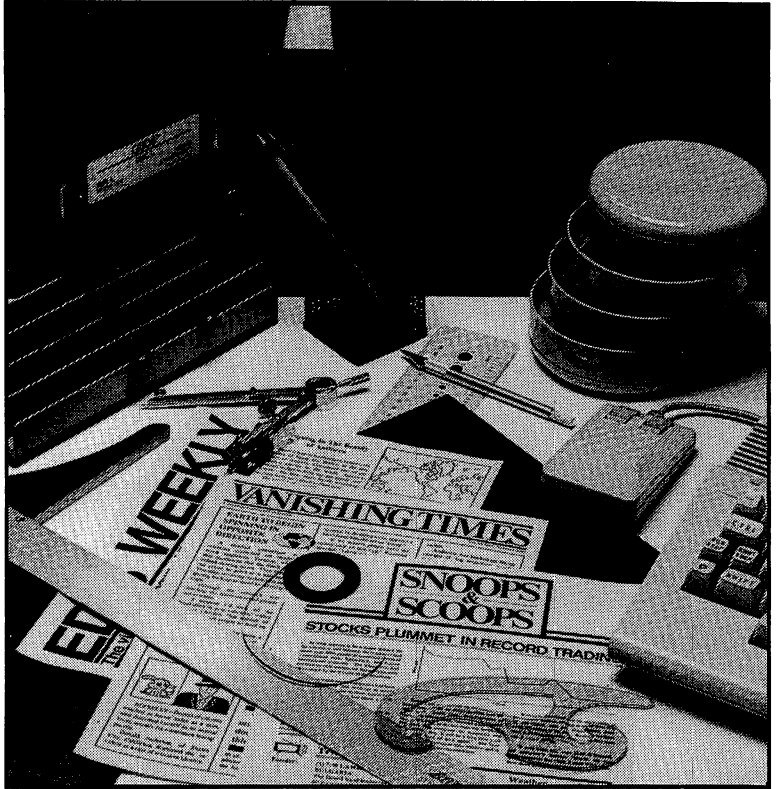
FULL-FEATURED DESKTOP PUBLISHING PROGRAM FOR USE WITH GEOS™

FOR THE COMMODORE 64, 64C AND 128 COMPUTERS.

Berkeley Softworks

geoPublish
User's Manual

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How to Get Help

We hope that you will find geoPublish easy to learn and use, and that this manual provides you with most of the answers to the questions you may have about the operation of geoPublish. However, if you do run across a problem that is not answered by the manual, there are two ways to obtain additional help.

The first, fastest, and recommended way to obtain information about and help with geoPublish is through the QuantumLink telecommunications network. QuantumLink, or Q-Link, is an online service network designed for Commodore users.

Berkeley Softworks provides Customer Service message boards, along with a Programming message board and other useful services, in the Commodore Software Showcase section of Q-Link. Through these message boards, you can receive the most timely help and information from Berkeley Softworks employees and thousands of GEOS users. In addition, you will have access to programs and products from Berkeley Softworks that are offered through Q-Link, many of them free of charge.

The second way to obtain help is to contact Customer Service at Berkeley Softworks, either by phone or letter. However, the lines are often busy, so we recommend that users write in to us detailing their problems. All correspondence is answered promptly. The Berkeley Softworks customer service telephone number and address are as follows:

Call:

Customer Service: (415) 644-0890, 9 a.m.–5 p.m. Pacific Time

Or write:

Berkeley Softworks
Customer Service Division
2150 Shattuck Avenue
Berkeley, CA 94704

Welcome to geoPublish

We hope you enjoy using geoPublish, the new desktop publishing program by GEOS. This manual is divided into six chapters:

1. **Before You Begin** describes the necessary and optional equipment you need to run geoPublish, how to install geoPublish, check the disk for damage, and make backup and work copies.

2. **Introduction** compares what desktop publishing with traditional methods of publishing, and introduces you to geoPublish.

3. **Tutorial** walks you through geoPublish's many features, from designing a sample newsletter to printing out a final copy.

4. **Using geoPublish** covers the many features of geoPublish: its modes, special features, and file management commands.

5. **Text Grabber** describes the GEOS application that enables you to convert nongeoWrite files into geoWrite format.

6. **geoPublish Reference** contains a number of appendices designed to help you as you create geoPublish documents.

Table of Contents

Chapter 5
Text Grabber

Chapter 6
geoPublish Reference

Index

Chapter 1: Before You Begin

Before you can begin to use geoPublish, you must read and follow the instructions in this chapter.

After completing Chapter 1, you will know the following:

* What recommended equipment and software you need to use geoPublish.

* How to install geoPublish so that you can begin work on it.

* How to validate your geoPublish disk for damage, and what to do should your disk be damaged.

* How to make a second copy of geoPublish, which you will use as a backup disk.

* How to create and use work disks for daily use of geoPublish.

What You Need to Run geoPublish

You must have the following hardware and software in order to run and work with geoPublish:

• a Commodore computer 64, 64c, or 128 (running in the 64 mode).

• one Commodore disk drive (1541 or 1571).

• GEOS (Graphic Environment Operating System) software, version 1.2 or later, including any version of geoWrite and geoPaint. If you plan to use graphics from Print Shop, PrintMaster, and Newsroom, you will need a copy of the Graphics Grabber program, which comes with the Desk Pack 1 package.

• any word processing text files that can be converted to geoWrite format (using the Text Grabber).

• an input device such as a joystick or mouse.

• the geoPublish package, which includes the program diskette and this manual.

• one blank, formatted, single or double sided diskette.

The following optional equipment items are recommended so that you can take full advantage of the power and versatility of geoPublish. This optional equipment is not, however, necessary to the operation of geoPublish.

• a RAM-expansion unit (REU). With an REU the operating speed of geoPublish (and other programs) is greatly increased. Also, by using an REU you will be able to dedicate all of the disk space on the diskette in your disk drive to the geoPublish application, while the REU itself holds your geoPublish documents.

• geoWrite Workshop with geoWrite 2.1. Owners of this package (formerly called Writer's Workshop) can obtain an upgrade for a small fee by calling Berkeley Softworks Customer Service (whose phone number is found in the "How to Get Help" section of this manual.)

- a GEOS supported printer that is properly connected to your Commodore computer. This will allow you to print out the documents that you create with geoPublish. A list of GEOS supported printers is included in your GEOS User's Manual.

- an interface card or geoPrint Cable if you are planning on using a non-Commodore compatible printer to print out your GEOS documents. geoPrint Cable is a parallel printing cable, available from Berkeley Softworks, that makes printing your GEOS documents fast and easy.

- a second disk drive (1541 or 1571). With two disk drives you will be able to copy files and disks more easily. You will also be able to dedicate all of the disk space on one disk to a data file, while the disk in the other disk drive contains the geoPublish application.

- a proportional input device such as Commodore's 1351 Mouse. A proportional input device makes getting around in the GEOS world fast and easy.

- several blank formatted diskettes for making work disks.

The RAM Expansion Unit

Though you can use geoPublish without a RAM Expansion Unit, you will find using geoPublish much easier if you own one. For one thing, the RAM Expansion Unit greatly increases the memory of your Commodore. The 1764 REU adds 256K of RAM (random access memory, or internal memory storage capacity), and the 1750 REU adds 512K.

Another major advantage to using an REU with your geoPublish program is the increased speed: it operates GEOS many more times faster than normal. You will find that using an REU will enable you to move quickly around geoPublish, and you will be able to move large amounts of data quickly. Because of the size and complexity of geoPublish, we highly recommend that you purchase an REU so that you will get the most out of using geoPublish.

Once you have set up the equipment you need, you will be ready to install geoPublish.

Once Everything is Set Up

Once you have set up the equipment you need, you are ready to begin using geoPublish. This section walks you through installing geoPublish on your GEOS system, checking the geoPublish disk for damage, making a backup of your geoPublish disk, and making work disks.

A. First, install geoPublish:

1: Boot your GEOS boot disk as described on page 1-4 of your GEOS User's Manual.

2: Close your GEOS boot disk.

3: Insert the geoPublish disk in the disk drive and open it.

4: Open the geoPublish file by clicking on the geoPublish icon and selecting **open** from the **file** menu, or by double-clicking on the geoPublish icon. A dialog box will appear with the message "geoPublish installed."

5: Select **OK** to return to the deskTop.

B. Next, check for damage (validate):

1: Make sure the geoPublish disk is activated and open to the deskTop.

2: Select **validate** from the **disk** menu. GEOS will check the geoPublish disk for damage, and list any errors it finds. Check both sides of the disk.

NOTE: If GEOS indicates that your geoPublish disk is damaged, first check to make sure it is correctly inserted in the disk drive. Check to see if the disk drive is damaged or misaligned: try validating the geoPublish disk on another disk drive or on one at your local dealer. If the disk is truly damaged, return it to Berkeley Softworks for a replacement. (Our address and phone number can be found in the section entitled "How to Get Help," at the front of this manual.)

C. Make a backup copy:

If your geoPublish disk is not damaged, make a copy of it: refer to "Copying a Disk," in Appendix A. Backup both sides of the disk.

D. Now, make a work copy:

Never use the original geoPublish applications disk to create documents. Instead, make a copy on a blank disk (a work disk). Work disks are fully described in Chapters 2 and 3 of your GEOS User's Manual. There are two ways to make work disks for using geoPublish:

- If you want to copy the entire disk, (again) refer to "Copying a Disk," in Appendix A, "File Features."

- If you want to copy only certain files of your geoPublish disk, refer to "Copying a File to Another Disk," in Appendix A, "File Features."

Work disks should contain the following:

If you own the following:	*Use the following setup:*
A 1541 disk drive only	geoPublish program, geoPublish data file, fonts needed, geoWrite data files, Photo Scrap or Photo Manager/Albums as needed, Libraries (see Appendix G: Disk Contents for which Libraries to copy to your work disks. The type of library you select depends on whether your printer is an 80, 72, or 60 dpi)
1541 and RAM disk	Setup 1: RAM disk: geoPublish, geoPublish data file, fonts needed, geoWrite data files, Photo Scrap or Photo Manager/Albums as needed Libraries (see Appendix G: Disk Contents for which Libraries to copy to your work disks. The type of library you select depends on whether your printer is an 80, 72,

or 60 dpi). Real disk: used to save
geoPublish data file and geoWrite data
file.

Setup 2: RAM disk: geoPublish,
fonts needed, Photo Scrap or Photo
Manager/Albums as needed
Libraries (see Appendix G: Disk
Contents for which Libraries to copy
to your work disks. The type of
library you select depends on whether
your printer is an 80, 72, or 60 dpi).
Real disk: used to save geoPublish
data file and geoWrite data file.

Once you have installed geoPublish, checked the disk for damage, made a
backup copy and a work copy, remove the geoPublish disk from the disk
drive and place a write protect tab on it. As with all disks, store them in a
safe place.

You are now ready to use geoPublish!

Chapter 2: Introduction

What Is Desktop Publishing?

Desktop publishing is the computer industry's answer to a lot of the gruntwork needed to produce a newsletter, magazine, or book (or any document you plan to produce professionally). It is a series of shortcuts which take you quickly and efficiently through each phase of the production process, thus allowing you more time for creativity, and less time for nitpicking details.

The savings do not stop there, either: desktop publishing is far less expensive than traditional methods of publishing, and even more so when you consider its many advantages.

Suppose you are the publisher of a small newsletter. Consider each phase of the production process, and compare how desktop pubslishing saves you time and money, and at the same time enhances your production tools.

You sit down and plan your newsletter's layout

In both traditional and desktop publishing, the first thing you do is sit down with paper and pencil and sketch out an outline roughly the size of each article and illustration you plan to include in your newsletter. In traditional publishing, however, you cannot plan in detail. You can only roughly guess the actual size of each article. You may waste a lot of time because of unforeseen problems you could encounter later on. If you have a small budget, you are limited in design techniques. Readers today are becoming spoiled: they expect their publications to look good.

In desktop publishing, however, the planning process has more flexibility. Using your sketch as a reference, you can plan in detail. You can place the actual text on the screen if you wish, or you can use a graphics toolbox to create geometric shapes to give you a quick, rough idea. Change and manipulate the objects on the screen as often as you like; you needn't worry about creating a mess.

In the desktop publishing planning process, you have the time and techniques to experiment more. Shifting blocks of text around, changing point sizes, typefaces, and graphics are all accomplished with a simple click of a mouse button. You can use graphics as well: patterns, borders, halftones, rectangles, polygons, circles, and lines are all readily available.

Furthermore, you can move these objects in front of or behind one another. And because it is all so easy, you can be as creative as you like.

Because you get an exact idea of text and graphics placement — and how the newsletter will really look — you avert a lot of the problems you encounter in traditional publishing when you are planning your layout.

In desktop publishing, planning your newsletter is a most enjoyable phase.

Then you typeset your copy

With traditional publishing, you have to type each document twice, once on a word processor (or, ugh, typewriter), then again when it is typeset. If you go to a professional typesetter, this can be expensive and time consuming.

If you want headers with large typesizes, and if you are really limited in your budget, you may have to resort to press-on type, which is messy, time consuming, and irksome to handle. You are also limited in typefaces and point sizes, even if you are using a professional typesetter. If you want a certain article done in a variety of typefaces and point sizes, so that you can choose the best one, the typesetting costs will climb.

By the time you reach the typesetting phase in desktop publishing, you have already accomplished a lot. If your documents are in a geoWrite file, you need not reenter them again. Using a couple of commands, you simply place the geoWrite file onto the geoPublish layout page; you can format the text as needed. You can alter typefaces, and point sizes easily and quickly, and the results are instant. What you see is what you get.

Next you head for the layout boards

In traditional publishing, once you get a typeset copy of your newsletter articles (galleys), you need to cut and paste them onto layout boards. Here, you may encounter the unforeseen problems briefly described earlier. Text may be too short or too long. The typeface may look inappropriate for the tone of the article. Had you only used a larger point size....

Also, it is messy and, again, time consuming. Borders, particularly thin ones, may not stay in place. Once you place halftone overlay onto the page, removing it could tear the text or illustration underneath. Depending on the wax you use, things may shift around on the page. In addition, you need a layout artist who knows what he or she is doing if you want high quality work.

In desktop publishing, the "paste-up" phase occurs when you use your desktop publishing program to assemble the elements of each page into a suitable layout.

You can use graphics to create some stunning visual effects. You can create a lot of the artwork on your own, instead of buying art or hiring an artist. Borders, normally a pain in traditional publishing, are created and changed in seconds — and they will never appear crooked in a printout. Halftone overlays are no problem, either. geoPublish gives you a variety of patterns you can use to fill in most geometric shapes. Do so quickly and easily, and experiment as much as you like. You can even move text or graphics in front of or behind one another, or make them transparent or opaque, further enhancing your layout design.

Details such as page numbers are handled easily by desktop publishing programs such as geoPublish. You need never worry about misnumbering pages, nor inconsistent placement, nor their falling off the page. The same is true for any text or graphics, such as headers and footers, which you may need to place on all pages of your publication. Enter them all at once on a special instruction sheet (which geoPublish calls a "master page"); they will be placed automatically on all pages of your newsletter.

And that's another nice thing about desktop publishing — you can make major changes, and in a variety of ways, at any time you need. As mentioned before, what you see is what you get — right away.

The next stage begins when you print out your work. To get a printout, you can use a laserwriter or other printer to print out your newsletter. It will "read" all the text and graphics, and reproduce them in seconds. It will reveal any errors you may have made; you can adjust such errors easily. If you do not own a laserwriter, you have access to one: there are services (over QuantumLink) that will print out your work.

By the time you actually paste the final printout onto a layout board, you have averted a lot of the problems you would normally encounter in traditional publishing. You have an accurate measurement of the size of each article and its accompanying graphics, and you have adjusted the appearance of your text and graphics just the way you want them. Because you have already done most of the layout work on the screen, you have fewer elements to paste onto the layout board by hand.

And finally, off to the printer

In both traditional and desktop publishing, "printing" usually occurs in two stages. Once the layout boards have been prepared, many small publishers will photocopy them once. A photocopy is often the best way to reveal all the smudges, shadows, and mistakes you did not notice earlier.

In desktop publishing, a photocopy will reveal a cleaner layout than one produced by traditional methods.

So you conclude...

Whether you are the publisher of a large magazine or a small newsletter, the benefits of desktop publishing are such that you win out in a variety of ways. The result is a polished, professional looking document, which, by the way, you had fun producing.

Now that you know something about desktop publishing, let us introduce you to geoPublish.

What You Can Accomplish with geoPublish

geoPublish is a full-featured desktop publishing program that enables you to quickly and eaily create multi-columned documents that mix text and graphics created in geoPublish and other GEOS applications. It is ideally suited for producing newsletters or text pages in more than one column.

How geoPublish Works

The entire geoPublish process begins with two components: a geoWrite file, and a photo album containing graphics you created with the geoPaint, Newsroom, PrintMaster, and Print Shop graphics program. When you decide to create a newsletter using a geoPublish document, you will (roughly) follow these steps:

1:   Create most of the needed text in any version of a geoWrite file (or use the Text Grabber to convert a non-geoWrite file.)

2:   Create most of the needed special graphics by using most GEOS graphics programs.

3:   Open a geoPublish document. You will work on one page at a time.

4:   Go to the Master Pages mode, which you will use to create anything you need to have duplicated on all pages of the document (such as page numbers, headers, and footers).

5:   Go to either Page Layout mode or Page Graphics mode. Use Page Layout mode to import the files your created earlier, and use page graphics mode to create original text (such as headlines) and graphics, and to import bitmap graphics whose appearance you wish to vary.

6:   Once you have text and graphics in place, use the two modes, page layout and page graphics, to combine images. For example, you can create a rectangular border, fill it in with a halftone pattern, place the geoWrite file you imported on top of it, and top it off with a headline. As you manipulate images, you can move them in front of behind one another as often as you like.

In addition to one or two master pages, a geoPublish document consists of up to 16 pages. If your document is more than sixteen pages, and if the pages are numbered, you need not worry. The page numbering for subsequent documents can be resumed where you left off. The master page or page layouts on which you worked so hard can be saved into a special library, which you then can copy into other documents. Let us look at geoPublish's features in more detail:
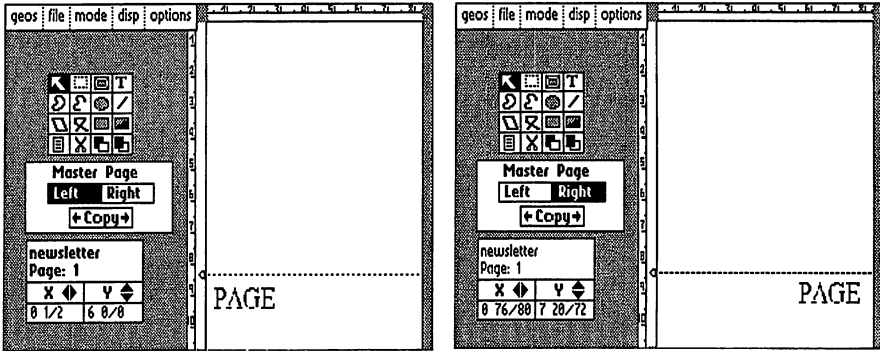
The Master Pages
A **master page** is a special instruction sheet you will use to place items that you need to have repeated on all pages. It works much the same way as the header and footer commands you use in geoWrite 2.1. Use the master page to create page numbers, headers, footers, any other original text or graphics, and to import bitmaps. In addition, use the master page to determine the size of your document. Note that the master page itself does not print out with your document; it is only an instruction sheet.

In Master Pages mode, you create original text and graphics. You cannot import a geoWrite file, but you can import bitmap images. The toolbox you use in this mode is the same as the toolbox you will use in Page Graphics mode. (These terms will be described shortly.)

You have the option of using one or two master pages. If your document is to have differences in the right and left pages (for example, you may wish to have pages numbers appear near the outside border of all pages), use two master pages. If all the pages of your document are to appear uniform, use only one master page. If you decide to use two master

pages, you have the option of having the first page of the document appear on the right or left page.

Suppose you are creating a newsletter entitled *Hawking*, for followers of that ancient and rarely practiced sport. You decide to have a horizontal line at the bottom of each page, with the page numbers just below it. However, you wish to have the page numbers appear on the outside margin. The two master pages you create could appear as follows:


If, however, the page numbers (and any other master page text or graphics) for *Hawking* are to appear in exactly the same place for both left and right pages, you would need only one master page.

Once you exit Master Pages mode, you enter the individual pages of your document.
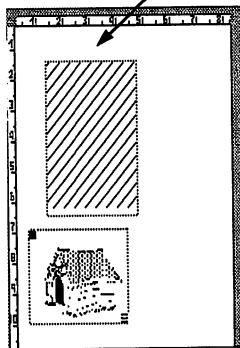
The Individual Pages of Your Document
Once you have entered the first page of your document, you have the choice of operating in two modes: page layout mode or page graphics mode. Each page of your document operates in these two modes. It is easiest to view them as two layers:
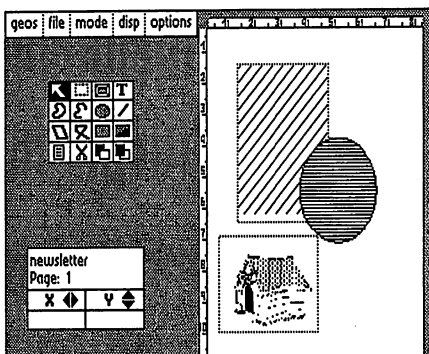
Page Graphics Mode
Page 1
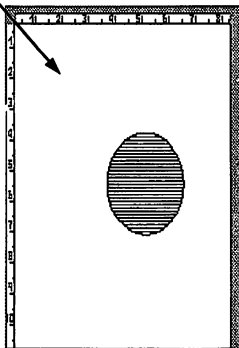
Page Layout Mode
Page 1

You work with the images you created or imported to design your
newsletter. Don't think of Page Layout and Page Graphics as separate
pages; they apply to each page of your printed document. You can view
both modes combined, as in the following:

Page Layout Mode

You use **Page Layout** mode to import text from a geoWrite file, or
graphics (bitmaps) from geoPaint. There are no original creations here,
only the items you have brought in from other files.

If the text file you wish to import is not a geoWrite file, you can use the
Text Grabber program (which comes with your geoPublish package) to
convert it to a geoWrite format. You can import any version of geoWrite;
once you do, geoPublish converts it to a 2.1 version. This is handy for
you, since the 2.1 version of geoWrite has features not found in the earlier
versions.

If you have the Graphics Grabber program (it comes with the Desk Pack 1 package), you can import PrintMaster, Print Shop, and Newsroom graphics.

Before you import text or graphics, you *should* make a backup copy of the files you plan to use; geoPublish uses the actual files, not copies.

IMPORTANT: Once you exit geoPublish, the geoWrite files you placed in your geoPublish document have been converted to a 2.1 version of geoWrite. If you wish to use this file independently of geoPublish, you will need a 2.1 version of the geoWrite application. Alternately, save a copy of the original text file before importing.

Once you have imported a geoWrite file, and if you decide to change it, you can do so by entering the **Editor** mode (listed in the **modes** menu). Though the editor works as a word processor, you cannot use it to create independent documents. It is designed to let you edit the document you placed in your geoPublish file. Note that the editor uses many of the same features found in geoWrite 2.1.

If you wish to import a graphic, you need to place it in a Photo Scrap or Photo Album first. You cannot place the graphic itself. For example, if you have a series of graphics you would like to place in *Hawking*, you would do the following:

1:    Place the desired images into a Photo Album.

2:    Copy the Photo Album onto your geoPublish work disk.

3:    Open the geoPublish file you need, and decide where to place the first graphic.

4:    Select the Photo Manager, and place the first graphic you need into a Photo Scrap.

5:    Copy the Photo Scrap onto the current geoPublish page.

Once you have imported files in page layout mode, you can place these files (called **regions**) on top of one another, by using the **Move-to-front** and **Move-to-back** tools. For example, suppose you wish to place a text region in front of part of a bitmap region. If you place a bitmap as follows:
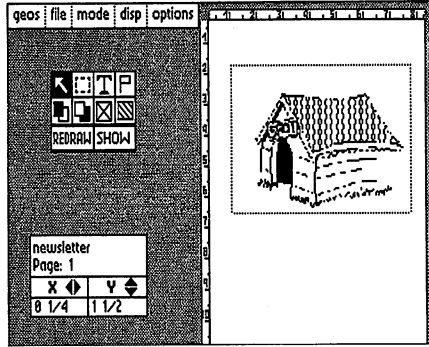
You can place a text region on top:
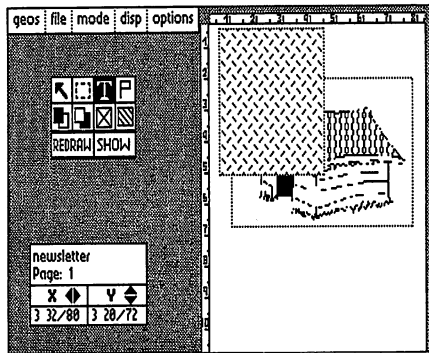
However, moving the text region behind the bitmap region is no problem:
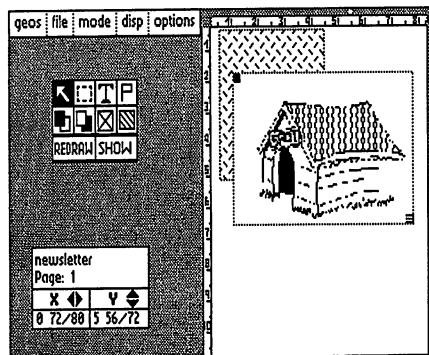
Page Graphics Mode

If you wish to create graphics or text, go to **Page Graphics** mode. As with Page Layout mode, you can import bitmaps. However, you have the option of changing the bitmap's appearance in a wider variety of ways, such as altering the bitmap's pattern. Note that when you select Page Graphics, the toolbox changes. Note also that it is the toolbox you use to create master pages.

The text you create can be headlines, for example. (You shouldn't try to enter an entire article in this mode; it is far easier to import a geoWrite file.) The graphics you can create are lines, circles, ellipses, arcs (splines), rectangles, or rectangles; once you have created these, you can fill them in with a variety of patterns. Use the Page Graphics mode to create borders, halftones, and diagrams.

As with the regions you opened in Page Layout mode, you can move your page graphics creations in front of or behind one another. You can stack a series of images in layers, just as with Page Layout mode, to create some interesting effects.

The Libraries

Once you create a master page or page layout design you need duplicated in other documents, you can copy it into a special **library**. The library works much like a text or photo album: you copy the contents of the current page into a separate file (called a **library entry**), which you will name. You can collect as many as 32 entries per library. When you enter a geoPublish document, you can copy the contents of the library entry you created earlier onto the current page. If the disk on which you are working does not contain a library file, you can create a library file when you need.

If desired, you can use any of the sample master pages or page layouts that come with your geoPublish package. To see what these samples look like, see Appendix I, "Sample Library Entries."

When you have the deskTop displayed on the screen, and if you have created a library file, you will see that file icon — either it will be a Master Library or a Page Layouts Library — displayed along with the other file icons on your work disk. As needed, you can copy these library files onto other geoPublish work disks.

Special Tools

As you create images on the screen, you will need to use measuring tools to ensure accuracy and easier placement of your page elements. For example,

you can use the keyboard cursor keys when you need to be extra careful in positioning the pointer on the screen, or you can use other keyboard keys for the kind of shortcuts with which GEOS users are already familiar.

With geoPublish, you can create invisible grids (snap guides or ratchets) or change the gutter (i.e., the margin) measurements of text or bitmap regions. You have the option of setting up grid lines to your own specifications, or you can use one of the two grids supplied by geoPublish.

When you create a grid, and if you move the pointer over the current page, the invisible points of the grid will pull the pointer towards the closest grid point. Then, when you select a spot and begin drawing, the pointer will automatically pull towards a predetermined place. For example, suppose you set up gridlines at every square inch on the page. Then you decide to draw a square in the upper right corner. As you move the **Rectangle** tool's cross-hair pointer onto the screen, the grid lines you set up will pull the pointer — just slightly — towards the nearest gridline. This way, you can let geoPublish place the rectangle's cross-hair pointer in place for you. All you do is click and draw.

Another measuring tool is the guideline, which you create in the master pages mode. Though it does not have the magnetic pull of the snap guides or rachets, it is used to help you make decisions regarding the placement of elements on the current page.

If you wish to view only certain features of the current page, you can turn on or off their display. You have the option of turning on or off the display of certain graphics, master page guides, text created with the graphics toolbox, bitmap regions, and region borders.

Furthermore, you can move easily around your document either by moving to the next or previous page, or by selecting the destination page number.

Managing Files
As with other GEOS applications, geoPublish comes equiped with the file management commands with which you are so familiar: **update, recover, rename, print, close,** and **quit.** Note that the **file** menu contains two additional items: **library,** which was described earlier, and **doc setup,** which enables you to change the number of master pages you are using, decide whether to have the document begin on the left or right pages, and change the document's beginning page number.

Chapter 3: geoPublish Tutorial

This chapter is a hands-on tutorial. It is designed to get you working with geoPublish quickly, while familiarizing you with many of its tools. It will walk you, the new geoPublish user, through the complete design, layout, and printing of a sample document. Don't just read this chapter. Use it! Sit down with your Commodore computer, place this manual beside you (it's spiral-bound, so it lays flat), and actually follow along with the tutorial. When you finish this chapter, you will have created a sample geoPublish document, and you will be ready for the following chapters which teach you how to design your own.

Once you have completed this tutorial, you will know the following:

- How to prepare a work disk
- How to plan a page layout
- How to enter geoPublish
- How to create a master page
- How to use guidelines
- How to import text and graphics
- How to create text and graphics
- How to use the measuring tools
- How to print the document

Document Disks

geoPublish works best when there is only one geoPublish document to a disk. If you have one disk drive, you will need a work disk which contains the geoPublish application, desk accessories such as the Photo Manager, and any font files, in addition to any geoWrite text files or bit-mapped images you will want to use in your geoPublish document. With one disk drive, the same disk is used for both geoPublish and your data. With two disk drives, you can keep geoPublish, desk accessories, and fonts on one disk while creating separate "document" disks for each geoPublish document.

For the purposes of this tutorial we will only use one disk drive. If you have two disk drives (or an REU), follow this tutorial as if you had only one, keeping in mind that you could split geoPublish and your data between two drives.

The Sample Work Disk
Copy the following files onto a work disk: the geoPublish program, Text 1, Text 2, and the Photo Scrap. If necessary, refer to "Copying a File to Another Disk," in Appendix A, "File Features."

Once you have created the sample work disk, you will be ready to begin learning geoPublish.

Our Sample geoPublish Document

The scenario: you work for the Crusty Bread Bakery, a small, fast-growth company in the burgeoning speciality bread market — odd-shaped birthday cakes, square donuts, and five-foot croissants. The board of directors has decided that a company newsletter is in order, and they have assigned you the task of publishing the first issue.

So, in between geoCalc accounting sessions and geoPaint cake design, the company's Commodore will soon be running geoPublish.

A. Sketch Out Your Ideas

The first issue of *The Jelly Roll* (the official name of the Crusty Bread newsletter) will have two articles and one bitmapped picture; they are the files Sample Text 1, Sample Text 2, and the Photo Scrap on your work disk. The text files are normal geoWrite documents and the photo scrap is a bitmapped image cut from geoPaint.

Before you actually begin a new geoPublish project, it is a good idea to sketch your layout ideas on paper. This way you will always have something to reference when making design decisions, and you can try out rival ideas quickly and easily. Of course, if you get all the way to the printing stage and there is something you want to change, it is a simple matter to make the modifications right in geoPublish.

The following sketch shows the layout ideas for *The Jelly Roll*:
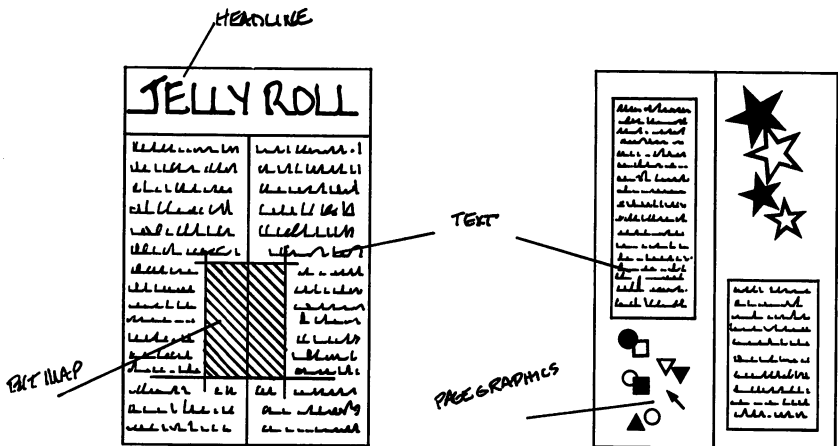
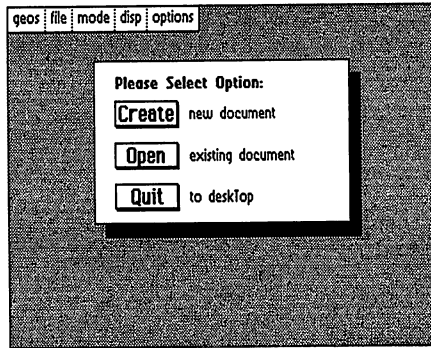## B. Open geoPublish

Now you are ready to create your first geoPublish document, which is much like creating any GEOS document:

1: Insert your sample work disk into the disk drive.

2: Open the work disk so that the deskTop is displayed on the screen.

3: Open geoPublish either by double-clicking on its icon, or by clicking once on its icon and selecting **open** from the **file** menu.

4: geoPublish will load and display the following dialog box:


```
geos | file | mode | disp | options

            Please Select Option:
            [Create] new document
             [Open] existing document
             [Quit] to deskTop
```

5: We are creating a new geoPublish document, so click on the **Create** button. The next dialog box will appear, asking for a valid file name for the geoPublish document.

6: Type in **Jelly Roll** and press ⌐RETURN⌐ .

NOTE: If you make a mistake, press ⌐INST/DEL⌐ to back up, then retype your entry.

geoPublish will create an empty document file named **Jelly Roll** on your work disk. We are now ready to begin building our newsletter.
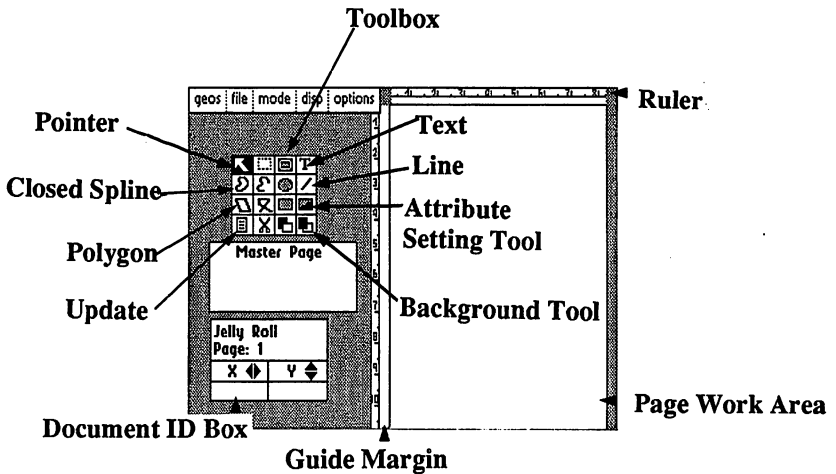
C. Build the Master Page

The first step in creating a geoPublish document is building the master page. The master page is like a blueprint or template; it is where you establish the basic look and format of your document. Any graphics (lines, boxes, text, etc.) you place on a master page will be repeated on every page of your document.

Master pages are also where you set up guidelines. Guidelines are dashed horizontal and vertical lines you set on the page as reference and alignment marks. They appear on each page as you layout your document but do not show up in the final printout.

Select Master Page Mode
Right now we are in Page Graphics mode, the mode geoPublisher defaults to when you open or create a document.To enter Master Page mode, select **master pages** from the **mode** menu. You will see the following screen:

Toolbox

Pointer

Closed Spline

Polygon

Update

Text

Line

Attribute
Setting Tool

Background Tool

Ruler

Page Work Area

```
geos | file | mode | disp | options
```

Master Page

Jelly Roll
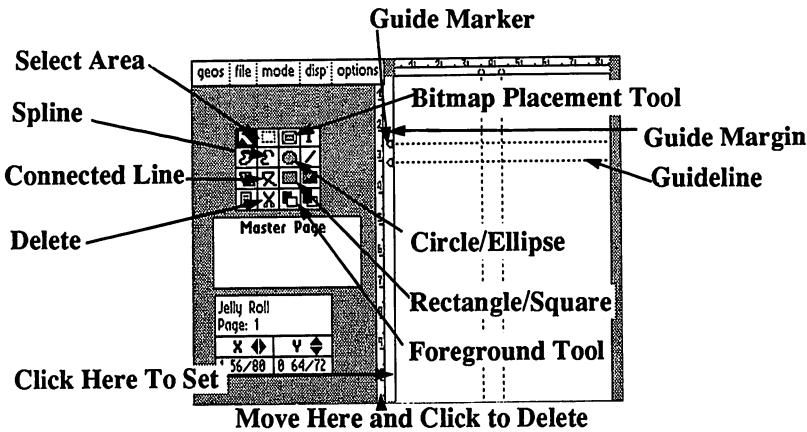Page: 1
X ◀▶   Y ◆

Document ID Box

Guide Margin

Set Guidelines

The first thing we want to do is set the guidelines for the document. The guidelines will help you align your columns, graphics, and headlines as we create the newsletter.

Guidelines appear as horizontal or vertical dashed lines running across the page with a guide marker in the guide margin. You place a guideline by clicking in the guideline margin along the top and left edges of the page. The top guideline margin is for vertical guidelines; the left guideline margin is for horizontal guidelines. You may have up to eight of each on a master page.

You can move a guideline by clicking on the guide marker. The guideline will disappear and you can reposition the guide marker anywhere within the guide margin. Single-click at the desired position to drop the guide marker and redraw the guideline. You can remove a guideline by moving its guide marker into the ruler area and clicking to release it.

Guide Marker

Select Area

Spline

Connected Line

Delete

Bitmap Placement Tool

Guide Margin

Guideline

Circle/Ellipse

Rectangle/Square

Foreground Tool

Click Here To Set

Move Here and Click to Delete

Experiment setting, moving, and deleting guidelines until you feel
comfortable with the operations.

Set the Newsletter's Guidelines

We will now build a master page using the following guidelines:
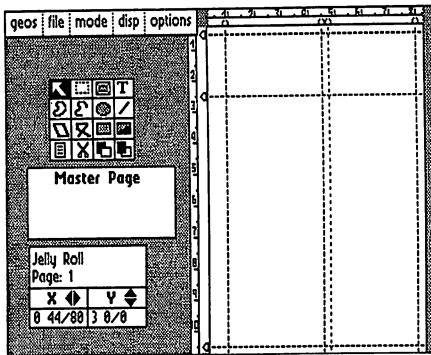
We will use four vertical guidelines for our two columns (one pair for the
left and right edge of each column). Although the columns are the same
width, we will place the left column in farther from the page edge than the
right column; this allows the newsletter to be three-hole punched along the
left edge without clobbering the text. The topmost and bottommost
guidelines delineate the column top and bottom from our header and footer
area. The center horizontal guideline (about 1/3 down the page) is a guide for

Tutorial   3-6

our newsletter title on the front page — we will ingnore it on subsequent pages. Remember, the guidelines will not appear on the final printout.

To set the guidelines for our newsletter, follow these steps:
1:   Set the outside vertical margins at the following positions:

      1"   (left column, outside margin)
      8"   (right column, outside margin)

2:   Now you are ready to set the inside margins. Go to the top guideline margin and click at positions 4 1/2" and 4 3/4". (In other words, place the markers right next to each other.)

3:   Now set the horizontal guidelines at the following positions:

      1/2"   (header margin)
      2-1/2"   (title guide)
      10-1/2"   (footer margin)

You have now set all the necessary guidelines.

Create the Master Page Text and Graphics
Any text and graphics you place on a master page will appear on every page of your document. This is good for setting running headers and footers, folios (page numbers), and any ornamentation you want on every page.

Create a Header
First, we will create a running header along the top of the page.

To create a running header, do the following:
1:   Select the **Text** tool from the toolbox.

2:   Move the cursor into the small area of the page above the topmost guideline. Pick a position along the top of the page for the header and click to choose the starting point for the text. A dialog box will appear, asking you to type in the desired text.

3:   Type in the following:

      DATE

Then click **OK**. Where the word **DATE** appears in all capital letters, geoPublish will automatically place the current date, which is set in the Preferences Manager. Because the text is so small, it will only appear as small dots on the full master page.

If you don't like the exact placement of the header, it is a simple operation to move it. Practice moving the header to different places.

To move text, follow these steps:
1: Choose the **Pointer** tool from the toolbox. The **Pointer** tool is the arrow-shaped pointer in the upper left corner.

2: Point to the left edge of the header and click once. If you pointed at the correct position, geoPublish will draw a box (called a "boundary box") around the text region to show you selected it:
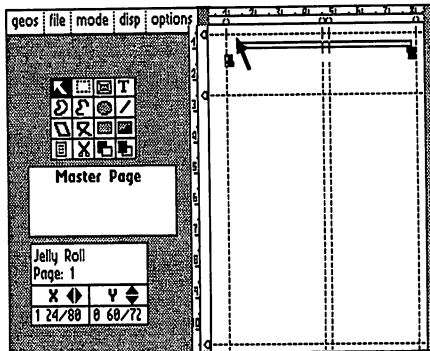
If the boundary box does not appear around the header, click on a different part of the header.

3: In the upper left hand corner of the boundary box is a move button. Click on this button. The text will disappear and the boundary box will become solid.

4: You can now move the text box anywhere within the page. To reposition it, click. The text will be placed at the new position.

Create a Footer
At the bottom of the page, we will place a footer. The footer will simply be a page number. Select the **Text** tool as before, only this time choose a spot

in the lower right (below the bottommost guideline) to place the text.
When the text dialog box comes up, type the following:

- PAGE -

PAGE in all uppercase is a special placeholder like **DATE** — when
printed, it will be replaced with the actual page number of the document.

Create Master Page Graphics

Running vertically in the center of each page we want to have some sort
of graphic separating the two columns of the newsletter. We will use a
vertical line for this purpose.

To create a running vertical column separator, follow these steps:
1: Select the **Line** tool from the toolbox.

2: We are going to draw a vertical line in-between the column
    guidelines. Move to the center of the header guideline along top of
    the page (4 1/2" on the X axis) and click to plant the first endpoint.
    A rubber-banding line will be drawn.

3: Drag the line down until it touches the footer guideline. Ratcheting
    should make this a simple operation. Plant the second endpoint by
    clicking. The line will be entered on the page.
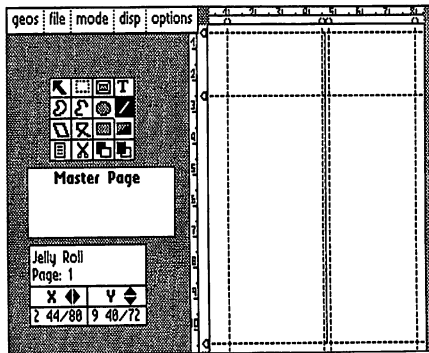
This line will divide the columns on every page unless (as we will
demonstrate later) it is later covered by another object or region.

Master Page Libraries

Once you create a master page which you plan to use often (perhaps each month like *The Jelly Roll*), you can save it in a Master Page Library. geoPublish supports one master page library per disk, and each library can hold up to 32 master pages. Your geoPublish disk contains a master page library to get you started. It contains many useful and interesting sample master pages, which are duplicated in Appendix I, "Sample Library Entries." We will not use this feature here; it is fully displayed in the Master Pages section of Chapter 4.

D. Create a Layout Page

As explained in Chapter 2, the printed pages of your document are created using one of two modes: Page Layout or Page Graphics mode. Now, we will experiment with the Page Layout mode. One of the nicest features of geoPublish is its ability to import a large text document into any set of rectangular regions. The text will be automatically sorted and arranged neatly, even across multiple pages. geoPublish will even flow the text around graphic regions.

Enter Layout Mode

Select **page layout** from the **mode** menu. The screen will redraw and you will see the following:
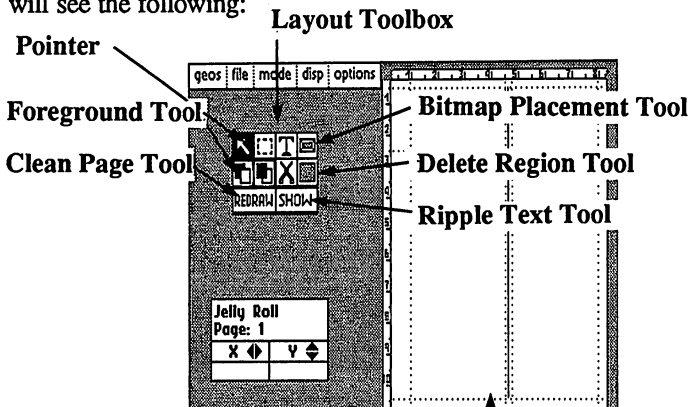
We will begin working with the first page of the document. We can now create regions for our text and graphics, using the guidelines for assistance.

Use the Snapping Feature

Snapping is a feature which causes the cursor to gravitate, or snap, to nearby guidelines. This makes it easy to define regions based on your guidelines. To enable and disable snapping, select **snap** from the **options** menu. When an asterisk (*) is present next to **snap**, snapping is enabled; selecting **snap** toggles its status. You will usually want to disable ratcheting when snapping is enabled and disable snapping when ratcheting is enabled, although they can be used in tandem.
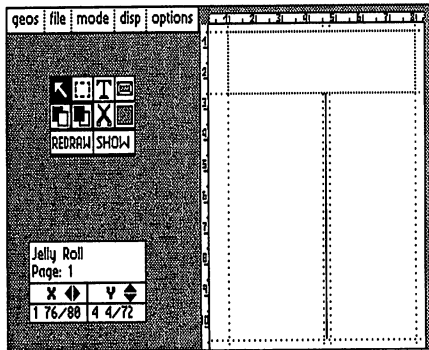
Reserve Space for the Headline

At the top of the newsletter, we want to reserve space for the headline.

To reserve space (define a rectangular region) for the headline, follow these steps:

1: Select the **Open Region** tool from the toolbox. It is the dashed rectangle.

2: With **snap** enabled, drag the cursor into the upper left corner of the page where the header guideline and the outside left column guideline intersect. The cursor should snap to the guidelines. Click here to plant one corner of the region. A rubber-banding box will appear.

Open Region Tool
Background Tool
Text Placement Tool
Clear Region Tool
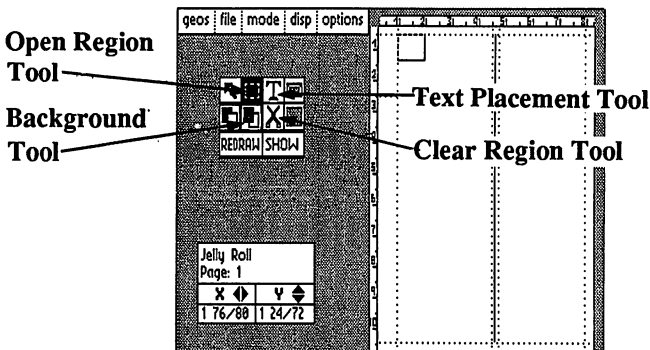
3: Drag the opposite corner of the region box to the point where the outside right column and the headline guidelines intersect. Click here to plant the other corner and define the region.
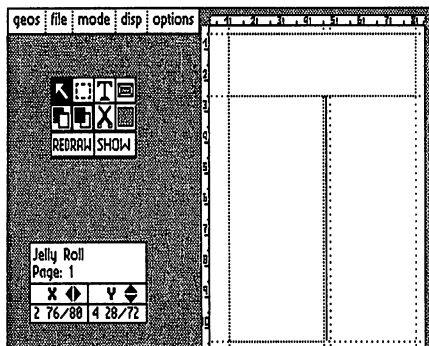
You have just defined a region. If you wanted, you could now import text or a graphic image into this rectangular area. In this case, for the headline, we are simply using the region to reserve space.

Define Text Columns

We define our text columns by reserving a rectangular region just as we did for the headline. The only difference is that we will import text into the region from a geoWrite file.

To define columns for The Jelly Roll, *follow these steps:*
1: With snapping enabled and the **Open Region** tool selected, define a region in the left column area by planting the region in one corner and dragging the rubber-box to the opposite corner, clicking to make it permanent.

2: Do the same operation for the right column.

```
geos | file | mode | disp | options
REDRAW  SHOW
Jelly Roll
Page: 1
X ◆   Y ◆
3 24/80  3 56/72
```
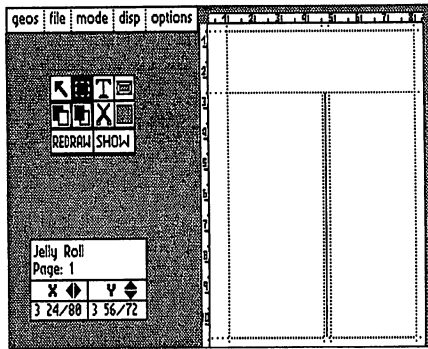
Now that these columnar regions have been defined, we can import text into them.

3: Select the **Text Placement** tool from the toolbox. It is the icon with the large **T**. A dialog box will appear, asking you to select a text file from the current disk:

```
geos | file | mode | disp | options
REDRAW
Text 1          On disk:
Text 2          RAM 1571
                 Open
                 Cancel
Jelly Roll
Page: 1
X ◆   Y ◆
```
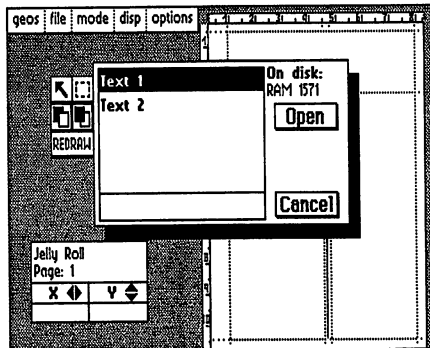
The directory window lists all the geoWrite files on the current disk. You can import any geoWrite file into geoPublish, but it must be on the same disk as your geoPublish document. If there are more geoWrite files than can fit in the directory window, you can scroll

through them by clicking on the scroll arrows. To select a file, click on the file name and then click on the **Open** button.

4:   Select the **Text 1** file by clicking on it. Then click on **Open**. Once you have chosen the **Text 1** file, you must tell geoPublish which regions you wish the text to appear in by clicking inside the regions. We want the text from **Text 1** to begin in the left column, so click within the region you defined there.
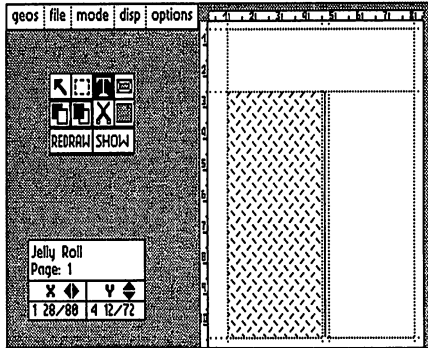
The region will fill with a pattern of broken diagonal lines. This indicates that text has been placed within this region, but not yet rippled. (Rippling is a the function of geoPublish which formats text around graphics, into columns, and across multiple pages.) When the text is rippled, the the region fills with unbroken diagonal lines.

5: Now place **Text 2** in the same manner.
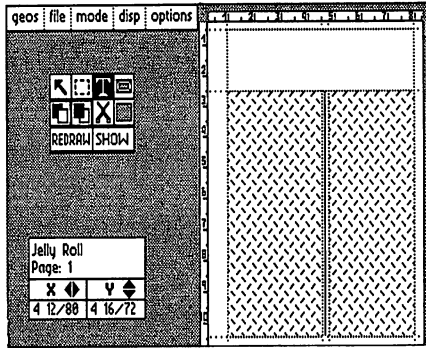
You now have two columns on your front page.

Ripple the Text
Before we can view the text, we must ripple it. The easiest way to ripple text while in Page Layout mode is to click on the **SHOW** button in the toolbox. Do this now. You will see a status message appear above the document ID box while geoPublish processes the request. When finished, the text regions should appear as unbroken diagonal lines.

View the Results
To view what we've done so far, we can enter zoom mode. Zoom mode is a WYSIWYG (What You See is What You Get) display: it shows a portion of your document in all its glory, magnified on the screen as it will appear in the final printout.

To view the first page of the newsletter in zoom mode, follow these steps:
1: You cannot zoom directly from Page Layout mode, so you must first select **page graphics** from the **mode** menu.

2: Once you are in Page Graphics mode, select **zoom** from the **disp** menu. A rectangular box appears over the page:
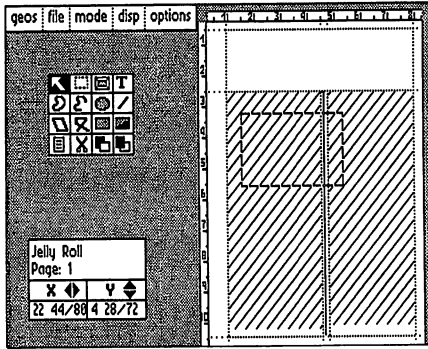
The rectangle defines the area of your page which will be shown in the zoom mode. Move the rectangle to some portion of the page and click to magnify.
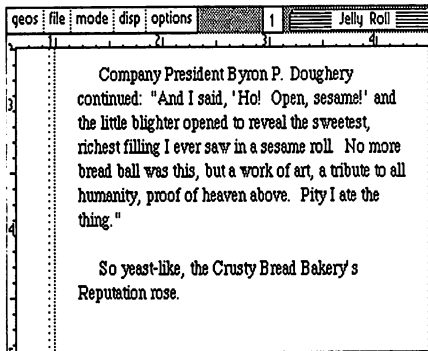
3: You can scroll around your document, to see it in its entirety, by moving the the pointer to the screen edges. The scrolling is eight-directional. Move to the top of the screen to scroll up, the bottom to scroll down, the right to scroll right, the left to scroll left, and the corners to scroll diagonally. When you scroll, the screen will not

actually redraw until you come to a stop by moving the pointer away from the screen edges, or when you reach the edge of the document.

Roam around the sample document until you are sufficiently impressed with geoPublisher's formatting capabilities.

Include a Bitmapped Image
It's a simple operation to import a bitmapped image into our geoPublish document. geoPublish looks for a Photo Scrap on the document disk. Photo Scraps are generated by programs such as geoPaint and can be managed with the Photo Manager. There is a sample Photo Scrap on the disk which we will use.

To add a bitmapped Photo Scrap to The Jelly Roll, *follow these steps:*
1: Leave the zoom display by selecting **preview** from the **disp** menu.

2: Enter Page Layout mode by selecting **page layout** from the **mode** menu.

3: Select the **Open Region** tool and define a region in the center of the page which straddles the two columns. Don't make it too large, or there will not be enough room along the edges of the graphic for text. About two inches on each side would be a good size.
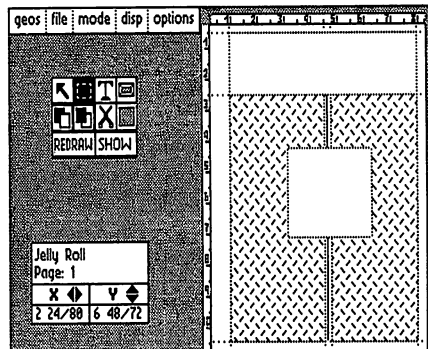
Click on the **REDRAW** button, and you will notice that the text regions on both sides change from an unbroken diagonal pattern to a broken diagonal pattern. This indicates you have made a change which requires the text to be rippled again before it is displayed or

printed. You can ripple the text now if you want by clicking on the
SHOW icon.

4:   Unlike importing text, where you first select the text file, then select
     the regions to place the text into, importing graphics requires that you
     select an empty region prior to requesting geoPublish to pull in the
     Photo Scrap. Select the **Pointer** tool from the toolbox and click
     within the region you just created.

     The region's outline will highlight, and a move button and size button
     will appear in the upper right and upper left corner of the region,
     respectively.
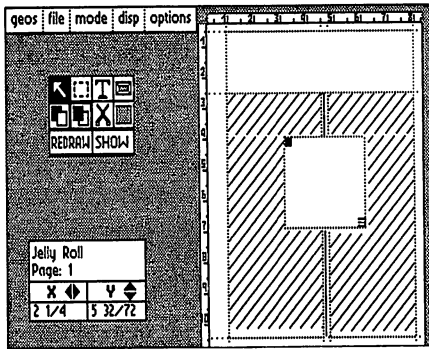
5:   With the region selected, click on the **Bitmap Placement** tool.
     geoPublish will read the analyze the Photo Scrap on the disk and you
     will see the following dialog box:

```
geos  file  mode  disp  options
                    Select format for paste:
                    ▭  Centered in region
                    ▤  Scaled to fit
          REDRAW  ▶▦  Stretched & Scaled to fit
                       ☒ Smoothed
                    ┌─────┐
                    │  OK │
                    └─────┘
Jelly Roll
Page: 1
 X ◀▶   Y ◆▼
2 36/88  5 4/72
```
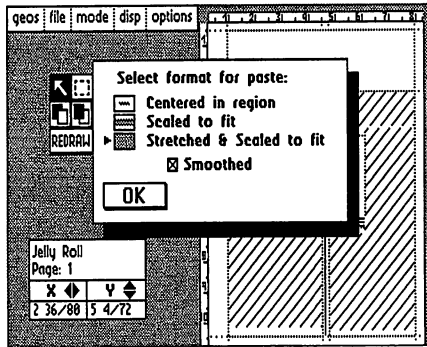
This allows you to tell geoPublish how to handle the graphic image.

6: For our purposes, select the **stretch & scale** option. Also select the **smooth** option. Press **OK**.

The bitmap is now incorporated into your geoPublish document.

E. Create the Page One Headline

At the head of the first page we want a headline with the name of the newsletter. This is why we reserved the top portion of the page.

To make a headline, follow these steps:
1: You first need to enter Page Graphics mode. To do this, select **page graphics** from the **mode** menu.

2: Select the **Text** tool from the toolbox.

3:    Click the pointer somewhere near the center of the box we reserved for
      the headline.
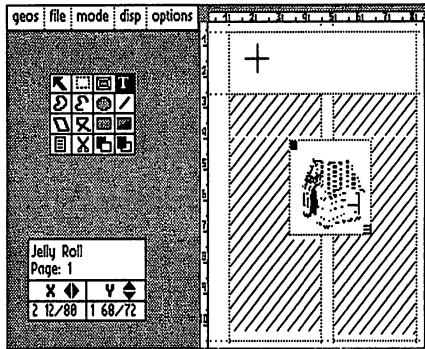
      This sets the initial position for the headline text. The **Text** dialog box
      will appear and ask you to enter the desired text.

4:    Type in **We Rise to Perfection** and click on **Attr**. The **Text**
      dialog box will be replaced with the **Text Attributes** dialog box:
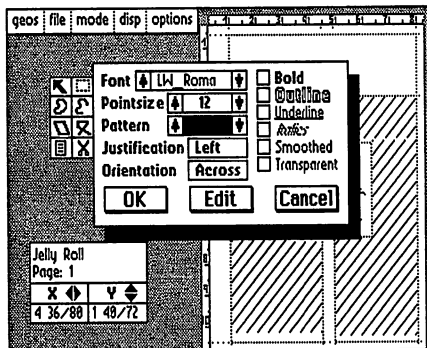
5:    The text options dialog is where you select the font style, size, and
      positioning options. Select the LW Roma font and a point size of **48**.
      Click on **OK** to leave the dialog box.

6:    geoPublish will format the text and place it into your document at the
      point on the page where you selected.

Move the Headline Text

The headline text is probably not positioned exactly in the center, so we will now move it to the appropriate position.

To reposition the text, follow these steps:

1:   Select the **Pointer** tool from the toolbox.

2:   Click on the headline text. A boundary box will be drawn around the text to indicate the selection:

Bounding Rectangle

Move Button

Size Button

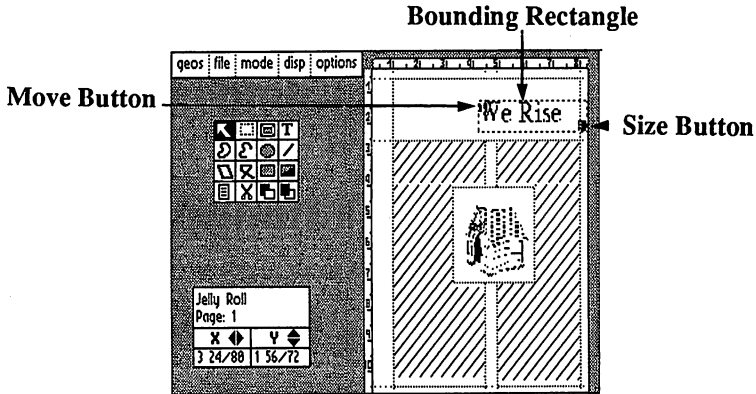In the upper left of the box is the **move** button. The move button allows you to reposition the text. In the lower right of the box is the **size** button. The size button allows you to resize the text.

3:   Click on the move button. The text will disappear and the boundary box will follow the pointer's movement.

4:   Reposition the text in the appropriate spot within the headline space and click. The text will be redrawn in its new position.

Add Line Graphics for the Headline

To clean up the overall appearance of the front page, we want to draw a line separating the headline from the articles.

To separate the headline and the articles with a horizontal line, follow these steps:

1:   With snapping enabled, select the **Line** tool from the toolbox.

2: Move the pointer to the point where the headline guideline and the left column outside margin guidelines intersect. Click here to plant the first endpoint of the line.

3: Stretch the rubber-banding line horizontally across the page (along the headline guideline) to the point where it intersects the right-column outside margin guideline.

4: When the line is a suitable length, click.

F. Now for Page Two

Now that we have layed out most of the first page of our newlsetter, we can move on to the second page. Later, to show how easy it is to make changes and additions with geoPublish, we will come back to page one.

Create the Second Page

geoPublish can handle up to 16 pages in any one document. Each page is independent, but text will automatically flow across pages into the columns you specify. This makes it easy to start an article on one page and finish it on another — even if it skips across multiple pages. geoPublish will sort the columns and ripple the text into them.

To create the second page, follow these steps:
1: Select **next page** from the **options** menu.

2: You will see the following dialog box:
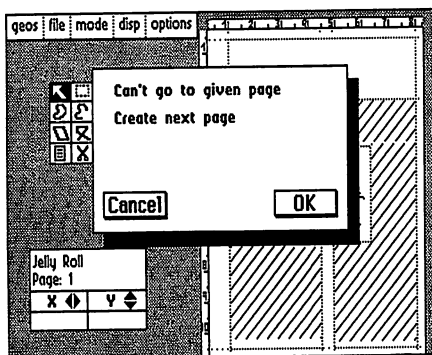
This dialog is telling you that page two does not yet exist and is asking if you would like to create it. Select **OK** to create page two.

geoPublish will create the second page, the screen will clear, and you will be placed in Page Graphics mode on page two. The page indicator in the document ID box will change from 1 to 2.

Start Page Two Layout
Page two layout will involve the same actions that you performed while laying out page one. Each page can have a unique layout, although most will conform to the pattern and style you establish on the master page.

Page two will have the continuation of the two articles we placed on page one. Since the articles themselves won't consume the entire page, we will take a little artistic license and fill the empty space with some ornamentation.

To set the columns for page two, follow these steps:
1:   Select **page layout** from the **mode** menu.

2:   Make sure snapping is enabled.

3:   Select the **Open Region** tool from the toolbox.

4:   Open a text region along the left column guidelines. It should extend from the 1/2" mark to the 6" mark (vertically). Don't extend it down the entire page; we will place graphics in the lower portion of the column.
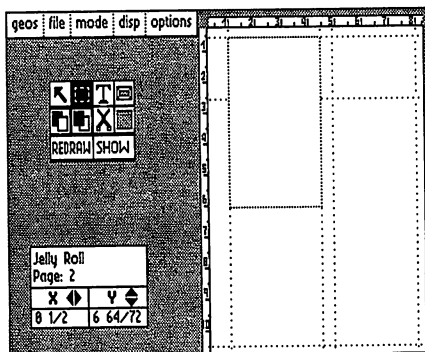
5:   Open a second text region along the right column guidelines. It should extend from the 4" mark to the 10-1/2" mark (vertically). We will place graphics in the upper portion of this column.
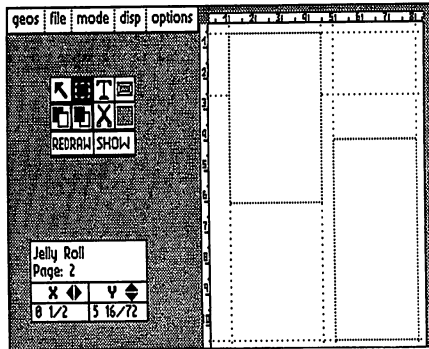
Flow Text Into Page Two

Now that if the column regions have been defined for page two, we can import text into them. If, when we select the text file, the same file is used on page one, geoPublish will recognize this as a continuation and any text in the article which won't fit on the first page will be placed here on the second.

To import text into the regions we just defined, follow these steps:
1:   Select the **Text Placement** tool from the toolbox.

2:   When the dialog box comes up, select **Text 1** and click **Open**.

3:   Click inside the left column region. It will fill with broken diagonal lines to indicate you have just imported text into the region.

4:   Select the **Text Placement** tool once again.

5:   This time, when the **Text Placement** dialog box comes up, select the **Text 2** file and click on **Open**.

6:   Click inside the right open region. It too will fill with broken diagonal lines to indicate you have just imported text into the region.

Your page should now look like this:
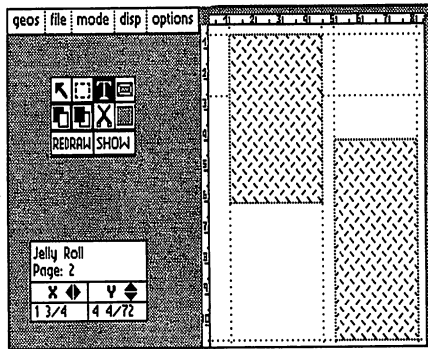
If you want, you can now click on the **SHOW** button to ripple the text. Just to be sure geoPublish works as advertised, you might even want to zoom in on the document to see how it continued the columns from page one.

Add Ornamentation
Page two still has two rectangular areas (lower left and upper right) which are empty. We will now use some graphics to make the page more visually interesting.

To begin, select **page graphics** from the **mode** menu.

Outline Text Regions

To place rectangular outlines around the two text regions, follow these steps:
1:    Select the **Rectangle** tool from the Page Graphics toolbox.

2:    Click to place the first corner of the box.

3:    Drag the rubber-banding box to the opposite corner of the text region. Click once again to set the rectangle.
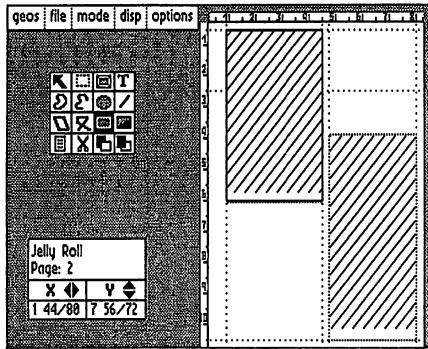
4: In the same manner, draw a rectangle around the second text region.

The two text regions on the back page are now outlined.

Draw Some Circles and Lines

Just as an example, we will use some of the other graphics tools to add ornaments to the two empty regions.

To draw circles, follow these steps:

1: Select the **Circle** tool from the toolbox.

2: Move the pointer to one of the empty regions and click once to plant the center of the circle. A rubber-banding circle will appear.

3: As you move the pointer away from the center, the circle will become larger. As you move closer, the circle will become smaller. Select a good-sized circle and single-click to make it permanent.
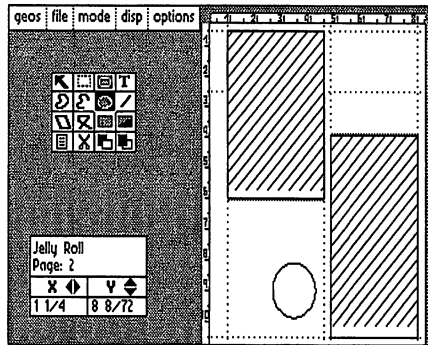
4: Continue drawing circles as you please.

Use the Attributes Tool
The **Attributes** tool enables you to change the appearance of the elements on the current page. Try experimenting with it.

To use the Attributes tool:
1: Click on one of the circles your created. It will become enclosed in a boundary box.

2: Now click on the **Attributes** tool.

3: The **Attributes** dialog box will appear as follows:
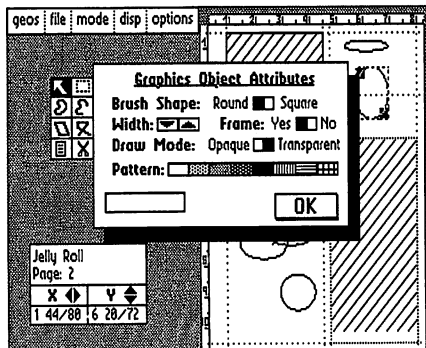
4: Click on any of the attributes listed. When finished making your selections, click **OK**. When you return to your document, note how the appearance of your circles has changed.

These are just simple examples of how you can add graphics to your documents. Later chapters will discuss sophisticated features such as patterned lines and splines (super-smooth continuous curves).

F. Now Print *The Jelly Roll*

Once you have completed assembling *The Jelly Roll* into a presentable newsletter, you are ready to print it out.

1: Select print from the file menu. The following dialog box will appear.

```
geos │ file │ mode │ disp │ options

                    Print...
        From Page [ 1 ]   To Page [ 2 ]
        [ ] Single Sheet   [▨] Tractor Feed
        [▨] Content  [ ] Layout  [ ] Master
            [ OK ]        [ Cancel ]

Jelly Roll
Page: 2
   X ◄►   Y ▲▼
```
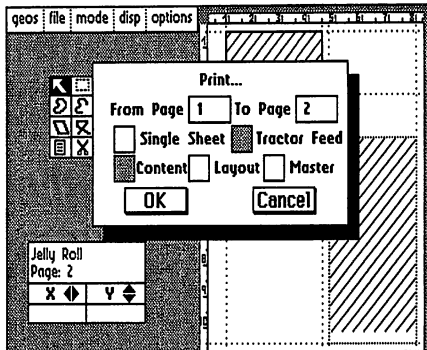
2: You need not change any of the options. You want to print both pages, which are noted in the **page range** boxes. The document will be printed at **tractor feed**, which is set by default. And, since we want a final version of *The Jelly Roll*, you need not change the **Contents** selection.

3: Click **OK**. In a few moments, you will see your first geoPublish printout.

Chapter 4: Using geoPublish
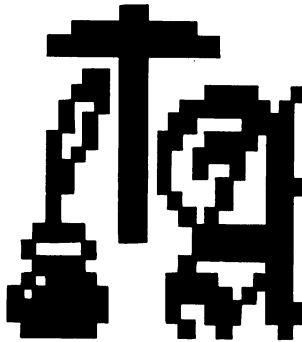
This chapter covers how to use and make the most of geoPublish. The areas covered are:

- How to enter geoPublish

- How to create master pages

- How to create a page layout

- How to create page graphics

- How to use libraries

- How to use the measuring tools

- How to use basic file management commands

The geoPublish Screen

The geoPublish screen is divided into four areas. The **Current Page** appears to the right and is where you will create the components of your document. The **Ruler**, which borders the top and left sides, allows you to make decisions regarding the accurate placement of text and graphics. In the master pages and page graphics mode, the **Toolbox** allows you to create graphics, such as lines, circles, and rectangles. If you are in the page layout mode, the Toolbox is used to import files, whether they contain text or graphics. You can also select groups of objects, delete objects, and move between the foreground and background

The **Command Menu** appears at the upper left corner of the screen. Clicking on one of the menu names displays a sub-menu with several commands from which to choose. Simply click on the command you need. Commands in italics are either inactive in the current mode or indicate that a feature is currently in use. Commands preceded by an * are currently active.

The **Status Box** displays the name of your document and the current page number. It also displays **X** and **Y** coordinates, which refer to the pointer's position on the screen.

Entering geoPublish

There are two ways to enter geoPublish from the deskTop:

• Click once on the geoPublish icon, then select **open** from the **file** menu.

• Double-click on the geoPublish icon.

Once you enter geoPublish, you will be presented with a dialog box displaying three options: **Create new document, Open existing document**, and **Quit to deskTop**. Select one.

Create New Document

1: Click on the **Create new document** button.

2: When the dialog box appears, enter a name for your new document. Press RETURN .

At this point, you will presumably wish to set up your master pages. Go to "Creating Master Pages."

Open Existing Document

1: Click the **Open existing document** button.

2: When the dialog box containing a list of existing documents is displayed, click on name of the document you need. It will become highlighted.

NOTE: If necessary, use the scrolling arrows to move through the list.

3: Click **Open**. geoPublish will open the document you selected.

NOTE: If you have two disk drives and you need to open a document in the other disk drive, click on the **Drive** button once to move to the other drive. If you wish to open a document on another disk, click **Disk**, insert the disk into the disk drive when you are prompted, then click **OK**. Then continue with Step 3.

Only the first fifteen documents can be displayed in the **Open** dialog box window. It is unlikely you will have 15 such documents on a single disk. If you do, rearrange your files on the deskTop to gain access to these other files. If necessary, refer to "Rearranging Files on a Disk," in Appendix A, "File Features."

Select **Cancel** to return to the **Please Select Option** dialog box.

Quit

Select this option to exit geoPublish and return to the deskTop.

Open an Existing Document from the deskTop

Either select the document icon from the deskTop and activate **open** from the **file** menu, or double-click on the document icon.

Creating Master Pages

As explained in Chapter 2, the master pages are simply a set of instructions which determine how your geoPublish document will look. Whatever you place on these pages will appear on every page of your document.

You can create one or two master pages, depending on your needs. If all the pages of your document are to have the same information, you will need only one master page. If, however, you need to have differences in your right and left pages (as in the right and left pages of a book), you need to use two master pages. An example of how right and left master pages could appear might be as follows:
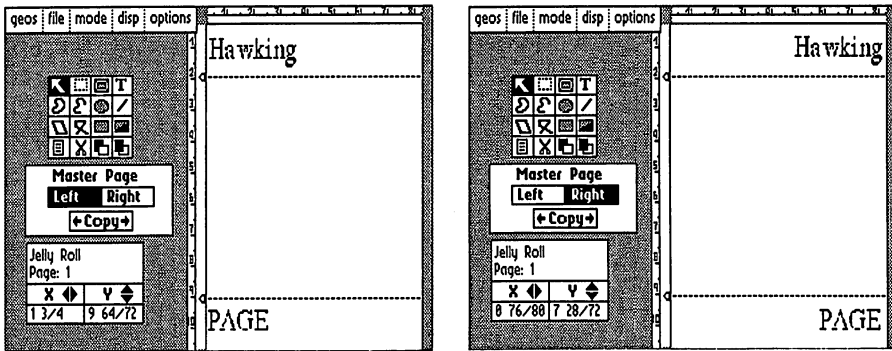
The header ("Hawking") and the footer (in this case, a page number) will appear on every page of your document.

You have the option of having your document begin on the left page or the right page. You also can determine the document's starting page number, a necessary feature in case you have to break a large document into several 16-page files.

And, finally, you can use the **library** command in the **file** menu to save a master page design for use elsewhere. If you wish, you can use one of the sample master pages provided in the Master Library file, and alter it to your needs.

Entering Master Pages Mode

To enter the master pages mode, go to the **mode** menu and select **master pages** (or press **C⁼ M**). The screen will appear as follows:
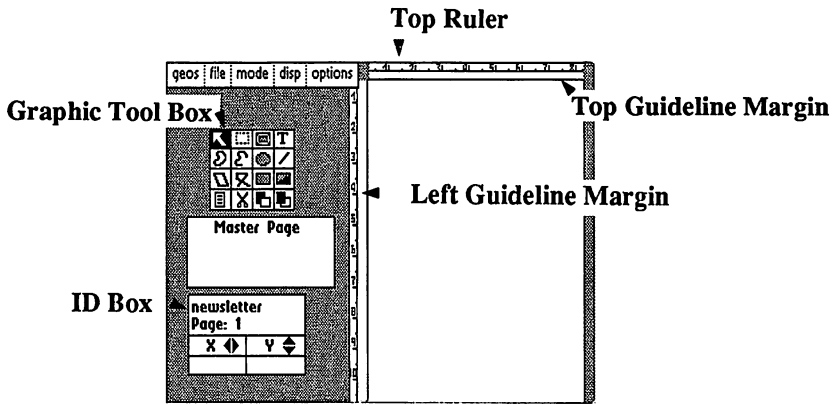
Once you enter the master pages mode, note that you can create text or graphics, and import bitmaps. However, you cannot import a geoWrite file.

Determining the Document Setup

Once you enter Master Pages mode, you will need to determine the basic setup of your document: on what page the first page number should begin, the number of master pages, and whether the document should begin on the left or right side.

To change the document's setup:

1:   Select **doc setup** from the **file** menu. A dialog box will appear.

2:   Click on each field that needs a new value entered, and (if applicable) type in the information you need. (The maximum starting page you can enter is 240.)

3:   When finished, click **OK**.

NOTE: As you work with your document, you can change the contents of the **doc setup** dialog box at any time.

Using Guidelines

Guidelines are a handy measuring tool you can use for accurate placement of text or graphics. Though they are visible on the screen they will not appear on your printed document. You can create horizontal or vertical guidelines.

To create a guideline:

1:   Move the pointer to a guideline margin. To create a horizontal guideline, go to the left guideline area; to create a vertical guideline, go to the top guideline area.

2:   Select a place, using the ruler as a measurement tool.

3:   Click once. The guideline will appear as a dotted line and its marker will appear in the guideline margin.
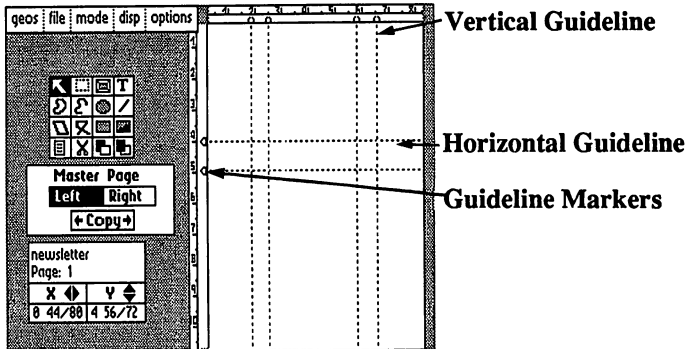
To move a guideline:

1:   Go to the guideline margin and click on top of the guideline marker. It will become attached to the pointer, and the guideline itself will temporarily disappear.

2:   Move the pointer to another spot in the guideline margin and click once to deposit the guideline. The guideline will reappear.

To delete a guideline:

1:   Go to the guideline margin and click on top of a guideline marker. It will become attached to the pointer.

2:   Move the guideline marker on top of the closest ruler and click once. The guideline marker will disappear.

To hide the guidelines:
You cannot hide the guidelines while you are in master pages mode. You can, however, hide the guidelines while in page graphics or page layout mode. To learn how to do so, see "Viewing Modes," under "Special Commands," later on in this chapter.

Determining the Size of Your Pages
The largest page size you can create in geoPublish is 8 by slightly less than 10 1/2 inches. If you wish to have a smaller page size, use the guideline markers to set the page boundaries. When you print the document, use the size paper you need.

Automatically Numbering Pages
Select the place where you would like the page numbers to appear, click on the **Text** tool, and type **PAGE**. If you have a large project that needs to be divided into several files, you can ensure the consistency of page numbering by entering the beginning page number for that file in the **doc setup** dialog box.

NOTE: Use the **Text Attributes** dialog box to alter the style of your text. For details, refer to "Creating Text," in the Page Graphics section of this chapter.

Entering the Date in the Document
You can either enter the date itself, or you can use the date set in the Preference Manager. To use the latter method, select the place were you would like the date to appear, click on the **Text** tool, and type **DATE**.

NOTE: Use the **Text Attributes** dialog box to alter the style of your text. For details, refer to "Creating Text," in the Page Graphics section of this chapter.

If necessary, refer to "Entering the Date and Time in the Preference Manager," in Appendix F.

Entering the Time in the Document
You can either enter the time itself, or you can use the time set in the Preference Manager. To use the latter method, select the place where you would like the time to appear, click on the **Text** tool, and type **TIME**.

NOTE: Use the **Text Attributes** dialog box to alter the style of your text. For details, refer to "Creating Text," in the Page Graphics section of this chapter.

If necessary, refer to "Entering the Date and Time in the Preference Manager," in Appendix F.

Moving to the Other Master Page

To move to the left master page, go to the document I.D. box and click on the **LEFT** button. To move to the right master page, click on the **RIGHT** button.

Copying One Master Page to the Other

Move to the master page you wish to copy, and click on the **COPY** button in the document I.D. box. geoPublish will copy that master page's contents to the other master page, then move to that master page for you. You can alter that page as needed.

Changing the Number of Master Pages

To change the number of master pages, use the **doc setup** command in the **file** menu. Refer to "Determining the Document Setup."

Using the Toolbox

The graphic toolbox enables you to add text and graphics to the master page. It also enables you to move selected regions to the background or foreground. It is the same toolbox you will use in the page graphics mode. To learn how to use the toolbox, see "The Graphics Toolbox."

Special Features

As you create graphic shapes and text, you can use a number of special tools which enable you to magnify part of the page, turn on and off various areas, measure in a variety of ways, and move around the document. To learn how to use these features, go to "Special Commands."

Using the Master Library

You have worked long and hard on your master pages. In fact, you have worked so hard on them — and they are quite good looking — that you would like to use them in other documents. To do so, you can easily save them in library. (Note that geoPublish allows the creation of a library if none exists on your work disk.)

Note also that the Master Pages Library provided on your applications disk contains a number of sample master pages you can use. Once you place them into your document, you can alter them as needed. Refer to Appendix I, "Sample Library Entries."

IMPORTANT: You cannot place a master page into a library if the master page contains a bitmap.

To create a library:
1: Select **library** from the **file** menu. A dialog box will explain that there is "No master page library on disk."

2: Select **Create new library**. The master library dialog box will appear on the screen. If desired, you can enter the current master page into this library. To do so, go to Step 3 of *To create a library entry*, below.

NOTE: You can have only one master library file per disk.

To create a library entry:
1: In the current page area, display the page you wish to save.

2: Select **library** from the **file** menu. The master library dialog box will appear on the screen.

3: Type in a name for the library entry (e.g., "HawkingMast 1") and click on the **SAVE** button.

NOTE: If you do not name the library entry, geoPublish will assign a number to it (e g., "Master 1," "Master 2"). You can save as many as 32 entries per library.

To open a library entry:
1: Display the page where you wish the library entry to be displayed.

2: Select **library** from the **file** menu. The master library dialog box will appear on the screen.

3: Select a library entry and click on it to highlight it.

NOTE: If necessary, use the scrolling arrows to move through the list. Note that an "empty" library entry cannot be opened.

4: Click on the **Open** button. The dialog box will disappear and geoPublish will display the entry you selected in the current page area.

To rename a library entry:
1: Select **library** from the **file** menu. The master library dialog box will appear on the screen.

2: Select a library entry and click on it to highlight it. That name will be displayed below the list of current library entries.

NOTE: If necessary, use the scrolling arrows to move through the list. Note that an "empty" library entry cannot be renamed.

3: Backspace over the name and type in a new name. Press $\boxed{\text{RETURN}}$. The new name will be displayed in the dialog box with the other entries.

4: Click **Quit** or **SAVE** to return to your document.

To delete a library entry:
1: Select **library** from the **file** menu. The master library dialog box will appear on the screen.

2: Select a library entry and click on it to highlight it.

NOTE: If necessary, use the scrolling arrows to move through the list. Note that an "empty" library entry cannot be deleted.

3: Click on the **DELETE** button. The library entry will be deleted.

4: Click **Quit** to return to you document.

NOTE: If you click **SAVE**, geoPublish will not delete the library entry. It will, however, rename it "Master #".

If you have selected the master library by mistake:
Simply click on the **Quit** button. You will be returned to your document.

To use a library entry in a document on another disk:
You will need to return to the deskTop and copy the library file to that disk.

IMPORTANT: If the destination disk already contains a master library, make sure that it does not have the same name as the master library you wish to copy to that disk. If necessary, select **rename** from the deskTop **file** menu to rename the master library file.

Copying the master library to another disk is the same as copying any file to another disk. If necessary, refer to "Copying a File to Another Disk," in Appendix A, "File Features."

Recovering the Current Master Page

Should you decide to reverse the changes you made since the last time the current master page was updated to disk, select **recover** from the **file** menu.

NOTE: In Master Pages mode, the **recover** command applies only to the current master page, not the entire document.

When You Are Finished Creating a Master Page

Once you have created your master pages, you are ready to work on the individual pages of your document. Select either **page graphics** or **page layout** from the **mode** menu. To learn how to use the page layout mode, go to "Creating a Page Layout." To learn how to use the page graphics mode, see "Creating Page Graphics."

At any time you can return to your master pages and alter them as needed. To do so, simply select **master pages** from the **mode** menu.

Creating a Page Layout

As described in Chapters 2 and 3, the Page Layout mode is used to import geoWrite files and GEOS-created graphics (bitmaps) to your geoPublish document. You can import an image from a geoPaint file provided you have placed it into a Photo Scrap. You can import graphics from the Print Shop, PrintMaster, and Newsroom applications if you use the Graphics Grabber application (which comes with the Desk Pack 1 package). Once you import a file, you can change its location on the current page, its sizing area, and even use special commands to "layer" one region on top of another.

Note that when you select page layout mode, the toolbox changes. Its function will be described shortly.

Once you have created a page layout you particulary like, you can save it to a special library.

If you wish to create original text or graphics, you will need to switch to page graphics mode.

Entering Page Layout Mode
To enter page layout mode, go to the **mode** menu and select **page layout**. Another method is to press **C** ⌗ L. The screen will appear as follows:
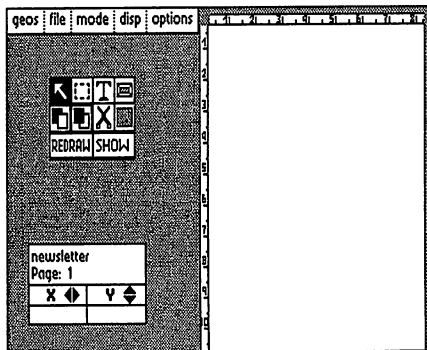
The Layouts Toolbox
You will use this toolbox for most of decisions you make in page layout mode. With the toolbox, you can open a region, place a file in it, move the region around, change its shape, have one region overlap another, clear a

region, and delete a region. The toolbox also enables you to "clean up" the current page.

Before you start to place text or graphics, you may wish to use geoPublish's measuring tools to ensure an accurate placement of your files. If so, refer to "Measuring Tools," in the Special Commands section.
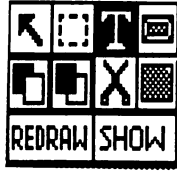
Importing a geoWrite File
You can import any version of a geoWrite file. If you import a version other than 2.1, geoPublish will convert that file to a 2.1 version. A dialog box will let you know that this is happening.

IMPORTANT: Before you import a geoWrite file, make sure you have created a backup of that file.

To import a geoWrite file:
1:   Make sure the file you wish to import is on the same disk as your geoPublish document. Also make sure that all fonts used by the geoWrite file are on the same disk as the geoPublish program.

NOTE: It is also necessary to have all fonts used by the geoWrite file on the same disk as the geoPublish program. If needed, refer to "Copying a File to Another Disk," in Appendix A, "File Features."

2:   Go to the toolbox and click on the **Open Region** tool.

3:   Go to the current page. The pointer will assume the shape of a two cross-hair.

4:   Click once on a corner of the area you need to encompass your region.

5:   Move the cross-hair pointer to the diagonal corner of the area to encompass your region. Click once. You have now created an empty text region. (When a text region is opened, it is "empty" until you place text into it.)
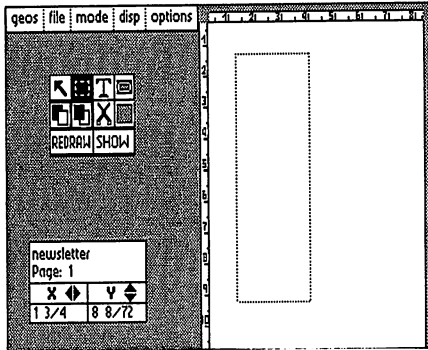
NOTE: To save time, it is best to open all the text regions you will need for the geoWrite file you are importing to the current page. (If needed, you can go to another page as well.) For example, if you are creating a two-column page, open a text region for each column.

6:   Go to the toolbox and select the **Text Placement** tool.

7:   A dialog box will display all the geoWrite files currently on the disk. Click on a name, then select **Open**. You will be returned to your document.

NOTE: If necessary, use the scrolling arrows to move through the list.

If you wish to cancel, click on the **Cancel** button.

8:   Move the pointer to the region you just created, and click once. The text will appear in its original ("unrippled") format. Click on any other empty regions you may have created, whether they appear on the current page or on other pages.

NOTE: If you go to another page while placing text, the text on the current page will be rippled automatically. For the best results, do

the pages in which you are opening a region in numerical order. For example, if the text is going to appear on pages 1, 3, and 5, open the text regions on those pages in that order.

On the current page, text regions are sorted from left to right, top to bottom. Suppose you open four text regions, at each corner of the page. The text will flow from the top left region, to the top right, then to the bottom left, and finally to the bottom right.
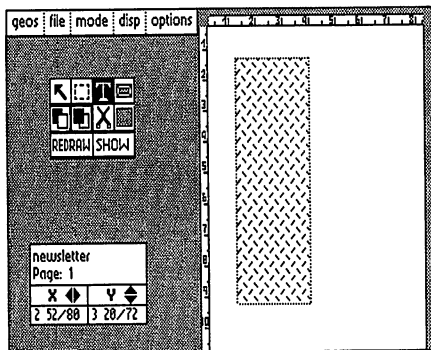
9:   Go to the toolbox and click on the **SHOW** button. The geoWrite file will "ripple"; i.e., it will convert to a geoPublish format.
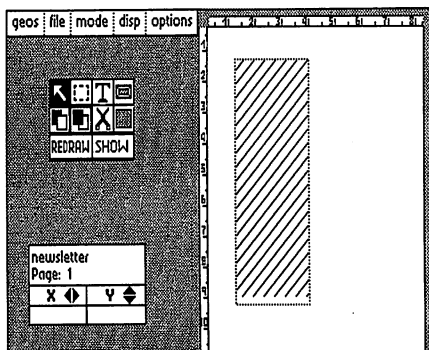
You can tell if all of your text has been placed if the diagonal lines (which represent the geoWrite file in its rippled format) fall short of the text region. If they fill up the last text region you created, you may still have more text to place. Should this happen, you will need to open another region into which to place the remaining text.

To continue placing text:
1: Go to the toolbox and click on the **Open Region** tool.

NOTE: If necessary, select the destination page by using the **options**
menu.

2: Go to the current page and open a region just as you did in Steps 3–5
in the previous section.

3: Now, reselect the geoWrite file you selected earlier, just as you did in
Steps 6–9.

4: Click on the text region you created. The remainder of the file will be
placed in that text region.

To change the text within a region:
You will need to use the editor mode to change text within a region. See
"Using the Editor Mode," later on in this chapter.

When Text is Rippled
Text from geoWrite documents must be rerippled whenever you change the
text region. Such changes include moving, resizing, and clearing a region,
as well as moving regions to the front or back of other regions.

Pressing the **SHOW** button is one way to ripple text. Text will
automatically be rippled when you leave Page Layout mode, close, update,
or exit a document, print the document, or switch to a different page.

Importing a Bitmap Graphic
1: Make sure the bitmap you wish to import has been placed into a Photo
Scrap. This Photo Scrap must be on the same disk as your geoPublish
program.

NOTE: If necessary, refer to Appendix D, "Placing a geoPaint Graphic
into a Photo Scrap," and "Copying a File to Another Disk," of
Appendix A, "File Features."

Note that you can have only one photo scrap at a time on each
disk. You can, however, use the Photo Manager when you wish
to import more than one graphic. Before you import the bitmap
graphic, go into the Photo Manager and place the image you wish
to import into a Photo Scrap. (If necessary, refer to "Using the

Photo Manager," in Appendix E) Then, use the procedures
below to place it in a region.

2:   Open a bitmap region: click on the **Open Region** tool and go to
     the current page. The pointer will assume the shape of a cross-hair.

3:   Click once on a corner of the area you need to encompass your
     region.

4:   Move the cross-hair pointer to the diagonal corner of that area and
     click once to define the bitmap region.

5:   Click on the **Pointer** tool in the toolbox, then click on the region
     you just opened to select it.

6:   Go to the toolbox and select the **Bitmap Placement** tool.

7:   A dialog box will determine how your bitmap will appear in the
     region:
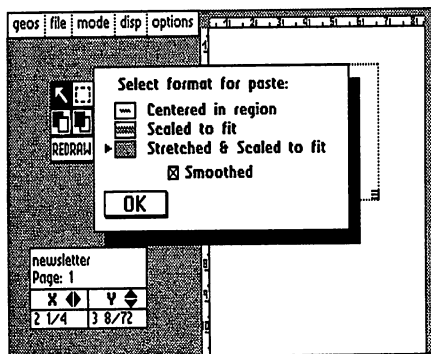
Select either **Centered in region, Scaled to fit,** or **Stretched
& scaled to fit**. If the bitmap is being scaled to a large size,
select **smooth**: this will "smooth" out the edges that lose
resolution when bitmaps are scaled to larger sizes. Select **OK** when
you are finished. The dialog box will disappear, and the Photo Scrap
you selected will be placed in the region you opened.
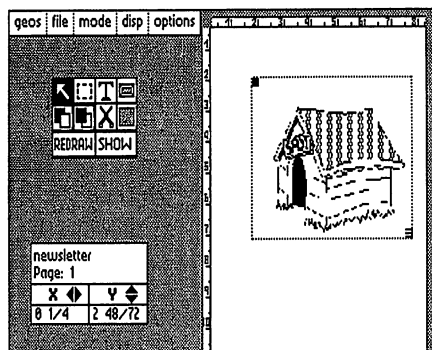
NOTE: If you wish to change the bitmap's drawing mode or pattern, it is suggested you use Page Graphics mode to import the bitmap.

If you select a region that currently contains a bitmap, and if the **Bitmap Placement** tool is already selected, the **Bitmap Placement** dialog box will automatically appear.

Selecting a Region

To select a region, whether it contains text or a bitmap graphic, is easy. Make sure the pointer is selected, then go to the current page and click on the region you wish to select. That region will appear with a box in the upper left and lower right corners; these boxes are used to move and rezise the region.

Moving a Region

Once you have placed text or a bitmap, you can move the region around the current page. Note, however, that you cannot move the region to another page.

To move a region:
1:   Go to the toolbox and select the **Pointer** tool.

2:   Go to the current page and click anywhere on the region you wish to move. A box will appear at the upper left and lower right corners.

3:   Click on the upper left box. The region's outline will become attached to the pointer.

4:   Move the pointer to a new location and click once to deposit it. (Note that a text region's contents do not move.)

5:   If desired, go to the toolbox and click on the **SHOW** button. The
     region's contents will be rerippled to the new location.

Changing a Region's Size

You can change the size of a region as well, whether it contains text or
bitmaps. If you have more than one text region, and if you change the
size of one, the text will readjust itself in the subsequent text regions.
(However, make sure that the new text region size is not so small that
you do not have enough room to place all of your text.)

To resize a text region:
1:   Make sure the **Pointer** is selected, then go to the current page and
     click anywhere on the text region you wish to resize. The move and
     resize boxes will appear in that region.

2:   Go to the box in the lower right corner and click on it. That corner
     will become attached to the pointer.

3:   Move the pointer to the desired size and click once to deposit it.
     (Note that the text itself has not moved.)

4:   If desired, go to the toolbox and click **SHOW**. The text will ripple
     and readjust itself to the new size.

To resize a bitmap region:
1:   Make sure the **Pointer** tool is selected, then go to the current page
     and click anywhere on the bitmap region.

2:   Go to the box in the lower right corner of the bitmap region and
     click on it. That corner will become attached to the pointer.

3:   Move the pointer to the desired size and click once to deposit it.
     (Note that the bitmap itself has not moved.)

Moving Regions in Front of or Behind One Another

As explained in Chapter 2, you can move regions on top of one another
by using the toolbox's **Move-to-front** and **Move-to-back** tools. You
can have a series of layered regions as a result. As you can see, you can
use this feature to create some interesting visual effects.

To move a region to the front:
1:   Make sure the **Pointer** tool is selected, then go to the current page
     and select the region you want moved to the front.

2: Go to the toolbox and click on the **Move-to-front** tool. The region
    you selected will move to the front.

NOTE: If one of the regions affected by the placement change contains
       text, it will be redrawn as unrippled. To ripple it, select **SHOW**
       from the toolbox.

To move a region to the back:
1: Make sure the **Pointer** tool is selected, then go to the current page and
    select the region you want moved to the back.

2: Go to the toolbox and click on the **Move-to-back** tool. The region
    you selected will move to the back.

NOTE: If one of the regions affected by the placement change contains
       text, it will be redrawn as unrippled. To ripple it, select **SHOW**
       from the toolbox.

Clearing a Region

You can delete text or a bitmap from a region without deleting the region
area.

To clear a region:
1: Make sure the **Pointer** tool is selected, then go to the current page and
    click anywhere on the region you wish to clear.

2: Go to the toolbox and click on the **Clear Region** tool. The region
    you selected will be cleared of its contents.

NOTE: At this point you can place new text or another bitmap into the
       region you just cleared, or you can move or resize the region.

Deleting a Region

You can delete the region as well as its contents.

To delete a region:
1: Make sure the **Pointer** tool is selected, then go to the current page and
    click anywhere on the region you wish to delete.

2: Go to the toolbox and click on the **Delete Region** tool. The region
    you selected will be deleted.

NOTE: Once you delete a region you cannot retrieve it by using an "undo" feature. You will need to place the text or bitmap region again. Refer to "Importing a geoWrite File," or "Importing a Bitmap Graphic."

3: If there are text regions on the current page, and if they contain text from the same geoWrite file as in the region you just deleted, these text regions will reappear as unrippled. Go to the toolbox and click on the **SHOW** button to ripple the text.

Cleaning Up the Current Page
To redraw the current page, select **REDRAW** from the toolbox.

Special Features
As you create a page layout, you can use a number of special tools to turn on and off various areas, measure in a variety of ways, and move around the document. To learn how to use these features, go to "Special Commands," later on in this chapter.

Using the Layouts Library
Once you have created a page layout you particularly like, you can save it to a library, just as you can with a master page. Note, however, that you cannot save a bitmap graphic to a Layouts Library; geoPublish will save only the region definition for that bitmap graphic. Only region coordinates and gutter values are saved in the Layouts Library.

Note also that the Layouts Library provided on your applications disk contains a number of sample layouts which you can use. Once you place them into your document, you can alter them as needed. Refer to Appendix I, "Sample Library Entries."

To create a new library:
1: Select **library** from the **file** menu. A dialog box will explain that there is "No layouts library on disk." You will have the option of creating one.

2: Select **Create new library**. The layouts library dialog box will appear on the screen. If desired, you can enter the current page layout into this library. To do so, go to Step 3 of *To create a library entry*, below.

NOTE: You can have only one layouts library file per disk.

To create a library entry:
1: In the current page area, display the page you wish to save.

2: Select **library** from the **file** menu. The layouts library dialog box
    will appear on the screen.

3: Type in a name for the library entry (e.g., "HawkingA") and click on
    the **SAVE** button.

NOTE: If you do not name the library entry, geoPublish will assign a
            number to it (e.g., "Layout 1," "Layout 2"). You can save as
            many as 32 entries per library.

To open a library entry:
1: Display the page where you wish the library entry to be displayed.

2: Select **library** from the **file** menu. The layouts library dialog box
    will appear on the screen.

3: Select a library entry and click on it once to highlight it.

NOTE: If necessary, use the scrolling arrows to move through the list.
            Note also that "empty" library entries cannot be opened.

4: Click on the **Open** button. The dialog box will disappear and
    geoPublish will display the entry you selected in the current page area.

To rename a library entry:
1: Select **library** from the **file** menu. The layouts library dialog box
    will appear on the screen.

2: Select a library entry and click on it to highlight it. That name will be
    displayed below the list of current library entries.

NOTE: If necessary, use the scrolling arrows to move through the list.
            Note that you cannot rename an "empty" library entry.

3: Backspace over the name and type in a new name. Press RETURN .
    The new name will be displayed in the dialog box with the other
    entries.

4: Click **Quit** or **SAVE** to return to your document.

To delete a library entry:

1:   Select **library** from the **file** menu. The layouts library dialog box will appear on the screen.

2:   Select a library entry and click on it to highlight it.

NOTE: If necessary, use the scrolling arrows to move through the list. Note also that "empty" library entries cannot be deleted.

3:   Click on the **DELETE** button. The library entry will be deleted.

4:   Click on **Quit** to return to your document.

If you have selected the layouts library by mistake:
Simply click on the **Quit** button. You will be returned to your document.

To use a library entry in a document on another disk:
You will need to return to the deskTop and copy the library file to that disk.

IMPORTANT: If the destination disk already contains a layouts library, make sure that it does not have the same name as the layouts library you wish to copy to that disk. If necessary, select **rename** from the deskTop **file** menu to rename the layouts library file.

Copying the layouts library to another disk is the same as copying any file to another disk. If necessary, refer to "Copying a File to Another Disk," in Appendix A, "File Features."
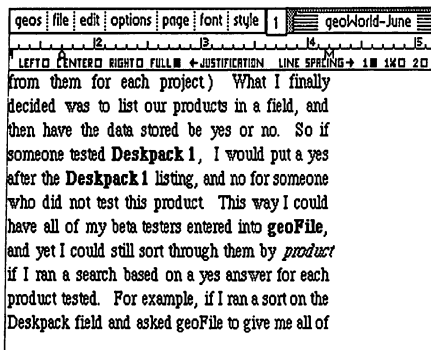
Using the Editor

The editor mode enables you to enter a geoWrite file you placed in a text region and make a number of word processing changes. It is not a separate word processing program, such as geoWrite, and you cannot use it to create independent documents. It is designed as a method for you to change text once you have placed it in a geoPublish document.

You can use this mode only when you are in page layout mode. The editor mode has many of the features used in geoWrite 2.1, such as formatting paragraphs individually, changing justification, varying the spacing between lines, using decimals tabs as well as regular tabs, selecting an entire page of text, double-clicking to select a word, and using various text fonts and styles (including superscript and subscript).

In addition to using these features, you can cut, copy, and paste text or graphics, both from within the document and from another document. You also can scroll the page easily and change fonts and point sizes.

Entering the Editor Mode

1:   Select **page layout** from the **mode** menu (if you are not in page layout mode).

2:   Make sure the text region you wish to edit is rippled. If necessary, click on the **SHOW** button in the toolbox.

3:   Click on the text region to select it.

4:   Select **editor** from the **mode** menu. The screen will change to closely resemble a geoWrite 2.1 screen, and your document will be displayed in the window. You can now edit the document as needed.

```
geos  file  edit  options  page  font  style  1      geoWorld-June

          2           3           4           5.
LEFT  CENTER  RIGHT  FULL   +JUSTIFICATION   LINE SPACING+  1  1   2
from them for each project)   What I finally
decided was to list our products in a field, and
then have the data stored be yes or no.  So if
someone tested Deskpack 1,  I would put a yes
after the Deskpack 1 listing, and no for someone
who did not test this product  This way I could
have all of my beta testers entered into geoFile,
and yet I could still sort through them by product
if I ran a search based on a yes answer for each
product tested.  For example, if I ran a sort on the
Deskpack field and asked geoFile to give me all of
```

If the region you are entering contains a geoWrite file which is composed of one or more pages, you can go directly to a selected portion of text. After you select **editor** from the **mode** menu:

1: A dialog box will ask you to "Enter text area to edit." Click **OK**.

2: geoPublish will return you to the Page Layout current page. Select an area in the text region and click. geoPublish will return to the Editor mode and display that area of the text.

Writing Window and Document Dimensions
The Ruler at the top of the Writing Window starts at 0.2 inches on the document screen and spans to 8.2 inches. Since the editor operates in 40-column mode, it does not display the entire width of the document. To move from one side to the other, simply move the pointer in that direction, the remainder of the screen will be displayed.

Inserting or Deleting Text
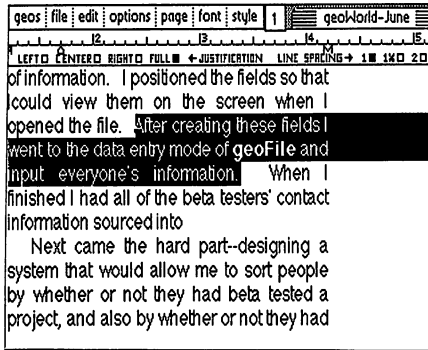
To insert text:
Simply point to where you want to add text and click once to position the text cursor at that spot. Now you may begin typing on the keyboard.

To delete text:
Point the text cursor at a point immediately after the character or word you want to delete. This positions the text cursor. Now simply press the INST/DEL key to delete the text. To remove larger sections of text, you must first use the "select feature," which is described in the next paragraph.

Selecting and Changing Text
To work with several characters, words, sentences, or paragraphs at a time, you must first highlight (i.e., put in reverse video) this text. Point to the first character of the text. While holding the input device button down move the cursor to the last character, then release the button. The text will be highlighted as you go along. Single words can be selected by pointing at the word and double-clicking. The entire page can be selected by clicking on **select page** from the **options** menu.

LEFT□ CENTER□ RIGHT□ FULL■ ←JUSTIFICATION LINE SPACING→ 1■ 1X□ 2□

of information. I positioned the fields so that
could view them on the screen when I
opened the file. After creating these fields I
went to the data entry mode of geoFile and
input everyone's information.   When I
finished I had all of the beta testers' contact
information sourced into
    Next came the hard part--designing a
system that would allow me to sort people
by whether or not they had beta tested a
project, and also by whether or not they had

You may perform several different operations on a selected block of text:

To replace selected text:
After you have highlighted the text, simply enter the new text on the
keyboard. The highlighted text will disappear and the new text will be
inserted.

To delete selected text:
After you have highlighted the text, simply press the INST/DEL key once.

To change the font (typeface) or style of selected text:
After you have highlighted the text, select the desired font and size from the
font menu. If you wish to change the style, highlight the text and select a
style from the **style** menu.

NOTE: See "Using Different Fonts and Styles" for details.

To change the formatting of selected text:
Highlight the text to be reformatted, then use the Ruler to change the
         formatting.

NOTE: See "Formatting" for details.

To cut or copy selected text:
Hightlight the text to be moved or copied, then use the **edit** commands to
move or copy it to a new location. See the paragraph below for details.

Moving or Copying Text or Graphics

Highlight the text or graphics to be moved or copied. Select **cut** (to move) or **copy** from the **edit** menu. Position the cursor at the new location. Select **paste** from the **edit** menu. The text will be moved or copied to that location.

When you select **cut** from the **edit** menu, geoPublish places the selected area into a Scrap file. The **copy** command also places the selected area into the Scrap, but will not remove it from the document. When you select **text** or **photo** from the **paste** sub-menu, geoPublish copies the current contents of the Scrap to the new location. Since the Scrap contents remain as is until you cut or copy other text or graphics, you can use **paste** to insert text or graphics as often as you need.
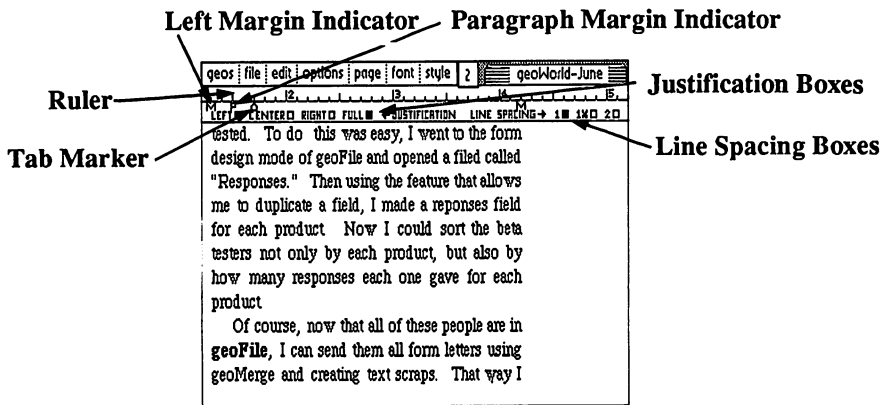
If you wish to cut or copy text or graphics to another geoPublish document, you need to place it into a Scrap file, as described above. If the destination document is on another disk, copy the Scrap file to that disk, open geoPublish, enter the editor mode, and use the **paste** command to place the text or graphics where you wish it to go.

Viewing Graphics

Whenever the editor mode displays a page containing a picture, the pixel-by-pixel image data for the picture must be loaded from the disk. Since this will slow geoPublish slightly, you may want to select **hide pictures** from the **options** menu. This will prevent the pictures from appearing in the Writing Window. Space for each picture will still be reserved in the document. To view the pictures again, select **show pictures** from the **options** menu.

Formatting

To change the formatting of existing text, you must first select (highlight) it. If necessary, refer to "Selecting and Changing Text." Next, you need to use the Ruler, which enables you to change the margins, tab positions, justification and line spacing of the current paragraph (or of several paragraphs if they are selected). As shown below, the Ruler appears across the top of the screen:

Left Margin Indicator — **Paragraph Margin Indicator**

Ruler

Tab Marker

| geos | file | edit | options | page | font | style | ? | geoWorld-June |

LEFT CENTER□ RIGHT□ FULL■ JUSTIFICATION LINE SPACING→ 1■ 1X□ 2□

Justification Boxes

Line Spacing Boxes

tested. To do this was easy, I went to the form
design mode of geoFile and opened a filed called
"Responses." Then using the feature that allows
me to duplicate a field, I made a reponses field
for each product Now I could sort the beta
testers not only by each product, but also by
how many responses each one gave for each
product
  Of course, now that all of these people are in
geoFile, I can send them all form letters using
geoMerge and creating text scraps. That way I

NOTE: There are several indicators displayed on the Ruler. If any two of
them are located at the same spot, they overlap. This can
sometimes be confusing. If you are having trouble finding a
particular marker, it may be overlapped by another.

To set right and left margins:
On the left and right sides of the Ruler, you will find two margin markers,
which resemble the letter **M**. These two markers define the left and right
margins for your text. To change the position of one of these markers, click
on it once, drag it along the Ruler, and click again to drop it.

To set paragraph margins:
On the left side of the Ruler you will find a paragraph margin marker, which
resembles the letter **P**. This marker sets where the first line of each
paragraph should start. To change the position of this marker, click on it
once, drag it along the Ruler, and click again to drop it.

For example, setting the paragraph ("P") marker to the right of the left
margin ("M") marker has just indented this paragraph.

If you move the **P** to the left of the left margin marker, you will create a
hanging indent, as in this paragraph. This method is also handy for
creating indented lists of numbered items:

1: Move the left **M** to a point to the right of the **P**. For example, move
the **P** to postion 1, then move the **M** to position 1.5. Click on the tab
marker and place it at position 1.5, on top of the **M**. Click again to
deposit it. (If needed, see *To set tab stops*, below.)

2: Go back to the text, click to position the cursor at position 1, and begin to enter your numbered list: type "1", press `TAB` (or `CONTROL` `I`), then type the text for item 1. As you type the text, it formats to align with postion 1.5, as in this example. When you press `RETURN`, the formatting stops and the cursor goes to position 1 on the next line so that you can enter item 2 on your list.

To set tab stops:
geoPublish allows you to set up to eight separate tab stop positions on each page. For each tab stop position there is a corresponding tab marker on the Ruler. To set a tab, point to a spot on the ruler and click once. To change a tab's position, click on it once, drag it along the Ruler, and click again to drop it. To remove a tab, drag it up to the top half of the Ruler and click.

To set decimal tab stops:
In addition to normal tab stops, geoPublish has a special type of tab stop that is used to align the decimal point of a column of numbers. The part of the number before the decimal point is printed to the left of the decimal tab; the decimal point and the part of the number after the decimal point are printed to the right of the decimal tab. Decimal tab stops have a solid marker, as opposed to the outline marker used for regular tabs.

To make a regular tab into a decimal tab, click on it once (to pick it up), press the space bar, (to change it to a decimal tab) and click again (to set it down). To set it back again, click on it again.

To set justification:
Justification refers to the layout of each line. geoPublish gives you four justification options: **left, center, right,** and **full.** Left justification causes each line to line up on the left side (this paragraph is left justified). Center justification centers each line between the left margin (or paragraph margin) and the right margin. Right justification causes each line to line up on the right side. Full justification causes each line to line up on both the left and right sides. To set the justification, click on one of the justification buttons on the ruler. To change the justification of existing text, you need to select (highlight) it first.

To set line spacing:
geoPublish gives you three options for line spacing: **single spacing, one and a half spacing** and **double spacing.** To set the line spacing, click on one of the line spacing buttons on the ruler. To change the line spacing of existing text, you need to select (highlight) it first.
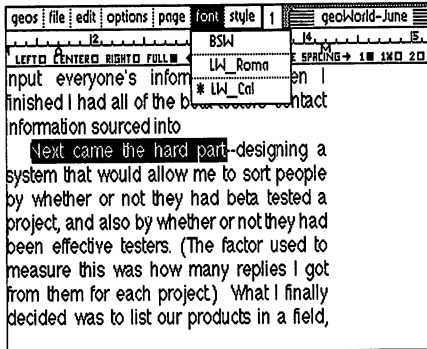
Using Different Fonts and Styles

To choose a font or style:
To choose a font, simply select the desired font and point size from the **font** menu and begin typing. To choose a type style, select the desired style from the **style** menu, and begin typing.

To change a font:
Highlight the text whose typeface you wish to change and select the desired font from the **font** menu.

NOTE: If you wish to change only a point size, you must first reselect the current font.

If desired, copy additional fonts onto your geoPublish work disk.

To change the style of selected text:
Highlight the text you wish to change and select a style from the **style** menu. To disable a style change, simply click on the style option again.

Managing Text Regions

In geoPublish, text regions can be compared to individual pages of a geoWrite document. A page break in a document (in the Editor mode) indicates where the next text region begins. Note that moving text to and from subsequent regions will not alter the size of the text regions you created in Page Layout mode; the decisions you make here affect only the placement of the text itself. You have the option of moving text to the next region, moving it back again, and viewing an entire text region.

To move text to the next region:
Position the text cursor where you want the next region's contents to begin, then select **page break** from the **page** menu.

To move text to the previous region:
Position the text cursor at the top left of the page following the region page break. Press INST/DEL . A dialog box will ask if you want to delete the last character of the previous region. Select **OK**. The region page break will be deleted and the cursor will appear at the bottom of the preceding region.

To view the entire region:
Select **preview** from the **file** menu. Preview is especially useful since it allows you to make decisions about the overall placement and proportions of a page. Once you have examined the page preview, click on **OK** in the dialog box in the lower left corner of the screen.

Moving Around Text Regions

Use the following methods to move around the screen and from one text region to another.

To move from one side of the screen to the other:
To move horizontally to the other side of the Writing Window, simply move the pointer in that area's direction. The screen will display that side of the document.

To scroll one line at a time:
Move the pointer to the top or bottom of the screen. This method of moving scrolls the Writing Window one line at a time.

To use the Page Indicator to move the Writing Window:
The Page Indicator box , located at the top of the screen, represents the size of a page and the small square inside the box represents the area of the page visible in the Writing Window.

To change the location of the Writing Window, click once inside the Page Indicator. The small square representing the Writing window will become attached to the pointer. Move the square to the portion of the region you wish to view and click. That section will appear in the Writing Window.

NOTE: The Page Indicator also displays the current region number.

To move forward or backward one page:
Select either **next page** or **previous page** from the **page** menu.

To move to any region:
Select **goto page** from the **reg** menu. Enter the region page number in
the dialog box that appears and press $\boxed{\text{RETURN}}$.

NOTE: You cannot actually number the regions on your page, but you
can use this method as a quick way of moving to an approximate
region.

Keyboard Shortcuts
Keyboard Shortcuts allow you to select frequently used menu and Ruler
items directly from the keyboard. Shortcuts are selected by holding down
the Commodore key, **C**, and pressing the particular key for the shortcut
desired. The shortcuts for menu items are listed below:

	To use the following:	*Press* **C** *and:*
Edit Menu	cut	$\boxed{\text{X}}$
	copy	$\boxed{\text{C}}$
	paste (text)	$\boxed{\text{T}}$
	paste (picture)	$\boxed{\text{W}}$
Options Menu	select page	$\boxed{\text{V}}$
Page (Region) Menu	previous page (region)	$\boxed{\blacktriangleleft}$
	next page (region)	$\boxed{+}$
	goto page (region)	$\boxed{\text{G}}$
	page (region) break	$\boxed{\text{L}}$
Style Menu	plain text	$\boxed{\text{P}}$
	bold	$\boxed{\text{B}}$
	italic	$\boxed{\text{I}}$
	outline	$\boxed{\text{O}}$
	underline	$\boxed{\text{U}}$
	superscript	$\boxed{> \text{or} .}$
	subscript	$\boxed{< \text{or} ,}$
In the Ruler	left justify	$\boxed{\text{A}}$
	center justify	$\boxed{\text{E}}$
	right justify	$\boxed{\text{R}}$
	full justify	$\boxed{\text{J}}$

	single space	K
	one and a half space	M
	double space	D

Additional	{	[or :
Characters	}	] or ;
			↑ ⌐
	_	-
	\	/
	~	*
	`	@

For the following movement shortcuts, you do not need to use the $\mathbf{C\!\!=}$ key:

For Moving	right one character	CRSR ►
Text Cursor	left one character	SHIFT CRSR ◄
	down one line	CRSR ▼
	up one line	SHIFT CRSR ▲

Preventing Disasters

It is a good idea to periodically save your work to disk by selecting **update** from the **file** menu. Use the update command after you have made an especially important change.

Repairing Disasters

Select **recover** from the **file** menu. This will reverse the changes you have made since the last time your document was updated to disk. geoPublish will re-open your document and restore the screen to the last saved (or updated) version of your document.

Exiting the Editor Mode

Select **quit** from the **file** menu. You will be returned to page layout mode.

Using Page Graphics

As described in Chapter 2, page graphics mode is used to enter original text or graphics into your document. Aside from importing bitmap images, all your creations are original in this mode. For example, once you have imported a text file in page layout mode, you can use Page Graphics mode to create a headline for the text region, or to create any accompanying graphics. Once you have created text or graphics, you can move it to another place in the current page, or in front of or behind other objects; you can also resize it, change its attributes, or delete it.

Note that the toolbox you use in Page Graphics mode is the same as the toolbox you use in the master pages. Both operate in the same manner. The toolbox and its operation will be described shortly.

Entering Page Graphics Mode

Page Graphics mode can be entered while in either preview or zoom mode. To enter Page Graphics mode, go to the **mode** menu and select **page graphics** (or press **C⁼ G**). The screen will appear as follows:
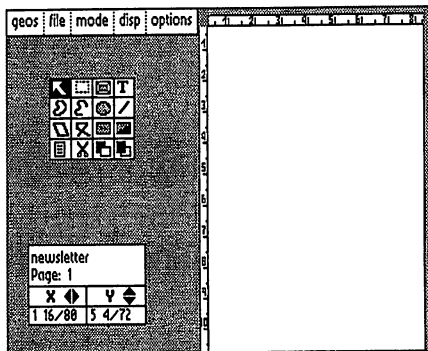
The Graphics Toolbox

You will use this toolbox for most of the design decisions you make in Page Graphics and Master Pages mode. With the toolbox, you can create text, lines, splines, rectangles, circles, and ellipses. You can import a bitmap image from the photo scrap and use the bitmap attributes tool to alter its appearance. You can fill rectangles, circles, and ellipses with various patterns. You can alter the appearance of all the text or graphics you create, as well as move them around, resize them, and delete them. In addition to creating text and graphics in a variety of ways, you can use the

toolbox to move images in front of or behind other images. The toolbox also enables you to "clean up" the current page.

```
| geos : file : mode : disp : options |▒▒▒▒| 1 |≣≣ newsletter ≣≣|
```
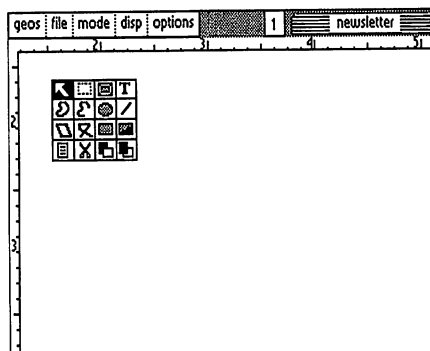
All these operations are available in zoom mode as well as preview mode. Before you start to create text or graphics, you may wish to use geoPublish's measuring tools to ensure an accurate placement of your creations. If so, refer to "Measuring Tools," in the Special Commands section. (You can, of course, change the placement of your design elements as often as you need.)

Creating Text

When you select the **Text** tool, you are given the option of setting the appearance of any text you create. Use this feature to create small amounts of text, such as headlines or page numbers. If you wish to create large amounts of text, such as several paragraphs, you can do so, but it may be easier to use a geoWrite file instead.

To create text:

1: Click on the **Text** tool.

2: Go to the current page and click on the place where you wish to insert the text. An edit dialog box will appear.
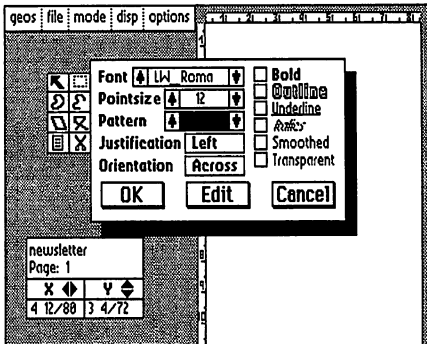
Attributes   **Edit Box**
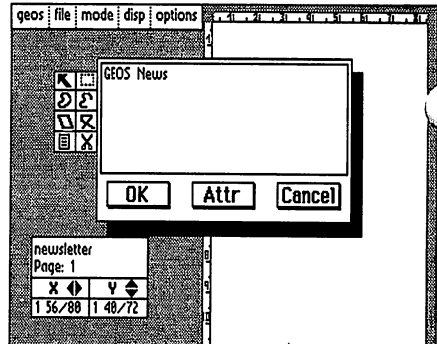
3: Go to the edit box and enter the text as desired. If you wish to change
    the text attributes, you can do so here by clicking on the **ATTR**
    button. (See *To set text attributes*, below.) If you do not need to
    change the text attributes, click **OK**.

To set text attributes:

To set text attributes from the edit box (see above), click on the **ATTR**
button. A dialog box listing a variety of attributes will appear. When
finished selecting attributes, click **OK**. Text attributes are as follows:

• **Point size** Either enter the point size you need in the point size box,
   or click on the scrolling arrows to increase or decrease the current size.
   Point sizes range from 4 to 192.

• **Font** Use the scrolling arrows to find the font you need. geoPublish
   will use the font displayed. (Note that font files can be copied onto
   your geoPublish work disk.)

• **Style** Click on a desired combination of styles. Selecting **smooth**
   for larger point sizes will "smooth out" their appearance.

• **Justification** Select either **left, right,** or **centered.**

• **Orientation** Select either **up, down,** or **across.** The **up** option
   will draw the text from the bottom toward the top of the page, rotated
   90 degrees; the **down** option will draw the text from the top toward the
   bottom of the page. **Across** is simply a horizontal placement, as in
   this sentence.

- **Pattern** Click on a desired pattern.

- **Drawing Mode** Select **opaque** if you wish the selected pattern to overwrite the current image on the page; use **transparent** to combine the patterned text with the current page. Compare the following:
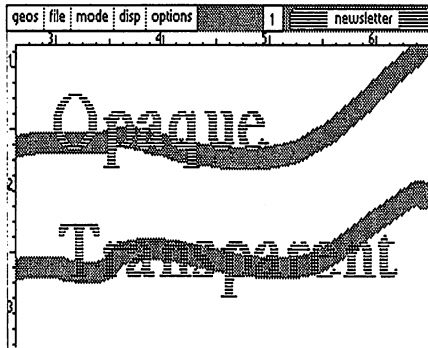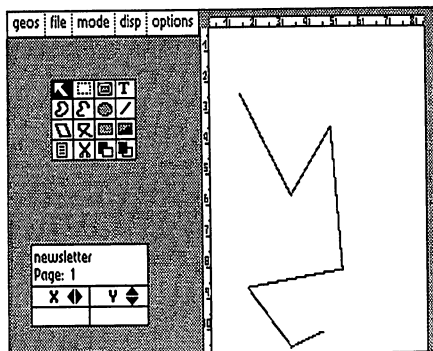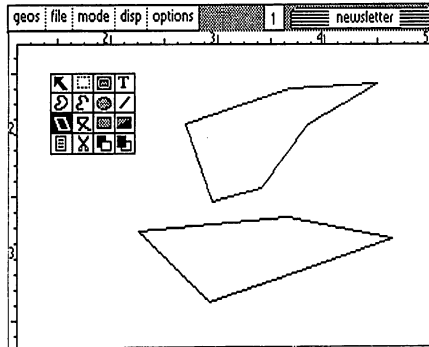

Drawing a Single Line
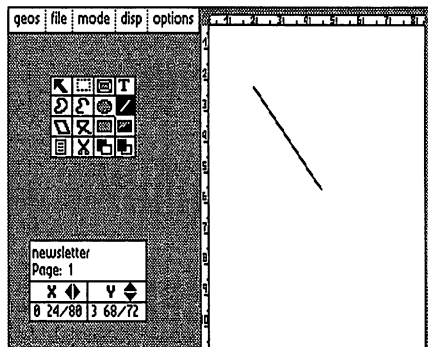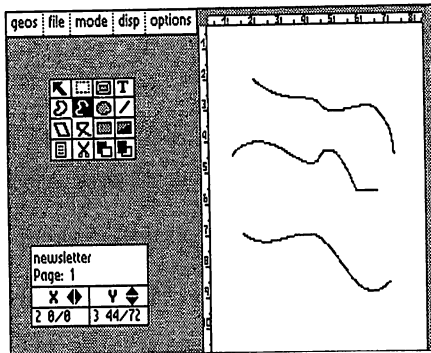

1: Click on the **Line** tool.

2: Move the pointer to the current page. The pointer will assume the shape of a cross-hair.

3: Position the cross-hair pointer at the desired beginning point, click, and stretch the line out in any direction.

4:   Click again when finished.

NOTE: If desired, use the **Attributes** tool to change the line's thickness, pattern, brush shape, and drawing mode. See "Using the Attributes Tool," later on in this chapter.

Drawing Connected Lines

1:   Click on the **Connected Line** tool.

2:   Move the pointer to the current page. The pointer will assume the shape of a cross-hair.

3:   Position the cross-hair pointer at the desired beginning point, click, and stretch the line out in any direction. Click again to finish that line and start another. Repeat as necessary.

4:   When finished, double-click the mouse button.

NOTE: If desired, use the **Attributes** tool to change the line's thickness, pattern, brush shape, and drawing mode. See "Using the Attributes Tool," later on in this chapter.

Drawing Polygons

Polygons work the same as open connected lines, except that the last and first points you define are connected.

1:   Click on the **Polygon** tool.

2:   Move the pointer to the current page. The pointer will assume the shape of a cross-hair.

3:   Position the cross-hair pointer at the desired beginning point, click, and stretch the line out in any direction. Click again to finish that line and start another. Repeat as necessary.

4:   When finished, double-click the mouse button. geoPublish will connect the last and first lines.

NOTE: If desired, use the **Attributes** tool to change the polygon's thickness, pattern, brush shape, and drawing mode. See "Using the Attributes Tool," later on in this chapter.

Drawing an Open Spline

An open spline is a smooth curve based on a series of points which you define. It is ideal for creating arcs.

*To create a spline:*

1: Click on the **Open Spline** tool.

2: Go to the current page. The pointer will assume the shape of a cross-hair.

3: Click to define each point of the spline. (You can create up to 64 points.)

4: When you reach the last point, double-click the mouse. geoPublish will draw the spline, based on the points you created.

NOTE: If desired, use the **Attributes** tool to change the spline's thickness, pattern, brush shape, and drawing mode. See "Using the Attributes Tool," later on in this chapter.

Drawing a Closed Spline

A closed spline is the same as an open spline, except that the last and first points are connected.
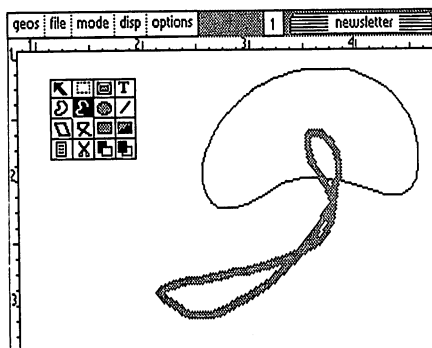
To draw a closed spline:

1: Click on the **Closed Spline** tool.

2: Go to the current page. The pointer will assume the shape of a cross-hair.

3: Click to define each point of the spline. (You can create up to 64 points.)

4: When you reach the last point, double-click the mouse. geoPublish will draw the spline, based on the points you created, and connect the last and first points in a smooth curve.

NOTE: If desired, use the **Attributes** tool to change the spline's thickness, pattern, brush shape, and drawing mode. See "Using the Attributes Tool," later on in this chapter.

Drawing Circles and Ellipses

Though circles will appear slightly oblong on the screen, when printed out they will be round.
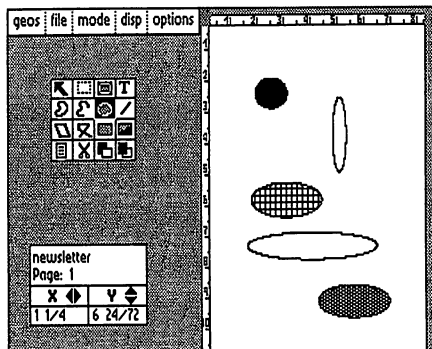
1:   Go to the toolbox and select the **Circle/Ellipse** tool.

2:   Move the pointer to the current page. The pointer will assume the shape of a cross-hair.

3:   Position the pointer at the desired beginning point, click, and pull the ellipse out in any direction.

4:   Click again when finished.

NOTE: If desired, use the **Attributes** tool to vary your ellipse's appearance. See "Using the Attributes Tool," later on in this chapter.

For an easier placement of circles and ellipses, use the ratchet and rulers. Refer to "Measuring Tools," in the Special Commands section of this chapter.

Drawing Squares and Rectangles

1:    Go to the toolbox and select the **Rectangle** tool.

2:    Move the pointer to the current page. The pointer will assume the shape of a cross-hair pointer.

3:    Position the cross-hair pointer at the desired starting place, click, and pull the rectangle out in any direction. The rectangle is defined by starting and ending points.

4:    Click again when finished.

NOTE: If desired, use the **Attributes** tool to vary your rectangle's appearance. See "Using the Attributes Tool," later on in this chapter.

For an easier placement of squares and rectangles, use the ratchet and rulers. Refer to "Measuring Tools," in the Special Commands section of this chapter.

Importing a Bitmap Image

As with the Page Layout mode, you can import bitmap images from another GEOS graphics application. However, if you import a bitmap image in the Page Graphics mode, you have the option of changing its appearance in a wider variety of ways by using the **Attributes** tool.

To import a bitmap image:

1:    Make sure the bitmap you wish to import has been placed into a photo scrap. This photo scrap must be on the same disk as your geoPublish program.

NOTE: If necessary, refer to the Appendix: "Placing a Graphic into a Photo Scrap," and "Copying a File to Another Disk."

Note that you can have only one photo scrap at a time on each disk. You can, however, use the Photo Manager when you wish to import more than one bitmap. Before you import the bitmap, go to the Photo Manager and place the image you wish to import into a photo scrap. (If necessary, refer to "Using the Photo Manager," in the Appendix. Then, use the procedure below to place it onto the current page.

2:   Click on the **Bitmap** tool.

3:   Go to the current page and click on the area where you wish to place
     the bitmap. geoPublish will place the current photo scrap contents
     into that area.

To alter the bitmap's appearance:

Click on the the bitmap to select it, then select the **Attributes** tool. The
bitmap **Attributes** dialog box appears as follows:
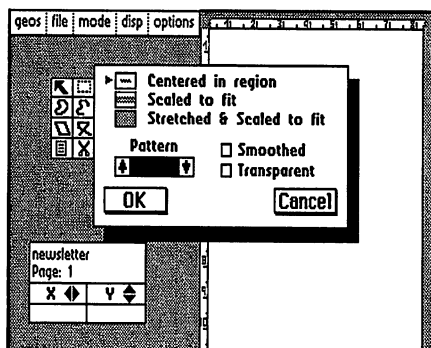
When the dialog box appears, click on an item. When finished selecting
attributes, click **OK**. Bitmap attributes are as follows:

•   **Sizing options** Select **Center** to place the bitmap in the middle of
     a region, **Scale to fit** will enlarge or shrink the bitmap to fit the
     new region, but will not distort that bitmap's proportions. (This may
     result in a bitmap which fits the region in one dimension but not the
     other.)   **Stretch and scale to fit** will fill the selected region with
     the bitmap, and can be used to produce some interesting distortions of
     that bitmap's proportions.

•   **Smooth** Click on this option to smooth out the jagged edges that
     sometimes appear with bitmaps.

•   **Drawing Mode** Click on this button to toggle the bitmap between
     Opaque to give the bitmap a solid appearance and **Transparent** if
     you wish to superimpose the bitmap onto another image.

•   **Pattern** Click on a desired pattern.

NOTE: If you wish to set attributes for a bitmap not yet imported, simply click on the **Bitmap** icon, then click on the **Attributes** tool. When the dialog box appears, set the values as needed. When finished, click **OK.** The next bitmap you import will have the values you selected.

If you are in zoom mode, some of the attributes (such as line width, for example) will not appear in preview mode.

Selecting an Object

To select a graphics text or object (including bitmaps) make sure the **Pointer** is selected, then click on the desired item. It will become inclosed in a boundary box. You can then move, resize, or delete it. Note that if you resize it, you can stretch it out to different proportions.

Selecting a Group of Objects

1: Go to the toolbox and select the **Group Select** tool.

2: Move the pointer to the current page. The pointer will assume the shape of a cross-hair.

3: Position the cross-hair pointer, click, and pull it in the diagonal corner of the group of objects you wish to select.

4: When you have all the objects encompassed in the boundary box, click again to select that group. A box will appear in the upper left and lower right corners.
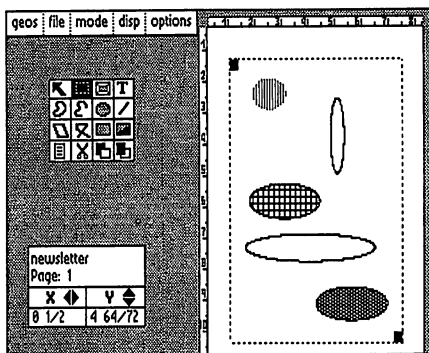
Moving, Resizing, or Deleting an Object or a Group of Objects

To move an object or a group of objects:

1: Either click on the object to select it, or use the **Group Select** tool to select a group of objects. The item(s) you select will become enclosed in a boundary box.

2: Click on the upper left box of the boundary box. It will become attached to the pointer.

3: Move the pointer to a new location, and click to deposit the group of objects.

To resize an object or a group of objects:

1: Either click on the object to select it, or use the **Group Select** tool to select a group of objects. The item(s) you select will become enclosed in a boundary box.

2: Click on the lower right box of the boundary box. It will become attached to the pointer.

3: Move the pointer to a new location and click to resize the objects you selected.

To delete an object or a group of objects:

1: Either click on the oject to select it, or use the **Group Select** tool to select a group of objects. The item(s) you select will become enclosed in a boundary box.

2: Go to the toolbox and select the **Delete** tool. The object(s) you selected will be deleted.

NOTE: When objects are moved, resized, or deleted, the original objects are erased by clearing the entire boundary box. This may give the appearance of clearing out non-selected objects. However, these items are not actually deleted. To redraw them, simply click on the **Update** tool in the toolbox.

Setting Graphics Attributes

If you are working with lines or objects that can be filled (such as rectangles), you can set a variety of attributes.
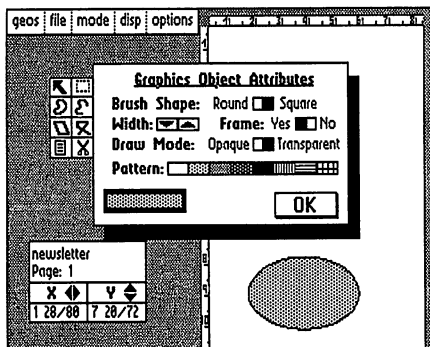
*   **Brush Shape** Click on either **Round** or **Square**.

*   **Width** This option refers to the width of the brush shape: click on the **down arrow** to decrease a brush width; click on the **up arrow** to increase the width. (A line width will not appear in preview mode.)

*   **Frame** Click on either **Yes** or **No**, depending on whether or not you wish to have the object's line border visible.

*   **Draw Mode** Click on **Opaque** to give the object a solid appearance, or click on **Transparent** if you wish to superimpose the object onto another image.

*   **Pattern** Click a desired pattern. (A line pattern will not appear in preview mode.)

In all, there are four types of attribute dialog boxes, depending on whether you are working with lines, objects that can be filled, text, or bitmaps:

*   **Lines** The Attributes dialog box will let you set brush shape, width, pattern, and drawing mode. It appears as follows:
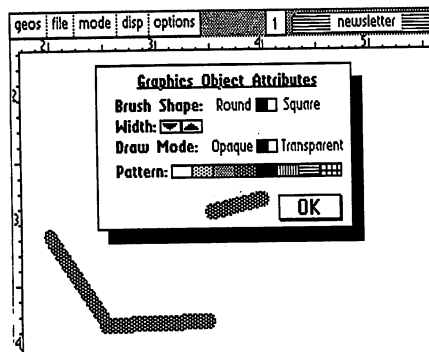
- **Objects You Can Fill** The attributes dialog box will let you set the brush shape, width, pattern, drawing mode, and frame. It appears as follows:

```
geos  file  mode  disp  options   · ,11 · ,21 · ,31 · ,41 · ,51 · ,61 · ,71 · ,81 ·

        ┌──────────────────────────────┐
   ┌──┐ │      Graphics Object Attributes│
   │▨│┆│ │  Brush Shape:  Round ☐■ Square │
   │◹│◿│ │  Width: ▽▲    Frame: Yes ■☐ No │
   │◪│▨│ │  Draw Mode:  Opaque ☐■ Transparent│
   │▤│▨│ │  Pattern: ☐▓▓▓▓   ▤▤▤▤   │
        │                              │
        │  ▓▓▓▓▓▓▓         ┌─────┐     │
        │                  │ OK  │     │
        └──────────────────└─────┘─────┘
   newsletter
   Page: 1
   ┌────┬────┐
   │ X ◀▶│ Y ◆│
   │1 28/88│7 28/72│
```

- **Text** As discussed earler, you can determine point sizes, fonts, style, justification, orientation, pattern, and drawing mode. Note that you can also gain access to this dialog box when you select the **Text** tool.

- **Bitmaps** As discussed earlier, you can use the sizing options, smooth, drawing mode, and pattern commands to change the bitmap's appearance.

There are two ways you can gain access to an attributes dialog box.

To set values for an object not yet created:
1: Make sure that no objects on the current page are selected.

2: Go to the toolbox and click on the object's icon (e.g., the **Rectangle** tool).

3: Click on the **Attributes** tool (or press **C** ⚡ [A]). The dialog box for that type of object will be displayed. For example, if you had clicked on the **Rectangle** tool in Step 2, the dialog box will let you set the brush shape, width, pattern, drawing mode, and frame of any filled objects you will create.

4: Set the attributes as desired, and click **OK** when you are finished.

To change values for an existing object:
1: Go to the current page and select the object whose appearance you wish to change. It will become enclosed in a boundary box.

2: Go to the toolbox and click on the **Attributes** tool (or press C⃫ [A]). The dialog box for that type of object will be displayed. For example, if you had selected a rectangle, the dialog box will let you change the brush shape, width, pattern, drawing mode, and frame of that rectangle.

Using the Move-to-front and Move-to-back Tools

Once you have created an object, you can move it in front of or behind other objects. To do so, select the object (or group of objects), then click on the **Move-to-front** or **Move-to-back** tools in the toolbox.

Special Commands

geoPublish provides you with a set of special commands which enable you to magnify portions of the current page, turn on and off the display of various sections, set up special measurement parameters, and move around the document.

Using the Keyboard Keys for Finetuning
You can use the keyboard keys to move the pointer, and to open, move, and resize regions. Note that the keyboard cursor keys work this way only while you are in preview mode.

To move the pointer:
Use the keyboard cursor keys when you need extra accuracy in moving the pointer across the screen.

To open a region:
1:   Position the pointer at a corner where you wish the region to begin.
     Press RETURN .

2:   Position the pointer at the diagonal corner of the area to encompass the
     region. Press RETURN . The region will be opened.

When you are moving a region:
Press RETURN to complete a move.

When you are resizing a region:
Press RETURN to complete the resizing.

Working in Detail
If you are in Page Graphics or Master Pages mode, you can magnify portions of the current page to work in detail. Once you are in this zoom mode, you can use the graphics toolbox and any command menu item not in italics.

To magnify an area:
1:   Select zoom from the disp menu (or press C= Z). The pointer will
     move to the current page and assume a rectangular shape (the "zoom
     box").
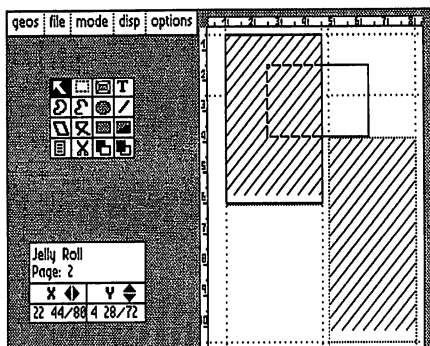
2: Move the zoom box to the area you wish to magnify and click once. geoPublish will magnify that area.
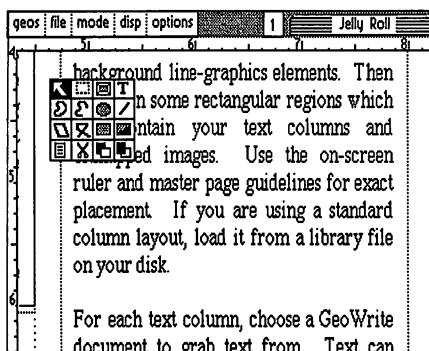
To move around a magnified region:
Simply move the pointer to the edge of the screen, in the direction you need to go. The screen will scroll in that direction.

You can also use the Page Window Indicator (similar to the one used in geoWrite). Click in the Box and move to the area on the page you wish to view, then click again to set the zoom window to that area.

To use the graphics toolbox:
Use the toolbox as needed, to add or change text or graphics (including text that has been imported). To hide the toolbox, select **toolbox** from the **options** menu .

To view the rulers:
Once you have zoomed into a selected region, go to the **options** menu and
select **ruler**. To hide the ruler, select rulers from the options menu.

To exit zoom mode:
Select **preview** from the **disp** menu (or press **C**= P), or select another
page mode from the **mode** menu.

Viewing Modes
You have the option of turning on or off the display of text or graphics, no
matter which mode you used to created them. You can turn on or off the
display in the current page or if you have magnified a region. The items
whose display you can control are listed in the disp menu; to select one,
simply go to the **disp** menu and click on an item. An asterisk (*) before
the menu item indicates that the menu item's display is on. If there is no
asterisk before the item, that item is not currently displayed.

Items whose display you can turn on and off are as follows:

° **MP guides** Master page guidelines. This feature works in page
 graphics and page layout modes only.

• **special text** Text you create while in page graphics or master page
 mode.

• **bitmaps** Graphics you imported from geoPaint, Graphics Grabber, or
 other GEOS applications.

• **region borders** The borders of any regions you have opened on the
 current page. Note that these will not appear on the printed document,
 unless you specify so in the the **Print** dialog box.

Measuring Tools
Use the following measuring tools — snap guides, ratchet, and gutters —
whether you are in master pages, page layout, or page graphics mode:

Snap Guides
Use the snap guides to line items up in a manner you specify according to
your needs. Once you have created a snap guide, you will note how easy it
is to create shapes using it as a guideline.

To use the snap guides:

1: Select **master pages** from the **modes** menu (or press **C⁻** M̄).

2: Select the **Pointer** tool from the toolbox.

3: Set up guidelines by clicking on the guideline area next to the rulers; you will use these to determine where your snap guides will be created.

4: Go to the desired mode in which you wish to work (i.e., master pages, page layout, or page graphics).

5: Select **snap** from the **options** menu (or press **C⁻** S̄). The guidelines you created in the master pages mode will become snap guides.

6: Use the toolbox as needed to bring in or create text or graphics. As you move the pointer along a snap guide, note that the pointer is drawn towards it magnetically.

Ratchet
Use the ratchet to set up an invisible grid with pre-determined guidelines. The grid will cover the entire area with which you are working, including zoom mode. These ratchet lines can be a great help in creating circles and squares.

To use the ratchet:

1: Select **set ratchet** from the **options** menu (or press **C⁻** R̄).

2: A dialog box will appear. Click on either the "Two pixel ratchet" box or the "1/2 inch ratchet" box. Click **OK** when you are ready to return to the current page.

NOTE: There are 80 pixels per horizontal line and 72 pixels per vertical line on the current page.

3: Use the toolbox as needed to bring in or create text or graphics. As you move the pointer along the screen, note that the pointer is drawn towards the ratchet specification you selected in Step 2.

Gutters
This feature allows you to set up the margins for regions. Though it can be used for bitmaps, it is primarily used for text regions. The maximum gutters you can create are 1 inch in each direction.

You can set gutters for an individual region, or you can use this feature to set up default values for all regions you plan to open.

To set up gutters for a specific region:
1:   Select **page layout** from the **modes** menu (or press **C=** L).

2:   Make sure the pointer tool is selected, and go to the current page and click on the region you wish to select.

3:   Select **set gutters** from the **options** menu. The dialog box will display the message "Setting region gutters."

4:   A dialog box will appear. In each box, enter the measurement in pixels for each side of the region you selected. Press RETURN to move to the next box. When you are ready to return to the area on which you were working, click **OK**.

NOTE: If you wish to use default measurements, which are explained below, click **Default**. The default measurements you set up earlier will be displayed in the measurement boxes.

If the region whose gutter values you are changing contains text, you will need to re-ripple the text after you have changed the gutter values. To do so, go to the toolbox and click **SHOW**.

To set up default gutter values:
1:   Use any mode (except the editor) and make sure no regions are selected.

2:   Select **set gutters** from the **options** menu. The dialog box will display the message "Setting default gutters."

3:   Enter the default measurements, then click on **OK**. Any regions opened will have the default until a new default is set.

Moving Around the Document

To move around the document, go to the **options** menu and select one of the following commands, or use the keyboard shortcut:

- **previous page** (or $C_{\approx}$ ◄) Moves you to the previous page.

- **next page** (or $C_{\approx}$ +) Moves you to the next page. If there is no next page, geoPublish will display a dialog box asking if you wish to create one.

- **goto page** (or $C_{\approx}$ 1 through $C_{\approx}$ 9, for the first through ninth pages). A dialog box will ask you to enter the page where you wish to go. When you click **OK**, geoPublish will take you to that page.

File Management

geoPublish provides you with the file management commands you have
used in other GEOS products, in addition to the document setup and library
features you used when you first created a geoPublish document.

Rename
To rename your document, select rename from the file menu. A dialog box
will ask you to enter a new name. Use the INST/DEL key to backspace
over as much of the current name as you wish, type in a new name, and
press RETURN . When you are returned to your document, the I.D. box
will display the new name.

Saving Your Work
It is recommended that your periodically save your work to disk, particularly
after you have made an important change.

To update your work:
Select update from the file menu. Any changes you have made to that
point will be saved. If you are in Master Pages mode, this command, like
the recover command, only applies to the current master page.

*To revert the changes you have made since the last time you updated your
work:*
Select recover from the file menu.

Printing Your Document

The Print dialog box appears as follows:
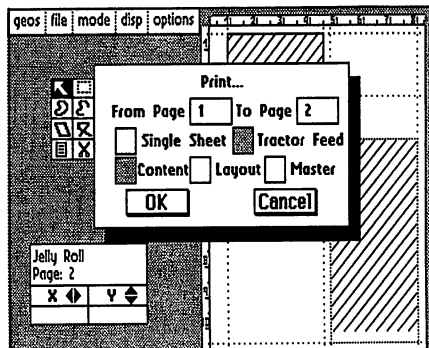
Click on the options you need, then click **OK** to continue. The **Print** dialog box gives you the following options:

- **From Page** and **To Page** Enter the page range you wish to print.

- **Single Sheet** Clicking on this item causes geoPublish to display a dialog box between the printing of each page. This allows you to insert a new sheet of paper for each page of your document.

- **Tractor Feed** Clicking on this item causes geoPublish to print without pausing.

- **Contents** Click on this item when you want a final printout of your document. It will display the actual text and graphics from the Master Pages, Page Layout, and Page Graphics modes. It will not print guidelines.

- **Layout** Click on this item to print the text regions you see in preview mode (i.e., the rectangular boundary boxes with diagonal lines). It is quicker than printing using the **Contents** option.

- **Master** Click on this item to print only the master page contents.

NOTE: If desired, you can select any combination of the **Contents**, **Layout**, and **Master** options.

From within geoPublish:
Select **print** from the **file** menu. Click on the printing options described above, then click **OK** to continue.

NOTE: To cancel, click on the **Cancel** button.

From the deskTop:
Drag the document's icon over to the printer icon and click once to deposit it. Another method is to click on the document's icon, then select print from the file menu. The **Print** dialog box will appear; click on the items you need and click **OK** when finished.

NOTE: To cancel, click on the **Cancel** button.

IMPORTANT: In order for your document to be printed, the correct printer driver must first be selected, and on the same disk as the geoPublish program. If you have not already done so, return to the

deskTop and select the correct printer driver. (See "Choosing a Printer Driver & Printer," page 2-24, and "Printer Interfaces," page 2-31, of the GEOS User's Manual.)

Note that some printer configurations will require that the printer be turned on before you turn on the computer.

Leaving geoPublish

If needed, unrippled text will be rippled when you exit the document.

To exit and work on another geoPublish document:
Select **close** from the **file** menu. A dialog box will appear and display three options: **Create new document, Open existing document,** and **Quit.** Select one of these options.

To exit directly to the deskTop:
Select **quit** from the **file** menu.

Chapter 5: Text Grabber
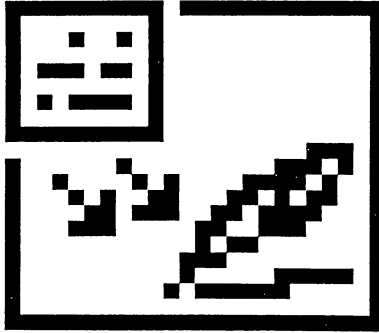
The GEOS **Text Grabber** utility application enables you to take a file that was created with any of the supported Commodore word processors and convert it into a geoWrite data file. The formatting directions from the orginal word processor will be preserved when converting to geoWrite format (i.e., margins, justification, etc.). If you own a word processor that is not supported, the file can still be converted to a geoWrite document, but the formatting information will be lost.

This chapter explains how to use the Text Grabber.

Entering Text Grabber

First, open the Text Grabber file from the deskTop by double-clicking on its icon.
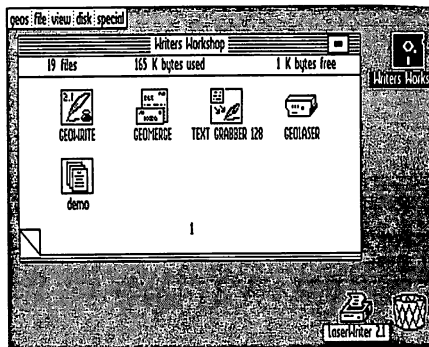
The deskTop will clear and the "Choose word processor" dialog box will appear:
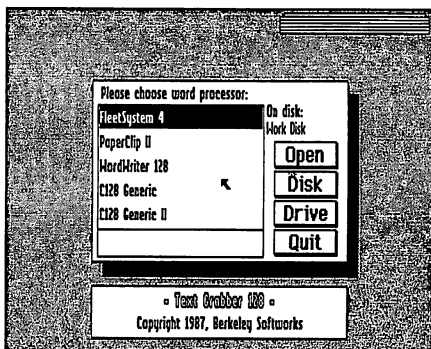
This dialog box displays the word processor conversion programs that are on the disk.

NOTE: If the word processor from which you wish to convert data files is not listed, use the **Generic Form** file. This will simply read in all characters from the source data file, ignoring non-printable characters, and generate a geoWrite document. You will have to reformat the document in geoWrite.

Using Text Grabber

Select Word Processor
In order to use the Text Grabber, you will first need to select the correct word processor from the ones listed in the dialog box shown on the previous page. To do this, simply move the cursor over the name of the word processor from which you want to convert text, and click. That name will appear in reverse video to indicate that it has been selected. Now move the cursor over the word **Open** in the dialog box and click.

NOTE: To return to the deskTop click on **Quit** at the bottom of the "Please choose word processor" dialog box.

Text Grabber   5-2

Select Source Filename

After you have selected **Open** from the "Choose word processor:" dialog box, another dialog box will appear listing all non-GEOS files that are on your disk. Use the scroll arrows to find the filename of the word processing document you wish to convert to geoWrite format. Move the pointer over the filename and click to select it.
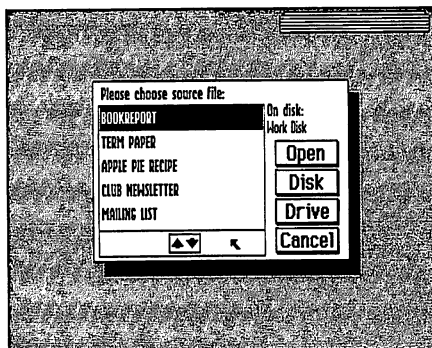
NOTE: Be sure that the non-GEOS file that you select is a word processor file. A box will appear underneath the title bar containing the name of the word processor and the **source** filename for your information.

Using Two Disk Drives

If you have installed two disk drives and would like to convert a document located on a disk in the other disk drive to a geoWrite data file, select **Drive** from the "Choose word processor:" dialog box. This will activate the other drive. Click on the word processor name that you want (it will appear in reverse video) and select **Open**.

NOTE: After selecting **Drive**, an additional button labeled **Disk** will appear in the "Please choose source file" dialog box.

If, after switching drives, you discover that the file you want to convert is not on the disk that is currently in the disk drive, you can click on the **Disk** button and insert the correct disk. The program will ask you to insert a new disk and click on **OK** to continue with your conversion.

Enter geoWrite Filename

After you have selected a valid source file, and have clicked on **Open**, a dialog box will appear asking you to supply a name for the geoWrite file to be created, as it will appear in geoWrite.
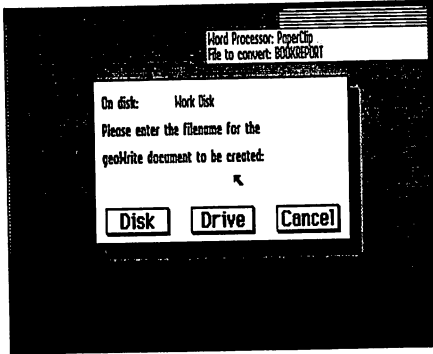

Type in the filename of the file to be created, as you wish it to appear in geoWrite. (Note: Do not enter a filename that already exists on the disk.) Press [RETURN] . The screen will clear, and the disk drive will activate. After a moment the geoWrite filename will appear in the title bar, located in the upper righthand corner of the screen.
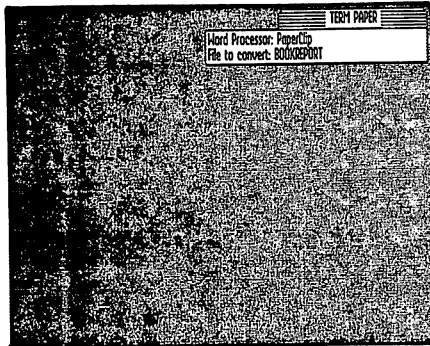
A dialog box will appear and ask you if you wish to have the converted text previewed on the screen. If you select **YES**, a dialog box will display your text as it is being converted. If you select **NO**, the screen will be empty until the conversion process is completed.

NOTE: If you have entered a filename that already exists on the disk, the following dialog box will appear:
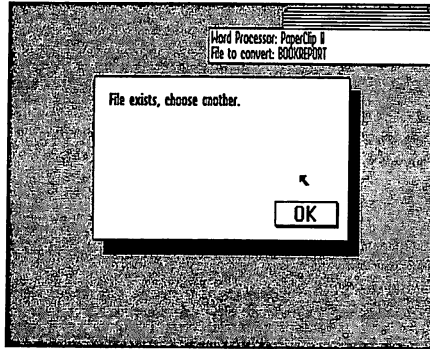
Click on **OK.** The screen will clear and return you to the "Please enter write filename:" dialog box (see above). Re-type the filename and press ⎡RETURN⎤ .

To return to the previous dialog box ("...source filename:", click on **Cancel.**

? Unrecognized Character

After pressing [RETURN] to begin to convert a file, the following dialog box may appear:
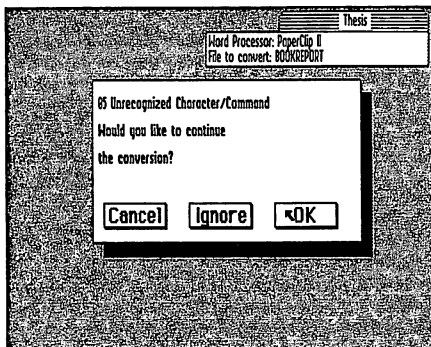
If you click on **Cancel,** you will halt the conversion and return to the "Choose word processor" dialog box. By clicking on **OK** you can continue to convert text, but Text Grabber will insert a **?** into the geoWrite file text in the position of the unrecognized character, or command. (With each unrecognized character/command the above dialog box will appear.) When this dialog box appears, you should check the information box in the upper righthand corner of the screen to make sure that Text Grabber is using the proper word processor format information. If this occurs too frequently you may wish to select **Cancel** and use the Generic Form word processor conversion file. If you wish the conversion process to continue without having to answer a dialog box for each unrecognized character, select **Ignore.**

Files That Are "Linked"

In addition to the above dialog box, the following dialog box may appear during the conversion process:
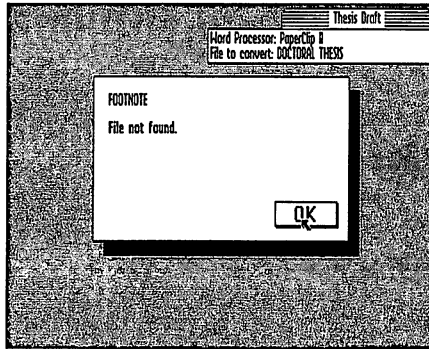

Text Grabber has run into a "link" command (a command attaching one file to another) in the file that you are trying to convert, and the program cannot find the "linked" file on your disk. Select **OK** to return to the "Please choose source file" dialog box. Choose a filename to be linked to the file being converted. If you select **Cancel** here, you will complete the conversion of the original file, but not of the "linked" file.

Disk Error

In the event a "Disk Error" message appears, repair the error if possible (e.g., formatting a disk if necessary). Afterwards, continue with the conversion process by selecting **OK**, or select **Cancel** to return to the deskTop. If you cannot repair the disk error, select **Cancel** to return to the deskTop.

Conversion Completed
If the conversion is successful, the following dialog box will appear:
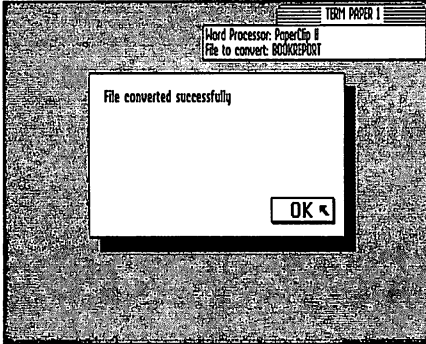
Select **OK** from the dialog box. This will return you to the "Choose word processor" dialog box. You can either repeat the procedure to convert another document, or click on **Quit** to return to the deskTop.

Leaving Text Grabber

To exit Text Grabber at any point, simply select **Cancel** from the current dialog box until you reach the "Choose word processor" dialog box. Once in this dialog box, click on **Quit** to return to the deskTop.

Chapter 6: geoPublish Reference

This chapter covers a number of features related to the operation of geoPublish, which you may find useful. The appendices are as follows:

* A. File Features: Rearranging Files on a Disk, Copying a File to Another Disk, Copying a Disk, Deleting a File, and Changing the File Info and Write Protect Status

* B. Using Keyboard Shortcuts

* C. Listing of Menus

* D. Placing a geoPaint Graphic into a Photo Scrap

* E. Using the Photo Manager

* F. Entering the Date and Time in the Preference Manager

* G. Disk Contents

* H. Never and Always (Do's and Don'ts)

* I. Sample Library Entries

* J. Dictionary of Terms

* K. Error Messages

Appendix A: File Features

Rearranging Files on a Disk

You would need to rearrange files on a disk for two reasons. Dialog boxes listing file names only list the first fifteen on the disk. In order for you to gain access to a file not displayed, you will need to move it towards the front page of the disk so that it will appear in the dialog box. You can rearrange the order of file icons on the deskTop so that frequently used files will appear at the top of any dialog boxes listing file names.

Another reason you would need to rearrange files on a disk is when you need a certain file, such as the input device file or printer file, to be listed as a default file. To set a file as a default file, it must be listed first in its category. For example, if you use a Star NX 10C printer, you would place the Star NX-10C file icon ahead of all the other printer icons on that disk.

To rearrange files on the disk:
1: Open the disk so that the deskTop with the file icons is displayed.

2: Flip through the pages of the disk note pad (click the dog-eared corner) until you find the first file in that file's category (e.g., a data file or the first printer file on the disk).

3: Click on the icon so that you have brought up its ghost icon. Drag the ghost to the border below the note pad and click again to drop it there.

4: Flip through the note pad pages again to find the file icon you need. Select it as you did the icon in Step 3, and drag it to the border. (Now, you should have two file icons on the border.)

5: Click the original icon (the one that was listed first and is now in the border) and move it to where the second icon was in the note pad. Click again the drop it there.

6: Flip back to the place where the original icon was displayed. Select the icon remaining in the border and move its ghost to the note pad and click again to drop it in the place of the original icon.

You have now selected two icons and switched their places.

Copying a File to Another Disk

If you have one disk drive:

1: Open the source disk (i.e., the disk you wish to copy from). That disk's note pad appears on the deskTop. Click on the file icon to be copied so that its ghost icon appears.

2: Move the ghost icon to the border, and click once to drop it there.

3: Close and remove the source disk. Insert the destination disk (i.e., the disk that you wish to copy the file onto) and open it.

4: Click on the file icon you deposited onto the border and drag its ghost onto the destination disk's note pad. Click once to deposit it there.

5: When asked to, remove the destination disk, and insert the source disk. Click OK to continue. Follow the directions on the screen until the file has been completely copied.

NOTE: You can copy more than one file in this manner. Drag the icons to the border, and follow the procedure described above for each file to be copied.

Copying a file does **not** delete it from the source disk. If you re-open the source disk, the file will re-appear on the border. You may now want to drag it back up to the disk note pad and deposit it.

If you have two disk drives:

1: Open the source disk. That disk's note pad appears on the deskTop. Click on the file to be copied so that its ghost icon appears.

2: Move the ghost icon over the disk icon representing the destination disk, and click to indicate that you want the file copied onto that disk.

NOTE: You can copy files from Drive A to Drive B, or vice versa.

Copying a Disk

If you have one disk drive:
1: Open the source disk (i.e., the disk to be copied) in the disk drive, and
    select **copy** from the **disk** menu. Remove the disk when you are
    asked to do so.

2: Insert the destination disk (i.e., the disk to be the new copy) into the
    disk drive and click **OK**.

NOTE: If the destination disk is unformatted, a dialog box will ask you to
           enter a disk name. The disk will then be formatted, and you can
           resume copying. Note that formatting erases the current contents
           of a disk.

           If the destination drive is a 1571, you will have the option to
           format the disk as single or double sided.

3: The question "Replace the contents of (destination disk name) with the
    contents of (source disk name)?" appears. Click **YES**.

4: Continue to follow the directions on the screen, swapping disks in and
    out of the disk drive and clicking **OK**, until the disk is copied.

If you have two disk drives:
1: Open the source disk (i.e., the disk to be copied), then select **copy**
    from the **disk** menu.

2: Insert the destination disk (i.e., the disk to be the new copy) into the
    other disk drive, and click **OK**.

NOTE: If the destination disk is unformatted, a dialog box will ask you to
           enter a disk name. The disk will then be formatted, and you can
           resume copying. Note that formatting erases the current contents
           of a disk.

           If the destination drive is a 1571, you will have the option to
           format the disk as single or double sided.

3: The question "Replace the contents of (destination disk name) with the
    contents of (source disk name)?" appears. Click **YES**. After a few
    moments, the disk will be copied.

NOTE: You can copy a disk in Drive A to Drive B, or vice versa.

Deleting a File

Deposit the file's ghost icon on the border, then drag it over the waste basket icon and click to throw it away. (This is to prevent accidental deletions.) The original icon will disappear from the disk note pad and the file will be deleted. Once a file is deleted, it cannot be recovered.

If while trying to delete a file, a dialog box appears saying, "This file is write protected and cannot be deleted," you must use the info command in the file menu to change the file's write protect status before you can delete it. Refer to "File Info and Write Protect Status," below.

Changing the File Info and Write Protect Status

Click on the file once to select it, then select **info** from the **file** menu. A dialog box will pop up displaying the file name, disk name, type, class, structure, size, and when modified. The dialog box enables you to change the write protect status (which determines whether a file can be deleted) and enter a brief note describing the file's purpose.

To change the write protect status:
Click on the Write Protect box once to change the write protect status. If the box is black, the file cannot be deleted. If the box is hollow, the file can be deleted.

To add a note:
Simply start typing. Use INST/DEL to backspace and delete. To move to another position, click anywhere on the text.

To exit the write protect dialog box:
Click on the **close** button in the upper right corner.

Appendix B: Using Keyboard Shortcuts

Use the keyboard to select frequently used menu items. To do so, hold down the ◖⧗ key while pressing the key indicated below.

To do the following:	*Press ◖⧗ and:*
Go to Page Layout mode	L
Go to Master Page mode	M
Go to Page Graphics mode	G
Go to previous page	◄
Go to next page	+
Go to pages 1–9	**1–9**
Enter zoom mode	Z
Enter preview mode	P
Display Graphic Attribute Dialog Box	A
Toggle toolbox display ON/OFF	T
Toggle snap mode ON/OFF	S
Toggle ratchet mode ON/OFF	R

The Editor mode has its own keyboard shortcuts, which are described below:

	To do the following:	*Press ◖⧗ and:*
Edit Menu	cut	X
	copy	C
	paste text	T
	paste picture	W
Options Menu	select page	V
Page (Region) Menu	previous page (region)	◄
	next page (region)	+
	goto page (region)	G
	page (region) breack	L

Style Menu	plain text	P
	bold	B
	italic	I
	outline	O
	underline	U
	superscript	> or .
	subscript	< or ,
Ruler	left justify	A
	center justify	E
	right justify	R
	full justify	J
	single space	K
	one and a half space	M
	double space	D
Additional	{	[or :
Characters	}	] or ;
	|	↑
	―	-
	\	/
	~	*
	`	@

For the following movement shortcuts, you need not use the ⌂ key:

Moving the	right one character	CRSR→
Text Cursor	left one character	SHIFT CRSR←
	down one line	CRSR↓
	up one line	SHIFT CRSR↑

Appendix C: Listing of Menus

These are the menu items from geoPublish:

geos menu   **info** Gives information about geoPublish.

file menu   **close** Closes the current file and returns you to the **Create/Open/Quit** dialog box.

library Enables you to work with a library.

doc setup Enables you to make decisions regarding the document's set up.

update Makes the document on the disk the same as the document that is in memory.

recover Makes the file in memory be the same as the file that is on the disk.

rename Renames the current document.

print Prints the document.

quit Quits the program, updating the document before leaving.

mode menu   **page graphics** (**C** $\boxed{G}$) Enables you to add graphics to the current page.

master pages (**C** $\boxed{M}$.) Enables you to enter Master Pages mode so that you can set up the items that you want to appear on every page.

page layout (**C** $\boxed{L}$) Enables you to import files to the current page.

editor Enables you to make certain word processing changes to the document.

disp menu

preview (**C≈** P) Enters the preview mode, which allows you to see the entire page on the screen.

zoom (**C≈** Z) Magnifies a portion of the screen so that you can work in detail.

FG graphics Toggles the display of foreground graphic objects. When an asterisk (*) appears next to this selection, the foreground objects are drawn (this can be slow). When the * does not appear, a grey pattern is drawn in place of the graphic.

MP graphics Toggles the display of master page graphic objects. When an asterisk (*) appears next to this selection, the foreground objects are drawn (this can be slow). When the * does not appear, a grey pattern is drawn in place of the graphic.

special text Toggles the display of special text. When an asterisk (*) appears next to this selection, the special text is drawn (this can be slow). When the * does not appear, a grey pattern is drawn in place of the special text.

MP guides Toggles the display of master page guidelines. When an asterisk (*) appears next to this selection, the master page guidelines are drawn. When the * does not appear, the master page guidelines are not drawn.

bitmaps Toggles the display of bitmap graphic objects. When an asterisk (*) appears next to this selection, the bitmaps are drawn. When the * does not appear, a grey pattern is drawn instead.

region borders Toggles the display of region borders. When an asterisk (*) appears next to this selection, the region borders are drawn. When the * does not appear, the region borders are invisible.

options menu	**previous page** ($\boxed{C}$ ⃛ $\boxed{\leftarrow}$) Moves to the previous page in the document.
	next page ($\boxed{C}$ ⃛ $\boxed{+}$) Moves to the next page of the document.
	goto page Goes to a specified page of the document. ($\boxed{C}$ ⃛ **1** through **9** takes you to the first through ninth pages.)
	toolbox ($\boxed{C}$ ⃛ $\boxed{T}$) Toggles display of the toolbox.
	rulers Toggles the display of the rulers.
	snap ($\boxed{C}$ ⃛ $\boxed{S}$) Makes objects snap to the guidelines.
	ratchet ($\boxed{C}$ ⃛ $\boxed{R}$) Toggles ratcheting.
	set ratchet Sets up ratchet-grid used in ratcheting.
	set gutters Sets the amount of white space between the edge of text regions and the text inside them.

The following menu items appear in the Editor mode:

geos menu	**info** displays the author of the editor mode.
file menu	**update** Makes the file on the disk the same as the file that is in memory.
	preview Displays the entire current page.
	recover Makes the file in memory the same as the file on disk.
	quit Exits the Editor mode and returns you to geoPublish.

edit menu	**cut** Moves the selected region into a Scrap file.
	copy Copies the selected region into a Scrap file.
	paste text Pastes the Text Scrap contents at the cursor position.
	paste picture Pastes the Photo Scrap contents at the cursor position.
options menu	**hide/show pictures** Toggles the display of pictures. When pictures are hidden, a grey rectangle is drawn instead of the picture. This is much faster than drawing the picture.
	select page Selects the entire page for an operation that affects that page.
page menu	**previous page** Goes to the previous page of the document.
	next page Goes to the next page of the document.
	page break Inserts a page break into the document at the cursor positon. In geoPublish, a page break will send the remaining file contents to the next text region.
font menu	Displays available fonts, enabling you change the font of selected text, or use a selected font for the next typed character.
style menu	Displays available fonts, enabling you change selected text, or make next character typed in this style. Styles are plain, **bold**, *italic*, outline, underline, superscript, and subscript.

Appendix D: Placing a geoPaint Graphic into a Photo Scrap

To place a geoPaint graphic into a Photo Scrap:

1:   Open the geoPaint document that contains the graphic you need.

2:   When the document appears on the screen, make sure the graphic you need is displayed in the Drawing Window.

3:   Go to the toolbox and select the **Edit Box**.

4:   Go to the Drawing Window, and click to define the opening point of the edit region.

5:   Pull the pointer to the diagonal corner of the graphic you wish to select. Be sure to enclose all of the graphic.

6:   Click to define the edit region (which will be enclosed in a boundary box).

7:   Go to the command menu and select **edit**, then select **copy** or **cut** (to move) from that menu. The area you selected will be placed into a Photo Scrap.

Appendix E: Using the Photo Manager

The photo manager manages bitmap images stored in multiple photo albums on the disk. Each photo album may contain up to 127 pages of bitmap images collected from your geoPaint documents. For example, one photo album may contain charts or illustrations for a business proposal; another album may contain illustrations for your upcoming novel.

The photo manager enables you to select bitmap images from any of the photo albums and insert them into other GEOS applications, such as geoPublish or geoWrite.

Photo Scraps and Photo Albums
There is a distinct relationship between the "photo files." Whenever you cut or copy a bitmap image, it is placed into a Photo Scrap file, which is a temporary storage file. Photo albums are a means of saving the image you placed in the Photo Scrap and turning it into a permanent file (i.e., a photo album). The photo manager allows you to move images to and from a photo album. A photo album may contain many separate pages.

Remember that the Photo Scrap is a temporary file; each time you copy an image into it, that image replaces the current contents of the Photo Scrap.

The Photo Album Screen
Once inside the photo album, use the two items in the command menu, file and edit (located at the top of the album screen), to work with your images. To exit quickly to the previous application, click on the close box at the top right corner of the album screen.

At the lower left corner of the album screen is the window indicator, which consists of two black rectangles. The large rectangle represents the entire size of the image; the smaller rectangle represents the photo album screen. To view another part of an image that is too large to fit in the window, click the upper left corner of the larger box. It will become attached to the pointer. Click again to deposit it.

Creating a Photo Album or Opening an Existing One in geoPaint

1: Select **photo manager** from the geos menu.

2: When the dialog box appears, select **Create new photo album** or **Open existing album.**

NOTE: Select **Quit** to cancel.

3: To create a new album, enter a name and press ⟦RETURN⟧. To open an existing album, highlight its name (in the dialog box) by clicking on it once (to select it), then click **Open.** If there are more than five names on the list, click on the scroll arrows at the bottom of the dialog box until you find the album you want. Once you have done so, the album will appear on the screen.

Placing a Bitmap Image into a Photo Album

In geoPaint, you will first place the image into a Photo Scrap, then you will place the Photo Scrap into an album.

1: Open the geoPaint document that contains the bitmap image you need.

2: Select the **Edit Box** icon and define the region you want to cut or copy into the photo album.

3: Select **cut** (to move) or **copy** from the **edit** menu.

4: Select **photo manager** from the geos menu.

5: Select an option: **Create new photo album** or **Open existing photo album.**

NOTE: Select **Quit** to cancel.

6: Enter a name for a new photo album and press ⟦RETURN⟧, or select an existing album and click **Open.**

7: When the album appears on the screen, note that it has its own command menu: **file** and **edit.** Select **edit,** then select **paste.** The image that you placed in the Photo Scrap will be copied into the album.

NOTE: You can use the above commands to move or copy images in the existing photo album or to another photo album. For example, create a photo album, insert an image into it, cut or copy the image, then select close to exit that album. You can then open another photo album and insert this image into it.

Remember that only a *copy* of the Photo Scrap has been pasted into the album. If you wish, you may use the same scrap in another album.

Exiting a Photo Album
Select **close** from the **file** menu if you wish to open another album or create a new one. Select **quit** to return to the previous application, or to the deskTop.

Appendix F: Entering a Date and
Time in the Preference Manager

The Preference Manager enables you to set a number of parameters. Among
these are setting the document's date and time. For accurate time and date
stamping of your geoPublish documents, it is recommended that you set the
date and time whenever you boot GEOS and before you start working with
geoPublish.

To set the date or time:
1:    Make sure the **System** disk is open to the deskTop.

2:    Select **preference mgr** from the **geos** menu. The Preferences
      Manager dialog box will appear.

3:    Click on the TIME SET or DATE SET box, and type in the new time
      or date.

NOTE: The time freezes after the first key on the keyboard is pressed.
          Note also that the cursor bypasses colons and slashes.

4:    When the time and date are set, press [RETURN] .

NOTE: Moving the pointer outside the TIME SET or DATE SET box
          before pressing [RETURN] causes the values to revert to their
          original settings.

5:    To exit, click **SAVE**, then click **EXIT**.

Appendix G: Disk Contents

Side One   geoPublish program (95K)
                              Master Page Library for 80 dpi printers (est. 6K)
                              Page Layout Library for 80 dpi printers (est. 6K)
                              Tutorial geoWrite file (Text 1) (est. 3K)
                              Tutorial geoWrite file (Text 2) (est. 3K)
                              Tutorial Photo Scrap (est. 4K)
                              LW_Roma (11K)

Side Two

                              Text Grabber (20K)
                              Form files (7K)
                              LW_Cal (11K)
                              LW_Greek (11K)
                              Mega Roma (19K)
                              Mega Cal (19K)
                              Mega Barrows (19K)
                              Master Page Library for 72 dpi printers (est. 5K)
                              Page Layout Library for 72 dpi printers (est. 5K)
                              Master Page Library for 60 dpi printers (est. 4K)
                              Page Layout Library for 60 dpi printers (est. 4K)

Appendix H: Never and Always
(Do's and Don'ts)

When you are not using your disks, keep then in their sleeves and away
from all electronic or magnetic equipment. Do not lay them on top of your
monitor, or computer power supply.

Always close the disk drive door after inserting any disk into the disk drive.

Never remove a disk from the disk drive while on the deskTop, or while you
are using an application, without first closing the disk (unless you are
specifically asked to do so by a dialog box).

Always create and use work disks. Use the **System** disk only for booting,
or to rearrange your default files.

Never create a document on the **Applications** disk. Copy the applications
onto work disks and create your documents there. If, however, you do create
a document inadvertently on the **Applications** disk, copy the document
onto another disk (if you wish to save it), and then remove the document
from the **Applications** disk by using the following procedure:

1:   Move the file icon to the border and drop it there.

2:   Pick up the file icon again and move it to the waste basket to throw it
     away (see "Deleting a File," above).

Always make backup disks containing your document files in case one disk
becomes damaged.

Never give two disks the same name; it is too easy to confuse the two. If
one disk is to be a backup, vary its name slightly. For example, the backup
for a disk called "Limericks" could be named "Limericks Backup", or
"Limericks II."

Never use the old BASIC validate command. If you accidentally use this
command, immediately boot GEOS and use the **validate** command located
in the **disk** sub menu on the deskTop.

NOTE: The **validate** command can fix small problems. In the above
case, it simply prevents further damage. **Validate** will check
for damage and display a dialog box listing what it has found.

Never use the old BASIC scratch command either. If you do, use the
procedure above to restore your work.

Appendix I: Sample Library
Entries

The geoPublish disk contains three library files with sample master pages
and 3 library files with sample page layouts. You should choose the files
which correspond to your printer's resolution.

If your printer is an 80 dpi printer (80 dots per inch) you should move the
files 'Master 80dpi' and 'Layout 80dpi' to the first page of your geoPublish
work disk.

If your printer is an 72 dpi printer (72 dots per inch) you should move the
files 'Master 72dpi' and 'Layout 72dpi' to the first page of your geoPublish
work disk.

If your printer is an 60 dpi printer (60 dots per inch) you should move the
files 'Master 60dpi' and 'Layout 60dpi' to the first page of your geoPublish
work disk.

On the next four pages are possible page layouts effects that you can
achieve with the sample libraries. Under each example is the name of the
master page and the page layout that you should select from the libraries
in order to achieve this effect.
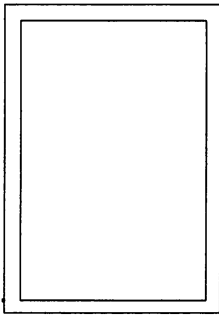
Master Page : 1 Column
Page Layout : 1 Column
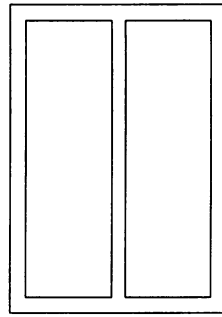
Master Page : 1 Column
Page Layout : 2 Column
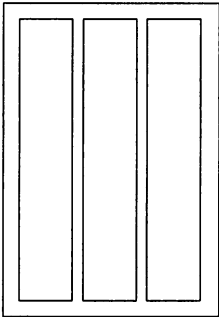
Master Page : 1 Column
Page Layout : 3 Column
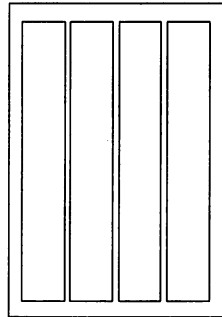
Master Page : 1 Column
Page Layout : 4 Column
(80 dpi only)
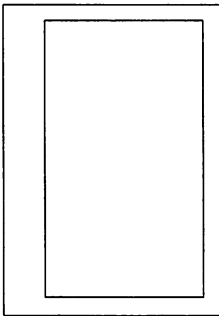
Master Page : 1C Big LM
Page Layout : 1C Big LM
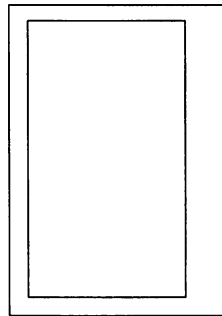
Master Page : 1C Big RM
Page Layout : 1C Big RM
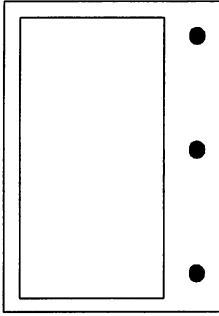
Master Page : 1C R Punch
Page Layout : 1C Big RM
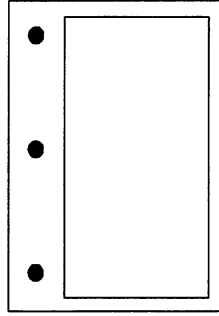
Master Page : 1C L Punch
Page Layout : 1C Big LM
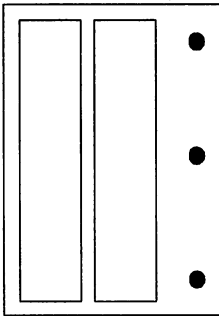
Master Page : 1C R Punch
Page Layout : 2C Big LM

Master Page : 1C L Punch
Page Layout : 2C Big RM
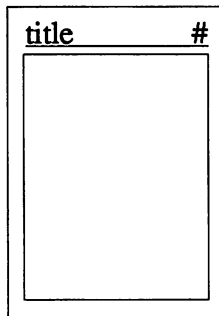
title   #

Master Page : 1C Title U
Page Layout : 1C Title U
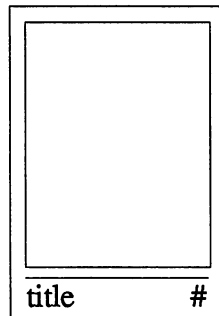
title   #

Master Page : 1C Title D
Page Layout : 1C Title D
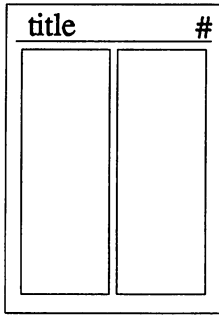
Master Page : 1C Title U
Page Layout : 2C Title U
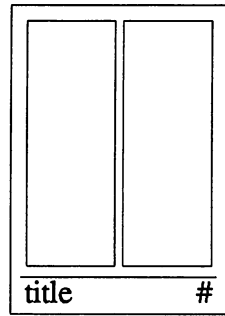
Master Page : 1C Title D
Page Layout : 2C Title D
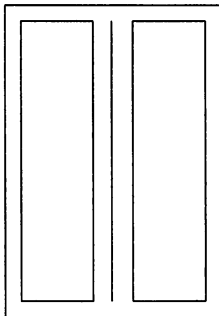
Master Page : 2C Divider
Page Layout : 2 Column
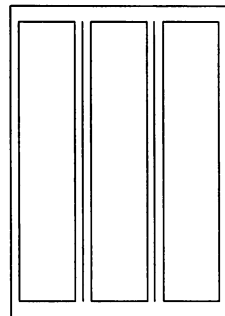
Master Page : 3C Divider
Page Layout : 3 Column
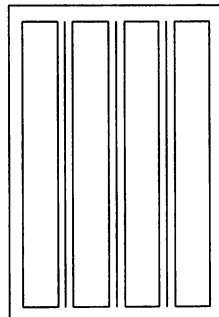
Master Page : 4C Divider
Page Layout : 4 Column
(80 dpi only)
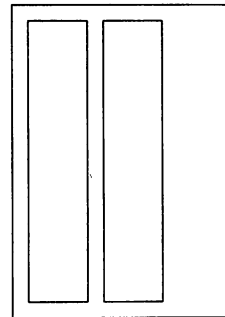
Master Page : 1C Big LM
Page Layout : 2C Big LM
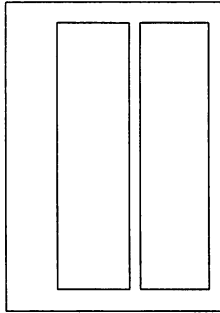
Master Page : 1C Big RM
Page Layout : 2C Big RM
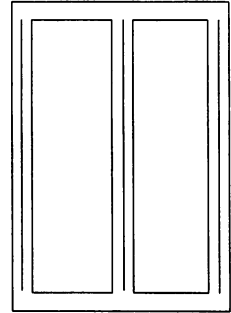
Master Page : 2C Gutters
Page Layout : 2 Column
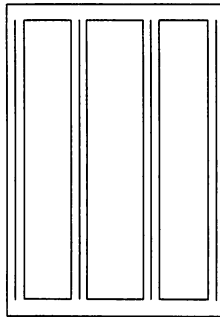
Master Page : 3C Gutters
Page Layout : 3 Column

Appendix J: Dictionary of Terms

This glossary contains terms which are more or less specific to
geoPublish. For information on general GEOS and Commodore terms
such as *click*, *drag*, and *select* refer to your *GEOS User's Manual*.

attributes	Aspects of graphic objects which control their appearance. To change a graphic object's attributes, use the **Attributes** tool in the toolbox.
bitmap	A photo scrap image which may be imported into a layout region or as a graphics object in Page Graphics mode. Bitmaps can be created with geoPaint, or, if you have a Graphics Grabber program, the PrintMaster, Print Shop, and Newsroom graphics applications.
bitmap region	A Page Layout region into which a bitmap image has been imported.
center	A feature of special text and bitmap importing. For special text, the text is centered based on the point of placement; for bitmaps, the image is centered within the region's boundaries.
children	Text regions that are divided into sub-regions when overlapped by any other region.
circle/ellipse	A graphics tool which allows circles or ellipses to be drawn interactively. Circles will appear slightly elliptical on the screen but will be circular in the final printout.
clip	To fit a bitmap image into a smaller page layout region by discarding or cutting parts of the image which lie outside the region's boundary.
closed connected lines	A variation of the Connected Line tool which automatically connects the first and last points you define. Also known as polygons.

closed spline	A variation of the spline tool which connects the beginning and end points of a normal spline.
connected lines	A graphics tool which allows you to draw multiple lines which are all joined together; the ending point of one line becomes the starting point of the next.
cross-hair pointer	The pointer when it is used to create a graphics shape; it assumes the shape of a +.
current page	The page which is being worked on.
cursor	A pointer which indicates the postion of the next typed character. It also determines the placement of copied or moved text.
date	If you include the word **DATE** (all uppercase) within a special text region; the word **DATE** will be replaced with the date determined by the Preferences Manager when the document is printed.
delete	To remove an item permanently.
document	A geoWrite or geoPublish data file. A geoPublish document may be up to 16 pages and will include all the master page, graphics, and layout information. geoPublish can import geoWrite documents into its page layout regions.
document ID box	The information box in the lower left corner of the screen; includes information such as the current document name, the current page number, and the X and Y coordinates on the page, and the starting page number.
document setup box	The dialog box which first comes up when you select **doc setup** from the **file** menu; it allows you to set the number of master pages.
dot-matrix printer	A printing technology which uses a vertical column of metal pins to impact against an ink ribbon as the printhead passes across the page. Dot-matrix printers usually use 8, 16, or 24 pins.

ellipse	See *circle/ellipse*.
editor	A geoPublish mode which allows you to edit text in a word processor. It can be entered from the **mode** menu.
finetuning	Using the cursor keys to make small and precise movements on the page.
FG	Abbreviation for foreground. Under the **display** menu. Allows the display of the page graphics layer to be enabled and disabled.
font	A text typestyle. Berkeley Softworks currently offers over 20 different fonts, such as Boalt, Mykonos, Telegraph, and Harmon.
footer	Text printed at the bottom of each page, sometimes called a *running footer*. Compare with *header*.
foreground	The topmost layer in a geoPublish document; a page graphics layer which will be printed on top of anything else on the page.
flow-around	The capability of geoPublish to direct text columns around graphic images. The text is said to "flow-around" the graphics.
geoWrite	The GEOS word processor which geoPublish uses to incorporate text into documents. The most recent version of geoWrite 2.1 is available with geoWrite Workshop 128. The geoPublish editor is a subset of geoWrite.
graphics	Lines, circles, bitmaps, and other non-text portions of a docment. See also *page graphics*.
Graphics Grabber	The GEOS application which converts bitmap images from other formats (Newsroom, Print Shop, and PrintMaster) into GEOS Photo Scrap format.
group select	A graphics tool which allows the simultaneous selection of many objects by drawing a rubber-band

box around their perimeter. Once they are selected, they may be resized, deleted, or moved together.

guideline
A horizontal or vertical line which is set on the master page and helps align columns and graphics within the document; guidelines appear as dashed line on the page, but do not appear in the final printout.

guideline margin
In master page mode, the margin between the rulers and the page in which the guide markers are set.

guide marker
A small, arrow-shaped tab which establishes the position of guidelines on the master page.

gutter
The invisible white space margins that surround columns on all sides and separate them from each other. The gutter size can be set from the **option** menu.

header
Text printed at the top of each page, sometimes called a *running header*. Compare with *footer*.

import
To bring external text (geoWrite document) or bitmap graphics (Photo Scrap) into a geoPublish document. Text and bitmap graphics are imported into page layout regions.

inside edge
The edge of a column or page which is closest to the binding. Left pages have their inside to the right; right pages have their inside to the left. Compare with *outside edge*.

laser printer
A high resolution printing technology which uses a laser to bond toner (ink) to paper.

layer
geoPublish documents are built-up from successive layers. The master page layer is on the bottom, followed by the page layout layer, and the foreground graphics layer on top.

layout
The process of designing and placing text and graphics on a page. geoPublish text and bitmap regions are established in page layout mode.

layout region	A rectangular area defined in layout mode (with the region tool). Also called a *region*. Text and bitmap images can be imported into these regions.
left page	When two pages will open side-by-side, as in a book, the page on the left is the left page; sometimes referred to as the verso page.
library	geoPublish master pages and layouts may be stored and recalled from libraries — files on the disk which contain up to 32 library entries each. This allows standard formats to saved and reused.
line	A graphics tool which allows single, unconnected lines to be drawn on the page.
mega font	Extra large font sizes for banners and headlines, unique to geoPublish. Mega font sizes range from 4 to 192 points.
master page	The blueprint or template for a geoPublish document; used for setting up guidelines and running headers, footers, and graphics; geoPublish supports two master pages (one for left pages and one for right pages).
mode	geoPublish has four modes: master page, layout, page graphics, and editor. Each is a distinct and unique level of operation.
move button	On a selected region or object, the button in the upper left corner of the boundary box, which allows it to be relocated on the page.
move-to-back	The page layout and page graphics tool which forces a region or object to the bottom of the current layer, placing it below surrounding objects or regions.
move-to-front	The layout and page-graphics tool which brings a region or object to the top of the current layer, placing it over surrounding objects or regions.

MP	Abbreviation for master page. Under the **display** menu, allows the display of the master page layer to be enabled and disabled.
outside edge	The edge of a column or page which is farthest from the binding. Left pages have their outside to the left; right pages have their outside to the right. Compare with *inside edge*.
opaque	An option for graphics objects which enables them to cover other objects.
page	Any of the 16 possible printable pages in a geoPublish document.
page graphics	Foreground page graphics that allow lines, curves, and text to be added to geoPublish pages.
page	If you include the word **PAGE** (all uppercase) within a special text region; the word **PAGE** will be replaced with the actual page number when the document is printed.
page layout	The mode in which you import text or graphics.
parent	Text region not overlapped by other regions. See also *children*.
patterned line	A special line-drawing feature which supports patterns, transparency, and varying thicknesses.
Photo Manager	The desk accessory which allows multiple photo scraps to be included on one disk.
photo scrap	A bitmap image, usually cut from geoPaint (or PrintMaster, Print Shop, or Newsroom). Photo Scraps can be managed with the Photo Manager and can be imported into page layout regions.
point size	A measurement unit for type. One point equals 1/72 of an inch.

pointer	The small arrow which indicates your position on the screen. It is used to select menu items and tools, move or resize regions, and determine the placement of a cursor.
pointer tool	The arrow-shaped tool which allows individual regions and objects to be selected.
preview	A full-page view of the document. This is the default mode. Compare with *zoom*.
print	To output a geoPublish document to a device such as a dot-matrix or laser printer.
ratchet	A cursor movement option which constrains the cursor to a specific interval on the page. The default interval is every 1/2 inch. The cursor is said to "ratchet" across the page. Compare with *snap*.
recover	Undo changes made to a file by reading the original file.
recto	See *right page*.
rectangle	A graphics tool which allows boxes to be drawn interactively.
redraw	A button in the Page Layout toolbox which forces the screen to be redrawn and cleaned up.
region	See *layout region*.
region border	Layout regions are usually outlined with a dashed rectangle. These region borders can be disabled. Region borders, like guidelines, never print.
resize button	On a selected region or object, the button in the lower right corner of the bounding box which allows it to be resized on the page.
right page	When two pages will open side-by-side, as in a book, the page on the right is the right page, sometimes referred to as a recto page.

ripple	The process geoPublish goes through to format text files so that they flow around graphics and across multiple pages. The text is said to be "rippled" across the pages. Text regions which have been rippled appear as solid diagonal lines; otherwise, they appear as broken diagonal lines.
rubber-band	A quality of interactively drawn objects where the object (such as a line) follows the cursor around, "rubber-banding" as it is repositioned.
ruler	Markings along the outside of the page for alignment. The marks are expressed in inches and fractions of inches.
scale	The ability of geoPublish to automatically and intelligently resize bitmap images to any size region.
scroll	In zoom mode, the ability to roam around the whole document by moving the pointer to the screen edges.
selected tool	The highlighted tool in the toolbox.
show	A button in the page layout toolbox which causes the text to be immediately rippled; especially useful for going directly to zoom mode to examine the page.
snap	A cursor movement option which causes the cursor to gravitate, or snap, to the master page guidelines.
special text	Text added to a geoPublish document from Page Graphics or Master Pages mode as opposed to Page Layout mode; used primarily for headlines, headers, and footers; supports mega fonts.
spline	A graphics tool which creates smooth curves based on control points.
text region	A page layout region into which text (from a geoWrite document) has been imported.
Text Grabber	A program for converting text from other word processing programs into geoWrite format. Text

	Grabber is included with the geoPublish and geoWrite Workshop 128 packages.
time	If you include the word **TIME** (all upper case) within a special text region, the word **TIME** will be replaced with the time you set in the Preferences Manager.
tool	Devices for creating geoPublish documents. The tools appear in the toolbox.
toolbox	The box in the upper left corner which contains all the tools for the current mode.
transparency	An option for graphics objects which makes them non-destructive, merely overlaying whatever they are placed over.
update	Changing the document on disk to reflect the most recent changes made.
WYSIWYG	Pronounced "wizeewig," an acronym for What You See Is What You Get, referring to a display which shows how the final printed output will appear, such as geoPublish zoom mode.
X-coordinate	The horizontal position on the page, to the nearest 1/80 of an inch.
Y-coordinate	The vertical position on the page, to the nearest 1/72 of an inch.
zoom	Magnified WYSIWYG display of a page.

Appendix K: Error Messages

Graphics or Master Pages Mode

Select graphics object first.
> The attempted operation requires that a graphics object be selected.

The graphics list is full.
> No more graphics objects can be added to the current page.

This option is not active with Group Select.
> The attempted operation cannot be done with a group of selected objects.

Page Layout Mode

Article table full.
> The maximum number of geoWrite files has been used in the document. Doing a ripple witll remove unneeded text, such as text that is only in one text region and if that region has been deleted.

No more regions can be defined on this page.
> The maximum number of parent regions has been created.

Please choose a region first.
> Select a region before performing the function.

Text must be rippled first.
> You tried to enter the Editor mode with a non-rippled text region. Ripple the text first, then try again.

During Text Ripple

Error: Can't find text file (filename).
> The text file shown is contained in a region but is not on the data disk. This message can also occur in zoom when displaying text.

Error: Too many children rectangles.
> In the process of dividing text regions into children, too many children were created. Try changing the layout.

Error: Region too small for text.
A parent region is not big enough for text (including gutters). It must have a minimum width of 1 inch and proper gutter values for height. You need to change the region or gutter size.

Error I: ## Error creating library or **Error saving to library.**
A disk error occurred creating or adding to a library file. (The number is a standard GEOS disk error number.)

Page Switching

Can't go to given page.
You tried to go to a page that does not exist.

Can't go to given page. Create a new page.
You tried to go to the next page when there was none. You are given the option to create another page.

Printing

Can't find printer driver name
The printer driver you selected is not on the current disk. You need to copy it onto the current disk.

Error reading printer driver.
Random disk error. Try rebooting.

No printer driver is selected.
You need to return to the deskTop and select a printer driver.

Printer is inaccessible.
The printer is not hooker up properly, not turned on, or the paper is misaligned. Check the printer and try printing again.

Index